



VIRTUAL CITY COUNCIL MEETING

Tuesday, January 19, 2021

Regular Session – 7:00 p.m.

As the City of Des Plaines continues to follow social distancing requirements along with Governor Pritzker's Executive Orders and mandated mitigation restrictions, the City Council Meeting on Tuesday, January 19, 2021 will be held virtually beginning at 7:00 p.m.

The meeting will be live-streamed via: <http://desplaines.org/accessdesplaines> and played on DPTV Channel 17. The meeting may also be viewed in person at City Hall in the Council Chambers. However, pursuant to the current state-wide executive orders, no more than 10 people (including City staff) can be in the Council Chambers at one time during the meeting. Therefore, the City encourages residents and interested parties to participate in the meeting by watching the live-stream or by submitting written public comments in advance of the meeting. Public comment can be taken during the meeting for those that choose to be physically present, those that follow the instructions below to participate virtually, or by submitting public comments by e-mail to publiccomments@desplaines.org.

Public comments received by 5 p.m., Tuesday, January 19, 2021 will be distributed to City Council members prior to the Council meeting. Please indicate if you wish to have your comment read at the meeting. Public comments read at the meeting are limited to 200 words or less. Public comments should be e-mailed and contain the following information:

- In the subject line, identify "City Council Meeting Public Comment"
- Name
- Address (optional)
- City
- Phone (optional)
- Organization, agency representing, if applicable
- Topic or agenda item number of interest

If you would like to provide live public comment during the virtual meeting, please send your request to publiccomments@desplaines.org and you will be sent a link with additional information to join the meeting.

All e-mails received will be acknowledged. Individuals with no access to e-mail may leave a message with the City Clerk's Office at 847-391-5311.

The City of Des Plaines remains united in ensuring the safety and health of our community and our employees. To protect the public and staff, the City will continue to provide only essential functions and services during the Governor's Stay-at-Home Order. The City urges residents and businesses to comply with the Order. If residents must leave their home, it is very important to practice social distancing and keep at least six feet between others. For a list of services and additional information during this time, please visit www.desplaines.org. The City encourages individuals to sign up for its e-news for important information from the City and its government partners, including State and Federal authorities. The City updates its website and posts on social media daily. To sign up for electronic newsletters, please visit <https://www.desplaines.org/mycity/>.



CITY COUNCIL AGENDA

Tuesday, January 19, 2021

Regular Session – 7:00 p.m.

Via Zoom Video Conference

publiccomments@desplaines.org

CALL TO ORDER

REGULAR SESSION

ROLL CALL

PRAYER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – publiccomments@desplaines.org

ALDERMEN ANNOUNCEMENTS/COMMENTS

MAYORAL ANNOUNCEMENTS/COMMENTS

Motion to Extend Declaration of Civil Emergency

CITY CLERK ANNOUNCEMENTS/COMMENTS

MANAGER'S REPORT

CITY ATTORNEY/GENERAL COUNSEL REPORT

CONSENT AGENDA

1. **RESOLUTION R-19-21:** Approving a Professional Service Agreement with Backflow Solutions, Inc., for Administrative Services for the City’s Backflow Testing Program
2. **ORDINANCE M-1-21:** Amending Title 10 of the Des Plaines City Code Regarding the Backflow Administrative Fee
3. **RESOLUTION R-20-21:** Approving the Purchase of One (1) Ford F-550 Truck from Sutton Auto Group, Matteson, IL at a Cost Not-to-Exceed \$40,088 and Related Upfitting Equipment from Henderson Products, Inc., Huntley, IL at a Cost Not-to-Exceed \$28,376. Budgeted Funds – Water/Sewer Equipment Replacement Fund.
4. **RESOLUTION R-21-21:** Approving the 2021 Estimate of Maintenance Costs and Adoption of the Illinois Department of Transportation (IDOT) Resolution for Maintenance Under the Illinois Highway Code
5. **RESOLUTION R-26-21:** Approving the Execution of a Local Agency Agreement with the Illinois Department of Transportation (IDOT) and an Engineering Services Agreement with Civiltech Engineering, Inc., in Connection with the Construction of the Rand Road Sidepath Project
6. Minutes/Regular Meeting – January 4, 2021

UNFINISHED BUSINESS

n/a

NEW BUSINESS

1. **FINANCE & ADMINISTRATION** – Alderman Malcolm Chester, Chair
 - a. Warrant Register in the Amount of \$1,791,352.80 – **RESOLUTION R-18-21**
2. **COMMUNITY DEVELOPMENT** – Alderman Denise Rodd, Chair
 - a. Consideration of a Resolution in Support of the Renewal of a Cook County Class 6b Tax Incentive for Nippon Express USA, Inc., 515 East Touhy Avenue – **RESOLUTION R-22-21**
 - b. Discussion Regarding Business Assistance Program
3. **COMMUNITY SERVICES** – Alderman Andrew Goczkowski, Chair
 - a. Consideration of an Agreement with the Des Plaines Community Senior Center for Subsidy Funding in the Amount of \$55,000 for the 2021 Fiscal Year – **RESOLUTION R-23-21**
 - b. Consideration of an Agreement with the Des Plaines Community Senior Center Regarding the Meals on Wheels Program in the Amount of \$40,000 for the 2021 Fiscal Year – **RESOLUTION R-24-21**
 - c. Consideration of an Agreement with the Des Plaines Community Senior Center for the Provision of Funding for Health and Support Services in the Amount of \$41,500 – **RESOLUTION R-25-21**

OTHER MAYOR/ALDERMEN COMMENTS FOR THE GOOD OF THE ORDER

ADJOURNMENT

City of Des Plaines, in compliance with the Americans With Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the ADA Coordinator at 391-5486 to allow the City to make reasonable accommodations for these persons.


 COMMUNITY AND ECONOMIC
DEVELOPMENT DEPARTMENT

 1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5380
desplaines.org

MEMORANDUM

Date: January 7, 2021

To: Michael G. Bartholomew, MCP, LEED-AP, City Manager

From: Michael McMahon, Community and Economic Development Director *mm*

Subject: Backflow Solutions, Inc. Professional Service Agreement

Issue: The State of Illinois Cross-Connection Control Program is one of several tools intended to protect the public water supply. The *Illinois Environmental Protection Act* and 35 Ill. Adm. Code 607.104 grants the *Illinois Environmental Protection Agency* (IEPA) authority to develop and modify agency regulations regarding cross-connection (backflow) devices. The IEPA requires local water supply officials to protect their water mains from connections that have the potential to allow the backflow of contaminants into their respective distribution systems.

Analysis: In accordance with Title 9, Chapter 4 of the City of Des Plaines Municipal Code and the IEPA, the Community and Economic Development Department (CED) manages the City's backflow device program, which requires that each backflow device (private or public) must be tested annually, and those results collected and maintained by the City. In 2020, there were 2,845 backflow devices within City limits.

Each month, CED staff mails between 100-200 notices and/or administrative fee invoices to property owners who have backflow device for irrigation systems or fire sprinklers, etc. The invoice notifies property owners of the requirement to have a certified cross-connection plumber test each device and provide the results and the administrative fee to the City. If the backflow device fails, adequate repairs must be made and the device re-tested.

If a report is not submitted or the Backflow Administrative Fee of \$10 is not remitted, delinquent invoices and/or notices are issued. If a report is not remitted or if compliance is not met within 60 days, a citation is issued. The overall process to manage this program is labor intensive, with staff dedicating up to 10 hours per week on the Backflow Program preparing notices, processing payments, answering questions and filing reports.

In early 2020, CED began researching ideas on how to reduce staff time and the overall expense of the program. Staff identified Backflow Solutions, Inc. (BSI), an organization that manages municipal backflow programs working directly with local certified cross-connection plumbers.

BSI is a full service backflow management firm headquartered in Alsip, IL with offices throughout North America. They have 25+ years of experience in administrating municipal backflow programs with over 150

municipal clients including Mt. Prospect, Niles, Evanston, Glenview and Skokie.

Staff began discussions with BSI this past summer and followed up with several of their municipal clients. Staff received several positive reviews and was told that the process is seamless and reduced staff time.

Through BSI, property owners hire a certified plumber to perform the test. The plumber is responsible for uploading the results to the BSI Online portal whereby City staff can access and manage the data. An administrative fee is charged to the property owner through the contractor and property owners no longer have direct contact with municipal staff.

Staff was satisfied with the services provided by BSI, and a professional service agreement was prepared (Exhibit A). The draft agreement includes the following:

- BSI will be responsible for maintaining a secured online database and tracking system for all backflow reports.
- BSI will send up to four notices annually to each backflow customer. All mailing materials and postage are included in the service.
- The initial “Test Due Notice” will be mailed approximately 30 days prior to the scheduled test date.
- There will be an annual fee to the City of \$1,090.
- Each backflow account in Des Plaines will be charged a \$14.95 Data Entry Fee plus any City fees.
- BSI will verify all pertinent credentials of the testing companies.
- BSI provides unlimited customer service to backflow device customers and testing companies via a toll-free number and email address.
- The City will be assigned their own personal contact within BSI, who will be available to answer any questions and to assist with reports, notifications, or any customer service issue.
- The Agreement can be cancelled for any reason with 30 days notice.

