CITY COUNCIL MEETING

520 Jackson Avenue
August 6, 2019 – 6:30 pm
AGENDA

CALL TO ORDER
ROLL CALL
READING AGENDA – ADDITIONS/DELETIONS
AUTHORIZATION TO PARTICIPATE IN MEETING VIA REMOTE ACCESS
CONSENT AGENDA – ITEMS DESIGNATED BY (*)
Illinois local governments may adopt by a single roll call vote ordinances, resolutions, motions and orders. Any Council Member or the Mayor may request that any item proposed not be included in that vote but considered separately.

APPROVAL OF MINUTES:

1) ***MINUTES:** Regular and Executive City Council Meetings for July 16, 2019.

AUDITING CLAIMS:

2) ***PAYROLL:** Regular Pay Period for July 20, 2019.
3) ***BILLS PAYABLE:** August 9, 2019.

ACTION ITEMS:

4) ***RAFFLE LICENSE:** Kiwanis Club of Charleston at the Brick House, 920 W. Lincoln Ave.,on the 2nd and 4th Tuesday of each month at 12:45 p.m. until a winning ticket has been drawn.
5) ***RAFFLE LICENSE:** Windsor High School FFA at the Coles County Fairgrounds during Fair Week with drawing to be held on August 29, 2019 at the Farm Progress Show in Decatur, to raise funds to support FFA Chapter Activities such as Elementary School Outreach, FFA Competition Expenses, Classroom Aids, etc.
6) ***RESOLUTION:** Authorizing the Release of Closed Session Meeting Minutes.
7) ***RESOLUTION:** Authorizing the Destruction of Audio or Video Recordings of Closed Session Meetings.
8) **PRESENTATION:** Well-known local Abraham Lincoln interpretor, B.F. McClerren, will present to the City of Charleston two replicas of the Lincoln Statue that enhances the entrance to the Lincoln Douglas Museum.
9) **RESOLUTION:** Authorizing the City to issue a renewal of License Agreement with Charleston Water Fowl Association to use and regulate hunting activities at Lake Charleston.
10) **RESOLUTION:** Approving the 2019 Emergency Operations Plan.
11) **RESOLUTION:** Authorizing Execution of a Local Agency Agreement for Federal Participation for MFT Section 16-00112-00-BT, Lincoln Prairie Pedestrian / Bike Trail.
12) **RESOLUTION:** Authorizing Execution of Intergovernmental Agreement with Illinois Environmental Protection Agency (IEPA) for 319 Grant Funding.
13) **ANNOUNCEMENT:** Mayor's re-appointment of Jim Davis and David Kirsch to 3-Year Terms on the Tourism Advisory Board.

PUBLIC PRESENTATIONS, PETITIONS & COMMUNICATIONS:
This portion of the City Council meeting is reserved for anyone wishing to address Council. The Illinois Open Meetings Act (5 ILCS 120/1) mandates NO action shall be taken on matters not listed on this agenda and Council is not required to take any action or discuss the matter further. Typically, however, the Mayor and Council may direct staff to further investigate the matter or suggest that the matter be brought forward for action on a subsequent agenda. The Open Meetings Act allows the Council to pass rules concerning the manner of public comment, and our Council has adopted rules for that purpose. Copies of the rules may be found at the Clerk's office. We request that you sign up with the Clerk ahead of time and provide the City Clerk with your name & address before speaking in order to assist us with the orderly conduct of the Public Comment portion of the meeting; however, neither signing up nor giving your name and address is a mandatory prerequisite for you to address the Council. Please speak into the microphone; limit presentation to 3 minutes; and avoid repetitious comments. Thank you.

EXECUTIVE SESSION: An Executive Session will be held to discuss the purchase or lease of real property pursuant to *5 ILCS 120/2 (c)(5).*

ADJOURNMENT

City Council Regular Meeting **1)**

Meeting Date: 08/06/2019

Submitted By: Deborah Muller, City Clerk

TITLE:

***MINUTES:** Regular and Executive City Council Meetings for July 16, 2019.

STAFF RECOMMENDATION:

Approve.

Attachments

CC Minutes: 07/16/2019.

City of Charleston
Regular City Council Meeting
Minutes
July 16, 2019

State of Illinois
County of Coles } **ss.**
City of Charleston

The Council of the City of Charleston, Coles County, Illinois, met for the scheduled regular session at 6:30 p.m. on Tuesday, July 16, 2019, at 520 Jackson Avenue, Charleston, Illinois, with Mayor Brandon Combs presiding. The meeting commenced at 6:30 p.m. The Mayor directed the City Clerk to call the roll and the following were physically present and answered affirmatively to the call of his or her name: Councilmen Matthew Hutti, Jeff Lahr, Tim Newell, and Mayor Brandon Combs. Councilman Dennis Malak was absent. Other City Officers present were: City Manager Scott Smith; City Attorney Rachael Cunningham; City Clerk Deborah Muller; Public Works Director Curt Buescher; City Planner Steve Pamperin; Deputy Police Chief Heath Thornton; Fire Chief Steve Bennett; Parks & Recreation Director Brian Jones; and Network Administrator Todd Kibler.

Mayor Combs welcomed everyone and then led the audience in the Pledge of Allegiance.

Mayor Combs then introduced and thoroughly reviewed the **CONSENT AGENDA**, which consisted of the following items: **1) MINUTES—**Regular and Executive City Council Meetings held on July 2, 2019; **2) PAYROLL—**Regular Pay Period ending on July 6, 2019; **3) BILLS PAYABLE—**July 19, 2019; **4) COMPTROLLER'S REPORT**—June 2019; **5) PROCLAMATION—**Mayor's Recognition of August 4-10, 2019, as National Farmers Market Week; **6) RAFFLE LICENSE**—Coles County Farm Bureau Foundation on August 23, 2019, at 9:00 p.m. in Morton Park, to raise funds for their scholarship fund for students entering an agriculture-related field of study; and **7) RAFFLE LICENSE—** Coles County Arts Council at the conclusion of the benefit concerts on July 26 and 27, 2019, at the John Daum Amphitheater, in order to raise funds for Art Camp Scholarships to be awarded to High School students by CCAC each Spring.

A written motion was made by Council Member Hutti and seconded by Council Member Lahr that the Consent Agenda be approved as presented.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

With regard to Item #8, Mayor Combs explained that the City had established a strict policy with the adoption in 2003 of Resolution 03-R-48, which set forth criteria for honoring community leaders and volunteers for their efforts and financial contributions to various projects within the City's parks and recreational areas. Faye Cobble, a 21-year member of the Charleston Parks and Recreation Advisory Board met this criteria. At a

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meeting of the Charleston Parks and Recreation Advisory Board on February 16, 2016, the Board voted 5:0 to recommend to Council that Mrs. Cobble be honored for serving on the Board for 21 years, and for her loyal support and for the care she exhibited for the North Park neighborhood and the people who lived there. She watched over the park, routinely picking up trash and reporting anything amiss to the City. Upon approval by Council, a dedication ceremony would be held at North Park on Friday, July 19, 2019.

ITEM 8: A written motion was made by Council Member Lahr and seconded by Council Member Hutti that the Resolution memorializing the pavilion at North Park as Faye Cobble Pavilion, be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

With regard to Item #9, the Mayor explained that the City's Tax Increment District (TIF) Plan was approaching its termination date. This Resolution would allow for the review and analysis with regard to the possibility of extending the dates by which the redevelopment project must be completed and finance redevelopment project costs must be retired.

ITEM 9: A written motion was made by Council Member Newell and seconded by Council Member Lahr that the Resolution approving an Agreement with Economic Development Resources IEDR), L.L.C. for Professional Services and Assistance with regard to a T.I.F. Extension, be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

With regard to Item #10, Mayor Combs explained that the City had applied for a grant through the Illinois Development Housing Authority's abandoned Property Program. Of the requested grant amount of $64,070, the City had been awarded $55,000. This Resolution would authorize the acceptance of the grant commitment and obligate the City to work with IHDA toward completing and submitting the required closing documents.

ITEM 10: A written motion was made by Council Member Lahr and seconded by Council Member Newell that the Resolution authorizing the acceptance of the Illinois Housing Development Authority (IHDA) APP Grant Award, be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

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The Mayor said that this concluded the Agenda items.

The Mayor then opened the floor to any public comments, communications, petitions, and presentations. He asked that those doing so come up to the podium and give the Clerk their name and address for the record. He noted that this was solely for the benefit of the Clerk, and was not required. He asked that they limit their comments to 3 minutes and avoid repetition.

No one came forward.

The Mayor asked City Manager Smith and City Attorney Cunningham if they had any comments.

City Manager Smith thanked the Mayor and Council for their support in memorializing the North Park Pavilion in Faye Cobble's name. Smith elaborated on additional reasons the Mrs. Cobble merited the recognition including the time and effort that both she and her husband George had put into many aspects of the Rotary Pool and the Parks. They had both been very supportive of the parks and of the City of Charleston. He noted that her whole family enjoyed North Park, and they were there frequently. He was glad that the City was able to recognize her and show the City's appreciation of her years of dedication.

Mayor Combs agreed with City Manager Smith.

The Mayor asked Council if they had any comments. They did not.

Mayor Combs said that during the Red, White & Blue Festivities at Morton Park on July 4th, he had been interviewed by Channel 3 News. There were multiple speakers including EIU Vice President Jay Gatrell, and everything had gone well despite the fact that the weather was uncooperative. But, he wanted to commend Diane Ratliff for all of her organization of the event. Channel 3 had been quite demanding, and Ratliff had kept her composure and assisted them to the fullest extent. Everything went off very well.

The weather had been such that he had discussed with Mayor Gover whether the fireworks should be cancelled or not, and at last, the weather cooperated, and the event was a success. He noted that it was amazing to see the community come together over this event. He also commended the Red, White & Blue Committee for its hard work and dedication.

The Mayor noted that there was an Executive Session scheduled that evening. They would be returning to Council Chambers after the Executive Session to adjourn the meeting, but there would be no more business conducted that evening. However, anyone wishing to wait for the conclusion of the meeting was welcome to do so.

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The Mayor then said that he would entertain a motion to recess to go into Executive Session.

A written motion was made by Council Member Newell and seconded by Council Member Lahr to go into Executive Session to review minutes of all closed session meetings pursuant to *5 ILCS 120/2 (c)(21).*

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

Recess: 6:44 p.m.

Mayor Combs reconvened the regular session of City Council at 6:59 p.m.
Present were Council Members Lahr, Newell, and Mayor Combs. Also present were City Manager Smith, City Attorney Cunningham, and City Clerk Muller.

The Mayor then said that he would entertain a motion to adjourn.

A written motion was made by Council Member Lahr and seconded by Council Member Newell to adjourn.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

Adjournment: 7:00 p.m.

Minutes approved this 6th Day of August 2019.

_____
Brandon Combs, Mayor

ATTEST:

_____
Deborah Muller, City Clerk

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City Council Regular Meeting **2)**

Meeting Date: 08/06/2019

Submitted For: Heather Kuykendall, Comptroller **Submitted By:** Deborah Muller, City Clerk

TITLE:

***PAYROLL:** Regular Pay Period for July 20, 2019.

STAFF RECOMMENDATION:

Approve.

Attachments

Payroll: 07/20/2019.

	Pay Period Ending:			**07/20/19**
1	**GENERAL FUND**			
	A.	General Administration		33,082.68
	B.	Building and Development		9,468.63
	C.	Tourism		1,836.99
	D.	Parks & Maintenance		15,457.23
	E.	Police		90,759.83
	F.	Fire		96,030.10
	G.	Street		15,352.69
	H.	City Garage		1,645.10
	I.	Contingencies		-
		TOTAL GENERAL FUND:	**$**	**263,633.25**
2	**PLAYGROUND & RECREATION**			27,737.27
3	**LIBRARY**			9,389.29
4	**WATER AND SEWER FUND**			
	A.	Water Billing Department		7,593.30
	B.	Utility Department		22,521.72
	C.	Water Treatment Plant		16,100.36
	D.	Waste Water Treatment Plant		10,425.41
	E.	City Garage		2,837.38
		TOTAL WATER AND SEWER FUND:	**$**	**59,478.17**
5	**MOTOR FUEL TAX**			1,287.50
6	**EMPLOYEE BENEFITS**			2,060.00
		TOTAL GROSS PAYROLL	**$**	**363,585.48**

City Council Regular Meeting **3)**

Meeting Date: 08/06/2019

Submitted For: Heather Kuykendall, Comptroller **Submitted By:** Deborah Muller, City Clerk

TITLE:

***BILLS PAYABLE:** August 9, 2019.

STAFF RECOMMENDATION:

Approve.

Attachments

Bills Payable: 08/09/2019.

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department	**PR-MAINT Parks & Recreation,Parks & Maintenance**								
Vendor	**1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.**								
372571/6	Pumbing supplies - MAINT	Open		05/02/2019	08/09/2019	05/02/2019			27.57

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Pumbing supplies - MAINT	1.0000	EA	27.5700	27.57		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		27.57

Invoice Items 1

373907/6	PVC, pail paint, & multi mix container/PD	Open		05/21/2019	08/09/2019	05/21/2019			18.90

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of buildings and facilities - PVC, pail paint, & multi mix container/PD	1.0000	EA	18.9000	18.90		

G/L Account	*Project*	*Amount*
11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)		18.90

Invoice Items 1

374659/6.	Paint supplies-MAINT	Open		05/31/2019	08/09/2019	05/31/2019			117.48

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Paint supplies-MAINT	1.0000	EA	117.4800	117.48		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		117.48

Invoice Items 1

377696/6	WW Misc. Supplies - Fasteners, etc.	Open		07/11/2019	08/09/2019	07/11/2019			18.77

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other repair & maintenance - WW Misc. Supplies - Fasteners, etc.	1.0000	EA	18.7700	18.77		

G/L Account	*Project*	*Amount*
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)		18.77

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.**									
377759/6	WP Misc Supplies - Pipe, Fittings, etc	Open		07/12/2019	08/09/2019	07/12/2019			25.04

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Pipe and fittings for chem feed changes to existing plant/wtp - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	25.0400	25.04		

G/L Account	Project	Amount
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		25.04

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
377805/6	Screws & Silicone for Backup Camera Installation / FD	Open		07/12/2019	08/09/2019	07/12/2019			11.91

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Screws & Silicone for Backup Camera Installation / FD	1.0000	EA	11.9100	11.91		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	0020 (0020-2013 Medtech Ambulance 3X38)	11.91

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
377820/6	Tape - MAINT	Open		07/12/2019	08/09/2019	07/12/2019			9.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Tape - MAINT	1.0000	EA	9.9900	9.99		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		9.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378020/6	WW Janitor Supplies - Misc.	Open		07/16/2019	08/09/2019	07/16/2019			18.06

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Janitorial & cleaning supplies - WW Janitor Supplies - Misc.	1.0000	EA	18.0600	18.06		

G/L Account	Project	Amount
61-4621-2301 (Water and Sewer Fund-Waste Water Treatment Plant-Janitorial & cleaning supplies)		18.06

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378047/6	Gloves, Cleaner - MAINT	Open		07/16/2019	08/09/2019	07/16/2019			57.42

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Gloves, Cleaner - MAINT	1.0000	EA	57.4200	57.42		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		57.42

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.**									
378067/6	WW Misc. Supplies - Fasteners, etc.	Open		07/16/2019	08/09/2019	07/16/2019			6.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other maintenance supplies - WW Misc. Supplies - Fasteners, etc.	1.0000	EA	6.9900	6.99		

G/L Account	Project	Amount
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)		6.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378141/6	Gloves - MAINT	Open		07/17/2019	08/09/2019	07/17/2019			24.79

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Gloves - MAINT	1.0000	EA	24.7900	24.79		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		24.79

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378154/6	WP Misc Supplies - Pipe, Fittings, etc	Open		07/17/2019	08/09/2019	07/17/2019			5.14

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	5.1400	5.14		

G/L Account	Project	Amount
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		5.14

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378190/6	Keys for training center / FD	Open		07/17/2019	08/09/2019	07/17/2019			4.78

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other building materials - Keys for training center / FD	1.0000	EA	4.7800	4.78		

G/L Account	Project	Amount
11-4221-2699 (General Fund-Fire Department-Other building materials)		4.78

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378248/6	Tube Braid/UTILITY	Open		07/18/2019	08/09/2019	07/18/2019			8.95

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Sewer repair materials - Tube Braid/UTILITY	1.0000	EA	8.9500	8.95		

G/L Account	Project	Amount
61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)		8.95

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.**									
378249/6	Connector Comp/UTILITY	Open		07/18/2019	08/09/2019	07/18/2019			1.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Sewer repair materials - Connector Comp/UTILITY	1.0000	EA	1.9900	1.99		

G/L Account	*Project*	*Amount*
61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)		1.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378276/6	Parts for new Ice Maker @ St. 1 / FD	Open		07/18/2019	08/09/2019	07/18/2019			18.34

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other building materials - Parts for new Ice Maker @ St. 1 / FD	1.0000	EA	18.3400	18.34		

G/L Account	*Project*	*Amount*
11-4221-2699 (General Fund-Fire Department-Other building materials)		18.34

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378489/6	Drill Bit for Training Center / FD	Open		07/22/2019	08/09/2019	07/22/2019			9.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other building materials - Drill Bit for Training Center / FD	1.0000	EA	9.9900	9.99		

G/L Account	*Project*	*Amount*
11-4221-2699 (General Fund-Fire Department-Other building materials)		9.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378524/6	WP Misc Supplies - Pipe, Fittings, etc	Open		07/22/2019	08/09/2019	07/22/2019			18.98

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	18.9800	18.98		

G/L Account	*Project*	*Amount*
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		18.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378596/6	WP Building & Grounds - Misc	Open		07/23/2019	08/09/2019	07/23/2019			4.74

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Paint and/or paint supplies - WP Building & Grounds - Misc	1.0000	EA	4.7400	4.74		

G/L Account	*Project*	*Amount*
61-4611-3510 (Water and Sewer Fund-Water Treatment Plant-Repair of buildings & facilities)		4.74

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.**									
378621/6	Fasteners for Traiing Center / FD	Open		07/23/2019	08/09/2019	07/23/2019			16.56

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other building materials - Fasteners for Traiing Center / FD	1.0000	EA	16.5600	16.56		

G/L Account	Project	Amount
11-4221-2699 (General Fund-Fire Department-Other building materials)		16.56

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378713/6	WW Misc. Supplies - Fasteners, etc.	Open		07/24/2019	08/09/2019	07/24/2019			21.51

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other maintenance supplies - WW Misc. Supplies - Fasteners, etc.	1.0000	EA	21.5100	21.51		

G/L Account	Project	Amount
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)		21.51

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
378870/6	WW Misc. Supplies - Fasteners, etc.	Open		07/25/2019	08/09/2019	07/25/2019			83.34

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other repair & maintenance - WW Misc. Supplies - Fasteners, etc.	1.0000	EA	83.3400	83.34		

G/L Account	Project	Amount
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)		83.34

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
379189/6	Spraypaint/UTILITY	Open		07/30/2019	08/09/2019	07/30/2019			11.38

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair & maintenance chemicals - Spraypaint/UTILITY	1.0000	EA	11.3800	11.38		

G/L Account	Project	Amount
61-4610-2303 (Water and Sewer Fund-Utility Department-Repair & maintenance chemicals)		11.38

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
379211/6	Shovel/UTILITY	Open		07/30/2019	08/09/2019	07/30/2019			37.16

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Hand Tools / UTILITY - Shovel/UTILITY	1.0000	EA	37.1600	37.16		

G/L Account	Project	Amount
61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)		37.16

Invoice Items 1

Vendor **1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.** Totals Invoices 24 $579.78

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1012 - ADAMS MEMORIALS**									
392893	Stone for Cobble Pavilion - MAINT	Open		07/22/2019	08/09/2019	07/22/2019			1,000.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Stone for Cobble Pavilion - MAINT	1.0000	EA	1,000.0000	1,000.00		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		1,000.00

Invoice Items 1

Vendor **1012 - ADAMS MEMORIALS** Totals — Invoices 1 — $1,000.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1038 - AFLAC - AMERICAN FAMILY LIFE ASSURANCE CO**									
552804	July 2019 Premium / EBHR	Open		07/12/2019	08/09/2019	07/12/2019			2,296.67

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Aflac Deductions Withheld - July 2019 Premium / EBHR	1.0000	EA	2,296.6700	2,296.67		

G/L Account	*Project*	*Amount*
11-2033 (General Fund-Other voluntary deductions)		2,296.67

Invoice Items 1

Vendor **1038 - AFLAC - AMERICAN FAMILY LIFE ASSURANCE CO** Totals — Invoices 1 — $2,296.67

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4134 - AIRGAS USA, LLC**									
9091005522	WP Chemicals - CO2	Open		07/19/2019	08/09/2019	07/19/2019			1,353.31

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Chemicals / WTP - WP Chemicals - CO2	1.0000	EA	1,353.3100	1,353.31		

G/L Account	*Project*	*Amount*
61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)		1,353.31

Invoice Items 1

Vendor **4134 - AIRGAS USA, LLC** Totals — Invoices 1 — $1,353.31

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1029 - ALTORFER INC**									
PC10125251	Brake line for loader/STREET	Open		07/23/2019	08/09/2019	07/23/2019			124.60

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of operating equipment - Brake line for loader/STREET	1.0000	EA	124.6000	124.60		

G/L Account	*Project*	*Amount*
11-4310-3508 (General Fund-Street Department-Repair of operating equipment)	0000 (0000 - Misc. Equip.)	124.60

Invoice Items 1

Vendor **1029 - ALTORFER INC** Totals — Invoices 1 — $124.60

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2331 - AMAZON CAPITAL SERVICES, INC**									
17H4-RLHD-RTWM	Fiber adapter cables for surveilance system/ENGINEERING	Open		07/02/2019	08/09/2019	07/02/2019			31.90

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - Fiber adapter cables for surveilance system/ENGINEERING	1.0000	EA	31.9000	31.90		

G/L Account	*Project*	*Amount*
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 18 131 (LIT Surveillance)	31.90

Invoice Items 1

Vendor **2331 - AMAZON CAPITAL SERVICES, INC** Totals Invoices 1 $31.90

Vendor **3248 - AMEREN ILLINOIS**

1569072006 07/19	513 18th St parking/STREET LIGHTING	Open		07/10/2019	08/09/2019	07/10/2019			49.70

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Street lights electricity - 513 18th St parking/STREET LIGHTING	1.0000	EA	49.7000	49.70		

G/L Account	*Project*	*Amount*
11-4316-3405 (General Fund-Street Lighting-Street lights electricity)		49.70

Invoice Items 1

1443053025 07/19	424 Monroe Parking lot/STREET LIGHTING	Open		07/11/2019	08/09/2019	07/11/2019			81.83

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Street lights electricity - 424 Monroe Parking lot/STREET LIGHTING	1.0000	EA	81.8300	81.83		

G/L Account	*Project*	*Amount*
11-4316-3405 (General Fund-Street Lighting-Street lights electricity)		81.83

Invoice Items 1

4615006014 07/19	5th & Monroe Parking/STREET LIGHTING	Open		07/11/2019	08/09/2019	07/11/2019			20.09

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Street lights electricity - 5th & Monroe Parking/STREET LIGHTING	1.0000	EA	20.0900	20.09		

G/L Account	*Project*	*Amount*
11-4316-3405 (General Fund-Street Lighting-Street lights electricity)		20.09

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3248 - AMEREN ILLINOIS**									
0713110005 07/19	Lincoln ave sprinkler system/STREET LIGHTING	Open		07/16/2019	08/09/2019	07/16/2019			34.95

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Street lights electricity - Lincoln ave sprinkler system/STREET LIGHTING	1.0000	EA	34.9500	34.95		

G/L Account	Project	Amount
11-4316-3405 (General Fund-Street Lighting-Street lights electricity)		34.95

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0591013030 07/19	1911 Douglas St-Civil defense siren/FD	Open		07/24/2019	08/09/2019	07/24/2019			26.58

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - 1911 Douglas St-Civil defense siren/FD	1.0000	EA	26.5800	26.58		

G/L Account	Project	Amount
11-4221-3403 (General Fund-Fire Department-Electricity & gas)		26.58

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3873005011 07/25	1615 Lincoln Ave - Civil defense siren/FD	Open		07/25/2019	08/09/2019	07/25/2019			26.58

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - 1615 Lincoln Ave - Civil defense siren/FD	1.0000	EA	26.5800	26.58		

G/L Account	Project	Amount
11-4221-3403 (General Fund-Fire Department-Electricity & gas)		26.58

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4135008413 07/19	2600 McKinley Ave/WTP	Open		07/26/2019	08/09/2019	07/26/2019			10.26

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - 2600 McKinley Ave/WTP	1.0000	EA	10.2600	10.26		

G/L Account	Project	Amount
61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)		10.26

Invoice Items 1

Vendor **3248 - AMEREN ILLINOIS** Totals Invoices 7 $249.99

Vendor **1049 - ANCEL,GLINK,DIAMOND,BUSH,DICIANNI & KRAFTHEFER, PC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3060560 Jun.	Legal fees/ATTORNEY	Open		07/10/2019	08/09/2019	07/10/2019			3,587.69

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Legal Services - Legal fees/ATTORNEY	1.0000	EA	3,587.6900	3,587.69		

G/L Account	Project	Amount
11-4052-3102 (General Fund-City Attorney's Office-Legal services)		1,793.94

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1049 - ANCEL,GLINK,DIAMOND,BUSH,DICIANNI & KRAFTHEFER, PC**									
3060560 Jun.	Legal fees/ATTORNEY	Open		07/10/2019	08/09/2019	07/10/2019			3,587.69

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	11-4052-3999 (General Fund-City Attorney's Office-Other contractual services)						1,793.75
				Invoice Items	1		

Vendor **1049 - ANCEL,GLINK,DIAMOND,BUSH,DICIANNI & KRAFTHEFER, PC** Totals		Invoices	1	$3,587.69

Vendor **2716 - BANK OF AMERICA Commercial Card**									
BestBuy 5/08	Fraud charge- reimbursement-HT	Open		05/08/2019	08/09/2019	05/08/2019			(551.24)

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other supplies - Fraud charge- reimbursement-HT	1.0000	EA	(551.2400)	(551.24)		

G/L Account	*Project*	*Amount*
11-4004-2119 (General Fund-Comptroller's Office-Other supplies)		(551.24)
Invoice Items	1	

AEagle 5/15	Fraud charge- reimbursement-HT	Open		05/15/2019	08/09/2019	05/15/2019			(27.16)

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other supplies - Fraud charge- reimbursement-HT	1.0000	EA	(27.1600)	(27.16)		

G/L Account	*Project*	*Amount*
11-4004-2119 (General Fund-Comptroller's Office-Other supplies)		(27.16)
Invoice Items	1	

JJill 5/22	Fraud charge- reimbursement-HT	Open		05/22/2019	08/09/2019	05/22/2019			(48.09)

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other supplies - Fraud charge- reimbursement-HT	1.0000	EA	(48.0900)	(48.09)		

G/L Account	*Project*	*Amount*
11-4004-2119 (General Fund-Comptroller's Office-Other supplies)		(48.09)
Invoice Items	1	

TheChildre 5/31	Fraud charge- reimbursement-HT	Open		05/31/2019	08/09/2019	05/31/2019			(30.04)

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other supplies - Fraud charge- reimbursement-HT	1.0000	EA	(30.0400)	(30.04)		

G/L Account	*Project*	*Amount*
11-4004-2119 (General Fund-Comptroller's Office-Other supplies)		(30.04)
Invoice Items	1	

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
4IMPRINT 6/07	Pens for EIU Orientations - TOUR / dr	Open		06/07/2019	08/09/2019	06/07/2019			370.30
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Professional Printing - Pens for EIU Orientations - TOURISM /dr	1.0000	EA	370.3000	370.30				
	G/L Account				*Project*			*Amount*	
	11-4099-3202 (General Fund-Tourism-Professional printing)							370.30	
				Invoice Items	1				
SQ*Monty 06/07	Lunch @ dog trials for Heath, Chris, & Kolbi/PD-HT	Open		06/07/2019	08/09/2019	06/07/2019			30.25
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Travel expense / lodging, fuel, meals - Lunch @ dog training for Heath, Chris, & Kolbi/PD-HT	1.0000	EA	30.2500	30.25				
	G/L Account				*Project*			*Amount*	
	11-4210-3707 (General Fund-Police Department-Travel expenses)							30.25	
				Invoice Items	1				
WAL-MART 6/07	Pool supplies for Day Camp - REC / dr	Open		06/07/2019	08/09/2019	06/07/2019			19.68
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Other Supplies / REC - Pool supplies for Daycamp - REC /dr	1.0000	EA	19.6800	19.68				
	G/L Account				*Project*			*Amount*	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1004 3120 (Day Camp)			19.68	
				Invoice Items	1				
DarcysPint 06/08	Lunch for Heath, Chris, & Kolbi @ dog trials/PD-HT	Open		06/08/2019	08/09/2019	06/08/2019			44.34
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Travel expense / lodging, fuel, meals - Lunch for Heath, Chris, & Kolbi @ dog training/PD-HT	1.0000	EA	44.3400	44.34				
	G/L Account				*Project*			*Amount*	
	11-4210-3707 (General Fund-Police Department-Travel expenses)							44.34	
				Invoice Items	1				
ShellOil 06/08	Fuel for car 9 @ K9 trial in Springfield/PD-HT	Open		06/08/2019	08/09/2019	06/08/2019			39.80
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Travel expense / lodging, fuel, meals - Fuel for car 9 @ K9 trial in Springfield/PD-HT	1.0000	EA	39.8000	39.80				
	G/L Account				*Project*			*Amount*	
	11-4210-3707 (General Fund-Police Department-Travel expenses)							39.80	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
ShellOil 6/08	Fuel for D.C. Fusion @ dog trails in Springfield/PD-HT	Open		06/08/2019	08/09/2019	06/08/2019			21.75

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Travel expense / lodging, fuel, meals - Fuel for D.C. Fusion @ dog trails in Springfield/PD-HT	1.0000	EA	21.7500	21.75		

G/L Account	Project	Amount
11-4210-3707 (General Fund-Police Department-Travel expenses)		21.75
	Invoice Items 1	

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Walmart 06/08	Picture frames/CLERK-MG	Open		06/08/2019	08/09/2019	06/08/2019			(12.98)

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office supplies / CLERK - Picture frames/CLERK-MG	1.0000	EA	(12.9800)	(12.98)		

G/L Account	Project	Amount
11-4002-2001 (General Fund-City Clerk-Office supplies)		(12.98)
	Invoice Items 1	

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN Mk 6/9	'Glow in the dark' supplies and batteries - REC / mh	Open		06/09/2019	08/09/2019	06/09/2019			39.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - 'Glow in the dark' supplies and batteries - REC / mh	1.0000	EA	39.9900	39.99		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	39.99
	Invoice Items 1	

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN MKTP 6/09	Wristbands for Daycamp - REC / dr	Open		06/09/2019	08/09/2019	06/09/2019			21.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - Wristbands for Daycamp - REC /dr	1.0000	EA	21.9800	21.98		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	21.98
	Invoice Items 1	

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
HolidayInn 06/09	Hotel expense for USPCA K9 trial in Springfield/PD-HT	Open		06/09/2019	08/09/2019	06/09/2019			824.90

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Travel expense / lodging, fuel, meals - Hotel expense for USPCA K9 trial in Springfield/PD-HT	1.0000	EA	824.9000	824.90		

G/L Account	Project	Amount

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
HolidayInn 06/09	Hotel expense for USPCA K9 trial in Springfield/PD-HT	Open		06/09/2019	08/09/2019	06/09/2019			824.90
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	11-4210-3707 (General Fund-Police Department-Travel expenses)						824.90		
				Invoice Items	1				
SQ*Monty 06/09	Lunch @ dog trails for Heath, Chris, & Kolbi/PD-HT	Open		06/09/2019	08/09/2019	06/09/2019			23.13
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Travel expense / lodging, fuel, meals - Lunch @ dog trails for Heath, Chris, & Kolbi/PD-HT	1.0000	EA	23.1300	23.13				
	G/L Account			*Project*			*Amount*		
	11-4210-3707 (General Fund-Police Department-Travel expenses)						23.13		
				Invoice Items	1				
BestBuy 06/10	Replacement iPad for pool manager (Gena)/REC-SS	Open		06/10/2019	08/09/2019	06/10/2019			318.99
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Office furniture and equipment - Replacement iPad for pool manager (Gena)/REC-SS	1.0000	EA	318.9900	318.99				
	G/L Account			*Project*			*Amount*		
	22-4520-4499 (Playground & Recreation Fund-Pool-Office furniture & equipment)						318.99		
				Invoice Items	1				
CityOfChar 06/10	Testing of pool credit card machine-credit	Open		06/10/2019	08/09/2019	06/10/2019			(5.00)
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Other supplies - Testing of pool credit card machine-credit	1.0000	EA	(5.0000)	(5.00)				
	G/L Account			*Project*			*Amount*		
	11-4004-2119 (General Fund-Comptroller's Office-Other supplies)						(5.00)		
				Invoice Items	1				
PizzaHut 06/10	Lunch for police & fire board doing oral interviews/ADMIN-MG	Open		06/10/2019	08/09/2019	06/10/2019			46.95
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Public relations - Lunch for police & fire board doing oral interviews/ADMIN-MG	1.0000	EA	46.9500	46.95				
	G/L Account			*Project*			*Amount*		
	11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)						46.95		
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
4IMPRINT 6/11	Crayons for promotion - TOUR / dr	Open		06/11/2019	08/09/2019	06/11/2019			173.84
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Professional Printing - Crayons for promotion - TOURISM /dr	1.0000	EA	173.8400	173.84				
	G/L Account				*Project*			*Amount*	
	11-4099-3202 (General Fund-Tourism-Professional printing)							173.84	
				Invoice Items	1				
Airgas 06/11	Eye wash station at PD-safety/ENHR-CG	Open		06/11/2019	08/09/2019	06/11/2019			21.89
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Other Employee benefit - Eye wash station at PD-safety/ENHR-CG	1.0000	EA	21.8900	21.89				
	G/L Account				*Project*			*Amount*	
	11-4700-3197 (General Fund-Human Resources-Other employee benefits)							21.89	
				Invoice Items	1				
Amazon 06/11	4-portable radio batteries/2 mics/belt & clips/PD-HT	Open		06/11/2019	08/09/2019	06/11/2019			213.83
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Repair of radios - 4-portable radio batteries/2 mics/belt & clips/PD-HT	1.0000	EA	213.8300	213.83				
	G/L Account				*Project*			*Amount*	
	11-4210-3509 (General Fund-Police Department-Repair of radios)							213.83	
				Invoice Items	1				
IN*EVP INT 06/11	SCBA mask identifier GIROUX/FD-TM	Open		06/11/2019	08/09/2019	06/11/2019			13.90
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Office supplies / FD - SCBA mask identifier GIROUX/FD-TM	1.0000	EA	13.9000	13.90				
	G/L Account				*Project*			*Amount*	
	11-4221-2001 (General Fund-Fire Department-Office supplies)							13.90	
				Invoice Items	1				
Marathon 06/11	Car wash/ENGINEERING-CB	Open		06/11/2019	08/09/2019	06/11/2019			8.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Fuel & Oil - Car wash/ENGINEERING-CB	1.0000	EA	8.0000	8.00				
	G/L Account				*Project*			*Amount*	
	11-4095-2201 (General Fund-Engineering Department-Fuel & oil)							8.00	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
ScottysBre 06/11	City officials lunch with Mattoon-Kuykendall & Smith/ADMIN-HK	Open		06/11/2019	08/09/2019	06/11/2019			32.10

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Public relations - City officials lunch with Mattoon- Kuykendall & Smith/ADMIN-HK	1.0000	EA	32.1000	32.10		

G/L Account	Project	Amount
11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)		32.10

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 06/12	Pelican wireless thermostat repeater/ENGINEEERING-CB	Open		06/12/2019	08/09/2019	06/12/2019			199.87

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - Pelican wireless thermostat repeater/ENGINEEERING-CB	1.0000	EA	199.8700	199.87		

G/L Account	Project	Amount
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 18 107 (VFD motor control for pool)	199.87

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
WM sup 6/12	Day Camp batteries for walkie talkies - REC / mh	Open		06/12/2019	08/09/2019	06/12/2019			54.58

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - Day Camp batteries for walkie talkies - REC / mh	1.0000	EA	54.5800	54.58		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	54.58

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9184 Domino 6/13	Day Camp Staff meeting - REC / mh	Open		06/13/2019	08/09/2019	06/13/2019			44.61

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - Day Camp Staff meeting - REC / mh	1.0000	EA	44.6100	44.61		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	44.61

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
Caspio 06/13	Annual fee for online water registration/WATER-HK	Open		06/13/2019	08/09/2019	06/13/2019			949.80

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other business services - Annual fee for online water registration/WATER-HK	1.0000	EA	949.8000	949.80		

G/L Account	*Project*	*Amount*
61-4630-3199 (Water and Sewer Fund-Water Department-Business services)		949.80

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
HomeDepot 06/13	Weed trimmer & pole saw/MAINT- cja	Open		06/13/2019	08/09/2019	06/13/2019			329.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Hand Tools / MAINT - Weed trimmer & pole saw/MAINT- cja	1.0000	EA	329.0000	329.00		

G/L Account	*Project*	*Amount*
11-4194-2801 (General Fund-Parks & Maintenance Department-Hand tools)		329.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
RulerFo 6/13	Ice Cream for Day Camp/Food for Cooking Class - REC / mh	Open		06/13/2019	08/09/2019	06/13/2019			41.79

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Ice Cream for Day Camp/Food for Cooking Class - REC / mh	1.0000	EA	41.7900	41.79		

G/L Account	*Project*	*Amount*
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3180 (No-Bake Cooking Class)	17.76
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	24.03

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Speedtech 06/13	5 new siren systems for unmarked cars/PD-CR	Open		06/13/2019	08/09/2019	06/13/2019			938.78

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other capital expense - 5 new siren systems for unmarked cars/PD-CR	1.0000	EA	938.7800	938.78		

G/L Account	*Project*	*Amount*
11-4210-4604 (General Fund-Police Department-Other capital expense)		938.78

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
AmznMk 6/14	Poisen Ivy wipes - MAINT / cja	Open		06/14/2019	08/09/2019	06/14/2019			96.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Poisen Ivy wipes - MAINT / cja	1.0000	EA	96.0000	96.00		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		96.00

Invoice Items 1

CasaDelMar 06/14	Ambulance meeting with City of Mattoon officials/ADMIN-SS	Open		06/14/2019	08/09/2019	06/14/2019			34.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Public relations - Ambulance meeting with City of Mattoon officials/ADMIN-SS	1.0000	EA	34.0000	34.00		

G/L Account	*Project*	*Amount*
11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)		34.00

Invoice Items 1

DiscountFil 6/14	Filters for lab DI system/WTP-TS	Open		06/14/2019	08/09/2019	06/14/2019			129.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Lab supplies / WTP - Filters for lan DI system/WTP-TS	1.0000	EA	129.9900	129.99		

G/L Account	*Project*	*Amount*
61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)		129.99

Invoice Items 1

ProPlayer 06/14	JFL equipment/REC-HK	Open		06/14/2019	08/09/2019	06/14/2019			3,009.26

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Affiliate expense- reimbursed - JFL equipment/REC-HK	1.0000	EA	3,009.2600	3,009.26		

G/L Account	*Project*	*Amount*
22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)		3,009.26

Invoice Items 1

RuralKing 06/15	Back up camera for 302 truck/FD-TM	Open		06/15/2019	08/09/2019	06/15/2019			53.86

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Back up camera for 302 truck/FD-TM	1.0000	EA	53.8600	53.86		

G/L Account	*Project*	*Amount*
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	3226 (3226 - 2010 Ford F-150 Pickup)	53.86

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
AmznM 6/16	Plant auger - MAINT / cja	Open		06/16/2019	08/09/2019	07/16/2019			22.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Plant auger - MAINT / cja	1.0000	EA	22.9900	22.99		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		22.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Applebees 06/17	Meal for Thornton & Kepley in Danville/PD-HT	Open		06/17/2019	08/09/2019	06/17/2019			35.18

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Travel expense / lodging, fuel, meals - Meal for Thornton & Kepley in Danville/PD-HT	1.0000	EA	35.1800	35.18		

G/L Account	*Project*	*Amount*
11-4210-3707 (General Fund-Police Department-Travel expenses)		35.18

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
EIU Bowl 6/17	Day Camp Bowling trip - REC / mh	Open		06/17/2019	08/09/2019	06/17/2019			133.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Day Camp Bowling trip - REC / mh	1.0000	EA	133.5000	133.50		

G/L Account	*Project*	*Amount*
22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)	REC 1004 3120 (Day Camp)	133.50

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
WMsuperc 6/17	Day Camp rainy day craft supplies - REC / mh	Open		06/17/2019	08/09/2019	06/17/2019			53.68

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Day Camp rainy day craft supplies - REC / mh	1.0000	EA	53.6800	53.68		

G/L Account	*Project*	*Amount*
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	53.68

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
DiscountFil 6/18	Filters for lab DI system/WTP-TS	Open		06/18/2019	08/09/2019	06/18/2019			137.98

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Lab supplies / WTP - Filters for lab DI system/WTP-TS	1.0000	EA	137.9800	137.98		

G/L Account	*Project*	*Amount*
61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)		137.98

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
ImageSuppl 06/18	Brother in-car printer & power cords for squads/PD-HT	Open		06/18/2019	08/09/2019	06/18/2019			109.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Uniforms / PD - Brother in-car printer & power cords for squads/PD-HT	1.0000	EA	109.7500	109.75		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	109.75

Invoice Items 1

AmznMkt 6/19	Walkie Talkie for Day Camp - REC / mh	Open		06/19/2019	08/09/2019	06/19/2019			80.73

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Walkie Talkie for Day Camp - REC / mh	1.0000	EA	80.7300	80.73		

G/L Account	*Project*	*Amount*
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	80.73

Invoice Items 1

ARC* SER 6/19	Lifeguarding fee to Red Cross - REC / bj	Open		06/19/2019	08/09/2019	06/19/2019			152.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Lifeguarding fee to Red Cross - REC / bj	1.0000	EA	152.0000	152.00		

G/L Account	*Project*	*Amount*
22-4520-3999 (Playground & Recreation Fund-Pool-Other contractual services)		152.00

Invoice Items 1

ARC*SER 6/19	Lifeguarding fee to Red Cross - REC / bj	Open		06/19/2019	08/09/2019	06/19/2019			228.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Lifeguarding fee to Red Cross - REC / bj	1.0000	EA	228.0000	228.00		

G/L Account	*Project*	*Amount*
22-4520-3999 (Playground & Recreation Fund-Pool-Other contractual services)		228.00

Invoice Items 1

RayAllen 06/19	K9 collar pins/PD-HT	Open		06/19/2019	08/09/2019	06/19/2019			31.97

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other capital expense - K9 collar pins/PD-HT	1.0000	EA	31.9700	31.97		

G/L Account	*Project*	*Amount*
11-4210-4604 (General Fund-Police Department-Other capital expense)		31.97

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
Web*Netwo 06/19	Website security certificate/IS-TK	Open		06/19/2019	08/09/2019	06/19/2019			69.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Data Processing Service - Website security certificate/IS-TK	1.0000	EA	69.9900	69.99		

G/L Account	*Project*	*Amount*
11-4060-3101 (General Fund-Information Services-Data processing services)		69.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AmznMktp 6/20	Wrist bracelts for Day Camp - REC / mh	Open		06/20/2019	08/09/2019	06/20/2019			20.98

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Wrist bracelts for Day Camp - REC / mh	1.0000	EA	20.9800	20.98		

G/L Account	*Project*	*Amount*
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	20.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
ARC*SER 6/20	Lifeguarding fee to Red Cross - REC / bj	Open		06/20/2019	08/09/2019	06/20/2019			228.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Lifeguarding fee to Red Cross - REC /bj	1.0000	EA	228.0000	228.00		

G/L Account	*Project*	*Amount*
22-4520-3999 (Playground & Recreation Fund-Pool-Other contractual services)		228.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
BrickHouse 06/20	Lunch - Brendan Lynch- speaker for SECICTA meeting/CLERK-DM	Open		06/20/2019	08/09/2019	06/20/2019			11.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Education & training expense - Lunch - Brendan Lynch- speaker for SECICTA meeting/CLERK-DM	1.0000	EA	11.0000	11.00		

G/L Account	*Project*	*Amount*
11-4002-3706 (General Fund-City Clerk-Education & training expense)		11.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
ScovillZo 6/20	Day Camp Field Trip - REC / kss	Open		06/20/2019	08/09/2019	06/20/2019			315.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Day Camp Field Trip - REC / kss	1.0000	EA	315.7500	315.75		

G/L Account	*Project*	*Amount*

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
ScovillZo 6/20	Day Camp Field Trip - REC / kss	Open		06/20/2019	08/09/2019	06/20/2019			315.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)				REC 1004 3120 (Day Camp)		315.75
				Invoice Items	1		

Walgreens 06/21	Gift card for Andrew Cougill for creating FallenOFCdisplay/PD-HT	Open		06/21/2019	08/09/2019	06/21/2019			25.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other supplies - Gift card for Andrew Cougill for creating FallenOFCdisplay/PD-HT	1.0000	EA	25.0000	25.00		
	G/L Account				*Project*		*Amount*
	11-4210-2119 (General Fund-Police Department-Other supplies)						25.00
				Invoice Items	1		

WMsuperC 6/22	Wipes and animal crackers for Goat Yoga program - REC / kss	Open		06/22/2019	08/09/2019	06/22/2019			8.46

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Wipes and animal crackers for Goat Yoga program - REC / kss	1.0000	EA	8.4600	8.46		
	G/L Account				*Project*		*Amount*
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1003 2390 (Goat Yoga)		8.46
				Invoice Items	1		

BatterySpe 06/24	Battery jump starter for fleet/PD-HT	Open		06/24/2019	08/09/2019	06/24/2019			99.95

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Battery jump starter for fleet/PD-HT	1.0000	EA	99.9500	99.95		
	G/L Account				*Project*		*Amount*
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)		99.95
				Invoice Items	1		

EIUtarble 6/24	Day Camp Field Trip - REC / kss	Open		06/24/2019	08/09/2019	06/24/2019			90.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Day Camp Field Trip - REC / kss	1.0000	EA	90.0000	90.00		
	G/L Account				*Project*		*Amount*
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)				REC 1004 3120 (Day Camp)		90.00
				Invoice Items	1		

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
National Rec6/24	Annual memberships for Director & Staff - REC / bj	Open		06/24/2019	08/09/2019	06/24/2019			800.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Professional membership - Annual memberships for Director & Staff - REC / bj	1.0000	EA	800.0000	800.00		

G/L Account	*Project*	*Amount*
22-4510-3704 (Playground & Recreation Fund-Recreation Programs-Professional memberships)		800.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
SteelBeam 06/24	Steel structure member analysis software PW 19 50/ENGINEERING-CB	Open		06/24/2019	08/09/2019	06/24/2019			39.31

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Books & Manuals - Steel structure member analysis software PW 19 50/ENGINEERING-CB	1.0000	EA	39.3100	39.31		

G/L Account	*Project*	*Amount*
11-4095-2006 (General Fund-Engineering Department-Books & manuals)		39.31

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
RayAllen 06/25	K9 collar pins/PD-HT	Open		06/25/2019	08/09/2019	06/25/2019			31.97

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Uniforms / PD - K9 collar pins/PD-HT	1.0000	EA	31.9700	31.97		

G/L Account	*Project*	*Amount*
11-4210-2701 (General Fund-Police Department-Uniforms)		31.97

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Charleston 6/26	Water for Community Band - REC / dr	Open		06/26/2019	08/09/2019	06/26/2019			15.92

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Affiliate expense- reimbursed - Water for Community Band - REC /dr	1.0000	EA	15.9200	15.92		

G/L Account	*Project*	*Amount*
22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)		15.92

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 06/27	Flashlight for new firefighter - GIROUZ/FD-TM	Open		06/27/2019	08/09/2019	06/27/2019			49.74

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Hand Tools / FD - Flashlight for new firefighter - GIROUZ/FD-TM	1.0000	EA	49.7400	49.74		

G/L Account	*Project*	*Amount*
11-4221-2801 (General Fund-Fire Department-Hand tools)		49.74

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
DanaSafety 06/27	4 replacement emergency lights/PD-CR	Open		06/27/2019	08/09/2019	06/27/2019			436.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - 4 replacement emergency lights/PD-CR	1.0000	EA	436.0000	436.00		

G/L Account	Project	Amount
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	4432 (2018 Ford Explorer/ PD)	436.00

Invoice Items 1

SQ*TheBiDip 6/27	Day Camp Ice Cream - REC / kss	Open		06/27/2019	08/09/2019	06/27/2019			30.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - Day Camp Ice Cream - REC / kss	1.0000	EA	30.0000	30.00		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	30.00

Invoice Items 1

SQ*TheBigD 6/27	Day Camp Ice Cream - REC / kss	Open		06/27/2019	08/09/2019	06/27/2019			32.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - Day Camp Ice Cream - REC / kss	1.0000	EA	32.0000	32.00		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	32.00

Invoice Items 1

Web*Netwo 06/27	Website forwarding/IS-TK	Open		06/27/2019	08/09/2019	06/27/2019			15.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Data Processing Service - Website forwarding/IS-TK	1.0000	EA	15.9900	15.99		

G/L Account	Project	Amount
11-4060-3101 (General Fund-Information Services-Data processing services)		15.99

Invoice Items 1

Aldi 6/28	Day Camp snacks - REC / kss	Open		06/28/2019	08/09/2019	06/28/2019			3.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - Day Camp snacks - REC / kss	1.0000	EA	3.9800	3.98		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	3.98

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
NuCTR 06/28	Plaque for Northwestern class/PD-HT	Open		06/28/2019	08/09/2019	06/28/2019			75.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Education & training expense - Plaque for Northwestern class/PD-HT	1.0000	EA	75.0000	75.00				
	G/L Account				*Project*			*Amount*	
	11-4210-3706 (General Fund-Police Department-Education & training expense)							75.00	
				Invoice Items	1				
WM Super 6/28	Prizes for Fishing Derby - REC / bj	Open		06/28/2019	08/09/2019	06/28/2019			628.01
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other Supplies / REC - Prizes for fishing derby - REC / bj	1.0000	EA	628.0100	628.01				
	G/L Account				*Project*			*Amount*	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5120 (Fishing Derby)			628.01	
				Invoice Items	1				
Zagg 06/28	iPad case/FD-SB	Open		06/28/2019	08/09/2019	06/28/2019			138.11
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Office supplies / FD - iPad case/FD-SB	1.0000	EA	138.1100	138.11				
	G/L Account				*Project*			*Amount*	
	11-4221-2001 (General Fund-Fire Department-Office supplies)							138.11	
				Invoice Items	1				
Amazon 06/29	Replacement flashlight/FD-SB	Open		06/29/2019	08/09/2019	06/29/2019			177.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Hand Tools / FD - Replacement flashlight/FD-SB	1.0000	EA	177.0000	177.00				
	G/L Account				*Project*			*Amount*	
	11-4221-2801 (General Fund-Fire Department-Hand tools)							177.00	
				Invoice Items	1				
FACEBK*67 6/30	Facebook Ads Reoccuring - TOUR / dr	Open		06/30/2019	08/09/2019	06/30/2019			33.60
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other contractual services - Facebook Ads Reoccuring - TOURISM /dr	1.0000	EA	33.6000	33.60				
	G/L Account				*Project*			*Amount*	
	11-4099-3999 (General Fund-Tourism-Other contractual services)							33.60	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
Amz 6/28	Faux rocks for island - MAINT / cja	Open		07/01/2019	08/09/2019	07/01/2019			161.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Faux rocks for island - MAINT / cja	1.0000	EA	161.0000	161.00		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		161.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AmznMktp 7/1	Faux rocks for island - MAINT / cja	Open		07/01/2019	08/09/2019	07/01/2019			60.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Faux rocks for island - MAINT / cja	1.0000	EA	60.7500	60.75		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		60.75

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Pickleball 7/01	2 sets of Pickleball posts & nets - MAINT / bj	Open		07/01/2019	08/09/2019	07/01/2019			899.96

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - 2 sets of Pickleball posts & nets - MAINT / bj	1.0000	EA	899.9600	899.96		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		899.96

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
USPS PO 7/01	Mailing for Tourism - TOURISM / dr	Open		07/01/2019	08/09/2019	07/01/2019			5.58

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Postage expense - Mailing for Tourism - TOURISM /dr	1.0000	EA	5.5800	5.58		

G/L Account	*Project*	*Amount*
11-4099-3901 (General Fund-Tourism-Postage expense)		5.58

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
CaseysGen 07/02	Fuel for CM's vehicle/ADMIN-SS	Open		07/02/2019	08/09/2019	07/02/2019			20.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Fuel & Oil - Fuel for CM's vehicle/ADMIN-SS	1.0000	EA	20.0000	20.00		

G/L Account	*Project*	*Amount*
11-4001-2201 (General Fund-Administration & Boards- Manager-Fuel & oil)		20.00

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
DollarTr 7/2	Day Camp 'glow in the dark' items - REC / mh	Open		07/02/2019	08/09/2019	07/02/2019			50.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Day Camp 'glow in the dark' items - REC / mh	1.0000	EA	50.0000	50.00		

G/L Account	*Project*	*Amount*
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	50.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
EliteK9 07/02	Ace K9 HotNPop, remote pager, drawer valut for K9 unit car/PD-CR	Open		07/02/2019	08/09/2019	07/02/2019			2,717.36

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other capital expense - Ace K9 HotNPop, remote pager, drawer valut for K9 unit car/PD-CR	1.0000	EA	2,717.3600	2,717.36		

G/L Account	*Project*	*Amount*
11-4210-4604 (General Fund-Police Department-Other capital expense)		2,717.36

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
WMsuperc 7/2	Day Camp swim supplies - REC / mh	Open		07/02/2019	08/09/2019	07/02/2019			88.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Day Camp swim supplies - REC / mh	1.0000	EA	88.7600	88.76		

G/L Account	*Project*	*Amount*
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	88.76

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
RuralKing 07/03	Back up cameras for emergency vehicles	Open		07/03/2019	08/09/2019	07/03/2019			269.32

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Back up cameras for emergency vehicles	1.0000	EA	269.3200	269.32		

G/L Account	*Project*	*Amount*
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	1977 (1977 - 2002 Pierce Pumer - 307)	53.86
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	4014 (4014 - 2001 Kenworth Rescue Pumper - 308)	53.86
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	4511 (4511 - 2006 Ford F-550 312)	53.86
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	0020 (0020-2013 Medtech Ambulance 3X38)	53.87
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	8921 (8921 - 2006 Ford Expedition)	53.87

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
WalMart 07/03	Binders/organizers for K9 class 19 -02/PD-HT	Open		07/03/2019	08/09/2019	07/03/2019			15.33

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other capital expense - Binders/organizers for K9 class 19-02/PD-HT	1.0000	EA	15.3300	15.33		

G/L Account	*Project*	*Amount*
11-4210-4604 (General Fund-Police Department-Other capital expense)		15.33

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
DanaSafety 07/05	New light bar for new car 2/PD-CR	Open		07/05/2019	08/09/2019	07/05/2019			2,199.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other capital expense - New light bar for new car 2/PD-CR	1.0000	EA	2,199.0000	2,199.00		

G/L Account	*Project*	*Amount*
11-4210-4604 (General Fund-Police Department-Other capital expense)		2,199.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
UPS 07/05	Shipping cost for King Vision - Fepp/FD-TM	Open		07/05/2019	08/09/2019	07/05/2019			9.21

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office supplies / FD - Shipping cost for King Vision - Fepp/FD-TM	1.0000	EA	9.2100	9.21		

G/L Account	*Project*	*Amount*
11-4221-2001 (General Fund-Fire Department-Office supplies)		9.21

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AmznMktp 7/7	Day Camp batteries, sling shot, clip boards - REC / mh	Open		07/07/2019	08/09/2019	07/07/2019			45.85

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Day Camp batteries, sling shot, clip boards - REC / mh	1.0000	EA	45.8500	45.85		

G/L Account	*Project*	*Amount*
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	45.85

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amzn 7/8	Water balloons for Day Camp - REC / mh	Open		07/08/2019	08/09/2019	07/08/2019			18.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Water balloons for Day Camp - REC / mh	1.0000	EA	18.9900	18.99		

G/L Account	*Project*	*Amount*
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	18.99

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2716 - BANK OF AMERICA Commercial Card**									
AmznMk 7/8	Day Camp lanyards - REC / mh	Open		07/08/2019	08/09/2019	07/08/2019			16.89

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Supplies / REC - Day Camp lanyards - REC / mh	1.0000	EA	16.8900	16.89		

G/L Account	*Project*	*Amount*
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1004 3120 (Day Camp)	16.89

Invoice Items 1

Vendor **2716 - BANK OF AMERICA Commercial Card** Totals — Invoices 85 — $18,412.19

Vendor **1075 - BATTERY SPECIALISTS, INC.**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
277897	Buttons - MAINT	Open		07/09/2019	08/09/2019	07/09/2019			39.20

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Buttons - MAINT	1.0000	EA	39.2000	39.20		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		39.20

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
278198	WP Equipment Expense - SCADA	Open		07/19/2019	08/09/2019	07/19/2019			22.95

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Battery - WP Equipment Expense - SCADA	1.0000	EA	22.9500	22.95		

G/L Account	*Project*	*Amount*
61-4611-2804 (Water and Sewer Fund-Water Treatment Plant-Minor office equipment)		22.95

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
278467	Battery Tender / FD	Open		07/29/2019	08/09/2019	07/29/2019			109.95

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Battery Tender / FD	1.0000	EA	109.9500	109.95		

G/L Account	*Project*	*Amount*
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	8921 (8921 - 2006 Ford Expedition)	109.95

Invoice Items 1

Vendor **1075 - BATTERY SPECIALISTS, INC.** Totals — Invoices 3 — $172.10

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1089 - BIRKEY'S**									
P12382	Clamp-Bracket/STREET	Open		05/23/2019	08/09/2019	05/23/2019			60.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Clamp-Bracket/STREET	1.0000	EA	60.0000	60.00		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	3018 (3018 - 2007 Case 580SM Loader/Extendahoe #33A)	60.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
P13515	Washers, Lift Rod - MAINT	Open		07/02/2019	08/09/2019	07/02/2019			43.53

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts & supplies / MAINT - Washers, Lift Rod - MAINT	1.0000	EA	43.5300	43.53		

G/L Account	*Project*	*Amount*
11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)	8060 (EXMARK lawn mower)	43.53

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
P13556	Fitting/STREET	Open		07/03/2019	08/09/2019	07/03/2019			23.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of operating equipment - Fitting/STREET	1.0000	EA	23.5000	23.50		

G/L Account	*Project*	*Amount*
11-4310-3508 (General Fund-Street Department-Repair of operating equipment)	3018 (3018 - 2007 Case 580SM Loader/Extendahoe #33A)	23.50

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
P13690	Fitting/STREET	Open		07/10/2019	08/09/2019	07/10/2019			23.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of operating equipment - Fitting/STREET	1.0000	EA	23.5000	23.50		

G/L Account	*Project*	*Amount*
11-4310-3508 (General Fund-Street Department-Repair of operating equipment)	3018 (3018 - 2007 Case 580SM Loader/Extendahoe #33A)	23.50

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
P13703	Drive Assy/UTILITY	Open		07/10/2019	08/09/2019	07/10/2019			229.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of operating equipment - Drive Assy/UTILITY	1.0000	EA	229.0000	229.00		

G/L Account	*Project*	*Amount*
61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)	5133 (5133 - 2014 Case 590 SN Loader backhoe)	229.00

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1089 - BIRKEY'S**									
P13833	Seal Kit-Tube Hydra/STREET	Open		07/16/2019	08/09/2019	07/16/2019			70.25

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of operating equipment - Seal Kit-Tube Hydra/STREET	1.0000	EA	70.2500	70.25		

G/L Account	*Project*	*Amount*
11-4310-3508 (General Fund-Street Department-Repair of operating equipment)	6315 (2014 Case Loader backhoe NDC586315)	70.25

Invoice Items 1

P13834	Shipping & Handling/STREET	Open		07/16/2019	08/09/2019	07/16/2019			46.42

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Shipping & Handling/STREET	1.0000	EA	46.4200	46.42		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	6315 (2014 Case Loader backhoe NDC586315)	46.42

Invoice Items 1

P13897	Elbow 7/8"/STREET	Open		07/18/2019	08/09/2019	07/18/2019			187.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of operating equipment - Elbow 7/8"/STREET	1.0000	EA	187.7500	187.75		

G/L Account	*Project*	*Amount*
11-4310-3508 (General Fund-Street Department-Repair of operating equipment)	3018 (3018 - 2007 Case 580SM Loader/Extendahoe #33A)	187.75

Invoice Items 1

Vendor **1089 - BIRKEY'S** Totals Invoices 8 $683.95

Vendor **2486 - BP**

498658	Unleaded fuel for car 4/PD	Open		07/15/2019	08/09/2019	07/15/2019			23.35

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Fuel & Oil - Unleaded fuel for car 4/PD	1.0000	EA	23.3500	23.35		

G/L Account	*Project*	*Amount*
11-4210-2201 (General Fund-Police Department-Fuel & oil)		23.35

Invoice Items 1

Vendor **2486 - BP** Totals Invoices 1 $23.35

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2947 - BPC - BENEFIT PLANNING CONSULTANTS**									
BPCI00205420	Flex & COBRA August 2019 / EBHR	Open		07/11/2019	08/09/2019	07/11/2019			202.09

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other consulting services - Flex & COBRA August 2019 / EBHR	1.0000	EA	202.0900	202.09		

G/L Account	*Project*	*Amount*
11-4700-3106 (General Fund-Human Resources-Other consulting services)		202.09

Invoice Items 1

Vendor **2947 - BPC - BENEFIT PLANNING CONSULTANTS** Totals — Invoices 1 — $202.09

Vendor **1105 - BRENNTAG MID-SOUTH, INC**

BMS298349	2 Barrels of Muriatic Acid for Pool - REC	Open		06/05/2019	08/09/2019	06/05/2019			828.65

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Chemicals - Pool / REC - 2 Barrels of Muriatic Acid for Pool - REC	1.0000	EA	828.6500	828.65		

G/L Account	*Project*	*Amount*
22-4520-2109 (Playground & Recreation Fund-Pool-Chemicals)		828.65

Invoice Items 1

Vendor **1105 - BRENNTAG MID-SOUTH, INC** Totals — Invoices 1 — $828.65

Vendor **2035 - CURT BUESCHER**

9959965	Reimburse for purchase of enclosure for surveilance at red barn	Open		06/06/2019	08/09/2019	06/06/2019			123.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - Reimburse for purchase of enclosure for surveilance at red barn	1.0000	EA	123.0000	123.00		

G/L Account	*Project*	*Amount*
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 18 131 (LIT Surveillance)	123.00

Invoice Items 1

Vendor **2035 - CURT BUESCHER** Totals — Invoices 1 — $123.00

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3546 - GENA BUNCH-EPPERSON**									
Walgreens 6/29	Reimbursement for ear loop masks for Pool - REC	Open		06/29/2019	08/09/2019	06/29/2019			12.70

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of Buldings & Facilities - Pool / REC - Reimbursement for ear loop masks for Pool - REC	1.0000	EA	12.7000	12.70		

G/L Account	*Project*	*Amount*
22-4520-3510 (Playground & Recreation Fund-Pool-Repair of buildings & facilities)		12.70

Invoice Items 1

Vendor **3546 - GENA BUNCH-EPPERSON** Totals — Invoices 1 — $12.70

Vendor **1979 - BYRDS CLEANERS**									
07/01/2019	May & June dry cleaning/PD	Open		07/01/2019	08/09/2019	07/01/2019			737.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Uniforms / PD - May & June dry cleaning/PD	1.0000	EA	737.5000	737.50		

G/L Account	*Project*	*Amount*
11-4210-2701 (General Fund-Police Department-Uniforms)		737.50

Invoice Items 1

Vendor **1979 - BYRDS CLEANERS** Totals — Invoices 1 — $737.50

Vendor **3915 - CCI READI MIX**									
311148	RLF sidewalk concrete PW 17 115/STREET	Open		07/12/2019	08/09/2019	07/12/2019			672.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Concrete - RLF sidewalk concrete PW 17 115/STREET	1.0000	EA	672.7500	672.75		

G/L Account	*Project*	*Amount*
11-4310-2501 (General Fund-Street Department-Concrete)		672.75

Invoice Items 1

311227	RLF sidewalk concrete PW 17 115/STREET	Open		07/17/2019	08/09/2019	07/17/2019			465.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Concrete - RLF sidewalk concrete PW 17 115/STREET	1.0000	EA	465.7500	465.75		

G/L Account	*Project*	*Amount*
11-4310-2501 (General Fund-Street Department-Concrete)		465.75

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3915 - CCI READI MIX**									
311250	RLF sidewalk concrete PW 17 115/STREET	Open		07/18/2019	08/09/2019	07/18/2019			336.38

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - RLF sidewalk concrete PW 17 115/STREET	1.0000	EA	336.3800	336.38		

G/L Account	Project	Amount
11-4310-2501 (General Fund-Street Department-Concrete)		336.38

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
311280	RLF sidewalk concrete PW 17 115/STREET	Open		07/18/2019	08/09/2019	07/18/2019			171.75

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - RLF sidewalk concrete PW 17 115/STREET	1.0000	EA	171.7500	171.75		

G/L Account	Project	Amount
11-4310-2501 (General Fund-Street Department-Concrete)		171.75

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
311316	RLF sidewalk concrete PW 17 115/STREET	Open		07/19/2019	08/09/2019	07/19/2019			569.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - RLF sidewalk concrete PW 17 115/STREET	1.0000	EA	569.2500	569.25		

G/L Account	Project	Amount
11-4310-2501 (General Fund-Street Department-Concrete)		569.25

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
311347	RLF sidewalk concrete PW 17 115/STREET	Open		07/22/2019	08/09/2019	07/22/2019			414.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - RLF sidewalk concrete PW 17 115/STREET	1.0000	EA	414.0000	414.00		

G/L Account	Project	Amount
11-4310-2501 (General Fund-Street Department-Concrete)		414.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
311386	RLF sidewalk concrete PW 17 115/STREET	Open		07/24/2019	08/09/2019	07/24/2019			672.75

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - RLF sidewalk concrete PW 17 115/STREET	1.0000	EA	672.7500	672.75		

G/L Account	Project	Amount
11-4310-2501 (General Fund-Street Department-Concrete)		672.75

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3915 - CCI READI MIX**									
311395	RLF sidewalk concrete PW 17 115/STREET	Open		07/24/2019	08/09/2019	07/24/2019			207.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Concrete - RLF sidewalk concrete/STREET	1.0000	EA	207.0000	207.00				
	G/L Account			*Project*				*Amount*	
	11-4310-2501 (General Fund-Street Department-Concrete)							207.00	
				Invoice Items	1				
311421	RLF sidewalk concrete PW 17 115/STREET	Open		07/24/2019	08/09/2019	07/24/2019			828.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Concrete - RLF sidewalk concrete PW 17 115/STREET	1.0000	EA	828.0000	828.00				
	G/L Account			*Project*				*Amount*	
	11-4310-2501 (General Fund-Street Department-Concrete)							828.00	
				Invoice Items	1				
311488	RLF sidewalk concrete PW 17 115/STREET	Open		07/25/2019	08/09/2019	07/25/2019			388.13
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Concrete - RLF sidewalk concrete PW 17 115/STREET	1.0000	EA	388.1300	388.13				
	G/L Account			*Project*				*Amount*	
	11-4310-2501 (General Fund-Street Department-Concrete)							388.13	
				Invoice Items	1				
			Vendor **3915 - CCI READI MIX** Totals			Invoices	10		$4,725.76
Vendor **1130 - CDW GOVERNMENT INC**									
SWQ7048	Memory card/IS	Open		07/01/2019	08/09/2019	07/01/2019			31.40
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Office supplies / IS - Memory card/IS	1.0000	EA	31.4000	31.40				
	G/L Account			*Project*				*Amount*	
	11-4060-2001 (General Fund-Information Services-Office supplies)							31.40	
				Invoice Items	1				
SZB9259	Video card/IS	Open		07/08/2019	08/09/2019	07/08/2019			73.91
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Office supplies / IS - Video card/IS	1.0000	EA	73.9100	73.91				
	G/L Account			*Project*				*Amount*	
	11-4060-2001 (General Fund-Information Services-Office supplies)							73.91	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1130 - CDW GOVERNMENT INC**									
TBT7936	Cables/IS	Open		07/15/2019	08/09/2019	07/15/2019			66.43
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Minor office equipment - Cables/IS	1.0000	EA	66.4300	66.43				
	G/L Account			*Project*				*Amount*	
	11-4060-2804 (General Fund-Information Services-Minor office equipment)							66.43	
				Invoice Items	1				
TBX2506	Monitors/IS	Open		07/15/2019	08/09/2019	07/15/2019			522.28
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Office furniture and equipment - Monitors/IS	1.0000	EA	522.2800	522.28				
	G/L Account			*Project*				*Amount*	
	11-4060-4499 (General Fund-Information Services-Office furniture & equipment)							522.28	
				Invoice Items	1				
TCJ2354	Toner/IS	Open		07/17/2019	08/09/2019	07/17/2019			445.76
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Office supplies / IS - Toner/IS	1.0000	EA	445.7600	445.76				
	G/L Account			*Project*				*Amount*	
	11-4060-2001 (General Fund-Information Services-Office supplies)							445.76	
				Invoice Items	1				
	Vendor **1130 - CDW GOVERNMENT INC** Totals					Invoices	5		$1,139.78
Vendor **3713 - CENTERPOINT ENERGY SERVICES INC**									
3800383	Monthly natural gas service allocation	Open		07/26/2019	08/09/2019	07/26/2019			16.73
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Electricity & gas - Monthly natural gas service allocation	1.0000	EA	16.7300	16.73				
	G/L Account			*Project*				*Amount*	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							7.17	
	11-4311-3403 (General Fund-City Garage-Electricity & gas)							.80	
	61-4610-3403 (Water and Sewer Fund-Utility Department-Electricity & gas)							.80	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							4.77	
	61-4311-3403 (Water and Sewer Fund-City Garage-Electricity & gas)							.80	
	22-4520-3403 (Playground & Recreation Fund-Pool-Electricity & gas)							2.39	
				Invoice Items	1				
	Vendor **3713 - CENTERPOINT ENERGY SERVICES INC** Totals					Invoices	1		$16.73

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2601 - CENTRAL ILLINOIS LOCK AND KEY**									
0010309	Key and replace door lock/PD	Open		07/03/2019	08/09/2019	07/03/2019			139.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of buildings and facilities - Key and replace door lock/PD	1.0000	EA	139.0000	139.00		

G/L Account	*Project*	*Amount*
11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)		139.00

Invoice Items 1

0010308	Keys - MAINT	Open		07/11/2019	08/09/2019	07/11/2019			16.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Keys - MAINT	1.0000	EA	16.5000	16.50		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		16.50

Invoice Items 1

Vendor **2601 - CENTRAL ILLINOIS LOCK AND KEY** Totals Invoices 2 $155.50

Vendor **3501 - CHARLESTON AREA DOG ACTIVITY CLUB**

CADAC 2019Summer	Dog Class payment for Summer - REC	Open		07/29/2019	08/09/2019	07/29/2019			619.08

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Dog Class payment for Summer - REC	1.0000	EA	619.0800	619.08		

G/L Account	*Project*	*Amount*
22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)	REC 1009 5640 (Dog's Best Friend)	108.50
22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)	REC 1009 5560 (Dog obedience)	245.00
22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)	REC 1009 5610 (Puppy Class)	265.58

Invoice Items 1

Vendor **3501 - CHARLESTON AREA DOG ACTIVITY CLUB** Totals Invoices 1 $619.08

Vendor **3466 - CHARLESTON REC. DEPT. PETTY CASH**

2002141.002	Peter Adams refund for holiday world trip/REC	Open		07/26/2019	08/09/2019	07/26/2019			22.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Program refunds - REC - Peter Adams refund for holiday world trip/REC	1.0000	EA	22.0000	22.00		

G/L Account	*Project*	*Amount*

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3466 - CHARLESTON REC. DEPT. PETTY CASH**									
2002141.002	Peter Adams refund for holiday world trip/REC	Open		07/26/2019	08/09/2019	07/26/2019			22.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	22-2013 (Playground & Recreation Fund-Customer Prepay On Account)							22.00	
				Invoice Items	1				
	Vendor **3466 - CHARLESTON REC. DEPT. PETTY CASH** Totals				Invoices	1			$22.00
Vendor **1170 - CITY OF CHARLESTON/W&S DEPT**									
4050590002 07/19	614 6th St/PD	Open		07/07/2019	08/09/2019	07/07/2019			163.63
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Water service - 614 6th St/PD	1.0000	EA	163.6300	163.63				
	G/L Account			*Project*				*Amount*	
	11-4210-3407 (General Fund-Police Department-Water)							163.63	
				Invoice Items	1				
4070340001 07/19	404 10th St - Fire Station #1/FD	Open		07/07/2019	08/09/2019	07/07/2019			108.84
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Water service - 404 10th St - Fire Station #1/FD	1.0000	EA	108.8400	108.84				
	G/L Account			*Project*				*Amount*	
	11-4221-3407 (General Fund-Fire Department-Water)							108.84	
				Invoice Items	1				
4091009023 07/19	918 17th St - Dog Training/MAINT	Open		07/07/2019	08/09/2019	07/07/2019			15.33
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Water service - 918 17th St - Dog Training/MAINT	1.0000	EA	15.3300	15.33				
	G/L Account			*Project*				*Amount*	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							15.33	
				Invoice Items	1				
4091010001 07/19	920 17th St- Pool/MAINT	Open		07/07/2019	08/09/2019	07/07/2019			3,048.54
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Water service - 920 17th St- Pool/MAINT	1.0000	EA	3,048.5400	3,048.54				
	G/L Account			*Project*				*Amount*	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							3,048.54	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1170 - CITY OF CHARLESTON/W&S DEPT**									
1030140002 07/19	2801 McKinley Ave/WTP	Open		07/15/2019	08/09/2019	07/15/2019			15.33
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Water service - 2801 McKinley Ave/WTP	1.0000	EA	15.3300	15.33				
	G/L Account			*Project*				*Amount*	
	61-4611-3407 (Water and Sewer Fund-Water Treatment Plant-Water)							15.33	
	Invoice Items	1							
1031590030 07/19	1600 A Woodlawn Dr- Sister City Pavillion/MAINT	Open		07/15/2019	08/09/2019	07/15/2019			15.33
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Water service - 1600 A Woodlawn Dr- Sister City Pavillion/MAINT	1.0000	EA	15.3300	15.33				
	G/L Account			*Project*				*Amount*	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							15.33	
	Invoice Items	1							
1081321019 07/19	1822 20th St - VFW/MAINT	Open		07/16/2019	08/09/2019	07/16/2019			13.94
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Water service - 1822 20th St - VFW/MAINT	1.0000	EA	13.9400	13.94				
	G/L Account			*Project*				*Amount*	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							13.94	
	Invoice Items	1							
1090915016 07/19	6050 State Hwy 130 - Woodyard cons/MAINT	Open		07/16/2019	08/09/2019	07/16/2019			13.94
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Water service - 6050 State Hwy 130 - Woodyard cons/MAINT	1.0000	EA	13.9400	13.94				
	G/L Account			*Project*				*Amount*	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							13.94	
	Invoice Items	1							
1091010001 07/19	17540 Lake Charleston - Lake Restrooms/MAINT	Open		07/16/2019	08/09/2019	07/16/2019			13.94
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Water service - 17540 Lake Charleston - Lake Restrooms/MAINT	1.0000	EA	13.9400	13.94				
	G/L Account			*Project*				*Amount*	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							13.94	
	Invoice Items	1							

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1170 - CITY OF CHARLESTON/W&S DEPT**									
1091015002 07/19	17801 Lake Charleston Pavilion/MAINT	Open		07/16/2019	08/09/2019	07/16/2019			40.43
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Water service - 17801 Lake Charleston Pavilion/MAINT	1.0000	EA	40.4300	40.43				
	G/L Account			*Project*				*Amount*	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							40.43	
				Invoice Items	1				
1091020010 07/19	17550 Lake Charleston Loop Fishing Pier/MAINT	Open		07/16/2019	08/09/2019	07/16/2019			81.25
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Water service - 17550 Lake Charleston Loop Fishing Pier/MAINT	1.0000	EA	81.2500	81.25				
	G/L Account			*Project*				*Amount*	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							81.25	
				Invoice Items	1				
2060160001 07/19	1510 A St - Fire Station #2/FD	Open		07/23/2019	08/09/2019	07/23/2019			72.05
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Water service - 1510 A St - Fire Station #2/FD	1.0000	EA	72.0500	72.05				
	G/L Account			*Project*				*Amount*	
	11-4221-3407 (General Fund-Fire Department-Water)							72.05	
				Invoice Items	1				
	Vendor **1170 - CITY OF CHARLESTON/W&S DEPT** Totals					Invoices	12		$3,602.55
Vendor **4392 - CITY OF DECATUR**									
7611	30 Day Lease of Ladder Truck / FD	Open		07/22/2019	08/09/2019	07/22/2019			9,000.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Repair of vehicles - 30 Day Lease of Ladder Truck / FD	1.0000	EA	9,000.0000	9,000.00				
	G/L Account			*Project*				*Amount*	
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)			0000 (0000 - Misc. Equip.)				9,000.00	
				Invoice Items	1				
	Vendor **4392 - CITY OF DECATUR** Totals					Invoices	1		$9,000.00