Currently, the City charges its backflow device customers a \$10 administrative fee. Based on the reduction of City staff hours required to maintain the program, Staff recommends an administrative fee reduction making the new administrative fee \$5.00 for each test performed. BSI will collect the fee and remit to the City minus 5% administrative processing fee.

However, because the overall fee to the backflow device customer would potentially be \$19.95 (BSI Data Entry Fee plus the City Administrative Fee), the City General Council determined that is essentially a fee increase. Thus, the City Council would have to approve a fee adjustment to formalize the additional third-party administrative fee. An ordinance to amend Sec. 10-13-3 Construction Regulations Fee Schedule has been prepared and will be next on the City Council Agenda for consideration. Please see Attachment 1 that shows a number of BSI municipal clients and the fees charged to its backflow device customers.

Based on the City’s Purchasing Policy and the annual fee the City would be charged (\$1,090), it has been determined that the City can forgo a formal procurement search and utilize the Flexible Purchasing option. It states any procurement for services less than \$2,500 can be awarded utilizing a method determined by the Department Head to be the most effective means and value for the City.

Recommendation: I recommend the City Council waive bidding requirements and approve Resolution R-19-21 approving a Professional Service Agreement with Backflow Solutions, Inc.

Attachment:
Resolution R-19-21

Exhibit A: Professional Services Agreement
Attachment 1: BSI Illinois Customer Filing Fees

CITY OF DES PLAINES

RESOLUTION R - 19 - 21

A RESOLUTION APPROVING A PROFESSIONAL SERVICE AGREEMENT WITH BACKFLOW SOLUTIONS, INC. FOR ADMINISTRATIVE SERVICES FOR THE CITY'S BACKFLOW TESTING PROGRAM.

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the City to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, pursuant to Title 9, Chapter 4 of the City of Des Plaines Municipal Code, each owner of a cross-connection or backflow device (collectively, "***Backflow Devices***") must annually test each device to insure it is operating properly and report those test results to the City; and

WHEREAS, there are currently 2,843 Backflow Devices operating with the City; and

WHEREAS, the Community and Economic Development Department is responsible for administering the City's Backflow Device program; and

WHEREAS, City staff determined that the most effective and efficient means of administering the City's Backflow Device program is to engage a firm to work directly with certified plumbers and property owners to send required inspection notices and track completed inspections (collectively, "***Backflow Inspection Services***"); and

WHEREAS, the City requested a proposal from Backflow Solutions, Inc. ("***Contractor***") for the performance of the Backflow Inspection Services; and

WHEREAS, the City desires to enter into a one-year professional service agreement ("***Agreement***") with Contractor for the performance of the Backflow Inspection Services in the not-to-exceed amount of \$1,090; and

WHEREAS, pursuant to the Agreement, Contract will charge customers an administrative fee of \$14.95 per backflow device inspection; and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into the Agreement with Contractor;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Plaines, Cook County, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION 2: APPROVAL OF AGREEMENT. The City Council hereby approves the Agreement in substantially the form attached to this Resolution as **Exhibit A**, and in a final form approved by the General Counsel.

SECTION 3: AUTHORIZATION TO EXECUTE AGREEMENT. The City Council hereby authorizes and directs the City Manager and the City Clerk to execute and seal, on behalf of the City, the final Agreement only after receipt by the City Clerk of at least two executed copies of the Agreement from Contractor; provided, however, that if the City Clerk does not receive such executed copies of the Agreement from Contractor within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the Agreement shall, at the option of the City Council, be null and void.

SECTION 4: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this ___ day of _____, 2021.

APPROVED this ___ day of _____, 2021.

VOTE: AYES _____ NAYS _____ ABSENT _____

MAYOR

ATTEST:

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

**CITY OF DES PLAINES
PROFESSIONAL SERVICES AGREEMENT**

This **PROFESSIONAL SERVICES AGREEMENT** ("**Agreement**") is dated as of the ____ day of _____, _____, and is by and between the **CITY OF DES PLAINES**, an Illinois home rule municipal corporation ("**City**"), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ("Consultant**"):** **Backflow Solutions, Inc.**

Address: **12609 S. Laramie Ave., Alsip, Illinois 60803**

Telephone No.: **800-414-4990**

Email:
bsionline@backflow.com

B. Project Description. Consultant will manage and track the performance of backflow inspections on properties within the City and send required notices as necessary, as more fully described in the Scope of Work attached to this Agreement as **Exhibit A ("**Scope of Work**")**.

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal ("**Services**") in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Term. The Consultant shall commence the Services on January 1, 2021 ("**Commencement Date**"). This Agreement shall be for successive one-year terms that automatically renew upon the expiration of the then current term ("**Term**") unless terminated in accordance with this Agreement.

D. Reporting. The Consultant shall regularly report to the City Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the City for the Services pursuant to this Agreement shall not exceed the amount identified in the Scope of Work. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Scope of Work. The City shall pay to the Consultant the amount billed within 60 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the City of any claim for additional compensation as a result of action taken by the City, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the City, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement ("**Additional Services**"), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

F. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. SUBCONTRACTORS. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

A. Removal of Subcontractors. If any subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term "***Confidential Information***" shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement ("***Time of Disclosure***"); (2) to have been in the

public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of \$1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage. The Consultant shall cause the City to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry

adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint ventures between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to

termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("***Event of Default***"), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. City Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the City Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the City Council.

I. Mutual Cooperation. The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance and completion of the Services and with any other consultants engaged by the City.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Manager.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the City by the Consultant in connection with any or all of the Services to be performed under this Agreement ("**Documents**") shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

L. GIS Data. The City has developed digital map information through Geographic Information Systems Technology ("**GIS Data**") concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. Limited Access to GIS Data. The GIS Data provided by the City shall be limited to the scope of the Services that the Consultant is to provide for the City;

2. Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the City. The GIS Data constitutes proprietary materials and trade secrets of the City, and shall remain the property of the City;

b. Consent of City Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the City Manager;

c. Supply to City. At the request of the City, the Consultant shall supply the City with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the City, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the City shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the City and the Consultant in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the City, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S.

Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Des Plaines
1420 Miner Street
Des Plaines, Illinois 60016
Attention: City Manager

With a copy to:

Elrod Friedman LLP
325 N. LaSalle St., Ste 450
Chicago, Illinois 60654
Attention: Peter M. Friedman

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Backflow Solutions, Inc.
12609 S. Laramie Ave.
Alsip, Illinois 60803
Attention: Lauren Bolek

With a copy to:

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. Authority to Execute.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibit A attached to this Agreement is, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between Exhibit A and the text of this Agreement, the text of this Agreement shall control.

R. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 20__.

ATTEST:

CITY OF DES PLAINES

By: _____
City Clerk

By: _____
City Manager

ATTEST:

BACKFLOW SOLUTIONS, INC.

By: _____

By: _____

Title: _____

Its: _____

SCOPE OF WORK

1. **BSI Responsibilities.** In addition to any other responsibilities set forth elsewhere in this agreement, BSI shall, through the use of its proprietary software, BSI Online.
 - a. Maintain the secure Online Database to ensure a functional backflow assembly tracking system that is easy to understand and use by licensed testers. BSI shall also maintain an internet website where testers shall input all data related to Backflow Tests that they conduct within the City's jurisdiction.
 - b. Send up to **four (4)** notices including Initial, Overdue, Final, and Failed to water customers that have Assemblies, advising them that their Assembly is due for testing. The initial "Test Due Notice" shall be mailed approximately 30 days prior to the scheduled test date. The second notice (the "Overdue Notice") shall be sent after the Test Date has passed if Backflow Test results have not been entered to the Online Database. The Overdue Notice will advise the water customer of its delinquent test status. The third notice (the "Final Notice") will be sent at the time frame determined by the City and will include language congruent with your ordinance. The "Failed Notice" will be mailed one day after failed test results have been entered to the Online Database. BSI shall immediately transmit an electronic copy of each Test Report to the City. To facilitate the testing procedure, the Test Due Notice will include the identity of the water customer's last Tester of record, together with all relevant contact information, provided that information is available to BSI. At the time the Test Due Notice is mailed to the water customer, BSI will also transmit a notice to the last Tester of record advising that Tester that the water customer's assembly is due to be tested. The Tester Notification is designed to increase test compliance, thereby reducing enforcement costs incurred by the City of Des Plaines.
2. **Inducement.** The City acknowledges and agrees in order to induce BSI to provide the service contemplated by this Agreement, for each Test Report submitted to the Online Database the Data Entry Charge \$14.95 per report shall be paid (by the "tester") prior to uploading the test data to the Online Database. Additional funds added to the \$14.95 will be rebated directly back to the municipality monthly, less 5% processing fees.
3. **Cost.** City shall pay BSI the sum of \$495.00 per calendar year as the annual "Subscription Fee". Annual cost for Final Notice is \$400.00 and Failed Notice is \$195.00. Total cost to be billed to the City is \$1,090.00 Annually.
4. **Data Transition.** BSI will handle the initial data cleanse and reconciliation, ensuring the information is the most up to date being imported into the BSI system.
5. **Archival History of Letters.** BSI is extremely transparent. In our Letters Feature, you can see all notifications generated and sent by our program. They are time stamped under each property address in the system.
6. **Real-Time Reporting.** BSI Online provides real-time data and reports. All information is available to you from your dashboard 24/7/365. We provide you with the functionality to export any report from the system. This data can be manipulated, filtered, and sorted any way you need. In our reporting tab, we have pre-populated queried reports, such as your monthly EPA report you can click and export. If you need any additional information, our program allows you the ability to create and customize an unlimited number of reports.
7. **Program Users.** BSI Online provides the City unfettered access to data and can have an unlimited number of simultaneous users, in addition to multiple users. BSI allows each user to have different roles and permissions; the information and permissions can be allowed or restricted based on the City and employee's needs.
8. **Online Test Submittal.** To enter a test online, the backflow tester will need to obtain their customer's confirmation number (CCN) from their notification letter. This CCN keeps your information safe and secure, not allowing testing companies to "surf" for information. All reports are electronic, easy to read and are emailed to

the contractor in real-time as a PDF document. All device test report forms are customizable. We can add additional fields at the City's request, such as meter number or unique service ID.