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1864 - COGENT - VANDEVANTER**									
5456478	WW Liftstation Repair - Primary Pump Station	Open		07/19/2019	08/09/2019	07/19/2019			8,556.77
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Lift station repair / WWTP - WW Liftstation Repair - Primary Pump Station	1.0000	EA	8,556.7700	8,556.77				
	G/L Account				*Project*			*Amount*	
	61-4621-4399 (Water and Sewer Fund-Waste Water Treatment Plant-Operating equipment)				WWTP REPLAC PUMP (WWTP - New Replacement Pump)			8,556.77	
				Invoice Items	1				
5456674	WW Lift Station Repair - Reynolds	Open		07/23/2019	08/09/2019	07/23/2019			46,001.88
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Capital Improvement projects - WW Lift Station Repair - Reynolds	1.0000	EA	46,001.8800	46,001.88				
	G/L Account				*Project*			*Amount*	
	61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)				WWTP REPLAC PUMP (WWTP - New Replacement Pump)			46,001.88	
				Invoice Items	1				
5456855	WW Liftstation Repair - Primary Pump Station	Open		07/24/2019	08/09/2019	07/24/2019			1,040.60
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Lift station repair / WWTP - WW Liftstation Repair - Primary Pump Station	1.0000	EA	1,040.6000	1,040.60				
	G/L Account				*Project*			*Amount*	
	61-4621-2512 (Water and Sewer Fund-Waste Water Treatment Plant-Lift station maintenance)							1,040.60	
				Invoice Items	1				
	Vendor **1864 - COGENT - VANDEVANTER** Totals					Invoices	3		$55,599.25
Vendor **1191 - COLES COUNTY ANIMAL SHELTER AND RABIES CONTROL**									
07/16/2019	Quarterly animal control service fee/ PUBLIC SERVICE	Open		07/16/2019	08/09/2019	07/16/2019			7,066.12
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Animal control services - Quarterly animal control service fee/ PUBLIC SERVICE	1.0000	EA	7,066.1200	7,066.12				
	G/L Account				*Project*			*Amount*	
	11-4414-3912 (General Fund-Public Service-Animal control services)							7,066.12	
				Invoice Items	1				
	Vendor **1191 - COLES COUNTY ANIMAL SHELTER AND RABIES CONTROL** Totals					Invoices	1		$7,066.12

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2937 - COLES COUNTY COUNCIL ON AGING**									
08/01/2019	Monthly payment/ADMIN	Open		08/01/2019	08/09/2019	08/01/2019			2,150.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other contractual services - Monthly payment/ADMIN	1.0000	EA	2,150.0000	2,150.00		

G/L Account	*Project*	*Amount*
11-4001-3999 (General Fund-Administration & Boards- Manager-Other contractual services)		2,150.00

Invoice Items 1

Vendor **2937 - COLES COUNTY COUNCIL ON AGING** Totals — Invoices 1 — $2,150.00

Vendor **1193 - COLES COUNTY EMERGENCY COMMUNICATIONS**

08/01/2019 FD | Monthly dispatch service/FD | Open | 08/01/2019 | 08/09/2019 | 08/01/2019 | 1,493.16

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other business services - Monthly dispatch service/FD	1.0000	EA	1,493.1600	1,493.16		

G/L Account	*Project*	*Amount*
11-4221-3199 (General Fund-Fire Department-Business services)		1,493.16

Invoice Items 1

08/01/2019 PD | Monthly dispatch service/PD | Open | 08/01/2019 | 08/09/2019 | 08/01/2019 | 7,894.07

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other business services - Monthly dispatch service/PD	1.0000	EA	7,894.0700	7,894.07		

G/L Account	*Project*	*Amount*
11-4210-3199 (General Fund-Police Department-Business services)		7,894.07

Invoice Items 1

Vendor **1193 - COLES COUNTY EMERGENCY COMMUNICATIONS** Totals — Invoices 2 — $9,387.23

Vendor **1204 - COLES-MOULTRIE ELECTRIC COOP**

1484000 6/19 | RR3 - R3-8 Traffic Signal/STREET LIGHTING | Open | 06/28/2019 | 08/09/2019 | 06/28/2019 | 51.01

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Street lights electricity - RR3 - R3-8 Traffic Signal/STREET LIGHTING	1.0000	EA	51.0100	51.01		

G/L Account	*Project*	*Amount*
11-4316-3405 (General Fund-Street Lighting-Street lights electricity)		51.01

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1204 - COLES-MOULTRIE ELECTRIC COOP**									
2225300 6/19	Rt 16 & Loxa Rd lights/STREET LIGHTING	Open		06/28/2019	08/09/2019	06/28/2019			96.13
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Street lights electricity - Rt 16 & Loxa Rd lights/STREET LIGHTING	1.0000	EA	96.1300	96.13				
	G/L Account			*Project*				*Amount*	
	11-4316-3405 (General Fund-Street Lighting-Street lights electricity)							96.13	
				Invoice Items	1				
808600 6/19	River pump house/WTP	Open		06/28/2019	08/09/2019	06/28/2019			153.36
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Electricity & gas - River pump house/WTP	1.0000	EA	153.3600	153.36				
	G/L Account			*Project*				*Amount*	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							153.36	
				Invoice Items	1				
1440400 06/19	RR1 Charleston/WTP	Open		06/30/2019	08/09/2019	06/30/2019			23.50
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Electricity & gas - RR1 Charleston/WTP	1.0000	EA	23.5000	23.50				
	G/L Account			*Project*				*Amount*	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							23.50	
				Invoice Items	1				
363200 06/19	Security lights/STREET LIGHTING	Open		06/30/2019	08/09/2019	06/30/2019			1,097.97
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Street lights electricity - Security lights/STREET LIGHTING	1.0000	EA	1,097.9700	1,097.97				
	G/L Account			*Project*				*Amount*	
	11-4316-3405 (General Fund-Street Lighting-Street lights electricity)							1,097.97	
				Invoice Items	1				
1569500 06/19	11547 Old State Rd Lift/WWTP	Open		07/01/2019	08/09/2019	07/01/2019			166.67
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Electricity & gas - 11547 Old State Rd Lift/WWTP	1.0000	EA	166.6700	166.67				
	G/L Account			*Project*				*Amount*	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							166.67	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1204 - COLES-MOULTRIE ELECTRIC COOP**									
2039100 07/19	6050 Rt 130 Woodyard/MAINT	Open		07/02/2019	08/09/2019	07/02/2019			34.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - 6050 Rt 130 Woodyard/MAINT	1.0000	EA	34.0000	34.00		

G/L Account	*Project*	*Amount*
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		34.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2107500 07/19	Fishing Pier & pavillion/MAINT	Open		07/02/2019	08/09/2019	07/02/2019			35.15

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - Fishing Pier & pavillion/MAINT	1.0000	EA	35.1500	35.15		

G/L Account	*Project*	*Amount*
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		35.15

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2224000 07/19	Lake bathrooms/MAINT	Open		07/02/2019	08/09/2019	07/02/2019			45.57

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - Lake bathrooms/MAINT	1.0000	EA	45.5700	45.57		

G/L Account	*Project*	*Amount*
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		45.57

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2247700 07/19	LIT Pavilion/MAINT	Open		07/02/2019	08/09/2019	07/02/2019			64.80

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - LIT Pavilion/MAINT	1.0000	EA	64.8000	64.80		

G/L Account	*Project*	*Amount*
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		64.80

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
660400 07/19	2400 Cambridge Heritage Woods/MAINT	Open		07/02/2019	08/09/2019	07/02/2019			37.52

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - 2400 Cambridge Heritage Woods/MAINT	1.0000	EA	37.5200	37.52		

G/L Account	*Project*	*Amount*
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		37.52

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1204 - COLES-MOULTRIE ELECTRIC COOP**									
719500 07/19	Tornado siren/MAINT	Open		07/02/2019	08/09/2019	07/02/2019			76.55
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Electricity & gas - Tornado siren/MAINT	1.0000	EA	76.5500	76.55				
	G/L Account			*Project*				*Amount*	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							76.55	
				Invoice Items	1				
997600 07/19	Sister City Pavillion/MAINT	Open		07/02/2019	08/09/2019	07/02/2019			46.84
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Electricity & gas - Sister City Pavillion/MAINT	1.0000	EA	46.8400	46.84				
	G/L Account			*Project*				*Amount*	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							46.84	
				Invoice Items	1				
	Vendor **1204 - COLES-MOULTRIE ELECTRIC COOP** Totals					Invoices	13		$1,929.07
Vendor **1205 - COMMERCIAL ELECTRIC INC**									
20174901	WP Building & Grounds - Misc	Open		07/19/2019	08/09/2019	07/19/2019			456.90
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Electrical Supplies - WP Building & Grounds - Misc	1.0000	EA	456.9000	456.90				
	G/L Account			*Project*				*Amount*	
	61-4611-3510 (Water and Sewer Fund-Water Treatment Plant-Repair of buildings & facilities)							456.90	
				Invoice Items	1				
20176601	WP Equipment Expense - Raw Pumps	Open		07/19/2019	08/09/2019	07/19/2019			285.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Pump Repair / WTP - WP Equipment Expense - Raw Pumps	1.0000	EA	285.0000	285.00				
	G/L Account			*Project*				*Amount*	
	61-4611-3508 (Water and Sewer Fund-Water Treatment Plant-Repair of operating equipment)			0000 (0000 - Misc. Equip.)				285.00	
				Invoice Items	1				
	Vendor **1205 - COMMERCIAL ELECTRIC INC** Totals					Invoices	2		$741.90

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1211 - CONNOR CO CORPORATE OFFICE**									
S8635853.001	Hardware - MAINT	Open		07/03/2019	08/09/2019	07/16/2019			12.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - Hardware - MAINT	1.0000	EA	12.0000	12.00				
	G/L Account			*Project*				*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							12.00	
	Invoice Items	1							
S8653758.001	WP Building & Grounds - Misc	Open		07/16/2019	08/09/2019	07/16/2019			387.84
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Plumbing supplies - WP Building & Grounds - Misc	1.0000	EA	387.8400	387.84				
	G/L Account			*Project*				*Amount*	
	61-4611-3510 (Water and Sewer Fund-Water Treatment Plant-Repair of buildings & facilities)							387.84	
	Invoice Items	1							
S8655441.001	WP Building & Grounds - Misc	Open		07/17/2019	08/09/2019	07/17/2019			59.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Plumbing supplies - WP Building & Grounds - Misc	1.0000	EA	59.0000	59.00				
	G/L Account			*Project*				*Amount*	
	61-4611-3510 (Water and Sewer Fund-Water Treatment Plant-Repair of buildings & facilities)							59.00	
	Invoice Items	1							
	Vendor **1211 - CONNOR CO CORPORATE OFFICE** Totals				Invoices	3			$458.84
Vendor **1213 - CONSOLIDATED COMMUNICATIONS - CCI**									
217-345-3233/07	Pool main phone line - REC	Open		07/11/2019	08/09/2019	07/11/2019			20.12
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Telephone Service - REC - Pool main phone line - REC	1.0000	EA	20.1200	20.12				
	G/L Account			*Project*				*Amount*	
	22-4520-3401 (Playground & Recreation Fund-Pool-Telephone expense)							20.12	
	Invoice Items	1							
217-345-3249/07	Pool Manager's Phone Line - REC	Open		07/11/2019	08/09/2019	07/11/2019			22.68
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Telephone Service - REC - Pool Manager's Phone Line - REC	1.0000	EA	22.6800	22.68				
	G/L Account			*Project*				*Amount*	
	22-4520-3401 (Playground & Recreation Fund-Pool-Telephone expense)							22.68	
	Invoice Items	1							

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1213 - CONSOLIDATED COMMUNICATIONS - CCI**									
217-345-3787/07	Pool Party Room Phone line & Fax - REC	Open		07/11/2019	08/09/2019	07/11/2019			77.07

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Telephone Service - REC - Pool Party Room Phone line & Fax - REC	1.0000	EA	77.0700	77.07		

G/L Account	*Project*	*Amount*
22-4520-3401 (Playground & Recreation Fund-Pool-Telephone expense)		77.07

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
217-348-8555/ 0	Phone Bill - MAINT	Open		07/11/2019	08/09/2019	07/11/2019			106.91

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Telephone Service / MAINT - Phone Bill - MAINT	1.0000	EA	106.9100	106.91		

G/L Account	*Project*	*Amount*
11-4194-3401 (General Fund-Parks & Maintenance Department-Telephone expense)		106.91

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2173458425 07/19	Monthly internet and telephone allocation	Open		07/11/2019	08/09/2019	07/11/2019			4,180.57

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Telephone Service - Monthly internet and telephone allocation	1.0000	EA	4,180.5700	4,180.57		

G/L Account	*Project*	*Amount*
25-4312-2305 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Traffic signal maintenance)	MFT TRAFFIC SIGN (MFT - Traffic Signal Maintenance - 2305)	35.55
11-4001-3401 (General Fund-Administration & Boards- Manager-Telephone expense)		571.21
11-4004-3401 (General Fund-Comptroller's Office-Telephone expense)		53.88
11-4052-3401 (General Fund-City Attorney's Office-Telephone expense)		135.33
11-4095-3401 (General Fund-Engineering Department-Telephone expense)		138.79
11-4194-3401 (General Fund-Parks & Maintenance Department-Telephone expense)		134.41
11-4210-3401 (General Fund-Police Department-Telephone expense)		937.80
11-4221-3401 (General Fund-Fire Department-Telephone expense)		376.07
11-4310-3401 (General Fund-Street Department-Telephone expense)		95.52
11-4311-3401 (General Fund-City Garage-Telephone expense)		49.49
11-4640-3401 (General Fund-Building & Development Services-Telephone expense)		189.56
61-4610-3401 (Water and Sewer Fund-Utility Department-Telephone expense)		54.40
61-4611-3401 (Water and Sewer Fund-Water Treatment Plant-Telephone expense)		381.11

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1213 - CONSOLIDATED COMMUNICATIONS - CCI**									
2173458425 07/19	Monthly internet and telephone allocation	Open		07/11/2019	08/09/2019	07/11/2019			4,180.57

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-4621-3401 (Water and Sewer Fund-Waste Water Treatment Plant-Telephone expense)						214.79
	61-4630-3401 (Water and Sewer Fund-Water Department-Telephone expense)						277.67
	11-4099-3401 (General Fund-Tourism-Telephone expense)						46.89
	11-4002-3401 (General Fund-City Clerk-Telephone expense)						48.54
	22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)						382.82
	11-4700-3401 (General Fund-Human Resources-Telephone expense)						56.74
	Invoice Items	1					

Vendor **1213 - CONSOLIDATED COMMUNICATIONS - CCI** Totals — Invoices 5 — $4,407.35

Vendor **2940 - CONTINENTAL RESEARCH CORPORATION**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
479400-CRC	WP Chemicals - DeScaler	Open		07/18/2019	08/09/2019	07/18/2019			576.74

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Chemicals / WTP - WP Chemicals - DeScaler	1.0000	EA	576.7400	576.74		

G/L Account	*Project*	*Amount*
61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)		576.74
Invoice Items	1	

Vendor **2940 - CONTINENTAL RESEARCH CORPORATION** Totals — Invoices 1 — $576.74

Vendor **1289 - COUNTY MATERIALS CORPORATION**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3269861-00	4" Reversable Castings/UTILITY	Open		07/11/2019	08/09/2019	07/11/2019			1,752.39

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Sewer repair materials - 4" Reversable Castings/UTILITY	1.0000	EA	1,752.3900	1,752.39		

G/L Account	*Project*	*Amount*
61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)		1,752.39
Invoice Items	1	

Vendor **1289 - COUNTY MATERIALS CORPORATION** Totals — Invoices 1 — $1,752.39

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1224 - COUNTY OFFICE PRODUCTS INC**									
0204844-001	Laminating sheets for pool - REC	Open		05/03/2019	08/09/2019	05/03/2019			47.99
P.O. Number	*Item Description*		*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*	
	Office Supplies -Pool / REC - Laminating sheets for pool - REC		1.0000	EA	47.9900	47.99			
	G/L Account				*Project*			*Amount*	
	22-4520-2001 (Playground & Recreation Fund-Pool-Office supplies)							47.99	
				Invoice Items	1				
0206045-001	New calculator for Front Desk - REC	Open		06/21/2019	08/09/2019	06/21/2019			108.49
P.O. Number	*Item Description*		*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*	
	Office furniture and equipment - New calculator for Front Desk - REC		1.0000	EA	108.4900	108.49			
	G/L Account				*Project*			*Amount*	
	22-4510-4499 (Playground & Recreation Fund-Recreation Programs-Office furniture & equipment)							108.49	
				Invoice Items	1				
0206493-001	Pool Cash register tape - REC	Open		07/11/2019	08/09/2019	07/11/2019			24.48
P.O. Number	*Item Description*		*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*	
	Office Supplies - REC - Pool Cash register tape - REC		1.0000	EA	24.4800	24.48			
	G/L Account				*Project*			*Amount*	
	22-4520-2001 (Playground & Recreation Fund-Pool-Office supplies)							24.48	
				Invoice Items	1				
0206621-001	Hanging files/CLERK	Open		07/16/2019	08/09/2019	07/16/2019			48.88
P.O. Number	*Item Description*		*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*	
	Office supplies / CLERK - Hanging files/CLERK		1.0000	EA	48.8800	48.88			
	G/L Account				*Project*			*Amount*	
	11-4002-2001 (General Fund-City Clerk-Office supplies)							48.88	
				Invoice Items	1				
0206625-001	Paper Rolls-Notes-Paper/WATER DEPT	Open		07/16/2019	08/09/2019	07/16/2019			108.82
P.O. Number	*Item Description*		*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*	
	Office Supplies / WATER - Paper Rolls-Notes-Paper/WATER DEPT		1.0000	EA	108.8200	108.82			
	G/L Account				*Project*			*Amount*	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							108.82	
				Invoice Items	1				

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1224 - COUNTY OFFICE PRODUCTS INC**									
0206674-001	Paper/PD	Open		07/18/2019	08/09/2019	07/18/2019			99.98
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Office supplies / PD - Paper/PD	1.0000	EA	99.9800	99.98				
	G/L Account			*Project*				*Amount*	
	11-4210-2001 (General Fund-Police Department-Office supplies)							99.98	
				Invoice Items	1				
0206804-001	Labels & tape/PD	Open		07/23/2019	08/09/2019	07/23/2019			29.58
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Office supplies / PD - Labels & tape/PD	1.0000	EA	29.5800	29.58				
	G/L Account			*Project*				*Amount*	
	11-4210-2001 (General Fund-Police Department-Office supplies)							29.58	
				Invoice Items	1				
			Vendor **1224 - COUNTY OFFICE PRODUCTS INC** Totals		Invoices	7			$468.22
Vendor **4044 - CROMWELL - WMCI/WCBH/WWGO**									
2048-00040-0001	Ads on WCBH - REC	Open		06/30/2019	08/09/2019	06/30/2019			203.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Advertising / REC - Ads on WCBH - REC	1.0000	EA	203.0000	203.00				
	G/L Account			*Project*				*Amount*	
	22-4520-3209 (Playground & Recreation Fund-Pool-Advertising)							203.00	
				Invoice Items	1				
2048-00041-0001	Ads on WWGO - REC	Open		06/30/2019	08/09/2019	06/30/2019			123.24
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Advertising / REC - Ads on WWGO - REC	1.0000	EA	123.2400	123.24				
	G/L Account			*Project*				*Amount*	
	22-4520-3209 (Playground & Recreation Fund-Pool-Advertising)							123.24	
				Invoice Items	1				
2048-00042-0001	Ads on WMCI - REC	Open		06/30/2019	08/09/2019	06/30/2019			220.80
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Advertising / REC - Ads on WMCI - REC	1.0000	EA	220.8000	220.80				
	G/L Account			*Project*				*Amount*	
	22-4510-3209 (Playground & Recreation Fund-Recreation Programs-Advertising)							220.80	
				Invoice Items	1				
2048-00043-0001	Ads on WMCI - REC	Open		06/30/2019	08/09/2019	06/30/2019			79.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Advertising / REC - Ads on WMCI - REC	1.0000	EA	79.0000	79.00				
	G/L Account			*Project*				*Amount*	

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4044 - CROMWELL - WMCI/WCBH/WWGO**									
2048-00043-0001	Ads on WMCI - REC	Open		06/30/2019	08/09/2019	06/30/2019			79.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	22-4510-3209 (Playground & Recreation Fund-Recreation Programs-Advertising)						79.00
	Invoice Items	1					

Vendor **4044 - CROMWELL - WMCI/WCBH/WWGO** Totals	Invoices	4	$626.04

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1230 - CROSSROADS TRUCK EQUIPMENT**									
07731990	Alladin Power Washer Swivel/UTILITY	Open		07/22/2019	08/09/2019	07/22/2019			53.10

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Alladin Power Washer Swivel/UTILITY	1.0000	EA	53.1000	53.10		

G/L Account	*Project*	*Amount*
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	53.10
Invoice Items	1	

Vendor **1230 - CROSSROADS TRUCK EQUIPMENT** Totals	Invoices	1	$53.10

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2661 - DIESEL SPEED REPAIR INC**									
17204	Inspect electronic engine controls/FD	Open		06/14/2019	08/09/2019	06/14/2019			67.20

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of vehicles - Inspect electronic engine controls/FD	1.0000	EA	67.2000	67.20		

G/L Account	*Project*	*Amount*
11-4221-3503 (General Fund-Fire Department-Repair of vehicles)	4177 (4177 -2014 Pierce Pumper 306)	67.20
Invoice Items	1	

Vendor **2661 - DIESEL SPEED REPAIR INC** Totals	Invoices	1	$67.20

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3676 - DRAKE EXCAVATING & CONSTRUCTION INC.**									
07/19/2019	Refundable hydrant meter fee/MAINT	Open		07/19/2019	08/09/2019	07/19/2019			300.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Miscellaneous Revenue - Refundable hydrant meter fee/MAINT	1.0000	EA	300.0000	300.00		

G/L Account	*Project*	*Amount*
11-4194-3805 (General Fund-Parks & Maintenance Department-Miscellaneous revenue)		300.00

Invoice Items 1

Vendor **3676 - DRAKE EXCAVATING & CONSTRUCTION INC.** Totals — Invoices 1 — $300.00

Vendor **1279 - DURKIN EQUIPMENT COMPANY**

120010594	WW Equipment Expense - misc.	Open		07/10/2019	08/09/2019	07/10/2019			720.27

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Misc. Services - WW Equipment Expense - misc.	1.0000	EA	720.2700	720.27		

G/L Account	*Project*	*Amount*
61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant-Repair of operating equipment)	0000 (0000 - Misc. Equip.)	720.27

Invoice Items 1

Vendor **1279 - DURKIN EQUIPMENT COMPANY** Totals — Invoices 1 — $720.27

Vendor **1280 - DUST & SON OF COLES COUNTY**

4-461926	Wndshld washer-5w 20 cases/GARAGE/MECHANIC	Open		07/15/2019	08/09/2019	07/15/2019			72.06

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Wndshld washer-5w 20 cases/GARAGE/MECHANIC	1.0000	EA	72.0600	72.06		

G/L Account	*Project*	*Amount*
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	72.06

Invoice Items 1

4-461937	20" Chain / FD	Open		07/15/2019	08/09/2019	07/15/2019			45.98

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of operating equipment - 20" Chain / FD	1.0000	EA	45.9800	45.98		

G/L Account	*Project*	*Amount*
11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)	0000 (0000 - Misc. Equip.)	45.98

Invoice Items 1

Vendor **1280 - DUST & SON OF COLES COUNTY** Totals — Invoices 2 — $118.04

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3035 - DUST ENTERPRISE LLC- BIG DADDY'S TREE SERVICE**									
2097	Tree/Stump Rmva - Monroe & Emergency call-6th St/MOTOR FUEL TAX	Open		07/22/2019	08/09/2019	07/22/2019			2,012.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Tree and stump removal - Tree/Stump Rmva - Monroe & Emergency call-6th St/MOTOR FUEL TAX	1.0000	EA	2,012.5000	2,012.50		

G/L Account	*Project*	*Amount*
25-4312-3108 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Stump & tree removal services)		2,012.50

Invoice Items 1

Vendor **3035 - DUST ENTERPRISE LLC- BIG DADDY'S TREE SERVICE** Totals Invoices 1 $2,012.50

Vendor **1287 - EASTERN ELECTRIC SUPPLY CO**

E051723	PVC Adapter/ENGINEERING	Open		07/09/2019	08/09/2019	07/09/2019			7.93

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - PVC Adapter/ENGINEERING	1.0000	EA	7.9300	7.93		

G/L Account	*Project*	*Amount*
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 18 131 (LIT Surveillance)	7.93

Invoice Items 1

162660	Light fixture - MAINT	Open		07/12/2019	08/09/2019	07/12/2019			80.40

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Light fixture - MAINT	1.0000	EA	80.4000	80.40		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		80.40

Invoice Items 1

E051750	PVC Couplers/ENGINEERING	Open		07/12/2019	08/09/2019	07/12/2019			25.24

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - PVC Couplers/ENGINEERING	1.0000	EA	25.2400	25.24		

G/L Account	*Project*	*Amount*
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 18 131 (LIT Surveillance)	25.24

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1287 - EASTERN ELECTRIC SUPPLY CO**									
E051808	Materials for Lighting Project at Training Center / FD	Open		07/24/2019	08/09/2019	07/24/2019			236.67

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other building materials - Materials for Lighting Project at Training Center / FD	1.0000	EA	236.6700	236.67		

G/L Account	*Project*	*Amount*
11-4221-2699 (General Fund-Fire Department-Other building materials)		236.67

Invoice Items 1

E051818	Materials for Lighting Project at Training Center / FD	Open		07/24/2019	08/09/2019	07/24/2019			25.28

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other building materials - Materials for Lighting Project at Training Center / FD	1.0000	EA	25.2800	25.28		

G/L Account	*Project*	*Amount*
11-4221-2699 (General Fund-Fire Department-Other building materials)		25.28

Invoice Items 1

E051822	Materials for Lighting Project at Training Center / FD	Open		07/24/2019	08/09/2019	07/24/2019			100.10

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other building materials - Materials for Lighting Project at Training Center / FD	1.0000	EA	100.1000	100.10		

G/L Account	*Project*	*Amount*
11-4221-2699 (General Fund-Fire Department-Other building materials)		100.10

Invoice Items 1

Vendor **1287 - EASTERN ELECTRIC SUPPLY CO** Totals — Invoices 6 — $475.62

Vendor **1316 - ERB TURF EQUIPMENT, INC.**

01-22735	Parts - MAINT	Open		06/04/2019	08/09/2019	06/04/2019			163.12

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts & supplies / MAINT - Parts - MAINT	1.0000	EA	163.1200	163.12		

G/L Account	*Project*	*Amount*
11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)	5725 (5725 - 1993 John Deere Bunker Rake #27C)	163.12

Invoice Items 1

Vendor **1316 - ERB TURF EQUIPMENT, INC.** Totals — Invoices 1 — $163.12

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3953 - EXCEL ECOCLEAN**									
102398	Janitorial service for City Hall & Police Department/MAINT/PD	Open		07/31/2019	08/09/2019	07/31/2019			2,163.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of buildings and facilities - Janitorial service for City Hall & Police Department/MAINT/PD	1.0000	EA	2,163.0000	2,163.00		

G/L Account	*Project*	*Amount*
11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)		1,622.25
11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)		540.75

Invoice Items 1

Vendor **3953 - EXCEL ECOCLEAN** Totals Invoices 1 $2,163.00

Vendor **1328 - FASTENAL COMPANY**

ILMAT137126	Quck Connectors for shop/W/S GARAGE	Open		07/11/2019	08/09/2019	07/11/2019			28.22

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Quck Connectors for shop/W/S GARAGE	1.0000	EA	28.2200	28.22		

G/L Account	*Project*	*Amount*
61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	28.22

Invoice Items 1

ILMAT137110	Sunglasses/UTILITY	Open		07/12/2019	08/09/2019	07/12/2019			58.28

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Safety gear & clothing - Sunglasses/UTILITY	1.0000	EA	58.2800	58.28		

G/L Account	*Project*	*Amount*
61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)		58.28

Invoice Items 1

ILMAT137265	WP Building & Grounds - Misc	Open		07/17/2019	08/09/2019	07/17/2019			3.86

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Misc. supplies / WTP - WP Building & Grounds - Misc	1.0000	EA	3.8600	3.86		

G/L Account	*Project*	*Amount*
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		3.86

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1328 - FASTENAL COMPANY**									
ILMAT137189	Safety Sun Glasses/UTILITY	Open		07/19/2019	08/09/2019	07/19/2019			8.33
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Safety gear & clothing - Safety Sun Glasses/UTILITY	1.0000	EA	8.3300	8.33				
	G/L Account				*Project*			*Amount*	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							8.33	
				Invoice Items	1				
ILMAT137217	Misc Shop Supplies/UTILITY	Open		07/19/2019	08/09/2019	07/19/2019			23.76
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Vehicle parts and supplies - Misc Shop Supplies/UTILITY	1.0000	EA	23.7600	23.76				
	G/L Account				*Project*			*Amount*	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			23.76	
				Invoice Items	1				
ILMAT137413	Storage cabinets for mechanics shop & office/W/S GARAGE	Open		07/25/2019	08/09/2019	07/25/2019			5,400.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other capital expense - Storage cabinets for mechanics shop & office/W/S GARAGE	1.0000	EA	5,400.0000	5,400.00				
	G/L Account				*Project*			*Amount*	
	61-4311-4604 (Water and Sewer Fund-City Garage-Other capital expense)							5,400.00	
				Invoice Items	1				
			Vendor **1328 - FASTENAL COMPANY** Totals			Invoices	6		$5,522.45
Vendor **2363 - FIRST FINANCIAL BANK**									
08/01/2019 #58	2014 truck loan #26510024272 payment/UTILITY	Open		08/01/2019	08/09/2019	08/01/2019			636.61
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Loan payment - 2014 truck loan #26510024272 payment/UTILITY	1.0000	EA	636.6100	636.61				
	G/L Account				*Project*			*Amount*	
	61-2610 (Water and Sewer Fund-Notes payable)							633.80	
	61-4610-5201 (Water and Sewer Fund-Utility Department-Interest payments)							2.81	
				Invoice Items	1				
			Vendor **2363 - FIRST FINANCIAL BANK** Totals			Invoices	1		$636.61

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1340 - FIRST MID BANK & TRUST**									
08/01/2019 #24	2016 AEV TramaHawk TypeIII ambulance loan payment/FD	Open		08/01/2019	08/09/2019	08/01/2019			2,391.57

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Loan payment - 2016 AEV TramaHawk TypeIII ambulance loan payment/FD	1.0000	EA	2,391.5700	2,391.57		

G/L Account	*Project*	*Amount*
11-4221-5101 (General Fund-Fire Department-Principal payments)		2,210.25
11-4221-5201 (General Fund-Fire Department-Interest payments)		181.32
	Invoice Items 1	

Vendor **1340 - FIRST MID BANK & TRUST** Totals — Invoices 1 — $2,391.57

Vendor **1352 - FRATERNAL ORDER OF POLICE**

2019-00000225	FOP Dues - Police Dues	Open		07/26/2019	07/26/2019	07/26/2019			696.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction Police Dues	1.0000	EA	696.0000	696.00		

G/L Account	*Project*	*Amount*
11-2028 (General Fund-FOP dues withholding)		696.00
	Invoice Items 1	

Vendor **1352 - FRATERNAL ORDER OF POLICE** Totals — Invoices 1 — $696.00

Vendor **1364 - GANO WELDING SUPPLIES**

240015	Oxygen for torches/GARAGE	Open		07/30/2019	08/09/2019	07/30/2019			103.15

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Oxygen for torches/GARAGE	1.0000	EA	103.1500	103.15		

G/L Account	*Project*	*Amount*
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	103.15
	Invoice Items 1	

240020	Argon for torches/GARAGE	Open		07/30/2019	08/09/2019	07/30/2019			31.08

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Argon for torches/GARAGE	1.0000	EA	31.0800	31.08		

G/L Account	*Project*	*Amount*
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	31.08
	Invoice Items 1	

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1364 - GANO WELDING SUPPLIES**									
240035	Inweld 6011 1/8 5LB/GARAGE	Open		07/30/2019	08/09/2019	07/30/2019			21.19

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Inweld 6011 1/8 5LB/GARAGE	1.0000	EA	21.1900	21.19		

G/L Account	*Project*	*Amount*
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	21.19

Invoice Items 1

Vendor **1364 - GANO WELDING SUPPLIES** Totals — Invoices 3 — $155.42

Vendor **1377 - GLOBAL TECHNICAL SYSTEMS INC**

105004365-1	Portable radio, battery, & charger/PD	Open		07/23/2019	08/09/2019	07/23/2019			804.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of radios - Portable radio, battery, & charger/PD	1.0000	EA	804.0000	804.00		

G/L Account	*Project*	*Amount*
11-4210-3509 (General Fund-Police Department-Repair of radios)		804.00

Invoice Items 1

Vendor **1377 - GLOBAL TECHNICAL SYSTEMS INC** Totals — Invoices 1 — $804.00

Vendor **2754 - GOEDECKE COMPANY**

249483	RTP parking lots - concrete color/ENGINEERING	Open		07/15/2019	08/09/2019	07/15/2019			450.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - RTP parking lots - concrete color/ENGINEERING	1.0000	EA	450.0000	450.00		

G/L Account	*Project*	*Amount*
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 19 08 (Recreational Trail Program (RTP))	450.00

Invoice Items 1

Vendor **2754 - GOEDECKE COMPANY** Totals — Invoices 1 — $450.00

Vendor **1874 - GRAINGER**

9240400623	Bulk rack shelving for mechanics shop & office/W/S GARAGE	Open		07/22/2019	08/09/2019	07/22/2019			983.12

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other capital expense - Bulk rack shelving for mechanics shop & office/W/S GARAGE	1.0000	EA	983.1200	983.12		

G/L Account	*Project*	*Amount*

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1874 - GRAINGER**									
9240400623	Bulk rack shelving for mechanics shop & office/W/S GARAGE	Open		07/22/2019	08/09/2019	07/22/2019			983.12

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-4311-4604 (Water and Sewer Fund-City Garage-Other capital expense)						983.12

Invoice Items 1

Vendor **1874 - GRAINGER** Totals — Invoices 1 — $983.12

Vendor **3700 - GREAT AMERICA FINANCIAL SERVICES**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
25252025	Printer contract 015-0868097-000 Xerox copier systems/IS	Open		08/01/2019	08/09/2019	08/01/2019			130.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other consulting services - Printer contract 015-0868097-000 Xerox copier systems/IS	1.0000	EA	130.0000	130.00		

G/L Account	*Project*	*Amount*
11-4060-3106 (General Fund-Information Services-Other consulting services)		130.00

Invoice Items 1

Vendor **3700 - GREAT AMERICA FINANCIAL SERVICES** Totals — Invoices 1 — $130.00

Vendor **2654 - HARRELSON PLUMBING AND HEATING**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
29907	Potty at VFW - MAINT	Open		07/08/2019	08/09/2019	07/08/2019			110.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of buildings and facilities - Potty at VFW - MAINT	1.0000	EA	110.0000	110.00		

G/L Account	*Project*	*Amount*
11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)		110.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
29908	Porta-A-Potty at Hi-Cone - REC	Open		07/08/2019	08/09/2019	07/08/2019			80.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Porta-A-Potty at Hi-Cone - REC	1.0000	EA	80.0000	80.00		

G/L Account	*Project*	*Amount*
22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)	REC 1002 1460 (Soccer, Travel)	80.00

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2654 - HARRELSON PLUMBING AND HEATING**									
29909	Port-A-Potty at Baker - REC	Open		07/08/2019	08/09/2019	07/08/2019			110.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Port-A-Potty at Baker - REC	1.0000	EA	110.0000	110.00		

G/L Account	*Project*	*Amount*
22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)	REC 1002 1020 (Boys Baseball)	110.00

Invoice Items 1

Vendor **2654 - HARRELSON PLUMBING AND HEATING** Totals — Invoices 3 — $300.00

Vendor **3798 - HOMEFIELD ENERGY**

1396619071	Monthly electric supply allocation	Open		07/26/2019	08/09/2019	07/26/2019			45,104.85

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - Monthly electric supply allocation	1.0000	EA	45,104.8500	45,104.85		

G/L Account	*Project*	*Amount*
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		1,951.60
11-4210-3403 (General Fund-Police Department-Electricity & gas)		1,082.85
11-4221-3403 (General Fund-Fire Department-Electricity & gas)		991.37
11-4311-3403 (General Fund-City Garage-Electricity & gas)		672.77
61-4610-3403 (Water and Sewer Fund-Utility Department-Electricity & gas)		189.89
61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)		10,044.47
61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)		16,111.50
11-4316-3405 (General Fund-Street Lighting-Street lights electricity)		9,598.58
22-4520-3403 (Playground & Recreation Fund-Pool-Electricity & gas)		4,461.82

Invoice Items 1

Vendor **3798 - HOMEFIELD ENERGY** Totals — Invoices 1 — $45,104.85

Vendor **2625 - ICMA-Retirement Corporation**

42876	Quarterly Fee 7/1/19-9/30/19 / EBHR	Open		07/09/2019	08/09/2019	07/09/2019			125.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Employee benefit - Quarterly Fee 7/1/19 -9/30/19 / EBHR	1.0000	EA	125.0000	125.00		

G/L Account	*Project*	*Amount*

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2625 - ICMA-Retirement Corporation**									
42876	Quarterly Fee 7/1/19-9/30/19 / EBHR	Open		07/09/2019	08/09/2019	07/09/2019			125.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	11-4700-3197 (General Fund-Human Resources-Other employee benefits)						125.00

Invoice Items 1

Vendor **2625 - ICMA-Retirement Corporation** Totals — Invoices 1 — $125.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2822 - ILLINOIS BRICK COMPANY**									
95370708	RTP parking lot retaining wall/ENGINEERING	Open		07/25/2019	08/09/2019	07/25/2019			889.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - RTP parking lot retaining wall/ENGINEERING	1.0000	EA	889.7500	889.75		

G/L Account	*Project*	*Amount*
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 19 08 (Recreational Trail Program (RTP))	889.75

Invoice Items 1

Vendor **2822 - ILLINOIS BRICK COMPANY** Totals — Invoices 1 — $889.75

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4214 - ILLINOIS CENTRAL SCHOOL BUS**									
586-00109	Day Camp bus trip to Aikman - REC	Open		07/31/2019	08/09/2019	07/31/2019			332.60

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other Contractual Service - REC - Day Camp bus trip to Aikman - REC	1.0000	EA	332.6000	332.60		

G/L Account	*Project*	*Amount*
22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)	REC 1004 3120 (Day Camp)	332.60

Invoice Items 1

Vendor **4214 - ILLINOIS CENTRAL SCHOOL BUS** Totals — Invoices 1 — $332.60

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4112 - ILLINOIS DEPARTMENT OF INNOVATION AND TECHNOLOGY**									
T1937218	Comm charges/PD	Open		07/22/2019	08/09/2019	07/22/2019			354.16

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other business services - Comm charges/PD	1.0000	EA	354.1600	354.16		

G/L Account	*Project*	*Amount*
11-4210-3199 (General Fund-Police Department-Business services)		354.16

Invoice Items 1

Vendor **4112 - ILLINOIS DEPARTMENT OF INNOVATION AND TECHNOLOGY** Totals — Invoices 1 — $354.16

Vendor **3693 - ILLINOIS TOLLWAY**

G129000002025	Annual I-Pass fee/ADMIN	Open		06/30/2019	08/09/2019	06/30/2019			8.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Travel expense / lodging, fuel, meals - Annual I-Pass fee/ADMIN	1.0000	EA	8.0000	8.00		

G/L Account	*Project*	*Amount*
11-4001-3707 (General Fund-Administration & Boards- Manager-Travel expenses)		8.00

Invoice Items 1

Vendor **3693 - ILLINOIS TOLLWAY** Totals — Invoices 1 — $8.00

Vendor **1460 - IMCO UTILITY SUPPLY CO**

3028566-00	Hydrant Parts/UTILITY	Open		07/09/2019	08/09/2019	07/09/2019			70.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Watermain materials/ UTILITY - Hydrant Parts/UTILITY	1.0000	EA	70.0000	70.00		

G/L Account	*Project*	*Amount*
61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)		70.00

Invoice Items 1

Vendor **1460 - IMCO UTILITY SUPPLY CO** Totals — Invoices 1 — $70.00

Vendor **4122 - INDELCO PLASTICS CORPORATION**

INV125238	WP Misc Supplies - Pipe, Fittings, etc	Open		07/03/2019	08/09/2019	07/03/2019			30.68

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	30.6800	30.68		

G/L Account	*Project*	*Amount*
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		30.68

Invoice Items 1

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Vendor **4122 - INDELCO PLASTICS CORPORATION**									
INV126226	WP Misc Supplies - Pipe, Fittings, etc	Open		07/10/2019	08/09/2019	07/10/2019			504.16

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Pipe and fittings for chem feed changes to existing plant/wtp - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	504.1600	504.16		

G/L Account	*Project*	*Amount*
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		504.16

Invoice Items 1

INV127159	WP Misc Supplies - Pipe, Fittings, etc	Open		07/16/2019	08/09/2019	07/16/2019			83.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	83.5000	83.50		

G/L Account	*Project*	*Amount*
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		83.50

Invoice Items 1

Vendor **4122 - INDELCO PLASTICS CORPORATION** Totals Invoices 3 $618.34

Vendor **3944 - INTERSTATE BILLING SERVICE INC- RUSH TRUCK SERVICE**

3015644631	Drain Vlv w/ Htr/STREET	Open		07/08/2019	08/09/2019	07/08/2019			199.57

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of operating equipment - Drain Vlv w/ Htr/STREET	1.0000	EA	199.5700	199.57		

G/L Account	*Project*	*Amount*
11-4310-3508 (General Fund-Street Department-Repair of operating equipment)	3469 (2017 International truck)	199.57

Invoice Items 1

Vendor **3944 - INTERSTATE BILLING SERVICE INC- RUSH TRUCK SERVICE** Totals Invoices 1 $199.57

Vendor **1475 - INTL UNION OF OPERATING**

2019-00000229	OE Dues - 2nd - IUOE Dues - 2nd Check*	Open		07/26/2019	07/26/2019	07/26/2019			311.04

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction IUOE Dues - 2nd Check	1.0000	EA	140.0000	140.00		

G/L Account	*Project*	*Amount*
11-2029 (General Fund-OE dues withholding)		50.00
61-2029 (Water and Sewer Fund-OE dues withholding)		90.00

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1475 - INTL UNION OF OPERATING**									
2019-00000229	OE Dues - 2nd - IUOE Dues - 2nd Check*	Open		07/26/2019	07/26/2019	07/26/2019			311.04

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction OE DUES - 2nd Check	1.0000	EA	171.0400	171.04		

G/L Account	*Project*	*Amount*
11-2029 (General Fund-OE dues withholding)		63.61
61-2029 (Water and Sewer Fund-OE dues withholding)		107.43
Invoice Items	2	

Vendor **1475 - INTL UNION OF OPERATING** Totals	Invoices	1	$311.04

Vendor **4340 - JJ COLLINS PRINTERS**									
07/10/2019	Shipping of items awarded from federal excess equip program/FD	Open		07/10/2019	08/09/2019	07/10/2019			230.40

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	First Aid Supplies - Shipping of items awarded from federal excess equip program/FD	1.0000	EA	230.4000	230.40		

G/L Account	*Project*	*Amount*
11-4221-2106 (General Fund-Fire Department-First aid supplies)		230.40
Invoice Items	1	

07/19/2019	Shipping of items awarded from federal excess equip program/FD	Open		07/19/2019	08/09/2019	07/19/2019			351.36

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office supplies / FD - Shipping of items awarded from federal excess equip program/FD	1.0000	EA	351.3600	351.36		

G/L Account	*Project*	*Amount*
11-4221-2001 (General Fund-Fire Department-Office supplies)		351.36
Invoice Items	1	

Vendor **4340 - JJ COLLINS PRINTERS** Totals	Invoices	2	$581.76

Vendor **3355 - JOHN DEERE FINANCIAL**									
D10873	Plumbing/UTILITY	Open		06/05/2019	08/09/2019	06/05/2019			8.97

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Sewer repair materials - Plumbing/UTILITY	1.0000	EA	8.9700	8.97		

G/L Account	*Project*	*Amount*
61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)		8.97
Invoice Items	1	

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3355 - JOHN DEERE FINANCIAL**									
D11470	Hose Clamp/UTILITY	Open		06/06/2019	08/09/2019	06/06/2019			2.36

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other building materials - Hose Clamp/UTILITY	1.0000	EA	2.3600	2.36		

G/L Account	Project	Amount
61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)		2.36

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D29497/11	Shelf bracket & fasteners for surveillance/ENGINEERING	Open		06/28/2019	08/09/2019	06/28/2019			17.04

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - Shelf bracket & fasteners for surveillance/ENGINEERING	1.0000	EA	17.0400	17.04		

G/L Account	Project	Amount
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 18 131 (LIT Surveillance)	17.04

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D37725/11	Drill Bit - MAINT	Open		07/09/2019	08/09/2019	07/09/2019			3.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Drill Bit - MAINT	1.0000	EA	3.9900	3.99		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		3.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D37737/11	Broom, Gas can - MAINT	Open		07/09/2019	08/09/2019	07/09/2019			29.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Broom, Gas can - MAINT	1.0000	EA	29.9800	29.98		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		29.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D38445/11	Tune Up Kit and Gasket Kit - MAINT	Open		07/10/2019	08/09/2019	07/10/2019			25.84

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Tune Up Kit and Gasket Kit - MAINT	1.0000	EA	25.8400	25.84		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		25.84

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3355 - JOHN DEERE FINANCIAL**									
D38542/11	Matt Newby Boots/UTILITY	Open		07/10/2019	08/09/2019	07/10/2019			75.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / UTILITY - Matt Newby Boots/UTILITY	1.0000	EA	75.0000	75.00		

G/L Account	Project	Amount
61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)		75.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D38815/11	Fan - MAINT	Open		07/10/2019	08/09/2019	07/10/2019			79.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Fan - MAINT	1.0000	EA	79.9800	79.98		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		79.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D39138/11	Fan Return and Barrel Fan - MAINT	Open		07/11/2019	08/09/2019	07/11/2019			200.01

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Fan Return and Barrel Fan - MAINT	1.0000	EA	200.0100	200.01		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		200.01

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D39139/11	Electronic Cleaner/UTILITY	Open		07/11/2019	08/09/2019	07/11/2019			11.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other building materials - Electronic Cleaner/UTILITY	1.0000	EA	11.9800	11.98		

G/L Account	Project	Amount
61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)		11.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D39143/11	Deet & Fogger (lake)/UTILITY	Open		07/11/2019	08/09/2019	07/11/2019			25.95

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Safety gear & clothing - Deet & Fogger (lake)/UTILITY	1.0000	EA	25.9500	25.95		

G/L Account	Project	Amount
61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)		25.95

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3355 - JOHN DEERE FINANCIAL**									
D39223/11	Metal Repair Tape/GARAGE/MECHANIC	Open		07/11/2019	08/09/2019	07/11/2019			10.99
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Vehicle parts and supplies - Metal Repair Tape/GARAGE/MECHANIC	1.0000	EA	10.9900	10.99				
	G/L Account				*Project*			*Amount*	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			10.99	
				Invoice Items	1				
D39261/11	Spoons/UTILITY	Open		07/11/2019	08/09/2019	07/11/2019			.99
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Office supplies / UITLITY - Spoons/UTILITY	1.0000	EA	.9900	.99				
	G/L Account				*Project*			*Amount*	
	61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)							.99	
				Invoice Items	1				
D16794/1	Derek Schultz Boots/UTILITY	Open		07/14/2019	08/09/2019	07/14/2019			75.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Uniforms / UTILITY - Derek Schultz Boots/UTILITY	1.0000	EA	75.0000	75.00				
	G/L Account				*Project*			*Amount*	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							75.00	
				Invoice Items	1				
D42474/11	WP Misc Supplies - Misc	Open		07/15/2019	08/09/2019	07/15/2019			68.98
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Misc. supplies / WTP - WP Misc Supplies - Misc	1.0000	EA	68.9800	68.98				
	G/L Account				*Project*			*Amount*	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							68.98	
				Invoice Items	1				
D43017/11	Weed Fabric - MAINT	Open		07/16/2019	08/09/2019	07/16/2019			40.93
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - Weed Fabric - MAINT	1.0000	EA	40.9300	40.93				
	G/L Account				*Project*			*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							40.93	
				Invoice Items	1				

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3355 - JOHN DEERE FINANCIAL**									
D43165/11	U Channel Fence Post/UTILITY	Open		07/16/2019	08/09/2019	07/16/2019			95.60

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Safety gear & clothing - U Channel Fence Post/UTILITY	1.0000	EA	95.6000	95.60		

G/L Account	Project	Amount
61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)		95.60

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D43778/11	Large Softgrip Pruner/UTILITY	Open		07/17/2019	08/09/2019	07/17/2019			14.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Hand Tools / UTILITY - Large Softgrip Pruner/UTILITY	1.0000	EA	14.9900	14.99		

G/L Account	Project	Amount
61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)		14.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D43804/11	WP Misc Supplies - Misc	Open		07/17/2019	08/09/2019	07/17/2019			3.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Misc. supplies / WTP - WP Misc Supplies - Misc	1.0000	EA	3.9900	3.99		

G/L Account	Project	Amount
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		3.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D43931/11	WP Misc Supplies - Pipe, Fittings, etc	Open		07/17/2019	08/09/2019	07/17/2019			6.87

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	6.8700	6.87		

G/L Account	Project	Amount
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		6.87

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D44351/11	Mulch - MAINT	Open		07/18/2019	08/09/2019	07/18/2019			23.88

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Mulch - MAINT	1.0000	EA	23.8800	23.88		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		23.88

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3355 - JOHN DEERE FINANCIAL**									
D44641/11	Surface Cleaner for Power washer - MAINT	Open		07/18/2019	08/09/2019	07/18/2019			129.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Surface Cleaner for Power washer - MAINT	1.0000	EA	129.9900	129.99		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		129.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D45019/11	Shop Supplies/UTILITY	Open		07/19/2019	08/09/2019	07/19/2019			112.23

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Janitorial & cleaning supplies - Shop Supplies/UTILITY	1.0000	EA	112.2300	112.23		

G/L Account	Project	Amount
61-4610-2301 (Water and Sewer Fund-Utility Department-Janitorial & cleaning supplies)		112.23

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D45342/11	WP Misc Supplies - Pipe, Fittings, etc	Open		07/19/2019	08/09/2019	07/19/2019			11.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	11.9800	11.98		

G/L Account	Project	Amount
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		11.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D47382/11	WW Safety Supplies - Gloves, PPE, etc	Open		07/22/2019	08/09/2019	07/22/2019			16.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Safety gear & clothing - WW Safety Supplies - Gloves, PPE, etc	1.0000	EA	16.9900	16.99		

G/L Account	Project	Amount
61-4621-2704 (Water and Sewer Fund-Waste Water Treatment Plant-Safety gear & clothing)		16.99

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3355 - JOHN DEERE FINANCIAL**									
D47563/11	WP Misc Supplies - Pipe, Fittings, etc	Open		07/22/2019	08/09/2019	07/22/2019			9.58

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	9.5800	9.58		

G/L Account	*Project*	*Amount*
61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)		9.58

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D48747/11	Two extension cords for Pool - MAINT	Open		07/24/2019	08/09/2019	07/24/2019			9.98

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Two extension cords for Pool - MAINT	1.0000	EA	9.9800	9.98		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		9.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2019-00000230	SHOE -RK - Shoe Reimbursement	Open		07/26/2019	07/26/2019	07/26/2019			69.98

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction Shoe Reimbursement	1.0000	EA	69.9800	69.98		

G/L Account	*Project*	*Amount*
61-2038 (Water and Sewer Fund-Other payroll withholdings)		69.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D50073/11	Wheel HI-SPD portble 14"X5/32	Open		07/26/2019	08/09/2019	07/26/2019			15.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Hand Tools / UTILITY - Wheel HI-SPD portble 14"X5/32	1.0000	EA	15.9900	15.99		

G/L Account	*Project*	*Amount*
61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)		15.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
D50080/11	WW Safety Supplies - Boots, etc.	Open		07/26/2019	08/09/2019	07/26/2019			75.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Safety gear & clothing - WW Safety Supplies - Boots, etc.	1.0000	EA	75.0000	75.00		

G/L Account	*Project*	*Amount*
61-4621-2704 (Water and Sewer Fund-Waste Water Treatment Plant-Safety gear & clothing)		75.00

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3355 - JOHN DEERE FINANCIAL**									
D52721/11	WW Misc. Supplies	Open		07/29/2019	08/09/2019	07/29/2019			16.46
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other maintenance supplies - WW Misc. Supplies	1.0000	EA	16.4600	16.46				
	G/L Account				*Project*			*Amount*	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)							16.46	
				Invoice Items	1				
D53113/11	Rake poly 24 tine 48" handle/PD	Open		07/30/2019	08/09/2019	07/30/2019			6.99
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Ammunition & Supplies - Rake poly 24 tine 48" handle/PD	1.0000	EA	6.9900	6.99				
	G/L Account				*Project*			*Amount*	
	11-4210-2110 (General Fund-Police Department-Ammunition & supplies)							6.99	
				Invoice Items	1				
			Vendor **3355 - JOHN DEERE FINANCIAL** Totals			Invoices	32		$1,298.49
Vendor **1512 - KIRCHNER BUILDING CENTER**									
30277338	Steel fence posts - MAINT	Open		05/31/2019	08/09/2019	05/31/2019			27.54
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - Steel fence posts - MAINT	1.0000	EA	27.5400	27.54				
	G/L Account				*Project*			*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							27.54	
				Invoice Items	1				
30277355	String - MAINT	Open		05/31/2019	08/09/2019	05/31/2019			13.78
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - String - MAINT	1.0000	EA	13.7800	13.78				
	G/L Account				*Project*			*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							13.78	
				Invoice Items	1				
30277437	Lumber/STREET	Open		06/03/2019	08/09/2019	06/03/2019			16.47
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other building materials - Lumber/STREET	1.0000	EA	16.4700	16.47				
	G/L Account				*Project*			*Amount*	
	11-4310-2699 (General Fund-Street Department-Other building materials)							16.47	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1512 - KIRCHNER BUILDING CENTER**									
30277447	Lumber/UTILITY	Open		06/04/2019	08/09/2019	06/04/2019			6.52
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other building materials - Lumber/UTILITY	1.0000	EA	6.5200	6.52				
	G/L Account			*Project*				*Amount*	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							6.52	
				Invoice Items	1				
30278763	Lumber - MAINT	Open		07/10/2019	08/09/2019	07/10/2019			8.78
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - Lumber - MAINT	1.0000	EA	8.7800	8.78				
	G/L Account			*Project*				*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							8.78	
				Invoice Items	1				
30278822	Plumbing supplies - MAINT	Open		07/11/2019	08/09/2019	07/11/2019			2.82
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - Plumbing supplies - MAINT	1.0000	EA	2.8200	2.82				
	G/L Account			*Project*				*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							2.82	
				Invoice Items	1				
30278887	Lumber - MAINT	Open		07/12/2019	08/09/2019	07/12/2019			76.51
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - Lumber - MAINT	1.0000	EA	76.5100	76.51				
	G/L Account			*Project*				*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							76.51	
				Invoice Items	1				
30278889	Lumber - MAINT	Open		07/12/2019	08/09/2019	07/12/2019			8.54
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - Lumber - MAINT	1.0000	EA	8.5400	8.54				
	G/L Account			*Project*				*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							8.54	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1512 - KIRCHNER BUILDING CENTER**									
30278898	Lumber - MAINT	Open		07/12/2019	08/09/2019	07/12/2019			42.09
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - Lumber - MAINT	1.0000	EA	42.0900	42.09				
	G/L Account			*Project*				*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							42.09	
	Invoice Items	1							
30279003	Lumber for Concrete/UTILITY	Open		07/16/2019	08/09/2019	07/16/2019			14.79
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Concrete - Lumber for Concrete/UTILITY	1.0000	EA	14.7900	14.79				
	G/L Account			*Project*				*Amount*	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							14.79	
	Invoice Items	1							
	Vendor **1512 - KIRCHNER BUILDING CENTER** Totals				Invoices	10			$217.84
Vendor **2468 - KRONOS**									
11476751	Workforce Ready / EBHR	Open		04/18/2019	08/09/2019	07/18/2019			14,210.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Software upgrade - Workforce Ready / EBHR	1.0000	EA	14,210.0000	14,210.00				
	G/L Account			*Project*				*Amount*	
	11-4700-4499 (General Fund-Human Resources-Office furniture & equipment)			0000 (0000 - Misc. Equip.)				14,210.00	
	Invoice Items	1							
	Vendor **2468 - KRONOS** Totals				Invoices	1			$14,210.00
Vendor **3609 - LEGALSHIELD**									
7/15/19	July 2019 Payroll Deductions / EBHR	Open		07/15/2019	08/09/2019	07/15/2019			791.75
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Legalshield - voluntary legal insurance/ EBHR - July 2019 Payroll Deductions / EBHR	1.0000	EA	791.7500	791.75				
	G/L Account			*Project*				*Amount*	
	11-2033 (General Fund-Other voluntary deductions)							791.75	
	Invoice Items	1							
	Vendor **3609 - LEGALSHIELD** Totals				Invoices	1			$791.75

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2640 - LITTLE CAESARS PIZZA - CHARLESTON**									
93047	Food for Lifeguards - REC	Open		07/02/2019	08/09/2019	07/02/2019			47.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Contingency / REC - Food for Lifeguards - REC	1.0000	EA	47.0000	47.00		

G/L Account	Project	Amount
22-4520-7000 (Playground & Recreation Fund-Pool-Contingencies)		47.00

Invoice Items 1

Vendor **2640 - LITTLE CAESARS PIZZA - CHARLESTON** Totals Invoices 1 $47.00

Vendor **1542 - LORENZ WHOLESALE CO**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
502011	Paper towels and bowl cleaner for Pool - REC	Open		07/17/2019	08/09/2019	07/17/2019			66.65

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Janitorial & cleaning supplies - Paper towels and bowl cleaner for Pool - REC	1.0000	EA	66.6500	66.65		

G/L Account	Project	Amount
22-4520-2301 (Playground & Recreation Fund-Pool-Janitorial & cleaning supplies)		66.65

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
502078	Toilet paper for Pool - REC	Open		07/17/2019	08/09/2019	07/17/2019			53.61

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Janitorial & cleaning supplies - Toilet paper for Pool - REC	1.0000	EA	53.6100	53.61		

G/L Account	Project	Amount
22-4520-2301 (Playground & Recreation Fund-Pool-Janitorial & cleaning supplies)		53.61

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
502147	Return of Toilet paper for Pool - REC	Open		07/17/2019	08/09/2019	07/17/2019			(55.57)

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Janitorial & cleaning supplies - Return of Toilet paper for Pool - REC	1.0000	EA	(55.5700)	(55.57)		

G/L Account	Project	Amount
22-4520-2301 (Playground & Recreation Fund-Pool-Janitorial & cleaning supplies)		(55.57)

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
502149	Supplies - MAINT	Open		07/17/2019	08/09/2019	07/17/2019			677.86

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Janitorial & cleaning supplies - Supplies - MAINT	1.0000	EA	677.8600	677.86		

G/L Account	Project	Amount

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1542 - LORENZ WHOLESALE CO**									
502149	Supplies - MAINT	Open		07/17/2019	08/09/2019	07/17/2019			677.86
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	11-4194-2301 (General Fund-Parks & Maintenance Department-Janitorial & cleaning supplies)							677.86	
				Invoice Items	1				
			Vendor **1542 - LORENZ WHOLESALE CO** Totals			Invoices	4		$742.55
Vendor **1550 - MACK MOORE SHOE STORE**									
00028034	WW Safety Supplies - Boots, etc.	Open		07/19/2019	08/09/2019	07/19/2019			75.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Safety gear & clothing - WW Safety Supplies - Boots, etc.	1.0000	EA	75.0000	75.00				
	G/L Account			*Project*				*Amount*	
	61-4621-2704 (Water and Sewer Fund-Waste Water Treatment Plant-Safety gear & clothing)							75.00	
				Invoice Items	1				
2019-00000231	SHOE - Shoe Reimbursement	Open		07/26/2019	07/26/2019	07/26/2019			21.46
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Payroll Withholding - 07/26/2019 Deduction Shoe Reimbursement	1.0000	EA	21.4600	21.46				
	G/L Account			*Project*				*Amount*	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							21.46	
				Invoice Items	1				
			Vendor **1550 - MACK MOORE SHOE STORE** Totals			Invoices	2		$96.46
Vendor **4125 - MATHESON TRI-GAS, INC**									
20005702	WP Chemicals - LOX	Open		07/08/2019	08/09/2019	07/08/2019			1,585.01
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Chemicals / WTP - WP Chemicals - LOX	1.0000	EA	1,585.0100	1,585.01				
	G/L Account			*Project*				*Amount*	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							1,585.01	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4125 - MATHESON TRI-GAS, INC**									
20077708	WP Chemicals - LOX	Open		07/25/2019	08/09/2019	07/25/2019			1,442.99
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Chemicals / WTP - WP Chemicals - LOX	1.0000	EA	1,442.9900	1,442.99				
	G/L Account				*Project*			*Amount*	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							1,442.99	
				Invoice Items	1				
			Vendor **4125 - MATHESON TRI-GAS, INC** Totals			Invoices	2		$3,028.00
Vendor **1563 - MCFARLAND STEEL SUPPLY**									
07/26/2019	Misc steel/UTILITY	Open		07/26/2019	08/09/2019	07/26/2019			16.82
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other building materials - Misc steel/UTILITY	1.0000	EA	16.8200	16.82				
	G/L Account				*Project*			*Amount*	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							16.82	
				Invoice Items	1				
			Vendor **1563 - MCFARLAND STEEL SUPPLY** Totals			Invoices	1		$16.82
Vendor **4352 - MEDIACOM**									
07202019	Cable/PD	Open		07/20/2019	08/09/2019	07/20/2019			11.05
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other business services - Cable/PD	1.0000	EA	11.0500	11.05				
	G/L Account				*Project*			*Amount*	
	11-4210-3199 (General Fund-Police Department-Business services)							11.05	
				Invoice Items	1				
			Vendor **4352 - MEDIACOM** Totals			Invoices	1		$11.05
Vendor **2168 - MEYER CAPEL LAW OFFICE**									
294099	Administrative hearings over ordinance violations/ATTORNEY	Open		07/08/2019	08/09/2019	07/08/2019			581.80
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other consulting services - Administrative hearings over ordinance violations/ATTORNEY	1.0000	EA	581.8000	581.80				
	G/L Account				*Project*			*Amount*	
	11-4052-3999 (General Fund-City Attorney's Office-Other contractual services)							581.80	
				Invoice Items	1				
			Vendor **2168 - MEYER CAPEL LAW OFFICE** Totals			Invoices	1		$581.80

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2648 - MICKEY'S LINEN & TOWEL SUPPLY**									
3147575	Mats/PD	Open		05/03/2019	08/09/2019	05/03/2019			18.25
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Repair of buildings and facilities - Mats/PD	1.0000	EA	18.2500	18.25				
	G/L Account			*Project*				*Amount*	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							18.25	
				Invoice Items	1				
3149409	Mats/PD	Open		05/17/2019	08/09/2019	05/17/2019			18.25
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Repair of buildings and facilities - Mats/PD	1.0000	EA	18.2500	18.25				
	G/L Account			*Project*				*Amount*	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							18.25	
				Invoice Items	1				
3151135	Mats/PD	Open		05/31/2019	08/09/2019	05/31/2019			18.25
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Repair of buildings and facilities - Mats/PD	1.0000	EA	18.2500	18.25				
	G/L Account			*Project*				*Amount*	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							18.25	
				Invoice Items	1				
3152867	Mats/PD	Open		06/14/2019	08/09/2019	06/14/2019			18.25
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Repair of buildings and facilities - Mats/PD	1.0000	EA	18.2500	18.25				
	G/L Account			*Project*				*Amount*	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							18.25	
				Invoice Items	1				
3154546	Mats/PD	Open		06/28/2019	08/09/2019	06/28/2019			18.25
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Repair of buildings and facilities - Mats/PD	1.0000	EA	18.2500	18.25				
	G/L Account			*Project*				*Amount*	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							18.25	
				Invoice Items	1				
3156201	WP Uniforms	Open		07/12/2019	08/09/2019	07/12/2019			50.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / WTP - WP Uniforms	1.0000	EA	50.0000	50.00				
	G/L Account			*Project*				*Amount*	

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2648 - MICKEY'S LINEN & TOWEL SUPPLY**									
3156201	WP Uniforms	Open		07/12/2019	08/09/2019	07/12/2019			50.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)						50.00		
				Invoice Items	1				
3156207	Uniforms / WWTP	Open		07/12/2019	08/09/2019	07/12/2019			35.60
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / WWTP - Uniforms / WWTP	1.0000	EA	35.6000	35.60				
	G/L Account			*Project*			*Amount*		
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)						35.60		
				Invoice Items	1				
3157048	WP Uniforms	Open		07/19/2019	08/09/2019	07/19/2019			50.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / WTP - WP Uniforms	1.0000	EA	50.0000	50.00				
	G/L Account			*Project*			*Amount*		
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)						50.00		
				Invoice Items	1				
3157050	Uniforms/STREET	Open		07/19/2019	08/09/2019	07/19/2019			91.52
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / STREET - Uniforms/STREET	1.0000	EA	91.5200	91.52				
	G/L Account			*Project*			*Amount*		
	11-4310-2701 (General Fund-Street Department-Uniforms)						91.52		
				Invoice Items	1				
3157051	Uniforms/UTILITY	Open		07/19/2019	08/09/2019	07/19/2019			59.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / UTILITY - Uniforms/UTILITY	1.0000	EA	59.0000	59.00				
	G/L Account			*Project*			*Amount*		
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)						59.00		
				Invoice Items	1				
3157053	Uniforms / WWTP	Open		07/19/2019	08/09/2019	07/19/2019			21.60
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / WWTP - Uniforms / WWTP	1.0000	EA	21.6000	21.60				
	G/L Account			*Project*			*Amount*		
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)						21.60		
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2648 - MICKEY'S LINEN & TOWEL SUPPLY**									
3157852	WP Uniforms	Open		07/26/2019	08/09/2019	07/26/2019			50.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / WTP - WP Uniforms	1.0000	EA	50.0000	50.00				
	G/L Account			*Project*				*Amount*	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							50.00	
				Invoice Items	1				
3157855	Uniforms/GARAGE	Open		07/26/2019	08/09/2019	07/26/2019			100.46
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / UTILITY - Uniforms/GARAGE	1.0000	EA	100.4600	100.46				
	G/L Account			*Project*				*Amount*	
	11-4310-2701 (General Fund-Street Department-Uniforms)							100.46	
				Invoice Items	1				
3157856	Uniforms/UTILITY	Open		07/26/2019	08/09/2019	07/26/2019			64.90
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / UTILITY - Uniforms/UTILITY	1.0000	EA	64.9000	64.90				
	G/L Account			*Project*				*Amount*	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							64.90	
				Invoice Items	1				
3157858	Uniforms / WWTP	Open		07/26/2019	08/09/2019	07/26/2019			38.59
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / WWTP - Uniforms / WWTP	1.0000	EA	38.5900	38.59				
	G/L Account			*Project*				*Amount*	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							38.59	
				Invoice Items	1				
	Vendor **2648 - MICKEY'S LINEN & TOWEL SUPPLY** Totals				Invoices	15			$652.92
Vendor **1576 - MID-ILLINOIS CONCRETE, INC**									
208093	RTP parking lot concrete/ENGINEERING/UTILITY	Open		07/10/2019	08/09/2019	07/10/2019			212.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Capital Improvement projects - RTP parking lot concrete/UTILITY	1.0000	EA	212.0000	212.00				
	G/L Account			*Project*				*Amount*	
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)			PW 19 08 (Recreational Trail Program (RTP))				162.00	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							50.00	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1576 - MID-ILLINOIS CONCRETE, INC**									
208094	RTP parking lot concrete/ENGINEERING	Open		07/10/2019	08/09/2019	07/10/2019			5,945.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - RTP parking lot concrete/ENGINEERING	1.0000	EA	5,945.0000	5,945.00		

G/L Account	*Project*	*Amount*
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 19 08 (Recreational Trail Program (RTP))	5,945.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
208366	2" Rock/UTILITY	Open		07/18/2019	08/09/2019	07/18/2019			54.72

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Rock & Sand - 2" Rock/UTILITY	1.0000	EA	54.7200	54.72		

G/L Account	*Project*	*Amount*
61-4610-2503 (Water and Sewer Fund-Utility Department-Rock & sand)		54.72

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
208367	RTP parking lot concrete/ENGINEERING	Open		07/18/2019	08/09/2019	07/18/2019			4,720.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - RTP parking lot concrete/ENGINEERING	1.0000	EA	4,720.5000	4,720.50		

G/L Account	*Project*	*Amount*
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 19 08 (Recreational Trail Program (RTP))	4,720.50

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
208368	CLSM Flowable Fill/MOTOR FUEL TAX	Open		07/18/2019	08/09/2019	07/18/2019			213.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Concrete - CLSM Flowable Fill/MOTOR FUEL TAX	1.0000	EA	213.0000	213.00		

G/L Account	*Project*	*Amount*
25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)	PW 19 06 (MFT Commodities)	213.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
208369	Concrete for JFL Goal Post - MAINT	Open		07/18/2019	08/09/2019	07/18/2019			472.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Concrete for JFL Goal Post - MAINT	1.0000	EA	472.0000	472.00		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		472.00

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1576 - MID-ILLINOIS CONCRETE, INC**									
208737	Concrete rakes/UTILITY	Open		07/25/2019	08/09/2019	07/25/2019			76.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Hand Tools / UTILITY - Concrete rakes/UTILITY	1.0000	EA	76.0000	76.00				
	G/L Account			*Project*				*Amount*	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							76.00	
				Invoice Items	1				
208738	Flowable fill for "Lot H"/UTILITY	Open		07/25/2019	08/09/2019	07/25/2019			1,065.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Concrete - Flowable fill for "Lot H"/UTILITY	1.0000	EA	1,065.0000	1,065.00				
	G/L Account			*Project*				*Amount*	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							1,065.00	
				Invoice Items	1				
208739	RTP parking lot concrete/ENGINEERING	Open		07/25/2019	08/09/2019	07/25/2019			2,280.63
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Capital Improvement projects - RTP parking lot concrete/ENGINEERING	1.0000	EA	2,280.6300	2,280.63				
	G/L Account			*Project*				*Amount*	
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)			PW 19 08 (Recreational Trail Program (RTP))				2,280.63	
				Invoice Items	1				
208741	Concrete at 1505 4th St/UTILITY	Open		07/25/2019	08/09/2019	07/25/2019			260.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Concrete - Concrete at 1505 4th St/UTILITY	1.0000	EA	260.0000	260.00				
	G/L Account			*Project*				*Amount*	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							260.00	
				Invoice Items	1				
		Vendor **1576 - MID-ILLINOIS CONCRETE, INC** Totals			Invoices	10			$15,298.85
Vendor **4289 - MIDWEST CONSTRUCTION RENTALS INC**									
114291-2	ADATruncated Domes/MOTOR FUEL TAX	Open		07/10/2019	08/09/2019	07/10/2019			7,200.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Concrete - ADATruncated Domes/MOTOR FUEL TAX	1.0000	EA	7,200.0000	7,200.00				
	G/L Account			*Project*				*Amount*	

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4289 - MIDWEST CONSTRUCTION RENTALS INC**									
114291-2	ADATruncated Domes/MOTOR FUEL TAX	Open		07/10/2019	08/09/2019	07/10/2019			7,200.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)				PW 19 06 (MFT Commodities)			7,200.00	
				Invoice Items	1				
	Vendor **4289 - MIDWEST CONSTRUCTION RENTALS INC** Totals				Invoices	1			$7,200.00
Vendor **1584 - MIDWEST METER INC**									
0113022-IN	6" & 8" Anchor Couplings/UTILITY	Open		07/16/2019	08/09/2019	07/16/2019			656.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Capital Improvement projects - 6" & 8" Anchor Couplings/UTILITY	1.0000	EA	656.0000	656.00				
	G/L Account				*Project*			*Amount*	
	61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)				PW 19 90 (Hydrant Repair)			656.00	
				Invoice Items	1				
0113023-IN	Hydrant Wrench/UTILITY	Open		07/16/2019	08/09/2019	07/16/2019			21.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Watermain materials/ UTILITY - Hydrant Wrench/UTILITY	1.0000	EA	21.0000	21.00				
	G/L Account				*Project*			*Amount*	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							21.00	
				Invoice Items	1				
0113249-IN	Hydrant wrench/UTILITY	Open		07/24/2019	08/09/2019	07/24/2019			21.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Watermain materials/ UTILITY - Hydrant wrench/UTILITY	1.0000	EA	21.0000	21.00				
	G/L Account				*Project*			*Amount*	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							21.00	
				Invoice Items	1				
	Vendor **1584 - MIDWEST METER INC** Totals				Invoices	3			$698.00

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1591 - MISSISSIPPI LIME CO**									
1445046	WP Chemicals - Lime	Open		07/22/2019	08/09/2019	07/22/2019			5,459.97
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Chemicals / WTP - WP Chemicals - Lime	1.0000	EA	5,459.9700	5,459.97				
	G/L Account			*Project*				*Amount*	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							5,459.97	
	Invoice Items	1							
	Vendor **1591 - MISSISSIPPI LIME CO** Totals				Invoices	1			$5,459.97
Vendor **1592 - MLB OUTDOOR PRODUCTS**									
44642	Carb - MAINT	Open		07/08/2019	08/09/2019	07/08/2019			43.75
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Park maintenance materials - Carb - MAINT	1.0000	EA	43.7500	43.75				
	G/L Account			*Project*				*Amount*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							43.75	
	Invoice Items	1							
44705	WP Hand Tools	Open		07/16/2019	08/09/2019	07/16/2019			295.58
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Hand tools / WTP - WP Hand Tools	1.0000	EA	295.5800	295.58				
	G/L Account			*Project*				*Amount*	
	61-4611-2801 (Water and Sewer Fund-Water Treatment Plant-Hand tools)							295.58	
	Invoice Items	1							
	Vendor **1592 - MLB OUTDOOR PRODUCTS** Totals				Invoices	2			$339.33
Vendor **2490 - MUNICIPAL EMERGENCY SERVICE - MES-ILLINOIS**									
IN1357529	Assy Hose, Hud Socket QDs & SCBA Flow Tests / FD	Open		07/11/2019	08/09/2019	07/11/2019			3,746.35
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Repair of operating equipment - Assy Hose, Hud Socket QDs & SCBA Flow Tests / FD	1.0000	EA	3,746.3500	3,746.35				
	G/L Account			*Project*				*Amount*	
	11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)			0000 (0000 - Misc. Equip.)				3,746.35	
	Invoice Items	1							
IN1357776	Job Shirts / FD	Open		07/12/2019	08/09/2019	07/12/2019			110.88
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Uniforms / FD - Job Shirts / FD	1.0000	EA	110.8800	110.88				
	G/L Account			*Project*				*Amount*	

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2490 - MUNICIPAL EMERGENCY SERVICE - MES-ILLINOIS**									
IN1357776	Job Shirts / FD	Open		07/12/2019	08/09/2019	07/12/2019			110.88
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	11-4221-2701 (General Fund-Fire Department-Uniforms)							110.88	
				Invoice Items	1				
IN1359103	2ea Red Polo Shirts W/Printing / FD	Open		07/17/2019	08/09/2019	07/17/2019			90.01
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Uniforms / PD - 2ea Red Polo Shirts W/Printing / FD	1.0000	EA	90.0100	90.01				
	G/L Account			*Project*				*Amount*	
	11-4221-2701 (General Fund-Fire Department-Uniforms)							90.01	
				Invoice Items	1				
	Vendor **2490 - MUNICIPAL EMERGENCY SERVICE - MES-ILLINOIS** Totals				Invoices	3			$3,947.24
Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY**									
094111	Tensioner -Oil Filters/UTILITY	Open		06/25/2019	08/09/2019	06/25/2019			42.83
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Vehicle parts and supplies - Tensioner -Oil Filters/UTILITY	1.0000	EA	42.8300	42.83				
	G/L Account			*Project*				*Amount*	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)			8908 (8908 - 2006 Dodge Caravan)				42.83	
				Invoice Items	1				
094112	Brake pads/PD	Open		06/25/2019	08/09/2019	06/25/2019			65.59
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Vehicle parts and supplies - Brake pads/PD	1.0000	EA	65.5900	65.59				
	G/L Account			*Project*				*Amount*	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)			5939 (2016 Ford Explorer 4-dr AWD white)				65.59	
				Invoice Items	1				
094158	Molding Tape/GARAGE/MECHANIC	Open		06/27/2019	08/09/2019	06/27/2019			7.91
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Vehicle parts and supplies - Molding Tape/GARAGE/MECHANIC	1.0000	EA	7.9100	7.91				
	G/L Account			*Project*				*Amount*	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)			0000 (0000 - Misc. Equip.)				7.91	
				Invoice Items	1				

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Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY**									
094275	Oil Dry/GARAGE/MECHANIC	Open		07/03/2019	08/09/2019	07/03/2019			16.92

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Oil Dry/GARAGE/MECHANIC	1.0000	EA	16.9200	16.92		

G/L Account	*Project*	*Amount*
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	16.92

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
094345	Hi Temp Head 9006/PD	Open		07/08/2019	08/09/2019	07/08/2019			9.71

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Hi Temp Head 9006/PD	1.0000	EA	9.7100	9.71		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	1149 (1149 - 2015 - Ford Interceptor)	9.71

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
094352	Spark Plug - MAINT	Open		07/08/2019	08/09/2019	07/08/2019			2.43

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts & supplies / MAINT - Spark Plug - MAINT	1.0000	EA	2.4300	2.43		

G/L Account	*Project*	*Amount*
11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	2.43

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
094358	WW Vehicle Maintenance - 2003 F150	Open		07/08/2019	08/09/2019	07/08/2019			6.84

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - WW Vehicle Maintenance - 2003 F150	1.0000	EA	6.8400	6.84		

G/L Account	*Project*	*Amount*
61-4621-2401 (Water and Sewer Fund-Waste Water Treatment Plant-Vehicle parts & supplies)	0398 (0398 - 2003 Ford F-150 Pickup #50)	6.84

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
094360	WW Vehicle Maintenance - 2003 F150	Open		07/08/2019	08/09/2019	07/08/2019			36.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - WW Vehicle Maintenance - 2003 F150	1.0000	EA	36.9900	36.99		

G/L Account	*Project*	*Amount*
61-4621-2401 (Water and Sewer Fund-Waste Water Treatment Plant-Vehicle parts & supplies)	0398 (0398 - 2003 Ford F-150 Pickup #50)	36.99

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY**									
094381	PNCLP 58 W 3.5 SHNK/PD	Open		07/09/2019	08/09/2019	07/09/2019			9.88

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - PNCLP 58 W 3.5 SHNK/PD	1.0000	EA	9.8800	9.88		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	3484 (2014 Ford F-150 Pick up)	9.88

Invoice Items 1

094382	Oil filter/PD	Open		07/09/2019	08/09/2019	07/09/2019			2.46

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Oil filter/PD	1.0000	EA	2.4600	2.46		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	7033 (2014 Ford Fusion SE / POLICE)	2.46

Invoice Items 1

094410	Control arm with ball joint/PD	Open		07/10/2019	08/09/2019	07/10/2019			58.09

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Control arm with ball joint/PD	1.0000	EA	58.0900	58.09		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	7588 (7588 - 2011 Ford Fusion)	58.09

Invoice Items 1

094432	Nitrile Dispos Gloves/GARAGE/MECHANIC	Open		07/11/2019	08/09/2019	07/11/2019			12.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Nitrile Dispos Gloves/GARAGE/MECHANIC	1.0000	EA	12.9900	12.99		

G/L Account	*Project*	*Amount*
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	12.99

Invoice Items 1

094435	PTEX Ultra Grey 3oz / FD	Open		07/11/2019	08/09/2019	07/11/2019			6.67

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - PTEX Ultra Grey 3oz / FD	1.0000	EA	6.6700	6.67		

G/L Account	*Project*	*Amount*
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	3341 (3341 2016 3 X 13 Chevy Ambulance)	6.67

Invoice Items 1

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Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY**									
094439	Rubber/GARAGE/MECHANIC	Open		07/11/2019	08/09/2019	07/11/2019			9.68

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Rubber/GARAGE/MECHANIC	1.0000	EA	9.6800	9.68		

G/L Account	*Project*	*Amount*
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	9.68

Invoice Items 1

094458	Brake Pads/UTILITY	Open		07/12/2019	08/09/2019	07/12/2019			36.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Brake Pads/UTILITY	1.0000	EA	36.9900	36.99		

G/L Account	*Project*	*Amount*
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	9967 (9967 - 2008 Ford Ranger - M173754 #37)	36.99

Invoice Items 1

094459	Tape/GARAGE/MECHANIC	Open		07/12/2019	08/09/2019	07/12/2019			14.95

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Tape/GARAGE/MECHANIC	1.0000	EA	14.9500	14.95		

G/L Account	*Project*	*Amount*
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	14.95

Invoice Items 1

094468	Oil-Air-Fuel Filters/STREET	Open		07/12/2019	08/09/2019	07/12/2019			119.79

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Oil-Air-Fuel Filters/STREET	1.0000	EA	119.7900	119.79		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	3468 (2017 International Dump Truck)	119.79

Invoice Items 1

094477	Air Filters/STREET	Open		07/12/2019	08/09/2019	07/12/2019			39.24

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Air Filters/STREET	1.0000	EA	39.2400	39.24		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	3468 (2017 International Dump Truck)	39.24

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY**

094481	Air Filter/UTILITY	Open		07/12/2019	08/09/2019	07/12/2019			46.10

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Air Filter/UTILITY	1.0000	EA	46.1000	46.10		

G/L Account	*Project*	*Amount*
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	3468 (2017 International Dump Truck)	46.10

Invoice Items 1

094486	Lamp/STREET	Open		07/15/2019	08/09/2019	07/15/2019			24.67

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Lamp/STREET	1.0000	EA	24.6700	24.67		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	3468 (2017 International Dump Truck)	24.67

Invoice Items 1

094487	2.5 DEF/STREET	Open		07/15/2019	08/09/2019	07/15/2019			21.34

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - 2.5 DEF/STREET	1.0000	EA	21.3400	21.34		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	3468 (2017 International Dump Truck)	21.34

Invoice Items 1

094489	90 deg heater hose/PD	Open		07/15/2019	08/09/2019	07/15/2019			11.59

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - 90 deg heater hose/PD	1.0000	EA	11.5900	11.59		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	1289 (1289 - 2012 Ford Fusion)	11.59

Invoice Items 1

094525	Oil Dry/GARAGE/MECHANIC	Open		07/16/2019	08/09/2019	07/16/2019			16.92

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Oil Dry/GARAGE/MECHANIC	1.0000	EA	16.9200	16.92		

G/L Account	*Project*	*Amount*
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	16.92

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY**									
094536	Oil-Air-Fuel Filters/STREET	Open		07/16/2019	08/09/2019	07/16/2019			144.53

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of operating equipment - Oil-Air-Fuel Filters/STREET	1.0000	EA	144.5300	144.53		

G/L Account	*Project*	*Amount*
11-4310-3508 (General Fund-Street Department-Repair of operating equipment)	12092 (2092 - 2015 Ford F350SD #116)	144.53

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
094538	Hose Clamp/STREET	Open		07/16/2019	08/09/2019	07/16/2019			2.08

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Hose Clamp/STREET	1.0000	EA	2.0800	2.08		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	12092 (2092 - 2015 Ford F350SD #116)	2.08

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
094550	LED License Kit/STREET	Open		07/17/2019	08/09/2019	07/17/2019			2.66

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - LED License Kit/STREET	1.0000	EA	2.6600	2.66		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	3468 (2017 International Dump Truck)	2.66

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
094551	2.5 DIF / FD	Open		07/17/2019	08/09/2019	07/17/2019			21.34

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - 2.5 DIF / FD	1.0000	EA	21.3400	21.34		

G/L Account	*Project*	*Amount*
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	21.34

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
094575	2.5 Def/UTILITY	Open		07/18/2019	08/09/2019	07/18/2019			10.67

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - 2.5 Def/UTILITY	1.0000	EA	10.6700	10.67		

G/L Account	*Project*	*Amount*
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	4300 2015 HYDRO (4300-2015 Hydro-Excavation Trailer)	10.67

Invoice Items 1

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Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY**									
094580	Paint Marker Red/GARAGE/MECHANIC	Open		07/18/2019	08/09/2019	07/18/2019			4.86
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Vehicle parts and supplies - Paint Marker Red/GARAGE/MECHANIC	1.0000	EA	4.8600	4.86				
	G/L Account				*Project*			*Amount*	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			4.86	
				Invoice Items	1				
094601	.5 DIF / FD	Open		07/19/2019	08/09/2019	07/19/2019			21.34
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Vehicle parts and supplies - .5 DIF / FD	1.0000	EA	21.3400	21.34				
	G/L Account				*Project*			*Amount*	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			21.34	
				Invoice Items	1				
094603	Oil filter/FD	Open		07/19/2019	08/09/2019	07/19/2019			48.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Vehicle parts and supplies - Oil filter/FD	1.0000	EA	48.0000	48.00				
	G/L Account				*Project*			*Amount*	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			48.00	
				Invoice Items	1				
094645	BLSTR PK MINIATURES / FD	Open		07/22/2019	08/09/2019	07/22/2019			3.69
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Vehicle parts and supplies - BLSTR PK MINIATURES / FD	1.0000	EA	3.6900	3.69				
	G/L Account				*Project*			*Amount*	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				0020 (0020-2013 Medtech Ambulance 3X38)			3.69	
				Invoice Items	1				
	Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY** Totals					Invoices	32		$879.75
Vendor **2551 - NCPERS - 0216 - IL IMRF**									
0216082019	August 2019 Premium / EBHR	Open		07/16/2019	08/09/2019	07/16/2019			192.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Life insurance employee deductions / EB - August 2019 Premium / EBHR	1.0000	EA	192.0000	192.00				
	G/L Account				*Project*			*Amount*	
	11-2033 (General Fund-Other voluntary deductions)							192.00	
				Invoice Items	1				
	Vendor **2551 - NCPERS - 0216 - IL IMRF** Totals					Invoices	1		$192.00

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Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1625 - NEAL TIRE & AUTO SERVICE**									
104121279	Oil Change / FD	Open		07/10/2019	08/09/2019	07/10/2019			37.85
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Repair of vehicles - Oil Change / FD	1.0000	EA	37.8500	37.85				
	G/L Account				*Project*			*Amount*	
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)				8137 (2016 Ford F150 4x4 crew cab SOL engine)			37.85	
				Invoice Items	1				
104121370	Tire Repairs - MAINT	Open		07/11/2019	08/09/2019	07/11/2019			26.69
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Vehicle parts & supplies / MAINT - Tire Repairs - MAINT	1.0000	EA	26.6900	26.69				
	G/L Account				*Project*			*Amount*	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				5830 (5830 - 2012 Ford 250 3/4 Ton Truck #22)			26.69	
				Invoice Items	1				
104121779	Rotate Tires / FD	Open		07/18/2019	08/09/2019	07/18/2019			27.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Repair of vehicles - Rotate Tires / FD	1.0000	EA	27.0000	27.00				
	G/L Account				*Project*			*Amount*	
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)				3483 (3483 2016 AEV TramaHawk TypeIII Ambulance)			27.00	
				Invoice Items	1				
104121945	Back tires for 33A/STREET	Open		07/24/2019	08/09/2019	07/24/2019			1,275.70
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Repair of operating equipment - Back tires for 33A/STREET	1.0000	EA	1,275.7000	1,275.70				
	G/L Account				*Project*			*Amount*	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				3018 (3018 - 2007 Case 580SM Loader/Extendahoe #33A)			1,275.70	
				Invoice Items	1				
104122172	Fix driver side rear tire that is leaking/UTILITY	Open		07/26/2019	08/09/2019	07/26/2019			34.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Vehicle parts and supplies - Fix driver side rear tire that is leaking/UTILITY	1.0000	EA	34.0000	34.00				
	G/L Account				*Project*			*Amount*	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				4699 (4699 - 2012 Int'l Dump Truck - Automatic)			34.00	
				Invoice Items	1				
	Vendor **1625 - NEAL TIRE & AUTO SERVICE** Totals				Invoices	5			$1,401.24

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3265 - O'REILLY AUTO PARTS**									
2323-392110	Brake Cleaner/GARAGE/MECHANIC	Open		06/17/2019	08/09/2019	06/17/2019			59.76
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Vehicle parts and supplies - Brake Cleaner/STREET	1.0000	EA	59.7600	59.76				
	G/L Account				*Project*			*Amount*	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			59.76	
				Invoice Items	1				
2323-392280	Brake Cleaner Return/GARAGE/MECHANIC	Open		06/19/2019	08/09/2019	06/19/2019			(59.76)
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Vehicle parts and supplies - Brake Cleaner Return/STREET	1.0000	EA	(59.7600)	(59.76)				
	G/L Account				*Project*			*Amount*	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			(59.76)	
				Invoice Items	1				
2323-394489	Access Relay/UTILITY	Open		07/09/2019	08/09/2019	07/09/2019			7.30
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Vehicle parts and supplies - Access Relay/UTILITY	1.0000	EA	7.3000	7.30				
	G/L Account				*Project*			*Amount*	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				9967 (9967 - 2008 Ford Ranger - M173754 #37)			7.30	
				Invoice Items	1				
	Vendor **3265 - O'REILLY AUTO PARTS** Totals					Invoices	3		$7.30
Vendor **2338 - OLMSTED BROTHERS INSULATION, INC.**									
30	Insulating Brown Shed - MAINT	Open		07/25/2019	08/09/2019	07/25/2019			1,525.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Other repair & maintenance - Insulating Brown Shed - MAINT	1.0000	EA	1,525.0000	1,525.00				
	G/L Account				*Project*			*Amount*	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)							1,525.00	
				Invoice Items	1				
	Vendor **2338 - OLMSTED BROTHERS INSULATION, INC.** Totals					Invoices	1		$1,525.00

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1656 - P F PETTIBONE & CO**									
177131	IL citation & complaint tickets/PD	Open		07/29/2019	08/09/2019	07/29/2019			515.20

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Printed forms - IL citation & complaint tickets/PD	1.0000	EA	515.2000	515.20		

G/L Account	*Project*	*Amount*
11-4210-2004 (General Fund-Police Department-Printed forms)		515.20

Invoice Items 1

Vendor **1656 - P F PETTIBONE & CO** Totals — Invoices 1 — $515.20

Vendor **1660 - PAAP PRINTING**

35135 — Printed window envelopes for Office - REC — Open — 07/02/2019 — 08/09/2019 — 07/02/2019 — 73.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Professional Printing / REC - Printed window envelopes for Office - REC	1.0000	EA	73.0000	73.00		

G/L Account	*Project*	*Amount*
22-4510-3202 (Playground & Recreation Fund-Recreation Programs-Professional printing)		73.00

Invoice Items 1

35199 — Lake trail maps/B&D — Open — 07/17/2019 — 08/09/2019 — 07/17/2019 — 78.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Professional Printing - Lake trail maps/B&D	1.0000	EA	78.0000	78.00		

G/L Account	*Project*	*Amount*
11-4640-3202 (General Fund-Building & Development Services-Professional printing)		78.00

Invoice Items 1

Vendor **1660 - PAAP PRINTING** Totals — Invoices 2 — $151.00

Vendor **3186 - PEOPLES BANK & TRUST**

2019-00000232 — HSA Contribution - HSA Employee Contribution* — Open — 07/26/2019 — 07/26/2019 — 07/26/2019 — 10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)

Accounts Payable Invoice Report - Council Meeting 08/06/2019

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Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70

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Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70

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Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,100.10)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70

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Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,100.10)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		1,058.46
22-2021 (Playground & Recreation Fund-Medical & life ins withholding)		53.40
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.70

	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		

G/L Account	*Project*	*Amount*
11-2021 (General Fund-Medical & life ins withholding)		(1,085.16)

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Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,058.46
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	230.7700	230.77		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						115.39
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						115.38
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						19.24
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						19.23
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	119.6800	119.68		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						119.68
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	24.0400	24.04		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						24.04
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	20.0000	20.00		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						20.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	20.0000	20.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						20.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	19.2300	19.23		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						19.23
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	25.0000	25.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						25.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						38.47
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	53.0000	53.00		
	G/L Account			*Project*			*Amount*
	22-2038 (Playground & Recreation Fund-Other payroll withholdings)						53.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						38.47
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	25.0000	25.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						25.00

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Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	65.1200	65.12		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						65.12
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	20.0000	20.00		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						20.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	45.0000	45.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						45.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						38.46
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	40.0000	40.00		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						40.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	65.1200	65.12		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						65.12
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	40.0000	40.00		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						40.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						38.47
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	75.0000	75.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						75.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	30.0000	30.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						30.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						50.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	30.7700	30.77		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						30.77
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	100.0000	100.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						100.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	125.0000	125.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						125.00

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	30.0000	30.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						30.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	53.8500	53.85		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						53.85
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	65.3900	65.39		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						65.39
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	65.1200	65.12		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						65.12
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	30.0000	30.00		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						30.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2100	81.21		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.21
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	230.7700	230.77		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						230.77
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	57.7000	57.70		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						57.70
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	90.0000	90.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						90.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	40.0000	40.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						40.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	57.7000	57.70		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						57.70
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						38.47
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	70.0000	70.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						70.00

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	230.7700	230.77		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						230.77
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	100.0000	100.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						100.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	134.6200	134.62		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						134.62
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	30.0000	30.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						30.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	161.5400	161.54		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						161.54
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	230.7700	230.77		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						230.77

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	130.0000	130.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						130.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						40.61
	25-2038 (Motor Fuel Tax Fund-Other payroll withholdings)						40.61
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	46.1600	46.16		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						46.16
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	200.0000	200.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						200.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	30.0000	30.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						30.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2100	81.21		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.21
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	200.0000	200.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						200.00

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3186 - PEOPLES BANK & TRUST**									
2019-00000232	HSA Contribution - HSA Employee Contribution*	Open		07/26/2019	07/26/2019	07/26/2019			10,225.76

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						38.47
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						38.47
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	100.0000	100.00		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						100.00
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2100	81.21		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						81.21
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 07/26/2019 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						81.22
			Invoice Items	167			

Vendor **3186 - PEOPLES BANK & TRUST** Totals	Invoices	1	$10,225.76

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2571 - PETTY CASH - FIRE DEPT**									
07/16/2019	Meal reimbursements/FD	Open		07/16/2019	08/09/2019	07/16/2019			500.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Commodities - Meal reimbursements/FD	1.0000	EA	500.0000	500.00		
	G/L Account			*Project*			*Amount*

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2571 - PETTY CASH - FIRE DEPT**									
07/16/2019	Meal reimbursements/FD	Open		07/16/2019	08/09/2019	07/16/2019			500.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	G/L Account			*Project*				*Amount*	
	11-4221-2901 (General Fund-Fire Department-Commodities)							500.00	
				Invoice Items	1				
			Vendor **2571 - PETTY CASH - FIRE DEPT** Totals			Invoices	1		$500.00
Vendor **2540 - PETTY CASH - WATER DEPT.**									
07/26/2019	Ambulance address correction fees/FD	Open		07/26/2019	08/09/2019	07/26/2019			12.20
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Office supplies / FD - Ambulance address correction fees/FD	1.0000	EA	12.2000	12.20				
	G/L Account			*Project*				*Amount*	
	11-4221-2001 (General Fund-Fire Department-Office supplies)							12.20	
				Invoice Items	1				
			Vendor **2540 - PETTY CASH - WATER DEPT.** Totals			Invoices	1		$12.20
Vendor **2729 - PILSON AUTO CENTER OF CHARLESTON INC**									
18382	WW Vehicle Maintenance - F150 4x4 #54 – 7698	Open		07/01/2019	08/09/2019	07/01/2019			12.50
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Vehicle parts and supplies - WW Vehicle Maintenance - F150 4x4 #54 – 7698	1.0000	EA	12.5000	12.50				
	G/L Account			*Project*				*Amount*	
	61-4621-2401 (Water and Sewer Fund-Waste Water Treatment Plant-Vehicle parts & supplies)			7698 (7698 - 2004 Ford F150 Super Cab 4x4 #54)				12.50	
				Invoice Items	1				
18397	Motor ASY/PD	Open		07/03/2019	08/09/2019	07/03/2019			48.55
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Vehicle parts and supplies - Motor ASY/PD	1.0000	EA	48.5500	48.55				
	G/L Account			*Project*				*Amount*	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)			1289 (1289 - 2012 Ford Fusion)				48.55	
				Invoice Items	1				

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2729 - PILSON AUTO CENTER OF CHARLESTON INC**									
18431	Handle - MAINT	Open		07/11/2019	08/09/2019	07/11/2019			21.94

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts & supplies / MAINT - Handle - MAINT	1.0000	EA	21.9400	21.94		

G/L Account	*Project*	*Amount*
11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)	9966 (9966 - 2008 Ford Ranger - M173662 #36)	21.94

Invoice Items 1

89696	A/C inspection/PD	Open		07/16/2019	08/09/2019	07/16/2019			124.17

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - A/C inspection/PD	1.0000	EA	124.1700	124.17		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	1289 (1289 - 2012 Ford Fusion)	124.17

Invoice Items 1

89858	A/C inspection/PD	Open		07/24/2019	08/09/2019	07/24/2019			1,028.60

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - A/C inspection/PD	1.0000	EA	1,028.6000	1,028.60		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	1289 (1289 - 2012 Ford Fusion)	1,028.60

Invoice Items 1

Vendor **2729 - PILSON AUTO CENTER OF CHARLESTON INC** Totals Invoices 5 $1,235.76

Vendor **3049 - PRAIRIE STATE BANK & TRUST**

08/01/2019 #32	Dump truck loan #0003001450260/STREET	Open		08/01/2019	08/09/2019	08/01/2019			4,403.55

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Loan payment - Dump truck loan #0003001450260/STREET	1.0000	EA	4,403.5500	4,403.55		

G/L Account	*Project*	*Amount*
11-4310-5101 (General Fund-Street Department-Principal payments)		4,162.68
11-4310-5109 (General Fund-Street Department-Interest Expense)		240.87

Invoice Items 1

Vendor **3049 - PRAIRIE STATE BANK & TRUST** Totals Invoices 1 $4,403.55

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1701 - QUILL CORPORATION**									
8522787	Cleaning Supplies / FD	Open		07/05/2019	08/09/2019	07/05/2019			249.76

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Janitorial & cleaning supplies - Cleaning Supplies / FD	1.0000	EA	249.7600	249.76		

G/L Account	Project	Amount
11-4221-2301 (General Fund-Fire Department-Janitorial & cleaning supplies)		249.76

Invoice Items 1

Vendor **1701 - QUILL CORPORATION** Totals — Invoices 1 — $249.76

Vendor **1712 - RAINBOW SEAMLESS GUTTERING**

Rainbow 7/18	Down spouts for Cobble Pavilion - MAINT	Open		07/18/2019	08/09/2019	07/18/2019			159.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Down spouts for Cobble Pavilion - MAINT	1.0000	EA	159.0000	159.00		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		159.00

Invoice Items 1

Vendor **1712 - RAINBOW SEAMLESS GUTTERING** Totals — Invoices 1 — $159.00

Vendor **1717 - RAWLINGS ELECTRIC MOTOR REPAIR**

20361	Pump repair - MAINT	Open		06/10/2019	08/09/2019	06/10/2019			97.30

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Pump repair - MAINT	1.0000	EA	97.3000	97.30		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		97.30

Invoice Items 1

Vendor **1717 - RAWLINGS ELECTRIC MOTOR REPAIR** Totals — Invoices 1 — $97.30

Vendor **1719 - RAY O'HERRON CO INC**

1925032-IN	Super shirt with patch-Reed/PD	Open		05/03/2019	08/09/2019	05/03/2019			76.59

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / PD - Super shirt with patch-Reed/PD	1.0000	EA	76.5900	76.59		

G/L Account	Project	Amount
11-4210-2701 (General Fund-Police Department-Uniforms)		76.59

Invoice Items 1

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1719 - RAY O'HERRON CO INC**									
1929961-IN	Namebar for Kepley/PD	Open		05/29/2019	08/09/2019	05/29/2019			30.95
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / PD - Namebar for Kepley/PD	1.0000	EA	30.9500	30.95				
	G/L Account			*Project*				*Amount*	
	11-4210-2701 (General Fund-Police Department-Uniforms)							30.95	
	Invoice Items	1							
1933593-CM	Armorskin-Reed/PD	Open		06/17/2019	08/09/2019	06/17/2019			(39.99)
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / PD - Armorskin-Reed/PD	1.0000	EA	(39.9900)	(39.99)				
	G/L Account			*Project*				*Amount*	
	11-4210-2701 (General Fund-Police Department-Uniforms)							(39.99)	
	Invoice Items	1							
	Vendor **1719 - RAY O'HERRON CO INC** Totals					Invoices	3		$67.55
Vendor **1968 - RESSLER & ASSOCIATES**									
8440-IL	WW Equipment Expense - misc.	Open		07/08/2019	08/09/2019	07/08/2019			692.80
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Misc parts - WW Equipment Expense - misc.	1.0000	EA	692.8000	692.80				
	G/L Account			*Project*				*Amount*	
	61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant-Repair of operating equipment)			0000 (0000 - Misc. Equip.)				692.80	
	Invoice Items	1							
	Vendor **1968 - RESSLER & ASSOCIATES** Totals					Invoices	1		$692.80
Vendor **4386 - Linda Ross**									
GoatYoga 7/13/19	Goat Yoga instructor payment - REC	Open		07/13/2019	08/09/2019	07/13/2019			330.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Other Contractual Service - REC - Goat Yoga instructor payment - REC	1.0000	EA	330.0000	330.00				
	G/L Account			*Project*				*Amount*	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)			REC 1003 2390 (Goat Yoga)				330.00	
	Invoice Items	1							
	Vendor **4386 - Linda Ross** Totals					Invoices	1		$330.00

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1748 - SARAH BUSH LINCOLN HLTH CNTR**									
3348607	DOT Screens / EBHR	Open		07/05/2019	08/09/2019	07/05/2019			138.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	DOT Random Drug Screens - DOT Screens / EBHR	1.0000	EA	138.0000	138.00				
	G/L Account			*Project*				*Amount*	
	11-4700-3097 (General Fund-Human Resources-Medical exams & innoculations)							138.00	
	Invoice Items	1							
3348944	EAP Annual Fee / EBHR	Open		07/05/2019	08/09/2019	07/05/2019			3,720.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other Employee benefit - EAP Annual Fee / EBHR	1.0000	EA	3,720.0000	3,720.00				
	G/L Account			*Project*				*Amount*	
	11-4700-3197 (General Fund-Human Resources-Other employee benefits)							3,720.00	
	Invoice Items	1							
3349347	Giroux Physical / FD	Open		07/05/2019	08/09/2019	07/05/2019			587.50
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Physical examinations - Giroux Physical / FD	1.0000	EA	587.5000	587.50				
	G/L Account			*Project*				*Amount*	
	11-4221-3107 (General Fund-Fire Department-Physical examinations)							587.50	
	Invoice Items	1							
	Vendor **1748 - SARAH BUSH LINCOLN HLTH CNTR** Totals					Invoices	3		$4,445.50
Vendor **1757 - SCOTTY'S LAWN CARE INC.OF E.CENTRAL IL**									
60290728	July Mowing - MAINT	Open		07/28/2019	08/09/2019	07/28/2019			8,747.66
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other contractual services - July Mowing - MAINT	1.0000	EA	8,747.6600	8,747.66				
	G/L Account			*Project*				*Amount*	
	11-4194-3999 (General Fund-Parks & Maintenance Department-Other contractual services)							8,747.66	
	Invoice Items	1							
	Vendor **1757 - SCOTTY'S LAWN CARE INC.OF E.CENTRAL IL** Totals					Invoices	1		$8,747.66

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1771 - SIGN APPEAL**									
907	Mailbox & Locker Plates / FD	Open		07/12/2019	08/09/2019	07/12/2019			16.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office supplies / FD - Mailbox & Locker Plates / FD	1.0000	EA	16.0000	16.00		

G/L Account	*Project*	*Amount*
11-4221-2001 (General Fund-Fire Department-Office supplies)		16.00

Invoice Items 1

Vendor **1771 - SIGN APPEAL** Totals — Invoices 1 — $16.00

Vendor **1786 - SPRINGFIELD ELECTRIC SUPPLY CO**

S6154656.002	WW Misc. Supplies - Fasteners, etc.	Open		07/10/2019	08/09/2019	07/10/2019			82.96

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other maintenance supplies - WW Misc. Supplies - Fasteners, etc.	1.0000	EA	82.9600	82.96		

G/L Account	*Project*	*Amount*
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)		82.96

Invoice Items 1

Vendor **1786 - SPRINGFIELD ELECTRIC SUPPLY CO** Totals — Invoices 1 — $82.96

Vendor **1789 - STAPLES CREDIT PLAN**

9801334854	File folders/CLERK	Open		07/16/2019	08/09/2019	07/16/2019			38.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office supplies / CLERK - File folders/CLERK	1.0000	EA	38.9900	38.99		

G/L Account	*Project*	*Amount*
11-4002-2001 (General Fund-City Clerk-Office supplies)		38.99

Invoice Items 1

9801465555	File folders/ATTORNEY	Open		07/18/2019	08/09/2019	07/18/2019			65.98

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office supplies / ATTORNEY - File folders/ATTORNEY	1.0000	EA	65.9800	65.98		

G/L Account	*Project*	*Amount*
11-4052-2001 (General Fund-City Attorney's Office-Office supplies)		65.98

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1789 - STAPLES CREDIT PLAN**									
9801465555-2	Large brown envelopes/ADMIN	Open		07/18/2019	08/09/2019	07/18/2019			23.39

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office Supplies / ADMIN - Large brown envelopes/ADMIN	1.0000	EA	23.3900	23.39		

G/L Account	*Project*	*Amount*
11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)		23.39

Invoice Items 1

Vendor **1789 - STAPLES CREDIT PLAN** Totals — Invoices 3 — $128.36

Vendor **4155 - SUBSURFACE SOLUTIONS**									
14041	Locator Leads/UTILITY	Open		07/08/2019	08/09/2019	07/08/2019			92.48

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office supplies / UITLITY - Locator Leads/UTILITY	1.0000	EA	92.4800	92.48		

G/L Account	*Project*	*Amount*
61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)		92.48

Invoice Items 1

Vendor **4155 - SUBSURFACE SOLUTIONS** Totals — Invoices 1 — $92.48

Vendor **4162 - SUN LIFE FINANCIAL**									
Aug 2019	August 2019 Basic & Voluntary Life / EBHR	Open		07/14/2019	08/09/2019	07/14/2019			3,078.57

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Life insurance employee deductions / EB - August 2019 Basic & Voluntary Life / EBHR	1.0000	EA	3,078.5700	3,078.57		

G/L Account	*Project*	*Amount*
11-2038 (General Fund-Other payroll withholdings)		3,078.57

Invoice Items 1

Aug 2019 R	August 2019 Retiree Life / EBHR	Open		07/14/2019	08/09/2019	07/14/2019			227.20

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Life insurance Retiree premium / EB - August 2019 Retiree Life / EBHR	1.0000	EA	227.2000	227.20		

G/L Account	*Project*	*Amount*
11-2033 (General Fund-Other voluntary deductions)		227.20

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4162 - SUN LIFE FINANCIAL**									
Aug 2019 Dental	August 2019 Dental / EBHR	Open		07/18/2019	08/09/2019	07/18/2019			5,263.41

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Dental insurance employee voluntary deduction / EB - August 2019 Dental / EBHR	1.0000	EA	5,263.4100	5,263.41		

G/L Account	*Project*	*Amount*
11-2033 (General Fund-Other voluntary deductions)		5,263.41

Invoice Items 1

Vendor **4162 - SUN LIFE FINANCIAL** Totals — Invoices 3 — $8,569.18

Vendor **2596 - SWANGO ELECTRIC INC.**

3685	913 Westgate street light repair/MFT	Open		07/27/2019	08/09/2019	07/27/2019			350.45

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Traffic Signal Maintenance/Repair/Service - 913 Westgate street light repair/MFT	1.0000	EA	350.4500	350.45		

G/L Account	*Project*	*Amount*
25-4312-2305 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Traffic signal maintenance)	PW 19 06 (MFT Commodities)	350.45

Invoice Items 1

3686	723 Clifton Dr street light repair/MFT	Open		07/27/2019	08/09/2019	07/27/2019			350.45

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Traffic Signal Maintenance/Repair/Service - 723 Clifton Dr street light repair/MFT	1.0000	EA	350.4500	350.45		

G/L Account	*Project*	*Amount*
25-4312-2305 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Traffic signal maintenance)	PW 19 06 (MFT Commodities)	350.45

Invoice Items 1

3687	2301 Cortland Dr street light repair/MFT	Open		07/27/2019	08/09/2019	07/27/2019			350.45

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Traffic Signal Maintenance/Repair/Service - 2301 Cortland Dr street light repair/MFT	1.0000	EA	350.4500	350.45		

G/L Account	*Project*	*Amount*
25-4312-2305 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Traffic signal maintenance)	PW 19 06 (MFT Commodities)	350.45

Invoice Items 1

Vendor **2596 - SWANGO ELECTRIC INC.** Totals — Invoices 3 — $1,051.35

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1808 - T A BACON AUTO REBUILDER**									
219	Fix mirror damage from accident/PD	Open		06/25/2019	08/09/2019	06/25/2019			203.87

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of vehicles - Fix mirror damage from accident/PD	1.0000	EA	203.8700	203.87		

G/L Account	*Project*	*Amount*
11-4210-3503 (General Fund-Police Department-Repair of vehicles)	0000 (0000 - Misc. Equip.)	203.87

Invoice Items 1

Vendor **1808 - T A BACON AUTO REBUILDER** Totals — Invoices 1 — $203.87

Vendor **3664 - TARGETS ONLINE**									
100601	Range targets & sniper kit/PD	Open		07/12/2019	08/09/2019	07/12/2019			509.48

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Ammunition & Supplies - Range targets & sniper kit/PD	1.0000	EA	509.4800	509.48		

G/L Account	*Project*	*Amount*
11-4210-2110 (General Fund-Police Department-Ammunition & supplies)		509.48

Invoice Items 1

Vendor **3664 - TARGETS ONLINE** Totals — Invoices 1 — $509.48

Vendor **4317 - TARGETSOLUTIONS LEARNING LLC**									
TSINV00000031297	TargetSolutions Premier membership platform and maint fee/FD	Open		07/31/2019	08/09/2019	07/31/2019			3,279.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other business services - TargetSolutions Premier membership platform and maint fee/FD	1.0000	EA	3,279.0000	3,279.00		

G/L Account	*Project*	*Amount*
11-4221-3199 (General Fund-Fire Department-Business services)		3,279.00

Invoice Items 1

Vendor **4317 - TARGETSOLUTIONS LEARNING LLC** Totals — Invoices 1 — $3,279.00

Vendor **3646 - TEKLAB INC**									
231755	WW Lab Expense - Qtrly Biosolids Testing	Open		07/23/2019	08/09/2019	07/23/2019			560.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	sludge testing fees/wwtp - WW Lab Expense - Qtrly Biosolids Testing	1.0000	EA	560.7500	560.75		

G/L Account	*Project*	*Amount*

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3646 - TEKLAB INC**									
231755	WW Lab Expense - Qtrly Biosolids Testing	Open		07/23/2019	08/09/2019	07/23/2019			560.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	61-4621-3599 (Water and Sewer Fund-Waste Water Treatment Plant-Other repair & maintenance)						560.75

Invoice Items 1

Vendor **3646 - TEKLAB INC** Totals Invoices 1 $560.75

Vendor **1821 - TERMINAL SUPPLY CO**

48851-00	Cable connector - new cameras/PD	Open		07/08/2019	08/09/2019	07/08/2019			77.09

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Cable connector - new cameras/PD	1.0000	EA	77.0900	77.09		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	77.09

Invoice Items 1

48851-01	Cable connector - new cameras/PD	Open		07/09/2019	08/09/2019	07/09/2019			28.25

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Cable connector - new cameras/PD	1.0000	EA	28.2500	28.25		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	28.25

Invoice Items 1

Vendor **1821 - TERMINAL SUPPLY CO** Totals Invoices 2 $105.34

Vendor **1831 - THE WINNING STITCH LLC**

6909	Embroidery & name plate/PD	Open		05/02/2019	08/09/2019	05/02/2019			11.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Uniforms / PD - Embroidery & name plate/PD	1.0000	EA	11.0000	11.00		

G/L Account	*Project*	*Amount*
11-4210-2701 (General Fund-Police Department-Uniforms)		11.00

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1831 - THE WINNING STITCH LLC**									
7444	Embroidery/PD	Open		07/24/2019	08/09/2019	07/24/2019			20.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / PD - Embroidery/PD	1.0000	EA	20.0000	20.00				
	G/L Account			*Project*				*Amount*	
	11-4210-2701 (General Fund-Police Department-Uniforms)							20.00	
				Invoice Items	1				
7445	Embroidery/PD	Open		07/24/2019	08/09/2019	07/24/2019			10.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Uniforms / PD - Embroidery/PD	1.0000	EA	10.0000	10.00				
	G/L Account			*Project*				*Amount*	
	11-4210-2701 (General Fund-Police Department-Uniforms)							10.00	
				Invoice Items	1				
			Vendor **1831 - THE WINNING STITCH LLC** Totals			Invoices	3		$41.00
Vendor **2620 - THOMSON REUTERS - WEST**									
840627770	1 set of ILCS subscription/CLERK	Open		07/04/2019	08/09/2019	07/04/2019			257.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Books & Manuals - 1 set of ILCS subscription/CLERK	1.0000	EA	257.0000	257.00				
	G/L Account			*Project*				*Amount*	
	11-4002-2006 (General Fund-City Clerk-Books & manuals)							257.00	
				Invoice Items	1				
			Vendor **2620 - THOMSON REUTERS - WEST** Totals			Invoices	1		$257.00
Vendor **1851 - UNITED PARCEL SERVICE**									
000029Y964289	WP Lab Expense - Freight	Open		07/13/2019	08/09/2019	07/13/2019			55.02
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Freight - WP Lab Expense - Freight	1.0000	EA	55.0200	55.02				
	G/L Account			*Project*				*Amount*	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							55.02	
				Invoice Items	1				
0000Y74R71289	WW Misc	Open		07/13/2019	08/09/2019	07/13/2019			40.37
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*		
	Misc. Services - WW Misc	1.0000	EA	40.3700	40.37				
	G/L Account			*Project*				*Amount*	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)							40.37	
				Invoice Items	1				

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1851 - UNITED PARCEL SERVICE**									
000029Y964299	WP Lab Expense - Freight	Open		07/20/2019	08/09/2019	07/20/2019			3.97

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Freight - WP Lab Expense - Freight	1.0000	EA	3.9700	3.97		

G/L Account	*Project*	*Amount*
61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)		3.97

Invoice Items 1

0000Y74R71299	Grant documents to IL housing authority/ADMIN	Open		07/20/2019	08/09/2019	07/20/2019			6.61

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Postage expense - Grant documents to IL housing authority/ADMIN	1.0000	EA	6.6100	6.61		

G/L Account	*Project*	*Amount*
11-4001-3901 (General Fund-Administration & Boards- Manager-Postage expense)		6.61

Invoice Items 1

Vendor **1851 - UNITED PARCEL SERVICE** Totals Invoices 4 $105.97

Vendor **1860 - USA BLUE BOOK**									
944721	WP Lab Expense - Chemicals, Reagents, etc	Open		07/09/2019	08/09/2019	07/09/2019			265.36

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Lab supplies / WTP - WP Lab Expense - Chemicals, Reagents, etc	1.0000	EA	265.3600	265.36		

G/L Account	*Project*	*Amount*
61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)		265.36

Invoice Items 1

948824	WP Lab Expense - Meter, Probe, etc	Open		07/12/2019	08/09/2019	07/12/2019			153.90

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Lab supplies / WTP - WP Lab Expense - Meter, Probe, etc	1.0000	EA	153.9000	153.90		

G/L Account	*Project*	*Amount*
61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)		153.90

Invoice Items 1

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1860 - USA BLUE BOOK**									
950150	WP Lab Expense - Chemicals, Reagents, etc	Open		07/15/2019	08/09/2019	07/15/2019			1,147.71

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Lab supplies / WTP - WP Lab Expense - Chemicals, Reagents, etc	1.0000	EA	1,147.7100	1,147.71		

G/L Account	*Project*	*Amount*
61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)		1,147.71

Invoice Items 1

952093	WP Lab Expense - Meter, Probe, etc	Open		07/16/2019	08/09/2019	07/16/2019			179.06

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Lab supplies / WTP - WP Lab Expense - Meter, Probe, etc	1.0000	EA	179.0600	179.06		

G/L Account	*Project*	*Amount*
61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)		179.06

Invoice Items 1

952847	WP Lab Expense - Meter, Probe, etc	Open		07/17/2019	08/09/2019	07/17/2019			107.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Lab supplies / WTP - WP Lab Expense - Meter, Probe, etc	1.0000	EA	107.5000	107.50		

G/L Account	*Project*	*Amount*
61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)		107.50

Invoice Items 1

Vendor **1860 - USA BLUE BOOK** Totals Invoices 5 $1,853.53

Vendor **2337 - UTZ & ASSOCIATES ARCHITECTS P.C.**

2230	Charleston Police Station renovations -architect plans/TIF	Open		07/09/2019	08/09/2019	07/09/2019			6,890.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	TIF Public Improvements - Charleston Police Station renovations -architect plans/TIF	1.0000	EA	6,890.0000	6,890.00		

G/L Account	*Project*	*Amount*
33-4301-4108 (Tax Increment Financing Fund-TIF District-TIF public improvements)		6,890.00

Invoice Items 1

Vendor **2337 - UTZ & ASSOCIATES ARCHITECTS P.C.** Totals Invoices 1 $6,890.00

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1868 - VERIZON WIRELESS**									
9834167453	Monthly cell phone usage allocation	Open		07/15/2019	08/09/2019	07/15/2019			1,897.85

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Cell phone service - Monthly cell phone usage allocation	1.0000	EA	1,897.8500	1,897.85		

G/L Account	*Project*	*Amount*
11-4001-3402 (General Fund-Administration & Boards- Manager-Cell phone expense)		41.03
11-4095-3402 (General Fund-Engineering Department-Cell phone expense)		89.00
11-4194-3402 (General Fund-Parks & Maintenance Department-Cell phone expense)		45.36
11-4210-3402 (General Fund-Police Department-Cell phone expense)		222.10
11-4221-3402 (General Fund-Fire Department-Cell phone expense)		454.32
11-4640-3402 (General Fund-Building & Development Services-Cell phone expense)		171.06
61-4610-3402 (Water and Sewer Fund-Utility Department-Cell phone expense)		632.91
61-4611-3402 (Water and Sewer Fund-Water Treatment Plant-Cell phone expense)		43.37
61-4621-3402 (Water and Sewer Fund-Waste Water Treatment Plant-Cell phone expense)		41.66
11-4099-3402 (General Fund-Tourism-Cell phone expense)		41.66
22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)	REC 1004 3000 (Afterschool Club)	29.22
22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)		41.66
11-4004-3402 (General Fund-Comptroller's Office-Cell phone expense)		44.50
	Invoice Items 1	

Vendor **1868 - VERIZON WIRELESS** Totals	Invoices	1	$1,897.85

Vendor **2179 - VSP - VISION SERVICE PLAN (IL)**									
Aug 2019	August 2019 Vision Deductions / EBHR	Open		07/17/2019	08/09/2019	07/17/2019			508.64

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vision employee deductions / EB - August 2019 Vision Deductions / EBHR	1.0000	EA	508.6400	508.64		

G/L Account	*Project*	*Amount*
11-2033 (General Fund-Other voluntary deductions)		508.64
	Invoice Items 1	

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2179 - VSP - VISION SERVICE PLAN (IL)**									
Aug 2019 R	August 2019 Retiree Vision / EBHR	Open		07/17/2019	08/09/2019	07/17/2019			97.09

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vision - retirees premiums / EB - August 2019 Retiree Vision / EBHR	1.0000	EA	97.0900	97.09		

G/L Account	*Project*	*Amount*
11-2033 (General Fund-Other voluntary deductions)		97.09

Invoice Items 1

Vendor **2179 - VSP - VISION SERVICE PLAN (IL)** Totals — Invoices 2 — $605.73

Vendor **1877 - WALMART COMMUNITY / GECRB**

917700893565	Shower curtains & hooks - REC	Open		06/25/2019	08/09/2019	06/25/2019			22.80

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of Buldings & Facilities - Pool / REC - Shower curtains & hooks - REC	1.0000	EA	22.8000	22.80		

G/L Account	*Project*	*Amount*
22-4520-2001 (Playground & Recreation Fund-Pool-Office supplies)		3.96
22-4520-3510 (Playground & Recreation Fund-Pool-Repair of buildings & facilities)		18.84

Invoice Items 1

917700745709	Shower curtains & hooks for Pool - REC	Open		06/29/2019	08/09/2019	06/29/2019			22.88

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of buildings and facilities - Shower curtains & hooks for Pool - REC	1.0000	EA	22.8800	22.88		

G/L Account	*Project*	*Amount*
22-4520-3510 (Playground & Recreation Fund-Pool-Repair of buildings & facilities)		22.88

Invoice Items 1

918300283161	Key tags/1st aide/balls for lessons - REC	Open		07/02/2019	08/09/2019	07/02/2019			10.68

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Contingency / REC - Key tags/1st aide/balls for lessons - REC	1.0000	EA	10.6800	10.68		

G/L Account	*Project*	*Amount*
22-4520-2106 (Playground & Recreation Fund-Pool-First aid supplies)		2.11
22-4520-7000 (Playground & Recreation Fund-Pool-Contingencies)		4.65
22-4520-2903 (Playground & Recreation Fund-Pool-Program expenses)	REC 2021 7520 (Lessons- Level 1)	3.92

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1877 - WALMART COMMUNITY / GECRB**									
919100591633	WP Office Supplies - paper, pens, etc	Open		07/10/2019	08/09/2019	07/10/2019			42.96

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office Supplies - WP Office Supplies - paper, pens, etc	1.0000	EA	42.9600	42.96		

G/L Account	*Project*	*Amount*
61-4611-2001 (Water and Sewer Fund-Water Treatment Plant-Office supplies)		42.96

Invoice Items 1

919700162646	WW Misc. Supplies	Open		07/16/2019	08/09/2019	07/16/2019			199.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other maintenance supplies - WW Misc. Supplies	1.0000	EA	199.0000	199.00		

G/L Account	*Project*	*Amount*
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)		199.00

Invoice Items 1

919800668876	Cleaning Supplies / FD	Open		07/17/2019	08/09/2019	07/17/2019			113.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Janitorial & cleaning supplies - Cleaning Supplies / FD	1.0000	EA	113.0000	113.00		

G/L Account	*Project*	*Amount*
11-4221-2301 (General Fund-Fire Department-Janitorial & cleaning supplies)		113.00

Invoice Items 1

920400251428	Bed Sheets for New Hire / FD	Open		07/23/2019	08/09/2019	07/23/2019			16.84

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Uniforms / FD - Bed Sheets for New Hire / FD	1.0000	EA	16.8400	16.84		

G/L Account	*Project*	*Amount*
11-4221-2701 (General Fund-Fire Department-Uniforms)		16.84

Invoice Items 1

Vendor **1877 - WALMART COMMUNITY / GECRB** Totals Invoices 7 $428.16

Vendor **1891 - WOLKE NURSERY**

201409	Plants for Cobble Pavilion - MAINT	Open		07/17/2019	08/09/2019	07/17/2019			260.93

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Plants for Cobble Pavilion - MAINT	1.0000	EA	260.9300	260.93		

G/L Account	*Project*	*Amount*

Accounts Payable Invoice Report - Council Meeting 08/06/2019

Invoice Due Date Range 07/20/19 - 08/09/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1891 - WOLKE NURSERY**									
201409	Plants for Cobble Pavilion - MAINT	Open		07/17/2019	08/09/2019	07/17/2019			260.93
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							260.93	
				Invoice Items	1				
			Vendor **1891 - WOLKE NURSERY** Totals			Invoices	1		$260.93
Vendor **4110 - XEROX CORPORATION - 723038824**									
097483089	Printer contract WC5325 water dept/IS	Open		07/04/2019	08/09/2019	07/04/2019			16.80
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Other consulting services - Printer contract WC5325 water dept/IS	1.0000	EA	16.8000	16.80				
	G/L Account			*Project*				*Amount*	
	11-4060-3106 (General Fund-Information Services-Other consulting services)							16.80	
				Invoice Items	1				
			Vendor **4110 - XEROX CORPORATION - 723038824** Totals			Invoices	1		$16.80
Vendor **TRACY COLE**									
2002101.002	"On Acct" refund for Girls' Pony League - REC	Open		05/01/2019	08/09/2019	05/01/2019			50.00
P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*		*Contract Number*	
	Program refunds - REC - "On Acct" refund for Girls' Pony League - REC	1.0000	EA	50.0000	50.00				
	G/L Account			*Project*				*Amount*	
	22-2013 (Playground & Recreation Fund-Customer Prepay On Account)							50.00	
				Invoice Items	1				
			Vendor **TRACY COLE** Totals			Invoices	1		$50.00
		Sub-Department	**PR-MAINT Parks & Recreation,Parks & Maintenance** Totals			Invoices	465		$319,083.25
			Grand Totals			Invoices	465		$319,083.25

City Council Regular Meeting **4)**

Meeting Date: 08/06/2019

Submitted By: Deborah Muller, City Clerk

TITLE:

***RAFFLE LICENSE:** Kiwanis Club of Charleston at the Brick House, 920 W. Lincoln Ave.,on the 2nd and 4th Tuesday of each month at 12:45 p.m. until a winning ticket has been drawn.

STAFF RECOMMENDATION:

Approve.

Attachments

Raffle License: Kiwanis Club on 2nd & 4th Tuesdays.

APPLICATION for RAFFLE LICENSE

1. **Applicant is:**

- [x] Not for Profit Organization
- [ ] Charitable Organization
- [ ] Educational Organization
- [ ] Religious Organization
- [ ] Fraternal Organization
- [ ] Veterans Organization
- [ ] Labor Organization

Name of Organization: Kiwanis Club of Charleston, IL

Date Organization Commenced Operating: May 29th, 2014

2. **Date** raffle chance sale **commences:** Thursday, July 25th, 2019

Date raffle chance sale **terminates:** undetermined until winner is drawn on any 2nd or 4th Thursday of each month

Purpose of raffle *(describe in detail how the funds raised will be used):*

① Funds raised from 50/50 drawing will be distributed to the winner and ② deposited in to the club's administrative account.

3. Area of City where chances will be sold:

Charleston, IL

4. **Date** and **time** of determination of winning chance or chances:

Any 2nd and 4th Thursday of each month at 12:45 pm until a winner has been drawn.

5. Location at which winning chances will be determined:

Brick House Bar & Grill conference room 920 W Lincoln Ave., Charleston

6.

A. Has applicant ever been convicted of a felony? no

B. Has applicant ever been a professional gambler or gambling promoter? no

C. Has applicant ever been convicted of a crime involving moral turpitude? no

D. **Corporation-Applicant:** Is there anyone employed by applicant or with a proprietary, equitable, or credit interest, who would answer "Yes" to Questions 6A, 6B, or 6C? no

E. **Organization-Applicant:** Is there anyone who is an officer, director or employee (whether compensated or not) who would answer "Yes" to Questions 6A, 6B, or 6C? no

F. **Organization-Applicant:** Is there anyone participating in the management or operation of the raffle who would answer "Yes" to Questions 6A, 6B, or 6C? no

7. **Name, address** and **phone number** of raffle manager:

Elizabeth Salvato 1022 9th St. Charleston IL 61920
(217) 259-1170

8. A. ***A copy of Fidelity Bond is attached.**

***NOTE:** Per City Ordinance 3-7-4 (B): Conduct of Raffles: Bond Required: All operation of the conduct of raffles shall be under the supervision of a single raffles manager designated by the organization. The manager shall give a fidelity bond in favor of the organization applying for the license in accordance with the following schedule:

Bond Required	**Aggregate Retail Value of all Prizes to be Awarded in Raffle**
$ 5,000.00	Up to $ 30,000.00
$ 7,500.00	Up to $ 40,000.00
$10,000.00	Up to $ 50,000.00
$12,500.00	Up to $ 60,000.00
$15,000.00	Up to $ 70,000.00
$17,500.00	Up to $ 80,000.00
$20,000.00	Up to $ 90,000.00
$22,500.00	Up to $100,000.00

8. B. The requirement for this bond shall be waived if requested by members of the organization.

Does organization desire to waive the fidelity bond? yes

* If so, attach waiver signed by **all** directors.

9. **Name, address** and **phone number** of person making this application:

Kelsey Jacobson 1600 Lincoln Avenue, Charleston IL 61920
(630) 465-1637

Kelsey Jacobson
Applicant's Signature

07/01/19
Date

Approved by Council:

Date

WAIVER

We, the undersigned, request that the fidelity bond requirement be waived for a raffle to be conducted by:

Kiwanis Club of Charleston, IL
Name of Organization

NOTE: EACH OFFICER OR MEMBER OF THE BOARD OF DIRECTORS MUST SIGN.

Title	Printed Name	Signature
President	Kelsey Jacobson	Kelsey Jacobson
Director	Summer Hallowell	Summer Hallowell
Director	DAVID C. BUTLER	
ASSISTANT SECRETARY	JANET BUTLER	Janet Butler
Director	Chastity Parker	Chastity Parker
Treasurer	Elizabeth Salvato	Elizabeth Salvato

7-19-19
Date

City of Charleston
520 Jackson Ave
Charleston, IL 61920
217-345-8430

Water Department

Date:	07/22/2019
Receipt:	2019-00036372
Received From:	KIWANIS CLUB OF CHARLESTON

Raffle Permits	10.00
Receipt Total	10.00
Total Check	10.00
Total Remitted	10.00
Total Received	10.00

Thank you!

City Council Regular Meeting **5)**

Meeting Date: 08/06/2019

Submitted By: Deborah Muller, City Clerk

TITLE:

***RAFFLE LICENSE:** Windsor High School FFA at the Coles County Fairgrounds during Fair Week with drawing to be held on August 29, 2019 at the Farm Progress Show in Decatur, to raise funds to support FFA Chapter Activities such as Elementary School Outreach, FFA Competition Expenses, Classroom Aids, etc.

STAFF RECOMMENDATION:

Approve.

Attachments

Raffle License: Windsor High School FFA at the Coles County Fairgrounds during Fair Week 2019.

APPLICATION for RAFFLE LICENSE

1. **Applicant is:**

- [ ] Not for Profit Organization
- [ ] Charitable Organization
- [x] Educational Organization
- [ ] Religious Organization
- [ ] Fraternal Organization
- [ ] Veterans Organization
- [ ] Labor Organization

Name of Organization: WINDSOR HIGH SCHOOL FFA

Date Organization Commenced Operating: UNKNOWN

2. **Date** raffle chance sale **commences**: JULY 1, 2019

Date raffle chance sale **terminates**: AUGUST 29

Purpose of raffle *(describe in detail how the funds raised will be used):*

THE FUNDS WILL SUPPORT FFA CHAPTER ACTIVITIES SUCH AS ELEMENTARY SCHOOL OUTREACH, FFA COMPETITION EXPENSES, CLASSROOM AIDS, ETC

3. Area of City where chances will be sold: COLES COUNTY FAIRGROUNDS AND SURROUNDING AREA

4. **Date** and **time** of determination of winning chance or chances:

APPROXIMATELY 2PM AUG 29, 2019

5. Location at which winning chances will be determined: FARM PROGRESS SHOW DECATUR, IL

6.

A. Has applicant ever been convicted of a felony? NO

B. Has applicant ever been a professional gambler or gambling promoter? NO

C. Has applicant ever been convicted of a crime involving moral turpitude? NO

D. **Corporation-Applicant**: Is there anyone employed by applicant or with a proprietary, equitable, or credit interest, who would answer "Yes" to Questions 6A, 6B, or 6C? NO

E. **Organization-Applicant:** Is there anyone who is an officer, director or employee (whether compensated or not) who would answer "Yes" to Questions 6A, 6B, or 6C? NO

F. **Organization-Applicant:** Is there anyone participating in the management or operation of the raffle who would answer "Yes" to Questions 6A, 6B, or 6C? NO

7. **Name, address** and **phone number** of raffle manager: KELLY BARRINGER

%WINDSOR HS, 1424 MINNESOTA, WINDSOR, IL 61957 217/369-6860

8. A. ***A copy of Fidelity Bond is attached.**

***NOTE:** Per City Ordinance 3-7-4 (B): Conduct of Raffles: Bond Required: All operation of the conduct of raffles shall be under the supervision of a single raffles manager designated by the organization. The manager shall give a fidelity bond in favor of the organization applying for the license in accordance with the following schedule:

Bond Required	**Aggregate Retail Value of all Prizes to be Awarded in Raffle**
$ 5,000.00	Up to $ 30,000.00
$ 7,500.00	Up to $ 40,000.00
$10,000.00	Up to $ 50,000.00
$12,500.00	Up to $ 60,000.00
$15,000.00	Up to $ 70,000.00
$17,500.00	Up to $ 80,000.00
$20,000.00	Up to $ 90,000.00
$22,500.00	Up to $100,000.00

8. B. The requirement for this bond shall be waived if requested by members of the organization.

Does organization desire to waive the fidelity bond? YES

* If so, attach waiver signed by **all** directors.

9. **Name, address** and **phone number** of person making this application: KELLY BARRINGER

c/o Windsor HS, 1424 Minnesota, Windsor IL 61957

217/369-6860

Kelly Barringer
Applicant's Signature

Approved by Council:

7/24/19
Date

Date

WAIVER

We, the undersigned, request that the fidelity bond requirement be waived for a raffle to be conducted by:

WINDSOR HIGH SCHOOL FFA

Name of Organization

NOTE: EACH OFFICER OR MEMBER OF THE BOARD OF DIRECTORS MUST SIGN.

FFA ADVISOR	KELLY BARRINGER	Kelly Barringer
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature

07/24/2019

Date

City of Charleston
520 Jackson Ave
Charleston, IL 61920
217-345-8430

Water Department

Date:	07/24/2019
Receipt:	2019-00036961
Received From:	Windsor High School

Raffle Permits	10.00
Receipt Total	10.00
Total Check	10.00
Total Remitted	10.00
Total Received	10.00

Thank you!

City Council Regular Meeting **6)**

Meeting Date: 08/06/2019

Submitted By: Deborah Muller, City Clerk

TITLE:

***RESOLUTION:** Authorizing the Release of Closed Session Meeting Minutes.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Authorizing Relese of Closed Session Meeting Minutes.

R E S O L U T I O N

19 – R – _____

RESOLUTION AUTHORIZING RELEASE OF CLOSED SESSION MEETING MINUTES

WHEREAS, the Illinois Open Meetings Act requires all public bodies to keep written minutes of all their meetings whether open or closed; and

WHEREAS, the Minutes of closed sessions are only to be available after the public body determines that it is no longer necessary to protect that public interest or the privacy of an individual by keeping them confidential; and

WHEREAS, each six (6) months, the public body is to make this determination which can be made in closed sessions, and

WHEREAS, after having reviewed the Minutes of all closed meetings, the Corporate Authorities having determined that, for some of them, the need for confidentiality still exists as to all or part of those Minutes and as for others, as set forth in Section 1 of this Resolution, the Minutes or portions thereof no longer require confidential treatment and should be made available for public inspection;

THEREFORE BE IT RESOLVED by the City Council of the City of Charleston, Coles County, Illinois, as follows:

SECTION 1: The Corporate Authorities find that, for the Minutes or portions thereof, set forth below, it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential and such Minutes, which were previously approved in closed sessions, are to be hereby released. The Minutes or portions thereof to be released are the following:

January 2, 2018—Partial Release
March 6, 2018—Partial Release

July 2, 2018—Partial Release
July 17, 2018—Partial Release

January 2, 2019—Partial Release
March 5, 2019—Partial Release
April 2, 2019—Partial Release
April 16, 2019—Partial Release
May 7, 2019—Partial Release

SECTION 2: This resolution shall be in full force and effect immediately upon its passage.

INTRODUCED this _____ day of _____ 2019.

PASSED this _____ day of _____ 2019.

APPROVED this _____ day of _____ 2019.

	Aye	**Nay**	**Abstain**	**Absent**
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

_____
Brandon Combs, **Mayor**

ATTEST:

_____
Deborah Muller, **City Clerk**

City Council Regular Meeting **7)**

Meeting Date: 08/06/2019

Submitted By: Deborah Muller, City Clerk

TITLE:

***RESOLUTION:** Authorizing the Destruction of Audio or Video Recordings of Closed Session Meetings.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Authorizing Destructin of Audio or Video Recordings of Closed Session Meetings.

R E S O L U T I O N

19 – R – ____
RESOLUTION AUTHORIZING
THE DESTRUCTION OF AUDIO / VIDEO RECORDINGS
OF CLOSED SESSION MEETINGS

WHEREAS, the Illinois Open Meetings Act requires all public bodies to audio or video record their closed meetings; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and

2. Approves written minutes of the closed meeting; and

WHEREAS, for the verbatim record by tape of the meeting(s) set forth in Section 1 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the meetings or portions of meetings set forth in Section 1; and;

WHEREAS, this governmental body may order the destruction of the verbatim record even if it continues to withhold the approved written minutes of the closed session until some later period of time;

THEREFORE BE IT RESOLVED by the City Council of the City of Charleston, Coles County, Illinois, as follows:

SECTION 1: Based upon the statements made within the preamble to this resolution, the City Council for the City of Charleston, Coles County, Illinois,

hereby orders the destruction of the verbatim record, being an audio or video tape recording, of the following full meetings or portions of meetings:

Executive/Closed Session Meetings for the following dates:

May 16, 2017
June 6, 2017
July 5, 2019
December 15, 2017

SECTION 2: This resolution shall be in full force and effect immediately upon its passage.

INTRODUCED this _____ day of _____ 2019.

PASSED this _____ day of _____ 2019.

APPROVED this _____ day of _____ 2019.

	Aye	**Nay**	**Abstain**	**Absent**
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

_____
Brandon Combs, **Mayor**

ATTEST:

_____
Deborah Muller, **City Clerk**

City Council Regular Meeting **8)**

Meeting Date: 08/06/2019

Submitted By: Deborah Muller, City Clerk

TITLE:

PRESENTATION: Well-known local Abraham Lincoln interpretor, B.F. McClerren, will present to the City of Charleston two replicas of the Lincoln Statue that enhances the entrance to the Lincoln Douglas Museum.

STAFF RECOMMENDATION:

Approval not required.

City Council Regular Meeting **9)**

Meeting Date: 08/06/2019

Submitted For: Curt Buescher, Public Works Director

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Authorizing the City to issue a renewal of License Agreement with Charleston Water Fowl Association to use and regulate hunting activities at Lake Charleston.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Authorizing License Agreement Renewal with Charleson Water Fowl Association.

License Agreement with Charleston Water Fowl Association.

R E S O L U T I O N

19 – R – _____

RESOLUTION AUTHORIZING EXECUTION OF LICENSE WITH CHARLESTON WATER FOWL ASSOCIATION

WHEREAS, the City of Charleston controls the recreational activities provided at the Lake Charleston Reservoir and the portion of the impounded Embarras River within the Charleston City Limits; and

WHEREAS, there has continually been expressed interest in waterfowl hunting on the waters of the Lake Charleston Reservoir and the Embarras River Impoundment; and

WHEREAS, the Charleston Water Fowl Association continues to express interest in supervising and regulating the hunting activities on said waters; and

WHEREAS, said organization has historically monitored the waterfowl hunting activities;

NOW, BE IT THEREFORE RESOLVED by the City Council of the City of Charleston, Coles County, Illinois, that the License Agreement with the Charleston Water Fowl Association, attached hereto and incorporated herein by reference, be approved.

INTRODUCED to Council this _____ day of _____ 2019.

PASSED by Council this _____ day of _____ 2019.

APPROVED by the Mayor this _____ day of _____ 2019.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

_____

Brandon Combs, Mayor

ATTEST:

_____

Deborah Muller, City Clerk

LICENSE AGREEMENT

THIS LICENSE AGREEMENT entered into between the City of Charleston and the Charleston Water Fowl Association on this _____ day of August 2019 provides as follows:

1. That the City of Charleston grants unto the Charleston Water Fowl Association an exclusive license for waterfowl hunting on the Lake Charleston Reservoir and the Embarras River Impoundment for a period of one (1) year commencing September 1, 2019 and continuing thereafter until August 31, 2020.

2. That the Charleston Water Fowl Association shall provide all monitoring of said waterfowl hunting activities.

3. That the Charleston Water Fowl Association shall monitor and regulate said activities so as to insure that all Federal, State, and Local Laws are complied with by the users of said property.

4. That the parties further agree that said license may be revoked or withdrawn by the City of Charleston with or without cause upon twenty-four (24) hours' notice to the Charleston Water Fowl Association.

5. That the Charleston Water Fowl Association indemnifies and holds harmless the City of Charleston from any liability due to the activities of the Water Fowl Association or its members.

6. That the Charleston Water Fowl Association shall require all waterfowl hunters to register at Charleston's City Hall and obtain a registration card at no expense to the hunter.

7. That the Charleston Water Fowl Association shall require all hunters to sign in before they waterfowl hunt. The hunters will be required to sign in and record their waterfowl permit number.

DATED this _____ day of _____, 2019.

CITY OF CHARLESTON, ILLINOIS

By: _____
Mayor

ATTEST:

_____
City Clerk

CHARLESTON WATER FOWL ASSOCIATION

By: _____
Its Agent

City Council Regular Meeting **10)**

Meeting Date: 08/06/2019

Submitted For: Steve Bennett, Fire Chief **Submitted By:** Deborah Muller, City Clerk

TITLE:

RESOLUTION: Approving the 2019 Emergency Operations Plan.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Approving 2019 Emergency Operations Plan.
Emergency Operations Plan (2019).

RESOLUTION

19 – R – _____
A RESOLUTION APPROVING THE 2019 EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Charleston last adopted an Emergency Operations Plan in 2015; and

WHEREAS, the City of Charleston sees the importance of maintaining a current Emergency Operations Plan; and

WHEREAS, it is in the best interest of the citizens of the City of Charleston and County of Coles to have a current plan in place, a plan which will make the City of Charleston compliant with NIMS standards and will enhance and make more efficient the City's responses in the event of an emergency;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Charleston, County of Coles, and State of Illinois, that the City of Charleston hereby adopt the 2019 Emergency Operations Plan.

INTRODUCED to Council this ____ day of _____ 2019.

PASSED by Council this _____ day of _____2019.

APPROVED by the Mayor this _____ day of _____ 2019.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

_____
Mayor

ATTEST:

_____
City Clerk

City of Charleston

Illinois

Emergency Operation Plan

August 2019

City of Charleston, IL.

Emergency Operation Plan

August 2019

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EMERGENCY OPERATIONS PLAN

CITY OF CHARLESTON

SEVERABILITY

If any section, clause or provision of this plan shall be held invalid, the invalidity thereof shall not affect the validity of the remaining portions of the provisions of this plan.

All regulations and/or parts of regulations, or ordinances conflicting with any of the provisions of this plan shall hereby be repealed.

This **Emergency Operations Plan** shall be in full force and effect upon approval by the Council of the City of Charleston, County of Coles, and State of Illinois.

Approved this _____day of _____ 2019.

By: _____
Dr. Brandon Combs, Mayor

By: _____
R. Scott Smith, City Manager

By: _____
Steve Bennett, Fire Chief

Attest:

_____
Deborah Muller, City Clerk

CITY OF CHARLESTON

BASIC PLAN

I. PURPOSE

The Basic Plan addresses the City of Charleston's planned response to extraordinary emergency/disaster situations associated with natural disasters, technological incidents, and other major incidents. It provides operational concepts relating to the various emergency situations, identifies components of the local emergency management department and describes the overall responsibilities of the organization for protecting life and property, as well as assuring the overall well-being of the population of the City of Charleston. The plan also identifies the sources of outside support which might be provided by other jurisdictions, state and federal agencies, and the private sector.

THE ICS STRUCTURE/NIMS

The Basic Plan addresses the City of Charleston's resolution authorizing the adoption of the National Incident Management System, adopted October 5, 2004. The Resolution, No. 04-R-80, copy is located on the last page of the Basic Plan.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. The City of Charleston is comprised of approximately 12 square miles located in East Central Illinois, with a population of 21,838 according to the 2010 census. The City of Charleston is devoted primarily to residential use, but also contains several major road and infrastructure networks, the Largest County Employer (Eastern Illinois University), businesses, light industry, several nursing care facilities, County jail, and is the County Seat of Coles County.

2. In all but the most severe widespread disaster situations, the City has adequate resources and expertise available to respond to and resolve the situation.

3. A detailed analysis of the hazards and vulnerabilities facing the City is on file in EOC.

4. The City of Charleston recognizes its responsibilities by statute and morally to provide for the safety of the population during disaster times.

B. ASSUMPTIONS

1. Warning coverage using a combination of five outdoor warning sirens in the City Limits, and 3 additional Sirens and Announcement Speakers on the Campus of EIU, NOAA Weather Radio, Paris WXJ - 76, Champaign 162.550, Paris KXI - 47 162.525, and several AM-FM radio stations 24 hours per day, and Mediacom Cable Television system provides us the capability of alerting 85% of the residents in the municipal area. The area also has voice activated alerting monitors in Nursing Homes and City buildings which are activated via radio in the EOC.

2. All local officials who have a role in the disaster management system are familiar with the appropriate sections of the plan.

3. It is assumed that the mutual aid resources described in the plan shall be available within a reasonable time.

4. The plan relies on the concept that the response to a disaster will always be at the lowest possible level.

5. Preparedness in advance of an incident that includes the public, private and non-governmental organizations will be the responsibility of all government departments/agencies.

III. CONCEPT OF OPERATIONS

A. GENERAL

It is recognized that it is the responsibility of government to undertake comprehensive emergency management in order to protect life and property from the effect of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from the state government through the EOC. The federal government will provide assistance to state if approved.

The plan is based upon the concept that the emergency functions for the various groups involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Those day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency.

A comprehensive emergency management plan is concerned with all types of hazardous situations that may develop in the City. It is more than an operations plan in that it accounts for activities before and after, as well as during, emergency operations.

The Emergency Management Policy Group is responsible for all policy decisions relating to Emergency Management. The group will recognize the National Incident Management System and Incident Command. ICS relies upon an Incident Action Plan (IAP).

B. PHASES OF EMERGENCY MANAGEMENT

The planning effort of the City is based on the orderly, coordinated accomplishment of required tasks by the appropriate departments. In order to ensure the ability of the government to respond, there must be a timeline established for task accomplishment.

1. MITIGATION: All actions taken to reduce or minimize the possibility of occurrence or the impact of a disaster.

2. PREPAREDNESS: All actions taken to ensure the readiness of the government to respond to and recover from the effects of a disaster.

3. RESPONSE: All actions taken to meet the immediate life-safety needs of the jurisdiction and provide a Safety Officer for the safety of emergency responders following a disaster.

4. RECOVERY: All actions taken, both short- and long-term, to restore the jurisdiction to its pre-disaster condition.

5. PREVENTION: Protective actions taken to avoid an incident, stopping an incident from occurring, deterring operations, and surveillance.

IV. LEVELS OF EMERGENCY

For Hazardous Materials Level of Emergency, see Haz-Mat Annex

LEVEL I - A Level I emergency is a minor to moderate emergency where local resources are both adequate and available. A local disaster emergency is not declared by the jurisdiction.

LEVEL II – A Level II emergency is a moderate to severe emergency where local resources are either not adequate or not available and where mutual aid on a county-wide or regional level is required. A local disaster emergency may or may not be declared.

LEVEL III – A Level III emergency is a major disaster where resources in and around the affected area are instantly overwhelmed and state or federal assistance is required in both response and recovery. A local disaster emergency will be declared.

V. ORGANIZATION AND ASSIGNMENTOF RESPONSIBILITIES

A. GENERAL

Most of the departments within the City have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency procedures and SOG's. Specific responsibilities are outlined under a section entitled "Task Assignments," as well as in specific annexes. Responsibilities for certain organizations that are not part of local government are also presented.

B. ORGANIZATION

1. Emergency Management Policy Group – The Emergency Management Policy Group is responsible for all policy decisions relating to emergency management. The group is a single body. The group is as follows:

    - Mayor
    - City Manager
    - City Police Chief
    - City Fire Chief
    - Coles County EMA
    - Director of Public Works
    - City Building Official / City Planner

- EIU Representative
- CECOM Representative
- Coles County Health Department
- Red Cross

C. TASK ASSIGNMENT

1. Emergency Management Policy Group

a. Coordinates all phases of Emergency Management.
b. Provides NIMS training and compliance.
c. Coordinates communications.
d. Coordinates resource management.
e. Provides Hazardous Materials Annex.
f. Operates EOC.
g. Provides comprehensive Emergency Management Planning.
h. Provides staff training.
i. Controls warning.
j. Coordinates mass care.
k. Coordinates evacuation support.
l. Coordinates mortuary support.
m. Coordinates direction and control.
n. Coordinates damage assessment/disaster intelligence.
o. Coordinates health and medical services.

2. Law Enforcement

a. Maintains law and order.
b. Provides evacuation.
c. Controls restricted areas.
d. Protects vital installations.
e. Provides warning support.
f. Provides communication support.
g. Provides liaison and coordination with other law enforcement.
h. Provides evacuation support
i. Supports EOC and Alternate EOC.
j. Negotiates and authorizes mutual aid agreements

3. Fire Services

a. Provides fire/rescue service.
b. Provides warning support.
c. Provides support for search and rescue operations.
d. Provides hazardous materials mitigation

e. Supports emergency medical services.
f. Provides biochemical decontamination.
g. Provides EOC support.
h. Provides evacuation support.
i. Negotiates and Authorizes Mutual Aid Agreements

4. Water, Sewer, Street, and Public Property

a. Maintains Water and Sanitary Sewer service
b. Maintains storm sewers.
c. Conducts road and bridge repairs.
d. Stores fuel.
e. Provides equipment as needed.
f. Provides resource of private contractors.
g. Coordinates private contractor response.
h. Coordinates tree removal/replacement program.
i. Provides EOC support.
j. Negotiates and Authorizes Mutual Aid Agreements

5. Public Health and Medical Support

See Health and Medical Annex.

6. City Attorney

a. Provides technical services.
b. Provides legal counsel.

7. Building Official / City Planner

a. Provides damage assessment.
b. Supports EOC Intelligence positions.
c. GIS mapping support.

8. Street Department and Public Properties

a. Debris removal support.
b. Supports and Maintains Evacuation Routes

9. Red Cross

a. Operates shelter.
b. Provides public welfare assistance within parameters of Privacy Policies.

c. Educates and informs public.
d. Conducts and coordinates blood drive.
e. Provides counseling.
f. Provides EOC support.
g. Maintains shelter agreements and provides list to EOC
h. Feeding
I. Provides direct technical assistance to those impacted

10. Emergency Management Agency Coordinator

a. Coordinates all phases of emergency management
b. Assigns EOC positions during emergencies
c. Advises decision makers of emergency situation and recommended actions to protect the public
d. Coordinates warnings and communications in EOC
e. Maintains readiness of EOC and coordinates EOC operations
f. Coordinates and supports shelter operations
g. Coordinates and supports welfare operations
h. Coordinates damage assessment operations
i. Coordinates resource requests and maintains resource manual
j. Coordinates debris removal
k. Requests State and or Federal assistance/ and resources through IEMA and acts as local Liaison
l. Coordinates and supports disaster intelligence
m. Supports Hazmat operations
n. Negotiates and Authorizes Mutual Aid Agreements

11. CECOM (along with assistance from County and State)

a. Provides 911 answering points and public safety answering points.
b. Provides communications.
c. Provides EOC or Alternate EOC support.
d. Provides public information and education.
e. Provides dispatch of Mutual Aid Resources

12. Coles County Coroner

a. Maintains and coordinates all mortuary functions
b. Negotiates and Authorizes Mutual Aid Agreements
c. Investigates Cause of Death and Injury

d. Maintains and Coordinates autopsy records and Death Certificates

VI. DIRECTION AND CONTROL

ICS (Incident Command System) will be in use for all major emergencies and disasters. ICS will use common terminology for communication network.

The final responsibility for all emergency management belongs to the officials composing the Emergency Management Policy Group. The group is responsible for all policy-level decisions. During response operations, the Incident Command System will be in use and the group will be available to assist with non-routine problems.

The Emergency Management Agency Coordinator (EMC), who has the responsibility for the entire emergency management program, is appointed by the County and approved by the County Board. The EMC advises the group on courses of action available for major decisions with assistance from EOC personnel.
During emergency operations, the EMC is responsible for the proper functioning of the EOC or Alternate EOC. The EMC also acts as a liaison with other local, state and federal emergency management agencies.

Specific persons and agencies are responsible for fulfilling the obligations as presented in the basic plan and individual annexes. Department heads will retain control over their employees and equipment.
Each department will be responsible for having its own standard operating guidelines (SOGs) to be followed during operations.

During emergency situations, certain departments will be required to relocate their center of control to the EOC/Alternate EOC. During large-scale emergencies, the EOC will, in fact, become the seat of government for the duration of the crisis.

VII. CONTINUITY OF GOVERNMENT

A. Succession of Command

1. Line of succession on the City Council is from the Mayor (or his Designee – City Manager), and Mayor Pro-Tem to the members of the Council in order of their seniority on the Council.

2. Line of succession to the EMC will be the Assistant Coordinator, followed in order of the SOGs.

3. Lines of succession to each department head are according to the SOGs established by each department.

B. In order to provide normal government operations after a disaster, vital records must be protected. These would include legal documents, as well as personal documents. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

VIII. ADMINSITRATION AND LOGISTICS

A. Emergency Authority

A compendium of local and state legislation pertaining to emergency management is available.

B. Agreements and Understandings

Should local government resources prove to be inadequate during an emergency operation; requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, private sectors, volunteer organizations, or other available capabilities.
All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

C. Reports and Records

Required reports will be submitted to the appropriate authorities in accordance with individual annexes.

D. Emergency Operations Center

1. EOC functions are as follows: Coordination, communications, resources, dispatch and tracking. Information is to be collected for analysis and dissemination.

2. The City of Charleston EOC is the primary site for all Disaster Operations (City Hall). Facilities include an operations room, communications room, makeshift bunking and feeding areas, and office space. In the event the EOC should become unusable, the City Fire Station two will be used as an alternate

facility. Other alternate facilities include the Charleston Police Department, City Library, County Buildings, EIU, banks, and/or public and private facilities as required.

E. Relief Assistance

All individual relief assistance will be provided in accordance with the policies set forth in state and federal provisions.

F. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the State Attorney General's Consumer Protection Division.

G. Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. The policy applies equally to all levels of government, contractors, and labor unions.

H. Duplication of Benefits

No person, business concern, or other entities will receive assistance with respect to any loss from which he/she has received insurance or other compensation. FEMA will occasionally assist with costs over and above the insurance thresholds.

I. Use of Local Firms

When major disaster assistance activities may be carried out by contact or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms and individuals residing or doing business primarily in the affected areas.

IX. PLAN DEVELOPMENT AND MAINTENANCE

R&D (Research and Development) will be used to solve operational problems. Preparedness organizations in the jurisdiction will validate, integrate, and prioritize the operational needs of NIMS (National Incident Management System).