9. **Validation of Test Results**. BSI will set up each form in the system to pre-populate based on Illinois state standards per device type. BSI Online automatically computes if a test fails based on the report entered by the tester and notifies both the tester and City. Pass/fail standards are constructed specific to the City of Des Plaines and Illinois State standards. Upon submission, a copy of the test is sent via email to the City and the City's database is updated in real-time.

10. **Validation of Testers Licenses/Test Gauge Calibrations**. During the startup process, BSI verifies with the City all pertinent credentials being monitored for both testers and testing companies. Part of the registration process with BSI is providing a copy of all tester licenses and annual test kit calibrations. BSI Online tracks the expiration date of these credentials, turning from green to red the closer a credential is to expiration. Once red, the tester/test kit is locked out from entering tests until an updated copy is uploaded into the BSI Online system or sent to our office for vetting. This proactive approach is integral to the integrity of your program.

11. **Archival History of Test Reports**. After submission, BSI stores copies of the test on the tester side and City side of the BSI program. We do not purge data; therefore, the City will always have access to data entered for their water system. Testers can review any test data they have submitted in the system. It is always available on their side of the program to archive, review and print.

12. **Customer Service & Support**. The City will be assigned their own personal contacts within BSI, who will be there to answer any questions or concerns about the program, reports, notifications, or customer service for the life of the contract. We also provide full customer service and technical support to your water customers and backflow testers via a toll-free number and email address. Our well-trained staff is available to answer questions, lifting the burden off your staff. The City can be assured of speaking with a live customer service representative and not an answering service or voicemail machine.

13. **Web Portal for Water Customers**. The water customer is an integral part of your backflow tracking program. Our job is to make sure all information regarding the testing and inspection requirements are properly conveyed and be available to answer any questions they may have. On all notifications to water customers, they have a unique identifier, a Customer Confirmation Number or CCN, on the top right corner of their notifications. This unique identifier is what the water customer provides to the contractor to submit the results online securely. Such a unique identifier provides layers of security for your water customers, as it prevents data mining of the program and protects confidential customer information, such as an address. The customer can use their CCN to look up a list of local, certified backflow testers on our website who meet the criteria set by the City. We do not promote any one company; the list is randomly generated by the system each time a CCN is entered.

14. **IT Support**. Our in-house IT staff is always available to identify and resolve any issues that may arise. Since our IT staff is internal, we have continuous access to their knowledge and expertise. We can easily troubleshoot any issue within the program and start working on a resolution immediately.

15. **Support Log and Metrics**. Our system is built on the foundation of accountability and transparency. All transactions are time stamped with usernames. Each interaction with your backflow program is fully auditable and accessible to you. The City can monitor and stay up to date with any issues, comments, or concerns.

16. **System Reliability & Security**. BSI believes security of your data and information is of utmost importance, which is why our servers are backed up multiple times a day and hosted by Amazon Web Services (AWS), providing the City with assurance their data will always be protected but accessible. All municipal/testing company information is protected via login credentials, and water customers must use their Customer Confirmation Number (CCN) to access their reports and find a testing company. No one should be able to data mine for information.

ILLINOIS COMMUNITIES

Organization	Program Start Date	Total Filing Fee	Population
City of Aurora	1/1/2010	\$ 16.95	199,602
Village of Bellwood	1/15/2014	\$ 14.95	18,839
Village of Bensenville	7/15/2011	\$ 14.95	18,226
Village of Brookfield	6/1/2010	\$ 21.95	18,858
Village of Buffalo Grove	5/1/2016	\$ 14.95	40,853
Village of Burr Ridge	4/1/2012	\$ 14.95	10,801
Village of Calumet Park - Commercial	1/1/2016	\$ 27.90	7,672
Village of Carol Stream	1/1/2013	\$ 14.95	39,601
Village of Deerfield	8/15/2013	\$ 14.95	18,779
Village of Downers Grove	3/1/2010	\$ 14.95	49,387
City of Elmhurst	7/1/2015	\$ 14.95	46,558
City of Evanston	4/1/2020	No Fee	74,106
Village of Forest Park	10/15/2016	\$ 14.95	13,807
Village of Franklin Park	2/1/2013	\$ 14.95	17,808
Village of Glencoe	1/15/2016	\$ 14.95	8,869
Village of Glendale Heights	9/1/2012	\$ 17.45	33,928
Village of Glenview	10/1/2012	No Fee	47,258
Village of Grayslake	4/1/2016	\$ 14.95	20,903
Village of Gurnee	8/1/2013	\$ 14.95	30,576
City of Harvey	12/1/2012	\$ 19.95	24,641
Village of Harwood Heights	11/1/2013	No Fee	8,413
Village of Hazel Crest	9/1/2012	\$ 16.95	13,694
Village of Hinsdale	5/15/2012	\$ 14.95	17,652
Village of Itasca	7/1/2011	\$ 19.95	9,867
City of Joliet	9/1/2010	\$ 19.95	148,099
Village of Kenilworth	4/15/2010	\$ 17.95	2,494
Village of La Grange Park	3/15/2019	\$ 12.95	13,296
Village of Lansing	8/15/2013	\$ 14.95	27,657
Leyden Township	3/1/2018	\$ 12.95	90,771
Village of Lincolnwood	11/1/2010	\$ 14.95	12,349
Village of Lisle	1/15/2015	\$ 14.95	23,394
City of Markham	9/1/2012	\$ 16.95	12,418
Village of Melrose Park	3/15/2010	\$ 24.95	24,925
City of Monmouth	7/15/2017	\$ 17.00	8,998
Village of Mount Prospect	5/15/2020	\$ 12.95	54,198
Village of Mundelein	3/15/2020	\$ 12.95	31,234

800.414.4990 | Backflow.com
 12609 S Laramie Avenue, Alsip, IL 60803

Village of Niles	2/1/2018	\$ 12.95	29,184
Village of Norridge	3/1/2010	\$ 19.95	14,281
Village of North Aurora	6/1/2012	\$ 14.95	18,124
City of North Chicago	9/1/2012	\$ 14.95	29,770
North Park Public Water District	6/1/2012	\$ 16.95	35,200
Village of Northbrook	5/1/2020	No fee	33,167
Village of Northfield	12/1/2013	\$ 14.95	5,536
Village of Oak Brook	3/15/2011	\$ 14.95	8,074
Village of Oak Lawn	2/1/2013	\$ 17.00	55,511
Village of Orland Park	12/1/2009	\$ 14.95	58,312
Village of Palatine	2/1/2013	\$ 14.95	68,053
City of Palos Heights	2/1/2012	\$ 19.95	12,626
City of Prospect Heights	9/1/2014	\$ 14.95	16,014
Village of River Forest	4/1/2014	\$ 14.95	10,903
Village of River Grove	8/15/2017	\$ 24.95	9,979
Village of Riverwoods	5/1/2015	\$ 14.95	3,595
City of Rockford	7/1/2016	\$ 14.95	147,881
City of Rolling Meadows	4/15/2017	\$ 14.95	23,748
Village of Schaumburg	8/1/2012	\$ 14.95	73,509
Village of Schiller Park	7/15/2014	\$ 22.00	11,515
Village of Skokie	12/1/2013	\$ 14.95	63,280
Village of South Elgin	11/1/2013	No Fee	23,447
Village of South Holland	7/15/2015	\$ 15.95	21,503
Village of Tinley Park	10/1/2018	\$ 10.00	56,204
Village of Villa Park	9/15/2013	No Fee	21,695
Village of Wauconda	10/15/2017	\$ 14.95	13,620
City of Waukegan	7/15/2016	\$ 14.95	86,792
Justice-Willow Springs Water Commission	4/1/2010	\$ 19.95	19,640
Village of Westmont	7/15/2011	\$ 16.95	24,647
Village of Wheeling	4/15/2014	\$ 14.95	38,878
Village of Wilmette	4/15/2015	\$ 14.95	27,265
City of Wood Dale	4/1/2015	\$ 14.95	13,717
Village of Woodridge	1/15/2011	\$ 15.00	33,566

BSI Online standard filing fee is \$14.95 per report, charged to the backflow tester/contractor. A filing fee above this amount indicates that the Municipality receives the additional funds in the form of a rebate from BSI.