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The EMC will brief the appropriate officials about their roles in emergency management and this plan in particular.

All agencies will be responsible for the development and maintenance of their respective segments of the plan as set forth earlier in "Organization and Assignment of Responsibilities."

The group will be responsible for ensuring that an annual review of the plan is conducted by all officials involved. The EMC will coordinate all review and revision efforts.

The plan shall be activated at least once every two years in the form of a simulated emergency in order to provide practical, controlled, operational experience to those individuals who have EOC requirements.

CITY OF CHARLESTON

Components

THE BASIC PLAN

The Basic Plan is an overview of the City's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the EOP, explains the general concept of operations, and assigns responsibilities for emergency planning and operations.

FUNCTIONAL ANNEXES

Functional annexes are plans organized around the performance of a broad task. Each annex focuses on one of the critical emergency functions that the City will perform in response to an emergency. The number and type of functional annexes included in the EOP is dependent on needs, capabilities, and or resources. They should not repeat general information contained in the Basic Plan. The following list of functional annexes addresses core functions that warrant attention and may require specific actions to be taken during emergency response operations.

- **Direction and Control** – Overview of information the City will use to direct and control the activities that are essential to saving lives, protecting property, and restoring City services during and following emergency situations.
- **Communications** – Provides information on establishing, using, maintaining, augmenting, and providing backup for all of the types of communications devices needed during emergency response operations.
- **Warning** – Describes the warning systems in place within the City and the responsibilities and procedures for using them. Components of the system should be identified and the provisions that have been made to implement warning described.
- **Emergency Public Information** – Describes the means, organization, and process by which the City will provide timely, accurate, and useful information and instructions to area residents throughout an emergency.
- **Evacuation** – Describes the provisions that have been made to ensure the safe and orderly evacuation of people threatened by the hazards the City faces.
- **Mass Care** – Describes the provisions that have been made to ensure disaster victims receive the appropriate services when at a mass care facility. It must be designed to provide different types of support in response to the unique nature of the situation to include facilities, shelter, food, protection, and other human needs of an evacuated population.
- **Health and Medical Services** – Describes policies and procedures for mobilizing and managing health and medical services under emergency or disaster conditions.

- **Mortuary Services** – Describes the role and functions served by the Coles County Coroners' Office pertaining to locating, recovering, and processing fatalities that may occur during a disaster.
- **Hazardous Materials Response** - Describes the City's policies and procedures for responding to a hazardous material incident.

Our unique Hazard Planning Considerations would include the following:

- Hazardous Materials Release
- WMD (Weapons of Mass Destruction) / Terrorism
- Pandemic Flu Epidemic
- Weather Hazards
- Earthquakes
- Campus Emergencies

CITY OF CHARLESTON

DIRECTION AND CONTROL

I. PURPOSE

The purpose of the Direction and Control Annex is to provide an overview of information on the means of the jurisdiction's direction and control of the activities of the City government that are essential to saving lives, protecting property, and restoring the government services during and following emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

During extraordinary emergency situations associated with natural disasters, technological incidents, and other major incidents that could warrant a multi-response group effort, direction and control of the command structure during the entire response effort must be achieved to restore the City government operations. It is assumed that the mutual aid resources will be available within a reasonable time frame.

B. Assumption

1. The Emergency Operations Center (EOC) will be activated. All local officials having a role in the disaster management system will respond to the EOC. The EOC will operate until the disaster has been down-graded and government operations can resume to normalcy.

2. The Incident Command System (ICS) will be activated. The ICS will ensure that the appropriate response leader will assume proper command of the situation. The ICS will provide for a manageable span of control where supervisors are expected to manage three to seven subordinates.

3. When capacity limitations, resource shortfall, and inadequate capabilities are evident or will begin to become evident, use of personnel or resources from outside the City (mutual aid) to augment the city's response organization or other considerations that may directly impact the ability of the city to respond to emergency situations will be utilized

III. CONCEPT OF OPERATIONS

A. Command Structure

1. The Emergency Operations Center (EOC) will be activated and will be the centralized management center for the Emergency Management Policy Group for policy making, coordination, communications, resource dispatch and tracking and information collection, analysis and dissemination.

2. The Chief Elected Official CEO or his Designee (City Manager) of the City of Charleston or appropriate designee directs all response recovery activities from the EOC. The Emergency Management Coordinator is responsible for the proper functioning of the EOC or Alternate EOC.

3. The on-scene Incident Command System (ICS) will be responsible for the direction and control of all response actions with a senior emergency response group individual who has reported to the scene of the emergency. The on-scene control will utilize the Incident Command System.

4. Unified Command Structure (UCS) will be established and implemented as appropriate.

5. The Operations Section Chief (OSC) will be responsible to the IC or UC for the direct management of all incident-related operational activities. The OSC will establish tactical objectives for each operational period with other Section Chiefs and Unit Leaders, establishing their own supporting objective.

6. OSC will be designated for each operational period and should have direct involvement in the preparation of the Incident Action Plan (IAP). Branches will be established when the number of divisions or groups exceeds the recommended span of control for the Operations Section Chief.

7. Area Command will be activated only if necessary. Area Command will be established to oversee the management of multiple incidents that are each being handled by a separate ICS Organization or that involves multiple ICS Organizations. Area Command will be used when there are a number of incidents in the same area and of the same type, such as two or more Haz-Mat situations. Unified Command will be established

when incidents under the authority of the Area Command are multi-jurisdictional.

8. The Safety Officer (SO) will monitor the incident operations and advise the IC on all matters relating to safety issues. The SO has emergency authority to stop and/or prevent unsafe acts and coordinates across jurisdictions, across functional agencies, and with private sector and non-government agencies

B. Authorities and Limitations

1. The Incident Command (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency/disaster.

2. When more than one scene is involved, the ICS coordinates on-scene activities with EOC.

3. The IC provides overall management at the incident site. This includes public safety, public information actions and incident communication.

4. The IC will direct, control and order resources including people and equipment.

5. The ICS coordinates direction and control activities in the field operations of emergency services organizations that have responded to the scene of an emergency. The ICS is responsible for coordination of multi-agency entities.

6. The ICS relies on Incident Action Plans (IAP).

C. Emergency Response Notification Procedures

1. The Coles County 9-1-1 Public Safety Answering Point (PSAP) is located at CECOM. The second PSAP is the Mattoon Police Department. CECOM is the primary contact for the emergency responders by activating alerting paging systems. Some notifications may be done by telephone.

2. Several of the emergency response groups may use their own paging alerting systems and telephone notification.

3. The EOC may notify EOC response groups using its own alerting system and telephone notification.

4. Accountability of responders:

   a. All responders will report in to staging and receive assignment.
   b. Assignment will be established by the IC.
   c. Response operations will be directed and coordinated as outlined by the IAP.
   d. Each individual involved in an incident will be assigned to one supervisor.
   e. Supervisors will adequately supervise and control their subordinates.
   f. Supervisors will communicate with and manage all resources under their supervision.
   g. Records and Reports will be managed by the supervisor for tracking resources.

D. Information

1. The Incident Command shall initiate disaster intelligence gathering upon arrival and relay it to the EOC via any means possible.

2. The EOC shall monitor all public safety frequencies and local commercial broadcast media. The EOC will provide an information runner to the Coles County 9-1-1 PSAP and or the Mattoon Police Department (Backup PSAP)

3. All emergency representatives at the EOC will review all information collected to analyze pertinent data. Pertinent information will be forwarded to the Public Information Officer (PIO) and to the IC.

4. The EOC will coordinate personal interviews of witnesses to the event.

5. Messages may be delivered by "runners." If runners are not available, radio will be used discriminately to avoid rumors or misinformation to the general public. The Illinois Wireless Information Network (IWIN) may be used to deliver messages to 9-1-1 PSAPs from police vehicles.
   The Coles County 9-1-1 PSAP has secure frequencies that may also be used to transmit information. The IWIN and secure frequency cannot be monitored by the general public.

E. EOC and ICP Relationship

1. The Incident Command Post (ICP) is responsible for tactical operations on-site location and for the safety of responders. A Safety Officer (SO) will be appointed.

2. The EOC is responsible for strategic operations.

3. The ICP is responsible to the EOC.

F. Coordination and Communications

1. All response groups will utilize primary frequencies unless informed otherwise by the IC or 9-1-1 PSAP.

2. All emergency response groups must identify themselves with their standard call signs with all transmissions.

3. Secondary frequencies may be utilized if coordinated with IC and 9-1-1.

4. Cell phones may be used but not relied on.

5. Plain Language will be utilized in all communications

G. Incident Command System (ICS)

1. The Incident Command System will be used in all responses to disasters.

2. On a single emergency response group response, the ICS may be reduced to solely an incident commander.

3. Within the ICS, the span of control of any individual with incident management supervisory responsibilities should range from three to seven subordinates.

4. The Emergency Management will appoint a Safety Officer for Incident Command System operation.

H. Inter-Jurisdictional Relationship

1. A unified approach will be used during an inter-jurisdictional assistance operation.

2. The initial emergency response will, to the maximum extent possible, be by the City (local) jurisdiction.

3. Emergency response groups shall address any formal arrangements in order to request from or to provide assistance to other jurisdictions and the private sector during emergency situations.

4. Receiving and staging areas will be in operation for major emergency/disaster assistance (mutual aid) for the local jurisdiction.

5. Any emergency response group requiring mutual aid agreements shall maintain the agreements and shall supply a copy of the agreements to the Coles County Emergency Management Coordinator for EOC reference.

6. Request for state resources from IEMA will be made through the Coles County Emergency Management Coordinator. (IEMA 24-hour telephone number – 1-800-782-7860).

7. Request for federal resources from FEMA will be made through EOC.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Chief Executive Official CEO or his Designee (City Manager) is the Mayor of the City of Charleston. Responsibilities include:

1. Activates EOC (full or partial activation), when appropriate.

2. Directs tasked organizations to ensure response personnel report to the appropriate locations (EOC, emergency scene, work center, staging area, etc) in accordance with the organization's SOG
3. When notified, reports to the EOC.

4. If appropriate, identifies and establishes contact with the ICs in the field.

5. Provides overall direction of emergency response operations until an emergency scene is established and an IC assumes this responsibility. (For emergency situations that occur with little or no warning, an IC may already have responded to the scene and taken charge before notification of the CEO OR HIS DESIGNEE).

6. As appropriate, directs implementation of protective actions for public safety.

7. As appropriate, designates an IC to direct tactical operations at each scene.

8. If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.

9. When appropriate, terminates response operations and releases personnel.

B. Fire Department

1. When notified of an emergency/disaster situation, sends response teams, personnel, equipment and vehicles to the emergency site, staging/receiving areas, or other locations, as appropriate.

2. Identifies an IC and establishes an ICP, if appropriate. Assigns appropriate personnel to IC staff.

3. Performs IC duties at the emergency scene, if appropriate.

4. Notifies the EOC of the situation if the original notification did not come from the EOC.

5. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.

6. Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.

7. Manages fire/rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the need, as appropriate, for evacuation and or Sheltering in Place of the immediate area in and around the emergency scene.

8. Alerts all emergency response organizations of the dangers associated with technological hazards and fire during the emergency operations.

9. Responds to the disaster scene with emergency medical personnel and equipment.

10. Upon arrival on the scene, assume appropriate role in the ICS as directed by the IC. FD may also perform the IC duties if appropriate

11. Triage, stabilize, treat, and transport the injured.

12. Establish and maintain field communications and coordination with other responding medical teams.

C. Law Enforcement

1. Manages law enforcement resources and directs emergency operations. Duties may include:

    a. Directing and controlling traffic during emergency.
    b. Assisting in the evacuation of people at risk in and around the emergency scene.
    c. Controlling access to the scene of the emergency or the area that has been evacuated.
    d. Providing security in the affected area to protect the public and private property.

2. Performs IC duties at the emergency scene, if appropriate.

3. Identifies an IC and establishes an ICP, if appropriate. Assigns appropriate personnel to IC staff.

4. Notifies the EOC of the situation if the original notification did not come from the EOC.

5. Sends a senior representative to the EOC when activated.

D. EMA Coordinator

1. The EOC Coordinator is assigned by the County Board.

2. The EOC Coordinator activates the EOC when directed to do so by the CEO OR HIS DESIGNEE or when the situation warrants action.

   a. In the event the primary EOC has to be shut down, the EOC Coordinator will be responsible for moving control operations to the alternate EOC site.
   b. Ensures that the Alternate EOC is appropriate.

3. Notifies the CEO OR HIS DESIGNEE immediately of significant emergency situations that could affect the jurisdiction. When directed by the CEO OR HIS DESIGNEE or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the action appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.), in accordance with their organization's SOG.

4. Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:

   a. Information processing.
      i. Maintaining a significant events log.
      ii. Message handling.
      iii. Aggregating damage information from all resources.
      iv. Identifying resource needs.
      v. Preparing summaries on status of damage.
      vi. Preparing briefings for senior management officials.
      vii. Displaying appropriate information in the EOC.
      viii. Preparing and submitting necessary reports, when required (regarding situation, critical resource status, etc.) to the State IEMA, EOC, as appropriate.
   b. Coordinating logistical support for response personnel and disaster victims.
   c. When directed by the CEO OR HIS DESIGNEE or when conditions warrant such action, relocating staff to the alternate EOC in order to continue response operations.
   d. When directed by the CEO OR HIS DESIGNEE, terminating operations and closing the EOC.

E. Director of Public Works

1. When notified of an emergency situation, sends response teams/personnel and equipment and vehicles to the emergency scene, staging area, or other location, as appropriate.

2. Identifies IC and establishes ICP, if appropriate, and assigns appropriate personnel to IC staff.

3. Performs IC duties at the emergency scene, if appropriate.

4. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.

5. Manages resources and directs operations. Duties may include:

    a. Performing debris removal operations.
    b. May assist in search and rescue efforts by providing heavy equipment at specific scene locations.
    c. May assist in the evacuation of people at risk in and around the emergency scene.
    e. Coordinating with utility companies to restore electrical power, gas service, telephone and cable service to disaster victims.
    f. Removing and properly disposing of debris from the incident site.
    g. Establishing and maintaining sanitary and storm sewer services.

Street Superintendant

1. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.

2. When notified of an emergency situation, sends response teams/personnel and equipment and vehicles to the emergency scene, staging area, or other location, as appropriate

3. Manages resources and directs operations. Duties may include:

    a. Performing debris removal operations.
    b. Providing emergency generators, fuel, lighting, and sanitation to support emergency workers at the emergency scene and at the EOC.

c. Coordinates equipment necessary to maintain City fleet operations to include tires, mechanical parts, and other such items.
d. May assist in the evacuation of people at risk in and around the emergency scene by providing specific equipment.

Water Treatment Plant Superintendent

1. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.

2. Takes necessary steps to secure City water systems and provide drinking water and water for fire protection to the general public.

F. City Building Official / City Planner

1. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.

2. When notified of an emergency situation, responds to or sends response teams to determine structural condition of buildings.

3. Provides personnel to assist with damage assessment

G. City Attorney

1. Responds to, or sends a representative, to the EOC.

2. Advises the CEO OR HIS DESIGNEE on legal matters relating to the incident.

Legal Secretary

1. Will assist in EOC with legal issues and documentation of the Incident of activities and resources.

H. City Comptroller

1. Responds to, or sends a representative, to the EOC.

2. Provides the CEO OR HIS DESIGNEE summary briefings on status of financial transactions.

3. Handles all procurement requests initiated by response organizations.

4. Establishes a procedure for the City to accept "cash donations".

5. Becomes familiar with the protocol and procedures required by the Stafford Act that are applicable to reimbursing the City for eligible expenses associated with State and Federal declarations.

6. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the City during the emergency.

I. CECOM Representative

1. When notified of an emergency situation, reports directly to the dispatch center (PSAP) and notifies the EOC upon arrival.

2. Ensures the emergency communications both in the dispatch center (PSAP) and in the EOC are maintained and managed (radio systems, telephones, computers, CAD, and repair crews).

3. Follows established procedures and radio protocol for voice transmissions and message handling.

4. Screens and logs information when appropriate, and routes incoming calls to the appropriate sections in the EOC.

J. School Superintendent

1. Protects students in school when emergency situation occurs.

2. Evacuates students, if appropriate or as directed. When directed by the appropriate authority, closes school facilities and releases students either to an off-site location or private residences.

3. As may be directed by appropriate authority, makes schools available for use as mass care facilities or temporary shelter.

4. Conducts damage assessment of school facilities.

K. Health Department Representative

1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.

2. Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.

3. Collects information and reports damage/status of health and medical facilities and equipment to the EOC.

4. Screens and coordinates with incoming groups such as Disaster Medical Assistance Teams (DMAT) as well as individual health and medical volunteers, ensures that positive identification and proof of licensure is made for all volunteers.

5. Coordinates the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.

L. Hospital Representative (EMS Coordinator)

1. Implements internal hospital disaster plan.

2. Notifies the EOC of conditions of the hospital and number and types of beds available.

3. Establishes and maintains field and inter-hospital medical communications.

4. Provides medical guidance as needed to EMS field units.

6. Provides patient identification information upon request.

M. Public Information Officer

1. The Public Information Officer is assigned by the CEO OR HIS DESIGNEE or IC.

2. When notified, reports to the EOC or incident scene as appropriate.

3. Handles inquiries and informs the public about disaster damage, restricted areas, and actions to protect and care for companion animals, farm animals and wildlife, and available emergency assistance.

4. Coordinates press releases among all response organizations which are approved by the CEO OR HIS DESIGNEE or Incident Command.

5. Establishes media control center or JIC (Joint Information Center) appropriate distance from the EOC or ICP.

N. Red Cross

1. Provides food for emergency crews and individuals Impacted by the incident.

2. Assist with the reunification of the injured with their families within the guidelines of privacy policies.

3. Coordinates blood drives, blood, blood substitutes, and blood byproducts for replacement of blood items.

4. Provides assistance for the special needs of the handicapped, elderly as directed / requested by Public Health.

5. Identifies shelter locations and maintains agreements

6. Establishes shelters as directed by the EOC

CITY OF CHARLESTON ORGANIZATIONAL CHART – MAY 2019

(134 Full Time Positions)

MAYOR AND CITY COUNCIL

(1) **PT City Attorney**

(1) **City Manager**

ADMINISTRATIVE
(4 Positions)
(1) I. S. Director
(1) City Clerk
(1) Deputy Clerk
(1) Administrative Asst

FIRE/RESCUE
(35 Positions)
(1) Chief
(1) Asst Chief
(3) Captains
(6) Lieutenants
(24) Firefighter/EMT

POLICE
(34 Positions)
(1) Chief
(1) Deputy Chief
(4) Lieutenants
(5) Sergeants
(16) Officers
(1) Narcotics Inspector
(3) Detectives
(2) Clerks
(1) Evidence

PARKS & RECREATION
(10 Positions)
(1) Director
(1) Athletic Supervisor
(1) Recreation Supervisor
(1) Business Manager
(1) Superintendent of Parks
(1) Parks Foreman
(3) Parks Operators
(1) Tourism/Special Events

PUBLIC WORKS
(39 Positions)
(1) Director
(1) Asst Director
(3) Superintendent
(1) Asst Superintendent
(7) Foremen
(23) Operator/Laborers
(2) Mechanics
(1) Lab Director

BLDG & DEV SERV
(4 Positions)
(1) Director/City Planner
(1) Building Code Off.
(2) Inspectors

FINANCE
(6 Positions)
(1) Comptroller/Director
(1) Accounts Payable Clerk
(1) Payroll/HR Specialist
(1) Water Supervisor
(1) Billing Foreman
(1) Data Processing Clerk

CITY OF CHARLESTON

COMMUNICATIONS

I. PURPOSE

The purpose of the Communications Annex is to describe how information will be exchanged among responders in the City of Charleston during emergency/disaster situations.

II. SITUATION

In the event of a large-scale disaster, the normally used CECOM radio system will be overloaded by emergency response radio usage. The use of other private, public frequencies and radio systems may be necessary to maintain viable communications. Emergency response groups may need to rely on their own radio frequencies and utilize amateur radio and other communications systems to effectively respond to the disaster.

III. ASSUMPTIONS

A. It is recognized that large-scale emergency operations usually require a communications capability beyond the normal capacities of the equipment of a local government; therefore, the type required and sources (from the public and private sector) for the additional equipment needed to support response operations should be identified as a fundamental activity associated with developing this annex of the plan.

B. Augmentation of local capability by higher levels of government may be necessary.

C. Designation of specific response organizations to maintain operational control of their own communications systems, while coordinating with the Emergency Operations Center (EOC) during emergency operations may be needed.

D. Spontaneous voluntary support of ham radio operators, (the EOC has a licensed Ham Station KC9KRA)radio clubs, and private organizations with sophisticated equipment may be utilized. The use of ITEC Trailers as a resource can also be utilized.

E. Communications between emergency responders is essential for effective operations.

F. Radio frequencies have been established for the various emergency services (police, fire/rescue, EMS, EMA, public works, etc.).

G. CECOM provides communications services for the various departments from the Coles County 911 Center.

H. Coles County Emergency Telephone System Board (ETSB) provides and maintains all necessary communications equipment for the County and Charleston (both City and County).

I. All emergency service vehicles are radio equipped with their assigned frequencies. The Police Department and The Fire Department, along with EIU have Starcom radio systems.

J. Sufficient communications exist for most emergency situations.

K. The EOC maintains all emergency agency frequencies.

IV. CONCEPT OF OPERATION

A. The Public Safety Answering Point (PSAP) coordinates city-wide day-to-day emergency operations activities from the Communications Equipment of the Coles County ETSB.

B. During a disaster, communications may fail requiring a need to expand communications capabilities. If it should fail, the back-up PSAP communications system shall be used. Expansion of communications can be by utilizing ham radio, fax machines, portable phones, etc. Also, many emergency service mobile radios are programmed with other emergency service frequencies, other than their own, to all inter-agency communication.

C. Incident Communications will be managed by the Incident Command System.

D. There are amateur (ham operators) in Charleston who can be contacted to provide additional communications support.

E. The primary method of communications between emergency service units at the disaster site, and to the EOC, will be by radio. Back-up methods would be by amateur radio, telephone, and messengers.

F. The EOC has low band State EOC radio capabilities, all local public service VHF frequencies, Starcom, and Ham radio.

G. The private sector and voluntary organizations' primary method of communication would be by telephone with back-up methods provided by amateur radio and messengers. Some also carry hand-held radios.

H. EOC to the control centers will be radio on the emergency response group frequencies as assigned or telephone/cell phone.

I. EOC to shelter/lodging/mass feeding facilities would communicate by telephone/cell phone as practical or assigned portable radioes.

J. EOC to adjacent jurisdictions will be primarily by telephone/cell phone, or, Starcom with fax being an alternate method.

K. Some agencies have the capability to communicate with other jurisdictions on mutual aid frequencies.

L. The EOC to EMS shall be through the use of Fire Frequencies.

M. The primary EOC communications system source will be at The City Hall Location, with alternate backup EOC available.

N. All emergency response groups shall maintain their radio equipment at the command post, their control centers, and their vehicles.

O. All other emergency communications facilities are responsible for ensuring continuous 24-hour manning of communications systems during emergency operations.

P. All responding emergency response groups and organizations shall provide one person for EOC duty to ensure communications capability to the incident.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Chief Executive Official will:

1. Require the Communications Coordinator/EOC Manager to report to the EOC when notified of an emergency situation.

B. The EOC Manager will:

1. Activate Communication section in the EOC.

2. Implement emergency communications procedures.

3. Ensure Communications section of the EOC has the capability to sustain operations around the clock.

4. When notified of an emergency situation, report to the EOC.

5. Manage the emergency communications section of the EOC and supervise the personnel (radio, telephone, repair crews, runners, etc.).

6. Support media center communications operations, as needed.

C. Telecommunications Operators, Volunteers, Amateur Radio Operators will:

1. When notified, report to the EOC, staff the communications section, and operate assigned communications equipment.

2. Follow established procedures and radio protocol for voice transmissions and message handling.

3. Screen and log information, when appropriate, and route incoming calls to the appropriate section in the EOC.

D. IEMA / ILEAS / MABAS will:

1. Provide communications support to include personnel and equipment (as directed).

E. Amateur Radio Club will

1. Provide communications support.

F. All Tasked Organizations will:

1. Use American Language and use common terminology for communications.

2. Maintain their existing equipment and follow established procedures for communicating with their organizations. They should keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

3. Provide backup communications capabilities for the EOC.

4. Provide a backup communications link between the EOC and mass-care facilities, as needed, through use of mobile and portable radio units.

5. Activate backup or alternate communications systems, as necessary.

6. When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects.

7. Phase down operations, as appropriate.

8. Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.

9. Send all expense statements to the appropriate authorities (City Comptroller) for reimbursement.

10. A complete phone list and radio frequencies used in Charleston by government, emergency response groups, and volunteer organizations is found in the EOC Resource Manual.

VI. DEVELOPMENT AND MAINTENANCE OF COMMUNICATIONS ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to the response groups.

B. The responsibility for revisions and maintaining SOGs belongs to the response groups.

VII. AUTHORITIES AND REFERNECES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 41 U.S.C. 5121 et seq.

B. The Illinois Emergency Management Act (P.O. 87 – 168, January 1, 1992).

VIII. APPENDICES

A. Pre-Emergency Operations Checklist.

B. Response Operations Checklist

C. Recovery Operations Checklist

D. Radio Frequencies

A. Pre-Emergency Operations Checklist.

1. Analyze communications needs.

2. Train assigned communications staff and volunteer augmenters to perform emergency functions.

3. Test, maintain, and repair communications equipment.

4. Identify public, private, and voluntary organizations that can augment.

5. Develop procedures to warn areas not covered by fixed warning systems.

6. Identify special locations (schools, hospitals, nursing homes, major industries, places of public assembly, etc.), that need warning information.

7. Review and update government officials' alert list.

8. Update Communications Annex, as necessary.

9. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.

B. Response Operations Checklist

1. Initiate EOC on-line procedures.

2. Alert emergency service units to emergency.

3. Alert key government officials to the emergency.

4. Work with the Public Information Officer (PIO) to disseminate pertinent information to the public and media.

5. Provide information to special locations (schools, hospitals, nursing homes, major industries, and places of public assembly.)

6. Provide information for the hearing impaired, if applicable.

7. Request communications assistance from amateur radio operators.

8. Request assistance from state and federal government, if necessary through the EOC.

9. Consult Public Information Annex for more information.

C. Recovery Operations Checklist

1. Maintain emergency communications operations as long as necessary.

2. Repair/Maintain equipment.

3. Release unneeded personnel.

4. Support cleanup and recovery operations during disaster events.

D. Radio Frequencies

Channel Name	RX Freq.	TX Freq.	QT/DQT Dec.	QT/DQT Enc.
Charleston FD	151.475	153.935	123.0	123.0
County EMA	154.100	158.9100	88.5	88.5
CECOM	159.090	156.090	88.5	88.5
Mattoon FD	154.385	1569.000	192.8	192.8
Lincoln FPD	154.235	158.955	88.5	88.5
EIU PD	151.18250	159.4650	88.5	88.5
MABAS Red	153.830	153.830	None	69.3
MABAS White	154.280	154.280	None	74.4
MABAS Blue	154.2950	154.2950	None	85.4
MABAS Gold	153.8375	153.8375	None	91.5
MABAS Black	154.2725	154.2725	None	94.8
MABAS Gray	154.2875	154.2875	None	136.5
IFERN	154.2650	154.2650	None	210.7
IFERN 2	154.3025	154.3025	None	67.0
Charleston PD	151.0700	156.1425	74.4	74.1
Mattoon PD	154.8150	156.0300	167.9	167.9
Sheriff Dept.	155.670	153.9050	88.5	88.5
MERCI SBLHC	155.340	155.340	None	100.0
MERCI	155.340	155.340	None	210.7
IREACH	155.055	155.055	None	D156N
Public Works	158.745	153.800	123.0	123.0
V-Tac-1	151.13750	151.13750	None	None
V-Tac- 2	154.4525	154.4525	None	None
V-Tac-3	158.7375	158.7375	None	None
V-Tac-4	159.4725	159.4725	None	None
V-Call	155.7525	155.7525	None	None
CFD Mobile Repeater	173.2875	173.2875	None	107.2
ISPERN	155.475	155.475	None	D156N
ISP Dist. 10	154.695	None	None	None
Charleston PD By-Pass	151.070	151.070	74.4	74.4
CRT	154.770	154.770	None	None
Talk Around	155.955	155.955	94.8	94.8

CITY OF CHARLESTON

WARNING / EMERGENCY INFORMATION

I. PURPOSE

This annex describes the warning systems in place in the jurisdiction and responsibilities and procedures for using them. All components of the system will be identified and the provisions that have been made to implement warning are described.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. Hazardous materials spills, tornadoes or other hazards will require warning of the general public and emergency response groups in an expeditious manner. Warning sirens, commercial radio, and social media announcements are methods which will alert the citizens of the city.

B. Assumptions

1. Some people who are directly threatened by a hazard may ignore, not hear, or not understand the warnings issued by the City Government of Charleston.

2. Special needs groups such as the hearing impaired, sight impaired, physically disabled, or institutionalized (e.g., in mental treatment facilities, jails/prisons/detention facilities, etc.) require special attention to ensure a workable warning system is established.

3. Emergency response organizations such as fire and police may be called upon to assist with warning of the public.

4. Radio/TV stations will be willing to issue warning announcements.

5. National Oceanic and Atmospheric Administration (NOAA) Weather Warning Radio stations will disseminate watches and warnings issued by the NWS. NOAA tone alert radios are automatically activated when such warnings and watches are issued. NOAA Weather Radio will also be activated for other types of Emergency situations for public announcements.

6. The need to warn the public and alert government officials is common to all disaster situations.

7. The time available for warning may vary, from ample to none, on the speed of onset.

8. The EOC, and EIU can activate the sirens to assist with warning the public.

9. Provisions may be made to warn areas not covered by the outdoor warning systems. The EOC activates emergency alert systems and monitors via Radio signals

III. CONCEPT OF OPERATIONS

A. The Coles County 911 (PSAP) radio system will be the primary source to notify emergency response organizations concerning warnings about to be issued.

B. Most of the emergency services have their own alert warning systems that can back up the 9-1-1 system, if needed, to notify their own employees.

C. Appropriate government officials will be notified by telephone or by media announcements or, if necessary, by direct person contact.

D. The dissemination of alerts and warnings to the general public can be accomplished in the following ways:

1. Activation of the Outdoor Warning System: The City of Charleston has 5 outdoor warning sirens that can be activated by the EOC to alert the residents to an actual or impending emergency. These sirens are tested the first Tuesday of the month at 10:00 a.m. The Outdoor Warning Siren System should be activated for extreme emergency situations such as a tornado warning or other pre-state emergency situations.

2. Commercial radio station broadcast: Radio stations WMCI-FM 101.3, The X 107.9, WCBH 104.3, WEIC AM 1270, WHQQ 98.9, WLBH 96.9, WEIU 88.9 can be requested to make emergency announcements. See attached Appendix B.

3. Emergency service vehicle PA systems: Most emergency service vehicles have sirens with a built-in PA system that can be used to broadcast emergency information.

4. Telephone: This should only be used to notify a small number of people due to the time-consuming process.

5. The EOC activates alerting system on Mediacom Cable and also activates alerting monitors in Door-to-door notification: This should only be used for an isolated area with few residents in a slowly-developing situation such as Nursing homes, schools, and city buildings.

6. NOAA Weather Radio station KXI 47 in Paris and WXJ 76 in Champaign: The National Weather Service in Lincoln oversees Charleston and southeast Illinois. The system can be used for Emergency Messages by purchasing a NOAA weather radio.

7. The Emergency Notification Telephone System can be utilized to notify specified areas with a recorded message.

8. Scanners: Residents with scanners can monitor emergency situations; for example, when 9-1-1 alerts Fire, EMS, or other emergency services of emergency situations.

E. Warning for special locations such as schools, hospitals, nursing homes, recreational facilities, child daycare and adult daycare, public assembly areas, hotels, and major industrial sites may be accomplished by direct contact in-person, the Emergency Telephone Notification System, and/or NOAA weather warning radios. Warnings will be augmented by commercial radio and TV broadcasts as well as the outdoor warning sirens.

F. There is not a significant population of the hearing impaired or non-English speaking groups in the City of Charleston requiring special warning provisions. However, the TTY system which is located in the Coles County 911 PSAP will be utilized when possible.

G. Inter-jurisdictional Relationships

1. The EOC has the authority to activate the warning sirens, notify the National Weather Service to activate Weather Warning Radios, and notify commercial radio and TV stations to broadcast warnings.

2. The City of Charleston Fire and Police Chiefs, and their designees have the authorization to activate the warning sirens, notify the National Weather Service to activate weather warning radios, and notify commercial radio and TV stations to broadcast warnings.

3. Industrial complexes and transportation services that use, produce, store or transport hazardous materials should immediately alert 9-1-1 PSAPs when an emergency situation involving hazardous materials occurs. Any warning, if necessary, will be instituted by 9-1-1 PSAP.

4. Any affected nearby jurisdiction shall be warned of the Haz-Mat incident by any means possible to alert them of the potential threat of the situation.

IV. ORGANIZATION OR ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO OR HIS DESIGNEE (CITY MANAGER))

1. Specifies who has authority to order activation of warning sirens in the absence of the EOC Manager

2. Assigns a single organization the responsibility of activation of the various warning systems in the jurisdiction. The organization must be able to initiate the warning systems around the clock. In the City of Charleston, the EOC Manager has this responsibility.

3. Designates public service agencies, personnel, equipment, and facilities that can augment the jurisdiction's warning capabilities.

B. EOC Manager

1. Manages overall operations of the EOC and assists the CEO OR HIS DESIGNEE (CITY MANAGER).

2. Activates the warning section of the EOC.

3. Issues cancellation of warning notice or otherwise ensures emergency responders and the public are aware of the fact that the emergency situation is terminated.

4. Ensures emergency warning systems are activated when directed to do so.

D. All Tasked Organizations

1. Upon receipt of a warning message or signal, initiate internal organization notification actions to:

   a. Alert employees and volunteers assigned emergency response duties to the emergency situation.
   b. As appropriate to the situation:
      i. suspend or curtail normal business activities.
      ii. recall essential off-duty employees.
      iii. send non-critical employees home.
      iv. evacuate the organization's facilities.

2. If appropriate, augment the EOC's efforts to warn the public through the use of vehicles equipped with public address systems, sirens, employees going door to door, etc.

V. ADMINISTRATIVE AND LOGISTICS

A. Administration

1. Listing of all phone numbers and radio frequencies of emergency response groups can be found in the Resource manual, the EOC, in the dispatch center, and in Charleston Police and Fire Departments.

2. Maps of the warning siren system and coverage area can be found in the Appendix of this section.

B. Logistics

1. The Warning sirens will be tested monthly at prescribed times and dates.

2. The City of Charleston will be responsible for maintaining, repair, and/or replacement of damaged warning siren equipment within the corporate City limits.

3. Agreements with the private sector, such as commercial broadcast station, to augment warning capabilities are not needed.

4. ICs shall maintain warning equipment at their immediate disposal, such as PA systems, radio alert systems, and mobile sirens.

VI. DEVELOPMENT AND MAINTENANCE OF WARNING ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to Emergency Management Coordinator.

B. The responsibility for revisions and maintaining SOGs belongs to the emergency response groups and the 9-1-1 PSAPs.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relieve and Emergency Assistance Act, as amended 41 U.S.C. 5121 et seq.

B. The Illinois Emergency Management Agency Act (P.A. 87-168, January 1, 1992).

C. The City of Charleston Resolution No. 28-2008 "Resolution Adopting Emergency Management Response Plan" adopted by the City of Charleston Council on February 19, 2008.

VIII. APPENDICES

A. Siren locations in the City of Charleston.

B. Radio station listings

APPENDIX A

Siren #1
Douglas Street by the water tower

Siren #2
South route 130 at Sister City Park

Siren #3
Walnut Street by the baseball complex

Siren #4
404 10th Fire Station #1

Siren #5
18th Street Northeast of Charleston High School

Eastern Illinois University also owns and maintains sirens at the following locations:

1. Pole siren on east side EIU Baseball Stadium field.
2. Pole siren on west side of 9th street EIU parking lot.
3. Rooftop siren on Booth Library roof-center south section-above mechanical room.
4. Rooftop siren on Old Main building roof-east wing section-above math classrooms.

APPENDIX B

WMCI – 101.3 FM
The Party – 104.3 FM
The Axe – 92.1 FM
Victory – 103.9 FM
209 Lakeland Blvd
Mattoon, IL 61938
217-235-5624
217-235-1624
bub@myradiolink.com
rfonner@cromwellradio.com
lblickem@cromwellradio.com

WEIU – 88.9 FM
1521 Buzzard Hall
Eastern Illinois University
Charleston, IL 61920
217-581-9348
news@weiu.net

WCRC
WCRA
Jack FM
98.9 The Game
405 South Banker, Suite 201
Effingham, IL 62401
217-342-4141
efrye@cromwellradio.com

WBGL – 88.1 FM
4101 Fieldstone Rd
Champaign, IL 61822
1-866-917-9245
wbgl@wbgl.org

WLKL – 89.9 FM
5001 Lakeland Blvd
NW Bldg Rm 129
Mattoon, IL 61938
217-234-5373
899themax@lakelandcollege.edu

97.9 X -FM
KJ Country - 102.3 - FM
206 S Willow
Effingham, IL 62401
217-347-5518
info@themaxradio.com

WLRW 94.5 FM
2603 W Bradley
Campaign, IL 61821
217-352-4141
sarah@mix945.com

Updated 5-2019

CITY OF CHARLESTON

PUBLIC INFORMATION ANNEX

I. PURPOSE

The purpose of this annex is to establish policies and procedures to ensure a capability to disseminate accurate, timely and useful information to the public on emergency situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

The City of Charleston has the potential to experience a major emergency or disaster.

The public needs information regarding actions to be taken to minimize the loss of life and property.

Government officials will provide accurate and complete information and cooperate with the media to the extent possible.

The media would provide a means to disseminating emergency information to the public.

The area covered by local commercial broadcast stations is the entire city and county. Warning sirens cover approximately a mile and one-half diameter throughout the City.

Tornadoes, hazardous material spills and other localized and widespread disasters may occur which would necessitate warning the public and informing them of actions that they must take.

The principal means by which the public would be informed of potential threats to their health and safety would be disseminated by the Emergency Notification System, television, radio, cable outlets, newspaper, vehicle-mounted public address systems and door-to-door notification.

Due to the population of the City of Charleston and the self-reliance of the people of the city, the vast majority of the public has been made aware that in the event of an emergency, turning to the local radio station or television is their

best source of information.

B. Assumptions

The City of Charleston has a high level of preparedness, although public awareness campaigns cannot be 100% effective due to the many tourists, transients, and a collegiate population that makes up half of the population.

Rumors can be expected during any emergency.

During an emergency the public will want information on proper survival/response actions to take.

There may be times when disasters strikes without warning and the Public Information System cannot react rapidly enough.

The local media will usually cooperate with officials in disseminating information and guidance.

The general public will turn to the local media as a source of information and guidance.

III. CONCEPTS OF OPERATIONS

A. The Coles County Emergency Management Coordinator will initiate an awareness program to inform the public of potential hazards and appropriate actions to be taken.

B. The City will maintain preparedness information on the City Web site.

C. During the response and recovery phases of a major disaster/emergency situation, the Mayor or a Public Information Officer (PIO), designated by Incident Command will see that information is disseminated to the public by any means necessary (radio, TV, print, etc..) The PIO will work out of a designated information office, which will serve as the official point of contact for the media during the emergency. The CEO OR HIS DESIGNEE (CITY MANAGER), EOC, and IC will have final approval of dissemination of information.

D. Response organizations will coordinate information with the PIO and clear all press releases with Incident Command before releasing information to the media for consumption. The PIO shall also arrange to obtain

information from the private sector and voluntary organizations engaged in response and recovery efforts. Information of a technical nature shall be obtained from the appropriate local, state, or federal government or private sector agency.

E. The above-mentioned procedures are intended to provide for the complete and accurate dissemination of information.

F. The PIO shall supervise the information office and communicate with the Emergency Operations Center (EOC) to advise decision makers and coordinate public information efforts. News conferences should be scheduled as appropriate to inform the media of developments.

G. Information regarding the status of injured or missing persons, location of damaged/restricted areas and emergency welfare services shall be coordinated with the appropriate response agency. Information concerning the deceased shall be released by the Coles County Coroner.

H. The PIO shall arrange a schedule for the activation and release of public information personnel to provide for a continuous 24-hour manning capability of public information jobs during emergency operations.

I. Under the ICS, the PIO is a key staff member supporting the ICS. The PIO will represent and advise the IC on all Public Information matters relating to the management of the incident. In large scale operations, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC).

J. The PIO will, as soon as possible, start the dissemination of information to the public and also receive the public inquiry through the public information office. The PIO will monitor the news media, maintain a working relationship and also immediately act on any rumors.

K. The establishment of a public information center will be given top priority so citizens and the news media can obtain immediate information on the incident.

L. Forecasted Events:

Coordinate with Chief Executive Official (Mayor) and EOC to determine status of plans and timing of actions.

Establish and maintain contact with media. Provide preparedness information and any instruction as cleared by the CEO OR HIS DESIGNEE (CITY MANAGER), EOC, or IC.

Arrange for accelerated printing of camera-ready emergency public information (EPI) material (e.g., evacuation instructions/maps and Family Protection Leaflets), if needed to supplement/restock existing print material.

Ensure distribution of printed material to broadcast media, to pre-selected locations (e.g. grocery stores), and/or via newspaper.

Monitor media.
Augment public inquiry and/or media relations staff, if needed. Set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Communications Coordinator.

Message Content: The following is a suggested, but not limited to, general content for a forecasted event.

- Hazard
- Estimated area and time of impact
- Property protection measures (e.g., sandbagging, taping windows).
- Disaster supply kit for surviving 72 hours.
- Evacuation instructions (departure time, routes, mass care facility locations, etc…) If feasible to evacuate or shelter in place.
- Instructions on how to protect and care for young children, pregnant women, and senior citizens.
- Instructions on how to protect and care for companion and farm animals (location of animal shelters, provisions and requirements – e.g., use of leashes or cages for transport of companion animals, etc…)
- Other "do's and don'ts if not feasible to evacuate, such as stay indoors, close all doors and windows.
- How and how often government will be in touch with the public during an emergency.
- Telephone numbers for specific kinds of inquiry (if staffed).

M. Limited Warning

Coordinate with CEO OR HIS DESIGNEE (CITY MANAGER) and EOC to determine what protective action will be taken, (limited) evacuation or in-place shelter.

Complete "standby" EPI instructions with particulars of the event. Coordinate with Warning Coordinator to ensure warning system is activated and ensure is being disseminated.

Contact media to repeat and update initial warning and provide EPI contact name(s) and telephone numbers.

Monitor media.

Message Content - The following is a suggestive, but not limited to, general content for a limited warning event.

- Hazard; kind of risk posed to people and property.
- Area at risk and predicted time of impact.
- Protective action instructions. These may address specific groups (e.g., parents with school children in the area) as well as the general public.
- Reference to any useful information at hand (e.g., in telephone book).
- What government is doing or will do.
- How (and how often) government will be in touch with the public during the emergency.

N. After Impact: the following are, but not limited to, EPI actions that may be taken after the emergency.

Establish and maintain contact with media. Provide information and any instructions, as cleared by the CEO OR HIS DESIGNEE (CITY MANAGER) or his/her designee.

Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.

Augment public inquiry and/or media relations staff, if needed. Set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Communications Coordinator.

Compile chronology of events.

Ensure distribution of printed material to broadcast media to pre-selected locations to volunteer groups or other response and recovery personnel that may go into residential areas and/or via newspaper.

Message Content: the following is a suggested, but not limited to, general content for a limited warning event.

- Current situation assessment
- Current government actions
- Survival instructions (for those affected or still potentially affected)
- How/Where to get what help (for those affected)
- Health hazards information
- How/Where to get help for companion and farm animals

- Restricted areas (for those not affected)
- Telephone number for inquiries regarding survivors.
- What to do and Whom to contact in order to offer help
- Telephone number for donation offers and inquires, accompanied by donations policy (send money and make check payable to… critical needs include X but please do not send Y…. package donations such and such way)
- Manner and frequency government will be in touch with public during the emergency.
- Instructions for evacuees to return home.

O. Internal Coordinator/Control

The PIO and designated alternate will be appointed by the CEO OR HIS DESIGNEE (CITY MANAGER) (Mayor), or the Incident Commander (IC).

No government employee, elected official or emergency response group member will talk to the media unless given specific authority to do so by the PIO, CEO OR HIS DESIGNEE (CITY MANAGER) (Mayor) or IC.

The PIO will designate a primary location for press briefings, PIO office, for EPI management. Other locations may be used if deemed necessary.

Briefings by ICS to the PIO should begin immediately at the onset of the event. Prior to media interview, the PIO shall be briefed by the IC and the CEO OR HIS DESIGNEE (CITY MANAGER) (Mayor). All information to be disseminated will be verified by the CEO OR HIS DESIGNEE (CITY MANAGER), EOC or IC.

Information received by the PIO shall be considered factual. Any information received over telephone or word of mouth should be verified or substantiated before acceptance.

General Guidelines for Media Convergence:

- Law Enforcement will not allow the media to interfere with emergency response group duties.
- The PIO will designate an area reserved for the media vehicles and equipment.
- All media personnel must wear photo IDs.
- Media personnel must obtain permission from the IC before entering an incident area.
- Press secretaries may augment PIO duties.

P. Inter-jurisdictional Coordination

Local/State – State law and plans define the framework for local and state coordination.

Local/State/Federal – The Federal Response Framework (FRF) calls for maximum coordination of agencies information releases through a Joint Information Center (JIC) to ensure consistency and accuracy.
There will be a single location for media access to the JIC. If a single local/state/federal JIC is not a viable option, public affairs personnel decision-makers and news centers are to be conducted by E-mail, fax, and telephone, in a "Joint Information System" (JIS).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO OR HIS DESIGNEE (CITY MANAGER))

Serves as primary spokesperson before media, or delegates function to PIO.

Gives final approval to release emergency instructions and information, or delegates functions to PIO.

In cases where IC has been established, provides policy guidance on the transfer of authority to release information from the ICP to the EOC should the incident exceed a predetermined level.

Designates location for media briefings away from the EOC.

Approves implementation of any special provisions for media convergence.

B. Public Information Officer

Assigned by the CEO OR HIS DESIGNEE (CITY MANAGER) or IC

Manages all aspects of EPI on behalf of the CEO OR HIS DESIGNEE (CITY MANAGER).

Assumes EPI functions delegated by CEO OR HIS DESIGNEE (CITY MANAGER)

Ensures timely preparation of EPI materials and their dissemination

Ensures that the public is able to obtain additional information and provide feedback (e.g., with hotline for public inquiries).

- May establish center for disaster welfare information and cooperate with any Disaster Welfare Information (DWI) services provided by the American Red Cross (ARC)
- Coordinates with appropriate officials (Mass Care Coordinator, Health and Medical Coordinator, etc…) to obtain necessary information.

Ensures gathering of necessary information and timely preparation of news releases.
Briefs public affairs officers who go to the incident site.

Schedules news conferences, interviews and other media access (subject to any special media convergence provisions)

Supervises the media center.

Assigns print and broadcast monitors to review all media reports for accuracy. Coordinates rumor control activity.

At the request of the Resource Manager, obtains media assistance in dissemination information to potential donors on unmet needs, items that are not needed and should not be donated, cash donations policy and other donations – related matters.

Maintains a chronological record of disaster events and approves releases with CEO OR HIS DESIGNEE (CITY MANAGER), EOC and IC.

C. Emergency Manager

Advises CEO OR HIS DESIGNEE (CITY MANAGER) on when to disseminate emergency instructions to the public.

Assists the PIO with news releases and rumor control.

Prepares and distributes to the PIO, materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.

Prepares and distributes to the PIO, instructions that identify centrally located staging areas and pickup points for evacuees without private vehicles or other means of transportation.

D. Commercial Broadcast Stations

Store "canned" EPI messages (other than warnings) and disseminate this information at the PIO's request.

Disseminate information when requested to do so by CEO OR HIS DESIGNEE (CITY MANAGER) or his/her designee.

E. Local Media Organizations

Store/maintain advance emergency packets for release at the PIO's request. Verify field reports of emergency's development with PIO.

Cooperate in public education efforts.

F. Chief School Official

Disseminated emergency information to school population as appropriate.

G. Resource Manager

Provides PIO with unmet needs requests from Donations Team to be solicited from businesses and the public, as well as other donations related information.

H. Voluntary Organizations

Provide support to public inquiry telephone lines as requested by PIO.

Provides support in disseminating printed material, as requested by PIO.

I. All Tasked Organizations

Provide information as requested by PIO.

Clear all emergency-related news releases with the jurisdictions PIO.

Provide public affairs officers to support EPI activities, as requested by PIO.

Refer media inquiries to PIO.

V. ADMINISTRATION AND LOGISTICS

A. Administration

All IC's and emergency response groups should inform the PIO of any significant event in a timely manner.

Information which may cause distress, panic or may fuel rumors should be relayed to the PIO by telephone, cell phones, electronic mail, written messages or personal contact.

The PIO should give hourly reports to all IC's and the EOC.

The PIO should submit press coverage summaries, public reactions and concerns twice daily to the CEO OR HIS DESIGNEE (CITY MANAGER).

The PIO will submit a chronology of events to the CEO OR HIS DESIGNEE (CITY MANAGER) (Mayor), Emergency Operations Center (EOC) and the IC at the end of the incident.

B. Logistics

The PIO staff is augmented by EOC volunteers or designate volunteers by the PIO. Standard office and communication skills are recommended for PIO volunteers.

The PIO office will be located at a site where communications equipment, maps and other pertinent information will be stored and away from the EOC.

VI. DEVELOPMENT AND MAINTENANCE OF PUBLIC INFORMATION ANNEX

A. The responsibility for revisions, keeping attachments current and developing necessary documents for the annex belongs to The City of Charleston.

B. The responsibility for revisions and maintaining SOG's belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act. As Amended42 U>S.C. 5121 et seq.

B. The Illinois Emergency Management Act (P.A. 87 – 168, Jan. 1, 1992)

C. The Charleston City Ordinances

VIII. SUCCESSION OF COMMAND

Public Information Officer (PIO)

Assistant Public Information Officer

Or Designee

IX. APPENDICES

A. Pre-emergency Operations Checklist

B. Response Operations Checklist

C. Recovery Operations Checklist

D. Local Media Outlets

APPENDIX A. PRE-EMERGENCY OPERATIONS

Designate a Public Information Officer (PIO)

Develop a disaster preparedness program

Develop the local EAS

Train public information staff and volunteer augmenters to perform Public Information emergency functions

Establish a procedure for acknowledging and authentication information reports.

Prepare emergency information packets for release during emergencies.

Negotiate, coordinate, and prepare mutual aid agreements, if necessary.

Prepare materials for the visually impaired.

Update Public Information Annex as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

Continue to train assigned Public Information staff.

Activate EAS if necessary.

Coordinate rumor control.

Distribute press releases and emergency information packets.

Collection of information on EOC staff.

Schedule news conferences.

Coordinate inquiries and inform families of the status of individuals injured or missing due to disaster.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

Support cleanup and recovery operations during disaster events

Continue Public Information programs

Compile a chronological record of events

Assess effectiveness of information and education programs.

APPENDIX D. LOCAL MEDIA OUTLETS

RADIO:

WMCI F.M. 101.3 24 hrs.
Phone: 217-235-5624
Bub McCullough – News Director E-mail: bub@myradiolink.com
Rene Fonner – email – rfonner@cromwellradio.com
Lane – Blickem – email – lblickem@cromwellradio.com

WEIU F.M. 88.9 24 hrs.
Jeff Owens - News Director
E-mail: jdowens@eiu.edu
217-581-6954

NEWSPAPER:

Charleston Times Courier
6 days a week (Monday – Saturday)
Reporter -Jarad Jarmon – 217-238-6839
Email - jjarmon@jg-tc.com

Publisher – Randy Mitchell – 217-238-6822
Email - rmitchell@jg-tc.com

Champaign News Gazette
15 East Main Street
Champaign, IL 61820 – Ph-217-351-5252

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Eastern Illinois University
Charleston, Il 61920
581-2812
Email – DENnewsdesk@gmail.com

TELEVISION:

WEIU TV 51
1521 Buzzard Hall
600 Lincoln Ave.
Charleston, IL. 61920
News e-mail - news@weiu.net
Phone: 217- 581-5956 or 1-877-PBS-WEIU
Fax: 217-581-6650

WAND TV
904 South Side Drive
Decatur, IL. 62521
Phone: 217-424-2500
Fax: 217-424-2583
news@wandtv.com

WCIA TV
509 So. Neil
Champaign, IL 61820
Phone: 217-356-8333
Fax: 217-373-3663
news@wcia.com

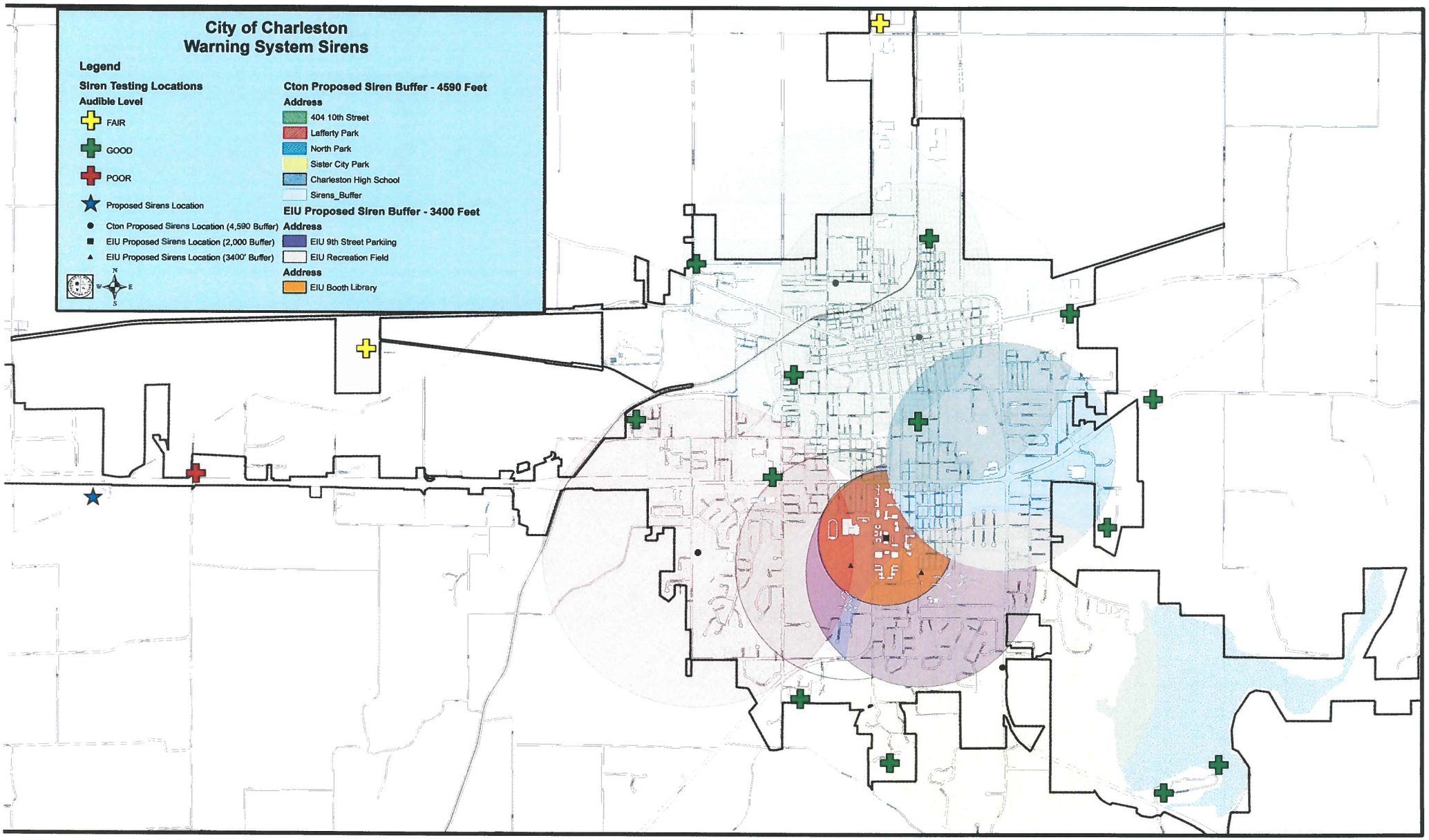
WICD
250 S Country Fair Dr
Champaign, IL 61821
217-351-8500
news@wicd15.com

WICS
250 S Country Fair Dr
Champaign, IL 61821
217-351-8500
news@wics.com

WTHI
800 Ohio Street
Terre Haute, IN 47807
812-232-4953
News10@wthitv.com

WTWO
PO Box 9268
Terre Haute, IN 47808
812-696-2121
news@wtwo.com

WCCU
2680 E Cook
Springfield, IL 62704
217-753-5620
newsdesk@foxillinois.com


City of Charleston
Warning System Sirens
Legend
Siren Testing Locations
Audible Level
FAIR
GOOD
POOR
Proposed Sirens Location
Cton Proposed Sirens Location (4,590 Buffer)
EIU Proposed Sirens Location (2,000 Buffer)
EIU Proposed Sirens Location (3400' Buffer)
Cton Proposed Siren Buffer - 4590 Feet
Address
404 10th Street
Lafferty Park
North Park
Sister City Park
Charleston High School
Sirens_Buffer
EIU Proposed Siren Buffer - 3400 Feet
Address
EIU 9th Street Parking
EIU Recreation Field
Address
EIU Booth Library

CITY OF CHARLESTON

DISASTER INTELLIGENCE / DAMAGE ASSESSMENT ANNEX

I. PURPOSE

The purpose of this annex describes the procedures used in the assessment of damages caused by a major emergency/disaster. The City of Charleston plans to use the damage assessment finding to assess the degree of need for assistance from the state and federal agencies and also the type of assistance that will be needed.

II. SITUATIONS AND ASSUMPTIONS

A. Situation
The City of Charleston has the potential to experience damages caused by a major emergency or disaster.

A planned procedure for damage assessment is necessary for the City of Charleston for effective response and recovery operations.

B. Assumptions
Initial response for damage assessment would be by first responders arriving on site of crisis.

More extensive assistance would come from other governmental entities and the private sector.

C. Initial assessment is the Local responsibility.

III. CONCEPT OF OPERATIONS

A. The Coles County Emergency Management Coordinator (EMC) will coordinate training of personnel in damage assessment with the IEMA Region 9 Coordinator in order to perform initial damage assessment surveys. IEMA, CEO OR HIS DESIGNEE (CITY MANAGER), and the Coles and Clark Counties office Chapter of the American Red Cross will combine efforts for the training of a damage assessment team.

B. During the response phase to a major emergency/disaster, the City of Charleston will coordinate all Damage Assessment Teams (DAT) in performing initial survey of damages which may include:

Number of residential structures damaged.

Number of residential structures destroyed.

Number of public buildings damaged.

Number of public buildings destroyed.

Damage done to major streets, roads, bridges, and other critical facilities.

Assessment should utilize State forms

C. The damage assessment information gathered will be displayed in the EOC on maps and charts. Maps are located in the EOC and all City Department offices. All City vehicles will have City of Charleston maps on hand.

D. A designated DAT representative will report to the EOC to coordinate damage assessment operations and to advise decision makers of the findings. The City of Charleston Building Department and a member of the Fire Department will be the City of Charleston representative.

E. The work and control center used to manage organizational resources and operation and control of damage assessment will be in the Emergency Operations Center (EOC). If required, an Incident Command Post (ICP) will be established near the impacted area with the periodic update being relayed to the EOC. An Incident Commander (IC) will be in charge at the scene.

F. If necessary, the DAT may contact voluntary organizations or the private sector to obtain the necessary assistance during the surveys.

G. The EMA will provide Damage assessment training to teams.

H. The City of Charleston Mayor, in conjunction with the Coles County Emergency Management Coordinator (EMC), will determine the number of damage assessment teams required. Scheduling will be arranged to assure a continuous 24-hr. manning of damage assessment jobs during the emergency conditions. Should assistance from nearby jurisdictions, the state, or federal government become necessary, the Coles County Emergency Management Coordinator shall request assistance by contacting the Illinois Emergency Management Agency (IEMA) or through EMA Mutual aid.

I. During the recovery phase, damage assessment personnel will monitor restoration activities to evaluate recovery operations.

J. Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOG.

The successor's emergency authority will become effective upon the unavailability of the authority. The authority may upon necessity appoint the successor to fulfill

his duties upon this inability to serve such as absence, injury, sickness, commitment elsewhere, or off duty.

When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement in the EOC and have each EOC member relay the information to their agencies. The alternate method will be to have the communications center (9-1-1 PSAP) make the announcement.

K. The Damage Assessment Coordinator or his designee will be assigned to the staff of the EOC to advise decision makers and coordinate damage assessment activities in the field.

The damage assessment Coordinator will determine the areas to be surveyed and when damage assessment personnel can enter the crisis area.

L. It may become necessary to designate and establish an Incident Command Post to manage damage assessment resources and response personnel. A DAT member will contact the DAT EOC representative to advise on damage assessment operations.

Damage assessment teams will make reports to the DAT EOC representative every hour they are in the field. They may also contact the DAT EOC representative if they encounter a special need situation.

Damage assessment will be done in the city by assessing every square block in the crisis area.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Coles County Emergency Management Coordinator will:

Establish training for personnel to perform surveys.
Provide Damage Assessment forms
Notify DAT to perform surveys.
Advise IEMA of damage assessment information.
Advise City Officials of damage assessment information.
Act as, or assign Damage Assessment Coordinator
Assign Assistant Damage Assessment Coordinator

Provide logistical support to damage assessment personnel.

Maintain personnel notification rosters.

Update Damage Assessment Annex as needed.

Provide for identification of shelter/reception and care facilities that are safe to use in a post-disaster environment.

B. The Damage Assessment Team will:

Have total access to the affected area except when all emergency response groups are prohibited by the IC Safety Officer.

Conduct damage assessment surveys as needed.

Mark assessed buildings. This shall be done in a like manner throughout the damaged area to insure uniformity. All emergency agencies will be notified to the marking system used for damage assessment. The notifications will be made in the EOC and on site.

C. The City of Charleston Engineering Office and Coles County Regional Planning will provide the necessary property owners listing and maps.

D. The Coles County Supervisor of Assessments will provide the necessary property records.

E. All City Government Departments will:

Report damages to critical facilities in the City limits.

Report overall damage observations in the City.

V. SUCCESSION OF COMMAND

If the Official or Department Head is not available to direct emergency response operations, the Chain of Command listed below will be followed.

A. Damage Assessment Coordinator

B. Assistant Damage Assessment Coordinator

C. Designee of City of Charleston (COE) Mayor.

VI. APPENDICES

A. Pre-emergency Operations Checklist

1. Obtain documentation indicating a pre-disaster condition that would illustrate the impact of the event.
2. Train the assigned Damage Assessment personnel to perform emergency functions.
3. Make provisions for the display of Damage Assessment information in the EOC.
4. Pre-stock Damage Assessment forms.
5. List critical facilities requiring priority restoration
6. Maintain a Resource Manual.
7. Track resources deployed for disaster response.
8. Make provisions to protect records and other essential items needed for continuing operations.
9. Develop procedures to ensure successful response during a major disaster.

B. Response Operations Checklist

1. Provided training to response staff and personnel.
2. Notify Damage Assessment personnel.
3. Perform initial damage survey utilizing state forms and indicating:
    - Number of residential structures damaged
    - Number of residential structures destroyed
    - Number of public buildings damaged
    - Number of public buildings destroyed
    - Damage to major streets, roads, bridges and other critical facilities
    - Estimate the number of persons injured/deceased.
4. Report the appropriate damage information to the EOC during emergency operations.
5. Have the Coles County Emergency Management Coordinator relay the initial damage information to the IEMA Regional Office or to the IEMA in Springfield.
6. Display damage assessment information in the EOC.
7. Provide logistical support to the personnel (response, dispatch, work control) such as food, fuel, lighting, emergency power, etc…
8. Through the Hazardous Materials Team maintain radiation exposure records for response personnel. If necessary, dosimeter readings every two hours.
9. Continue training for response personnel and volunteers to perform emergency functions.

C. Recovery Operations Checklist

1. Support cleanup and recovery operations during disaster events.
2. Monitor restorations activities.
3. Compile final damage estimate report for inclusion into the official disaster record.
4. Work with the proper authorities, if necessary, to establish new ordinance or land use regulations to lesson the impact of future disasters.

D. IEMA Initial Damage Assessment Form

APPENDIX – IEMA Damage Assessment Form

E. Search Area Markings

INDIVIDUAL ASSISTANCE
INITIAL DAMAGE ASSESSMENT FORM INSTRUCTIONS - For Flood Events
Form and Instructions Revised 12/2017

GENERAL INFORMATION

- County - Include the county where the damage is being assessed.
- Date - Date of Event
- Event - The event that caused the damage.
- Completed by - Name of the person performing damage assessment.
- Phone Number - Phone number, including area code, of person performing damage assessment.
- Date(s) of Assessment Start _____ End _____.

SITE INFORMATION

#1,#2,#3,#4 - ADDRESS #, Unit/Suite #, STREET NAME, CITY

- Indicate address number in Column #1, unit/suite number in Column#2 (if applicable) and street name in the Column #3. For example, the address 105 North Main Street would be recorded as follows:
  Column #1 - 105
  Column #2 - Appt # 2 (if applicable)
  Column #3 - North Main Street
  Column #4 - Springfield
  The apartment number should included after the street name if applicable.
  Recording the address number and street name in separate columns facilitates sorting the data on the spreadsheet if the forms are completed electronically. Be sure to annotate the street direction if applicable. (i.e. North, South, East, West)
- Use a separate entry for each dwelling number and street.
- If damage to individual apartments can be determined, apartments should be listed on separate lines. If all apartments in a building have similar damage, record them as a group on the same line and indicate the number of apartments.
- If there is a business in the home, record the home and business as separate lines and note in the comments.

#5 - TYPE OF STRUCTURE

- Indicate if damaged dwelling is:
  Single Family Home
  Multi Family Structure (Apartment Building, Duplex, 2-Flat, etc.)
  Mobile Home
  Business
- When using the electronic version of the form, select the appropriate dwelling from the drop down menu.

#6 - OWN/RENT

- Indicate if the occupant owns or rents the dwelling by selecting the applicable option from the drop down menu.

#7 - DEPTH - BASEMENT

- Select depth of water in the basement (inches).
- If no water in basement, select 0.
- If the basement is full record Full
- If no basement, select N/A (Not Applicable). (The dwelling may be on a slab or in an upper apartment.)
- If unable to determine select UNKNOWN.

#8 - DEPTH - CRAWLSPACE

- Select depth of water in the crawlspace of the dwelling (inches).
- If no water in the crawlspace, select 0
- If the crawlspace is full record Full
- If there is no crawlspace select N/A
- If unable to determine the depth select UNKNOWN

#9 - DEPTH - 1st FLOOR

- Select depth of water in the first floor of the dwelling (inches).
- If no water in the first floor, select 0.
- If apartment is in the basement or an upper floor, select N/A.
- If unable to determine the depth record UNKNOWN.

#10 - BASEMENT LIVING AREA - YES OR NO

- Determine, if possible, if the basement is used as an essential living area, such as space that is used as a required (versus an optional) bedroom and record Yes, No or N/A.
- Family rooms **are not** considered essential living areas. A finished basement does not necessarily make it an essential living area. A basement apartment or garden apartment is considered an essential living area. If a dwelling is a split-level or tri-level design, indicate this in the Comments section.
- Select the applicable option from the drop down menu.

#11 - INSURANCE

- Determine what type of Flood insurance the occupant has. Unknown, None, Privately purchased flood insurance or Federal flood insurance (NFIP), Renter, Homeowners or Sewer backup.
- If it can't be determined, select UNKNOWN.
- If they do not have any insurance, select none.
- If they have privately purchased flood insurance, select Flood
- If they have federally purchased flood insurance or NFIP, select Flood
- If they have Sewer backup insurance, select Sewer Backup

#12 - STRUCTURAL DAMAGE - YES OR NO

- If there is obvious/visible structural damage to the dwelling, select Yes and briefly describe the damage in the Comments textbox. If no obvious/visible structural damage, record No. Structural damage is related to the integrity of the structure. Structural damage may include collapsed basement walls and large cracks in the foundation. Structural damage does not include damage to drywall, carpet or paneling. (See FEMA Matrix for definition of structural damage)
- Select the applicable option from the drop down menu.

#13 - FEMA LEVEL OF DAMAGE

- Based off the FEMA matrix record Affected, Minor, Major or Destroyed based on the damage criteria
- Use the drop down menu to assign a level of damage from Affected, Minor, Major, Destroyed, Inaccessible or unknown based off the FEMA Matrix for assigning a level of damage. (See assigned FEMA Matrix for assigning level of damage)

#14 - COMMENTS

- Other types of common information to be recorded in this column using the corresponding letter are:
  A - No one living in dwelling at time of flood
  B - Dwelling was not a primary residence
  C - Damage caused by sewer back up only
  D - No one home during damage assessment, cannot determine damage
  E - No one home during damage assessment, information obtained by observation (waterline on house, for example) or from another source (neighbor, local official)
  F - Water Heater, Furnace and/or Duct work was damaged or is/was not operable due to flood (please annotate which mechanical was damaged or all.)
  N/A - No applicable option.

#15 - ADDITIONAL COMMENTS

- Additional comments are optional. Include any supplemental information we should be aware of. If there is structural damage, briefly describe it here. Examples of brief descriptions are: basement wall collapsed, house off foundation, large foundation cracks.

DEFINITIONS

Business - A sole proprietorship, partnership, or corporation (excludes agricultural enterprises).

Structural Damage - Damage that is related to the integrity of the structure. Structural damage may include collapsed basement walls and large cracks in the foundation. Structural damage does not include damage to drywal, carpet or paneling.

COLUMN HEADING ABBREVIATIONS

SF - Single Family
MF - Multi Family
MH - Mobile Home
B - Business
INS - Insurance
H - Home Owners
R - Renters

COMMENTS COLUMN KEY
A - No one living in dwelling at time of event
B - Dwelling was not a primary residence
C - Roof/Wall covered with tarp or plywood
D - No one home during damage assessment, cannot determine damage
E - No one home during damage assessment, information obtained by observation or from another source (neighbor, local official)
N/A - No applicable option.

INDIVIDUAL ASSISTANCE

INITIAL DAMAGE ASSESSMENT FORM INSTRUCTIONS - For Events Other Than Floods

Form and Instructions Revised 12/2017

GENERAL INFORMATION

County - Include the county where the damage is being assessed.

Event - The event that caused the damage.

Completed By - Name of the person performing damage assessment.

Phone Number - Phone number, including area code, of person performing damage assessment.

Email - Email address of person performing damage assessment. A confirmation email will be sent.

Date(s) of Assessment Start _____ End _____.

SITE INFORMATION

#1,#2,#3,#4 - ADDRESS #, Unit/Suite #, STREET NAME, CITY

Indicate address number in Column #1, unit/suite number in Column#2 (if applicable) and street name in the Column #3. For example, the address 105 North Main Street would be recorded as follows:

Column #1 - 105

Column #2 - Appt # 2 (if applicable)

Column #3 - North Main Street

Column #4 - Springfield

The apartment number should included after the street name if applicable.

Recording the address number and street name in separate columns facilitates sorting the data on the spreadsheet if the forms are completed electronically. Be sure to annotate the street direction if applicable. (i.e. North, South, East, West)

Use a separate entry for each dwelling number and street.

If damage to individual apartments can be determined, apartments should be listed on separate lines. If all apartments in a building have similar damage, record them as a group on the same line and indicate the number of apartments.

If there is a business in the home, record the home and business as separate lines and note in the comments.

#5 - Type of Structure

Indicate if damaged dwelling is:

SF - Single Family Home

MF - Multi Family Structure (Apartment Building, Duplex, 2-Flat, etc.)

MH - Mobile Home

B - Business

Select the appropriate dwelling from the drop down menu.

#6 - OWN/RENT

Indicate if the occupant owns or rents the dwelling by selecting the applicable option from the drop down menu.

#7 - HABITABLE STATUS

Indicate if the damaged structure is ONE of the following.

Habitable Without Repair

Minimal damage to structure and occupant can live in the dwelling without making repairs.

Shingles missing on small area of roof.

Gutters and soffit torn from house.

Select the applicable option from the drop down menu.

Habitable with Few Repairs

House is damaged and uninhabitable but may be made habitable in a short period of time.

Windows and/or doors blown in.

Less than 50% damage to dwelling/business (not based on dollar value of structure).

Shingles missing on small area of roof.

Gutters and soffit torn from house.

No holes in walls or roof or very small holes that do not impact structural integrity.

Select the applicable option from the drop down menu.

Uninhabitable/Needs Extensive Repair

Substantial roofing elements damaged or missing (e.g., roof decking, trusses/framing).

Damage to windows, doors, exterior walls, interior wind damage, rain/water damage, extensive debris and utility problems.

Mobile home is pushed off foundation.

Select the applicable option from the drop down menu.

Total Loss/Not Feasible to Repair

Only foundation remains.

Two or more walls destroyed and roof substantially damaged or destroyed.

Mobile home is pushed off foundation/mobile home frame damaged/twisted.

Select the applicable option from the drop down menu.

#8 - INSURANCE

Determine the occupant's type of insurance. (Home Owners, Renters, Flood, Sewer, None or Unknown).

Select the applicable option from the drop down menu.

#9 - FEMA LEVEL OF DAMAGE

Based on the FEMA matrix record the category of damage Affected, Minor, Major or Destroyed based off of the assessment.

Select the applicable option from the drop down menu.

#10 - COMMENTS

Other types of common information to be recorded in this column using the corresponding letter are:

A - No one living in dwelling at time of event

B - Dwelling was not a primary residence

C - Roof/Wall covered with tarp or plywood

D - No one home during damage assessment, cannot determine damage

E - No one home during damage assessment, information obtained by observation or from another source (neighbor, local official)

N/A - No applicable option.

#11 - ADDITIONAL COMMENTS

Additional comments are optional. Include any supplemental information we should be aware of. If there is structural damage, briefly describe it here. Examples of brief descriptions are: basement wall collapsed, house off foundation, large foundation cracks.

DEFINITIONS

Business - A sole proprietorship, partnership, or corporation (excludes agricultural enterprises).

Habitable - Essential living areas are safe, secure and sanitary so that the home can be occupied.

Uninhabitable - Home cannot be occupied because essential living areas are not safe, secure or sanitary.

COLUMN HEADING ABBREVIATIONS

SF - Single Family

MF - Multi Family

MH - Mobile Home

B - Business

INS - Insurance

H - Home Owners

R - Renters

COMMENTS COLUMN KEY

A - No one living in dwelling at time of event

B - Dwelling was not a primary residence

C - Roof/Wall covered with tarp or plywood

D - No one home during damage assessment, cannot determine damage

E - No one home during damage assessment, information obtained by observation or from another source (neighbor, local official)

N/A - No applicable option

Damage Assessment Matrix for Conventionally Built Homes

Category of Damage	Definition	Flood Examples	Non-Flood Examples
Affected	Residences with minimal damage to the exterior and/or contents of the home.	Any water line in the crawl space or basement when essential living space or mechanical components are not damaged or submerged.	Partial missing shingles or siding. Cosmetic damage such as paint discoloration or loose siding. Broken screens. Gutter damage and debris. Damage to an attached structure such as a porch, carport, garage, or outbuilding not for commercial use. Damage to landscaping, retaining walls, or downed trees that do not affect access to the residence.
Minor	Encompasses a wide range of damage that does not affect the structural integrity of the residence.	Water line up to 18 inches in an essential living space. Damage to mechanical components (e.g. furnace, boiler, water heater, HVAC, etc.).	Nonstructural damage to roof components over essential living space to include shingles e.g. roof covering, fascia board, soffit, flashing, and skylight. Non structural damage to the interior wall components to include drywall, insulation Non structural damage to exterior components Multiple small vertical cracks in the foundation. Damage to chimney to include, tilting, fallen, cracks, or separated from the residence. Damage to mechanical components (e.g. furnace, boiler, water heater, HVAC, etc.). Damage or disaster related contamination to a private well or septic system

Major	A residence may be categorized as having major damage when it has sustained significant structural damage and requires extensive repairs.	Essential living space (rooms required for occupancy of the home e.g., occupied bedroom when no vacant bedrooms are located on another floor, sole kitchen, sole living room, bathroom required for occupied bedroom): Water level 18 inches or greater and damage to mechanical components or electrical utilities such as main electrical panel; and failure or partial failure to structural walls, foundation, or support structures. Non-essential space (unfinished basements, storage space, recreational or common areas): Failure or partial failure to structural walls, foundation, or support structures; and severe damage to or complete failure of mechanical components or electrical utilities (such as main electrical panel) due to water level.	Failure or partial failure to structural elements of the roof over required rooms to include rafters, ceiling joists, ridge boards, etc. Failure or partial failure to structural elements of the walls to include framing, sheathing, etc. Failure or partial failure to foundation to include crumbling, bulging, collapsing, horizontal cracks of more than two inches, and shifting of the residence on the foundation of more than six inches.
Destroyed	The residence is a total loss, or damaged to such an extent that repair is not feasible.	Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).	Only foundation remains. A residence that will require immediate demolition or removal because of disaster-related damage or confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).