"No Fee" indicates that the Municipality pays the filing fee directly and the tester is not charged to submit reports.

Total filing fees below our standard price indicate either: 1.) The Municipality was under contract to hold that price for a certain period. 2.) The Municipality opted to pay a portion of the filing fee directly to BSI.

BSI partners with over 500 water systems, including over 140 in Illinois alone. All information is current as of December 22, 2020.



COMMUNITY AND ECONOMIC
DEVELOPMENT DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5380
desplaines.org

MEMORANDUM

Date: January 7, 2021
To: Michael G. Bartholomew, MCP, LEED-AP, City Manager
From: Michael McMahon, Community and Economic Development Director *mm*
Subject: Amendment of Title 10 of the City Code of the City of Des Plaines regarding the Backflow Administrative Fee

Issue: On January 19, 2021, the City of Des Plaines City Council will consider Resolution R-19-21 that approves the execution of a Professional Service Agreement (Agreement) with Backflow Solutions, Inc. (BSI).

Analysis: If the resolution is approved, BSI will perform certain duties as part of the administration of the City's Backflow Device Program in accordance with Title 9, Chapter 4 of the City of Des Plaines Municipal Code. The Agreement includes a \$14.95 Data Entry Charge per device. Currently, Title 10 of the City Code of the City of Des Plaines which regulates construction and building permitting in the City, includes a \$10.00 Backflow Administrative Fee.

City staff recommends reducing the City Administrative Fee of \$10.00 to \$5.00. This fee added to the BSI Data Entry Charge will total \$19.95 per device. With 2,845 backflow devices currently within City limits, revenue generated by the City's Backflow Administrative Fee will be approximately \$14,225. The revenue generated will cover the new administrative duties of City Staff.

Recommendation: I recommend the City Council approve Ordinance M-1-21 amending Title 10 of the City Code of the City of Des Plaines establishing a Backflow Administrative Fee of \$19.95.

Attachment:
Ordinance M-1-21

CITY OF DES PLAINES

ORDINANCE M - 1 - 21

**AN ORDINANCE AMENDING SECTION 10-13-3 OF THE
DES PLAINES CITY CODE REGARDING BACKFLOW
ADMINISTRATIVE FEE.**

WHEREAS, the City is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, Title 10 of the City Code of the City of Des Plaines, as amended (“*City Code*”), regulates construction and building permitting in the City (“*Construction Regulations*”); and

WHEREAS, Section 10-13-3 of the Construction Regulations sets forth the fees for various types of building permits and inspections (“*Fee Schedule*”); and

WHEREAS, the Fee Schedule includes a \$10 administrative fee per backflow inspection; and

WHEREAS, on January 19, 2021, the City Council adopted Resolution R-19-21 approving an agreement with Backflow Solutions, Inc. for administrative services related to backflow inspections, which will result in additional administrative fees; and

WHEREAS, the City proposes to amend the Fee Schedule to acknowledge the additional third-party administrative fees for backflow inspections; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend the City Code as set forth in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Des Plaines, Cook County, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1. RECITALS. The recitals set forth above are incorporated herein by reference and made a part hereof.

SECTION 2. FEES FOR PERMITS AND INSPECTIONS. Section 10-13-3, titled “Fees for Permits and Inspections,” of Chapter 13, titled “Construction Regulations Fee Schedule,” of Title 10, titled “Construction Regulations,” of the City Code is hereby amended to read as follows:

Additions are bold and double-underlined; deletions are struck through.

“10-13-3: BACK FLOW ADMINISTRATIVE FEE:

For any required test of a City of Des Plaines property owner’s backflow or cross-connection device, in accordance of Title 9, Chapter 4 of the City of Des Plaines Municipal Code, a fee shall be paid in accordance with the following schedule:

*	*	*
Backflow Administrative Fee		
■ Backflow Administrative Fee ¹²	\$10.00 <u>19.95</u> per device”	

SECTION 4. SEVERABILITY. If any paragraph, section, clause or provision of this Ordinance is held invalid, the remainder shall continue in full force and effect without affecting the validity of the remaining portions of the Ordinance.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form according to law.

[SIGNATURE PAGE FOLLOWS]

Additions are bold and double-underlined; ~~deletions are struck through.~~

PASSED this _____ day of _____, 2021.

APPROVED this _____ day of _____, 2021.

VOTE: Ayes _____ Nays _____ Absent _____

MAYOR

ATTEST:

CITY CLERK

Published in pamphlet form this
_____ day of _____, 2021

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

DP-Ordinance Amending City Code Re_Backflow Administrative Fee

Additions are bold and double-underlined; ~~deletions are struck through.~~



PUBLIC WORKS AND
ENGINEERING DEPARTMENT

1111 Joseph J. Schwab Road
Des Plaines, IL 60016
P: 847.391.5464
desplaines.org

MEMORANDUM

Date: January 5, 2021

To: Michael G. Bartholomew, MCP, LEED-AP, City Manager

From: Tom Bueser, Superintendent of General Services *TB*

Cc: Timothy P. Oakley, P.E., CFM, Director of Public Works and Engineering
Timothy Watkins, Assistant Director of Public Works and Engineering

Subject: Approve Purchase of Ford F-550 Truck through the Northwest Municipal Conference

Issue: The approved 2020 City budget includes \$73,000 in funding for the replacement of a model year 2008 Ford F-450 truck (#9034) equipped with dump body and snow plow. The replacement will be upgraded to a Ford F-550 so it can trailer larger equipment that the division utilizes for daily activities.

Analysis: As a member of the Northwest Municipal Conference, the City is eligible to participate in the Suburban Purchasing Cooperative joint purchasing program. The program enables municipalities to purchase vehicles and equipment competitively bid by the Suburban Purchasing Cooperative. The replacement Ford F-550 truck chassis for #9034 can be purchased pursuant to SPC Contract #182. The successful vendor for the replacement vehicle is Sutton Auto Group with a price of \$40,088. Comparable pricing was received from the State of Illinois CMS joint purchasing contract in the amount of \$40,811.

The price for the upfitting of this vehicle chassis, including dump body and associated snow and ice control equipment, is available from Henderson Products, Inc., through Sourcewell Contract #080818-HPI in the amount of \$28,376. Sourcewell (formerly National Joint Powers Alliance) is a cooperative purchasing entity for government and educational agencies of which the City is a member. Henderson Products, Inc., is the equipment manufacturer of the City's 2015 and newer fleet of dump trucks utilized for winter operations. Parts are readily available and most of the City's existing similar equipment is interchangeable. Total replacement cost for this complete unit is \$68,464.

Recommendation: We recommend approval of the purchase of a Ford F-550 truck chassis through the Suburban Purchasing Cooperative Contract #182 to Sutton Auto Group, 21315 Central Avenue, Matteson, IL 60443-2893 in the amount of \$40,088. Additionally, we recommend approval of the

upfitting through Sourcewell Contract #080818-HPI to Henderson Products, Inc., 11921 Smith Drive, Huntley, IL 60142 in the amount of \$28,376. These purchases will be funded from the Water/Sewer Equipment Replacement Fund (500-00-570-0000.8020).

Attachments:

Attachment 1 - Sutton Auto Group SPC #182 Quote

Attachment 2 - Henderson Products, Inc. Sourcewell #080818-HPI
Resolution R-20-21



2021 Ford F-550 Chassis Cab Contract # 182



COMMERCIAL
& FLEET

www.suttontrucks.com

Contact: Zack Harville, Fleet Manager

Phone: 708-720-8008

Email: zharville@suttonford.com

Please contact us with any questions or to learn about upfitting and municipal leasing options.

Prepared for: RALPH MAGAK, VILLAGE OF DES PLAINES

2021 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 115



Client Proposal

Prepared by:
Brian Tarpo
Quote ID: 5974
Date: 12/18/2020



Prepared for: RALPH MAGAK

VILLAGE OF DES PLAINES

Prepared by: Brian Tarpo

12/18/2020



Sutton Ford Inc. | 21315 Central Avenue Matteson Illinois | 604432893

2021 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 115 | Quote ID: 5974

Selected Equip & Specs

Dimensions

- Exterior length: 230.7"
- Exterior width: 80.0"
- Wheelbase: 145.0"
- Rear track: 74.0"
- Rear tire outside width: 93.9"
- Front legroom: 43.9"
- Front hiproom: 62.5"
- Passenger volume: 64.6cu.ft.
- Maximum cargo volume: 11.6cu.ft.
- Cab to axle: 60.0"
- Exterior height: 81.5"
- Front track: 74.8"
- Turning radius: 21.2'
- Min ground clearance: 8.2"
- Front headroom: 40.8"
- Front shoulder room: 66.7"
- Cargo volume: 11.6cu.ft.

Powertrain

- * **350hp 7.3L OHV 16 valve V-8 engine with DEVCT variable valve control, SMPI**
- federal
- Part-time
- Fuel Economy Cty: N/A
- Recommended fuel : regular unleaded
- TorqShift 10 speed automatic transmission with overdrive
- * **Limited slip differential**
- Fuel Economy Highway: N/A

Suspension/Handling

- Front Mono-beam non-independent suspension with anti-roll bar, HD shocks
- Firm ride Suspension
- Front and rear 19.5 x 6 argent steel wheels
- Dual rear wheels
- * **Rear DANA 130 rigid axle leaf spring suspension with anti-roll bar, HD shocks**
- Hydraulic power-assist re-circulating ball Steering
- * **Front LT225/70SR19.5 GBSW AS rear LT225/70SR19.5 G BSW AT**

Body Exterior

- 2 doors
- Black door mirrors
- * **Side steps**
- Clearcoat paint
- 2 front tow hook(s)
- Driver and passenger , manual folding door mirrors
- * **Chrome bumpers**
- Trailer harness
- Front and rear 19.5 x 6 wheels

Convenience

- Manual air conditioning with air filter
- Manual front windows
- Manual tilt steering wheel
- Day-night rearview mirror
- Emergency SOS
- * **Cruise control with steering wheel controls**
- Manual door locks
- Manual telescopic steering wheel
- FordPass Connect 4G internet access
- Wireless phone connectivity

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Prepared for: RALPH MAGAK



VILLAGE OF DES PLAINES

Prepared by: Brian Tarpo

12/18/2020

Sutton Ford Inc. | 21315 Central Avenue Matteson Illinois | 604432893

2021 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 115 | Quote ID: 5974

Selected Equip & Specs (cont'd)

- AppLink smart device integration
- Front cupholders
- Upfitter switches
- 2 1st row LCD monitors
- Passenger visor mirror

Seats and Trim

- Seating capacity of 3
- 4-way driver seat adjustment
- 4-way passenger seat adjustment
- Front 40-20-40 split-bench seat
- Manual driver lumbar support
- Centre front armrest

Entertainment Features

- AM/FM stereo radio
- Steering wheel mounted radio controls
- Streaming audio
- SYNC external memory control
- 4 speakers
- Fixed antenna

Lighting, Visibility and Instrumentation

- Halogen aero-composite headlights
- Fully automatic headlights
- Light tinted windows
- Tachometer
- Compass
- * **Camera(s) - rear**
- Trip odometer
- Delay-off headlights
- Variable intermittent front windshield wipers
- Front reading lights
- Oil pressure gauge
- Outside temperature display
- Trip computer

Safety and Security

- 4-wheel ABS brakes
- 4-wheel disc brakes
- Dual front impact airbag supplemental restraint system with passenger cancel
- Safety Canopy System curtain 1st row overhead airbag supplemental restraint system
- Manually adjustable front head restraints
- Brake assist
- Driveline traction control
- Dual seat mounted side impact airbag supplemental restraint system
- Manual door locks

Dimensions

General Weights

* Curb	6,989 lbs.	* GVWR	19,000 lbs.
* Payload	12,000 lbs.		

Front Weights

* Front GAWR	7,000 lbs.	* Front curb weight	4,095 lbs.
Front axle capacity	7,000 lbs.	* Front spring rating	7,000 lbs.
Front tire/wheel capacity	7,500 lbs.		

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Price Level: 115 | Quote ID: 5974

Selected Equip & Specs (cont'd)

Rear Weights

Rear GAWR	13,660 lbs.	* Rear curb weight	2,894 lbs.
* Rear axle capacity	14,706 lbs.	* Rear spring rating	15,000 lbs.
Rear tire/wheel capacity	15,000 lbs.		

Trailer Type

Harness	Yes	* Brake controller	Yes
Trailer sway control	Yes		

General Trailering

5th-wheel towing capacity	20100 lbs.	Gooseneck towing capacity	20100 lbs.
Towing capacity	18500 lbs.	GCWR	28000 lbs.

Fuel Tank type

* Capacity	26.5 gal.
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Off Road

Min ground clearance	8 "
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Interior cargo

Cargo volume	11.6 cu.ft.	Maximum cargo volume	11.6 cu.ft.
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Rear Frame

Height loaded	29 "	Height unloaded	35 "
---------------------	------	-----------------------	------

Powertrain

Engine Type

Block material	Iron	Cylinders	V-8
Head material	Aluminum	Ignition	Spark
Injection	Sequential MPI	Liters	7.3L
Orientation	Longitudinal	Recommended fuel	Regular unleaded
Valves per cylinder	2	Valvetrain	OHV
Variable valve control	DEVCT		

Engine Spec

Bore	4.21"	Compression ratio	10.5:1
Displacement	445 cu.in.	Stroke	3.98"

Engine Power

SAEJ1349 AUG2004 compliant	Yes	Output	350 HP @ 3,900 RPM
Torque	468 ft.-lb @ 3,900 RPM		

Alternator

* Type	Dual	* Amps	397
---------------------	-------------	---------------------	------------

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Price Level: 115 | Quote ID: 5974

Selected Equip & Specs (cont'd)

Battery

Amp hours	78	Cold cranking amps	750
Run down protection	Yes	*Type	Dual

Transmission

Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	10
Type	Automatic		

Transmission Gear Ratios

1st	4.696	2nd	2.985
3rd	2.146	4th	1.769
5th	1.52	6th	1.275
7th	1	8th	0.854
9th	0.689	10th	0.616
Reverse Gear ratios	4.866		

Transmission Extras

Driver selectable mode	Yes	Sequential shift control	SelectShift
Oil cooler	Regular duty		

Drive Type

4wd type	Part-time	Type	Four-wheel
----------------	-----------	------------	------------

Drive Feature

* Limited slip differential	Mechanical	Traction control	Driveline
Locking hub control	Auto	Transfer case shift	Electronic

Drive Axle

Ratio	4.88
-------------	------

Exhaust

Material	Stainless steel	System type	Single
----------------	-----------------	-------------------	--------

Emissions

CARB	Federal
------------	---------

Fuel Economy

Fuel type	Gasoline
-----------------	----------

Driveability

Brakes

ABS	4-wheel	ABS channels	3
Type	4-wheel disc	Vented discs	Front and rear

Brake Assistance

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Price Level: 115 | Quote ID: 5974

Selected Equip & Specs (cont'd)

Brake assist Yes

Suspension Control

Ride Firm

Front Suspension

Independence Mono-beam non-independent Anti-roll bar Regular

Front Spring

Type Coil * **Grade** **HD**

Front Shocks

Type HD

Rear Suspension

* **Independence** **DANA 130 rigid axle** Type Leaf

Anti-roll bar Regular

Rear Spring

Type Leaf Grade HD

Rear Shocks

Type HD

Steering

Activation Hydraulic power-assist Type Re-circulating ball

Steering Specs

of wheels 2

Exterior

Front Wheels

Diameter 19.5" Width 6.00"

Rear Wheels

Diameter 19.5" Width 6.00"

Dual Yes

Spare Wheels

* **Wheel material** **Steel**

Front and Rear Wheels

Appearance Argent Material Steel

Front Tires

Aspect 70 Diameter 19.5"

Sidewalls BSW Speed S

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2021 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 115 | Quote ID: 5974

Selected Equip & Specs (cont'd)

Tread	AS	Type	LT
Width	225mm	LT load rating	G
RPM	647		

Rear Tires

Aspect	70	Diameter	19.5"
Sidewalls	BSW	Speed	S
* Tread	AT	Type	LT
Width	225mm	LT load rating	G
* RPM	645		

Spare Tire

* Mount	Frame mounted	* Type	Full-size
---------------	---------------	--------------	-----------

Wheels

Front track	74.8"	Rear track	74.0"
Turning radius	21.2'	Wheelbase	145.0"
Rear tire outside width	93.9"		

Body Features

Front splash guards	Yes	Body material	Aluminum
Side impact beams	Yes	* Side steps	Yes
Front tow hook(s)	2		

Body Doors

Door count	2
------------------	---

Exterior Dimensions

Length	230.7"	Body width	80.0"
Body height	81.5"	Cab to axle	60.0"
Axle to end of frame	47.2"	* Frame section modulus	17.2cu.in.
Frame yield strength (psi)	50000.0	Frame rail width	34.2"
Front bumper to Front axle	38.3"	Cab to end of frame	107.2"
Front bumper to back of cab	123.7"		

Safety

Airbags

Driver front-impact	Yes	Driver side-impact	Seat mounted
Overhead Safety Canopy System curtain 1st row		Passenger front-impact	Cancellable
Passenger side-impact	Seat mounted		

Seatbelt

Height adjustable	Front
-------------------------	-------

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Price Level: 115 | Quote ID: 5974

Selected Equip & Specs (cont'd)

Seating

Passenger Capacity

Capacity 3

Front Seats

Split 40-20-40 Type Split-bench

Driver Seat

Fore/aft Manual Reclining Manual

Way direction control 4 Lumbar support Manual

Passenger seat

Fore/aft Manual Reclining Manual

Way direction control 4

Front Head Restraint

Control Manual Type Adjustable

Front Armrest

Centre Yes

Front Seat Trim

Material Vinyl Back material Vinyl

Convenience

AC And Heat Type

Air conditioning Manual Air filter Yes

Audio System

Radio AM/FM stereo Radio grade Regular

Seek-scan Yes External memory control SYNC

Audio Speakers

Speaker type Regular Speakers 4

Audio Controls

Steering wheel controls Yes Voice activation Yes

Streaming audio Bluetooth yes

Audio Antenna

Type Fixed

LCD Monitors

1st row 2 Primary monitor size (inches) 4.2

Cruise Control

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2021 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 115 | Quote ID: 5974