Assessment Matrix for Manufactured Homes

Degree of Damage	Definition	For Flood Damage	For Damage other than Flood
Affected	This category includes residences with cosmetic damage only. It also applies to residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.	No damage affecting habitability; cosmetic damage only.	The dwelling's frame is not bent, twisted, or otherwise compromised. No structural components of the dwelling have been damaged (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook up).
Minor	The residence is damaged and requires minimal repairs.	Water line is below the floor system. Skirting or HVAC is impacted. There is no structural damage to the residence and it has not been displaced from the foundation.	There is no structural damage to the residence and it has not been displaced from the foundation. Nonstructural components have sustained damage - e.g. windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook up. Skirting or HVAC is impacted.
Major	The residence has sustained structural or significant damage that require extensive repairs	Water has come into contact with the floor system. The residence has been displaced from the foundation, block or piers and other structural components have been damaged.	The residence has been displaced from the foundation, block or piers and other structural components have been damaged.
Destroyed	The residence is a total loss	The residence's frame is bent, twisted, or otherwise compromised. Complete failure of two or more major structural components	The residence's frame is bent, twisted, or otherwise compromised. The residence is missing the roof covering or the structural ribbing has collapsed for the majority of the roof system.

INDIVIDUAL ASSISTANCE

INITIAL DAMAGE ASSESSMENT

For Events Other Than Floods

Form Revised 12/2017

County: _____ Date of Event: _____

Completed By: _____ Date(s) of Assessment: Start: _____

Phone Number: _____ End: _____

1	2	3	4	5	6	7	8	9	10	11
ADDRESS NUMBER	UNIT/SUITE	STREET NAME	CITY	TYPE OF STRUCTURE	OWN/ RENT	HABITABLE STATUS	INSURANCE	FEMA LEVEL OF DAMAGE	COMMENTS	ADDITIONAL COMMENTS

INDIVIDUAL ASSISTANCE

INITIAL DAMAGE ASSESSMENT

For Flood Events

Form Revised 12/2017

County: _____ Date of Event: _____

Completed By: _____ Date(s) of Assessment: Start: _____

Phone Number: _____ End: _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ADDRESS NUMBER	UNIT/SUITE	STREET NAME	CITY	TYPE OF STRUCTURE	OWN/ RENT	DEPTH -BASEMENT	DEPTH- CRAWLSPACE	DEPTH - 1st FLOOR	BASEMENT LIVING AREA	TYPE OF INSURANCE	STRUCTURAL DAMAGE	FEMA LEVEL OF DAMAGE	COMMENTS	ADDITIONAL COMMENTS

USAR Marking System

Information gathered by search and reconnaissance personnel must be represented in a standardized fashion to ensure uniformity and clarity. The USAR marking system is identified and divided into 3 sections.

1. Structure/Hazards Marking
2. Search Assessment Marking
3. Victim Location Marking System

The following activities should be performed prior to beginning search & rescue operations.

1. Identify buildings individually (by address, physical location, etc.)
2. General triage to separate buildings that offer the highest potential for viable rescue opportunities.
3. Hazard assessment and hazard marking of any building prior to search & rescue operations.
4. Search and rescue marking of a building

Structure/Hazards Marking System

A standardized marking system to identify structures in a specific area and any hazards found within or near the structure. The structure triage, assessment and marking system is intended to be the National Standard system for evaluating, identifying, and marking buildings. It is designed to help identify, select and prioritize the buildings with the largest probability of success with respect to finding and rescuing victims.

It is important that information related to building identification, conditions, hazards and victim status are posted in a standardized fashion. The theme of search & rescue must be to save trapped victims while minimizing the risk to the victim and the rescue forces.

Structure hazards identified during initial size up activities and throughout the incident should be noted.

A 2 foot x 2 foot square box is outlined at any entrance accessible for entry into any structure. Aerosol cans of International Orange spray paint are to be used for this purpose.

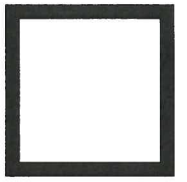
An arrow should be placed next to the 2' x 2' orange box indicating the direction of the safe entrance, unless the entrance is next to the orange box.

It is essential to mark ALL normal entry points of a building to ensure that personnel approaching the building can identify that it has been evaluated and discern its condition.

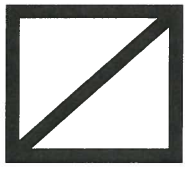
Put the date, time, hazardous material conditions and team or company identifier outside the box on the right hand side. This information should be made with lumber crayon or lumber chalk.

All personnel must be aware of the possibility of, and look for other structure/hazard markings that may be on the inside of the building. Such as interior rooms, hallways, etc.
Every time an assessment is performed throughout the mission a new TIME, DATE and ID entry will be indicated below the previous entry or a completely new marking box will be made, if the original information is now incorrect.

The depiction of the various markings is as follows:



Structure is accessible and safe for search and rescue operations. Damage is minor with little danger of further collapse.



Structure is significantly damaged. Some areas are relatively safe, but other areas may need shoring, bracing, or removal of falling and collapse hazards. The structure may be completely pancaked.

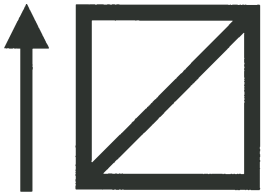
Structure is not safe for search and rescue operations and may be subject to sudden additional collapse. Remote search operations may proceed at significant risk. If rescue operations are undertaken, safe haven areas and rapid evacuation routes should be created.

Arrow located next to a marking box indicates the direction to the safe entrance to the structure, should the marking box need to be made remote from the indicated entrance.

HM

Indicates that a HAZMAT condition exists in or adjacent to the structure. Personnel may be in jeopardy. Consideration for operations should be made in conjunction with the Hazardous Materials Specialist. Type of hazard may also be noted.

The TIME, DATE, and RESCUE TEAM ID, are noted outside the box at the upper right-hand side. This info is made with carpenter's chalk or lumber crayon. An optional method is to apply duct tape on the exterior of the structure and write the information with a grease pencil or black marker.



7/15/91 1310 hrs.
HM - natural gas
CA-TF1

The example indicates that a safe point of entry exists above the marking (possibly a window, upper floor, etc.). The single slash means the structure may require some shoring and bracing. The assessment was made on July 15, 1991, at 1:10 PM. There is an apparent indication of natural gas in the structure. The evaluation was made by TF #1 out of the State of California.

Search Marking System

Search Assessment Marking
A standardized marking system employed during and after the search of a structure for potential victims used in conjunction with the Structure and Hazards marking system.

Search Markings must be easy to make, easy to read and easy to understand. To be easily seen the search mark must be large and of a contrasting color to the background surface. Orange spray paint seems to be the most easily seen color on most backgrounds and line marking or downward spray cans apply the best paint marks. Lumber chalk or lumber crayons should be used to mark additional information inside the search mark itself because they are easier to write with than spray paint.

A large distinct marking will be made outside the main entrance of each building or structure searched. This "Main Entrance" search marking will be completed in two steps.

First, a large (approx. 2') single slash shall be made near the main entrance at the start of the search.

After the search of the entire structure has been completed a second large slash shall be drawn in the opposite direction forming an "X".

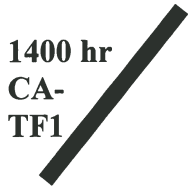
Specific information will be placed in all four quadrants of the Main Entrance "X" summarizing the entire search of the structure.

- The left quadrant is for the Rescue Team Identifier.
- The top quadrant is for the date and time the search was completed.
- The right quadrant is for any significant hazards located in the structure.
- The bottom quadrant is for the number of "LIVE" or "DEAD" victims still inside the structure. Use a small "x" in the bottom quadrant if no victims are inside the structure.

During the search function while inside the structure a large single slash shall be made upon entry of each room or area. After the search of the room or area has been completed a second large slash shall be drawn in the opposite direction forming an "X". The only information placed in any of the "X" quadrants while inside the structure shall be that pertaining to any significant hazards or the number of "LIVE" or "DEAD" victims.

Search Assessment Marking

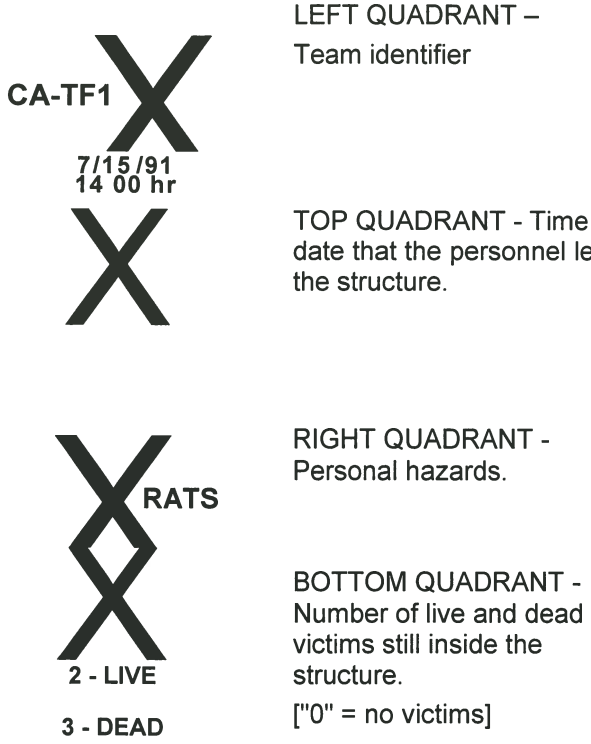
- A separate and distinct marking system is necessary to conspicuously denote information relating the victim location determinations in the areas searched.
- The Search Assessment marking system is designed to be used in conjunction with the Structure and Hazards Evaluation marking system.
- An "X" that is 2' X 2' in size will be made with International Orange color spray paint. This X will be constructed in two operations:



Single slash drawn upon entry to a structure or area indicates search operations are currently in progress. The time and TF identifier are posted as indicated.

Crossing slash drawn upon personnel exit from the structure or area.

- Distinct markings will be made inside the four quadrants of the X to clearly denote the search status and findings at the time of this assessment.
- The marks will be made with carpenter chalk, lumber crayon, or duct tape and black magic marker.



LEFT QUADRANT –
Team identifier

TOP QUADRANT - Time and date that the personnel left the structure.

RIGHT QUADRANT - Personal hazards.

BOTTOM QUADRANT - Number of live and dead victims still inside the structure.
["0" = no victims]

- It is important that markings are made specific to each area of entry or separate part of the building.
- If no victims are found, it is noted with a "0" below.
- Situation updates are noted as they are available:
  - Previous search markings are crossed out; and
  - New markings are placed below (or next to) their previous markings with the most recent information.

STRUCTURE MARKING SYSTEM

Begin by using orange spray paint or lumber crayon to draw a 2-foot box. Then use the box to alert subsequent rescuers to building conditions or earlier findings.

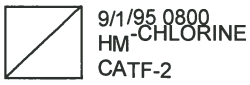
Damage is minor with little danger of further collapse. Structure is safe for search and rescue operations.

Damage is significant. Shoring, bracing or removal of hazards is necessary.

Structure is not safe for search and rescue operations. Remote search operations may proceed at significant risk. Safe havens and evacuation routes should be established.

&← Direction to safely enter building.

HM Hazardous material is present. Type of hazard may also be noted.

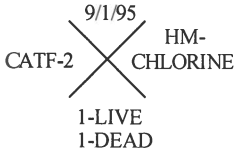


Write date, time, hazardous materials present and team identification on the right-hand side of the box. For example, this building was searched Sept. 1, 1995, at 8a.m., chlorine was found, and the search was conducted by Los Angeles County CATF-2.

SEARCH MARKING SYSTEM

Search operations are currently in progress. (ORANGE)

Personnel have exited the structure. (ORANGE)



Left quadrant – Team identifier.
Top quadrant – Time and date team left the structure.
Right quadrant – Hazards found.
Bottom Quadrant - Number of live and dead victims still inside the structure. *Written in Black Marker or lumber crayon/chalk*

Source: Federal Emergency Management Agency Urban Search and Rescue Task Force System.

General Rescuer Safety Procedures

1. Basic rescuer safety equipment (hard hat, ropes, pry bar, first aid kit, etc.)
2. Be aware of safety and health risks around the disaster site
3. **Never work alone** – Use the Buddy system
4. Always have communication – radio, voice, or runners
5. Establish evacuation and entrapment signals
6. Assign a Safety Officer to the operation and EACH team
7. Review structure evacuation techniques before entering a structure
8. ALWAYS mark entry point where structure search begins
9. Follow safety precautions for lifting and moving objects

Site/Personnel Safety

Emergency signaling and evacuation procedures must be understood and immediately recognized. Alerting devices shall be used to sound the appropriate signals as follows:

Cease Operation	All Quiet	1 long signal (3 seconds)
Evacuate the Area		3 short signals (1 second each), followed by pause, repeated until all members are accounted for
Resume Operations		1 long and 1 short signal

General Rescuer Methodology

Rescue the maximum number of victims, with minimum risk to rescuers.

- Priority with live victims; dead are noted and removed later
- Initially, rescue victims who are easy to get to, extricate, and evacuate

Size up EACH structure before entering

- Surround structure and check for both victims and safety problems
- Look for structure/search markings
- Look through windows, doors, and openings for victims and hazards before entering.

CITY OF CHARLESTON
EVACUATION ANNEX

I. PURPOSE

The purpose of this annex is to provide procedures to the orderly and coordinated evacuation of residents of the City of Charleston due to any emergency situation.

II. SITUATION AND ASSUMPTIONS

Situation

Residents of the City of Charleston may be advised to evacuate due to various emergency operations, including, but not limited to, flooding, fire, hazardous materials release, etc.

There are two types of evacuations that may be utilized: general and limited.

- A general evacuation would involve the relocation of a large portion of the public from the risk area.
- A limited evacuation would involve the relocation of a smaller portion of the public from a risk area.

General evacuation routes have been designated for use when evacuating from the risk area

Assumptions

First Responders (Fire, Police) will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.

The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.

Some residents may refuse to evacuate after being advised to do so, as is their right in Illinois. All personnel having responsibility for the evacuation process should be made aware of this. If possible, a copy of the laws or related provisions should be included in the plan and provided to all involved in the evacuation process.

Most evacuees would try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.

Residents may try to re-enter a risk area before it is safe to do so.

Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.

Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.

Roughly 20 percent of the population at risk will require shelter in a mass care facility.

Where and when available, Illinois National Guard (as approved by the Governor) will be available to support evacuation efforts.

Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for implementing it should be the IC at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions should be based on known or assumed health or other risk associated with the hazard.

III. CONCEPTS OF OPERATIONS

The City of Charleston Public Works will designate general evacuation routes for resident.

Emergency responders (Fire, Police,) would be the first on scene to an emergency, or potential emergency, requiring an evacuation. They may recommend evacuation to residents, taking into consideration the following characteristics of the emergency:

- Magnitude of the emergency.
- Intensity of the emergency.
- Time until onset.
- Expected duration of the emergency.

Following the evacuation recommendations by, the City of Charleston Police Chief will be notified and will coordinate with the Evacuation Coordinator the evacuation efforts;

- Identifying the number of people requiring transportation to evacuate.
- Designating an assembly point for evacuees without their own vehicles.
- Providing evacuation information to the PIO to be disseminated.

Provisions, to the extent possible, will be made for providing the elderly, persons with mobility impairments, the handicapped, and hospital/nursing home patients' proper transportation methods, medical assistance, and other related support during emergency situations.

The City of Charleston Police Department is responsible for overseeing and controlling of evacuation routes.

School personnel will be responsible for evacuating students.

For major evacuations the Emergency Operations Center (EOC) will be activated.

Evacuees should use the designated evacuation routes. This will allow emergency personnel to monitor and evaluate evacuation operations.

Impediments to evacuation must be countered to ensure effective evacuation operations. If an evacuation becomes blocked due to a physical barrier, traffic congestion, etc. action must be taken to either remove the barrier or to establish another evacuation route and reroute the traffic. Inoperable vehicles must be moved to the side of the road or towed away to keep traffic moving.

If there is not enough time to acquire transportation for persons without their own mode of transportation, or if there is a shortfall of vehicles for transportation, officials should request persons with vehicles who are evacuating to give the persons without a vehicle ride to the shelter. Able- bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation. As a last resort, officials may recommend in-place sheltering.

Should efforts of public response agencies be inadequate, assistance from the private sector and local voluntary organizations will be requested. The Emergency Management Coordinator will maintain a list of local organizations that could assist in evacuation operations.

Each agency/organization providing evacuation assistance shall arrange for the activation and release of their personnel to provide for a continuous 24-hour manning of jobs during emergency operations. In addition, each organization will be responsible for providing necessary logistical support for their personnel.

If all local efforts have been exhausted, assistance in evacuation operations will be requested from nearby jurisdictions. Request should be made directly to the jurisdiction or through mutual aide organizations. Requests to the state or federal government should be directed to the IEMA

Any radiological response personnel from the State or Federal Government teams will be notified, if appropriate, to provide radiological documentation of response personnel, equipment, supplies, instruments, facilities, and civilians.

Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOP.

- The successor's emergency authority will become effective upon the unavailability that can be assumed by the designated successor to fulfill his duties upon his inability to serve, such as sickness, injury, or commitment elsewhere.

- When a successor has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement in EOC and having and EOC member relay the information to their agencies.

Re-entry into the evacuation will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the State or Federal officials may be necessary in some instances (such as radiological, hazardous materials type incident, etc.).

Transients

- Hotel and motel guests will be expected to use their own modes of transportation for evacuation.

- Street people and those lacking transportation will be transported via public vehicles.

There are no mutual aid agreements negotiated, coordinated, or prepared at this time.

Assembly areas for picking up people will be selected by the Evacuation Coordinator.

Access to controlled areas will be controlled by law enforcement, with assistance from other City agencies. Persons wishing access must show proper identification. Law enforcement will patrol all evacuated areas unless unsafe to do so.

The hospital is responsible for arranging the evacuation of patients, with assistance and coordination for the Emergency Management Coordinator.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Mayor

Requires the evacuation coordinator to report to the EOC when notified of an emergency.

Issues a statement on the City's policy in regard to people that do not comply with evacuation instructions. A sample of these instructions should be developed prior to the emergency. The

statement addresses the consequences for not evacuating and the services (food, medical utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.

Issues evacuation instructions or an evacuation order when appropriate.

Evacuation Coordinator

Evacuation Coordinator, as assigned by the Public Works Director or his/her designee (upon arrival at the EOC), reviews known information about the emergency situation and make recommendations to the Emergency Manager Coordinator on the appropriate evacuation options to implement. The Evacuation Coordinator is responsible for coordinating all transportation resources planned for use in an evacuation.

Works with the Chief of Police to identify evacuation routes.

Designates an assembly point for evacuees without their own transportation.

Organize transportation for those evacuees at the designated assembly point without their own transportation.

Operational considerations include the following:

- Estimates the traffic capacity of each designated evacuation route.
- Selects evacuation routes from risk area to designated mass care facilities.
- Examines access to evacuation routes from each part of the risk area.
- Coordinates with law enforcement officials.
- Prepares the evacuation movement control plan.
- Assists, as appropriate, the animal care and control agency's effort to evacuate animals at risk during disaster emergency situations.

Emergency Management Agency Coordinator

Makes recommendations to the Mayor or his designee on the appropriate evacuation option to implement.

Ensures that functional coordinators are clear on location of mass care facilities outside the risk area that will be used to house evacuees.

Coordinates with and assist the animal care and control agency staff to identify facilities that may be used to house evacuated animals.

Law Enforcement

Provides traffic control during evacuation operations. Operational considerations include:

- Route assignment departure scheduling.
- Road capacity expansion.
- Entry control for outbound route.
- Perimeter control on inbound
- Traffic flow, including dealing with breakdowns.
- Establishment of rest area.

The County Sheriff shall secure, protect, and house those prisoners that must be evacuated. Assist in the evacuation of the risk area, as necessary.

Protects property in the evacuated area.

Limits access to the evacuated area.

Coordinates with the Evacuation Coordinator.

City Engineer

Verifies the structural safety of routes (e.g., roads, bridges, railways, waterways, airstrips, etc.) that will be used to evacuate people.

Public Information officer (PIO)

Disseminates the following types of instructional materials and information to evacuees:

- Identification of the specific area(s) to be evacuated.
- List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, and sleeping bags).
- Pickup points for people requiring transportation.
- Departure items
- Evacuation routes. (Give easy to understand instruction on using major roads, streets, highways, rivers, etc.).
- Location of mass care facilities outside of the evacuation area.

Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.

Disseminates information on appropriate action to protect and care for companion and farm animals that are to be evacuated or left behind.

Mass Care Coordinator

Activates staff and opens mass care facilities outside the evacuation area when directed to so do by appropriate authority.

Health and Medical Coordinator

Assists in reducing patient population in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.

Assists in the coordination of transportation and medical care for the patients being evacuated.

Coordinates so that continuous medical care is provided for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.

School Superintendent

Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.

Closes school facilities and releases students from school when directed to do so by appropriate authority.

Coordinates, where appropriate, the use of the school buses/drivers to support the overall evacuation effort.

Animal Control Agency

Based on information from the Evacuation Coordinator on the High-hazard areas in the jurisdiction makes an initial estimate of the numbers and types of animals that may need to be evacuated.

Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, pet stores, animal shelters, etc. and wildlife (as appropriate) from the risk area.

Coordinates with local Animal Rescues to assist in Shelters and supplies need for evacuated pets.

As appropriate, mobilizes transportation vehicles that may be used to evacuate the animals.

Implements evacuation by sending evacuation team(s) to load and transport to a safe location

As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location

All Tasked Organizations

Assist with evacuation.

Make provisions and identify the relocation of organizational equipment and supplies that will be moved from the evacuation area.

Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.

City Attorney/State's Attorney

When requested, will assist in obtaining a court order to evacuate persons in the affected area.

ADMINISTRATION AND LOGISTICS

Administration

Records and Reports

- Evacuation Coordinator shall maintain in chronological order a listing of all public notices given related to evacuation.
- Realizing that only approximate numbers of evacuees can be documented, all tasked organizations should be aware and relay to the Evacuation Coordinator any approximation of people evacuated.
- Mass Care Coordinator shall maintain the number of and information on evacuees in mass care facilities.

Maps are available in EOC. Marking routes will be done during time of situation. Each evacuation route may vary depending on the situation causing the evacuation.

Logistics

- Evacuating essential supplies and equipment
- Requesting or requisitioning the use of trucks from local dealers hauls food, medical supplies, and water.
- Supplies for companion animals shall be the responsibility of the owner.
- Sanitation devices (Port-a-Potty) will be requested from the sanitation services.
- Generators and lighting equipment will be coordinated with the Emergency Manager Coordinator and the Resource Manager.

Gas and diesel fuel will be transported with coordination of the Emergency Manager Coordinator and Resource Manager.

Public works equipment and vehicles will be evacuated as necessary by the Public Works Director.

Fire, Police, and emergency vehicles will be evacuated as per the recommendation of the IC.

V. DEVELOPMENT AND MAINTENANCE OF EVACUATION ANNEX

The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belong to the Emergency Management Agency Coordinator.

The responsibility for revisions and maintaining SOP's belongs to the emergency response groups.

VI. AUTHORITIES AND REFERENCES

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.

The Illinois Emergency Management Act (P.A. 87 – 168, January 1, 1992).

VII. SUCCESSION OF COMMAND

The line of succession for the Evacuation Coordinator

- Evacuation Coordinator
- Assistant Evacuation Coordinator

Or Designee

APPENDICES

Pre-emergency Operations Checklist

Response Operations Checklist

Recovery Operations Check list

General evacuation Routes and Map of Major Roads and Railroads Used to Transport Extremely Hazardous Substances.

Appendix A. Pre-Emergency Operations Checklist

Train assigned evacuation response staff and volunteer augmenters to perform emergency functions.

Identify potential risk areas that may require evacuation.

Identify on maps the primary and alternate evacuation routes for the established risk areas of the jurisdiction.

Identify traffic capacity estimates for the designated evacuation routes.

Identify population groups requiring assistance during evacuation people with disabilities, hospital, nursing homes, prisoners, etc.

Develop a system to track resources deployed during a disaster.

Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, and information and comfort facilities.

Develop SOP's in sufficient procedural detail to ensure successful response during a major disaster.

Update evacuation Annex as necessary.

Maintain current inventory of all emergency response resources.

Appendix B. Response Operations Checklist

Recommend evacuations when necessary.

Identify the number of people requiring transportation to reception areas, designated assembly point, and the means to get these people to the destination point(s).

Arrange to evacuate special populations

Activate shelter operation or contact reception area, as appropriate.

Provide security for evacuated areas, when appropriate.

Provide traffic and perimeter control.

Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, and comfort facilities (These can be shown on maps at EOC).

Report the appropriate evacuation information to the EOC during emergency operations.

Keep the public informed about emergency conditions, evacuation routes, destinations and other vital information. (see Public information Annex)

Continue to train assigned evacuation personnel and volunteer augmenters to perform emergency functions.

Notify the IEMA of large-scale evacuations.

Maintain response exposure records for all response personnel.

Appendix C. Recovery Operations Checklist

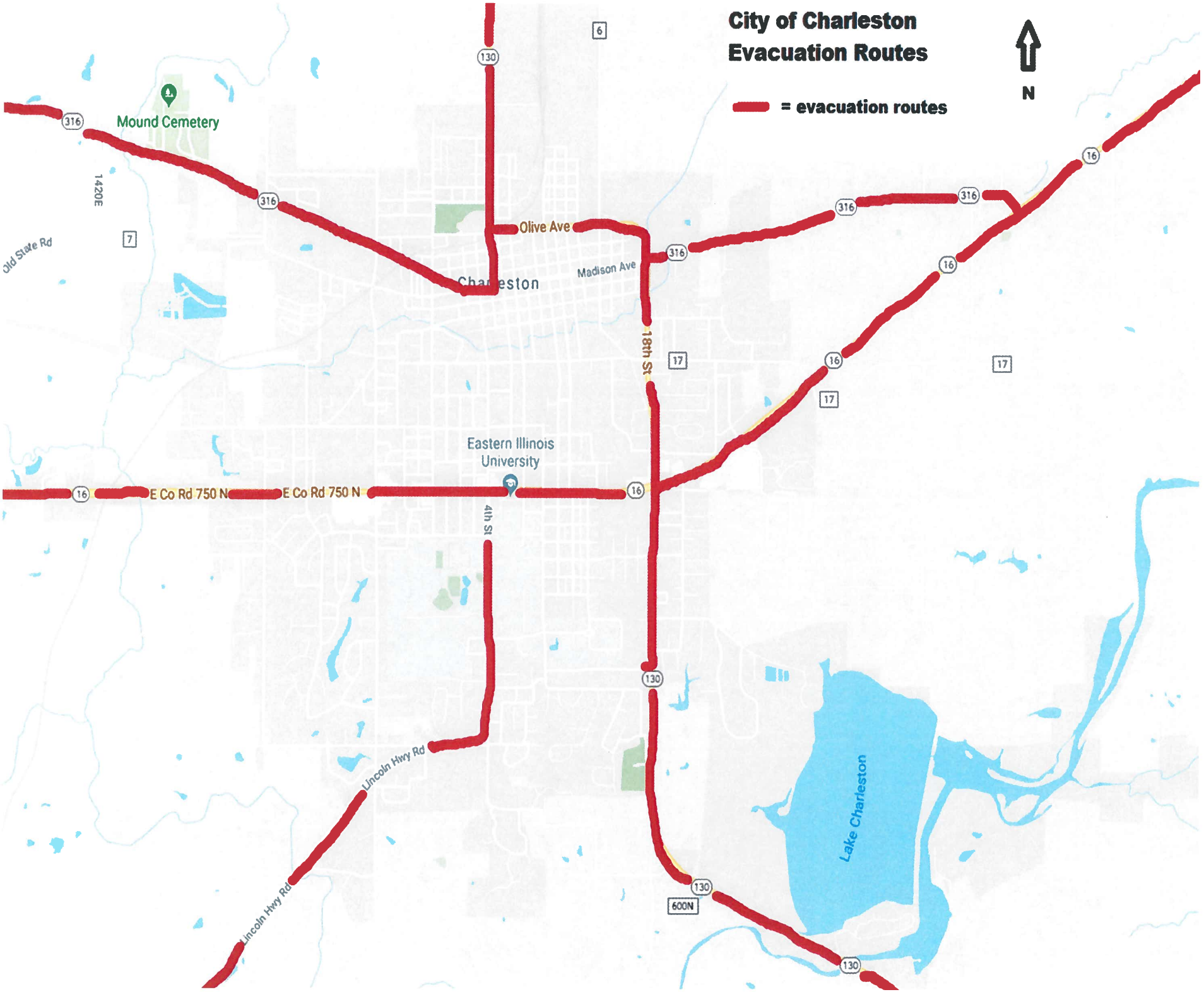
Support recovery operations during disaster events.

Arrange for early return of persons needed to staff essential service operations, or to reactivate vital business activities.

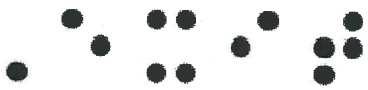
Initiate general return of evacuees to area as soon as possible.

Provide traffic control for return of evacuees.

Support cleanup and recovery operations.


City of Charleston
Evacuation Routes
= evacuation routes
N
Mound Cemetery
316
1420E
Old State Rd
7
130
6
Olive Ave
Madison Ave
Charleston
18th St
17
16
Eastern Illinois University
E Co Rd 750 N
4th St
Lincoln Hwy Rd
600N
Lake Charleston

Emergency Evacuation Planning Guide For People with Disabilities



March 2007

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SUMMARY

The NFPA *Emergency Evacuation Planning Guide for People with Disabilities* has been developed with input from the disability community to provide general information on this important topic. In addition to providing information on the five general categories of disabilities (mobility impairments, visual impairments, hearing impairments, speech impairments, and cognitive impairments), the *Guide* outlines the four elements of evacuation information that occupants need: notification, way finding, use of the way, and assistance. Also included is a Personal Emergency Evacuation Planning Checklist that building services managers and people with disabilities can use to design a personalized evacuation plan. The annexes give government resources and text based on the relevant code requirements and ADA criteria.

OVERVIEW

The NFPA *Emergency Evacuation Planning Guide for People with Disabilities* was developed in response to the emphasis that has been placed on the need to properly address the emergency procedure needs of the disability community. This *Guide* addresses the needs, criteria, and minimum information necessary to integrate the proper planning components for the disabled community into a comprehensive evacuation planning strategy. This *Guide* is available to everyone in a free, downloadable format from the NFPA website, www.nfpa.org.

Additionally a link is available for users of the *Guide* to provide comments or changes to the *Guide* that should be considered for future versions. It is anticipated that the content will be updated annually or more frequently, as necessary, to recognize new ideas, concepts, and technologies.

While building codes in the United States have continuously improved, containing requirements that reduce damage and injury to people and property by addressing fire sprinklers, fire-resistive construction materials, and structural stability, equally important issues such as energy efficiency, protection of heritage buildings, and accessibility are relatively recent subjects that we've begun to address in codes.

Many newer buildings are constructed as "accessible" or "barrier free" to allow people with disabilities ready access. Equally important is how building occupants with a variety of disabilities are notified of a building emergency, how they respond to a potentially catastrophic event, whether or not appropriate features or systems are provided to assist them during an emergency, and what planning and operational strategies are in place to help ensure "equal egress" during an emergency.

Visual as well as audible fire alarm system components, audible/directional-sounding alarm devices, areas of refuge, stair-descent devices, and other code-based technologies clearly move us in the right direction to address those issues. This *Guide* is a tool to provide assistance to people with disabilities, employers,

building owners and managers, and others as they develop emergency evacuation plans that integrate the needs of people with disabilities and that can be used in all buildings, old and new. The *Guide* includes critical information on the operational, planning, and response elements necessary to develop a well-thought-out plan for evacuating a building or taking other appropriate action in the event of an emergency. All people, regardless of circumstances, have some obligation to be prepared to take action during an emergency and to assume responsibility for their own safety.

About NFPA: NFPA has been a worldwide leader in providing fire, electrical, building, and life safety to the public since 1896. The mission of this international nonprofit organization is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus codes and standards, research, training, and education.

Contact: This *Guide* was prepared by NFPA staff. Contact Allan B. Fraser, Senior Building Code Specialist, with comments and suggestions at afraser@nfpa.org or 617-984 7411.

PREFACE

The first version of the Americans with Disabilities Act (ADA) that went before Congress was crafted by President Ronald Reagan's appointees to the National Council on Disability. Even at that time (late 1980s), the disability movement included conservatives as well as liberals and was unified in the view that what was needed was not a new and better brand of social welfare system but a fundamental examination and redefinition of the democratic tradition of equal opportunity and equal rights.

In just two years, Congress passed the ambitious legislation, and in 1990 President George Bush held the largest signing ceremony in history on the south lawn of the White House, a historic moment for all people with disabilities. To some degree, passage of the ADA was brought about by members of Congress realizing their obligation to ensure civil rights for all Americans. The benefits of the ADA extend to a broad range of people by cutting across all sectors of society; virtually everyone has already experienced positive benefits from the law or knows someone who has. According to some studies, as many as two-thirds of people with disabilities are unemployed. This is largely due to attitudinal and physical barriers that prevent their access to available jobs. With a labor-deficit economy, the national sentiment opposed to long-term welfare reliance, and the desire of people with disabilities to be economically independent and self-supporting, employment of people with disabilities is essential.

The ADA is historic not only nationally but globally as well. No other mandate in the world has its scope. Other nations may provide greater levels of support services and assistive technology, but the United States ensures equal rights within a constitutional tradition. The ADA has unique appeal for all Americans because, unlike other civil rights categories such as race and gender, any one of us could become a member of the protected class at any moment in our lives.

The National Fire Protection Association (NFPA) is a codes and standards development organization, not an enforcement agency. The purpose of this *Guide* is simply to help people with disabilities, employers, building owners and managers, and others look at some of the issues that are relevant to a person's ability to evacuate a building in the event of an emergency. This document is not intended to be a method or tool for compliance, nor is it a substitute for compliance with any federal, state, or local laws, rules, or regulations. All proposed alternative methods or physical changes should be checked against appropriate codes and enforcing authorities should be consulted to ensure that all proper steps are taken and required approvals are obtained.

It is important to note that employers and building/facility owners and operators have certain legal responsibilities to prevent discrimination against people with disabilities in areas within their control, including but not limited to employment, transportation, housing, training, and access to goods, programs, and activities. Equal facilitation is required for any service provided. Employers and building/facility owners and operators are strongly encouraged to seek guidance

from qualified professionals with respect to compliance with the applicable laws for individual programs and facilities. See Annex C for areas covered by the ADA.

NFPA may not be able to resolve all the accessibility issues that we face in our lives, but it certainly can provide for accessibility in the built environment where it is regulated through codes and standards.

This *Guide* has been written to help define, coordinate, and document the information building owners and managers, employers, and building occupants need to formulate and maintain evacuation plans for people with disabilities, whether those disabilities are temporary or permanent, moderate or severe.

USING THIS GUIDE TO DESIGN AN EVACUATION PLAN

This *Guide* is arranged by disability category. Use the Personal Emergency Evacuation Planning Checklist to check off each step and add the appropriate information specific to the person for whom the plan is being built.

Once the plan is complete, it should be practiced to be sure that it can be implemented appropriately and to identify any gaps or problems that require refinement so that it works as expected. Then copies should be filed in appropriate locations for easy access and given to the assistants, supervisors, co-workers, and friends of the person with the disability; building managers and staff; and municipal departments that may be first responders.

The plan should also be reviewed and practiced regularly by everyone involved. People who have a service animal should practice the evacuation drills with their service animals.

The importance of practicing the plan cannot be overemphasized. Practice solidifies everyone's grasp of the plan, assists others in recognizing the person who may need assistance in an emergency, and brings to light any weaknesses in the plan.

While standard drills are essential, everyone should also be prepared for the unexpected. Building management should conduct unannounced as well as announced drills and vary the drills to pose a variety of challenges along designated evacuation routes, such as closed-off corridors/stairs, blocked doors, or unconscious people.

Practice and planning do make a difference. During the 1993 bombing of the World Trade Center, a man with a mobility impairment was working on the 69th floor. With no plan or devices in place, it took over six hours to evacuate him. In the 2001 attack on the World Trade Center, the same man had prepared himself to leave the building using assistance from others and an evacuation chair he had acquired and had under his desk. It only took 1 hour and 30 minutes to get him out of the building this second time.

Emergency evacuation plans should be viewed as living documents. With building management staff, everyone should regularly practice, review, revise, and update their plans to reflect changes in technology, personnel, and procedures

Chapter 1

GENERAL INFORMATION

Most people will, at some time during their lives, have a disability, either temporary or permanent, that will limit their ability to move around inside or outside a building and to easily use the built environment. In fact, more than one in five Americans ages 15 and over have some type of disability; problems with walking and lifting are the most common.

The original statistics in the following list are from "Statistical Report: The Status of People with Disabilities," published in 1994 by the President's Committee on Employment of People with Disabilities, now the Office of Disability Employment Policy (ODEP). The updated numbers (in parentheses) for 2000 are from the U.S. Census Bureau, and those for 2003 are from the National Center for Health Statistics.

- 48.9 million Americans have one or more disabilities (49.7 million in 2000).
- 32 million Americans are age 65 or over (33.3 million in 2000).
- 3.3 million Americans are age 85 and older, a number that is projected to grow by 100 percent, to over 6 million, by 2010.
- 70 percent of all Americans will, at some time in their lives, have a temporary or permanent disability that makes stair climbing impossible.
- 8,000 people survive traumatic spinal cord injuries each year, returning to homes that are inaccessible.
- 17 million Americans have serious hearing disabilities (32.5 million in 2003).
- 8.1 million Americans have visual disabilities (18.6 million in 2003).
- 27 million Americans have heart disease and subsequent reduced or limited mobility (31.3 million in 2003).

Disabilities manifest themselves in varying degrees, and the functional implications of the variations are important for emergency evacuation. One person may have multiple disabilities, while another may have a disability whose symptoms fluctuate. Everyone needs to have a plan to be able to evacuate a building, regardless of his or her physical condition.

While planning for every situation that may occur in every type of an emergency is impossible, being as prepared as possible is important. One way to accomplish this is to consider the input of various people and entities, from executive management, human resources, and employees with disabilities to first responders and other businesses, occupants, and others nearby. Involving such people early on will help everyone understand the evacuation plans and the challenges that businesses, building owners and managers, and people with disabilities face. The

issues raised in this *Guide* will help organizations prepare to address the needs of people with disabilities, as well as others, during an emergency.

This *Guide* was developed using the five general categories of disabilities recognized in the *Fair Housing Act Design Manual*. It addresses the four elements of "standard" building evacuation information that apply to everyone but that may require modification or augmentation to be of use to people with disabilities. Most accessibility standards and design criteria are based on the needs of people defined by one of the following five general categories:

The Five General Categories of Disabilities

- Mobility impairments
- Visual impairments
- Hearing impairments
- Speech impairments
- Cognitive impairments

The Four Elements of Evacuation Information That People Need

- Notification (What is the emergency?)
- Way finding (Where is the way out?)
- Use of the way (Can I get out by myself, or do I need help?)
  - Self
  - Self with device
  - Self with assistance
- Assistance (What kind of assistance might I need?)
  - Who
  - What
  - Where
  - When
  - How

GENERAL CATEGORIES OF DISABILITIES

Mobility Impairments

Wheelchair Users

People with mobility disabilities may use one or more devices, such as canes, crutches, a power-driven or manually operated wheelchair, or a three-wheeled cart or scooter, to maneuver through the environment. People who use such devices have some of the most obvious access/egress problems. Typical problems include maneuvering through narrow spaces, going up or down steep paths, moving over

rough or uneven surfaces, using toilet and bathing facilities, reaching and seeing items placed at conventional heights, and negotiating steps or changes in level at the entrance/exit point of a building.

Ambulatory Mobility Disabilities

This subcategory includes people who can walk but with difficulty or who have a disability that affects gait. It also includes people who do not have full use of their arms or hands or who lack coordination. People who use crutches, canes, walkers, braces, artificial limbs, or orthopedic shoes are included in this category. Activities that may be difficult for people with mobility disabilities include walking, climbing steps or slopes, standing for extended periods of time, reaching, and fine finger manipulation.

Generally speaking, if a person cannot physically negotiate, use, or operate some part or element of a standard building egress system, like stairs or the door locks or latches, then that person has a mobility impairment that affects his or her ability to evacuate in an emergency unless alternatives are provided.

Respiratory Impairments

People with a respiratory impairments can generally use the components of the egress system but may have difficulty safely evacuating due to dizziness, nausea, breathing difficulties, tightening of the throat, or difficulty concentrating. Such people may require rest breaks while evacuating.

Visual Impairments

This category includes people with partial or total vision loss. Some people with a visual disability can distinguish light and dark, sharply contrasting colors, or large print but cannot read small print, negotiate dimly lit spaces, or tolerate high glare. Many people who are blind depend on their sense of touch and hearing to perceive their environment. For assistance while in transit, walking, or riding, many people with visual impairments use a white cane or have a service animal. There is a risk that a person with a visual impairment would miss a visual cue, such as a new obstruction that occurred during the emergency event, that could affect egress.

Generally speaking, if a person cannot use or operate some part or element of a standard building egress system or access displayed information, like signage, because that element or information requires vision in order to be used or understood, then that person has a visual impairment that could affect his or her ability to evacuate in an emergency unless alternatives are provided.

Hearing Impairments

People with partial hearing often use a combination of speech reading and hearing aids, which amplify and clarify available sounds. Echo, reverberation, and extraneous background noise can distort hearing aid transmission. People who are deaf or hard of hearing and who rely on lip reading for information must be able to clearly see the face of the person who is speaking. Those who use sign

language to communicate may be adversely affected by poor lighting. People who are hard of hearing or deaf may have difficulty understanding oral communication and receiving notification by equipment that is exclusively auditory, such as telephones, fire alarms, and public address systems. There is a risk that a person with a hearing loss or deafness would miss an auditory cue to the location of a dangerous situation, affecting his or her ability to find safe egress.

Generally speaking, if a person cannot receive some or all of the information emitted by a standard building egress system, like a fire alarm horn or voice instructions, then that person has a hearing impairment that could affect his or her ability to evacuate in an emergency unless alternatives are provided.

Speech Impairments

Speech impairments prevent a person from using or accessing information or building features that require the ability to speak. Speech impairments can be caused by a wide range of conditions, but all result in some level of loss of the ability to speak or to verbally communicate clearly.

The only "standard" building egress systems that may require a person to have the ability to speak in order to evacuate a building are the emergency phone systems in areas of refuge, elevators, or similar locations. These systems need to be assessed in the planning process.

Cognitive Impairments

Cognitive impairments prevent a person from using or accessing building features due to an inability to process or understand the information necessary to use those features.

Cognitive impairments can be caused by a wide range of conditions, including but not limited to developmental disabilities, multiple sclerosis, depression, alcoholism, Alzheimer's disease, Parkinson disease, traumatic brain injury, chronic fatigue syndrome, stroke, and some psychiatric conditions, but all result in some decreased or impaired level in the ability to process or understand the information received by the senses.

All standard building egress systems require a person to be able to process and understand information in order to safely evacuate a building.

Other Impairments and Multiple Impairments

In addition to people with permanent or long-term disabilities, there are others who have temporary conditions that affect their usual abilities. Broken bones, illness, trauma, or surgery can affect a person's use of the built environment for a short time. Diseases of the heart or lungs, neurological diseases with a resulting lack of coordination, arthritis, and rheumatism can reduce a person's physical stamina or cause pain. Other disabilities include multiple chemical sensitivities and seizure disorders. Reduction in overall ability is also experienced by many people as they age. People of extreme size or weight often need accommodation as well.

It is not uncommon for people to have multiple disabilities. For example, someone could have a combination of visual, speech, and hearing disabilities. Evacuation planning for people with multiple disabilities is essentially the same process as for those with individual disabilities, although it will require more steps to develop and complete more options or alternatives.

SERVICE ANIMALS

Service animals assist people with disabilities in their day-to-day activities. While most people are familiar with guide dogs trained to assist people with visual impairments, service animals can be trained for a variety of tasks, including alerting a person to sounds in the home and workplace, pulling a wheelchair, picking up items, or assisting with balance.

The ADA defines a service animal "as any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability." Service animals do not have to be licensed or certified by state or local government. Under the ADA, they are permitted in private facilities that serve the public, including shelters, hospitals, and emergency vehicles; in state and local government facilities; and in the workplace.

Only under the following rare and unusual circumstances can a service animal be excluded from a facility:

- The animal's behavior poses a direct threat to the health or safety of others.
- The animal's presence would result in a fundamental alteration to the nature of a business or a state or local government's program or activity.
- The animal would pose an "undue hardship" for an employer. Such instances would include a service animal that displays vicious behavior toward visitors or co-workers or a service animal that is out of control. Even in those situations, the public facility, state or local government, or employer must give the person with a disability the opportunity to enjoy its goods, services, programs, activities, and/or equal employment opportunities without the service animal (but perhaps with some other accommodation).

A person with a service animal should relay to emergency management personnel his or her specific preferences regarding the evacuation and handling of the animal. Those preferences then need to be put in the person's evacuation plan and shared with the appropriate building and management personnel.

People with service animals should also discuss how they can best be assisted if the service animal becomes hesitant or disoriented during the emergency situation. The procedure should be practiced so that everyone, including the service animal, is comfortable with it.

First responders should be notified of the presence of a service animal and be provided with specific information in the evacuation plan. Extra food and supplies should be kept on hand for the service animal.

STANDARD BUILDING EVACUATION SYSTEMS

A standard building evacuation system has three components:

1. The *circulation path*
2. The *occupant notification system(s)*
3. *Directions to and through the circulation paths*

Circulation Path

A *circulation path* is a continuous and unobstructed way of travel from any point in a building or structure to a public way.

The components of a circulation path include but are not limited to rooms, corridors, doors, stairs, smokeproof enclosures, horizontal exits, ramps, exit passageways, escalators, moving walkways, fire escape stairs, fire escape ladders, slide escapes, alternating tread devices, areas of refuge, and elevators.

A circulation path is considered a *usable circulation path* if it meets one of the following criteria:

- A person with disabilities is able to travel unassisted through the circulation path to a public way.
- A person with disabilities is able to travel unassisted through that portion of the circulation path necessary to reach an area of refuge. (See 7.2.12 of NFPA *101®, Life Safety Code®*, for more information.)

An *area of refuge* serves as a temporary haven from the effects of a fire or other emergency. The person with disabilities must have the ability to travel from the area of refuge to the public way, although such travel might depend on the assistance of others. If elevation differences are involved, an elevator or other evacuation device might be used, or the person might be moved by other people using a cradle carry, a swing (seat) carry, or an in-chair carry or by a stair descent device. (See 7.2.12 of NFPA *101®, Life Safety Code®*, for more information.)

A usable circulation path would also be one that complies with the applicable requirements of ICC/ANSI A117.1, *American National Standard for Accessible and Usable Buildings and Facilities*, for the particular disabilities involved.

Occupant Notification System

The *occupant notification systems* include but are not limited to alarms and public address systems.

NFPA 72®, National Fire Alarm Code, defines a *notification appliance* as "a fire alarm system component such as a bell, horn, speaker, light, or text display that provides audible, tactile, or visible outputs, or any combination thereof."

Directions to and through the Usable Circulation Path

Directions to and through the usable circulation path include signage, oral instructions passed from person to person, and instructions, which may be live or automated, broadcast over a public address system.

Personal notification devices, which have recently come onto the market, can be activated in a number of ways, including but not limited to having a building's alarm system relay information to the device. The information can be displayed in a number of forms and outputs. Because this technology is new to the market, such devices and systems are not discussed here; however, emergency evacuation personnel and people with disabilities may want to investigate them further.

Chapter 2

BUILDING AN EVACUATION PLAN FOR A PERSON WITH A MOBILITY IMPAIRMENT

OCCUPANT NOTIFICATION SYSTEMS

No Special Requirements. People with mobility impairments can hear standard alarms and voice announcements and can see activated visual notification appliances (strobe lights) that warn of danger and the need to evacuate. No additional planning or special accommodations for this function are required.

WAY FINDING

Is There a Usable Circulation Path?

A circulation path is considered a *usable circulation path* if it meets one of the following criteria:

- A person with disabilities is able to travel unassisted through it to a public way.
- A person with disabilities is able to travel unassisted through that portion of the circulation path necessary to reach an area of refuge.

An *area of refuge* serves as a temporary haven from the effects of a fire or other emergency. A person with a severe mobility impairment must have the ability to travel from the area of refuge to the public way, although such travel might depend on the assistance of others. If elevation differences are involved, an elevator or other evacuation device might be used, or others might move the person by using a wheelchair carry on the stairs.

Special Note 1

People with mobility impairments need to know if there is a usable circulation path from the building they are in. If there is not a usable circulation path, then their plans will require alternative routes and methods of evacuation to be put in place.

Which Circulation Paths Are Usable Circulation Paths?

Exits, other than main exterior exit doors that obviously and clearly are identifiable as exits, should be marked by approved signs that are readily visible from any direction of approach in the exit access.

Where not all circulation paths are usable by people with disabilities, the usable circulation path(s) should be clearly identified by the international symbol of accessibility:

Locations of exit signs and directional exit signs are specified by model codes. Usually the signs are placed above exit doors and near the ceiling.

Supplemental directional exit signs may be necessary to clearly delineate the route to the exit. Exit signs and directional exit signs should be located so they are readily visible and should contrast against their surroundings.

Special Note 2

People with mobility impairments should be provided with some form of written directions, a brochure, or a map showing all directional signs to all usable circulation paths. For new employees and other regular users of the facility it may be practical to physically show them the usable circulation paths as well as provide them with written information. In addition, simple floor plans of the building that show the locations of and routes to usable circulation paths should be available and given to visitors with mobility impairments when they enter the building. A large sign could be posted at each building entrance stating the availability of written directions or other materials and where to pick them up. Building security personnel, including those staffing entrance locations, should be trained in all the building evacuation systems for people with disabilities and be able to direct anyone to the nearest usable circulation path.

Which Paths Lead to Usable Circulation Paths?

Any circulation paths that are not usable should include signs directing people to other, usable paths. People with mobility impairments should be provided with written directions, a brochure, or a map showing what those signs look like and where they are.

Special Note 3

Where such directional signs are not in place, people with mobility impairments should be provided with written directions, a brochure, or a map showing the locations of all usable circulation paths.

USE OF THE WAY

Can People with Mobility Impairments Use the Usable Circulation Path by Themselves?

Is There a Direct Exit to Grade (or a Ramp)?

A circulation path is considered a *usable circulation path* if it meets one of the following criteria:

- A person using a wheelchair is able to travel unassisted through it to a public way (if elevation differences are involved, there are usable ramps rather than stairs).
- A person using a wheelchair is able to travel unassisted through that portion of the usable circulation path necessary to reach an area of refuge.

An *area of refuge* serves as a temporary haven from the effects of a fire or other emergency. People with mobility impairments must be able to travel from the area of refuge to the public way, although such travel might depend on the assistance of others. If elevation differences are involved, an elevator or other evacuation device might be used, or the person might be moved by another person or persons using a cradle carry, a swing (seat) carry, or an in-chair carry. Training, practice, and an understanding of the benefits and risks of each technique for a given person are important aspects of the planning process.

Special Note 4

Not all people using wheelchairs or other assistive devices are capable of navigating a usable circulation path by themselves. It is important to verify that each person using any assistive device can travel unassisted through the usable circulation path to a public way. Those who cannot must have the provision of appropriate assistance detailed in their emergency evacuation plans. Additionally, the plans should provide for evacuation of the device or the availability of an appropriate alternative once the person is outside the building. Otherwise, the person with the mobility impairment will no longer have independent mobility once he or she is out of the emergency situation.

Can the Person with a Mobility Impairment Use Stairs?

Not all people with mobility impairments use wheelchairs. Some mobility impairments prevent a person from using building features that require the use of one's arms, hands, fingers, legs, or feet. People with mobility impairments may be able to go up and down stairs easily but have trouble operating door locks, latches, and other devices due to impairments of their hands or arms. The evacuation plans for these people should address alternative routes, alternative devices, or specific provisions for assistance.

Are There Devices to Help People with Mobility Impairments Evacuate?

Can the Elevators Be Used?

Although elevators can be a component of a usable circulation path, restrictions are imposed on the use of elevators during some types of building emergencies. Elevators typically return to the ground floor when a fire alarm is activated and can be operated after that only by use of a "firefighters" keyed switch. This may not be true in the event of non-fire emergencies requiring an evacuation. In the last several years, however, building experts have increasingly joined forces to carefully consider building elevators that are safer for use in the event of an emergency.

In October 2003, the National Institute of Standards and Technology (NIST) began working with the elevator industry to develop and test more reliable emergency power systems and waterproof components. Under consideration are software and sensing systems that adapt to changing smoke and heat conditions, helping to maintain safe and reliable elevator operation during fire emergencies. Such changes could allow remote operation of elevators during fires, thus freeing fire fighters to assist in other ways during an emergency.

The topic was further examined in March 2004 during the Workshop on the Use of Elevators in Fires and Other Emergencies co-sponsored by the American Society of Mechanical Engineers (ASME International), NIST, the International Code Council (ICC), the National Fire Protection Association (NFPA), the U.S. Access Board, and the International Association of Fire Fighters (IAFF). The workshop provided a forum for brainstorming and formulating recommendations in an effort to improve codes and standards.

The majority of recommendations led to the formation of two new ASME task groups: the Use of Elevators by Firefighters task group and the Use of Elevators for Occupant Egress task group. The project is a collaborative effort of ASME, NIST, ICC, NFPA, IAFF, the U.S. Department of Homeland Security (DHS), and the U.S. Access Board. For more information, visit www.asme.org.

Here again, good planning and practice are key elements of a successful evacuation.

Are Lifts Available?

Lifts generally have a short vertical travel distance, usually less than 10 feet, and therefore can be an important part of an evacuation. Lifts should be checked to make sure they have emergency power, can operate if the power goes out, and if so, for how long or how many uses. It is important to know whether the building's emergency power comes on automatically or a switch or control needs to be activated.

What Other Devices Are Available?

Some evacuation devices and methods, including stair-descent devices and the wheelchair carry, require the assistance of others.

IS ASSISTANCE REQUIRED?

Who Will Provide the Assistance?

Anyone in the Office or Building

People with mobility impairments who are able to go up and down stairs easily but have trouble operating door locks, latches, and other devices due to impairments of their hands or arms can be assisted by anyone. A viable plan to address this situation may be for the person with the disability to be aware that he or she will need to ask someone for assistance with a particular door or a particular device. It is important to remember that not everyone in a building is familiar with all the various circulations paths everywhere in the building and that they may have to use an unfamiliar one in the event of an emergency.

Specific Person(s) in the Office or Building

- Friend or co-worker
  - Relative
  - Supervisor
  - Building staff
  - Floor safety warden
- First responders
  - Floor safety warden
  - Fire fighter
  - Police officer
  - Emergency medical services: emergency medical technicians (EMTs), ambulance personnel

How Many People Are Necessary to Provide Assistance?

One Person

When only one person is necessary to assist a person with a mobility impairment, a practical plan should identify at least two, ideally more, people who are willing and able to provide assistance. Common sense tells us that a specific person may not be available at any given time due to illness, vacation, an off-site meeting, and so on. The identification of multiple people who are likely to have different working and traveling schedules provides a more reliable plan.

Multiple People

When more than one person is necessary to assist a person with a mobility impairment, a practical plan should identify at least twice the number of people required who are willing and able to provide assistance. Common sense tells us that one or more specific people may not be available at any given time due to illness, vacation, off-site meetings, and so on. The identification of a pool of people who are likely to have different working and traveling schedules provides a more reliable plan.

What Assistance Will the Person(s) Provide?

Guidance

- Explaining how and where the person needs to go to get to the usable circulation path
- Escorting the person to and/or through the usable circulation path

Minor Physical Effort

- Offering an arm to assist the person to/through usable circulation path
- Opening the door(s) in the usable circulation path

Major Physical Effort

- Operating a stair-descent device
- Participating in carrying a wheelchair down the stairs
- Carrying a person down the stairs

Waiting for First Responders

Waiting with the person with the impairment for first responders would likely be a last choice when there is an imminent threat to people in the building. While first responders do their best to get to a site and the particular location of those needing their assistance, there is no way of predicting how long any given area will remain a safe haven under emergency conditions.

This topic should be discussed in the planning stage. Agreement should be reached regarding how long the person giving assistance is expected to wait for the first responders to arrive. Such discussion is important because waiting too long can endanger more lives. If someone is willing to delay his or her own evacuation to assist a person with an impairment in an emergency, planning how long that wait might be is wise and reasonable.

Where Will the Person(s) Start Providing Assistance?

From the Location of the Person Requiring Assistance

Does the person providing assistance need to go where the person with the mobility impairment is located at the time the alarm sounds? If so, how will he or she know where the person needing assistance is?

- u Face to face
- u Phone
- u PDA
- u E-mail
- u Visual
- u Other

From a Specific, Predetermined Location

- u Entry to stairs
- u Other

When Will the Person(s) Provide Assistance?

- u Always
- u Only when asked
- u Other

How Will the Person(s) Providing Assistance Be Contacted?

- u Face to face
- u Phone
- u PDA
- u E-mail
- u Visual
- u Other

Chapter 3

BUILDING AN EVACUATION PLAN FOR A PERSON WITH A VISUAL IMPAIRMENT

OCCUPANT NOTIFICATION SYSTEMS

No Special Requirements. People with visual impairments can hear standard building fire alarms and voice announcements over public address systems that warn of a danger or the need to evacuate or that provide instructions. Therefore, no additional planning or special accommodations for this function are required.

WAY FINDING

Is There a Usable Circulation Path?

A circulation path is considered a *usable circulation path* if it meets one of the following criteria:

- A person with disabilities is able to travel unassisted through it to a public way.
- A person with disabilities is able to travel unassisted through that portion of the circulation path necessary to reach an area of refuge.

An *area of refuge* is a space that serves as a temporary haven from the effects of a fire or other emergency. A person with a visual impairment must be able to travel from the area of refuge to the public way, although such travel might depend on the assistance of others.

Special Note 5

A person with a visual impairment needs to know if there is a usable circulation path from the building. If there is not a usable circulation path, then the personal emergency evacuation plan for that person will require that alternative routes and methods of evacuation be put in place.

For People with Disabilities, Which Circulation Paths Are Usable, Available, and Closest?

Exits should be marked by tactile signs that are properly located so they can be readily found by a person with a visual impairment from any direction of approach to the exit access.

Where not all circulation paths are usable by people with disabilities, the usable circulation paths should be identified by the tactile international symbol of accessibility:

The location of exit signage and directional signage for those with visual impairments is clearly and strictly specified by codes. The requirements include but are not limited to the type, size, spacing, and color of letters for visual characters and the type, size, location, character height, stroke width, and line spacing of tactile letters or Braille characters. The specific code requirements are included in Annex C.

Special Note 6

It may be practical to physically take new employees with visual impairments to and through the usable circulation paths and to all locations of directional signage to usable circulation paths. In addition, simple floor plans of the building indicating the location of and routes to usable circulation path should be available in alternative formats such as single-line, high-contrast plans. These plans should be given to visitors with visual impairments when they enter the building so they can find the exits in an emergency. Tactile and Braille signs should be posted at the building entrances stating the availability of the floor plans and where to pick them up. Building security personnel, including those staffing the entrances, should be trained in all accessible building evacuation systems and be able to direct anyone to the nearest usable circulation path.

Special Note 7

The personal evacuation plan for a person with a visual impairment needs to be prepared and kept in the alternative format preferred by that person, including but not limited to Braille, large type, or tactile characters.

Which Paths Are Usable Circulation Paths?

Tactile directional signs that indicate the location of the nearest usable circulation path should be provided at all circulation paths that are not usable by people with disabilities. It may be practical to physically show new employees with visual impairments where all usable circulation paths are.

Special Note 8

Where tactile directional signs are not in place, it may be practical to physically show new employees with visual impairments where all usable circulation paths are located. Building management should consider installing appropriate visual, tactile, and/or Braille signage in appropriate locations conforming to the code requirements in Annex C. Installing such signage is generally not expensive. Building owners and managers may be unaware that there is something they can do to facilitate the safe evacuation of people with visual impairments.

A new technology in fire safety generically called "directional sound" is coming on the market. Traditional fire alarm systems are designed to *notify* people but not necessarily to *guide* them. Directional sound is an audible signal that leads people to safety in a way that conventional alarms cannot, by communicating the location of exits using broadband noise. The varying tones and intensities coming from directional sound devices offer easy-to-discern cues for finding the way out. As soon as people hear the devices, they intuitively follow them to get out quickly. While not yet required by any codes, directional sound is a technology that warrants investigation by building services management.

USE OF THE WAY

Can People with Visual Impairments Use the Circulation Path by Themselves?

A circulation path is considered a *usable circulation path* if it meets one of the following criteria:

- A person with a visual impairment is able to travel unassisted through it to a public way.
- A person with a visual impairment is able to travel unassisted through that portion of the usable circulation path necessary to reach an area of refuge.

An *area of refuge* serves as a temporary haven from the effects of a fire or other emergency. A person with a visual impairment must be able to travel from the area of refuge to the public way, although such travel might depend on the assistance of others. If elevation differences are involved, an elevator might be used, or the person might be led down the stairs.

Will a Person with a Visual Impairment Require Assistance to Use the Circulation Path?

Not all people with visual impairments are capable of navigating a usable circulation path. It is important to verify that a person with a visual impairment

can travel unassisted through the exit access, the exit, and the exit discharge to a public way. If he or she cannot, then that person's personal emergency evacuation plan will include a method for providing appropriate assistance.

Generally only one person is necessary to assist a person with a visual impairment. A practical plan is to identify at least two, ideally more, people who are willing and able to provide assistance. Common sense tells us that a specific person may not be available at any given time due to illness, vacation, off-site meetings, and so on. The identification of multiple people who are likely to have different working and traveling schedules provides a much more reliable plan.

IS ASSISTANCE REQUIRED?

Who Will Provide the Assistance?

Anyone in the Office or the Building

People with visual impairments who are able to go up and down stairs easily but simply have trouble finding the way or operating door locks, latches, and other devices can be assisted by anyone. A viable plan may simply be for the person with a visual impairment to be aware that he or she will need to ask someone for assistance.

Specific Person(s) in the Office or the Building

- Friend or co-worker
  - Relative
  - Supervisor
  - Building staff
  - Floor safety warden
- First responders
  - Floor safety warden
  - Fire fighter
  - Police officer
  - Emergency medical services: emergency medical technicians (EMTs), ambulance personnel

What Assistance Will the Person(s) Provide?

Guidance

- Explaining how to get to the usable circulation path

- u Escorting the person with the visual impairment to and/or through the circulation path

Minor Physical Effort

- u Offering the person an arm or allowing the person to place a hand on your shoulder and assisting the person to/through the circulation path
- u Opening doors in the circulation path

Waiting for First Responders

Generally speaking, a person with a visual impairment will not need to wait for first responders. Doing so would likely be a last choice when there is an imminent threat to people in the building. While first responders do their best to get to a site and the particular location of those needing their assistance, there is no way to predict how long any given area will remain a safe haven under emergency conditions.

Where Will the Person(s) Start Providing Assistance?

From the Location of the Person Requiring Assistance

Does the person providing assistance need to go where the person with the visual impairment is located at the time the alarm sounds? If so, how will he or she know where the person needing assistance is?

- u Phone
- u PDA
- u E-mail
- u Visual
- u Other

From a Specific, Predetermined Location

- u Entry to stairs
- u Other

When Will the Person(s) Provide Assistance?

- u Always
- u Only when asked
- u Other

How Will the Person(s) Providing Assistance Be Contacted?

- u Face to face
- u Phone
- u PDA

- u E-mail
- u Visual
- u Other

Chapter 4

BUILDING AN EVACUATION PLAN FOR A PERSON WITH A HEARING IMPAIRMENT

OCCUPANT NOTIFICATION SYSTEMS

Visual Devices for the Fire Alarm System

People with hearing impairments cannot hear alarms and voice announcements that warn of danger and the need to evacuate. Many codes require new buildings to have flashing strobe lights (visual devices) as part of the standard building alarm system, but because the requirements are not retroactive many buildings don't have them. In addition, strobes are required only on fire alarm systems and simply warn that there may be a fire. Additional information that is provided over voice systems for a specific type of emergency such as threatening weather event, or that directs people to use a specific exit, are unavailable to people with hearing impairments.

It is extremely important for people with hearing impairments to know what, if any, visual notification systems are in place. They also need to be aware of which emergencies will activate the visual notification system and which emergencies will not. Alternative methods of notification need to be put into the emergency evacuation plans for people with hearing impairments so they can get all the information they need to evacuate in a timely manner.

Devices or Methods for Notification of Other Emergencies

The following is a partial list of emergencies that should be considered in the development of alternative warning systems:

- Natural events
  - Storms (hurricanes, tornadoes, floods, snow, lightning, hail, etc.)
  - Earthquakes (Although a system would provide only a few seconds' notice, it may lessen anxiety and prevent panic.)
- Human-caused events (robbery, hostile acts, random violence, etc.)

Special Note 9

Scrolling reader boards are becoming more common and are being applied in creative ways. In emergency situations, they can flash to attract attention and provide information about the type of emergency or situation. Some major entertainment venues use this technology to provide those with hearing impairments with "closed captioning" at every seat, for very little cost. A reversed scrolling reader board is mounted in the back of the room. Guests with hearing impairments are provided with small teleprompter-type screens mounted on small stands. The guests place the stands directly in front of themselves and adjust the screens so they can see the reader board reflected off the screens. The screens are transparent, so they don't block the view of guests behind the screen users.

If a person with a hearing impairment is likely to be in one location for a significant period of time, such as at a desk in an office, installation of a reader board in the work area might be considered to provide appropriate warning in an emergency.

Personal notification devices are also coming on the market. Such devices can be activated in a number of ways, including having a building's alarm system relay information to the device. Information can be displayed in a variety of forms and outputs.

E-mail and TTY phone communications are other alternative methods of notification for people with hearing impairments.

Another option is the use of televisions in public and working areas with the closed caption feature turned on. The U.S. Department of Agriculture offices in Washington D.C. use this technology.

WAY FINDING

Is Prior Knowledge of the Circulation Path Location(s) Necessary?

No Special Requirements. Once properly notified by appropriate visual notification devices of an alarm or special instructions, people with hearing impairments can use any standard means of egress from the building.

Is Identification of Which Means of Egress Are Available/Closest Necessary?

No Special Requirements. Once notified, people with hearing impairments can use any standard means of egress from the building.

Simple floor plans of the building indicating the location of and routes to usable circulation paths should be available in alternative formats such as single-line, high-contrast plans. These plans should be given to visitors when they enter the

building so they can find the exits in an emergency. Signs in alternative formats should be posted at the building entrances stating the availability of the floor plans and where to pick them up. Building security personnel, including those staffing the entrances, should be trained in all accessible building evacuation systems and be able to direct anyone to the nearest usable circulation path.

Is Identification of the Path(s) to the Means of Egress Necessary?

No Special Requirements. Once notified, people with hearing impairments can read and follow standard exit and directional signs.

USE OF THE WAY

No Special Requirements. Once notified, people with hearing impairments can read and follow standard exit and directional signs and use any standard means of egress from the building.

Elevators are required to have both a telephone and an emergency signaling device. People with hearing or speech impairments should be aware of whether the telephone is limited to voice communications and where the emergency signaling device rings — whether it connects or rings inside the building or to an outside line — and who would be responding to it.

IS ASSISTANCE REQUIRED?

No Special Requirements. Once notified, many people with hearing impairments can read and follow standard exit and directional signs and use any standard means of egress from the building. However, some may need assistance in areas of low or no light where their balance could be affected without visual references.

Chapter 5

BUILDING AN EVACUATION PLAN FOR A PERSON WITH A SPEECH IMPAIRMENT

OCCUPANT NOTIFICATION SYSTEMS

No Special Requirements. People with speech impairments can hear standard alarms and voice announcements and can see visual indicators that warn of danger and the need to evacuate. Therefore, no additional planning or special accommodations for this function are required.

WAY FINDING

Is Prior Knowledge of the Location of the Means of Egress Necessary?

No Special Requirements. Once notified, people with speech impairments can use any standard means of egress from the building.

Is Identification of Which Means of Egress Are Available/Closest Necessary?

No Special Requirements. Once notified, people with speech impairments can use any standard means of egress from the building.

Simple floor plans of the building indicating the location of and routes to usable circulation paths should be available in alternative formats such as single-line, high-contrast plans. These plans should be given to visitors when they enter the building so they can find the exits in an emergency. Signs in alternative formats should be posted at the building entrances stating the availability of the floor plans and where to pick them up. Building security personnel, including those staffing the entrances, should be trained in all accessible building evacuation systems and be able to direct anyone to the nearest usable circulation path.

Is Identification of the Path(s) to the Means of Egress Necessary?

No Special Requirements. Once notified, people with speech impairments can read and follow standard exit and directional signs.

USE OF THE WAY

The only standard building egress system that may require the ability to speak in order to evacuate a building is an emergency phone in an elevator. Elevators are required to have both a telephone and an emergency signaling device. People with speech impairments should be aware of whether the telephone is limited to voice communications and where the emergency signaling device rings — whether it connects or rings inside the building or to an outside line — and who would be responding to it.

IS ASSISTANCE REQUIRED?

No Special Requirements. Once notified, people with speech impairments can read and follow standard exit and directional signs and use any standard means of egress from the building. However, some may need assistance with voice comunication devices in an elevator.

Chapter 6

BUILDING AN EVACUATION PLAN FOR A PERSON WITH A COGNITIVE IMPAIRMENT

Cognitive impairments prevent a person from using or accessing building features due to an inability to process or understand the information necessary to use the features. Cognitive impairments are caused by a wide range of conditions, but all result in some decreased level of ability to process or understand information or situations.

All standard building egress systems require the ability to process and understand information in order to safely evacuate.

Possible accommodations for people with cognitive impairments might include the following:

- Providing a picture book of drill procedures
- Color coding fire doors and exit ways
- Implementing a buddy system
- Using a job coach for training

OCCUPANT NOTIFICATION SYSTEMS

No Special Requirements. People with cognitive impairments can hear standard alarms and voice announcements and see visual indicators that warn of danger and the need to evacuate. However, the ability of a person with a cognitive impairment to recognize and understand a fire alarm or other emergency notification systems and what they mean should be verified. If the person does not recognize and understand alarms, then plans for assistance need to be developed.

WAY FINDING

Is Identification of Which Means of Egress Are Available/Closest Necessary?

No Special Requirements. However, the ability of a person with a cognitive impairment to find and use the exits should be verified. If the person is not able to recognize and use them without assistance, then plans for assistance need to be developed.

Simple floor plans of the building indicating the location of and routes to usable circulation paths should be available in alternative formats such as single-line, high-contrast plans. These plans should be given to visitors when they enter the building so they can find the exits in an emergency. Signs in alternative formats should be posted at the building entrances stating the availability of the floor plans and where to pick them up. Building security personnel, including those

staffing the entrances, should be trained in all accessible building evacuation systems and be able to direct anyone to the nearest usable circulation path.

Is Identification of the Path(s) to the Means of Egress Necessary?

No Special Requirements. However, the ability of a person with a cognitive impairment to find and use the exits should be verified. If the person is not able to recognize and use the exits without assistance, then plans for assistance need to be developed.

USE OF THE WAY

No Special Requirements. However, the ability of a person with a cognitive impairment to find and use the exits should be verified. If the person is not able to recognize and use the exits without assistance, then plans for assistance need to be developed.

IS ASSISTANCE REQUIRED?

Who Will Provide the Assistance?

Generally, only one person is necessary to assist a person with a cognitive impairment. A practical plan should identify at least two, ideally more, people who are willing and able to provide assistance. Common sense tells us that a specific person may not be available at any given time due to illness, vacation, off-site meetings, and so on. The identification of multiple people who are likely to have different working and traveling schedules provides a much more reliable plan.

Specific Person(s) in the Office or the Building

- Special training or skills
- Known to the person with cognitive impairments

Anyone in the Office or the Building

What Assistance Will the Person(s) Provide?

- Ensuring that the person with the cognitive impairment is aware of the emergency and understands the need to evacuate the building
- Guidance to and/or through the means of egress

Where Will the Person(s) Start Providing Assistance?

- From the current location of the person needing assistance
- From a specific, predetermined location
  - Entry to stairs
  - Other

When Will the Person(s) Provide Assistance?

- u Always
- u Only when asked
- u Other

How Will the Person(s) Providing Assistance Be Contacted?

- u Face to face
- u Phone
- u PDA
- u E-mail
- u Visual
- u Other

PERSONAL EMERGENCY EVACUATION CHECKLIST

This checklist is also available as an interactive Microsoft® Word form at http://www.nfpa.org/assets/files//PDF/Forms/Chklst.doc To personalize the form, download it to your local hard drive, then copy and rename the file for each individual for whom an evacuation plan is needed. The file name will print in the footer of each page, so use short, meaningful file names, for example, MaryEvacPlan.doc. Brief instructions for working with Word tools for forms are available at http://www.nfpa.org/assets/files//PDF/Forms/HowToUse.pdf. For advanced instructions, see the Help resources included with Microsoft Word.

PERSONAL EMERGENCY EVACUATION PLANNING CHECKLIST

Name: Primary Location:

Building (home, office, etc.): Primary Phone:

Address: Cell Phone:

Floor: E-mail:

Service Animal: ☐ Yes ☐ No

OCCUPANT NOTIFICATION

Type of Emergency	Method or Device for Notification
Fire:	
Earthquake:	
Flood:	
Storm:	
Attack:	
Other (specify):	

	YES	NO	N/A	Comments
Are there emergency notification devices (alarms, etc.) appropriate for this person?	☐	☐	☐	
Does this person know the location of each emergency notification device/system and understand its meaning/function?	☐	☐	☐	
Does this person know how to sound the alert for emergencies (manual pull box alarms, public address systems, radio, telephones)?	☐	☐	☐	
If telephones are used to report emergencies, are emergency numbers posted near telephones, on employee notice boards, or in other conspicuous locations?	☐	☐	☐	
Is there a way for a person with a hearing or speech impairment to report an emergency?	☐	☐	☐	
If the communication system also serves as an alarm system, do all emergency messages have priority over all non-emergency messages?	☐	☐	☐	
Is there a unique signal (sound, light, header) to indicate an emergency message?	☐	☐	☐	

WAY FINDING

	YES	NO	N/A	Comments
Is there a usable way out?	☐	☐	☐	
Where is it? (List all and indicate nearest.)				
Where is the established outside meeting place?				
Is the usable circulation path clearly marked to show the route to leave the building or to relocate to some other space within the building in an emergency?	☐	☐	☐	
If a person exiting a doorway or turning a corner could inadvertently be directed into the path of a moving vehicle, is a safeguarding device with a warning sign in place?	☐	☐	☐	
If the stairs in the circulation path lead anywhere but out of the building, are doors, partitions, or other effective means used to show the correct route out of the building?	☐	☐	☐	
Do doors used to connect any room to a circulation path have proper maneuvering clearances?	☐	☐	☐	
Can the doors be easily unlatched?	☐	☐	☐	
Do exterior circulation paths (balcony, porch, gallery, roof) meet the preceding four requirements?	☐	☐	☐	
Does the exterior circulation path have guardrails to protect open sides of walking surfaces?	☐	☐	☐	
Is the exterior circulation path smooth, solid, and a substantially level travel surface?	☐	☐	☐	
Does the exterior circulation path *not* branch off and head away from the public way?	☐	☐	☐	
Is each exit marked with a clearly visible sign reading "EXIT" in all forms (visual, tactile, Braille)?	☐	☐	☐	
Is every doorway or passage that might be mistaken for an exit marked "NOT AN EXIT" or with an indication of its actual use in all forms (visual, tactile, Braille)?	☐	☐	☐	
Are signs posted and arranged along circulation paths to adequately show how to get to the nearest exit?	☐	☐	☐	
Do the signs clearly indicate the direction of travel in all forms (visual, tactile, Braille)?	☐	☐	☐	
Do brightly lit signs, displays, or objects in or near the line of vision *not* obstruct or distract attention from exit signs, particularly for people with low vision?	☐	☐	☐	

USE OF THE WAY

	YES	NO	N/A	Comments
Are circulation paths always free of obstructions, including furniture and equipment, so everyone can safely exit the building during an emergency?	☐	☐	☐	
Are people *not* required to travel through a room that can be locked, such as a restroom?	☐	☐	☐	
Do all interior doors, other than fire doors, readily open from the inside without keys, tools, or special knowledge and require less than 5 pounds of force to unlatch and set the door in motion?	☐	☐	☐	
Are exit signs *not* obstructed or concealed in any way, particularly for people with vision impairments who need to find and feel the sign?	☐	☐	☐	
Are exit doors kept free of items that obscure the visibility of exit signs or that may hide visual, tactile, or Braille signage?	☐	☐	☐	
Is the emergency escape path clear of obstacles caused by construction or repair ?	☐	☐	☐	
Does the circulation path maintain a clear height of 6 feet 8 inches at all points?	☐	☐	☐	
Do objects that stick out into the circulation path, such as ceiling fans and wall cabinets, *not* reduce the minimum height and width of the circulation path?	☐	☐	☐	
Are usable circulation paths at least 32 inches wide for any segment less than 24 inches in length and 36 inches for all segments 24 inches or longer?	☐	☐	☐	
Is each usable circulation path a permanent part of the facility?	☐	☐	☐	
If the circulation path is not substantially level, are occupants provided with appropriate stairs or a ramp?	☐	☐	☐	
Do building circulation paths lead to a public way, that is:				
Directly outside or to a street or walkway?	☐	☐	☐	
To an area of refuge and from there to a public way?	☐	☐	☐	
To an open space with access to the outside?	☐	☐	☐	
To streets, walkways, or open spaces large enough to accommodate all building occupants likely to use the exit?	☐	☐	☐	

TYPE OF ASSISTANCE NEEDED

	YES	NO	N/A	Comments
Can the person evacuate himself or herself with a device or aid?	☐	☐	☐	
What is the specific device or aid?				