Selected Equip & Specs (cont'd)

*** Cruise control With steering wheel controls**

Convenience Features

12V DC power outlet 2

Wireless phone connectivity Bluetooth

*** Back-up alarm** **Yes**

Upfitter switches Yes

Door Lock Activation

Type Manual

Door Locks Extra FOB Controls

Remote engine start Smart device only

Instrumentation Type

Display Analog

Instrumentation Gauges

Tachometer Yes

Engine temperature Yes

Engine hour meter Yes

Instrumentation Warnings

Oil pressure Yes

Battery Yes

Key Yes

Door ajar Yes

Brake fluid Yes

Instrumentation Displays

Clock In-radio display

Exterior temp Yes

*** Camera(s) - rear** **Yes**

Instrumentation Feature

Trip computer Yes

Steering Wheel Type

Material Urethane

Telescoping Manual

Front Side Windows

Window 1st row activation Manual

Window Features

Tinted Light

Emergency SOS Mobile device

*** AC power outlet** **1**

Smart device integration App link

Oil pressure Yes

Transmission fluid temp Yes

Engine temperature Yes

Lights on Yes

Low fuel Yes

Service interval Yes

Compass Yes

Systems monitor Yes

Trip odometer Yes

Tilting Manual

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Price Level: 115 | Quote ID: 5974

Selected Equip & Specs (cont'd)

Front Windshield

Wiper Variable intermittent

Rear Windshield

Window Fixed

Interior

Passenger Visor

Mirror Yes

Rear View Mirror

Day-night Yes

Headliner

Coverage Full Material Cloth

Floor Trim

Coverage Full Covering Vinyl/rubber

Trim Feature

Gear shifter material Urethane Interior accents Chrome

Lighting

Dome light type Fade Front reading Yes

Variable IP lighting Yes

Storage

Front Beverage holder(s) Yes Glove box Locking

Illuminated Yes Instrument panel Covered bin

Dashboard Yes

Legroom

Front 43.9"

Headroom

Front 40.8"

Hip Room

Front 62.5"

Shoulder Room

Front 66.7"

Interior Volume

Passenger volume 64.6 cu.ft.

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2021 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 115 | Quote ID: 5974

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F5H	Base Vehicle Price (F5H)	\$43,800.00
Packages		
660A	Order Code 660A <i>Includes:</i> - Engine: 7.3L 2V DEVCT NA PFI V8 Gas - Transmission: TorqShift 10-Speed Automatic Includes neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery. - Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder and driver's side manual lumbar. - Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers. - SYNC Communications & Entertainment System Includes enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB-C port and steering wheel audio controls.	N/C
Powertrain		
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	Included
44G	Transmission: TorqShift 10-Speed Automatic <i>Includes neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery.</i>	Included
X8L	Limited Slip w/4.88 Axle Ratio	\$360.00
68U	GVWR: 19,000 lbs Payload Upgrade Package <i>Includes upgraded frame and upgraded rear-axle. Note: See Order Guide Supplemental Reference for further details on GVWR and payload ranges.</i>	\$815.00
Wheels & Tires		
TGM	Tires: 225/70Rx19.5G BSW Traction <i>Includes 4 traction tires on the rear and 2 A/P tires on the front.</i>	\$190.00
64Z	Wheels: 19.5" x 6" Argent Painted Steel <i>Hub covers/center ornaments not included.</i>	Included
512	Spare Tire, Wheel & Jack Required in Rhode Island.	\$350.00

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Sutton Ford Inc. | 21315 Central Avenue Matteson Illinois | 604432893

**2021 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)**

Price Level: 115 | Quote ID: 5974

As Configured Vehicle (cont'd)

Code	Description	MSRP
	<i>Excludes carrier. Includes: - 6-Ton Hydraulic Jack</i>	
Seats & Seat Trim		
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder and driver's side manual lumbar.</i>	Included
Other Options		
PAINT	Monotone Paint Application	STD
145WB	145" Wheelbase	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers. Includes: - SYNC Communications & Entertainment System Includes enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB-C port and steering wheel audio controls.</i>	Included
96V	XL Value Package <i>Includes: - XL Decor Group - Chrome Front Bumper - Steering Wheel-Mounted Cruise Control</i>	\$395.00
473	Snow Plow Prep Package <i>Includes pre-selected springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations). Note 1: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details. Note 2: Also allows for the attachment of a winch.</i>	\$250.00
61J	6-Ton Hydraulic Jack	Included
86M	Dual 78 AH Battery	N/C
67B	397 Amp Alternator	\$115.00
65M	26.5 Gallon Mid Ship Fuel Tank Removes 40 gallon fuel tank.	\$125.00
52B	Trailer Brake Controller <i>Includes smart trailer tow connector. Verified to be compatible with electronic actuated drum brakes only.</i>	\$270.00
18B	Platform Running Boards	\$320.00
872	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>	\$415.00
43C	110V/400W Outlet	\$175.00

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2021 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 115 | Quote ID: 5974

As Configured Vehicle (cont'd)

Code	Description	MSRP
	<i>Includes 1 in-dash mounted outlet.</i>	
76C	Exterior Backup Alarm (Pre-Installed) <i>Custom accessory.</i>	\$140.00
Fleet Options		
525_	Steering Wheel-Mounted Cruise Control	Included
Emissions		
425	50-State Emissions System	STD
Interior Colors		
AS_01	Medium Earth Gray	N/C
Primary Colors		
Z1_01	Oxford White	N/C
SUBTOTAL		\$47,720.00
Destination Charge		\$1,695.00
TOTAL		\$49,415.00

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Price Level: 115 | Quote ID: 5974

Warranty

Standard Warranty

Basic

Distance 36,000 miles Months 36 months

Powertrain

Distance 60,000 miles Months 60 months

Corrosion Perforation

Distance Unlimited miles Months 60 months

Roadside Assistance

Distance 60,000 miles Months 60 months

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Price Level: 115 | Quote ID: 5974

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		
Base Vehicle Price		\$43,800.00
Options & Colors		\$3,920.00
Upfitting		\$0.00
Destination Charge		\$1,695.00
Subtotal		\$49,415.00
<i>Pre-Tax Adjustments</i>		
Code	Description	
B010	LICENSE AND TITLE-M PLATES SHIPPED	\$255.00
B009	DELIVERY	\$175.00
B011	VENT VISORS S&S	\$150.00
Subtotal		\$49,995.00
<i>Discount Adjustments</i>		
Discount		-\$9,907.00
Total		\$40,088.00

MUST RECIEVE PAYMENT FOR CHASSIS WITHIN 30 DAYS OF IT LANDING AT THE UPFITTER

Customer Signature

Acceptance Date

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HENDERSON

PRODUCTS, INC.

11921 SMITH DRIVE
HUNTLEY, IL 60142
PHONE: 847-836-4996
FAX: 563-927-7108

CUSTOMER QUOTE

Page 1
Quote #141290
Rev #52

To: CITY OF DES PLAINES, IL
Attn:
Quote Date: 12/21/2020
Valid Until: 1/20/2021
Sourcewell Contract# 080818-HPI
Sourcewell #: 44355
Quoted:
Des Plaines F550

Quoted By: Chris Fack
Phone: 847-836-4996
Cell: 847-754-5035
Fax: 563-927-7108
Email: cfack@hendersonproducts.com

Henderson Products is pleased to present the following quote. Please contact us if you have any questions.

Mark III utility sized single axle dump body

Body Length: **9' body length**
Side / Tailgate Height: **18" side height / 24" tailgate height 3.5/4.7 yd**
Hoist Type: **Telescopic hoist, trunion mount**
Hoist Cylinder: **CS 85-4.5-3 double acting cylinder ILO standard**
Pump Pack: **Double acting electric/hydraulic pump pack**
Side Construction: **Double Wall 12 ga FIXED Sides**
Optional Sides/Ends Materials: **201SS sides and ends**
Optional Floor Materials: **3/16" AR400 floor ILO std grade 50**
Tailgate Style: **Quick Release handle in Center of Tailgate**
Headsheet Type: **Headsheet without integral cabshield and windows**
Weld-on Cabshield: **12" x 82" 201SS steel**
Option 1 Description: **Cabshield lights: 2 fwd, 1 ea side, 4 rear facing**
Option 2 Description: **2 light holes in ea rear bolster**
Option 3 Description: **IDC Supplied light kit**

Installation Workup

Facility: **IDC-IL**
Chassis Delivery To Henderson: **Truck Dealer/Customer Delivers**
Completed Truck Delivery Method: **Henderson Delivers (100 miles or less)**
Chassis Model Yr: **2021**
Chassis Model: **f550**
Useable CA/CT: **60in.**

Front Plow Type: **Western/Fisher Type Plow**
Western/Fisher Plow Spec: **Western 8-1/2 FT. Pro plus snowplow with handheld controls**
Plow Options 1: **62220-1 snow deflector 44404 curb guards**
Plow Options 2: **78402 vehicle side wire harness for Tornado spreader**
Plow Options 3: **99534 spreader cab control kit**