Where is the device or aid located?				
Does the person need assistance to evacuate?	☐	☐	☐	
What does the assistant(s) need to do?				
Does the assistant(s) need any training?	☐	☐	☐	
Has the training been completed?	☐	☐	☐	
Where will the assistant(s) meet the person requiring assistance?				
When will the person requiring assistance contact the assistant(s)?				

Number of Assistants Needed

How many assistants are needed?

How will the assistant(s) be contacted in an emergency?

Name	Phone	Cell Phone	E-mail
Assistant 1			
Assistant 2			
Assistant 3			
Assistant 4			
Assistant 5			
Assistant 6			

SERVICE ANIMAL

	YES	NO	Comments
Has the person discussed with emergency management personnel his or her preferences with regard to evacuation and handling of the service animal?	☐	☐	
Has the person thought about under what circumstances a decision may have to be made about leaving the service animal behind?	☐	☐	
What is the best way to assist the service animal if it becomes hesitant or disoriented?			
Do first responders have a copy of the detailed information for the service animal?	☐	☐	
Where are extra food and supplies kept for the service animal?			

Annex A

THE ADA: A BEGINNING

The good news is that here in the United States we have developed building codes that have significantly reduced damage and injury to people and property. We have done so well with issues like fire sprinklers, rated construction, and structural stability that we have gone on to the next level and begun to address other issues that are equally important. Energy efficiency, protection of heritage buildings, and accessibility are examples of where we have taken codes beyond traditional requirements.

The bad news is that, while we have made a good start on "accessibility" in the past 35 years, we still have a long way to go. Why does it seem to take so much time and effort to write workable codes and standards for accessibility? What makes dealing with quality-of-life issues, particularly accessibility, so difficult? After all, the goal is simple — we want everyone to have the right to the same opportunities, a right that flows directly from our Constitution. So why are we having such a hard time reaching that goal?

What makes it so difficult is simply that each one of us is unique. We certainly have many general physical features in common, like eyes and ears and organs. But there are differences even in those areas, some small, some great. My eyes are blue, yours are brown, her vision is 20/20, he is blind — there are literally billions of combinations. It's relatively easy to write code so that we're all protected in buildings that won't burn or won't collapse during an earthquake. It's much more difficult to make sure that everyone can use a building with equal facility. We now have computer software that can "read" word documents out loud to assist people with visual impairments. We have voice-activated software that can "type" into a computer to assist people with limited use of their hands and fingers. Our goal in accessible code requirements for buildings is to provide that same kind of flexibility and to accommodate anyone and everyone who uses every building.

The first regulations for accessibility adopted in the late 1960s and early 1970s were successful and produced benefits for millions of people. Ramps, elevators, curb cuts, accessible toilets, and signage provided a new freedom for getting to, into, and around thousands of public facilities. Now we've learned that those adaptations are only a small part of the solution. We need to address audio and visual accessibility as well as mobility accessibility. What do people do once they're inside a building? Where do they sit? How good is the quality of those seats? How well can people see and hear? How might they get out of the building in an emergency?

In 1990 Congress passed the Americans with Disabilities Act (ADA), which is generally considered the flagship piece of legislation on the subject of accessibility. In the act, the term *disability* means one of the following:

- A physical or mental impairment that substantially limits one or more of the major life activities of a person
- A record of such an impairment
- Being regarded as having such an impairment

In developing the ADA, Congress listed nine profound findings:

Some 43,000,000 Americans have one or more physical or mental disabilities, and this number is increasing as the population grows older.

Historically, society has tended to isolate and segregate people with disabilities. Despite some improvements, discrimination against people with disabilities continues to be a serious and pervasive social problem.

Discrimination against people with disabilities persists in the critical areas of employment, housing, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public services. Unlike people who experience discrimination on the basis of race, color, sex, national origin, religion, or age, those of us who experience discrimination on the basis of disability often have no legal recourse to redress such discrimination.

People with disabilities continually encounter various forms of discrimination, including outright intentional exclusion; the discriminatory effects of architectural, transportation, and communication barriers; overprotective rules and policies; the effects of failure to make modifications to existing facilities and practices; exclusionary qualification standards and criteria; segregation; and relegation to lesser services, programs, activities, benefits, jobs, or other opportunities.

Census data, national polls, and other studies document that people with disabilities, as a group, occupy an inferior status in our society and are severely disadvantaged socially, vocationally, economically, and educationally. People with disabilities have been faced with restrictions and limitations, subjected to a history of purposeful unequal treatment, and relegated to a position of political powerlessness in our society, based on characteristics beyond their control and resulting from stereotypic assumptions not truly indicative of the their abilities to participate in and contribute to society.

The nation's proper goals regarding people with disabilities are to ensure equality of opportunity, full participation, independent living, and economic self-sufficiency for such people. Yet, the continuing existence of unfair and unnecessary discrimination and prejudice denies people with disabilities the opportunity to compete on an equal basis and to pursue those opportunities for which our free society is justifiably famous. This discrimination costs the United

States billions of dollars in unnecessary expenses resulting from dependency and non-productivity.

Congress clearly stated its purposes in passing the ADA:

- To provide a clear and comprehensive national mandate for the elimination of discrimination against people with disabilities
- To provide clear, strong, consistent, and enforceable standards that address discrimination against people with disabilities
- To ensure that the federal government plays a central role in enforcing the standards established in the ADA on behalf of people with disabilities
- To invoke the sweep of congressional authority, including the power to enforce the 14th Amendment and to regulate commerce in order to address the major areas of discrimination that people with disabilities face daily

That clear and powerful message was sent to the American people over 15 years ago, but somehow we missed the point. Somehow we continue to miss the point. Right now, more than 43 million Americans have disabilities. The members of this group are constantly changing — at any moment, you and I could become part of this group for some period of time.

Disability is not about a specific group of people. Disability is about a specific time in the life of each and every one of us. For some it may be temporary, for others it may last much longer.

It's about the fourth-grader who breaks her leg falling off the playground slide and the hockey player who crashes into the boards 15 seconds into his first college game and is paralyzed from the neck down.

It's about the construction worker who's nearly deaf from running a jackhammer and the person born with no arms.

It's about the 30-year-old asthma sufferer and the 60-year-old office worker recuperating from bypass surgery.

It's about each and every one of us at some point in our lives.

As a society, we have mistakenly adopted a mindset that divides us into two groups, "able bodied" and "disabled." The fact is that we all will be part of the disabled community for some time in our lives. It is from that perspective that we need to think about and regulate our built environment and our programs. If we act from the perspective of what we would want when, rather than if, we become disabled, we truly will be able to make great progress for all people.

Annex B

GOVERNMENT RESOURCES

This listing of government resources (provided by the U.S. Access Board) may be helpful in developing integrated emergency plans that fully consider the needs of people with disabilities.

A variety of organizations in the public and private sectors provide information on accessibility and accessible design. These links are provided for information purposes only; NFPA and the U.S. Access Board make no warranty, expressed or implied, that the information obtained from these sources is accurate or correct.

ADA Document Portal (http:/www.adaportal.org)
This website, sponsored by the National Institute on Disability and Rehabilitation Research (NIDRR), makes available more than 3400 documents related to the ADA, including those issued by federal agencies with responsibilities under the law. It also provides extensive document collections on other disability rights laws and issues.

Air Carrier Access Act (http://www.airconsumer.ost.dor.gov)
The Air Carrier Access Act prohibits discrimination by air carriers on the basis of disability. This act is enforced by the U.S. Department of Transportation, which maintains a hotline for complaints: 866-266-1368 (voice); 866-754-4368 (TTY).

Department of Education (http://www.ed.gov)
The U.S. Department of Education funds 10 regional Disability Business Technical Assistance Centers (http://www.adata.org) to provide technical assistance on the ADA. For assistance related to civil rights, contact the department's Office for Civil Rights (OCR) in Washington D.C. (http://bcol01.ed.gov/CFAPPS/OCR/contactus.cfm) or the OCR enforcement office serving your state or territory.

Department of Housing and Urban Development
(http://www.hud.gov/offices/fheo)
The U.S. Department of Housing and Urban Development (HUD) has issued the Fair Housing Accessibility Guidelines, which cover multifamily housing and are available on HUD's website (http://www.hud.gov/offices/fheo/disabilities/fhefhag.cfm). Information is also available on how to file a complaint with HUD under the Fair Housing Act (http://www.hud.gov/complaints/housediscrim.cfm). HUD's website also addresses access under Section 504 of the Rehabilitation Act (http://www.hud.gov/offices/fheo/disabilities/504keys.cfm).

Department of Justice's ADA Website
(http://www.usdoj.gov/crt/ada/adahom1.htm)
The U.S. Department of Justice (DoJ) website offers technical assistance on the ADA Standards for Accessible Design and other ADA provisions that apply to businesses, nonprofit service agencies, and state and local government programs. It also provides information on how to file ADA-related complaints. Many of its technical assistance letters are available online (http://www.usdoj.gov/crt/foia/records.htm).

DoJ maintains an ADA hotline: 800-514-0301 (voice); 800-514-0383 (TTY).

Department of Transportation (http://www.access-board.gov/links/government.htm#fta#fta)
(*See Federal Transit Administration.*)

Department of Labor, Office of Disability Employment Policy
(http://www.dol.gov/odep/welcome.html)
In the fiscal year 2001 budget, Congress approved a new Office of Disability Employment Policy (ODEP) for the Department of Labor. Programs and staff of the former President's Committee on Employment of People with Disabilities have been integrated in this new office. The mission of ODEP, under the leadership of an Assistant Secretary, is to bring a heightened and permanent long-term focus on the goal of increasing employment for persons with disabilities through policy analysis, technical assistance, and development of best practices, as well as outreach, education, constituent services, and promoting ODEP's mission among employers.

Disability and Business Technical Assistance Centers (http://www.adata.org)
Funded by the National Institute on Disability and Rehabilitation Research (NIDRR), the Disability and Business Technical Assistance Centers (DBTACs) provide information, materials, technical assistance, and training on the ADA to employers, people with disabilities, and other entities with responsibilities under the ADA. The national toll-free number, 1-800-949-4232 (voice and TTY), automatically routes calls to the closest center.

DisabilityInfo.Gov
The website is a one-stop interagency portal for information on federal programs, services, and resources for people with disabilities, their families, employers, service providers, and other community members.

Equal Employment Opportunity Commission (http://www.disability.gov)
EEOC offers technical assistance on the ADA provisions that apply to employment and provides information on how to file ADA complaints.

Employment questions: 800-669-4000 (voice); 800-669-6820 (TTY)

Employment documents: 800-669-3362 (voice); 800-800-3302 (TTY)

Federal Communications Commission (http://www.fcc.gov/cib/dro)
FCC offers technical assistance on ADA telephone relay service requirements. FCC also has jurisdiction over compliance with Section 255 of the Telecommunications Act.

Relay service—documents and questions: 202-418-0190 (voice); 202-418-2555 (TTY)

Relay service—legal questions: 202-634-1798 (voice); 202-418-0484 (TTY)

Complaints and enforcement: 202-632-7553 (voice); 202-418-0485 (TTY)

Federal Register (http://www.gpoaccess.gov/fr/index.html)
This site not only contains the Federal Register but can access many Government Printing Office documents. It is a gateway site with access to most documents available from the Government Printing Office (*see Government Printing Office*).

Federal Relay Service
(http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=10360&noc=T)
The Federal Relay Service (FRS) provides telecommunications services for persons who are deaf or hard of hearing or who have speech disabilities, to aid them in communicating and conducting business with employees in the federal government. FRS provides domestic and international coverage to the public and to federal agency personnel seven days a week, 24 hours a day.

Federal Transit Administration
(http://www.fta.dot.gov/initiatives_tech_assistance/customer_service/14524_ENG_HTML.htm)
The Federal Transit Administration regulates and enforces requirements of the ADA that cover transportation facilities and systems. FTA maintains a technical assistance line on ADA questions: (888) 446-4511 (voice); (202) 366-0153 (TTY).

FirstGov.gov (http://www.firstgov.gov)
This is the official U.S. gateway to all government information, and is the catalyst for a growing electronic government. The site provides a powerful search engine and links to information from the federal government, local and tribal governments, and nations around the world.

General Service Administration Public Buildings Service
(http://www.gsa.gov/pbs/pt/pts/access.htm)
The GSA's Public Buildings Service manages the Accessibility Program for GSA. This program provides liaison and technical staff support to the Administrator and Deputy Administrator concerning accessibility complaints against GSA facilities.

Government Accounting Office (http://www.gao.gov)
Reports can be downloaded or ordered directly from this site, including those on status of business, schools' compliance with the ADA, civil rights issues, and transportation issues.

Government Printing Office (http://www.access.gpo.gov/)
The Government Printing Office maintains its own web page with access to the Federal Register, Congressional Record, legislation, and other documents. Access through a Federal Depository Library gateway (such as the Federal Registry) is sometimes easier.

Grants.gov (http://www.grants.gov)
Established by a consortium of federal agencies, this website allows users to find and apply for competitive grant opportunities from all federal grant-making agencies. It contains information on more than 900 grant programs offered by 26 federal agencies.

Internal Revenue Service (http://www.irs.gov/index.html)
IRS provides information about tax code provisions including tax credits (section 44) and deductions (section 190) for businesses that comply with the ADA. These provisions are explained in publication 907 which can be accessed online (http://www.irs.gov/pub/irs-pdf/p907.pdf) or ordered by calling the number below.

Tax code information: 800-829-1040 (voice); 800-829-4059 (TTY)

To order Publication 907: 800-829-3676 (voice); 800-829-4059 (TTY)
Within Washington D.C.: 202-622-3110 (voice); (for TTY, use relay service)

The Department of Justice also has information on ADA tax incentives (http://www.usdoj.gov/crt/ada/taxpack.htm).

National Center for the Dissemination of Disability Research (NCDDR) (http://www.ncddr.org)
The NCDDR's purpose is to enhance the dissemination efforts of research projects funded by the National Institute on Disability and Rehabilitation Research (NIDRR) and to increase the accessibility of research outcomes for the benefit of their users, particularly those from minority backgrounds. For more information about NCDDR, see the NIDRR page at http://www.ed.gov/about/offices/list/osers/nidrr/index.html.

National Council on Disability (http://www.ncd.gov)
The Council is a federal agency which provides recommendations to the President and Congress on overall policy issues affecting persons with disabilities. The Council developed the concept and much of the statutory language which formed the ADA.

National Institute on Disability and Rehabilitation Research (NIDRR)
(http://www.ed.gov/about/offices/list/osers/nidrr/index.html)
NIDRR is a division of the U.S. Department of Education, which funds a variety of research projects and research centers around the country.

National Institute of Standards and Technology (NIST)
(http://www.ed.gov/about/offices/list/osers/nidrr/index.html?src=mr)
NIST was established by Congress "to assist industry in the development of technology ... needed to improve product quality, to modernize manufacturing processes, to ensure product reliability ... and to facilitate rapid commercialization ... of products based on new scientific discoveries." An agency of the U.S. Department of Commerce's Technology Administration, NIST's primary mission is to promote U.S. economic growth by working with industry to develop and apply technology, measurements, and standards.

National Science Foundation (http://www.nsf.gov)
The National Science Foundation is an independent U.S. government agency responsible for promoting science and engineering through programs involving almost 20,000 research and education projects in science and engineering. Some projects focus on technology and people with disabilities.

Office of Disability Employment Policy (Department of Labor)
(http://www.dol.gov/odep/welcome.html)
The Office of Disability Employment Policy at the Department of Labor (previously the President's Committee on Employment of People with Disabilities) answers employment questions and funds the Job Accommodation Network (JAN) (http://www.jan.wvu.edu), which provides advice on accommodating employees with disabilities.

Employment questions: 202-376-6200 (voice); 202-376-6205 (TTY)

Job Accommodation Network: 800-526-7234 (voice and TTY)

Project Safe EV-AC (http://evac.icdi.wvu.edu/what.htm)
Project Safe EV-AC, a three year development project, will improve evacuation from buildings, vehicles, and other settings during emergencies by providing training materials on the **EV**acuation and **AC**commodation of people with disabilities. Project Safe EV-AC is targeting specific audiences, including people with disabilities and emergency responders. (See "A Practical Handbook for Emergency Planning" at http://evac.icdi.wvu.edu/library/InAdvance.pdf.)

Regulatory Information Service Center (http://reginfo.gov)
The Regulatory Information Service Center has established the reginfo.gov site to assist users who want to find information about federal, state, and local regulations. The Center is a federal government office located in the General Services Administration, with responsibility for gathering and publishing information on federal regulations.

Smithsonian Institution Accessibility Program
(http://www.si.edu/visit/visitors_with_disabilities.htm)
This site provides information on accessibility to the Smithsonian Institution and access maps of museums on and near the National Mall, with specific guidance to those designing exhibits in the Smithsonian Guidelines for Accessible Exhibition Design (http://www.si.edu/opa/accessibility/exdesign/start.htm).

Tax Incentives (*See Internal Revenue Service.*)

Thomas (http://thomas.loc.gov)
This is the site operated by the Library of Congress where one can obtain status and full text of current and previous year's legislation, as well as the Congressional Record.

Transportation Security Administration (TSA) (http://www.tsa.dot.gov)
TSA, the new entity within the Department of Transportation responsible for protecting the nation's transit system, has issued guidance to air travelers (http://www.tsa.gov/public/display?theme=156), including those with disabilities, on new security screening procedures.

Usability.gov (http://www.usability.gov)
This site is designed to provide current and accurate information on how to make websites and other user interfaces more accessible and useful for people with disabilities. Information is provided by the National Cancer Institute (NCI), the federal government's principal agency for cancer research. The site also links to a variety of quality websites and resources on usability, accessibility, and related topics.

U.S. House of Representatives (http://www.house.gov)
This site provides links to House bills passed and pending, hearing schedules, and other resources.

U.S. Senate (http://www.senate.gov)
This site provides links to Senate bills passed and pending, hearing schedules, and other resources.

Vocational Rehabilitation State Offices
(http://www.jan.wvu.edu/sbses/vocrehab.htm)
Vocational Rehabilitation (VR), a state-supported division of services, assists people with disabilities who are pursuing employment. VR helps those people to secure gainful employment commensurate with their abilities and capabilities through local job searches and awareness of self-employment and telecommuting opportunities.

The White House (http://www.whitehouse.gov)
This site provides access to Presidential speeches and press releases, and links to Executive Branch agencies.

Annex C

EXCERPTS FROM U.S. ACCESS BOARD'S ADA-ABA-AG (JULY 2004)

The excerpts in this annex are a listing of key provisions of the U.S. Access Board's ADA-ABA-AG. Released in 2004, these updated accessibility guidelines detail how accessibility is to be achieved in new construction and alterations, and they provide specifications for various building elements and spaces.

702 Fire Alarm Systems

702.1 General. Fire alarm systems shall have permanently installed audible and visible alarms complying with NFPA 72 (1999 or 2002 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1), except that the maximum allowable sound level of audible notification appliances complying with section 4-3.2.1 of NFPA 72 (1999 edition) shall have a sound level no more than 110 dB at the minimum hearing distance from the audible appliance. In addition, alarms in guest rooms required to provide communication features shall comply with sections 4-3 and 4-4 of NFPA 72 (1999 edition) or sections 7.4 and 7.5 of NFPA 72 (2002 edition).

EXCEPTION: Fire alarm systems in medical care facilities shall be permitted to be provided in accordance with industry practice.

703 Signs

703.1 General. Signs shall comply with 703. Where both visual and tactile characters are required, either one sign with both visual and tactile characters, or two separate signs, one with visual, and one with tactile characters, shall be provided.

703.2 Raised Characters. Raised characters shall comply with 703.2 and shall be duplicated in Braille complying with 703.3. Raised characters shall be installed in accordance with 703.4.

Advisory 703.2 Raised Characters. Signs that are designed to be read by touch should not have sharp or abrasive edges.

703.2.1 Depth. Raised characters shall be 1/32 inch (0.8 mm) minimum above their background.

703.2.2 Case. Characters shall be uppercase.

703.2.3 Style. Characters shall be sans serif. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms,

703.2.4 Character Proportions. Characters shall be selected from fonts where the width of the uppercase letter "O" is 55 percent minimum and 110 percent maximum of the height of the uppercase letter "I".

703.2.5 Character Height. Character height measured vertically from the baseline of the character shall be 5/8 inch (16 mm) minimum and 2 inches (51 mm) maximum based on the height of the uppercase letter "I".

EXCEPTION: Where separate raised and visual characters with the same information are provided, raised character height shall be permitted to be inch (13 mm) minimum.

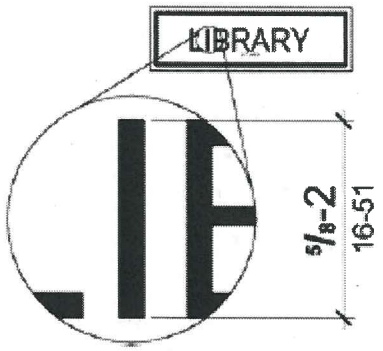


Figure 703.2.5
Height of Raised Characters

703.2.6 Stroke Thickness. Stroke thickness of the uppercase letter "I" shall be 15 percent maximum of the height of the character.

703.2.7 Character Spacing. Character spacing shall be measured between the two closest points of adjacent raised characters within a message, excluding word spaces. Where characters have rectangular cross sections, spacing between individual raised characters shall be 1/8 inch (3.2 mm) minimum and 4 times the raised character stroke width maximum. Where characters have other cross sections, spacing between individual raised characters shall be 1/16 inch (1.6 mm) minimum and 4 times the raised character stroke width maximum at the base of the cross sections, and 1/8 inch (3.2 mm) minimum and 4 times the raised character stroke width maximum at the top of the cross sections. Characters shall be separated from raised borders and decorative elements 3/8 inch (9.5 mm) minimum.

703.2.8 Line Spacing. Spacing between the baselines of separate lines of raised characters within a message shall be 135 percent minimum and 170 percent maximum of the raised character height.

703.3 Braille. Braille shall be contracted (Grade 2) and shall comply with 703.3 and 703.4.

703.3.1 Dimensions and Capitalization. Braille dots shall have a domed or rounded shape and shall comply with Table 703.3.1. The indication of an uppercase letter or letters shall only be used before the first word of sentences, proper nouns and names, individual letters of the alphabet, initials, and acronyms.

703.3.1 Braille Dimensions

Measurement Range	Minimum in Inches Maximum in Inches
Dot base diameter	0.059 (1.5 mm) to 0.063 (1.6 mm)
Distance between two dots in the same cell[1]	0.090 (2.3 mm) to 0.100 (2.5 mm)
Distance between corresponding dots in adjacent cells[1]	0.241 (6.1 mm) to 0.300 (7.6 mm)
Dot height	0.025 (0.6 mm) to 0.037 (0.9 mm)
Distance between corresponding dots from one cell directly below[1]	0.395 (10 mm) to 0.400 (10.2 mm)

1. Measured center to center.

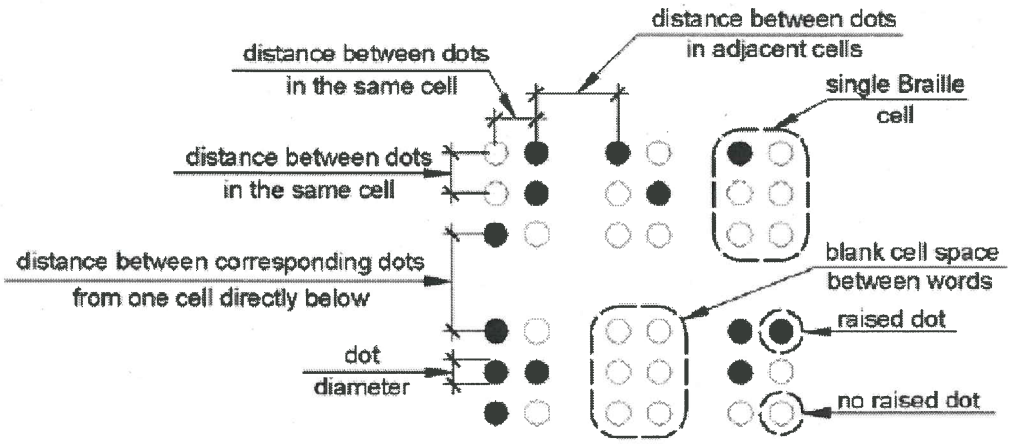


Figure 703.3.1
Braille Measurement

703.3.2 Position. Braille shall be positioned below the corresponding text. If text is multi-lined, Braille shall be placed below the entire text. Braille shall be separated 3/8 inch (9.5 mm) minimum from any other tactile characters and 3/8 inch (9.5 mm) minimum from raised borders and decorative elements.

EXCEPTION: Braille provided on elevator car controls shall be separated 3/16 inch (4.8 mm) minimum and shall be located either directly below or adjacent to the corresponding raised characters or symbols.

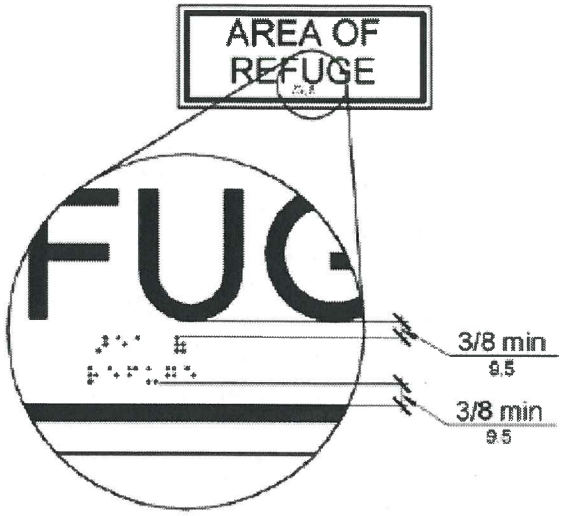


Figure 703.3.2
Position of Braille

703.4 Installation Height and Location. Signs with tactile characters shall comply with 703.4.

703.4.1 Height Above Finish Floor or Ground. Tactile characters on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

EXCEPTION: Tactile characters for elevator car controls shall not be required to comply with 703.4.1.

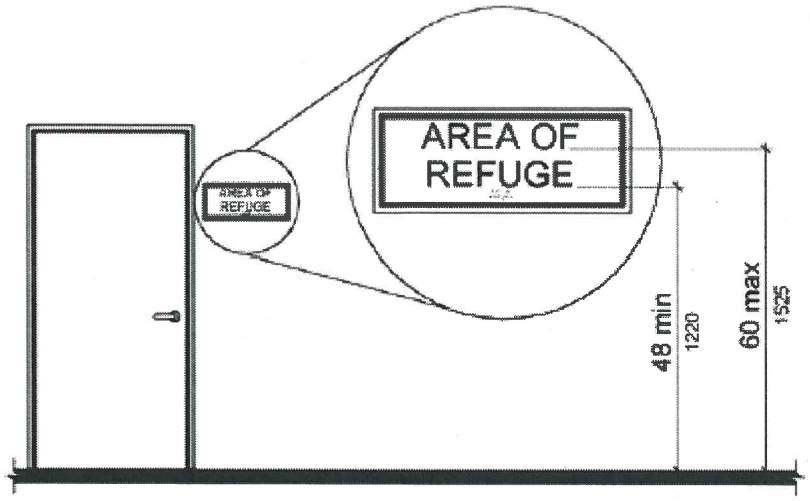


Figure 703.4.1
Height of Tactile Characters Above Finish Floor or Ground

703.4.2 Location. Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side. Where a tactile sign is provided at double doors with one active leaf, the sign shall be located on the inactive leaf. Where a tactile sign is provided at double doors with two active leafs, the sign shall be located to the right of the right hand door. Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall. Signs containing tactile characters shall be located so that a clear floor space of 18 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

EXCEPTION: Signs with tactile characters shall be permitted on the push side of doors with closers and without hold-open devices.

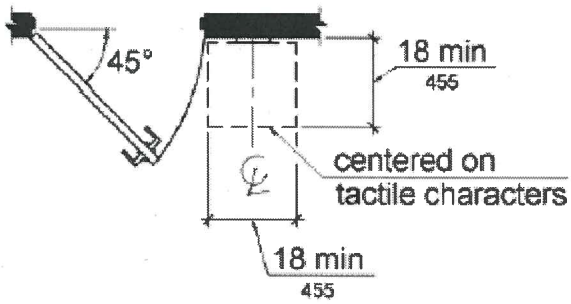


Figure 703.4.2
Location of Tactile Signs at Doors

703.5 Visual Characters. Visual characters shall comply with 703.5.

EXCEPTION: Where visual characters comply with 703.2 and are accompanied by braille complying with 703.3, they shall not be required to comply with 703.5.2 through 703.5.9.

703.5.1 Finish and Contrast. Characters and their background shall have a non-glare finish. Characters shall contrast with their background with either light characters on a dark background or dark characters on a light background.

Advisory 703.5.1 Finish and Contrast. Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and its background colors and textures.

703.5.2 Case. Characters shall be uppercase or lowercase or a combination of both.

703.5.3 Style. Characters shall be conventional in form. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.

703.5.4 Character Proportions. Characters shall be selected from fonts where the width of the uppercase letter "O" is 55 percent minimum and 110 percent maximum of the height of the uppercase letter "I".

703.5.5 Character Height. Minimum character height shall comply with Table 703.5.5. Viewing distance shall be measured as the horizontal distance between the character and an obstruction preventing further approach towards the sign. Character height shall be based on the uppercase letter "I".

703.5.5 Visual Character Height

Height to Finish Floor or Ground From Baseline of Character	Horizontal Viewing Distance	Minimum Character Height
40 inches (1015 mm) to less than or equal to 70 inches (1780 mm)	less than 72 inches (1830 mm)	5/8 inch (16 mm)
	72 inches (1830 mm) and greater	5/8 inch (16 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 72 inches (1830 mm)
Greater than 70 inches (1780 mm) to less than or equal to 120 inches (3050 mm)	less than 180 inches (4570 mm)	2 inches (51 mm)
	180 inches (4570 mm) and greater	2 inches (51 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 180 inches (4570 mm)
greater than 120 inches (3050 mm)	less than 21 feet (6400 mm)	3 inches (75 mm)
	21 feet (6400 mm) and greater	3 inches (75 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 21 feet (6400 mm)

703.5.6 Height From Finish Floor or Ground. Visual characters shall be 40 inches (1015 mm) minimum above the finish floor or ground.

EXCEPTION: Visual characters indicating elevator car controls shall not be required to comply with 703.5.6.

703.5.7 Stroke Thickness. Stroke thickness of the uppercase letter "I" shall be 10 percent minimum and 30 percent maximum of the height of the character.

703.5.8 Character Spacing. Character spacing shall be measured between the two closest points of adjacent characters, excluding word spaces. Spacing between individual characters shall be 10 percent minimum and 35 percent maximum of character height.

703.5.9 Line Spacing. Spacing between the baselines of separate lines of characters within a message shall be 135 percent minimum and 170 percent maximum of the character height.

703.6 Pictograms. Pictograms shall comply with 703.6.

703.6.1 Pictogram Field. Pictograms shall have a field height of 6 inches (150 mm) minimum. Characters and Braille shall not be located in the pictogram field.

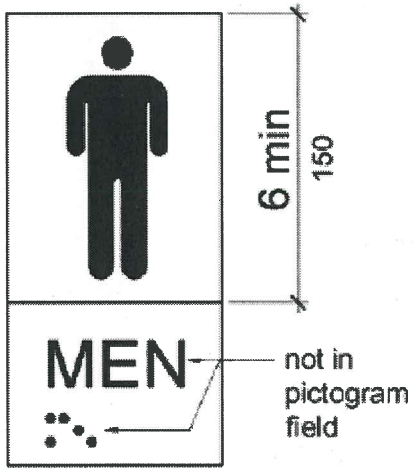


Figure 703.6.1
Pictogram Field

703.6.2 Finish and Contrast. Pictograms and their field shall have a non-glare finish. Pictograms shall contrast with their field with either a light pictogram on a dark field or a dark pictogram on a light field.

Advisory 703.6.2 Finish and Contrast. Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and background colors and textures.

703.6.3 Text Descriptors. Pictograms shall have text descriptors located directly below the pictogram field. Text descriptors shall comply with 703.2, 703.3 and 703.4.

703.7 Symbols of Accessibility. Symbols of accessibility shall comply with 703.7.

703.7.1 Finish and Contrast. Symbols of accessibility and their background shall have a non-glare finish. Symbols of accessibility shall contrast with their background with either a light symbol on a dark background or a dark symbol on a light background.

Advisory 703.7.1 Finish and Contrast. Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and background colors and textures.

703.7.2 Symbols.

703.7.2.1 International Symbol of Accessibility. The International Symbol of Accessibility shall comply with Figure 703.7.2.1.

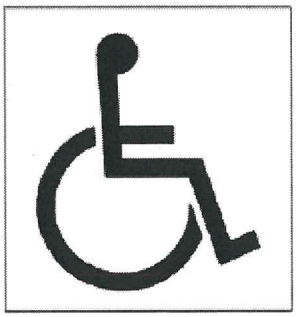


Figure 703.7.2.1
International Symbol of Accessibility

703.7.2.2 International Symbol of TTY. The International Symbol of TTY shall comply with Figure 703.7.2.2.

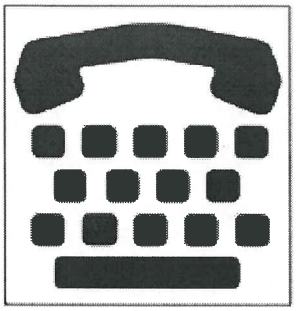


Figure 703.7.2.2
International Symbol of TTY

703.7.2.3 Volume Control Telephones. Telephones with a volume control shall be identified by a pictogram of a telephone handset with radiating sound waves on a square field such as shown in Figure 703.7.2.3.

Figure 703.7.2.3
Volume Control Telephone

703.7.2.4 Assistive Listening Systems. Assistive listening systems shall be identified by the International Symbol of Access for Hearing Loss complying with Figure 703.7.2.4.

Figure 703.7.2.4
International Symbol of Access for Hearing Loss

Annex D

SELECTED EXAMPLES OF THE SCOPE OF THE ADA

Employment-Related Discrimination

§102(a) General Rule. No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

Discrimination in Public Accommodations

§302(a) General Rule. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation.

§301(7) Public accommodation. The following private entities are considered public accommodations for purposes of this title, if the operations of such entities affect commerce

§301(7)(A) an inn, hotel, motel, or other place of lodging, except for an establishment located within a building that contains not more than five rooms for rent or hire and that is actually occupied by the proprietor of such establishment as the residence of such proprietor;

§301(7)(B) a restaurant, bar, or other establishment serving food or drink;

§301(7)(C) a motion picture house, theater, concert hall, stadium, or other place of exhibition or entertainment;

§301(7)(D) an auditorium, convention center, lecture hall, or other place of public gathering;

§301(7)(E) a bakery, grocery store, clothing store, hardware store, shopping center, or other sales or rental establishment;

§301(7)(F) a laundromat, dry-cleaner, bank, barber shop, beauty shop, travel service, shoe repair service, funeral parlor, gas station, office of an accountant or lawyer, pharmacy, insurance office, professional office of a health care provider, hospital, or other service establishment;

§301(7)(G) a terminal, depot, or other station used for specified public transportation;

§301(7)(H) a museum, library, gallery, or other place of public display or collection;

§301(7)(I) a park, zoo, amusement park, or other place of recreation;

§301(7)(J) a nursery, elementary, secondary, undergraduate, or postgraduate private school, or other place of education;

§301(7)(K) a day care center, senior citizen center, homeless shelter, food bank, adoption agency, or other social service center establishment; and

§301(7)(L) a gymnasium, health spa, bowling alley, golf course, or other place of exercise or recreation.

§301(8) Rail and railroad. The terms "rail" and "railroad" have the meaning given the term "railroad" in section 202(e) of the Federal Railroad Safety Act of 1970 (45 U.S.C. 431(e)).

Discrimination in Specific Public Transportation Services Provided by Private Entities

§304(a) General Rule. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of specified public transportation services provided by a private entity that is primarily engaged in the business of transporting people and whose operations affect commerce.

CITY OF CHARLESTON

MASS CARE ANNEX

I. PURPOSE

The purpose of this annex is to describe the provisions that have been made to ensure disaster victims the appropriate services when at a mass care facility.

II. SITUATION AND ASSUMPTIONS

a. Situation

The community is vulnerable to floods, tornadoes, blizzards, and hazardous material accidents. Although the majority of the people will seek shelter with family and friends, the remaining will seek shelter in local government provided shelters.

b. Assumptions

1. The ultimate responsibility for mass care services for citizens rest with local government.

2. The American Red Cross (ARC) will serve as the principal organization responsible for operating mass care facilities during disasters.

3. Sufficient warning time will be available to ensure that mass care facilities are opened in time to provide shelter and other services for the people that have been evacuated.

4. Approximately 80 percent of evacuees will seek shelter with friends or relatives rather than go to an established mass care facility.

5. Where available, military support (as approved by the Governor) will be available to support mass care operations.

6. The City may have to enter into an agreement with adjacent jurisdictions to arrange for mass care services for evacuees that cannot be taken care of in the home jurisdiction or to provide similar services to other jurisdictions when their evacuees cannot be cared for in their home jurisdiction.

III. CONCEPT OF OPERATIONS

a. Mass care services will be provided for, but not limited to, the following situations:

1. Evacuees
2. Extreme heat
3. Extreme cold
4. Hazardous material spills
5. Large-scale damage (ex. Tornadoes, Earthquakes)
6. Canteens for response agencies

B. Elements to be considered in setting up mass care facilities will include:

1. Magnitude of disaster (area, population)
2. Speed of onset (speed of impact)
3. Intensity (severity)
4. The duration
5. The impact on community (economic, psychological, Infrastructure, ect.)
5. Campus Community effects

C. The Coles and Clark Branch offices Chapter of The American Red Cross and The City of Charleston

1. The location of all shelter locations are shown in Appendix A.
2. The Public Information officer (PIO) will ensure that all evacuees and the general public will be informed on mass care facilities through the local media
3. Upon the determination of the need for mass care by the Chief Elected Official (CEO), the Incident Commander (IC), Emergency Management Coordinator, the ARC shall initiate sheltering and mass care procedures

4. Staffing and management structure will be the responsibity of the ARC utilizing their standard operating procedure

5. ARC shall maintain complete records including name, age and other vital statistics of each evacuee. The County Health Department shall maintain health records

6. The ARC will provide communications among shelters and to the EOC.

7. Each shelter shall report to the EOC twice daily and immediately when a significant incident occurs, or when the shelter is 75% full.

8. Determination of services will be determined by the EOC, IC, or the Emergency Management Coordinator.

9. Each mass care facility will respond to inquiries from family members accordingly:

    a. Mass care facilities will give written reports to the EOC of incident information. The Emergency Public Information Coordinator will be in charge of disseminating the information to family members. All HIPPA and privacy policies will be adhered to.

    b. Under the Federal Response Plan (FRP), the ARC and Emergency Support Function 6 (ESF-6) may operate a Disaster Welfare Information (DWI) System. The DWI system uses information from shelter lists, hospitals, the State EOC, and other sources to aid in family members from outside the affected area about the status of their loved ones within the rules of privacy policy.

10. Special assistance will be required in the mass care facility for the following: the elderly, and persons with disabilities, and others with special needs. This will be handled by IDPH with assistance from those trained by ARC.

11. Provisions for providing mass care services for the special needs population:

    a. School districts will be responsible for the children in their schools.

b. Long-term nursing home facilities will be responsible for having a plan to care/house their residents.

c. Because the population is below the threshold, hearing-impaired, sight-impaired, mentally-impaired, and mobility-impaired, the care will be the responsibility of the caregivers.

d. Non-English speaking population is below the planning threshold.

e. The SBLHC will be responsible for the care of its patients.

f. EIU Health Services will be responsible for the care of its patients.

g. For short-term care, nursing homes will provide care for their residents.

h. Animal control, veterinarian services, and the Humane Society shall coordinate mass care for animals including shelters and requisition land for grazing. Animal control will be responsible for the safety and the identification of ownership of all animals taken to shelters.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

a. Chief Executive Official (CEO)

1. Requires the Mass Care Coordinator (ARC) to report to the EOC when notified of an emergency condition

2. Issues an order to open mass care facilities, when appropriate.

b. Mass Care Coordinator (ARC) upon arrival at the EOC:

1. Assesses the situation and make recommendations to the Emergency Manager on the number and locations of mass care facilities to be opened.

2. Reviews listing of available mass care facilities.

3. Notifies persons and organizations identified in the mass care resource list about possible need for services and facilities.

4. Selects mass care facilities for activation in accordance with:

    a. Hazard/vulnerability analysis considerations.

    b. Locations in relation to evacuation routes.

    c. Services available in facilities.

    d. Input from the Emergency Manager.

5. When directed, coordinates the necessary actions to ensure mass care facilities are opened and staffed, as needed.

6. Notifies mass care facility managers to do one of the following, when appropriate:

    a. Stand by for further instruction on the specific actions to take and the estimated timing for opening mass care facilities.

    b. Take the necessary action to open the facility.

7. Coordinates with Resource Manager for supplies needed (including bulk emergency relief items) and ensures each mass care facility receives its supplies.

8. Coordinates with EOC staff to ensure that communications are established, routes to the mass care facilities are clearly marked, and unobstructed and appropriate traffic control systems are established.

9. Ensures each mass care facility has a highly visible identity marker and sign that identifies its location.

10. Provides each Mass Care Facility Manager a listing of the location of the animal shelters that have been opened to house and care for companion animals. EOC will coordinate/request an opening if deemed necessary.

11. Ensures appropriate mass care information (number of occupants, meals served, ect.) is made available to information processing section in the EOC.

12. Upon termination of emergency, submits a mass care expenditure statement to appropriate authorities for reimbursement.

13. Coordinates press releases among all response organizations.

c. Mass Care Facility Manager (ARC)

1. When notified, stands by for further instructions or report to assigned mass care facility, as appropriate.

2. Contacts team members and instructs them to take whatever actions that may be appropriate.

3. Staffs and operates the mass care facility. Upon arrival at the facility, takes the necessary actions to open it, receive evacuees, and provide for their health and welfare.

4. Contacts the EOC when the facility is ready to open.

5. Opens and keeps the facility operating as long as necessary.

6. Implements registration procedures for all evacuees that enter the facility.

7. Ensures individual and family support services are provided at the mass care facility.

8. Ensures space is available for service animals that belong to people with disabilities.

9. Each day, reports the following to the EOC:

    a. The number of people staying in the facility.

    b. The status of supplies

    c. Condition of the facility and any problem areas.

d. As necessary, a request for specific types of support.

10. Maintains records of expended supplies.

11. Coordinates for the return of evacuees to their homes or for transportation to temporary housing, if necessary.

12. When appropriate, terminates operations and closes the facility.

13. Cleans facility and returns it to original condition.

14. Submits mass care facility status report to Mass Care Coordinator. The report identifies the equipment and supplies that are needed to restock the facility and any other problems that will need to be resolved before the facility is used again.

d. Emergency Manager (Emergency Management Coordinator)

1. Makes recommendations to the CEO on the number and locations of the mass care facilities to be opened.

2. Coordinates with the PIO to facilitate dissemination of information to the public on both the location of the mass care facilities that will be opened and directions to them.

3. Coordinates with the Mass Care Coordinator to activate the City's mass care facilities.

e. American Red Cross (Local ARC)

1. Provides personnel to manage and staff mass care facilities.

f. Salvation Army

1. If appropriate, provides personnel to manage and staff mass care facilities.

2. Provides clothing and other services as needed.

g. Non-profit Public Service Organizations

1. If appropriate, provide personnel to manage and staff mass care facilities.

h. School Superintendent

1. If appropriate, provides personnel to assist and staff mass care facilities.

2. Shelters students in school buildings when the situation warrants or when directed to do so by the appropriate authority.

i. Law Enforcement

1. Provides security at mass care facilities as needed.

2. Provides traffic control during evacuee movement to mass care facilities.

3. Maintains order in mass care facilities.

4. If necessary, provides an alternative communications link between the mass care facility and the EOC through a mobile radio unit in police vehicles.

j. Public Works

1. Ensures proper, water supply, and sanitary services at mass care facilities are maintained during emergency conditions.

k. Public Information Officer (PIO)

1. Makes public announcement about availability of mass care facilities and animal shelters and their locations

l. Human Services

1. Will provide stress management care for shelters.

m. Animal Control Agency

1. Assesses the situation and makes a decision on the numbers and location of shelters that will be used to house animals. Typical facilities include the jurisdictions animal shelter, veterinary hospitals, boarding kennels, pet stores, and fairgrounds. Facilities for agricultural animals could include sale barns, boarding stables, race tracks, horse farms, poultry barns, dairy farms, and fairgrounds/rodeo grounds.

2. Coordinates the actions needed to obtain sufficient personnel to staff animal shelters, as needed.

3. Ensures each animal shelter has a highly visible identity marker and sign that identifies its location.

4. Coordinates with the PIO to facilitate dissemination of information to the public on the location of the companion animal shelters that will be opened.

5. Informs the Mass Care Coordinator of the location(s) of the shelters that have been opened.

6. Opens shelters and provides food, water, and medical care, as needed, for the animals in the shelter.

7. Keeps shelters open as long as necessary.

8. Ensures each shelter receives the necessary supplies to sustain itself.

9. When appropriate, terminates shelter operations and closes the facility.

V. ADMINISTRATION AND LOGISTICS

a. Administration

1. The following records and reports must be submitted to the EOC: facility locations in use, facility capacity, and number of occupants, beds available, stock levels, medical supplies, food, water, sleeping supplies, and communication, phone lists, and emergency power.

2. The following will be found in the shelter appendix: facility locations.

VI. DEVELOPMENT AND MAINTENANCE OF THE MASS CARE ANNEX

a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belong to The City of Charleston.

b. The responsibility for revisions and maintaining SOG's belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

a. The Robert T. Stafford Disaster relief and Emergency Assistance Act, as amended 42 U.S.C 5152 et seq.

b. The Illinois Emergency Management Act (P.A. 87-168, Jan. 1, 1992).

c. The Federal Response Framework (FRF) the ARC and Emergency Support Function 6 (ESF-6), Disaster Welfare Information (DWI) System.

VIII. SUCCESSION OF COMMAND

a. Mass Care Coordinator

b. Assistant Mass Care Coordinator

c. Or designee

IX. APPENDIX A

a. Shelter locations and Shelter information:

All shelter locations and information managed by the Coles and Clark County Branch offices Illinois Chapter of the American Red Cross. The information is available in the Chapters Emergency Plan and Resource Manual

X. APPENDIX B

Call in descending order until contact made.

Red Cross Phone Numbers: Coles and Clark Counties Branch office of the American Red Cross Office

217- 345-5166

Coles County Contacts:
Valerie Goodwin - 217-549-7069 (cell)

Bill Lovekamp – 217- 549-6804(cell)

Jamie Beaver – 309-222-5838 (Cell)

Dan Ensign – 217-549-7383 (cell)

Main Chapter Office Director: Dawn Morris
1045 Outer Park Drive
Springfield, IL. 62704
217-787-7602 (office)
309-210-8819 (cell)

American Red Cross Shelter / Emergency Relief Locations

Location	Address	City	Capacity
Wesley United Methodist Church	2206 4th St.	Charleston	400/200
Charleston High School	1615 Lincoln Ave.	Charleston	400/200
Charleston Middle School	920 Smith Dr.	Charleston	400/200
Charleston Jefferson Elem. School	801 Jefferson	Charleston	400/200
Charleston Carl Sandburg Elem. School	1924 Reynolds	Charleston	400/200
Charleston Mark Twain Elem. School	1021 13th	Charleston	400/200
Ashmore Elem. School	313 S Ohio	Ashmore	400/200
New Hope Worship Center	2175 Harrison	Charleston	200/100
Home Church	2350 Madison	Charleston	200/100
First Presbyterian Church	10 Charleston	Mattoon	300/150
Mattoon High School	2521 Walnut	Mattoon	300/150
Mattoon Middle School	1200 S 9th	Mattoon	300/150
Mattoon Riddle Elem. School	4201 Western	Mattoon	400/200
Mattoon William Elem. School	1709 S 9th	Mattoon	400/200
First Baptist Church	1804 S 9th	Mattoon	200/100
Oakland United Methodist Church	12 E Washington	Oakland	100/50

CITY OF CHARLESTON

HEALTH AND MEDICAL ANNEX

I. PURPOSE

This annex is intended to minimize the loss of life, subsequent disability, and human suffering by insuring, as available, timely and coordinated public health services are provided to the City of Charleston residents as needed due to a major natural disaster, technical incident, or nuclear defense emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In the event of a national emergency, natural disaster, or a local disaster, wounded, disabled, and displaced persons will have to be provided with emergency health care, mental health services, and sanitation services.

B. Assumptions

1. It may be assumed that there may be complete or partial disruption of the public and private sewer disposal systems and public and private water supplies within the City of Charleston. This disruption would create a definite public health hazard which would have to be eliminated to ensure public health and safety.

2. It may be assumed that disaster victims and/or emergency services personnel who report to established shelters may be in need of triage and treatment of minor injuries

3. It may be assumed that there may be displaced persons and emergency personnel who will have to be provided with a wholesome and unadulterated food supply, portable water, and adequate basic emergency sanitation in established shelters.

4. It may be assumed that environmental conditions may exist which may be conductive to the spread of communicable disease. This may necessitate any of the following services:

    a. Insect and rodent control,

    b. Immunization services,

c. Isolation or quarantine procedures for cases of infectious disease, when indicated,

d. Epidemiological investigations.

5. It may be assumed that there may be a number of bodies, both human and animal, which will have to be disposed of safely and immediately to protect the public health and safety of the citizens of City of Charleston.

6. It may be that disaster victims, their families, and friends and/or personnel may be in need of mental health services to cope with the injury, death, and/or destruction caused by the disaster.

7. A large-scale emergency or disaster event would cause sufficient casualties and/or fatalities to overwhelm local medical, health, and mortuary services capabilities, thus requiring maximum coordination and efficient use of these resources.

8. Public and private medical, health, and mortuary services resources located in the jurisdiction will be available for use during disaster situations.

9. Large-scale emergencies and disaster threat situations (earthquakes, nuclear power plant accidents, floods, etc.). May affect large areas of the jurisdiction, the State, or other States, requiring the use of mutual aid.

10. Public and private health and medical resources located in the City generally will be available for use during disaster situations, but many of these resources, including human resources, may themselves be impacted by the disaster.

11. Emergency measures to protect life and health during the first 12 to 72 hours after the disaster in all likelihood will be exclusively dependent upon local and area resources.

12. Resources available through area and regional medical, health, and mortuary services mutual aid agreements will be provided for use during the disaster situation.

13. It may be necessary to relocate hospital facilities under austere conditions to contingency field hospitals, or to permanent or temporary buildings that will provide patients and medical staff adequate protection from the effects of the disaster.

14. Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.

III. CONCEPT OF OPERATIONS

A. The senior paramedic will establish a medical command post and triage at the disaster site(s). If there are more than one disaster site(s), location of command posts shall be identified to all responding agencies on the IFERN radio frequency (154.265).

B. Coles County Health Department Administrator shall be responsible for coordinating health and medical response.

C. Ambulance services and Helicopter services will be the primary medical care and transport providers for the injured.

D. The Coles County Coroner shall maintain a SOP for the identification, transportation and disposition of the deceased.

E. SBLHC shall establish a holding and treatment area for the injured. SBLHC Emergency Operations Plan can be found in the Emergency Department.

F. SBLHC shall isolate, decontaminate and treat victims of hazardous chemical or infectious disease, as needed. Field Operations shall decontaminate victims prior to transport. (Coordinating with the Haz Mat Team)

G. Coles County Health Department shall coordinate to identify hazardous chemicals or infectious diseases, controlling their spread, and reporting their presence to the appropriate state of federal health or environmental authorities.

H. The PIO will issue all health and medical advisories to the pubic, such as: emergency water supplies, waste disposal, mass feeding services, immunizations, disinfection, etc.

I. SBLHC maintains mutual agreements with other hospitals and EIU Health Services can be utilized as needed.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. Require the Health and Medical Coordinator to send a representative to the EOC when notified of an emergency situation.

B. Health and Medical Coordinator (upon activation, or upon declaration or imminent declaration of an emergency or disaster).

1. Is assigned by Coles County Health Department.

2. Report to the EOC or other designated location as deemed appropriate; sends a representative to the EOC if unable to report in person.

3. Rapidly assesses health and medical needs.

4. Oversees and coordinates the activated health and medical organizations to assess their needs, helps them obtain resources, and ensures that necessary services are provided.

5. Ensures that emergency medical teams responding to a disaster site establish a medical command post.

6. Coordinates with neighboring community health and medical organizations and with State Federal officials on matters related to assistance from other jurisdictions, including Federal assistance. This should be done with EOC.

7. Screens and coordinates with incoming groups such as Disaster Medical Assistance Teams (DMAT) as well as individual health and medical volunteers; ensures that positive identification and proof of licensor is made for all volunteers.

8. Oversees a patient/casualty tracing system established by the State and M.A.B.A.S.

9. Coordinates the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.

10. Provides information through the PIO to the news media on the number of injuries, deaths, etc.

11. Provides that appropriate health and medical services information is made available to the information processing section in the EOC.

12. Coordinates support to the City's efforts to respond to inquiries from family members concerned about loved ones.

C. Emergency Medical Services (EMS)

1. Respond to the disaster scene with emergency medical personnel and equipment.

2. Upon arrival at the scene, assume appropriate role in the ICS.

3. Triage, stabilize, treat, and transport the injured. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.

4. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc), and radio or telephone communications with hospitals, as appropriate.

5. Direct the activities of private, volunteer, other emergency medical units, and of bystander volunteers as needed.

6. Coordinate the evacuation of patients from affected hospitals, group homes and nursing homes if necessary.

D. SBLHC

1. Implement internal and/or external hospital disaster plan.

2. Advise the Health and Medical Coordinator or appropriate representative in the EOC of conditions of the hospital and number and type of beds.

3. Establish and maintain field and inter-hospital medical communications.

4. Provide medical guidance as needed to EMS.

5. Coordinate with EMS, other hospitals, and any medical response personnel at scene to ensure that casualties are transported to the appropriate medical facility. Distribute patients to and among hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, and bed capacity. Take into account special designations such as trauma centers and burn centers. Consider the use of EIU Health Services to treat less than acute illnesses and injuries.

6. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agent to other patients and staff.

7. Coordinate with other hospitals and with EMS on the evacuation of patients from affected hospitals, if necessary. Evacuation provisions should specify where the patients are to be taken.

8. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.

9. Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.

E. Public Health Officer

1. Is assigned by Coles County Health Department.

2. Coordinates all public health services in the jurisdiction.

3. Inspects for purity and usability all foodstuffs, water, drugs, and other consumables that were exposed to the hazard.

4. Provides epidemiological surveillance, case investigating, and follow-up.

5. Provides laboratory services for identification required to support emergency health and medical services.

6. Coordinates operations for immunizations or quarantine procedures, if required.

7. Establishes preventive health services, including the control of communicable disease such as influenza, particularly in shelters.

8. Monitors food handline and mass feeding sanitation service in emergency facilities, including increased attention to sanitation in commercial feeding and facilities that are used to feed disaster victims.

F. Environmental Health Officer

1. Is assigned by Coles County Health Department.

2. Provides for the monitoring and evaluation of environmental health risks or hazards as needed and ensures the appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public.

3. Implements actions to prevent or control vectors such as flies, mosquitoes, and rodents.

4. Detects and inspects sources of contamination.

5. Inspects damaged buildings in conjunction with the City Building Official for health hazards.

6. Coordinates with the water, public works, or sanitation departments to ensure the availability of portable water, an effective sewage system, and sanitary garbage disposal.

7. Coordinates with the animal care and control agency to dispose of dead animals.

8. Assists to ensure that adequate sanitary facilities are provided in emergency shelters and for response personnel.

G. Mental Health Agencies

1. Are assigned by Coles County Health Department.

2. Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community care-givers during response and recovery. Services may include crisis counseling, critical incident stress debriefings, information and referral to other resources, and education about normal, predictable reactions to a disaster experience and how to cope with them. There should be a capacity to provide specialized assistance for those affected by a traumatic event or who become traumatized by cumulative stress related to the disaster experience.

3. Provide outreach to identify and serve those in need of mental health support.

    a. Coordinate with the PIO to arrange for dissemination of information to the public.

b. Coordinate with the Mass Care Coordinator to identify shelter occupants that may require assistance.

H. Mortuary Services (Coles County Coroner)

1. Provide for the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting deceased's personal effects, and location and notifying the next of kin

2. Establish temporary morgue sites.

3. Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality numbers.

4. Coordinate with:

a. Search and rescue teams hospitals, EMS, and other emergency responders.

b. Funeral directors, morticians, and assets for transportation of deceased persons.

c. Other pathologist.

d. Location and notification of relatives.

e. Dentists and x-ray technicians for purposes of identification.

f. Law enforcement agencies for security, property protection, and evidence collection.

I. American Red Cross

1. Provides food for emergency medical workers, volunteers, and those impacted by the incident, if requested.

2. Assists in the notification of the next of kin of the injured and deceased.

3. Assists with the reunification of the injured with their families working within ARC and hospital privacy guidelines.

4. Provides blood, blood substitutes, and blood byproducts, and/or implementing reciprocal agreements for replacement of blood items.

5. Provides first aid and other related medical support at temporary treatment centers, as requested, and within capability.

6. Provides supplementary health services upon request, and within capability.

J. Social Service Agencies

1. Assists in providing for the special needs of the handicapped, elderly, and children separated from their parents; also provide for special needs of orphaned children.

K. Animal Control Agency

1. Coordinates with veterinarians and animal hospitals to arrange for services for animals as needed. These might include service, companion, or farm animals, wildlife, etc.

2. Coordinates with the Environmental Health officer on the location, collection, and disposal of dead animals.

L. Law Enforcement

1. Maintains emergency health services at jail facilities.

2. Assists Mortuary Services in the identification of fatalities.

3. Provides security assistance to medical facilities and to health and medical field personnel upon request.

M. Illinois National Guard

1. Provides personnel and equipment to support medical operations during disaster situations (at the direction of the Governor).
2. The ING must be requested through the EOC.

N. All Tasked Organizations

1. Adhere to all professional and legal standards in the performance of duties.

2. Provide ongoing status reports to the Health and Medical Coordinator, including number of deaths, injuries, etc.

3. Provide and/or receive mutual aid in coordination with the Health and medical Coordinator.

4. Provide information to the Health and Medical Coordinator for dissemination of public advisories as needed.

5. As needed, coordinates with other emergency health and medical services; with emergency services such as fire, police, and public works; and with the Health and Medical Coordinator.

6. Refer all media requests for information concerning health and medical status to the Health and Medical Coordinator. All other requests for information should go to the PIO.

7. Maintain updated resource inventories of emergency medical supplies, equipment, and personnel resources, including possible sources of replacements.

8. Arrange for security to protect vulnerable work sites such as remote aid stations, temporary morgues, etc.

9. Develop plans to evacuate and/or shelter, as appropriate, patients, staff, equipment, supplies, and vehicles before, during and after disasters.

10. Prepare detailed SOGs that include, but are not limited to: call-down rosters for notifying personnel; step-by-step procedures for performing assigned tasks; telephone numbers and addresses/locations of similar services in other jurisdictions.

11. Designate staff to perform disaster duties.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Since there are no medical response teams, initial medical action will be the responsibility of the responding EMS services and SBLHC until such time as medical response teams arrive.

2. Augmentation personnel

    a. Coles County Health Department (responsible for checking credentials of all volunteer health and medical responders).

    b. Local emergency medical services personnel from medical and public health agencies and fire, police, public works, and other emergency services departments. Among these would be general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.

    c. State-employed general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.

    d. Volunteer/bystander health professionals including general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews etc.

    e. Medical school residents and teaching staff from throughout the State

    f. Public Health Service (to include federally sponsored DMATs and Veterinary medical Assistance Teams).

    g. Other volunteer medical personnel from throughout the State.

    h. Armed Forces.

    i. Department of Veterans Affairs Clinic personnel.

    j. Volunteer medical personnel from other States.

    k. Business and industry medical departments.

1. The Illinois Medical Emergency Response Team (IMERT)

B. Logistics

1. Sources of medical supplies and equipment:

    a. Refer to the Resource Manual for listing of pharmacies medical clinics, and local medical suppliers.

    b. Mutual aid from hospitals outside the local jurisdiction.

    c. National Disaster Medical System (NDMS – includes U.S. Department of Defense, Department of Health and Human Services, Department, Department of Veterans Affairs, and FEMA.) Note: Local jurisdictions will work through the EOC to coordinate with Illinois Emergency Management Agency and FEMA to obtain resources under the control of the State and/or Federal Government.

2. Acquisition of medical/health equipment and supplies including

    a. Coles County health Department will supply and re-supply health service.

    b. The Coles County Coroner's Office will supply and re-supply mortuary service.

    c. SBLHC shall be responsible for its own supply and re-supply.

    d. SBLHC must maintain mutual aid agreements with neighboring hospitals.

3. Transportation of medical/health supplies, personnel, and equipment.

    a. Local government-owned vehicles may provide transportation.

    b. Public and Private ambulance services will provide transportation services.

    c. Water transportation will be accomplished by volunteers and Water hauling services.

d. The Coles County Coroner's Office will provide transportation for mortuary services.

e. Volunteers with four-wheel-drive vehicles will provide transportation for medical evacuations under bad weather or terrain conditions.

4. Shelter and feeding field, health, medical personnel, and patients shall be the responsibility of the American Red Cross, Salvation Army, and Emergency Medical Response Groups.

5. Funeral Homes will serve as temporary morgues. If needed, IEMA may assist with overflow locations. The Coroner will identify these locations.

6. The acquisition of embalming supplies, body bags, etc. for dealing with a mass fatality situation will be through Coles County Emergency Management Coordinator to the Illinois Emergency Management Agency.

VI. DEVELOPMET AND MAINTENANCE OF HEALTH AND MEDICAL ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex lies with the City of Charleston.

B. The responsibility for revisions and maintaining SOGs lies with the individual agencies.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq*.

B. The Illinois Emergency Management Act (P.A. 87 – 168, January 1, 1992).

C. SBLHC Emergency Operation Plan.

D. Emergency powers are authorized by the Emergency Medical Director of the Illinois Department of Public Health. Liability and/or immunity are subject to the parameters of Illinois and local statues.

VIII. SUCCESSION OF COMMAND

A. Health/medical Coordinator

B. Public Health Officer

C. Mental Health Director

IX. APPENDICES

A. Pre-emergency Operations Checklist

B. Response Operation Checklist

C. Recovery Operations Checklist

D. Organizational Chart, Coles County Health Department

Appendix A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Establish/update plans and procedures for procurement of medical supplies, vaccines, potable water, and refrigeration units.

2. Identify shelters and develop procedures for staffing and supplying.

3. Maintain current and up-to-date lists of physicians, nurses, and other personnel within the county.

4. Provide specialized training in disaster operations for the staff of Coles County Health Department.

5. Develop and maintain emergency plans for mutual aid response of public health departments outside of Coles County.

6. Contact local ministerial association and (local) mental Health for support.

7. Prepare news releases for disaster situations.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Activate Administrative, Nursing, and Environmental Health Staff.
2. Activate shelters.
3. Notify appropriate state and federal agencies.
4. Provide staging area for mutual aid forces.
5. Establish communication lines to shelters and Director of Environmental Health.
6. Provide triage and first-aid at shelters
7. Ensure potable water supply during the emergency.
8. Provide sanitation services during the emergency.
9. Ensure adequate refrigeration/ ice during the emergency.
10. If deemed necessary, inoculate individuals to prevent the threat and/or spread of disease
11. Distribute supplies, antidotes, vaccines, etc. to the shelters.
12. Maintain records of all resources used (personnel, equipment, and supplies).
13. Establish and operate emergency first-aid station at the shelters for emergency personnel.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Re-stock health and medical supplies.
2. Complete records and reports for local, state, and federal agencies.
3. Revise Public Health Annex as a result of the disaster operations.
4. Participate in the critique and review of the response and recovery efforts.
5. Re-assess personnel assignments.
6. Continue response and treatment activities, as necessary.

APPENDIX D. ORGANIZATIONAL CHART

Coles County Health Department and SBLHC Organizational Chart in Emergency Operations Plan.

Coles County Health Department Organization Chart
2015

Administrator – Diana Stenger
Director of Enviromental Health – Gloria Spear
Director of Nursing – Mara Hildebrand
Emergency Response Coordinator – Gloria Spear
Communicable Disease – Lisa Sorensen

Contact Numbers

Normal Business Hours
Phone 217-348-0530
Fax 217-348-5322 or 5321

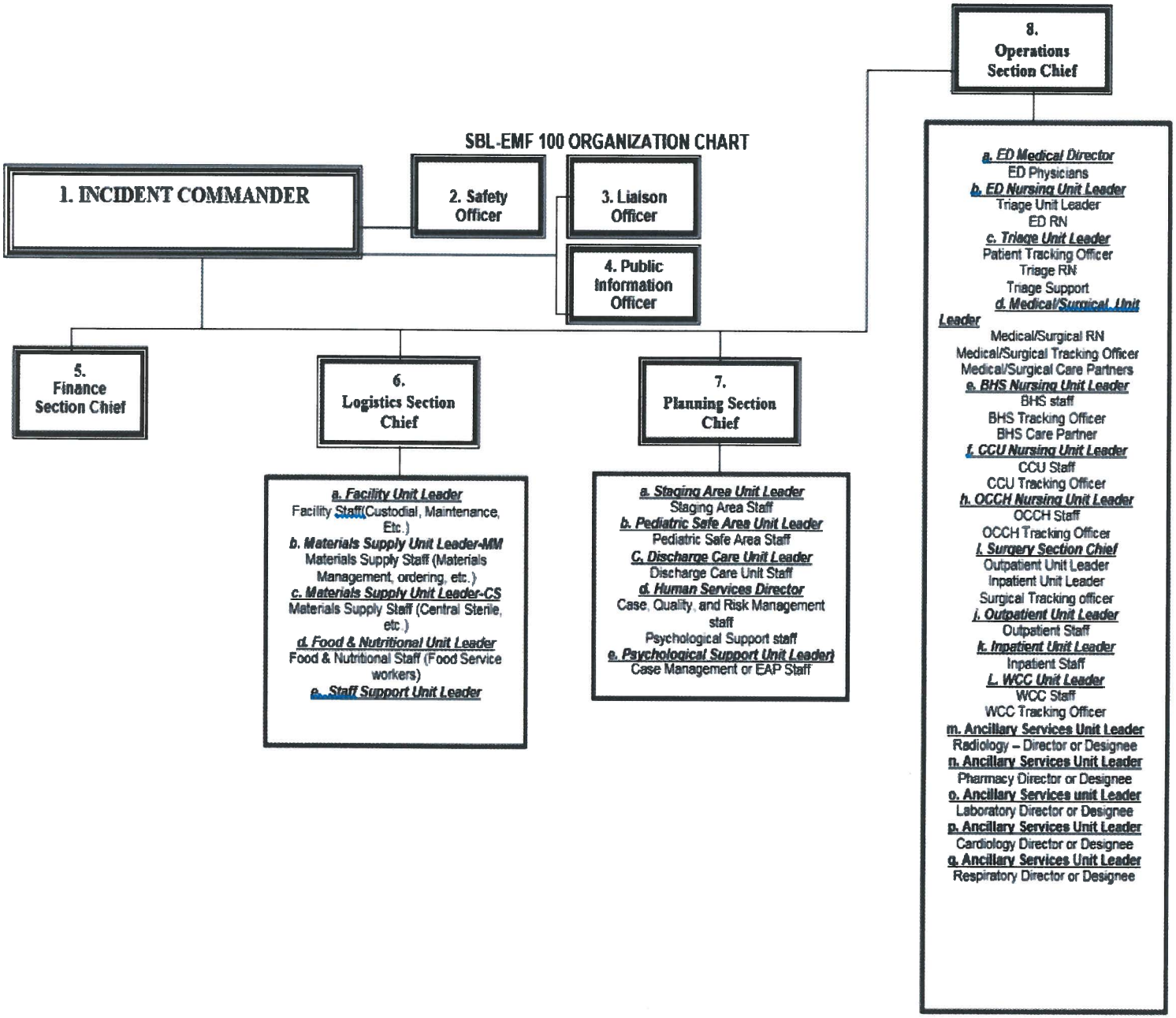
After Hours
Communicable Disease – 1-800-412-8757
Environmental Health – 1-800-412-0951

SBLHC Organizational Chart for Incident Command

SBL-EMF 100 ORGANIZATION CHART

PURPOSE: DOCUMENT INCIDENT COMMAND POSITIONS ASSIGNED.
COPIES TO: COMMAND STAFF, GENERAL STAFF, BRANCH DIRECTORS, UNIT LEADERS, AND DOCUMENTATION UNIT LEADER.

1. **INCIDENT COMMANDER**- Administration on call (during day) Nursing Supervisor (nights/weekends).
2. **SAFETY OFFICER**- Emergency Preparedness Coordinator, or Director of Facility Services
3. **LIAISON OFFICER**- EMS Coordinator or Admin Team Member or Designee
4. **PUBLIC INFORMATION OFFICER**- Public Relations Director or Designee
5. **FINANCE SECTION CHIEF**- VP Finance or Designee
6. **LOGISTICS SECTION CHIEF**- VP Operations or Designee
    a. Facility Unit Leader- Director of Facilities or Designee
    b. Materials Supply Unit Leader/MM- Director of Purchasing or Designee
    c. Materials Supply Unit Leader/CS- Director of Central Sterile or Designee
    d. Food & Nutrition Unit Leader- Director of Food & Nutrition or Designee
    e. Staff Support Unit Leader-Education Center Coordinator or Designee
7. **PLANNING SECTION CHIEF**- VP of Human Resources
    a. Staging Area Unit Leader- Director of Human Resources
    b. Pediatric Safe Area Unit Leader- Information Services Designee
    c. Discharge Care Unit Leader- Nurses from the PCS Clinical Education Department
    d. Human Services Director- Case, Quality, Risk Management Director or Designee
    e. Psychological Support Unit Leader- Case Manager or EAP Staff
8. **OPERATION SECTION CHIEF**- VP Patient Care Services, VPMA or Designee
    a. Emergency Medical Director- EMS Medical Director
    b. ER-Nursing Unit Leader- ER Unit Director or Designee
    c. Triage Unit Leader-ER Patient Care Leader or Designee
    d. Medical Services Director – Medical Service Director or Designee
    e. ACU Unit Leader- ACU Unit Director/Manager; Patient Care Leader or Designee
    f. BHS Unit Leader-BHS Unit Director; Patient Care Leader or Designee
    g. CCU Unit Leader-CCU Unit Director; Patient Care Leader or Designee
    h. OC Health Unit Leader- OC Health Unit Director or Senior Nurse Leader or Designee
    i. Surgery Section Chief- Surgery Director/Manager or Designee
    j. Outpatient Surgery Unit Leader- Outpatient Surgery Patient Care Leader or Designee
    k. Inpatient Surgery Unit Leader- Inpatient Surgery Patient Care Leader or Designee
    l. WCC Unit Leader- WCC Unit Director/Manager; Patient Care Leader or Designee
    m. Ancillary Services Unit Leader /Radiology- Radiology Director or Designee
    n. Ancillary Services Unit Leader/Pharmacy-Pharmacy Director or Designee
    o. Ancillary Services Unit Leader/Laboratory- Laboratory Director or Designee
    p. Ancillary Services Unit Leader/Cardiology- Cardiology Director or Designee
    q. Ancillary Services Unit Leader/Respiratory- Respiratory Director or Designee


SBL-EMF 100 ORGANIZATION CHART
1. INCIDENT COMMANDER
2. Safety Officer
3. Liaison Officer
4. Public Information Officer
5. Finance Section Chief
6. Logistics Section Chief
a. Facility Unit Leader
Facility Staff(Custodial, Maintenance, Etc.)
b. Materials Supply Unit Leader-MM
Materials Supply Staff (Materials Management, ordering, etc.)
c. Materials Supply Unit Leader-CS
Materials Supply Staff (Central Sterile, etc.)
d. Food & Nutritional Unit Leader
Food & Nutritional Staff (Food Service workers)
e. Staff Support Unit Leader
7. Planning Section Chief
a. Staging Area Unit Leader
Staging Area Staff
b. Pediatric Safe Area Unit Leader
Pediatric Safe Area Staff
C. Discharge Care Unit Leader
Discharge Care Unit Staff
d. Human Services Director
Case, Quality, and Risk Management staff
Psychological Support staff
e. Psychological Support Unit Leader)
Case Management or EAP Staff
8. Operations Section Chief
a. ED Medical Director
ED Physicians
b. ED Nursing Unit Leader
Triage Unit Leader
ED RN
c. Triage Unit Leader
Patient Tracking Officer
Triage RN
Triage Support
d. Medical/Surgical Unit Leader
Medical/Surgical RN
Medical/Surgical Tracking Officer
Medical/Surgical Care Partners
e. BHS Nursing Unit Leader
BHS staff
BHS Tracking Officer
BHS Care Partner
f. CCU Nursing Unit Leader
CCU Staff
CCU Tracking Officer
h. OCCH Nursing Unit Leader
OCCH Staff
OCCH Tracking Officer
I. Surgery Section Chief
Outpatient Unit Leader
Inpatient Unit Leader
Surgical Tracking officer
j. Outpatient Unit Leader
Outpatient Staff
k. Inpatient Unit Leader
Inpatient Staff
L. WCC Unit Leader
WCC Staff
WCC Tracking Officer
m. Ancillary Services Unit Leader
Radiology – Director or Designee
n. Ancillary Services Unit Leader
Pharmacy Director or Designee
o. Ancillary Services unit Leader
Laboratory Director or Designee
p. Ancillary Services Unit Leader
Cardiology Director or Designee
q. Ancillary Services Unit Leader
Respiratory Director or Designee

CITY OF CHARLESTON

MORTUARY SERVICES ANNEX

I. PURPOSE

The purpose of the Mortuary Services Annex is to define, outline, and describe, the role and functions served by the Coles County Coroners' Office pertaining to locating, recovering, and processing fatalities that may occur during a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A disaster is any situation where the demand for resources exceeds the available supply.

2. Provided with only minimal manpower, equipment, and resources, any unusual demand would tax the capabilities of the office and require supplementation from external sources

3. The city could suffer mas casualties from transportation, weather related, industrial, weapons of mass destruction (WMD), nuclear, other violent events

B. Assumption

1. First response would be by fire, EMS, and police agencies.

2. Initial response by the Coroner's Office would be by staff on hand.

3. Supplemental resources would be from the local community.

4. More extensive assistance would come from other governmental entities and the private sector

III. CONCEPT OF OPERATIONS

A. Under Illinois law, the Coroner is responsible for the investigation of unusual deaths. This includes identifying fatalities and arranging for the disposition of the remains. AS needed, the Coroner may establish one or more temporary morgues, and call on those state and federal agencies which can assist in identification.

B. The Coroner will maintain rosters of his/her personnel that will assist in disaster operations. These will include the local funeral directors who have agreed to assist.

C. Staff personnel will utilize necessary resources to provided needed levels of coverage.

D. If needed, the Coroner will establish a temporary morgue away from the disaster site and maintain communications with the EOC.

E. Morgue facilities will be provided dependent upon the location, volume, cause and weather conditions present at the time

F. The Coroner is responsible for notifying his/her personnel and determining if the situation warrants 24-hour operations. If around the clock operations are required, then available personnel will be assigned to shifts.

G. In the event mortuary services overwhelm the Coroner's Office access to disaster teams would be provided by office staff to secure necessary services from organizations such as Illinois Coroner's Association and the Illinois Funeral Directors Association.

H. Responding radiological teams from the State and/or Federal Government will be consulted to help manage the procedures required for radiological decontamination of response personnel.

I. Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated successors.

J. The successor's emergency authority will become effective upon the unavailability of the authority. The authority may upon necessity appoint the successor to fulfill his duties upon his inability to serve such as injury, sickness, or commitment elsewhere

K. When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement to the EOC and having each EOC representative relay the information to their agencies. The alternate method will be to have the communications center make the announcement.

L. Logistical support for operations will be accessed from the Coles County EMA Office. Support for actual morgue operations will be through the associations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSABILITES

A. The Chief Elected Official/Incident Commander has the overall responsibility for ensuring that Emergency Mortuary Services are effectively carried out during and after a major emergency/disaster

B. The Coles County Coroner will be responsible for providing Emergency Mortuary Services in the City of Charleston.

1. The Coles County Coroner shall fulfill his duties in accordance with appropriate Illinois law.

2. The Coroner will be responsible for the coordination of emergency Mortuary Services, the establishment of operations of a temporary morgue, the identification and disposition of remains and protection of any personal items.

3. The Coroner shall maintain a list of mutual aid agencies, support services and resources with contact names and numbers

4. Basic responsibilities for operation will be divided into locating, recovering, and processing areas which would be overseen by the Coroner's command structure and supplemented by the police, fire, and EMS agencies, local funeral directors, the Coroner's Association personnel, and the Funeral Directors Association personnel.

CITY OF CHARLESOTN
HAZARDOUS MATERIALS ANNEX

I. PURPOSE

The purpose of this annex is to provide procedures, information, and assignments of responsibility applicable to planning, preparation, mitigation, response, recovery, and prevention operations related to an incident involving release or potential release of hazardous materials within the City of Charleston. Its intent is to provide a basic framework for a coordinated effort by responders, County agencies, and the entire Emergency Management Team to minimize the adverse effects on man and the environment resulting from such an uncontrolled release of or exposure to hazardous materials. More specific details of the response plan can be found in the Standard Operations Guidelines (SOGs) of the MABAS Division 26 Hazardous Materials Response Team.

This annex is also designed to fulfill the requirements of the Federal Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).

A. Assesses the potential hazards of an extremely hazardous substance incident.

B. Reduce the vulnerability of Charleston residents in the event of an extremely hazardous substance incident.

C. Establish capabilities for protecting citizens from the effects of an extremely hazardous substance incident.

D. Respond effectively to the actual occurrence of an extremely hazardous substance incident.

E. Provide for the recovery in the aftermath of any emergency involving extensive damage or other detrimental effect on normal life within the community.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Charleston is comprised of approximately 12 square miles located in East Central Illinois, with a population of 21,838 according to the 2010 census. The City of Charleston is devoted primarily to residential use, but also contains several major road and infrastructure networks, the Largest County Employer (Eastern Illinois University), businesses, light industry, several nursing care facilities,

County jail, and is the County Seat of Coles State of Illinois. Within, the City of Charleston are two main highways, State Route 16 and State Route 130.

2. In the event of a hazardous materials accidental release, first response will be by the Charleston Fire Department. The authority having jurisdiction (AHJ) may request the response of the MABAS Division 26 Hazmat Team to assist with any hazardous materials incident.

3. An event could require protective measures including evacuation and sheltering in place as appropriate. Warning systems and evacuation are discussed in their own sections in the EOP document. In the case of an evacuation, re-entry into the area will be allowed only after qualified personnel have deemed it safe to do so.

4. The transportation of extremely hazardous substances within the City of Charleston poses a threat to communities that are located within five miles of major thoroughfares and/or railroad tracks. Such materials cannot be identified precisely in advance. Thousands of materials may be transported, most commonly on State Routes. Also, extremely hazardous substances may be transported on railroads or through a pipeline. Railroads and pipelines in and around Charleston are identified in the Community Profile established by the Coles County LEPC.

5. *The U.S. Department of Transportation Emergency Response Guidebook* lists many of the potentially dangerous materials likely to be encountered and general emergency actions to be taken. Some specific hazards can be identified in advance and procedures developed for their control.

6. The initial report of an incident rarely reflects the true nature of the situation. The worst situation must be assumed and an objective on the scene evaluation and assessment must be made as soon as possible.

7. It may not be immediately possible to identify the hazardous or toxic materials or chemicals involved in the spill.

8. Emergency response personnel should always assume the substances are highly toxic, even in small quantities and take protective action.

9. Numerous plants and businesses use chemicals which pose a threat to their own private property and employees, the community and the environment. Most corporations in Charleston have routinely provided Material Safely Data Sheets and Tier 2 forms to the fire department or county EOC, which are responsible for training of the fire department personnel who would encounter these chemicals while fighting fires on the property.

10. A list of the fixed site facilities which have extremely hazardous substances and the facility coordinators and their emergency telephone numbers is available in the EOC.

B. Assumptions

1. Emergency response agencies such as law enforcement, firefighting, medical/rescue and public works should be considered as primary responders to a hazardous materials incident. Most emergency responders lack the equipment and training for all but minor incidents/accidents.

2. Emergency response personnel will be trained in hazardous materials response and vehicles will be equipped with emergency response reference materials, guidebooks, and specialized equipment appropriate to the level of response necessary.

3. The amount of lead time available to determine the scope and magnitude of the incident will impact on the protective actions recommended.

4. The MABAS Division 26 Hazmat Team is available to assist if needed. Additional resources may be obtained through established mutual aid agreements, state and federal resources.

5. Private agencies involved in the use, storage, and transport of extremely hazardous substances will cooperate with local governments in preparing for and conducting operations in response to hazardous materials incidents.

6. Local government has the primary responsibility for the protection and well-being of the citizens. Consequently, local government, through the designated response agencies, will:

a) Respond to hazardous materials incidents of all types and sizes.

b) Make initial assessments as to the severity or magnitude of the situation.

c) Take appropriate first responder protection measure to prevent or minimize injuries and property/environmental damage.

7. Protective actions for citizens in the risk are in-place sheltering or evacuation.

III. CONCEPT OF OPERATIONS

A. General

1. The Chief Elected Officials and their designated managers, assisted by the Coles County Emergency Management Agency Director, supported by the Coles County LEPC, will be responsible for administrative coordination of emergency response to all hazardous material incidents/accidents. All direction and control activities will be in accordance with the Basic Plan, Concept of Operations and other appropriate annexes.

2. Emergency incidents/accidents require activation of this plan to provide coordination among agencies. This includes agencies within and outside the Charleston area. It is essential that response agencies understand the use of the Incident Command System and Unified Command.

3. Support agencies will increase the need for coordination during the emergency. If the local capabilities are over taxed, support may come from other jurisdictions or state or federal agencies. The use of resources should be directed from the Emergency Operations Center (EOC), depending on the type and seriousness of the incident.

B. Extremely Hazardous Incidents/Accidents

1. The basic policy of the City of Charleston relating to incidents/accidents involving extremely hazardous substances will be direct response efforts toward rescue and curtailing the release of the substance, if appropriate, under the supervision of the MABAS Division 26 HazMat Team .

2. *Decontamination.* The establishment of a capability to decontaminate people, equipment, and facilities is essential for successful response to emergencies involving extremely hazardous substances.

C. Personal Protective Measures

1. Evacuation

a) Limited evacuation which demands immediate action should be directed and managed by the IC.

b) Evacuations of major scope, which include large populations and extensive relocation and support resources, will be managed under authority of the Chief Executive Group and under the coordination of the Coles County Emergency Management Agency Director.

c) When conditions dictate, precautionary measures will be taken to evacuate special needs populations.

d) The law enforcement will coordinate evacuation/reception movement procedures and special contingency planning with local law enforcement to provide for evacuation routes within the county and alternate routes.

e) Hazardous materials emergencies commonly require mutual aid assistance to ensure coordination of evacuation plans in which the release of an extremely hazardous substance places the public at possible risk to exposure in another county, city, or state. Written agreements are in place or are in the working process at this time between political entities to ensure an effective coordination of evacuation plans.

2. Shelter in place

a) Shelter in-place is recommended when the projected toxicity of the release does not justify evacuation or when the risks and threats associated with the movement and evacuation of residents outweigh the benefits. In many circumstances, effective protection can be found in homes or other facilities

b) If shelter in-place actions are to be implemented, announcements should be made using measures outlined in the public notification and warning section of these procedures.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Depending on the seriousness of the hazardous materials incident/accident, All departments in the City of Charleston will have an emergency function in addition to their normal duties. The City of Charleston has the responsibility to develop and maintain its own Standard Operation Guidelines (SOGs). General areas of responsibility are found in the Basic Plan section of the EOP.

B. Organizations

Most emergency tasks are covered in the City of Charleston EOP. As well as other established policies and procedures under which the city and its departments will operate. Because of the unique requirements (EPCRA) that hazardous materials incidents/accidents pose, modification of day-to-day operations, and changes of the normal chain of command may be necessary. The Incident Command System will be utilized at all times.

C. Task Assignments

1. Local Emergency Planning Committee (LEPC)

a) The LEPC is appointed by IEMA; it is charged with the development, review and revision of the local plan. The LEPC conducts hazards identification and analysis along with assessing the local response capabilities. It develops an hazardous materials Annex appropriate to the county. The LEPC outlines methods and schedules of exercises and coordinates the exercise of the plan to ensure its comprehensiveness.

b) Holds scheduled meetings to establish short and long range plans mandated by EPCRA Section 303(a).

c) Provides support and focus on hazardous materials in fixed facilities and transportation routes by performing a hazards analysis or updating the current analysis.

d) Appoints a Community Emergency Coordinator who is charged with responsibility for implementing the plan. The Community Emergency Coordinator for Coles County is the Coles County EMA Director.

e) Shall annually submit the plan to the Illinois Emergency Management Agency for review and comment.

2. Coles County EMA Director

a) The EMA Director shall be responsible for implementation of the annex.

b) The EMA Director is administrative coordinator of the Coles County hazardous materials response effort. The administrative coordinator works with the Illinois Emergency management Agency to maintain hazardous materials preparedness programs in the jurisdiction. This includes integrating hazardous materials information into the County- Wide Multi-Hazard Emergency Operations Plan (EOP).

c) With the Incident Commander, briefs local and state officials as to the situation in regard to the spill or incident.

d) Maintains and updates contracts, agreements and resource lists to support the Hazardous Materials Annex.

e) Coordinates technical assistance for hazardous material risk assessments.

f) Maintains plans and training programs in support of the Hazardous Materials Annex and updates them on regular basis.

3. City Attorneys

Provide enforcement of regulations and initiate legal action and cost recovery against parties responsible for release of hazardous materials in violation of regulations.

4. Fire Department

a) The Authority Having Jurisdiction (AHJ) is responsible for an initial response to a hazardous materials incident. The response should be in accordance with federal and state

laws and rules and regulations with regard to hazardous materials response.

b) The AHJ first arriving officer establishes Incident Commander (IC) and begins size-up. The first unit must consciously avoid committing itself to a dangerous situation

c) Response to any hazardous materials incident shall be in a defensive posture. Slow down or stop approach to assess any visible activity taking place. Evaluate the effects of wind, topography, and location of the incident. Stage all other units at a safe distance until instructed to take specific actions.

d) The size-up determines the nature and severity of the incident and gathers sufficient information to formulate a valid action plan based upon observed conditions.

e) The first unit responding shall:

1) Approach incident from upwind or uphill side.

2) Assess the situation from a safe distance upwind or uphill.

3) Establish a Command Post, if required.

4) Treat all containers with unknown contents as hazardous materials.

5) Avoid premature commitment of personnel and equipment to hazardous locations.

6) The IC makes a careful size-up before deciding on a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area, but this shall be done with an awareness of the risks to personnel, and taking advantage of available protective equipment.

7) Identify a hazardous area based on potential danger, taking into account materials involved (if known), time of day, wind and weather conditions, location of incident and degree of risk to unprotected personnel.

8) Refrain from using water for any purposes until

the product(s) have been proven not to be water reactive. Any water runoff from the incident should be considered hazardous and must be contained for proper disposal after the incident is terminated.

9) Take tactical and operational actions regarding fire suppression and other immediate public safety requirements.

10) No responding personnel may function at a hazardous materials scene beyond the scope of their training.

11) Develop a plan of action to deal with the situation. The plan must provide for safety of citizens, safety of responding personnel, evacuation of endangered areas, if necessary, and control of the situation and stabilization of the hazardous material.

12) If it is determined that the AHJ cannot safely and effectively mitigate the emergency a HazMat Alarm request will be made to CECOM requesting the MABAS Division 26 Hazardous Materials Team be dispatched to the incident.

13) Request the MABAS Division 26 Hazardous Materials Team respond to the incident as early into the incident as possible to reduce the likelihood of a small incident becoming a serious incident.

14) Transfers Command as appropriate.

f) Establishes staging areas upwind at highest elevation

g) Coordinates with on-site authorities and the EOC.

h) Decides which public protection actions are appropriate based on the initial situation assessment; clearly specifies objectives and tactics, (i.e. sheltering in-place, or evacuation methods). The IC may make decisions based on predicted release, speed, direction and concentration of plume(s).

1) Rescues the injured and commences evacuation from the exposure area or issues orders to stay

indoors.

2) Coordinates as well as implements the necessary resources in order to neutralize or contain hazardous materials or waste with or without a fire.

3) Manages immediate containment requirements, if necessary.

i) Coordinates the activities of all support agencies at the Incident Command post; briefs the medical, law enforcement and other authorities on the hazard evaluation and environmental assessment.

j) Provides staff support to the EOC. Requests necessary support by type (technical assistance, manpower and equipment, etc.).

k) Develops and maintains Standard Operating Guidelines (SOGs) based on training, manpower, equipment, and other resources.

l) Provides assistance in search and rescue of victims at the hazardous material incident. Maintains records of all persons in the exclusion area. Provides for decontamination of personnel and equipment.

m) AHJ should notify IEMA, IEPA, EPA, FEMA, NRC, etc. as appropriate.

n) Prevents site access to unauthorized personnel to prevent the spread of the product or accidental contamination. Unauthorized access to the site will not be permitted until deemed safe by the Incident Commander and the Safety officer.

5. MABAS 26 HazMat Response Team

a) Shall respond with on duty personnel and their respective hazmat units to a staging area designated by the IC.

b) Size up or assess the situation.

c) Determine need for additional team members to respond. Additional responding members will respond in accordance with team SOGs.

d) Develop a plan of action.

e) For defense operations:

1) Secure scene

2) Actions at the scene will be defensive only (damming, diverting, diking etc.).

3) Call for additional resources.

f) For offensive operations

1) Confine, contain and neutralize the hazards.

2) Rescue endangered persons if possible.

3) Protect exposures.

4) Prevent container failure.

5) Extinguish ignited materials if appropriate.

6) Obtain and utilize additional resources as necessary.

g) When deemed safe to do so, reconnaissance by operations level personnel may be performed from a safe distance under the following guidelines

1) All personnel must wear the full personal protective equipment (PPE) with self-contained Breathing Apparatus (SCBA).

2) Approach must be from upwind or uphill.

3) Avoid contact with any solids, liquids, smoke or vapors.Safely will dictate the proximity to which the reconnaissance team will approach the emergency.

4) Only technician level personnel are allowed in the "hot zone".

5) Assess the situation quickly and return to the point of entry.

7. Setup a decontamination sector prior to entry into the reconnaissance area.

8) During reconnaissance try to identify the product(s) involved.

9) No responding personnel may function at a

hazardous materials scene beyond the scope of their training.

10) Identify and determine the hazards of the materials involved through reference sources.

11) Develop a plan of action.

h) If it is determined that resources of the MABAS 26 HazMat Response Team are not sufficient to mitigate the incident safely and efficient the IC will request a Box Alarm
through the team's MABAS dispatch center.

i) Response procedures not specifically addressed in this plan shall be in accordance with the MABAS 26 Haz Mat Response Team's SOG's, a copy of which is available in the EOC.

6. Law Enforcement.

With their responsibilities and special jurisdictional authority, all law enforcement agencies will have an important response role in most hazardous substances incidents/accidents. The Police Chief is responsible for insuring that their personnel are thoroughly familiar with emergency response procedures as set forth in these plans,

a) Establish incident boundaries and access control points in accordance with command Post guidelines.

b) Provides for warning support and coordinates evacuation to sheltering areas or pick up points.

c) Provides staff support to the EOC, Command Post, and IC.

d) Hazardous materials emergencies commonly require mutual aid assistance among law enforcement agencies of the County and from surrounding counties for the coordination of traffic control and law enforcement operations. Mutual aid agreements are in place or shall be established as appropriate by the city law enforcement to ensure an effective law enforcement operation.

7. Public Works and Utilities

a) The Public Works department in Charleston shall assist in necessary road closures, detours and establishment of control zones. Additionally shall insure coordination

with DOT on state road closures. Public works agencies shall be responsible for establishing appropriate procedures to support this requirement.

b) Provide technical assistance and resources to support hazardous materials containment activities.

c) Water and sewer departments shall be responsible for assisting with remedial actions when a hazardous material may affect water sources and distribution systems. They may also assist in product analysis and sampling. Public Works directors shall assist in establishing procedures to support this requirement

d) Coordinates with MABAS Division 26 Hazmat Team and establishes procedures for assisting with disposal of hazardous materials when appropriate.

e) Assists with the posting of contaminated areas.

f) Coordinates the provision of utilities and other services essential for basic human needs.

g) Hazardous materials emergencies commonly require mutual aid assistance for the purpose of coordinating containment actions in the event of a release that could affect another county, city or state. Public Works agencies shall be responsible for establishing written agreements between each organization responsible for containment actions to ensure an effective response.

8. Health Department

a) Provides an environmental analysis of the situation and recommends proper epidemiological and toxicological solutions to deal with public health issues concerning hazardous material incident/accidents

b) Manages the distribution and use of health resources (personnel, materials, and facilities).

c) Conducts damage assessments and based on the assessments, issues guidance to the general public.

d) Assists in product analysis and sampling as appropriate.

e) Implements Health department EOP as appropriate.

9. Medical Coordinator

a) Coordinates the on-scene emergency medical care, transportation and hospital treatment for victims of a hazardous materials emergency. Ensures that mutual aid plans for both the emergency Medical Service (EMS) and hospitals are implemented.

b) Provides emergency medical assistance to persons directly affected by the incident, emergency workers, and the affected public.

c) The Coles County 911 System identifies emergency medical service response areas for the entire County. The agency designated to cover the incident location will provide primary emergency care and transportation for the incident.

d) Hazardous materials emergencies commonly require mutual aid assistance among ambulance services and hospitals. Written mutual aid agreements are maintained between EMS organizations to ensure an effective response.

10. Fixed Facility Site, Pipeline Company; Hazardous Material Tasks

a) Develops on-site contingency plans. These plans will include specific responsibilities, including notification of emergency response personnel and security of the hazardous zone and containment, when possible

b) Provides technical support as requested in development of off-site risk assessments.

c) Provides planning support for off-site contingency planning. Provides a representative to support the Coles County LEPC.

d) Provides, when requested, an emergency response liaison to the County Emergency operation Center.

e) Provides a liaison to the on-scene command Post and assists with its emergency response missions.

f) Provides maintenance support and participates in exercises and drills, as appropriate.

g) Coordinates on-site emergency plans with the County Emergency Management Director.

h) Initiates notification to Illinois Emergency Management Agency, of any release or spill of hazardous material in accordance with the reportable quantities guidelines.

i) Initiates written follow-up of a release in accordance with Section 304 of EPCRA.

j) Minimize the harmful effect of a release or contains the spill as much as possible.

k) Restores the environment to the extent practical including the cleanup of the released material.

l) Takes steps to secure and protect the area and takes other remedial actions until response personnel arrive

m) Provides information to fire departments and LEPC concerning methods employed to determine the occurrence of a release of a 302 substance.

n) Answers and returns questionnaire for risk and vulnerability surveys

11. State Support

a) Illinois Emergency Management Agency

1) Responsible for the overall emergency coordination of State assistance if state agency response is required. It is, therefore, a must that immediate notification of all incidents/accidents involving hazardous materials be reported to IEMA.

2) Provides support and resources to the EOC and EMA Director.

12. General Support

a) U.S. EPA coordinates federal funding, equipment, personnel and expertise during major ground/air toxic incidents and land/water spills.

b) FEMA

1) Establishes guidance for the development of

training, emergency planning and exercises

2) Provides support and resources to the EOC upon a request from the State.

V. SUCCESSION OF COMMAND

Succession of command for the tasked organizations has been established in the Basic Section of the EOP. Refer to the Basic Section of the EOP for further information. See Appendix A for a typical command structure.

VI. PRESERVATION OF RECORDS

All government agencies shall provide for the protection of records deemed essential for continuing government functions and for conducting and documenting emergency response.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Support, resources and services of local and county agencies will be utilized and depleted before outside assistance is requested.

2. Tasked local agencies, local officials, fire services personnel, law enforcement, and volunteer organizations may make requests for planning assistance, training and educational information to Coles County EMA.

3. Mutual aid agreements shall be maintained by the appropriate response groups, and copies of the agreements may be sent to the Coles County EMA.

4. Tasked local and state agencies will keep appropriate records in accordance with state law and agency policy and forward copies to other agencies as appropriate.

5. Notification

a) CECOM, the Coles County 911 Center, will generally receive the initial notification of a release of a hazardous materials via telephone/cell phone from the fixed facility or transporter, from a citizen, a law enforcement officer, or first-on-the- scene first responder through radio

transmissions. The communications center will refer to their SOGs for coordinating and cooperating with the Incident Commander at the scene and with the Chief Elected Official in providing warning to the public.

b) The communication dispatcher, receiving the call, will acquire as much information as possible and document the information according to SOGs.

c) Each hazardous materials fixed facility is responsible for reporting hazardous materials spills or accidents in accordance with local, state and federal regulations.

d) CECOM will dispatch the incident according to established SOGs.

B. Logistics

1. Safety shall be first priority.
2. All emergency response agencies shall not function at a hazardous materials incident beyond the scope of their training.
3. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted personnel equipment at a safe distance.

VII. PLAN DEVELOPMENT, TESTING, AND MAINTENANCE

A. Coles County LEPC is charged with developing a chemical emergency response plan for the county. The plan will be reviewed and updated on an annual basis, in accordance with Section 303 of EPCRA.

B. Coles County LEPC is responsible for ensuring scheduling, designing, conducting and evaluating of all exercises.

C. As revisions are made, changed pages will be provided to all individuals and agencies involved with the execution or support of the plan. It is the responsibility of the copy holder to keep individual copies current.

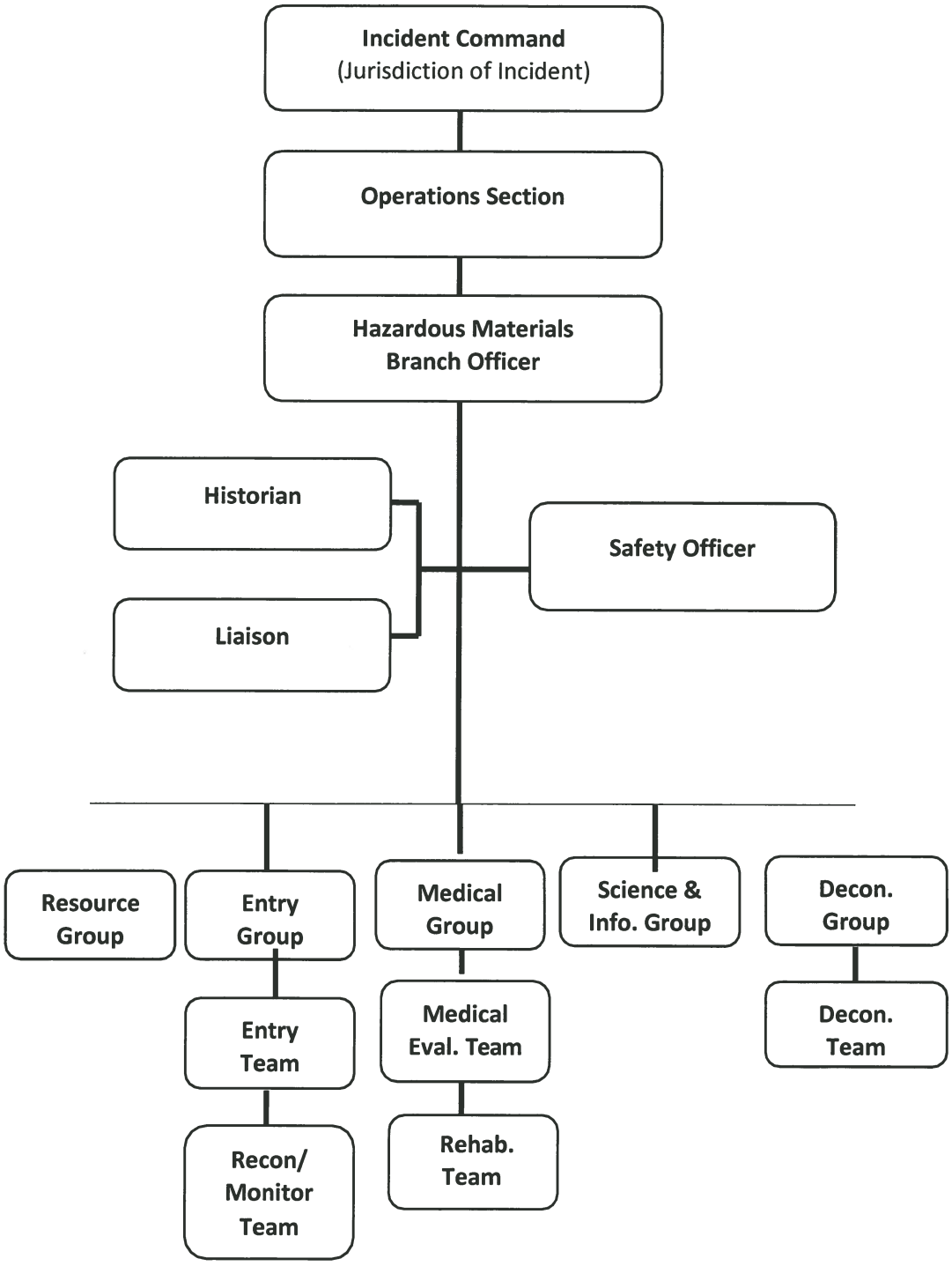
VIII. TRAINING

A. Emergency response personnel shall receive training pursuant to CFR 1910.120.

B. Each emergency response agency shall maintain training records on emergency personnel.

C. Each emergency response agency will ensure that refresher training is attended as required.

▪ APPENDIX A. TYPICAL COMMAND STRUCTURE



IPWMAN
Illinois
Public Works
Mutual Aid Network

IPWMAN Activation – General Guide

Below is a quick help guide for requesting assistance from IPWMAN.

Step 1 – Assess Your Needs

Before you contact the Call Center, you need to determine what type of assistance you'll need. Rather than asking for specific pieces of equipment identify missions that need to be accomplished. By identifying a mission you give us more flexibility in getting you the resources you need.

Fill out as much of the Activation Request Form as you can before you contact the Call Center. The form will give us information we'll need before we send assistance.

Step 2 – Contact the Call-Center: (855) IPW-MAN1 / (855) 479-6261

When you call, the Call Center staff will take your information and pass it on to the Duty Officer. The Duty Officer approves the response and assigns a Resource Coordinator for your incident. Make sure you give us a few contact names and numbers.

Step 3 – Return call from the Resource Coordinator

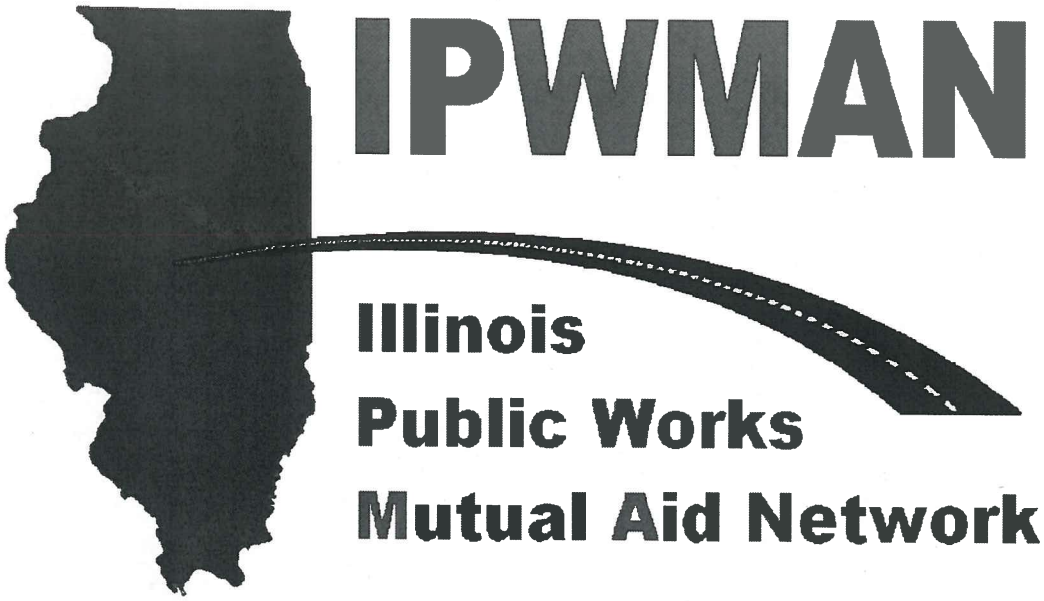
The assigned Resource Coordinator (RC) will call you back to verify your mission needs. The RC will discuss options for meeting mission needs, along with support for responders.

Step 4 – Mass E-Mail Notification

A mass e-mail will be sent out to IPWMAN members requesting the resources you need. Members will be instructed to contact the Resource Coordinator if they are able to assist.

Step 5 – Ongoing Calls from Resource Coordinator

Once the Resource Coordinator has arranged for a response, he/she will contact you with who is responding and when they will arrive. During the response you'll get regular calls from the RC regarding mission status and ongoing operational needs.



OPERATIONS PLAN

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INTRODUCTION

Each year hundreds of major emergency and disaster events occur across the United States. In many of these events, the public works community (streets and roads, forestry, public utilities) are on the front lines supporting local fire and police organizations as well as ensuring that the community's infrastructure remains functional.

During many of these events, especially those involving one or more jurisdictions, response efforts are often fragmented or duplicative and place heavy strains on public works managers. Additionally some police and fire agencies are unaware of the many pieces of specialized equipment that are available to assist them during an emergency. In many cases, public works resources are often underutilized or not effectively deployed because there is no organized system to coordinate their organization, deployment and management.

With this as a backdrop, it has been the shared vision of many Public Works professionals to develop a mutual aid system wherein an affected jurisdiction can call upon resources of other jurisdictions in an orchestrated and organized effort to respond to a declared emergency or disaster.

In many respects, the underpinning of the system is modeled after the very successful and highly regarded Mutual Aid System that has been a mainstay of Fire and Law Enforcement departments all around the Country. Noticeably, the public works plan differs to take into account the vast and varied nuances inherent with public works operations and tailored to a specific geographical area. However, owing to the system's fundamental design, it can easily be adapted to any jurisdictional or geographic area.

The goal of the Illinois Public Works Mutual Aid Network is, by design, rather simple, but embodies critical tasks and associated responsibilities that will assist a stricken jurisdiction's response efforts to a declared emergency or disaster.

IPWMAN MISSION STATEMENT

It is the mission of the Illinois Public Works Mutual Aid Network (IPWMAN), in the spirit of intergovernmental cooperation, to develop and maintain a statewide network of public works related agencies whose principal purpose is to provide mutual aid response and recovery assistance to each other when confronted with natural or man-made emergencies or disasters.

ILLINOIS PUBLICWORKS MUTUAL AID OVERVIEW

General

The Illinois Public Works Mutual Aid Network has been developed to provide Public Works assistance to member communities in need. This Operations Plan details the steps involved in a mutual aid response, from the initial request for public works resources to demobilization following the response. The plan is intended to be flexible, providing an organized, sustainable response for incidents regardless of size. The plan works within the Incident/Unified Command structure, and is NIMS compliant.

IPWMAN Responses are based on missions or tasks to be completed. Knowing the mission allows IPWMAN to deploy Response Teams with all the personnel and equipment needed to complete the mission safely.
Deployed IPWMAN Response Teams work under the direction of the stricken community. The work shifts are a maximum of 12 hours. When the work shift is over or the mission is completed, IPWMAN Response Teams are relieved and return to their respective communities.

Incident Categories

IPWMAN resources requests are based on one of three incident / event categories: Local Assistance, Local or Regional Emergency, and Disaster. The protocols for resource requests and levels of IPWMAN coordination are detailed in the chapter for each category. ***It should be noted that our incident category, and thus our resource request protocols, will change as an incident expands or contracts.***

Local Assistance is the lowest category, providing limited direct assistance for planned events, small-scale incidents. A Local Assistance response will typically involve a single requesting agency, limited IPWMAN resource coordination, minimal resources and few operational periods.

The second category of **Local or Regional Emergency** provides immediate assistance when needed to save lives and protect property. The incident area may be limited to a small geographic area in a single community or may affect a larger area impacting several communities. A Local or Regional response will typically involve many resources and operational periods that extend over several days.

The highest category is **Disaster**, a calamitous incident threatening loss of life or significant loss or damage to property. The incident typically impacts a larger geographic area or more than one community. The primary difference between a Local / Regional emergency and a Disaster is that during a Disaster, IPWMAN resources and coordination have been requested by IEMA, and resource requests follow the established IEMA process.

Resource Coordinator

The position of Resource Coordinator (RC) is critical to a successful IPWMAN response. The RC does not blindly fill equipment requests, but rather works with the Requesting Agency to identify options for providing the resources needed to satisfy the mission as efficiently as possible. The RC may be coordinating resources for multiple responses, multiple operational periods. In all cases the RC works to insure that member resources are utilized appropriately and supported properly, and returned to their agencies safely.

Response Team Concept

A central aspect of the IPWMAN is the use of functional Response Teams. Member agencies list their available resources as Response Teams, One or two person teams based on a function or task to be completed. Response Teams are deployed with all of the personnel and equipment needed to accomplish a specific task. As an example a Brush Chipping Response Team includes two people, a dump truck and tow behind chipper for the task of chipping brush. The team will respond with chainsaws, personal protective equipment (PPE) and other equipment needed to perform the task. If more than one Response Team is needed for an incident, the Resource Coordinator will generally request several agencies to each send one Response Team.

The use of Response Teams provides several benefits:

- The Requesting Agency is assured responders have the proper equipment to complete the mission.
- Safety is improved, as Response Teams bring the proper support equipment and PPE for the task.
- Requesting Response Teams from several members spreads out the impact of the response.
- The use of pre-identified Response Team personnel and equipment provides consistency and improves the ability to provide an organized response.
- Using two man Response Teams allows smaller member agencies to respond. This increases the resources IPWMAN has access to and improves the ability to provide a sustainable response.

The "Response Team – Tasks and Equipment Requirements" section lists tasks or missions that may need to be accomplished during a response, and identifies the Response Teams that can be used to accomplish each task. It also lists the personnel and equipment needed for each Response Team.

The "Response Team – Tasks and Equipment Requirements" section is not intended to be all inclusive, rather it is intended to be a guide for determining resource needs.

Response Coordinators are encouraged to use their judgment in determining the specific resources needed for each mission.

Strike Teams and Task Forces

In many instances it is effective to group Response Teams into Task Forces or Strike Teams at the Requesting Agency Staging Area. Task Forces and Strike Teams may be comprised solely of IPWMAN Response Teams, or a combination of IPWMAN and other Public Works Responders.

Strike Team and Task Force Leader

A Leader is required for each Task Force or Strike Team established. It is generally desirable for the Leader to be a member of the requesting agency, due to their familiarity with the local community. If this is not practical, IPWMAN may provide such a Leader.

LOCAL ASSISTANCE

Situation: Assistance is needed for a planned event, a small-scale incident, or an unexpected occurrence. A Local Assistance response will typically involve a single requesting agency, limited IPWMAN resource coordination, minimal resources and few operational periods.

Process: Requesting Agency makes direct contact to potential providers of the needed resources and makes arrangements to meet the need.

The IPWMAN Call Center and Resource Coordinator are NOT involved in arranging local assistance.

Potential reimbursement and costs for equipment and work done under a local assistance arrangement should be discussed PRIOR to deployment of resources.

Documentation: The Requesting Agency should document the situation including what resources were received, what work was performed, and any cost arrangement made.

The Requesting Agency POC (Point of Contact) should provide a summary of the event to the IPWMAN Resource Coordinator.

LOCAL / REGIONAL EMERGENCY

Situation: A Requesting Agency has immediate need for resources that may be available through the IPWMAN. A local declaration of emergency or disaster has been issued when the Requesting Agency has the authority to do so and the Accredited Emergency Management Agency (Municipal or County) has been notified.

Requesting Assistance

Step 1 – Requesting Agency Assessment

The Requesting Agency identifies the specific need(s) and requirement(s) based on the IPWMAN Mutual Aid Assistance Request Form (Appendix A).

Step 2 -Requesting Agency contacts IPWMAN

1. The requesting agency calls the IPWMAN Call Center. The Call Center obtains the details of the specific resource need(s).

2. The Call Center will then contact the IPWMAN Duty Officer, who will determine if an IPWMAN response is warranted. The Duty Officer may either assume the role of Resource Coordinator (RC) for the response, or assign another individual to that role.

3. The IPWMAN Call Center forwards the request information to the assigned IPWMAN Resource Coordinator.

Step 3 – Resource Coordinator contacts County OEM

Significant incidents such as tornados or other natural disasters often impact large geographic areas. In such cases IPWMAN resources may be requested from multiple agencies. Those agencies may also be requesting public works resources through mutual aid agreements other than IPWMAN. In order to provide an organized, sustainable public works response, IPWMAN and all other public works resources should be coordinated through a single agency or point-of-contact when practical. In addition, local resources must be properly utilized prior to deployment of IPWMAN resources from outside of the local incident area.

To that end, the first step for the assigned Resource Coordinator is to contact the County Emergency Management office of the impacted agency to determine the full extent of the emergency and insure that County EM has been notified of the event. In significant incidents involving multiple requesting agencies, the local County Emergency Management may be asked to function as the

requesting agency for the purpose of coordinating all public works mutual aid responses to the incident, including but not limited to IPWMAN resources. In such situations IPWMAN resources shall not be deployed to assist agencies that are not IPWMAN members.

In cases where the local County EM functions as the Requesting Agency for an incident, the Resource Coordinator shall contact the initial requesting agency and inform them that all public works responses for the incident shall be coordinated through the local County EM.

Contact information for the coordinators is available at the IEMA website, www.state.il.us/iema. Click on contacts, and you will see that as you rollover a county on the map the coordinators information for that county becomes available.

Step 4 – Resource Coordinator contacts Requesting Agency

The assigned Resource Coordinator will contact the requesting agency, opening a dialogue which will include situation status and missions to be accomplished. The purpose of the dialogue is to determine the most effective and efficient use of resources to accomplish the mission.

Step 5 – Mass Notification to IPWMAN Members

At the direction of the Resource Coordinator, the IPWMAN Call Center activates a mass notification of IPWMAN members reporting the incident and requesting that they stand by until a specific request is received from the Resource Coordinator.

Step 6 – Resource Coordinator contacts Responding Agencies

Once the needed resources are identified, the Resource Coordinator contacts potential responder to obtain those resources. *(The Resource Coordinator may also request resources via mass e-mails sent to all members. In all cases resource deployment is to be coordinated through the Resource Coordinator. Members are not to self deploy resources.)* Functional Response Teams are deployed to the Requesting Agency Staging area.

1. The IPWMAN Resource Coordinator identifies available resources and arranges for the response.

2. The Requesting Agency is notified by the IPWMAN Resource Coordinator that the requested resources have been deployed with details of the resourcing by fax, email, and/or phone call.

3. The IPWMAN Call Center is notified by the IPWMAN Resource Coordinator that the resource request has been addressed.

4. The IPWMAN Call Center provides periodic mass-notifications to IPWMAN members regarding incident status updates.

5. If IPWMAN resources are responding to an incident outside of their home county, the Resource Coordinator will notify the County Office of Emergency Management for the home county what resources are being deployed and the expected duration of the deployment.

During The Response

The requesting agency informs the Resource Coordinator when requested resources have arrived at the Staging Area.

Communication between the Resource Coordinator and the Requesting Agency continue at various times during the operational period to discuss resource needs for future operational periods.

The Requesting Agency fully documents the situation under the local NIMS-Compliant Incident Command Structure, including incident objectives, resources received, work performed, cost arrangements, logistics arrangements, and other pertinent information.

The IPWMAN Resource Coordinator documents the contacts made, resources coordinated, response and demobilization information.

Demobilization

The Requesting Agency informs the Resource Coordinator the mission has been completed and the Response Teams will be released. The Resource Coordinator informs the Responding Agency when demobilization will commence.

Additional Operational Periods

This process is to be repeated when IPWMAN resources are requested for additional operational periods. Should the Resource Coordinator for an incident change during the course of the incident, the outgoing RC shall fully brief the incoming RC as to the status of the response and shall pass on any documentation related to the incident.

It is generally expected that the resource needs of a local or regional emergency will be met with regional resources deployed on a daily basis. The Resource Coordinator should arrange for resources from agencies within a 2 hour travel distance of the

incident. This will provide a 12 hour shift for responders, an 8 hour work shift and 4 hours of travel time to and from the incident. Should the combined work shift and travel time exceed 12 hours, the requesting agency may be required to provide lodging and meals for responders.

In an emergency it is understood that the Requesting Agency may not be the Stricken Community. A Multiagency Coordination System such as a County Emergency Management Agency may coordinate resource requests in some situations. There may also be public works resource responding through mutual aid agreements other than IPWMAN. In all cases it is important that a single point of contact be establish for each incident, and all public works resources (IPWMAN and others) should be coordinated through that one Point Of Contact.

DISASTER

Situation: A Requesting Agency has immediate need for resources that may be available through the IPWMAN. A county declaration of emergency or disaster has been issued and a state declaration has been requested through IEMA.

Requesting Assistance

Step 1 – Requesting Agency Assessment

The Requesting Agency identifies the specific need(s) and requirement(s) based on the IPWMAN Mutual Aid Assistance Request Form (Appendix A). This information is forwarded to the Accredited Emergency Management Agency (Municipal or County)

Step 2 – Accredited EMA contacts IEMA

The Accredited EMA (Municipal or County) forwards the request through IEMA to the State of Illinois Emergency Operations Center (State-EOC).

Step 3 –IEMA requests IPWMAN Resources

IEMA calls the IPWMAN Call Center. The Call Center obtains the details of the specific resource need(s).

The Call Center will then contact the Duty Officer, who will assign the appropriate State –EOC Liaison for the response. The State-EOC Liaison will report to the State EOC, a local EOC, or other location designated by IEMA.

The IPWMAN Call Center forwards the request information to the assigned State-EOC Liaison.

At the direction of the State-EOC Liaison, the IPWMAN Call Center activates a mass notification of IPWMAN members reporting the incident and requesting that they stand by until a specific request is received from the Liaison.

Step 4 – State –EOC Liaison contacts IEMA

The assigned State-EOC Liaison will contact IEMA, opening a dialogue which will include situation status and missions to be accomplished. The purpose of the dialogue is to determine the most effective and efficient use of resources to accomplish the mission.

Step 5 – State-EOC Liaison contacts Responding Agencies

Once the needed resources are identified, the State-EOC Liaison contacts potential responder to obtain those resources. *(The* State-EOC Liaison may *also request resources via mass e-mails sent to all members. In all cases resource deployment is to be coordinated through the State-EOC Liaison. Member are not to self deploy resources.)* Functional Response Teams are deployed to the Requesting Agency Staging Area.

6. The State-EOC Liaison identifies available resources and arranges for the response.

7. IEMA is notified by the State-EOC Liaison that the requested resources have been deployed with details of the resourcing by fax, email, and/or phone call.

8. The IPWMAN Call Center is notified by the State-EOC Liaison that the resource request has been addressed.

9. The IPWMAN Call Center provides mass-notification to IPWMAN members regarding incident status updates.

10. If IPWMAN resources are responding to an incident outside of their home county, the State-EOC Liaison will notifies the County Office of Emergency Management for the home county what resources are being deployed and the expected duration of the deployment.

During The Response

The requesting agency informs the State-EOC Liaison when requested resources have arrived at the staging Area.

Communication between the State-EOC Liaison and the Requesting Agency continue at various time during the operational period to discuss resource needs for future operational periods.

The Requesting Agency fully documents the situation under the local NIMS-Compliant Incident Command Structure, including incident objectives, resources received, work performed, cost arrangements, logistics arrangements, and other pertinent information.

The IPWMAN Resource Coordinator documents the contacts made, resources coordinated, response and demobilization information.

Demobilization

IEMA informs the State-EOC Liaison the mission has been completed and the Response Teams will be released. The State-EOC Liaison informs the Responding Agency when demobilization will commence.

IPWMAN GENERAL OPERATIONAL RULES

• Response Teams, Task Force members, Task Force Leaders, and Administrative Support Personnel shall not work more than a 12 hour "on-site" shift. Once the 12 hour limit has been reached, all engaged members will be relieved of their duties.

• Response Teams, Task Forces and Strike Teams will not engage in any activities that they have not been properly trained for.

•Not more than one Response Team, Task Force Leader or Administrative Support Personnel will be requested from each Responding Community. If, however, on their own volition, a Responding Community offers more than one Response Team, Task Force Leader or Administrative Support personnel, said request will be honored, if appropriate, by the IPWMAN Resource Coordinator.

•Other than Medium/Heavy Transport (Teams H & I), Equipment Transport (Team J), Task Force Leader (Team O), and Administrative Support (Team P) teams, all Response Teams shall be comprised of two members.

•Response Teams are to be referred to by "letter" designation and Task Forces and Strike Teams are to be referred to by "number" designations.

COMMON COMMUNICATIONS

Common, reliable communications are essential to safe and effective IPWMAN operations. It is expected that the requesting agency will provide common communication equipment to responders. Should that not be possible, the IPWMAN Resource Coordinator shall work with other emergency management agencies to acquire the necessary equipment.

FINANCE

Each responding agency shall complete the Reimbursement Summary Forms and forward those forms to the IPWMAN Resource Coordinator

AFTER INCIDENT

After an IPWMAN response to a Local / Regional Emergency or Disaster, the Resource Coordinator(s) for the incident, representatives of requesting agencies, representatives of responding agencies and members of the IPWMAN Operations Committee shall work together to develop an After Action Report for the incident. It should be noted that a localized event (such as severe weather) that triggers an IPWMAN response to multiple agencies could be considered a single incident. The After Action Report should include:

- A summary of the incident
  - Area afflicted
  - Location
  - Population
  - Urban/Rural
  - Nature of event, etc
- Response that was given
  - Dates
  - Type of assistance,
  - Manpower
  - Agencies responding
  - Equipment
  - Quantities, etc.
- A summary of the costs involved in the response (responding agency manpower and equipment)
- Identification of any issues that impacted the response (local assistance not available due to widespread nature of the event)
- What was done right
- What went wrong
- Where and how can we improve
- Plan for improvement/changes
- Photographs of the incident

The above is not intended to be a complete listing of all the information needed for the AAR. An After Action Report template is available at the Homeland Security Exercise Evaluation Program (HSEEP) website under Vol. IV templates (https://hseep.dhs.gov/).

The final version of the AAR shall be distributed as follows:

1. All board members
2. Requesting Agencies
3. Responding Agencies
4. Chairman of the Operations Committee (if not a board member)
5. Resource Coordinator Involved (if not board members)
6. IEMA Liaison
7. IDOT Liaison
8. IPWMAN Website Administrator (for posting)

Any incident that requires an IPWMAN response challenges both the stricken community and the responding agencies. The knowledge gained through meeting those challenges is invaluable to all IPWMAN members, as well as other emergency management agencies. Members involved in an incident, whether as a stricken community or responder, are encouraged to share their experiences whenever possible.

PARTY OBLIGATIONS

The goal of IPWMAN is to coordinate a managed response of public works resources between member agencies during times of need. Providing a managed response requires each party, Requesting Agencies, Responding Agencies and IPWMAN, to understand their role during a response and fulfill the responsibilities of that role.

Requesting agencies must ensure that provided resources are utilized efficiently and supported properly. Responding agencies must provide properly trained and equipped personnel for the mission. IPWMAN works with both requesting and responding agencies to see that the needs of each are met.

It is imperative that all parties have properly trained personnel prepared to effectively step into their respective roles during an emergency or disaster.

The remainder of this section lists positions that must be filled during an IPWMAN response. Not every position will be filled in every response, but personnel from each party who may be called upon to fill those positions should be familiar with their requirements. This includes everyone in every agency, from the Public Works Director of a stricken community requesting assistance to the Ground Level Responder heading into the incident area with a hard hat and safety vest. Experience has shown the more prepared each person is to step into those roles the more successful a response will be.

REQUESTING AGENCY - GENERAL

Prior to requesting IPWMAN resources, the requesting agency shall insure that local resources are utilized whenever possible. During a large incident that affects multiple agencies within the same county, IPWMAN resources and all other public works resources should be coordinated through a single point-of-contact. During such incidents requesting agencies are encouraged to work with their local County Emergency Management Coordinator to provide such coordination.

When Public Works Resources are requested through IPWMAN, the Requesting Agency is required to properly support the responding agencies and the IPWMAN system in general. To that end the Requesting Agency is required to:

OBLIGATIONS

- Ensure that all the obligations of this section are met. Should the requesting agency be unable to meet these obligations, additional resources should be requested through IPWMAN or other sources to meets these obligations.

- Ensure that the IPWMAN is advised of any changes to the PWMA Response Matrix and of any changes to the Emergency Contact information sheet.

- Ensure that the IPWMAN is advised as to who the Stricken Communities' EOC Point-Of-Contact is.

- Ensure that all requests made of IPWMAN are recorded utilizing the IPWMAN Resource Request Worksheet, and that all requests are verified verbally when contacted by the IPWMAN Resource Coordinator.

- Ensure that the IPWMAN Resource Coordinator is advised of any pre-arranged agreements wherein other communities have already responded with response teams and/or equipment or services. This is vital so that the Resource Coordinator can by-pass a particular community that has already responded via a mechanism other than IPWMAN.

- Ensure that the selected Staging Area (SA) is sufficient in size and configuration for its intended use; being mindful that the Staging Area (SA) probably will contain numerous departments. This might be a joint effort by various departments of the Stricken community.

- Ensure that the Staging Area (SA) is adequately staffed for PWMA operations. At a minimum, this will include the Public Works Staging Area Coordinator (PW-SAC). If staffing of the Stricken Community is such that both the Public Works Staging Area Coordinator (PW-SAC) and the Public Works Operations Officer (PWOO) cannot be filled by separate individuals, the roles can be combined provided that the individual is appropriately trained in both areas and has the capacity to undertake

both functions without negatively impacting the Task Forces ability to act. Furthermore, once the Staging Area (SA) no longer requires the presence of a Public Works Staging Area Coordinator, that individual is free to fill whatever role(s) the Stricken Community requires.

- Ensure that the responding IPWMAN resources have a sufficient supply of fuel and oil once initial "carried" supplies have been exhausted. This can be accomplished by either the Stricken Community (SC) establishing refueling protocols or requesting the County to assume those logistical duties.

- Ensure that Public Works Operations Officer(s) (PWOO) are available at all times to direct responding Task Force / Strike Team Leaders (TFLs, STLs) and to address any questions that might arise.

- Shall be responsible for securing all forms, documents and field notes generated by the PW-SAC and PWOO.

- Shall be responsible (through the Public Works Director or other designated official), for terminating the IPWMAN response.

- When requested, host an IPWMAN response exercise and post exercise critique – not to be more than once every eight (8) years.

- Ensure, in the event of an actual IPWMAN activation, that a post event critique is conducted with all participating agencies in attendance. The critique shall also include members of any standing IPWMAN Committee to identify potential IPWMAN enhancements/modifications.

REQUESTING AGENCY – PUBLIC WORKS STAGING AREA COORDINATOR

GENERAL

The Public Works Staging Area Coordinator (PW-SAC) is assigned to the Staging Area. This position is expected to be filled by a member of the stricken community, but may be filled by a responding agency (IPWMAN or other) should the need arise. When Public Works resources are requested, IPWMAN dispatches response teams to the staging area. Those teams report to the PW-SAC. It is the responsibility of the PW-SAC to combine Response Teams into Task Forces and send those Task Forces to the Incident Area for assignment.

The PW-SAC maintains communications with the Public Works Operations Officer (PWOO) in the Incident Area regarding the status of Response Teams and Task Forces. When a work shift or mission is completed, Task Forces report back to the Staging Area and are relieved of duty by the PW-SAC. The PW-SAC also maintains communications with the stricken EOC regarding the status of Response Teams and Task Forces, along with any Staging Area needs.

RESPONSIBILITIES:

- Upon arrival, identifies area(s) within the Staging Area to be utilized by Responding Communities Response Teams and Task Forces. This will need to be coordinated with other departments if a single, large Staging Area (SA) is being used.

- Coordinates the arrival of IPWMAN resources by identifying specific resources and equipment holding areas. This includes providing necessary support to responding agencies while in the Staging Area.

- Keeps Incident / Unified Command advised and updated of any and all issues relative to the Staging Area, Response Teams and Task Force(s).

- Ensures that the Staging Area Administrative Report Form is completely and accurately filled out and supplies a copy to the Public Works Operations Officer and Task Force and/or Strike Team Leaders.

- Ensures that Task Force and Strike Teams are fully staffed prior to handing over operational control to the Public Works Operations Officer (PWOO).

- During operations determines what Staging Area needs there are and forwards said needs to Incident / Unified Command.

- Upon the Task Force being relieved of duty and reassembling at the Staging Area, ensures that the Task Force and Strike Team Leaders (TFL, STL) turn in all equipment issued at the Staging Area.

REQUESTING AGENCY - PWOO (PUBLIC WORKS OPERATIONS OFFICER)

GENERAL

The Public Works Operations Officer (PWOO) is a member of the stricken community, and is assigned to the Incident Area. Public Works resources report to the Staging Area and are assembled into Task Forces by the Public Works Staging Area Coordinator (PW-SAC). Those Task Forces then report to the PWOO in the Incident Area. The PWOO is responsible for directing the actions of each Task Force via regular communications with the Task Force Leader (TFL). The PWOO maintains communications with the PW-SAC in the Staging Area regarding the status of Response Teams and Task Forces.

The PWOO receives mission direction from the Incident Commander at Incident or Unified Command, and continually updates Command regarding the progress of the mission. When a work shift or mission is completed, The PWOO sends the Task Forces back to the Staging Area to be relieved of duty by the PW-SAC. This position is expected to be filled by a member of the stricken community, but may be filled by a responding agency should the need arise.

RESPONSIBILITIES:

- Upon meeting with the Task Force Leader (TFL), Strike Team Leader (STL) or Single Resource personnel, familiarizes him/herself with the personnel and equipment of each.
- Ensures that the communication between the Responders and him/herself is operational and that a radio communication protocol is agreed upon.
- Delivers to the Task Force Leader (TFL) any maps or materials that may be required for the assigned mission.
- Thoroughly outlines the Task Force's mission with the Task Force Leader (TFL), highlighting significant matters such as, medical needs, fuel, water, meals etc...
- Takes receipt of one (1) completed copy of the Staging Area Administrative Report Form.
- During operations, keeps in constant communication with the responders and provides assistance when and where possible. Additionally, keeps Unified/Incident Command continually updated with progress reports of the mission(s).

- At the appropriate time, relieves the responders of their duties and notifies Unified/Incident Command of same and debriefs the Task Force Leader(s). Following the debriefing, the responders report to the Staging Area.

REQUESTING AGENCY - TFL / STL (TASK FORCE / STRIKE TEAM LEADER)

GENERAL

As the names imply, Task Force or Strike Team Leaders supervise Task Forces and Strike Teams. Each Leader reports to the Staging Area, where he or she will work with the Public Works Staging Area Coordinator to assemble Response Teams into Task Forces and Strike Teams. After being deployed to the Incident Area, the Leaders will supervise the Task Force or Strike Team under the direction of the Public Works Operations Officer (PWOO). The Leaders will keep the PWOO informed as to the status of the mission and any needs of the responders. When a work shift or mission is completed, The PWOO will direct the Leaders to return to the Staging Area with the Task Force or Strike Team to be relieved of duty by the PWSAC.

RESPONSIBILITIES:

- Upon arrival at Staging Area, familiarizes him/herself with the personnel of the Response Teams that comprises his/her Task Force or Strike Team.

- Prior to leaving SA, insures that:
    - All vehicles, equipment, and assigned personnel are appropriately fitted with identification and placards.

    - Responders are equipped with all required equipment and supplies.

    - All communication equipment is operational.

    - Radio communication protocol is established with the Public Works Operations Officer (PWOO) and that equipment is operational.

    - Specific direction is received from the Public Works Operations Officer (PWOO) as to the mission they will be assigned.

    - Assignment(s) with subordinates are understood and assigns specific individual tasks.

    - Receives the hard copy (back copy) of the Staging Area Administrative Report Form.

- At the site, provides direct supervision of the Task Force or Strike Team to insure that the stated operational mission is accomplished.

- Ensures that work is performed safely, paying attention to others that might be in the work zone.

- Keeps in constant contact with the Public Works Operations Officer (PWOO) for new assignments and any mission updates.

- Insures that all requests and communication is directed through the Public Works Operations Officer (PWOO).

- Insures sufficient breaks to keep responders alert and fresh, and removes any individual responder performing in an unsafe manner or is too fatigued risking injury. If this action necessitates that a specific Response Team or the Task Force / Strike Team as a whole be relieved of duty, so be it. The safety of the responders and all others is of paramount concern.

- When necessary, initiates and completes a IPWMAN Injury/Damage Report form for personal injury or property damage.

- During and upon completion of mission, insures that all personnel and equipment is accounted for.

- After being relieved of duty by the Public Works Operations Officer (PWOO), and debriefing the PWOO on the mission, insures that the Task Force or Strike Team reassemble at the Staging Area. (This is extremely important as any constructive information gained will be incorporated into the IPWMAN Operations Plan to improve future operations.)

- Once the Task Force / Strike Team is at the Staging Area, advises the Public Works Staging Area Coordinator (C-SAC) that the Task Force / Strike Team has been relieved and turns over all equipment (radios, personal Task Force identification and equipment placards) and turns the Staging Area Administrative Report Form into the PW-SAC.

RESPONDING AGENCIES - GENERAL

All IPWMAN members may be asked to provide assistance to other members at any time.

- Insure that an emergency contact is available 24-7 and that the IPWMAN is kept advised of any changes.

- Insure that the IPWMAN is advised of any changes to the PWMA Response Matrix and of any changes to the Emergency Contact information sheet.

- Insure that Response Team members are appropriately trained in the use of all assigned equipment and tasks.

- Insure that all Response Team equipment and supplies are kept current and functional.

- Insure that responding vehicles and equipment are "topped-off" with fuel and that a minimum 4-hour "carried" supply of fuel and oil is inventoried to operate chain-saws,pumps, etc.

- Insure that the IPWMAN is notified, ASAP, when a requested Response Team has left and is in route to the Requesting Agency's Staging Area.

- Acknowledge that responding Response Teams will be committed for a maximum 12 hour "on-site" shift (keeping in mind that the first shift might be less than 12 hours), and that the Responding Community might be called upon (not mandated) to provide multiple shifts.

- Acknowledge that the tracking of labor, equipment and materials and any required documentation for Federal/State reimbursement will be the responsibility of each Responding Agency.

- Identify each Response Team with a unit or truck designation 'CALL SIGN' that will be utilized for radio communication, identification and tracking of said Response Team throughout the incident. For example: The 'CALL-SIGN' for Bartlett's RT will be Bartlett 50, or Bartlett 422. The CALL SIGN is to be,

  1.) Posted on the responding units windshield insuring that it is visible from outside the vehicle and

  2.) 'CALL SIGN' is to be given to the IPWMAN Resource Coordinator prior to the RT leaving the Responding Community's facility.

IPWMAN - GENERAL

This section addresses the responsibilities of IPWMAN during a response. For the purpose of this section, IPWMAN refers to the Resource Coordinator position, Liaison position and other support personnel performing IPWMAN Resource Coordination functions. These positions are staffed by volunteers from IPWMAN member agencies.

It is imperative that volunteers be willing to not only give their time during a response, but also to attend IPWMAN and other emergency management training.

The IPWMAN Board of Directors is responsible to insure that these positions are filled with trained personnel.

IPWMAN – DUTY OFFICER

General

The IPWMAN Duty Officer is the initial point of contact for the IPWMAN Call Center following a request for assistance.

The IPWMAN Secretary, at the direction of the Executive Board, shall create a schedule for authorized IPWMAN members to act as primary and secondary Duty Officers for periods of one calendar month. The primary and secondary Duty Officers for a given month shall not be from the same IPWMAN Region. The schedule shall include 24 hour contact information for each Duty Officer, and shall be distributed to the IPWMAN Call Center along with the IPWMAN Executive Board.

RESPONSIBILITIES:

- Determine if an IPWMAN response is warranted for the request.
- If an IPWMAN response is warranted, assume the role of Resource Coordinator for the response or assign a qualified person to fill the role.
- Provide the IPWMAN Secretary with accurate contact information.
- Notify the IPWMAN Executive Board if not available to cover assigned shift.

IPWMAN - RESOURCE COORDINATOR

General

The IPWMAN Resource Coordinator is responsible for determining the resource needs of the requesting agency and arranging for the deployment of member resources to meet those needs. The Resource Coordinator will keep the requesting agency

informed as to which agencies are responding and their estimated time of arrival at the staging area.

All Resource Coordinators are appointed by the IPWMAN President.

RESPONSIBILITIES:

- Receives and documents (via EMnet and Resource Request Worksheet) Stricken Communities requests.

- After request is received, calls via telephone and verifies Requesting Agency request(s), Staging Area location, and identification of Requesting Agency Public Works – Staging Area Coordinator (PW-SAC).

- Referencing the IPWMAN Response Matrix, contacts participating agencies' IPWMAN "Emergency Contact", and starting with agencies nearest the Requesting Agency, begins assembling resources from available Response Teams.

- Advises Responding Communities' "Emergency Contact" where the Staging Area is located and who the Response Teams are to report to (name of PW-SAC).

- Keeps the Requesting Agency informed of who the Responding Communities are, what Task Force or Strike Teams they are assigned to, and their Estimated Time of Arrival (ETA) to the Staging Area.

- With available resources, endeavors to keep Stricken Community requests satisfied with resources based upon a maximum 12-hour "on-site" Task Force shift.

IPWMAN STATE-EOC LIAISON

The IPWMAN Board of Directors President or designated alternate may act as the IPWMAN State-EOCLiaison in the State EOC, a local EOC, or other designated location.

The IPWMAN State-EOC Liaison is responsible to:

- Manage the IPWMAN system including Resource Coordinators involved in active responses and the Liaison Support Team.
- Liaise with the state operations activities
- Act as a liaison with the state emergency management agency
- Identify possible sources of additional support for IPWMAN Party agencies
- Monitor the number of requests
- Identify gaps in the requests and resources available
- Provide damage assessment data to the state agencies
- Coordinate response and resolve issues with neighboring IPWMAN Agencies

IPWMAN - LIAISON SUPPORT TEAM

Liaison Support Team assists the IPWMAN Liaison in managing the IPWMAN system.

GLOSSARY OF KEY TERMS

With the exception of positions that are specific to the IPWMAN, the following NIMS (National Incident Management System) terms and definitions will apply.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Disaster or Emergency Declaration: The formal action taken by the chief elected official of a political jurisdiction or unit of government, in accordance with the Illinois Emergency Management Act and local Emergency Management Ordinance, which authorizes specific actions necessary to respond to the situation. Declarations of Disaster or Emergency may be issued by Municipalities (Local Declaration), Counties (County Declaration), and the State of Illinois (State Declaration).

Emergency Management Agency (EMA): A department, division, or office responsible for preparing for, planning, and coordinating response to emergency and/or disastrous events. This includes the accredited or certified agencies, regardless of their name, that have been established in Counties and Municipalities to perform the Emergency Management function.

Emergency Management Network (EMnet): A closed circuit satellite communications network connecting local Emergency Operations Centers to the County's Emergency Operating Center.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The "steady state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Event: A pre-planned occurrence that requires additional resources or has the potential to escalate into an incident. Events can, for example, include festivals, parades, political demonstrations, emergency exercises.

Illinois Emergency Management Agency (IEMA): The agency of Illinois State Government that is statutorily responsible for management and coordination or emergency and disaster response at the state level.

Illinois Public Works Mutual Aid Network (IPWMAN): The organization that coordinates Public Works Mutual Aid Resources from member agencies and organizations across the State of Illinois.

Incident: An unplanned occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fire, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Area: The geographic area affected by the incident. For the purpose of this document, the Incident Area is the location where responders perform their assigned mission.

Incident / Event Categorization: For the purposes of the IPWMAN, Incidents and Events are divided into three categories based on complexity, scope, and resource need: Local Assistance, Local Emergency, and Disaster.

> **Local Assistance:** Limited direct assistance for planned events, small-scale incidents, or unexpected occurrences. This might include festivals, parades, fairs, or routine activities where additional and/or specialized resources will improve the operation. Local assistance is coordinated directly between members and does not require IPWMAN coordination.
>
> **Local or Regional Emergency:** Immediate assistance is needed to save lives, protect property, or stabilize the situation. The incident area may be limited to a small geographic area in a single community or may affect a larger area impacting several communities. A local declaration of emergency or disaster has been issued when the Requesting Agency has the authority to do so. IPWMAN coordination is managed through the IPWMAN call center.
>
> **Disaster:** A calamitous incident threatening loss of life or significant loss or damage to property. The incident typically impacts a larger geographic area or more than one community. A local declaration of emergency or disaster has been issued when the Requesting Agency has the authority to do so, and a state declaration of emergency or disaster has been requested. IPWMAN resources and coordination have been requested by IEMA, and resource requests follow the established IEMA process.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

IPWMAN Answering Point: The continuously-staffed 24-hour public-safety answering point that receives initial requests for assistance, activates the IPWMAN Call Center, and forwards calls for assistance to the IPWMAN Call Center when it is activated.

IPWMAN Call Center: The function or facility that supports the IPWMAN Resource Coordinator in receiving and processing requests for assistance, distributing requests to members, and facilitating the flow of information.

IPWMAN Resource Coordinator: One of the identified individuals who coordinates resources on behalf of IPWMAN. IPWMAN Resource Coordinators are identified by the region their home agency is located in, and in general assigned to coordinate IPWMAN resources for incidents within their respective region.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officers from all participating agencies should collocate at the JIC.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation. This term may also be used to describe a person within an agency or organization who performs this communication function.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System (NIMS): The overall system for managing events and incidents, as specified by the United States Department of Homeland Security according to Homeland Security Presidential Directive 5.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Public Works Operations Officer (PWOO): A Stricken Community supervisor appropriately trained in Incident Command who will direct and liaison directly with Task Force Leader(s) and appropriate personnel within the Incident Command Post.

Recovery: The development, coordination, and execution of service-and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide house and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Requesting Agency: The Party or Agency requesting and receiving aid and assistance from a Responding Agency.

Requesting Agency Point-Of-Contact: The Requesting Agency's designated individual, usually situated in the Agency's Local Emergency Operations Center, responsible for liaison duties between the Requesting Agency and the Coordinating and Responding Agency(ies).

> For the purposes of this document, the Requesting Agency Point-Of-Contact is the individual(s) responsible for requesting and coordinating IPWMAN and other public works resources on behalf of the requesting agency. In a small incident, this function may be performed by an employee of the requesting agency. As an incident expands, this function may be performed by a County agency or by IEMA in a large scale incident.

Responding Agency: The Party or Agency that is providing aid and assistance to another Party.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Response Team (RT): Generally, a two-member team equipped with appropriate equipment, materials, and knowledge to undertake and resolve a specific task or problem.

Safety Officer (SO): A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Staging Area (SA): An established location sufficiently sized and orientated where resources, (Response Teams, Task Force(s), equipment etc…) can be placed while awaiting a tactical assignment.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team (ST): A Strike Team shall be composed of several response teams of the same type and kind. A strike team shall not consist of more than five response teams, including one Strike Team Leader

Strike Team Leader (STL): A member of the Strike Team who has received appropriate supervisory training, and who will directly supervise a Strike Team. When possible, having a local member as the STL may improve the operation. The STL functions under the direction of the Public Works Operations Officer (PWOO) as part of the Incident Command System.

Task Force (TF): Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader (Task Force Leader). Generally, a Task Force is comprised of multiple Response Teams.

Task Force Leader (TFL): A member of the Task Force who has received appropriate supervisory training, and who will directly supervise a Task Force. When possible, having a local member as the TFL may improve the operation. The TFL functions under the direction of the Public Works Operations Officer (PWOO).

Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated member of the UC, often the most qualified person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Public Assistance Funding Process

Disaster occurs

Local government conducts damage assessment

Local damage assessment information provided to IEMA

IEMA determines need for FEMA/IEMA damage assessment

FEMA/IEMA conduct preliminary damage assessment with local officials

Governor may request Federal Disaster Declaration

Federal Disaster Declaration made by the President (a per capita amount of eligible costs is required)

Public assistance applicants' briefing

Project worksheets are developed, reviewed, approved, and obligated by FEMA

IEMA reimburses applicants for eligible expenses/eligible work completed

Project Closeout Inspection

Records Retention and Audit

Important Websites

Real-time disaster information and preparedness tips

www.ready.illinois.gov

The Illinois Emergency Management Agency's Official website

http://state.il.us/iema

Bureau of Disaster Assistance and Preparedness website

http://www.iema.illinois.gov/iema/disaster/disaster.htm

IEMA's 24-hour Emergency Telecommunications Center

(800) 782.7860

EMAP Accredited

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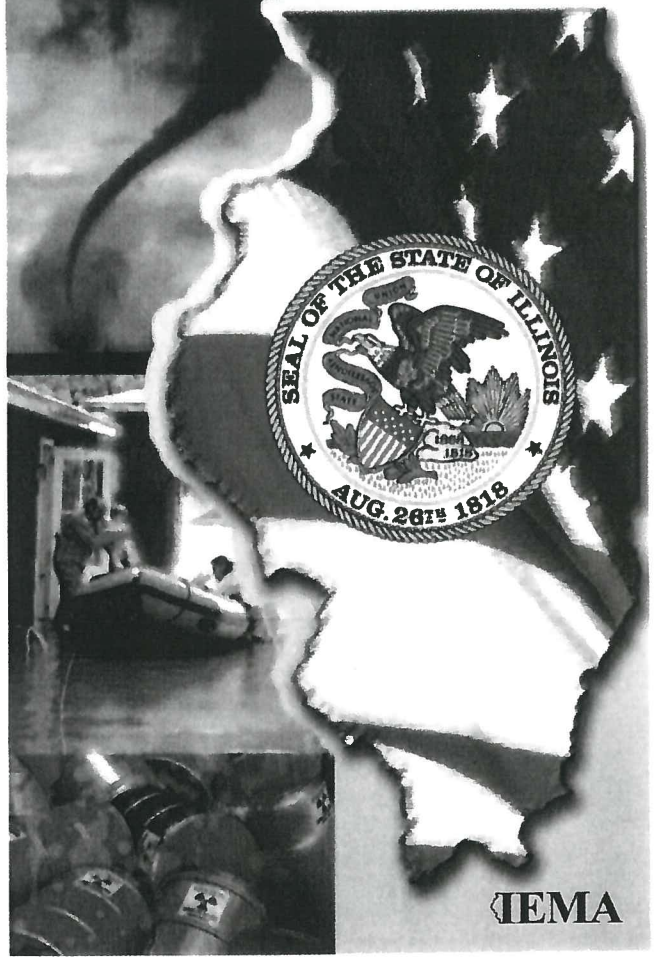
IOCI 0019 - PO# 694 - 2,500 - 8/09

State of Illinois
Illinois Emergency Management Agency

Disaster Declaration Process



IEMA

Local Response

All disasters begin with a local response. Local resources are used to respond to the disaster. The chief local elected official in a city or county may declare a local disaster in order to activate that jurisdiction's emergency operations plan. Citizens should report damages to their City/County Emergency Management Agency or City/County officials.

Local Government Requests Assistance

If a city's or a county's response capabilities are overwhelmed or depleted, local officials may request assistance from IEMA. Cities in need of State assistance should make their request through the County Emergency Management Agency. County EMAs should submit all requests for State assistance to IEMA.

State Disaster Declaration

The Governor may proclaim a state disaster, which allows state agency resources to assist local governments. For example, the Illinois Department of Transportation or the Illinois Department of Corrections may be requested to help with debris removal.

Preliminary Damage Assessments

Damage information (private property, business losses, and public infrastructure damages) must be first collected by local officials. Based upon the information collected by local officials, IEMA may request a Federal/State Preliminary Damage Assessment (PDA). During the visit, the PDA team tours, collects and analyzes the damage information. The damage assessment team members include IEMA, FEMA, SBA, and local officials. Local officials MUST be prepared to show all damages to the PDA team(s).

NOTE: The ability to gather damage information expeditiously may be hindered due to the nature and severity of the disaster. For example, flood damage cannot be accurately assessed until water levels recede enough to allow PDA teams access to impacted buildings and homes.

Requesting a Presidential Disaster Declaration

If the Governor asks the President for a Major Disaster declaration, the request is submitted through FEMA Region V in Chicago. FEMA reviews the Governor's request and makes a recommendation to the President. The President then makes the decision on the Governor's request.

If the Request is Denied

The Governor may appeal the denial. The appeal must be submitted within 30 days and provide additional NEW information to the original request for re-consideration.

President Approves Disaster Request

Depending on the State's request, the Federal disaster declaration may make assistance available to families, businesses, local governments, and/or certain private non-profit organizations located in declared counties that suffered eligible disaster related damages. The primary federal assistance programs are Individual Assistance, Public Assistance, Hazard Mitigation Assistance, and Small Business Administration disaster loans.

Individual Assistance

Helps individuals and households in declared counties begin the recovery process after a disaster. Individual Assistance programs include: Individuals & Households Program, Minimum Essential Repair, Disaster Unemployment, and other programs. Homeowners, renters, and businesses may apply to the SBA for low interest economic impact disasters loans. Individuals, families, and businesses have 60 days after the declaration is issued to register for assistance either by telephone or the internet.

Public Assistance

Helps reimburse local, county, and state governments, and certain private, non-profit organizations in declared counties for debris removal, emergency protective measures, and repair/replacement of damaged public infrastructure. Emergency Work includes debris removal and emergency protective measures. Permanent Work categories include roads and bridges, water control facilities, buildings and equipment, utilities, and parks/recreational facilities. Damages and costs incurred from a disaster are measured by a statewide and county per capita dollar threshold. These factors are considered by FEMA when determining the need for a Public Assistance major disaster declaration.

Public Assistance Disaster Briefings for Local Officials

IEMA conducts applicant briefings to explain to local officials the Public Assistance Program policies and procedures, how project worksheets are prepared and the reimbursement processes and procedures. Local officials have 30 days from the date of the Disaster Declaration to submit a request for Public Assistance to the Illinois Emergency Management Agency.

Hazard Mitigation Grant Program

After a Presidential Declaration the Hazard Mitigation Grant Program (HMGP) provides federal assistance to states, local units of government and certain private non-profit organizations for long-term mitigation measures and all-hazards mitigation planning.

Applicant organizations must have a FEMA-approved mitigation plan in place prior to the submission of project applications to FEMA, with the proposed project identified in the plan. Local government applicants must belong to the National Flood Insurance Program (NFIP).

PROCLAMATION OF CITY OF CHARLESTON DISASTER

Under authority of 20 ILCS 3305/11, of the Illinois Revised Statutes, I_____, City of Charleston, IL Mayor, upon recommendation of the Coles County Emergency Management Agency Coordinator, do hereby proclaim that a disaster exists in the City of Charleston due to the following reasons:

_____

_____

_____

_____

_____ _____

_____, The Coles County Emergency Management Agency Coordinator is ordered to proceed with all haste to bring said disaster to a rapid conclusion for the best interest of the residents of the City of Charleston pursuant to the Illinois Emergency Management Act P.A. 87-168 and the City of Charleston Emergency Operation Plan.

This proclamation is effective on _____ _____ _____ and shall expire on _____ unless extended by the City of Charleston, IL , Mayor.

_____

City of Charleston, IL, Mayor

Filed this _____ day of _____, 20 ____, with the City Clerk

MISCELLANIOUS INFORMATION

CCAR

Houses

39 Circle Drive	Purchased in 2014
2431 Harrison	Purchased in 1993
1705 Jackson	Started using in 1993
2120 Madison	Purchased in 1990
255 West Vine	Built in 2010
824 Division	Purchased in 1991
1339 B Street	Purchased in 1994
918 Lynnwood	Purchased in 2015
411 Hayes	Purchased in 1997
326 West Coolidge	Purchase in 2011
2517 5th Street	Purchased in 1994
1801 Johnson	Purchased in 1993

Facilities

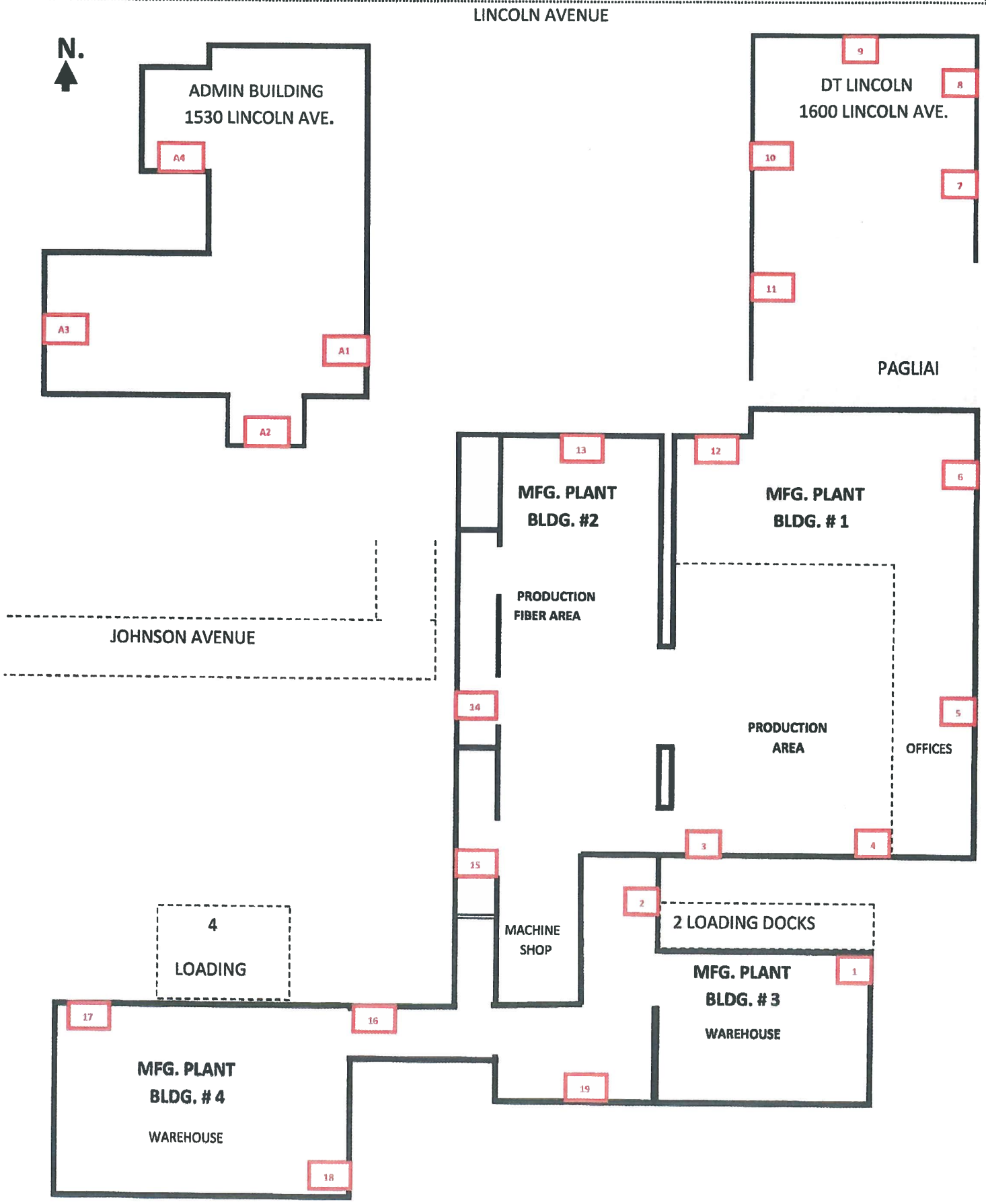
Recycling 1600 Lincoln	Purchased in 1998 Recycling
MFG Plant	Leased in 1970 Purchased in 1979
Admin. 1530 Lincoln	Built in 1998
DT. Locust 200 West Locust	Purchased in 1998

CCAR / LINCOLN PROPERTY

LP-3-05-01 WALK IN DOORS

Roy Cuppy 12/8/15

NOT TO SCALE



CTF ILLINOIS
6081 Development Drive
Charleston, IL 61920

LIVE. WORK. ADVOCATE.
CTF ILLINOIS

Phone: (217) 348-3869
Fax: (217) 348-8804
www.ctfillinois.org

CILA HOMES

1. 907 W. Polk : Census = 8
2. 2016 Douglas : Census = 4
3. 2977 Whitetail : Census = 4
4. 31 Yearling : Census = 7
5. 201 Coolidge : Census = 8
6. 2 Circle Drive : Census = 8
7. 725 C Street : Census = 4
8. 2431 Eastgate : Census = 7
9. 1821 12th : Census = 4
10. 1115 4th : Census = 1 (We rent this property from Ann Drake)

(Census does not reflect staffing at the site: Each site could have up to 2-3 staff at any one time and 1 staff typically overnight. Census may also vary based on admits/discharges. I listed current capacity)

COMMUNITY DAY SERVICE SITES

1. 6081 Development Drive : Current Census = 52 + 10 Staff + 10 Admin Staff
2. 702 Jackson : Current Census = 10 + 2 Staff
3. 503 B Jefferson : Current Census = 13 + 3 Staff (We rent this property from John Williams)
4. 914 17th : Current Census = 26 + 7 Staff
5. 701 6th Street: Current Census = 14 + 4 Staff (We rent this property from First Mid)
6. 1400 Reynolds Drive (We recently purchased this site and started renovations. Will have approximate census of 50 people by late Autumn 2019.)