Dump Body Type: **Mark Three**
Floor Length: **9' floor length**
Hoist Type: **Telescopic Hoist w/ Subframe**





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CUSTOMER QUOTE

Page 2
Quote #141290
Rev #52

Cylinder Type: **Double Acting**

Body Material (Sides/ends): **Stainless Steel Type Body Material**

Cabshield Install: **Supl'd by fact, welded to body @ IDC, sales to order w/ unit**

Shovel Holder: **(1) IDC Supl'd Spring Loaded SS Shovel Holder w/ SS brckt**

Shovel Holder Loc (1): **Driver side headsheet**

Body Install Options 1: **Cabshield height not to exceed 7ft 6 in.**

Body Spec Notes:

Chassis Accessories: **Yes (SELECT RELATED OPTIONS BELOW)**

Fenders: **1 Ton, Poly Fenders, SS Mount**

Pintle Plate: **Yes (select from options below)**

Pintle Plate Configuration: **1 Ton, 5/8" Plate, 2" Recvr (w/3LTC)**

Pintle Plate D-Rings: **Qty (2) 5/8" D-rings**

Pintle Hook: **2" Combination, 10 Ton**

Trailer Plug (1): **7 Pin Trailer Plug, Truck end 7-Way RV, new style (municipal)**

Truck Wash: **Complete Truck Wash/Clean/Vac 1**

Warranty: **Standard 1 Year Warranty**

Inspection: **Walk-around meeting only**

Reflective Tape: **Reflective Tape, Henderson Logo (60' Linear)**

Install Touch-up: **Basic Installation Touch-Up**

Chassis Install Options 1: **162507 (2), 161018 (2)**

Chassis Install Options 2: **2.5" receiver Pintle Plate Configuration**

Electrical: **Yes (SELECT RELATED OPTIONS BELOW)**

Power Distribution Panel: **Power Distribution Panel**

Misc Electrical Supplies: **Req'd Misc Elect Supplies**

Worklight(s) QTY: **(QTY 1) Work Light (Select type below)**

Worklight (1) Type: **LED, Worklight, 4in Round (Optilux)**

Worklight (1) Gen Location: **Rear Spinner**

Cabshield Warning Light Qty: **Qty 6 Lights (Order Holes with Unit)**

Cabshield Warning Lights: **QTY 6, 6" LED Oval Strobes, Amber (order holes w/unit)**

Cabshield S/T/T: **QTY 2, 6.5" LED S/T/T for Cabshield (order boxes w/unit)**

Cabshield Lighting Harness: **Cabshield Warning (2-6) & STT**

Rear Dump Bolster (S/T/T): **LED S/T/T/BU, MK3, Grote harness light kit**

OEM Light Remount: **TBD @ Prebuild**

Rear Dump Bolster Strobes: **6" LED Oval Strobes, Amber, 1 PR, (order holes w/unit)**

Back up alarm: **Backup Alarm, 102db**

Junction Box/Backup Alarm Bracket: **Backup Alarm Bracket Installed**

Body up switch/light: **Body UP Switch/Body Up Light (Trucklite)**

Backbone & Wire Standoffs: **10' Backbone (For SA)**

Camera: **Camera supplied with chassis**

Grill Light(s): **LED Mini-flashers w/ bracket (pair)**

Electrical Install Opt 1: **Back up camera system using Ford dash mounted screen**

Electrical Install Opt 2: **Install Controls and Wiring for Western Tornado Spreader**

Electrical Spec Notes:

AMERICAN PUBLIC WORKS ASSOCIATION





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CUSTOMER QUOTE

Page 3

Hydraulics: **1 ton package**

Hydraulic System Type: **12v Power Pack (sales to order with unit)**

Quick Coupler Upgrade: **Standard Quick Couplers**

Hydraulics Notes:

Total configured price: \$30,228.00

****INCLUDES FREIGHT****

Sourcewell package discount: 10%

Discounted single package price: \$28,376.00

Package(s) : 1

Total: \$28,376.00

Signed: _____

Date: _____

Quote notes:

AMERICAN PUBLIC WORKS ASSOCIATION



CITY OF DES PLAINES

RESOLUTION R - 20 - 21

A RESOLUTION AUTHORIZING THE PURCHASE OF ONE FORD F-550 TRUCK CHASSIS FROM SUTTON AUTO GROUP AND RELATED EQUIPMENT FROM HENDERSON PRODUCTS, INC.

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, authorize and encourage intergovernmental cooperation; and

WHEREAS, the Public Works and Engineering Department has identified the need to replace truck #9034 with a 2021 Ford F-550 truck chassis ("**Vehicle**") to be upfitted with a dump body and associated snow and ice control equipment (collectively, "**Equipment**"); and

WHEREAS, the City has sufficient funds in the Water/Sewer Equipment Replacement Fund during the 2021 fiscal year to purchase the Vehicle and Equipment; and

WHEREAS, the City is a member of the Northwest Municipal Conference ("**NWMC**"), a corporate organization representing municipalities and townships located within the State of Illinois and the Counties of Cook, DuPage, Kane, Lake and McHenry; and

WHEREAS, the City participates in the NWMC Suburban Purchasing Cooperative ("**SPC**"), which permits local governments to purchase commodities and services according to contracts negotiated by the NWMC, resulting in significant savings for the City; and

WHEREAS, SPC sought bids for the award of SPC Contract #182 for the purchase of the Vehicle; and

WHEREAS, SPC identified Sutton Auto Group of Matteson, Illinois ("**Sutton**") as the lowest responsible bidder for SPC Contract #182 in the not-to-exceed amount of \$40,088; and

WHEREAS, the City desires to purchase the Vehicle from Sutton in accordance with SPC Contract #182 in the not-to-exceed amount of \$40,088; and

WHEREAS, the City is also a member of the Sourcewell, formerly National Joint Powers Alliance, ("**Sourcewell**") a public agency that provides cooperative purchasing solutions for government and educational agencies; and

WHEREAS, Sourcewell has identified Henderson Products, Inc. ("**Henderson**") as a qualified bidder and awarded Contract #080818-HPI to Henderson for the purchase of the Equipment; and

WHEREAS, the City desires to purchase the Equipment from Henderson in accordance with Sourcewell Contract #080818-HPI in the not-to-exceed amount of \$28,376; and

WHEREAS, City staff has determined that SPC's and Sourcewell's purchasing policies satisfy the City's competitive bidding requirements; and

WHEREAS, the City Council has determined that it is in the best interest of the City to authorize the purchase of the Vehicle from Sutton in the not-to-exceed amount of \$40,088, in accordance with SPC Contract #182, and to authorize the purchase the Equipment from Henderson in the not-to-exceed amount of \$28,376, in accordance with Sourcewell Contract #080818-HPI, for a total amount not to exceed \$68,464;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Plaines, Cook County, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION 2: APPROVAL OF PURCHASE OF VEHICLE. The City Council hereby approves the purchase of the Vehicle from Sutton in the not-to-exceed amount of \$40,088.

SECTION 3: AUTHORIZATION OF PURCHASE OF VEHICLE. The City Manager is hereby authorized and directed to execute such documents approved by the General Counsel and to make such payments, on behalf of the City, as are necessary to complete the purchase of the Vehicle from Sutton in the not-to-exceed amount of \$40,088, all in accordance with SPC Contract #182.

SECTION 4: APPROVAL OF PURCHASE OF EQUIPMENT. The City Council hereby approves the purchase of the Equipment from Henderson in the not-to-exceed amount of \$28,376.

SECTION 5: AUTHORIZATION OF PURCHASE OF EQUIPMENT. The City Manager is hereby authorized and directed to execute such documents approved by the General Counsel and to make such payments, on behalf of the City, as are necessary to complete the purchase of the Equipment from Henderson in the not-to-exceed amount of \$28,376, all in accordance with Sourcewell Contract #080818-HPI.

SECTION 6: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2021.

APPROVED this ____ day of _____, 2021.

VOTE: AYES ____ NAYS ____ ABSENT ____

MAYOR

ATTEST:

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

DP-Resolution Approving Purchase of One Ford F-550 Truck from Sutton Auto Group through SPC to Replace 9034



PUBLIC WORKS AND
ENGINEERING DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5390
desplaines.org

MEMORANDUM

Date: January 5, 2021
To: Michael G. Bartholomew, MCP, LEED-AP, City Manager
From: Jon Duddles, P.E., CFM, Assistant Director of Public Works and Engineering *ASD*
Cc: Timothy P. Oakley, P.E., CFM, Director of Public Works and Engineering
Subject: 2021 Motor Fuel Tax Maintenance Resolution
Section Number 21-00000-00-GM

Issue: In order for municipalities to expend Motor Fuel Tax funds on annual maintenance operations, the Illinois Department of Transportation (IDOT) requires a Municipal Estimate of Maintenance Costs and a Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code.

Analysis: The Municipal Estimate of Maintenance Costs itemizes all Motor Fuel Tax maintenance expenditures proposed for 2021 in the City of Des Plaines, which includes sidewalk improvements (\$250,000), crack filling and pavement markings (\$165,000), repair and maintenance of traffic signals (\$44,000), electric energy costs for street lighting and traffic signals (\$255,000), ice control (\$400,000), curb and alley improvements (\$500,000), and material testing (\$40,000). These items and amounts are included in the 2021 Motor Fuel Tax Fund budget and total \$1,654,000.