(Staff at Community Day Service Sites may fluctuate.)

List of CILAs, House Managers, Nurses, Consumers & QIDPs

2517 South 5th Street 217-348-1463	Austin Babb, HM Kathy Woodworth, RN	Marie Cox Amber Daubs Mary Madden Alice Montz Patrick Throm	AK CJ CJ AK PB
1339 B Street 217-345-0843	Austin Babb, HM Marnie Henderson, RN	Kathy Bline Amy Cardinal Sharon Dukes Amy Phillips Crystal Warner	MVH DW KC MVH DW
39 Circle Drive 217-345-1193	Makenzie Carlson, HM Marnie Henderson, RN	Candice Fish Jason Grant	DW DW
326 West Coolidge 217-348-7974	Jaimie Cook, HM Kathy Woodworth, RN Christina Linn, RN (ELI Only)	Shawn Charles Zachary Charles Nicholas Cherrington Brock Seaney Eli Wolfe	KC KC KC KC DW
824 Division Street 217-348-7638	Jaimie Cook, HM Marnie Henderson, RN	Amanda Boyer Jason Chance Tamara Cookson Robynn Miller	KC KC KC KC
2431 Harrison Avenue 217-345-6649	Austin Babb, HM Marnie Henderson, RN	John Dial Adam Holder Camilia Miller Everett Turner	KC DW DW AK
1705 Jackson Avenue 217-345-4210	Austin Babb, HM Kathy Woodworth, RN	Barry Goble Mike Hicks Jason Grass	KC KC CJ
1801 Johnson Avenue 217-348-1461	Makenzie Carlson, HM Kathy Woodworth, RN	Melinda Jones Ashley Miller Kim Steffes Eric Temple Karin Temple Sherry Woodard	MVH CJ PB PB PB CJ
2120 Madison Avenue 217-348-1875	Makenzie Carlson, HM Christina Linn, RN	Larry Barron Rachael Kite William Pass	PB MVH DW
255 Vine Street 217-345-3594	Jaimie Cook, HM Christina Linn, RN	Jerry Ard Sharon Brown Gale Carpenter Clarence Devore Suellen Galbreath Tracy Leonard Paul Perry Dewitt VanHorn	DW MVH PB AK MVH MVH DW KC

City Council Regular Meeting **11)**

Meeting Date: 08/06/2019

Submitted For: Curt Buescher, Public Works Director

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Authorizing Execution of a Local Agency Agreement for Federal Participation for MFT Section 16-00112-00-BT, Lincoln Prairie Pedestrian / Bike Trail.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Approving Executin of Local Agency Agreement for MFT 16-00112-00-BT (Pedestrian/Bike Trail).

Local Agency Agreement for MFT 16-00112-00-BT (Pedestrian/Bike Trail).

R E S O L U T I O N

19 – R – _____

RESOLUTION AUTHORIZING EXECUTION OF A LOCAL AGENCY AGREEMENT FOR FEDERAL PARTICIPATION FOR MFT SECTION 16-00112-00-BT, LINCOLN PRAIRIE PEDESTRIAN / BIKE TRAIL

WHEREAS, the City of Charleston and the City of Mattoon are implementing a resurfacing project on the Lincoln Prairie Pedestrian / Bike Trail, which is MFT Section 16-00112-00-BT; and

WHEREAS, ITEP (Illinois Transportation Enhancement Program) funds not to exceed $800,000 are available from IDOT to be spent on the project after entering into the subject agreement, which is attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, Funding is included in the FY 20 Budget to fund the local portion of this work; and

WHEREAS, it is in the best interest of the City of Charleston that the ITEP funds be used to construct this project;

BE IT NOW THEREFORE RESOLVED by the City Council of the City of Charleston, Coles County, Illinois, that the Mayor and City Clerk are hereby authorized to enter into the Local Agency Agreement for Federal Participation for MFT Section 16-00112-00-BT.

INTRODUCED this _____ day of _____ 2019.

PASSED this _____ day of _____ 2019.

APPROVED this _____ day of _____ 2019.

	Aye	**Nay**	**Abstain**	**Absent**
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

_____
Mayor

ATTEST:

_____
City Clerk

Illinois Department of Transportation	Local Public Agency	State Contract	Day Labor	Local Contract	RR Force Account
Local Public Agency Agreement for Federal Participation	City of Charleston	X			
	Section	Fund Type		ITEP, SRTS, or HSIP Number(s)	
	16-00112-00-BT	ITEP		741001	

Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-97-047-19	G3E4(469)				

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "**LPA**", and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "**STATE**". The **STATE** and **LPA** jointly propose to improve the designated location as described below. The improvement shall be constructed in accordance with plans prepared by, or on behalf of the **LPA**, approved by the **STATE** and the **STATE**'s policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "**FHWA**".

Location

Local Name Lincoln Prairie Pedestrian/Bike Trail Route N/A Length 11.8 mi.

Termini City of Mattoon to the City of Charleston

Current Jurisdiction Mattoon / Charleston TIP Number N/A Existing Structure No N/A

Project Description

Concrete, HMA paving, signage and striping of the Lincoln Prairie Pedestrian/Bike trail.

Division of Cost

Type of Work	ITEP	%		%	LPA	%	Total
Participating Construction	800,000	(*)		( )	200,000	(BAL)	1,000,000
Non-Participating Construction		( )		( )		( )	
Preliminary Engineering		( )		( )		( )	
Construction Engineering		( )		( )		( )	
Right of Way		( )		( )		( )	
Railroads		( )		( )		( )	
Utilities		( )		( )		( )	
Materials							
TOTAL	$ 800,000		$		$ 200,000		$ 1,000,000

* 80% ITEP funds NTE $800,000

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final **LPA** share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursment.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

Local Public Agency Appropriation

By execution of this Agreement, the **LPA** attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the **LPA** share of project costs. A copy of the authorizing resolution or ordinance is attached as an addendum (**required for State-let contracts only**)

Method of Financing (State Contract Work Only)

METHOD A---Lump Sum (80% of **LPA** Obligation) _____

METHOD B--- _____ Monthly Payments of _____ due by the _____ of each successive month.

METHOD C---**LPA**'s Share BALANCE divided by estimated total cost multiplied by actual progress payment.

(See page two for details of the above methods and the financing of Day Labor and Local Contracts)

THE LPA AGREES:

(1) To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, and the **STATE** and the **FHWA**, if required.

(2) To provide for all utility adjustments, and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Agency Highway and Street Systems.

(3) To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.

(4) To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, an addendum is required.

(5) To maintain or cause to be maintained, in a manner satisfactory to the **STATE** and the **FHWA**, the completed improvement, or that portion of the completed improvement within its jurisdiction as established by addendum referred to in item 4 above.

(6) To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.

(7) To maintain, for a minimum of 3 years after final project close-out by the **STATE**, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the department; and the **LPA** agrees to cooperate fully with any audit conducted by the Auditor General and the **STATE**; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the **STATE** for the recovery of any funds paid by the **STATE** under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.

(8) To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.

(9) To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the **FHWA**.

(10) (State Contracts Only) That the method of payment designated on page one will be as follows:

Method A - Lump Sum Payment. Upon award of the contract for this improvement, the **LPA** will pay to the **STATE** within thirty (30) calendar days of billing, in lump sum, an amount equal to 80% of the **LPA**'s estimated obligation incurred under this Agreement. The **LPA** will pay to the **STATE** the remainder of the **LPA**'s obligation (including any nonparticipating costs) within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.

Method B - Monthly Payments. Upon award of the contract for this improvement, the **LPA** will pay to the **STATE**, a specified amount each month for an estimated period of months, or until 80% of the **LPA**'s estimated obligation under the provisions of the Agreement has been paid, and will pay to the **STATE** the remainder of the **LPA**'s obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.

Method C - Progress Payments. Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the **LPA** will pay to the **STATE** within thirty (30) calendar days of receipt, an amount equal to the **LPA**'s share of the construction cost divided by the estimated total cost, multiplied by the actual payment (appropriately adjusted for nonparticipating costs) made to the contractor until the entire obligation incurred under this Agreement has been paid.

Failure to remit the payment(s) in a timely manner as required under Methods A, B, or C, shall allow the **STATE** to internally offset, reduce, or deduct the arrearage from any payment or reimbursement due or about to become due and payable from the **STATE** to **LPA** on this or any other contract. The **STATE**, at its sole option, upon notice to the **LPA**, may place the debt into the Illinois Comptroller's Offset System (15 ILCS 405/10.05) or take such other and further action as my be required to recover the debt.

(11) (Local Contracts or Day Labor) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to construct the complete project.

(12) (Preliminary Engineering) In the event that right-of-way acquisition for, or actual construction of, the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following the fiscal year in which the project is federally authorized, the **LPA** will repay the **STATE** any Federal funds received under the terms of this Agreement.

(13) (Right-of-Way Acquisition) In the event that the actual construction of the project on this right-of-way is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the project is federally authorized, the **LPA** will repay the **STATE** any Federal Funds received under the terms of this Agreement.

(14) (Railroad Related Work Only) The estimates and general layout plans for at-grade crossing improvements should be forwarded to the Rail Safety and Project Engineer, Room 204, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764. Approval of the estimates and general layout plans should be obtained prior to the commencement of railroad related work. All railroad related work is also subject to approval be the Illinois Commerce Commission (ICC). Final inspection for railroad related work should be coordinated through appropriate IDOT District Bureau of Local Roads and Streets office.

Plans and preemption times for signal related work that will be interconnected with traffic signals shall be submitted to the ICC for review and approval prior to the commencement of work. Signal related work involving interconnects with state maintained traffic signals should also be coordinated with the IDOT's District Bureau of Operations.

The **LPA** is responsible for the payment of the railroad related expenses in accordance with the **LPA**/railroad agreement prior to requesting reimbursement from IDOT. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets office.

Engineer's Payment Estimates shall be in accordance with the Division of Cost on page one.

(15) And certifies to the best of its knowledge and belief its officials:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, local) with commission of any of the offenses enumerated in item (b) of this certification; and

(d) have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, local) terminated for cause or default.

(16) To include the certifications, listed in item 15 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.

(17) (State Contracts) That execution of this agreement constitutes the **LPA**'s concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.

(18) That for agreements exceeding $100,000 in federal funds, execution of this Agreement constitutes the **LPA**'s certification that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;

(c) The **LPA** shall require that the language of this certification be included in the award documents for all subawards at all ties (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(19) To regulate parking and traffic in accordance with the approved project report.

(20) To regulate encroachments on public right-of-way in accordance with current Illinois Compiled Statutes.

(21) To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with current Illinois Compiled Statutes.

(22) To complete this phase of the project within three (3) years from the date this agreement is approved by the **STATE** if this portion of the project described in the Project Description does not exceed $1,000,000 (five years if the project costs exceed $1,000,000).

(23) To comply with the federal Financial Integrity Review and Evaluation (FIRE) program, which requires States and subrecipients to justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months.

To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the **STATE** within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.

(24) The **LPA** will submit supporting documentation with each request for reimbursement from the **STATE**. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, and personnel and direct cost summaries.and other documentation supporting the requested reimbursement amount (Form BLRS 05621 should be used for consultant invoicing purposes). **LPA** invoice requests to the **STATE** will be submitted with sequential invoice numbers by project.

The **LPA** will submit to the **STATE** a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of this phase of the improvement or from the date of the previous invoice, which ever occurs first. If a final invoice is not received within this time frame, the most recent invoice may be considered the final invoice and the obligation of the funds closed.

(25) The **LPA** shall provide the final report to the appropriate **STATE** district within twelve months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.

(26) (Single Audit Requirements) That if the **LPA** expends $750,000 or more a year in federal financial assistance they shall have an audit made in accordance with 2 CFR 200. **LPA**s expending less than $750,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the **STATE** (Office of Finance and Administration, Audit Coordination Section, 2300 South Dirksen Parkway, Springfield, Illinois, 62764), within 30 days after the completion of the audit, but no later than one year after the end of the **LPA**'s fiscal year. The CFDA number for all highway planning and construction activities is 20.205.

Federal funds utilized for constructon activities on projects let and awarded by the **STATE** (denoted by an "X" in the State Contract field at the top of page 1) are not included in a **LPA**'s calculation of federal funds expended by the **LPA** for Single Audit purposes.

(27) That the **LPA** is required to register with the System for Award Management or SAM (formerly Central Contractor Registration (CCR)), which is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award and the electronic payment processes. To register or renew, please use the following website: https://www.sam.gov/portal/public/SAM/#1.

The **LPA** is also required to obtain a Dun & Bradstreet (D&B) D-U-N-S Number. This is a unique nine digit number required to identify subrecipients of federal funding. A D-U-N-S number can be obtained at the following website: http://fedgov.dnb.com/webform.

THE STATE AGREES:

(1) To provide such guidance, assistance and supervision and to monitor and perform audits to the extent necessary to assure validity of the **LPA**'s certification of compliance with Titles II and III requirements.

(2) (State Contracts) To receive bids for the construction of the proposed improvement when the plans have been approved by the **STATE** (and **FHWA**, if required) and to award a contract for construction of the proposed improvement, after receipt of a satisfactory bid.

(3) (Day Labor) To authorize the **LPA** to proceed with the construction of the improvement when Agreed Unit Prices are approved, and to reimburse the **LPA** for that portion of the cost payable from Federal and/or State funds based on the Agreed Unit Prices and Engineer's Payment Estimates in accordance with the Division of Cost on page one.

(4) (Local Contracts) For agreements with Federal and/or State funds in engineering, right-of-way, utility work and/or construction work:

(a) To reimburse the **LPA** for the Federal and/or State share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payment by the **LPA**;

(b) To provide independent assurance sampling, to furnish off-site material inspection and testing at sources normally visited by **STATE** inspectors of steel, cement, aggregate, structural steel and other materials customarily tested by the **STATE**.

IT IS MUTUALLY AGREED:

(1) Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Buy America provisions.

(2) That this Agreement and the covenants contained herein shall become null and void in the event that the **FHWA** does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this Agreement.

(3) This Agreement shall be binding upon the parties, their successors and assigns.

(4) For contracts awarded by the **LPA**, the **LPA** shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT – assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The **LPA** shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT – assisted contracts. The **LPA**'s DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the **STATE** may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for

enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.). In the absence of a USDOT – approved **LPA** DBE Program or on State awarded contracts, this Agreement shall be administered under the provisions of the **STATE**'s USDOT approved Disadvantaged Business Enterprise Program.

(5) In cases where the **STATE** is reimbursing the **LPA**, obligations of the **STATE** shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable Federal Funding source fails to appropriate or otherwise make available funds for the work contemplated herein.

(6) All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application.

ADDENDA

Additional information and/or stipulations are hereby attached and identified below as being a part of this Agreement.

Number 1- Location Map. *Number 2 – LPA Appropriation Resolution* Number 3 - GATA

(Insert Addendum numbers and titles as applicable)

The **LPA** further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Agreement and all Addenda indicated above.

APPROVED

Local Public Agency

Dr. Brandon T. Combs
Name of Official (Print or Type Name)

Mayor
Title (County Board Chairperson/Mayor/Village President/etc.)

(Signature) Date

The above signature certifies the agency's TIN number is 37-6000637 conducting business as a Governmental Entity.

DUNS Number 138568923

APPROVED

State of Illinois
Department of Transportation

Randall S. Blankenhorn, Secretary of Transportation Date

By:
Erin Aleman, Director of Planning & Programming Date

Erin Aleman, Director of Planning & Programming Date

Philip C. Kaufmann, Chief Counsel Date

Jeff Heck, Chief Fiscal Officer (CFO) Date

NOTE: If the LPA signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

City Council Regular Meeting **12)**

Meeting Date: 08/06/2019

Submitted For: Curt Buescher, Public Works Director

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Authorizing Execution of Intergovernmental Agreement with Illinois Environmental Protection Agency (IEPA) for 319 Grant Funding.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Authorizing IGA with IEPA for 319 Grant Funding.

IGA with IEPA for 319 Grant--Lake Charleston Shoreline Stabilization Initiative.

State of Illinois Uniform Grant Budget Template.

R E S O L U T I O N

19 – R – _____

RESOLUTION AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT WITH ILLINOIS ENVIRONMENTAL PROTECTION AGENCY FOR 319 GRANT FUNDING

WHEREAS, the City of Charleston will be constructing a shoreline stabilization project along the south edge of Lake Charleston; and

WHEREAS, Illinois Environmental Protection Agency 319 grant funding will be a funding source for the project; and

WHEREAS, the grant funding details are included in the subject agreement and budget template, which is attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, the City's expense in this project is included in the City's FY 20 budget; and

WHEREAS, it is in the best interest of the City of Charleston that the City enter into the subject agreement with the Illinois Environmental Protection Agency;

BE IT NOW THEREFORE RESOLVED by the City Council of the City of Charleston, Coles County, Illinois, that the Mayor and City Clerk are hereby authorized to enter into the attached Intergovernmental Agreement.

INTRODUCED this _____ day of _____ 2019.

PASSED this _____ day of _____ 2019.

APPROVED this _____ day of _____ 2019.

	Aye	**Nay**	**Abstain**	**Absent**
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

APPROVE:

_____
Mayor

ATTEST:

_____
City Clerk

INTER-GOVERNMENTAL AGREEMENT

BETWEEN
THE STATE OF ILLINOIS, ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
AND
CITY OF CHARLESTON

LAKE CHARLESTON SHORELINE STABILIZATION INITIATIVE

The Illinois Environmental Protection Agency (Grantor), with its principal office at 1021 North Grand Avenue East, P.O. Box 19276, Springfield, Illinois 62794-9276, and City of Charleston (Grantee), with its principal office at 520 Jackson Avenue, Charleston, Illinois 61920 and payment address (if different than principal office) at (same), hereby enter into this Inter-governmental Grant Agreement (Agreement), pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq*. Grantor and Grantee are collectively referred to herein as "Parties" or individually as a "Party."

PART ONE – THE UNIFORM TERMS
RECITALS

WHEREAS, it is the intent of the Parties to perform consistent with all Exhibits and attachments hereto and pursuant to the duties and responsibilities imposed by Grantor under the laws of the state of Illinois and in accordance with the terms, conditions and provisions hereof.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements contained herein, and for other good and valuable consideration, the value, receipt and sufficiency of which are acknowledged, the Parties hereto agree as follows:

ARTICLE I
AWARD AND GRANTEE-SPECIFIC INFORMATION AND CERTIFICATION

1.1. DUNS Number; SAM Registration; Nature of Entity. Under penalties of perjury, Grantee certifies that 038401881 is Grantee's correct DUNS number, that 37-6000637 is Grantee's correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration. Grantee is doing business as a (check one):

- ☐ Individual
- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation (includes Not For Profit)
- ☐ Medical Corporation
- ■ Governmental Unit
- ☐ Estate or Trust
- ☐ Pharmacy-Non Corporate
- ☐ Pharmacy/Funeral Home/Cemetery Corp.
- ☐ Tax Exempt
- ☐ Limited Liability Company (select applicable tax classification)
  - ☐ P = partnership
  - ☐ C = corporation

If Grantee has not received a payment from the state of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

1.2. Amount of Agreement. Grant Funds (check one) ■ shall not exceed or ☐ are estimated to be **$176,000.00**, of which **$176,000.00** are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

1.3. Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is C999520019, the federal awarding agency is United States Environmental Protection Agency, and the Federal Award date is 6/11/19. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is Nonpoint Source Implementation and Number is 66.460. The Catalog of State Financial Assistance (CSFA) Number is 532-60-0378. The State Award Identification Number is 378-15841.

1.4. Term. This Agreement shall be effective on September 1, 2019 and shall expire on October 31, 2021, unless terminated pursuant to this Agreement.

1.5. Certification. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement shall be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

1.6. Signatures. In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Illinois Environmental Protection Agency

By: _____
Signature of John J. Kim
By: _____
Signature of Designee
Date: _____
Printed Name: ___John J. Kim by Courtney L. Bott_
Printed Title: ____Director by Chief Financial Officer
Designee

City of Charleston

By: _____
Signature of Authorized Representative
Date: _____
Printed Name: ___Brandon Combs_____
Printed Title: _____Mayor_____
E-mail: __mayorcombs@co.coles.il.us_____

ARTICLE II
REQUIRED REPRESENTATIONS

2.1. Standing and Authority. Grantee warrants that:

(a) Grantee is validly existing and in good standing, if applicable, under the laws of the state in which it was incorporated, organized or created.

(b) Grantee has the requisite power and authority to execute and deliver this Agreement and all documents to be executed by it in connection with this Agreement, to perform its obligations hereunder and to consummate the transactions contemplated hereby.

(c) If Grantee is an agency under the laws of a jurisdiction other than Illinois, Grantee warrants that it is also duly qualified to do business in Illinois and is in good standing with the Illinois Secretary of State.

(d) The execution and delivery of this Agreement, and the other documents to be executed by Grantee in connection with this Agreement, and the performance by Grantee of its obligations hereunder have been duly authorized by all necessary entity action.

(e) This Agreement and all other documents related to this Agreement, including the Uniform Grant Application, the Exhibits and attachments to which Grantee is a party constitute the legal, valid and binding obligations of Grantee enforceable against Grantee in accordance with their respective terms.

2.2. Compliance with Internal Revenue Code. Grantee certifies that it does and will comply with all provisions of the federal Internal Revenue Code (26 USC 1), the Illinois Income Tax Act (35 ILCS 5), and all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

2.3. Compliance with Federal Funding Accountability and Transparency Act of 2006. Grantee certifies that it does and will comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282) (FFATA) with respect to Federal Awards greater than or equal to $25,000. A FFATA sub-award report must be filed by the end of the month following the month in which the award was made.

2.4. Compliance with Uniform Grant Rules (2 CFR Part 200). Grantee certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference. *See* 44 Ill. Admin. Code 7000.30(b)(1)(A).

2.5. Compliance with Registration Requirements. Grantee and its sub-grantees shall: (i) be registered with the federal SAM; (ii) be in good standing with the Illinois Secretary of State, if applicable; (iii) have a valid DUNS number; and (iv) have successfully completed the annual registration and prequalification through the Grantee Portal. It is Grantee's responsibility to remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements change, or the certifications made in and information provided in the Uniform Grant Application changes, Grantee must notify the Grantor in accordance with ARTICLE XVIII.

ARTICLE III
DEFINITIONS

3.1. Definitions. Capitalized words and phrases used in this Agreement have the following meanings:

"2 CFR Part 200" means the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published in Title 2, Part 200 of the Code of Federal Regulations.

"Agreement" or "Grant Agreement" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Allocable Costs" means costs allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received or other equitable relationship. Costs allocable to a specific Program may not be shifted to other Programs in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by the terms of this Agreement, or for other reasons of convenience.

"Allowable Costs" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Award" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Budget" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"CFDA" or "Catalog of Federal Domestic Assistance" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Close-out Report" means a report from the Grantee allowing the Grantor to determine whether all applicable administrative actions and required work have been completed, and therefore closeout actions can commence.

"Conflict of Interest" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Consolidated Year-End Financial Report" means a financial information presentation in which the assets, equity, liabilities, and operating accounts of an entity and its subsidiaries are combined (after eliminating all inter-entity transactions) and shown as belonging to a single reporting entity.

"Cost Allocation Plan" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"CSFA" or "Catalog of State Financial Assistance" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Direct Costs" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Disallowed Costs" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"DUNS Number" means a unique nine digit identification number provided by Dun & Bradstreet for each physical location of Grantee's organization. Assignment of a DUNS Number is mandatory for all organizations seeking an Award from the state of Illinois.

"FAIN" means the Federal Award Identification Number.

"FFATA" or "Federal Funding Accountability and Transparency Act" has the same meaning as in 31 USC 6101; P.L. 110-252.

"Financial Assistance" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Fixed-Rate" has the same meaning as in 44 Ill. Admin. Code Part 7000. "Fixed-Rate" is in contrast to fee-for-service, 44 Ill. Admin. Code Part 7000.

"GAAP" or "Generally Accepted Accounting Principles" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Grant Funds" means the Financial Assistance made available to Grantee through this Agreement.

"Grantee Portal" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Indirect Costs" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Indirect Cost Rate" means a device for determining in a reasonable manner the proportion of indirect costs each Program should bear. It is a ratio (expressed as a percentage) of the Indirect Costs to a Direct Cost base. If reimbursement of Indirect Costs is allowable under an Award, Grantor will not reimburse those Indirect Costs unless Grantee has established an Indirect Cost Rate covering the applicable activities and period of time, unless Indirect Costs are reimbursed at a fixed rate.

"Indirect Cost Rate Proposal" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Net Revenue" means an entity's total revenue less its operating expenses, interest paid, depreciation, and taxes. "Net Revenue" is synonymous with "Profit."

"Nonprofit Organization" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Notice of Award" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"OMB" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Prior Approval" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Profit" means an entity's total revenue less its operating expenses, interest paid, depreciation, and taxes. "Profit" is synonymous with "Net Revenue."

"Program" means the services to be provided pursuant to this Agreement.

"Program Costs" means all Allowable Costs incurred by Grantee and the value of the contributions made by third parties in accomplishing the objectives of the Award during the Term of this Agreement.

"Program Income" has the same meaning as in 44 Ill. Admin. Code Part 7000.

"Related Parties" has the meaning set forth in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-20.

"SAM" means the federal System for Award Management (SAM); which is the federal repository into which an entity must provide information required for the conduct of business as a recipient. 2 CFR 25 Appendix A (1)(C)(1).

"State" means the state of Illinois.

"Term" has the meaning set forth in Paragraph 1.4.

"Unallowable Costs" has the same meaning as in 44 Ill. Admin. Code Part 7000.

ARTICLE IV
PAYMENT

4.1. Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Grantor by the State or the federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor shall provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

4.2. Return of Grant Funds. Any Grant Funds remaining that are not expended or legally obligated by Grantee, including those funds obligated pursuant to ARTICLE XVII, at the end of the Agreement period, or in the case of capital improvement Awards at the end of the time period Grant Funds are available for expenditure or obligation, shall be returned to Grantor within forty-five (45) days. All obligations regarding Grant Funds management shall survive this Agreement's termination or expiration. *See* 2 CFR 200.343(d); 2 CFR 200.305(b)(9); 30 ILCS 705/5. A Grantee who is required to reimburse Grant Funds and who enters into a deferred payment plan for the purpose of satisfying a past due debt, shall be required to pay interest on such debt as required by Section 10.2 of the Illinois State Collection Act of 1986. 30 ILCS 210; 44 Ill. Admin. Code 7000.450(c). In addition, as required by 44 Ill. Admin. Code 7000.440(b)(2), unless granted a written extension, Grantee must liquidate all obligations incurred under the Award at the end of the period of performance.

4.3. Cash Management Improvement Act of 1990. Unless notified otherwise in **PART TWO** or **PART THREE**, federal funds received under this Agreement shall be managed in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 *et seq.*) and any other applicable federal laws or regulations. See 2 CFR 200.305; 44 Ill. Admin. Code Part 7000.

4.4. Payments to Third Parties. Grantee agrees that Grantor shall have no liability to Grantee when Grantor acts in good faith to redirect all or a portion of any Grantee payment to a third party. Grantor will be deemed to have acted in good faith when it is in possession of information that indicates Grantee authorized Grantor to intercept or redirect payments to a third party or when so ordered by a court of competent jurisdiction.

4.5. Modifications to Estimated Amount. If the Agreement amount is established on an estimated basis, then it may be increased by mutual agreement at any time during the Term. Grantor may decrease the estimated amount of this Agreement at any time during the Term if (i) Grantor believes Grantee will not use the

funds during the Term, (ii) Grantor believes Grantee has used funds in a manner that was not authorized by this Agreement, (iii) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Grantor by the State or the federal funding source, (iv) the Governor or Grantor reserves funds, or (v) the Governor or Grantor determines that funds will or may not be available for payment. Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by Grantee under **Exhibit A** may be reduced accordingly. Grantee shall be paid for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.6. Interest.

(a) All interest earned on Grant Funds held by a Grantee shall be treated in accordance with 2 CFR 200.305(b)(9), unless otherwise provided in **PART TWO** or **PART THREE**. Any amount due shall be remitted annually in accordance with 2 CFR 200.305(b)(9) or to the Grantor, as applicable.

(b) Grant Funds shall be placed in an insured account, whenever possible, that bears interest, unless exempted under 2 CFR Part 200.305(b)(8).

4.7. Timely Billing Required. Grantee must submit any payment request to Grantor within thirty (30) days of the end of the quarter, unless another billing schedule is specified in **PART TWO**, **PART THREE** or **Exhibit C**. Failure to submit such payment request timely will render the amounts billed an unallowable cost which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee shall timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension shall not be unreasonably withheld.

4.8. Certification. Pursuant to 2 CFR 200.415, each invoice and report submitted by Grantee (or sub-grantee) must contain the following certification by an official authorized to legally bind the Grantee (or sub-grantee):

> By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein shall be considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

ARTICLE V
SCOPE OF GRANT ACTIVITIES/PURPOSE OF GRANT

5.1. Scope of Grant Activities/Purpose of Grant. Grantee will conduct the Grant Activities or provide the services as described in the Exhibits and attachments, including **Exhibit A** (Project Description) and **Exhibit B** (Deliverables), incorporated herein and in accordance with all terms and conditions set forth herein and all

applicable administrative rules. In addition, the State's Notice of Award is incorporated herein by reference. All Grantor-specific provisions and programmatic reporting required under this Agreement are described in **PART TWO** (The Grantor-Specific Terms). All Project-specific provisions and reporting required under this Agreement are described in **PART THREE**.

5.2. Scope Revisions. Grantee shall obtain Prior Approval from Grantor whenever a Scope revision is necessary for one or more of the reasons enumerated in 2 CFR 200.308. All requests for Scope revisions that require Grantor approval shall be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. *See* 2 CFR 200.308.

5.3. Specific Conditions. If applicable, specific conditions required after a risk assessment will be included in **Exhibit G**. Grantee shall adhere to the specific conditions listed therein.

ARTICLE VI
BUDGET

6.1. Budget. The Budget is a schedule of anticipated grant expenditures that is approved by Grantor for carrying out the purposes of the Award. When Grantee or third parties support a portion of expenses associated with the Award, the Budget includes the non-federal as well as the federal share (and State share if applicable) of grant expenses. The Budget submitted by Grantee at application, or a revised Budget subsequently submitted and approved by Grantor, is considered final and is incorporated herein by reference.

6.2. Budget Revisions. Grantee shall obtain Prior Approval from Grantor whenever a Budget revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b). All requests for Budget revisions that require Grantor approval shall be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. 2 CFR 200.308.

6.3. Discretionary Line Item Transfers. Unless prohibited from doing so in 2 CFR 200.308, transfers between approved line items may be made without Grantor's approval only if the total amount transferred does not exceed the allowable variance of the greater of either (i) ten percent (10%) of the Budget line item or (ii) one thousand dollars ($1,000) of the Budget line item. Discretionary line item transfers may not result in an increase to the Budget.

6.4. Non-discretionary Line Item Transfers. Total line item transfers exceeding the allowable variance of the greater of either (i) ten percent (10%) of the Budget line item or (ii) one thousand dollars ($1,000) of the Budget line item require Grantor approval as set forth in Paragraph 6.2.

6.5. Notification. Within thirty (30) calendar days from the date of receipt of the request for Budget revisions, Grantor will review the request and notify Grantee whether the Budget revision has been approved, denied, or the date upon which a decision will be reached.

ARTICLE VII
ALLOWABLE COSTS

7.1. Allowability of Costs; Cost Allocation Methods. The allowability of costs and cost allocation

methods for work performed under this Agreement shall be determined in accordance with 2 CFR 200 Subpart E and Appendices III, IV, and V.

7.2. Indirect Cost Rate Submission.

(a) All Grantees must make an Indirect Cost Rate election in the Grantee Portal, even grantees that do not charge or expect to charge Indirect Costs. 44 Ill. Admin. Code 7000.420(d).

(b) A Grantee must submit an Indirect Cost Rate Proposal in accordance with federal regulations, in a format prescribed by Grantor. For Grantees who have never negotiated an Indirect Cost Rate before, the Indirect Cost Rate Proposal must be submitted for approval no later than three months after the effective date of the Award. For Grantees who have previously negotiated an Indirect Cost Rate, the Indirect Cost Rate Proposal must be submitted for approval within 180 days of the Grantee's fiscal year end, as dictated in the applicable appendices, such as:

(i) Appendix V and VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for state and local governments,

(ii) Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,

(iii) Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, and

(iv) Appendix V to Part 200 governs state/Local Governmentwide Central Service Cost Allocation Plans.

(c) A Grantee who has a current, applicable rate negotiated by a cognizant federal agency shall provide to Grantor a copy of its Indirect Cost Rate acceptance letter from the federal government and a copy of all documentation regarding the allocation methodology for costs used to negotiate that rate, e.g., without limitation, the cost policy statement or disclosure narrative statement. Grantor will accept that Indirect Cost Rate, up to any statutory, rule-based or programmatic limit.

7.3. Transfer of Costs. Cost transfers between Grants, whether as a means to compensate for cost overruns or for other reasons, are unallowable. *See* 2 CFR 200.451.

7.4. Higher Education Cost Principles. The federal cost principles that apply to public and private institutions of higher education are set forth in 2 CFR Part 200 Subpart E and Appendix III.

7.5. Government Cost Principles. The federal cost principles that apply to state, local and federally-recognized Indian tribal governments are set forth in 2 CFR Part 200 Subpart E, Appendix V, and Appendix VII.

7.6. Financial Management Standards. The financial management systems of Grantee must meet the following standards:

(a) **Accounting System**. Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state- and federally-funded Program. Accounting records must contain information pertaining to state and federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds.

Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2 CFR 200.305(b)(7)(i) and 30 ILCS 708/520, Grantee shall use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. *See* 2 CFR 200.302.

(b) **Source Documentation**. Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation should be clearly identified with the Award and general ledger accounts which are to be charged or credited.

(i) The documentation standards for salary charges to grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the entity's organization (Paragraphs 7.4 through 7.5).

(ii) If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in **PART TWO**, **PART THREE** or **Exhibit G** of the requirement to submit Personnel activity reports. *See* 2 CFR 200.430(i)(8). Personnel activity reports shall account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the grant, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records should be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.

(iii) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of Grantee.

(iv) If third party in-kind (non-cash) contributions are used for Grant purposes, the valuation of these contributions must be supported with adequate documentation.

(c) **Internal Control**. Effective control and accountability must be maintained for all cash, real and personal property, and other assets. Grantee must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantee must also have systems in place that provide reasonable assurance that the information is accurate, allowable, and compliant with the terms and conditions of this Agreement. 2 CFR 200.303.

(d) **Budget Control**. Records of expenditures must be maintained for each Award by the cost categories of the approved Budget (including indirect costs that are charged to the Award), and actual expenditures are to be compared with Budgeted amounts at least quarterly.

(e) **Cash Management**. Requests for advance payment shall be limited to Grantee's immediate cash needs. Grantee must have written procedures to minimize the time elapsing between the receipt and the disbursement of Grant Funds to avoid having excess funds on hand. 2 CFR 200.305.

7.7. Federal Requirements. All Awards, whether funded in whole or in part with either federal or State funds, are subject to federal requirements and regulations, including but not limited to 2 CFR Part 200, 44 Ill. Admin. Code 7000.30(b) and the Financial Management Standards in Paragraph 7.6.

7.8. Profits. It is not permitted for any person or entity to earn a Profit from an Award. *See, e.g.*, 2 CFR 200.400(g); *see also* 30 ILCS 708/60(a)(7).

7.9. Management of Program Income. Grantee is encouraged to earn income to defray program costs where appropriate, subject to 2 CFR 200.307.

ARTICLE VIII
REQUIRED CERTIFICATIONS

8.1. Certifications. Grantee shall be responsible for compliance with the enumerated certifications to the extent that the certifications apply to Grantee.

(a) **Bribery.** Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the state of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).

(b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of state or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).

(c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Grantee, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Grantee, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and Grantee acknowledges Grantor may declare the Agreement void if the certification is false (30 ILCS 500/50-11).

(d) **Educational Loan.** Grantee certifies that it is not barred from receiving State agreements as a result of default on an educational loan (5 ILCS 385/1 *et seq.*).

(e) **International Boycott.** Grantee certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provision of the U.S. Export Administration Act of 1979 (50 USC Appendix 2401 *et seq.*) or the regulations of the U.S. Department of Commerce promulgated under that Act (15 CFR Parts 730 through 774).

(f) **Dues and Fees.** Grantee certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1 *et seq.*).

(g) **Pro-Children Act.** Grantee certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under the age of eighteen (18), which services are supported by federal or state government assistance (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

(h) **Drug-Free Work Place.** If Grantee is not an individual, Grantee certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Grantee is an individual and this Agreement is valued at more than $5,000, Grantee certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Grantee further certifies that it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8102.

(i) **Motor Voter Law.** Grantee certifies that it is in full compliance with the terms and provisions of the National Voter Registration Act of 1993 (52 USC 20501 *et seq.*).

(j) **Clean Air Act and Clean Water Act.** Grantee certifies that it is in compliance with all applicable standards, order or regulations issued pursuant to the Clean Air Act (42 USC §7401 *et seq.*) and the Federal Water Pollution Control Act, as amended (33 USC 1251 *et seq.*).

(k) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency 2 CFR 200.205(a), or by the State (*See* 30 ILCS 708/25(6)(G)).

(l) **Non-procurement Debarment and Suspension.** Grantee certifies that it is in compliance with Subpart C of 2 CFR Part 180 as supplemented by 2 CFR Part 376, Subpart C.

(m) **Grant for the Construction of Fixed Works.** Grantee certifies that all Programs for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) unless the provisions of that Act exempt its application. In the construction of the Program, Grantee shall comply with the requirements of the Prevailing Wage Act including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Program shall be paid to all laborers, workers, and mechanics performing work under the Award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.

(n) **Health Insurance Portability and Accountability Act.** Grantee certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, and the Social Security Act, 42 USC 1320d-2 through 1320d-7, in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information. Grantee shall maintain, for a minimum of six (6) years, all protected health information.

(o) **Criminal Convictions.** Grantee certifies that neither it nor any managerial agent of Grantee has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction. Grantee further certifies that it is not barred from receiving an Award under 30 ILCS 500/50-10.5, and acknowledges that Grantor shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).

(p) **Forced Labor Act.** Grantee certifies that it complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under this Agreement have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (30 ILCS 583).

(q) **Illinois Use Tax.** Grantee certifies in accordance with 30 ILCS 500/50-12 that it is not barred from receiving an Award under this Paragraph. Grantee acknowledges that this Agreement may be declared void if this certification is false.

(r) **Environmental Protection Act Violations.** Grantee certifies in accordance with 30 ILCS 500/50-14 that it is not barred from receiving an Award under this Paragraph. Grantee acknowledges that

this Agreement may be declared void if this certification is false.

(s) **Goods from Child Labor Act.** Grantee certifies that no foreign-made equipment, materials, or supplies furnished to the State under this Agreement have been produced in whole or in part by the labor of any child under the age of twelve (12) (30 ILCS 584).

(t) **Federal Funding Accountability and Transparency Act of 2006.** Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101.

ARTICLE IX
CRIMINAL DISCLOSURE

9.1. Mandatory Criminal Disclosures. Grantee shall continue to disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. *See* 30 ILCS 708/40. Additionally, if Grantee receives over $10 million in total Financial Assistance, funded by either State or federal funds, during the period of this Award, Grantee must maintain the currency of information reported to SAM regarding civil, criminal or administrative proceedings as required by 2 CFR 200.113 and Appendix XII of 2 CFR Part 200, and 30 ILCS 708/40.

ARTICLE X
UNLAWFUL DISCRIMINATION

10.1. Compliance with Nondiscrimination Laws. Both Parties, their employees and subcontractors under subcontract made pursuant to this Agreement, remain compliant with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to, the following laws and regulations and all subsequent amendments thereto:

(a) The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code Part 750, which is incorporated herein;

(b) The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*);

(c) The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000h-6). (*See also* guidelines to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18, 2002 (Volume 67, Number 13, Pages 2671-2685)]);

(d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794);

(e) The Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 *et seq.*); and

(f) The Age Discrimination Act (42 USC 6101 *et seq.*).

ARTICLE XI
LOBBYING

11.1. Improper Influence. Grantee certifies that no Grant Funds have been paid or will be paid by or on behalf of Grantee to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. 31 USC 1352. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

11.2. Federal Form LLL. If any funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

11.3. Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR Part 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs shall be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

11.4. Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its sub-grantees have complied and will comply with Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits Grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over $25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

11.5. Subawards. Grantee must include the language of this ARTICLE XI in the award documents for any subawards made pursuant to this Award at all tiers. All sub-awardees are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Grantee shall forward all disclosures by contractors regarding this certification to Grantor.

11.6. Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

ARTICLE XII
MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING

12.1. Records Retention. Grantee shall maintain for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with 2 CFR 200.333, unless a different retention period is specified in 2 CFR 200.333 or 44 Ill. Admin. Code §§ 7000.430(a) and (b). If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

12.2. Accessibility of Records. Grantee, in compliance with 2 CFR 200.336 and 44 Ill. Admin.

Code 7000.430(e), shall make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized Grantor representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.336, and any other person as may be authorized by Grantor (including auditors), by the state of Illinois or by federal statute. Grantee shall cooperate fully in any such audit or inquiry.

12.3. Failure to Maintain Books and Records. Failure to maintain books, records and supporting documentation, as described in this ARTICLE XII, shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which adequate books, records and supporting documentation are not available to support disbursement.

12.4. Monitoring and Access to Information. Grantee must monitor its activities to assure compliance with applicable state and federal requirements and to assure its performance expectations are being achieved. Grantor shall monitor the activities of Grantee to assure compliance with all requirements and performance expectations of the award. Grantee shall timely submit all financial and performance reports, and shall supply, upon Grantor's request, documents and information relevant to the Award. Grantor may make site visits as warranted by program needs. *See* 2 CFR 200.328 and 200.331. Additional monitoring requirements may be in **PART TWO** or **PART THREE**.

ARTICLE XIII
FINANCIAL REPORTING REQUIREMENTS

13.1. Required Periodic Financial Reports. Grantee agrees to submit financial reports as requested and in the format required by Grantor. Grantee shall file quarterly reports with Grantor describing the expenditure(s) of the funds related thereto, unless more frequent reporting is required by the Grantee pursuant to specific award conditions. 2 CFR 200.207. The first of such reports shall cover the first three months after the Award begins. Quarterly reports must be submitted no later than 30 calendar days following the three month period covered by the report. Additional information regarding required financial reports may be set forth in **Exhibit G**. Failure to submit the required financial reports may cause a delay or suspension of funding. 30 ILCS 705/1 *et seq.*; 2 CFR 207(b)(3) and 200.327. Any report required by 30 ILCS 708/125 may be detailed in **PART TWO** or **PART THREE**.

13.2. Close-out Reports.

(a) Grantee shall submit a Close-out Report within 60 calendar days following the end of the period of performance for this Agreement. In the event that this Agreement is terminated prior to the end of the Term, Grantee shall submit a Close-out Report within 60 calendar days of such termination. The format of this Close-out Report shall follow a format prescribed by Grantor. 2 CFR 200.343; 44 Ill. Admin. Code 7000.440(b).

(b) If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee will submit a new Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.344.

13.3. Consolidated Year-End Financial Reports.

(a) This Paragraph 13.3 applies to all Grantees, unless exempted by **PART TWO** or **PART THREE**.

(b) Grantees shall submit Consolidated Year-End Financial Reports, according to the required audit (see **Error! Reference source not found.**), namely:

(i) For Grantees required to conduct a single audit (or program-specific audit), within the earlier of (a) 9 months after the Grantee's fiscal year ending on or after June 30, or (b) 30 calendar days following completion of the audit; or

(ii) For Grantees required to conduct a Financial Statement Audit or for Grantees not required to perform an audit, within 180 days after the Grantee's fiscal year ending on or after June 30.

These deadlines may be extended at the discretion of the Grantor, but only for rare and unusual circumstances such as a natural disaster.

(c) The Consolidated Year-End Financial Report must cover the same period the Audited Financial Statements cover. If no Audited Financial Statements are required, however, then the Consolidated Year-End Financial Report must cover the same period as the Grantee's tax return.

(d) Consolidated Year-End Financial Reports must include an in relation to opinion from the report issuer on the financial statements included in the Consolidated Year-End Financial Report.

(e) Consolidated Year-End Financial Reports shall follow a format prescribed by Grantor.

(f) Notwithstanding anything herein to the contrary, when such reports or statements required under this section are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available.

13.4. Effect of Failure to Comply. Failure to comply with reporting requirements shall result in the withholding of funds, the return of improper payments or Unallowable Costs, will be considered a material breach of this Agreement and may be the basis to recover Grant Funds. Grantee's failure to comply with this ARTICLE XIII, ARTICLE XIV, or **Error! Reference source not found.** shall be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in an administrative proceeding before Grantor, or in any other legal proceeding. Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for policy and consequences for failure to comply.

ARTICLE XIV
PERFORMANCE REPORTING REQUIREMENTS

14.1. Required Periodic Performance Reports. Grantee agrees to submit Performance Reports as requested and in the format required by Grantor. Performance Measures listed in **Exhibit E** must be reported quarterly, unless otherwise specified in **PART TWO** or **PART THREE**. Unless so specified, the first of such reports shall cover the first three months after the Award begins. If Grantee is not required to report performance quarterly, then Grantee must submit a Performance Report at least annually. Pursuant to 2 CFR 200.207, specific conditions may be imposed requiring Grantee to report more frequently based on the risk assessment or the merit based review of the application. In such cases, Grantor shall notify Grantee of same in **Exhibit G**. Pursuant to 2 CFR 200.328 and 44 Ill. Admin. Code 7000.410(b)(2), periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. For certain construction-related Awards, such reports may be exempted as identified in **PART TWO** or **PART THREE**. 2 CFR 200.328. Failure to submit such

required Performance Reports may cause a delay or suspension of funding. 30 ILCS 705/1 *et seq.*

14.2. Close-out Performance Reports. Grantee agrees to submit a Close-out Performance Report, in the format required by Grantor, within 60 calendar days following the end of the period of performance. *See* 2 CFR 200.343; 44 Ill. Admin. Code 7000.440(b)(1).

14.3. Content of Performance Reports. Pursuant to 2 CFR 200.328(b)(2) all Performance Reports must include Program qualitative and quantitative information, including a comparison of actual accomplishments to the objectives of the award established for the period; where the accomplishments can be quantified, a computation of the cost if required; performance trend data and analysis if required; and reasons why established goals were not met, if appropriate. Appendices may be used to include additional supportive documentation. Additional content and format guidelines for the Performance Reports will be determined by Grantor contingent on the Award's statutory, regulatory and administrative requirements, and are included in **PART TWO** or **PART THREE** of this Agreement.

14.4. Performance Standards. Grantee shall perform in accordance with the Performance Standards set forth in **Exhibit F**. *See* 2 CFR 200.301 and 200.210.

ARTICLE XV
AUDIT REQUIREMENTS

15.1. Audits. Grantee shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor's Office of Management and Budget. *See* 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

15.2. Audit Requirements.

(a) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends $750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters, AU-C 265 communications and the Consolidated Year-End Financial Report(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this paragraph is the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of the Grantee's audit period.

(b) Financial Statement Audit. If, during its fiscal year, Grantee expends less than $750,000 in Federal Awards, Grantee is subject to the following audit requirements:

(i) If, during its fiscal year, Grantee expends $500,000 or more in Federal and State Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements in **PART TWO, PART THREE** or **Exhibit G** based on the Grantee's risk profile.

(ii) If, during its fiscal year, Grantee expends less than $500,000 in Federal and

State Awards, singularly or in any combination, from all sources, but expends $300,000 or more in Federal and State Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).

(iii) If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee shall have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of Federal and State Awards.

(iv) If Grantee does not meet the requirements in subsections 15.2(b) and 15.2(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.

(v) Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) 6 months after the end of the Grantee's audit period.

15.3. Performance of Audits. For those organizations required to submit an independent audit report, the audit is to be conducted by the Illinois Auditor General, or a Certified Public Accountant or Certified Public Accounting Firm licensed in the state of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to Generally Accepted Government Auditing standards or Generally Accepted Auditing standards, Grantee shall request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee shall follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

15.4. Delinquent Reports. Notwithstanding anything herein to the contrary, when such reports or statements required under this section are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available. Otherwise, Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

ARTICLE XVI
TERMINATION; SUSPENSION; NON-COMPLIANCE

16.1. Termination.

(a) This Agreement may be terminated, in whole or in part, by either Party for any or no reason upon thirty (30) calendar days' prior written notice to the other Party. If terminated by the Grantee, Grantee must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If Grantor determines in the case of a partial termination that the reduced or modified portion of the Award will not accomplish the purposes for which the Award was made, Grantor may terminate the Agreement in its entirety. 2 CFR 200.339(a)(4).

(b) This Agreement may be terminated, in whole or in part, by Grantor without advance notice:

(i) Pursuant to a funding failure under Paragraph 4.1;

(ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Grant;

(iii) For cause, which may render the Grantee ineligible for consideration for future grants from the Grantor or other State agencies; or

(iv) If Grantee breaches this Agreement and either (1) fails to cure such breach within 15 calendar days' written notice thereof, or (2) if such cure would require longer than 15 calendar days and the Grantee has failed to commence such cure within 15 calendar days' written notice thereof. In the event that Grantor terminates this Agreement as a result of the breach of the Agreement by Grantee, Grantee shall be paid for work satisfactorily performed prior to the date of termination.

16.2. Suspension. Grantor may suspend this Agreement, in whole or in part, pursuant to a funding failure under Paragraph 4.1 or if the Grantee fails to comply with terms and conditions of this or any Award. If suspension is due to Grantee's failure to comply, Grantor may withhold further payment and prohibit Grantee from incurring additional obligations pending corrective action by Grantee or a decision to terminate this Agreement by Grantor. Grantor may determine to allow necessary and proper costs that Grantee could not reasonably avoid during the period of suspension.

16.3. Non-compliance. If Grantee fails to comply with applicable statutes, regulations or the terms and conditions of this or any Award, Grantor may impose additional conditions on Grantee, as described in 2 CFR 200.207. If Grantor determines that non-compliance cannot be remedied by imposing additional conditions, Grantor may take one or more of the actions described in 2 CFR 200.338. The Parties shall follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State of Illinois Grantee Compliance Enforcement System. 44 Ill. Admin. Code §§ 7000.80, 7000.260.

16.4. Objection. If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State of Illinois Grantee Compliance Enforcement System. 2 CFR 200.341; 44 Ill. Admin. Code §§ 7000.80, 7000.260.

16.5. Effects of Suspension and Termination.

(a) Grantor may credit Grantee for expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.

(b) Grantee shall not incur any costs or obligations that require the use of these Grant Funds after the effective date of a suspension or termination, and shall cancel as many outstanding obligations as possible.

(c) Costs to Grantee resulting from obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless:

(i) Grantor expressly authorizes them in the notice of suspension or termination; and

(ii) The costs result from obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or termination, and the costs would be allowable if the Agreement was not suspended or terminated. 2 CFR 200.342.

16.6. Close-out of Terminated Agreements. If this Agreement is terminated, in whole or in part, the Parties shall comply with all close-out and post-termination requirements of this Agreement. 2 CFR 200.339(c).

ARTICLE XVII
SUBCONTRACTS/SUB-GRANTS

17.1. Sub-recipients/Delegation. Grantee may not subcontract nor sub-grant any portion of this Agreement nor delegate any duties hereunder without Prior Approval of Grantor. The requirement for Prior Approval is satisfied if the subcontractor or sub-grantee has been identified in the Uniform Grant Application, such as, without limitation, a Project Description, and Grantor has approved.

17.2. Application of Terms. Grantee shall advise any sub-grantee of funds awarded through this Agreement of the requirements imposed on them by federal and state laws and regulations, and the provisions of this Agreement. In all agreements between Grantee and its sub-grantees, Grantee shall insert term(s) that requires that all sub-grantees adhere to the terms of this Agreement.

17.3. Liability as Guaranty. Grantee shall be liable as guarantor for any Grant Funds it lawfully obligates to a sub-grantee or sub-contractor pursuant to Paragraph 17.1 in the event the Grantor determines the funds were either misspent or are being improperly held and the sub-grantee or sub-contractor is insolvent or otherwise fails to return the funds.

ARTICLE XVIII
NOTICE OF CHANGE

18.1. Notice of Change. Grantee shall notify the Grantor if there is a change in Grantee's legal status, federal employer identification number (FEIN), DUNS number, SAM registration status, Related Parties, or address. *See* 30 ILCS 708/60(a). If the change is anticipated, Grantee shall give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee shall give notice as soon as practicable thereafter. Grantor reserves the right to take any and all appropriate action as a result of such change(s).

18.2. Failure to Provide Notification. To the extent permitted by Illinois law, Grantee shall hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee's failure to notify Grantor of these changes.

18.3. Notice of Impact. Grantee shall immediately notify Grantor of any event that may have a material impact on Grantee's ability to perform this Agreement.

18.4. Circumstances Affecting Performance; Notice. In the event Grantee becomes a party to any litigation, investigation or transaction that may reasonably be considered to have a material impact on Grantee's ability to perform under this Agreement, Grantee shall notify Grantor, in writing, within five (5) calendar days of determining such litigation or transaction may reasonably be considered to have a material impact on the

Grantee's ability to perform under this Agreement.

18.5. Effect of Failure to Provide Notice. Failure to provide the notice described in Paragraph 18.4 shall be grounds for immediate termination of this Agreement and any costs incurred after notice should have been given shall be disallowed.

ARTICLE XIX
STRUCTURAL REORGANIZATION

19.1. Effect of Reorganization. Grantee acknowledges that this Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. No promise or undertaking made hereunder is an assurance that Grantor agrees to continue this Agreement, or any license related thereto, should Grantee significantly reorganize or otherwise substantially change the character of its corporate structure, business structure or governance structure. Grantee agrees that it will give Grantor prior notice of any such action or changes significantly affecting its overall structure, and will provide any and all reasonable documentation necessary for Grantor to review the proposed transaction including financial records and corporate and shareholder minutes of any corporation which may be involved. This ARTICLE XIX does not require Grantee to report on minor changes in the makeup of its governance structure. Nevertheless, **PART TWO** or **PART THREE** may impose further restrictions. Failure to comply with this ARTICLE XIX shall constitute a material breach of this Agreement.

ARTICLE XX
AGREEMENTS WITH OTHER STATE AGENCIES

20.1. Copies upon Request. Grantee shall, upon request by Grantor, provide Grantor with copies of contracts or other agreements to which Grantee is a party with any other State agency.

ARTICLE XXI
CONFLICT OF INTEREST

21.1. Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to the Grantor. 2 CFR 200.112 and 44 Ill. Admin. Code 7000.40(b)(3).

21.2. Prohibited Payments. Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where the Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person employed by an office or agency of the state of Illinois whose annual compensation is in excess of sixty percent (60%) of the Governor's annual salary, or $106,447.20 (30 ILCS 500/50-13). An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, municipalities and units of local government and related entities. 2 CFR 200.64.

21.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 21.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and

that Grantor may, if an exemption is granted, grant such exemption subject to such additional terms and conditions as Grantor may require.

ARTICLE XXII
EQUIPMENT OR PROPERTY

22.1. Transfer of Equipment. Grantor shall have the right to require that Grantee transfer to Grantor any equipment, including title thereto, purchased in whole or in part with Grantor funds, if Grantor determines that Grantee has not met the conditions of 2 CFR 200.439. Grantor shall notify Grantee in writing should Grantor require the transfer of such equipment. Upon such notification by Grantor, and upon receipt or delivery of such equipment by Grantor, Grantee will be deemed to have transferred the equipment to Grantor as if Grantee had executed a bill of sale therefor.

22.2. Prohibition against Disposition/Encumbrance. The Grantee is prohibited from, and may not sell, transfer, encumber (other than original financing) or otherwise dispose of said equipment, material, or real property during the Grant Term without Prior Approval of Grantor. Any real property acquired using Grant Funds must comply with the requirements of 2 CFR 200.311.

22.3. Equipment and Procurement. Grantee must comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property which cost was supported by Grant Funds. Any waiver from such compliance must be granted by either the President's Office of Management and Budget, the Governor's Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317-200.326 for use in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Grant Funds. These standards are furnished to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal and state statutes and executive orders.

22.4. Equipment Instructions. Grantee must obtain disposition instructions from Grantor when equipment, purchased in whole or in part with Grant Funds, are no longer needed for their original purpose. Notwithstanding anything to the contrary contained within this Agreement, Grantor may require transfer of any equipment to Grantor or a third party for any reason, including, without limitation, if Grantor terminates the Award or Grantee no longer conducts Award activities. The Grantee shall properly maintain, track, use, store and insure the equipment according to applicable best practices, manufacturer's guidelines, federal and state laws or rules, and Grantor requirements stated herein.

ARTICLE XXIII
PROMOTIONAL MATERIALS; PRIOR NOTIFICATION

23.1. Publications, Announcements, etc. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). In the event that Grantor funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, Grantee shall obtain Prior Approval for the use of those funds (2 CFR 200.467) and agrees to include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase "Funding provided in whole or in part by the [Grantor]." Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

23.2. Prior Notification/Release of Information. Grantee agrees to notify Grantor ten (10) days prior to issuing public announcements or press releases concerning work performed pursuant to this Agreement, or funded in whole or in part by this Agreement, and to cooperate with Grantor in joint or coordinated releases of information.

ARTICLE XXIV
INSURANCE

24.1. Maintenance of Insurance. Grantee shall maintain in full force and effect during the Term of this Agreement casualty and bodily injury insurance, as well as insurance sufficient to cover the replacement cost of any and all real or personal property, or both, purchased or, otherwise acquired, or improved in whole or in part, with funds disbursed pursuant to this Agreement. 2 CFR 200.310. Additional insurance requirements may be detailed in **PART TWO** or **PART THREE**.

24.2. Claims. If a claim is submitted for real or personal property, or both, purchased in whole with funds from this Agreement and such claim results in the recovery of money, such money recovered shall be surrendered to Grantor.

ARTICLE XXV
LAWSUITS

25.1. Independent Contractor. Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor by virtue of this Agreement. Grantee will provide the agreed services and achieve the specified results free from the direction or control of Grantor as to the means and methods of performance. Grantee will be required to provide its own equipment and supplies necessary to conduct its business; provided, however, that in the event, for its convenience or otherwise, Grantor makes any such equipment or supplies available to Grantee, Grantee's use of such equipment or supplies provided by Grantor pursuant to this Agreement shall be strictly limited to official Grantor or state of Illinois business and not for any other purpose, including any personal benefit or gain.

25.2. Liability. Neither Party shall be liable for actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

ARTICLE XXVI
MISCELLANEOUS

26.1. Gift Ban. Grantee is prohibited from giving gifts to State employees pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/10-10) and Executive Order 15-09.

26.2. Access to Internet. Grantee must have Internet access. Internet access may be either dial-up or high-speed. Grantee must maintain, at a minimum, one business e-mail address that will be the primary receiving point for all e-mail correspondence from Grantor. Grantee may list additional e-mail addresses at any time during the Term of this Agreement. The additional addresses may be for a specific department or division of Grantee or

for specific employees of Grantee. Grantee must notify Grantor of any e-mail address changes within five (5) business days from the effective date of the change.

26.3. Exhibits and Attachments. **Exhibits A** through **G**, **PART TWO**, **PART THREE**, if applicable, and all other exhibits and attachments hereto are incorporated herein in their entirety.

26.4. Assignment Prohibited. Grantee acknowledges that this Agreement may not be sold, assigned, or transferred in any manner by Grantee, to include an assignment of Grantee's rights to receive payment hereunder, and that any actual or attempted sale, assignment, or transfer by Grantee without the Prior Approval of Grantor in writing shall render this Agreement null, void and of no further effect.

26.5. Amendments. This Agreement may be modified or amended at any time during its Term by mutual consent of the Parties, expressed in writing and signed by the Parties.

26.6. Severability. If any provision of this Agreement is declared invalid, its other provisions shall not be affected thereby.

26.7. No Waiver. No failure of either Party to assert any right or remedy hereunder will act as a waiver of either Party's right to assert such right or remedy at a later time or constitute a course of business upon which either Party may rely for the purpose of denial of such a right or remedy.

26.8. Applicable Law; Claims. This Agreement and all subsequent amendments thereto, if any, shall be governed and construed in accordance with the laws of the state of Illinois. Any claim against Grantor arising out of this Agreement must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1 *et seq.* Grantor does not waive sovereign immunity by entering into this Agreement.

26.9. Compliance with Law. This Agreement and Grantee's obligations and services hereunder are hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including 44 Ill. Admin. Code 7000, and any and all license requirements or professional certification provisions.

26.10. Compliance with Confidentiality Laws. If applicable, Grantee shall comply with applicable state and federal statutes, federal regulations and Grantor administrative rules regarding confidential records or other information obtained by Grantee concerning persons served under this Agreement. The records and information shall be protected by Grantee from unauthorized disclosure.

26.11. Compliance with Freedom of Information Act. Upon request, Grantee shall make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).

26.12. Precedence. In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement shall control. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** shall control. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** shall control. In the event there is a conflict between this Agreement and relevant statute(s) or Administrative Rule(s), the relevant statute(s) or rule(s) shall control.

26.13. Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act shall control. 30 ILCS 708/80.

26.14. Headings. Article and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.

26.15. Entire Agreement. Grantee and Grantor acknowledge that this Agreement constitutes the entire agreement between them and that no promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, shall be binding upon either Grantee or Grantor.

26.16. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document shall be deemed original for all purposes.

26.17. Attorney Fees and Costs. Unless prohibited by law, if Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, the Grantor has the right to recover reasonable attorneys' fees, costs and expenses associated with such proceedings.

26.18. Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of the Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including final indirect cost rate adjustments, including those funds obligated pursuant to ARTICLE XVII; (c) the Consolidated Year-End Financial Report; (d) audit requirements established in **Error! Reference source not found.**; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XXII; or (f) records related requirements pursuant to ARTICLE XII. 44 Ill. Admin. Code 7000.450.

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EXHIBIT A

PROJECT DESCRIPTION

The Grantee will address 2,200 feet of severely eroding shoreline to protect the beneficial uses of Charleston Side Channel Reservoir (IL_RBC) from the impairments of nonpoint source (NPS) pollution through the stabilization of 1,800 feet of severely eroding shoreline on the south end and 400 feet on the north end of the Reservoir by using littoral area breakwater stabilization technique. The breakwater design will be modified to incorporate a walking path on the south end of the lake to improve access.

- OUTPUTS:
  - 2,200 feet of shoreline stabilization.

- OUTCOMES:
  - Water quality restoration of Charleston Side Channel Reservoir (IL_RBC).
  - Reduced annual pollutant loadings of approximately 109 tons of sediment, 109 lbs. of phosphorus, and 218 lbs. of nitrogen.

EXHIBIT B

DELIVERABLES OR MILESTONES

Description	Completion Date
BEST MANAGEMENT PRACTICE DESIGN	
1. Draft BMP Design	September 1, 2019
Final BMP Design	September 30, 2019
PERMITS & LANDOWNER AGREEMENTS	
2. Draft Permits and Landowner Agreements	September 1, 2019
Final Permits and Landowner Agreements	September 30, 2019
CONSTRUCTION AND IMPLEMENTATION	
3. Design Begin	October 1, 2019
Design Implementation	September 1, 2021
Photographic Documentation of Construction	October 1, 2021
4. Sign Design	September 1, 2019
Install Sign	October 1, 2019
OPERATION AND MAINTENANCE PLAN	
5. Draft Operation & Maintenance Plan	September 1, 2019
Final Operation & Maintenance Plan	September 30, 2019
FINAL REPORT AND PROJECT EVALUATION	
6. Draft Report	September 1, 2021
Final Report	October 1, 2021
OTHER DIRECTED ACTIVITIES	
8. Periodic Reports	Quarterly as stipulated

EXHIBIT C

PAYMENT

The Grantee shall receive $176,000.00 under this Agreement.

TOTAL PROJECT COST:	$ 356,000.00	
Grantor Share:	$ 176,000.00	49% of Total project cost
Grantee Share:	$ 180,000.00	51% of Total Project cost

Enter specific terms of payment here:

The estimated project costs allowable under this Agreement are identified in the Budget incorporated herein as an **Attachment 1**.

Federal funding shall make up no part of the Grantee's share of the total project cost and that the Grantee's Share shall be used exclusively for this project. The Grantee's Share for this project shall not be used to match or financially qualify for any other federal grant.

The Grantor's financial obligations to the Grantee are limited to the amount of funding identified as "Grantor Share" in this Agreement. If the Grantee incurs costs in anticipation of receiving additional funds from the Grantor, the Grantee does so at its own risk.

Payment requests submitted by the Grantee must be for the reimbursement of incurred costs. Advanced payment is not allowed. Requests for payment must be submitted by the Grantee's authorized representative no more frequently than once per month. Each request must detail the amount and value of the work performed and must be accompanied by such supporting documentation as required by the Grantor. The requests for payment shall be submitted to:

Illinois Environmental Protection Agency
Attention: Fiscal Service
EPA.FiscalServ@Illinois.gov
Mail Code #2
P.O. Box 19276
Springfield, Illinois 62794-9276

The Grantor may withhold payment to the Grantee if the Grantee's progress in completing the Performance Measures contain in Exhibit E of this Agreement does not meet the project schedule contained in the Agreement to the satisfaction of the Grantor. The Grantor may withhold payment to the Grantee if Grantee fails to file required reports.

The Grantor retains the right to withhold ten (10) percent of the Grantor Share until all products outlined in Exhibit E (Performance Measures) of this Agreement are submitted and approved by Grantor.

Upon satisfactory completion of the work performed under the Agreement, as a condition before final payment under the Agreement or as a termination settlement under the Agreement the Grantee must execute and deliver to the Grantor a release of all claims against the Grantor arising under the Agreement. Unless otherwise provided in the Agreement or in another writing executed by both the Grantor and the Grantee, final payment under the Agreement or settlement upon termination of the Agreement shall not constitute a waiver of any claim that the Grantor may have pertaining to the Agreement against any party affected by the Agreement.

EXHIBIT D

CONTACT INFORMATION

CONTACT FOR NOTIFICATION:

Unless specified elsewhere, all notices required or desired to be sent by either Party shall be sent to the persons listed below.

GRANTOR CONTACT

Name: Scott Tomkins

Title: Environmental Protection Specialist

Address: Illinois Environmental Protection Agency
Bureau of Water, Nonpoint Source Unit #15
P.O. Box 19276
Springfield, Illinois 62794-9276

Phone: (217) 782-3362

TTY#:

Fax#:

E-mail Address: Scott.Tomkins@illinois.gov

GRANTEE CONTACT

Name: Curt Buescher

Title: Director of Public Works

Address: City of Charleston
1763 Water Plant Road
Charleston, Illinois 62966

Phone: (217) 549-3744

TTY #:

Fax #: (217) 345-7554

E-mail Address: publicworks@co.coles.il.us

Additional Information:

EXHIBIT E

PERFORMANCE MEASURES

Under this Agreement, the Grantee shall complete the following tasks.

BEST MANAGEMENT PRACTICE DESIGN

1. The Grantee shall prepare design specifications (Designs) for the installation of shoreline stabilization practices using littoral area breakwater stabilization technique to stabilize 2,200 feet of eroded shoreline on Charleston Side Channel Reservoir (IL_RBC). All practices shall be designed to decrease the sources of suspended and soluble nonpoint source pollutants and enhance habitat and aesthetics. The Designs shall include a detailed blueprint of the practices' costs, advantage and disadvantages, location, design, maintenance, installation and construction, and materials used, including plant species. The Designs shall also include an estimate of pollutant removal efficiency calculated using the Illinois EPA's Estimating Pollutant Load Reductions for Nonpoint Source Pollution Control BMPs workbook. The Design shall meet the requirements of the current Natural Resources Conservation Service (NRCS) Technical Guide and Engineering Field Manual and/or Illinois Urban Manual. The Design must be certified by a registered professional engineer or NRCS staff unless the Recipient obtains a waiver of this certification requirement from the Illinois EPA. The draft Designs and "BMP Application Forms" shall be completed and submitted by the Grantee to the Illinois EPA by September 1, 2019. The final Designs and "BMP Application Forms" shall be completed and submitted by the Grantee to the Illinois EPA by September 30, 2019. The Designs can be submitted to Illinois EPA individually or together as a package.

PERMITS AND LANDOWNERS AGREEMENTS

2. The Grantee shall secure all necessary permits prior to the implementation of the Design developed under Exhibit E of this Agreement. The Grantee shall enter into appropriate legally binding arrangements with participating landowners to ensure that the BMPs are maintained as designed and that the operation and maintenance procedures are implemented for at least ten (10) years from the implementation of the BMPs. The Grantee shall submit a draft of the arrangements with the draft Design to the Grantor by September 1, 2019. The Grantee shall submit a copy of the executed arrangements with the final Design to the Grantor by September 30, 2019.

CONSTRUCTION AND IMPLEMENTATION

3. The Grantee shall implement the Design prepared under Exhibit E of this Agreement. The Grantee shall start the construction of the all approved BMPs by October 1, 2019 and complete the construction of all approved BMPs by September 1, 2021. Photographic images of pre and post conditions that document the Design implementation shall be completed and submitted by the Grantee to the Grantor by October 1, 2021.

4. The Grantee shall post a sign during construction of the practices, which acknowledges City of Charleston, Illinois EPA, and U.S. EPA, and identifies Section 319 of the Clean Water Act as a funding source of this project. Signage must be consistent with the specifications of the Illinois EPA. The Grantee shall install the approved sign prior to initiating implementation of the Designs. The sign shall be displayed for a period as agreed upon by the Recipient and Illinois EPA. The Grantee shall install the sign before October 1, 2019.

OPERATION AND MAINTEANCE PLAN

5. The Grantee shall develop an Operation and Maintenance Plan (O & M Plan) for the practices implemented under this Agreement to ensure their long-term viability (at least ten years). The O & M Plan shall identify

regular inspection needs and appropriate management activities such as sediment and debris removal, replacement of vegetation and hardware, and chemical treatment. The O & M Plan shall identify responsible parties to carry out inspection and management needs and the financial resources necessary for implementation of the O & M Plan. A draft of the O & M Plan shall be completed and submitted by the Grantee to the Illinois EPA by September 1, 2019. The final O & M Plan shall all be completed and submitted by the Grantee to the Illinois EPA by September 30, 2019.

PROJECT EVALUATION AND REPORT

6. The Grantee shall prepare a report explaining the implementation of the Lake Charleston Shoreline Stabilization Initiative (i.e. pre and post conditions, type and location of BMPs, BMP design, methods of BMP installation), and evaluating the project's success and failures. The report shall document the project tasks, implementation of stream stabilization, estimates of pollutant load reduction, improvements in water quality, and reduction of sediment transport. Two (2) copies of the draft report shall be completed and submitted by the Grantee to the Grantor by September 1, 2021. The final report shall be completed and one (1) electronic copy and three (3) paper copies submitted by the Grantee to the Grantor by October 31, 2021.

OTHER DIRECTED ACTIVITIES

7. The Grantee shall be available for coordination and progress briefings. The dates and locations of these briefings will be specified by the Illinois EPA in consultation with the Grantee during the course of the project.

8. The Grantee shall submit a Periodic Financial Report and a Periodic Performance Report quarterly by the fifteenth (15th) of July, October, January, and April occurring during the Agreement Term.

EXHIBIT F

PERFORMANCE STANDARDS

All products produced and all work performed by the Grantee under this Agreement shall be subject to review and approval by the Grantor to determine eligibility and acceptability in meeting the terms and intent of this Agreement.

The Grantee shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all services furnished by the Grantee under this Agreement. The Grantee must, without additional financial assistance, correct or revise any errors or deficiencies in its services.

The Grantee will perform such services as necessary to accomplish the objectives of this Agreement, in accordance with all the terms of this Agreement.

EXHIBIT G

SPECIFIC CONDITIONS

Grantor may remove (or reduce) a Specific Condition included in this **Exhibit G** by providing written notice to the Grantee, in accordance with established procedures for removing a Specific Condition.

The Grantee and the Grantor have the right to use (including, but not limited to, citing to, circulating, displaying, and reproducing) all products that result from the Grantee receiving financial assistance under this Agreement whether the product is developed by the Grantee or a sub-grantee.

The Grantee will include in any publications for external general circulation (including brochures, newsletters, and presentations materials) the following phrase: "Funding for this project provided, in part, by the Illinois Environmental Protection Agency through Section 319 of the Clean Water Act."

PART TWO – THE GRANTOR-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE**, the Grantor has the following additional requirements for its Grantee:

FISCAL AND ADMINISTRATIVE

The Grantor reviewed the risk posed by the Grantee. The risk level is: Medium

A. The following additional award conditions apply to this grant regarding Subrecipient Monitoring and Management:

1. When requested by Grantor, Grantee shall be required to provide technical support in the form of required training.

2. Requires additional prior approvals.

B. The reasons for the risk level:

1. Risk Assessment showed that a medium to high risk increases the likelihood that subrecipients are not compliant with grant requirements and could result in fraud, waste and abuse occurring without being detected on a timely basis.

C. The following action(s) are needed to remove the additional award conditions.

1. Grantee must implement corrective action to enhance the subrecipient monitoring and management.

D. The Reason for the Timeline:

1.The timeframe for the completing these actions should be one year or when corrective action is completed.

PROGRAMMATIC

The nature of the additional requirements.
1. When requested by Grantor, Grantee shall submit a signed and dated letter that lists and briefly describes the following: 1) new grant management policies, procedures, and controls that have been put in place; 2) grant management trainings attended; and 3) grant management technical assistance received. If Grantee has more than one active grant with Grantor, a single letter shall cover all grants.
2. Reimbursement requests are subject to periodic desk reviews of the budget and actual expenses to ensure that costs are compliant with Cost Principles (2 CFR 200.400).

The reason why the additional requirements are being imposed.

1. Risk Assessment showed that the Grantee is lacking management systems and written policies and procedures for multiple aspects of grants management including but not limited to quality assurance; outcome tracking; documentation of services/goods delivered; safeguarding funds, property and other assets; and management of grant term extensions.
2. Risk Assessment showed the need to develop policies and procedures to ensure programmatic expenses are

reasonable, necessary, and allowable and also policies would need to be implemented to ensure programmatic activities are allowable.

The nature of the action needed to remove the additional requirements, if applicable.

1. Grantee must implement new or enhanced systems, mitigating controls, and written policies and procedures.
2. Grantee must implement additional controls for reviewing and approving expenditures.
3. Grantee must develop policies and procedures to ensure programmatic expenses are reasonable, necessary, and programmatic activities are allowable.

PART THREE – THE PROJECT-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE** and the Grantor-Specific Terms in **PART TWO**, the Grantor has the following additional requirements for this Project:

In reference to Part One, Article I, Item 4.7 of this Agreement, the Grantee is not required to submit payment requests to the Grantor within thirty (30) days of the end of the quarter but may instead request reimbursement of incurred costs as needed within the Agreement Term but may do so no more frequently than once per month.

In reference to Part One, Article XIV, Item 14.1 of this Agreement, the Grantee will submit the performance report by the fifteenth (15th) of January, April, July, and October occurring during the Agreement Period.

Removal requests must be submitted in writing. Requests should take the form of a signed letter with attached documentation and should be submitted to the Grantor Contact identified in Exhibit D of this Agreement.

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City Council Regular Meeting **13)**

Meeting Date: 08/06/2019

Submitted By: Deborah Muller, City Clerk

TITLE:

ANNOUNCEMENT: Mayor's re-appointment of Jim Davis and David Kirsch to 3-Year Terms on the Tourism Advisory Board.

STAFF RECOMMENDATION:

Approve.