Recommendation: We recommend approval of the 2021 Estimate of Maintenance Costs and adoption of the IDOT Resolution for Maintenance under the Illinois Highway Code.

Attachments:

Attachment 1 - Estimate of Maintenance Costs
Attachment 2 - Resolution for Maintenance
Resolution R-21-21



Local Public Agency General Maintenance



Estimate of Maintenance Costs

Submission Type

Maintenance Period

Local Public Agency	County	Section Number	Beginning	Ending
City of Des Plaines	Cook	21-00000-00	01/01/21	12/31/21

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
21-00000-01-GM Sidewalk, Alley & Curb Improvements	IV	No	Outside Contractor-Contract Bid out by City					\$750,000.00
21-00000-02-GM Ice Control	I	No	CMS					\$400,000.00
21-00000-03-GM Repair and Maintenance Traffic Signals	IIB	No						\$44,000.00
21-00000-04-GM Electricity Costs	I	No						\$255,000.00
21-00000-05-GM Crack Filling	IIB	No						\$100,000.00
21-00000-06-GM Pavement Marking	IIB	No						\$65,000.00
Total Operation Cost								\$1,614,000.00

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor				
Local Public Agency Equipment				
Materials/Contracts(Non Bid Items)				
Materials/Deliver & Install/Materials Quotations (Bid Items)				
Formal Contract (Bid Items)				
Maintenance Total				

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering				
Engineering Inspection				
Material Testing	\$40,000.00			\$40,000.00
Advertising				
Bridge Inspection Engineering				
Maintenance Engineering Total	\$40,000.00			\$40,000.00
Total Estimated Maintenance	\$40,000.00			\$40,000.00

Remarks

Estimate of Maintenance Costs

Submittal Type

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
City of Des Plaines	Cook	21-00000-00	01/01/21	12/31/21

SUBMITTED

Local Public Agency Official	Date
<input type="text"/>	<input type="text"/>

Title

County Engineer/Superintendent of Highways	Date
<input type="text"/>	<input type="text"/>

APPROVED

Regional Engineer Department of Transportation	Date
<input type="text"/>	<input type="text"/>



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
R-21-21	Original	21-00000-00-GM

BE IT RESOLVED, by the Council of the City of Des Plaines Illinois that there is hereby appropriated the sum of One million, six hundred fifty-four thousand & no/100 Dollars (\$1,654,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/21 to 12/31/21.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of Des Plaines shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Jennifer Tsalapatanis City Clerk in and for said City of Des Plaines in the State of Illinois, and keeper of the records and files thereof, as

provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council of Des Plaines at a meeting held on 01/19/21

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day day of Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date

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CITY OF DES PLAINES

RESOLUTION R - 21 - 21

A RESOLUTION FOR MAINTENANCE UNDER THE ILLINOIS HIGHWAY CODE (21-00000-00-GM).

BE IT RESOLVED, by the Mayor and City Council of the City of Des Plaines, Illinois, that there is hereby appropriated the sum of \$1,654,000.00 of Motor and Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2021 to December 31, 2021.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period specified above.

BE IT FURTHER RESOLVED, that the City of Des Plaines shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation; and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four certified originals of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

This Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this ____ day of _____, 2021.

APPROVED this ____ day of _____, 2021.

VOTE: AYES ____ NAYS ____ ABSENT ____

MAYOR

Approved as to form:

ATTEST:

CITY CLERK

Peter M. Friedman, General Counsel



PUBLIC WORKS AND
ENGINEERING DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5390
desplaines.org

MEMORANDUM

Date: January 7, 2021

To: Michael G. Bartholomew, MCP, LEED-AP, City Manager

From: Jon Duddles, P.E., CFM, Assistant Director of Public Works and Engineering *ASD*

Cc: Timothy P. Oakley, P.E., CFM, Director of Public Works and Engineering

Subject: US Route 12 (Rand Road) from Central Road to Elk Boulevard – Side Path Project
Construction Engineering

Issue: The City was awarded a federal grant in the amount of \$1,281,630 through the Illinois Transportation Enhancement Program (ITEP), and \$2,377,920 through the Congestion Mitigation and Air Quality Improvement Program (CMAQ) for the construction of the Rand Road Side Path Project. Both grants provide up to 80 percent funding with a 20 percent local match. The project design and right-of-way acquisition is nearly complete and the project is targeted for the March 2021 State letting. The overall project construction cost including construction engineering is estimated at \$4,254,030.

Analysis: In order to access the federal grant funds for the construction engineering, the City must enter into a *Local Agency Agreement for Federal Participation* with the Illinois Department of Transportation (IDOT). In addition, the City must execute the *Construction Engineering Services Agreement for Federal Participation* with the engineering consultant that will complete the construction engineering.

Through a qualifications based selection process conducted in accordance with federal and state requirements and guidelines, Civiltech Engineering, Inc. submitted the top-ranked proposal and is recommended for the construction engineering work. Civiltech Engineering also performed the design engineering on the project. The estimated cost for the construction engineering is \$443,016.00. The ITEP and CMAQ grant awards will provide up to \$374,918.80 in funding toward construction engineering with the remaining \$68,097.20 being provided by the City as a local match.

Recommendation: We recommend approval of the *Local Public Agency Agreement for Federal Participation* with IDOT. We also recommend approval of the *Construction Engineering Services Agreement for Federal Participation* with Civiltech Engineering, Inc., Two Pierce Place, Suite 1400, Itasca, Illinois 60143 for a not-to-exceed amount of \$443,016. Given the ITEP and CMAQ grant funding, the total local cost to the City is a not-to-exceed amount of \$68,097.20. Source of funding would be budgeted 2021 Capital Projects Funds.

Attachments:

Resolution R-26-21

Exhibit A - Local Public Agency Agreement for Federal Participation

Exhibit B - Construction Engineering Services Agreement for Federal Participation

CITY OF DES PLAINES

RESOLUTION R - 26 - 21

A RESOLUTION APPROVING THE EXECUTION OF A LOCAL AGENCY AGREEMENT WITH IDOT AND AN ENGINEERING SERVICES AGREEMENT WITH CIVILTECH ENGINEERING, INC. IN CONNECTION WITH THE CONSTRUCTION OF THE RAND ROAD SIDEPATH PROJECT.

WHEREAS, Article VII, Section 10, of the 1970 Illinois Constitution authorizes the City to contract with individuals, associations and corporations, in any manner not prohibited by law or ordinance; and

WHEREAS, the City was awarded \$1,281,630 in Illinois Transportation Enhancement Program ("**ITEP**") grant funding, \$2,377,920 in Congestion Mitigation and Air Quality Improvement Program ("**CMAQ**") grant funding, and \$320,408 in ITEP Flexible Federal Match credits for Phase I and Phase II Engineering ("**ITEP Match**"), for the design and construction of the Rand Road Sidepath Project ("**Project**"); and

WHEREAS, in order to begin, and to receive ITEP, CMAQ, and ITEP Match funds for the Project, the Illinois Department of Transportation ("**IDOT**") requires that the City enter into: (i) a Local Agency Agreement for Federal Participation with IDOT setting forth the rights and responsibilities of the City and IDOT in connection with the completion of the Project ("**Local Agency Agreement**"); and (ii) a Construction Engineering Services Agreement for Federal Participation with an engineering firm ("**Engineering Services Agreement**") for the procurement of construction engineering services for the Project ("**Engineering Services**"); and

WHEREAS, the estimated cost to complete the Project, including construction and the Engineering Services, is \$4,254,030; and

WHEREAS, pursuant to the terms of the ITEP grant, CMAQ grant, and the Local Agency Agreement, \$3,659,550 of the cost of the Project will be paid by federal funds ("**Federal Share**") and the remainder of the cost of the Project will be paid by the City ("**City Share**"), which City Share is estimated to be \$594,480; and

WHEREAS, pursuant to the Local Agency Agreement: (i) IDOT will pay the cost of constructing the Project, and the City will reimburse IDOT for the City Share of the construction cost; and (ii) the City will pay the cost of the Engineering Services for the Project, and IDOT will reimburse the City for the Federal Share of the Engineering Services cost; and

WHEREAS, the City has appropriated sufficient funds in the Capital Projects Fund for use by the Department of Public Works and Engineering during the 2021 fiscal year to pay the City Share of the cost of the Project; and

WHEREAS, pursuant to Chapter 10 of Title 1 of the City Code of the City of Des Plaines and Section 7.4(E) of the City’s purchasing policy, the City Council has determined that the procurement of the Engineering Services is not adapted to award by competitive bidding because the Engineering Services require a high degree of professional skill and judgment; and

WHEREAS, in accordance with the IDOT Bureau of Local Roads and Streets Manual Chapter 5 requirements for projects that include federal funds, the City conducted a formal Qualifications Based Selection (QBS) process for the selection of an engineering consultant; and

WHEREAS, as determined pursuant to the QBS process, Civiltech Engineering, Inc. (“*Consultant*”) submitted the top-ranked proposal; and

WHEREAS, the City desires to enter into the: (i) Local Agency Agreement with IDOT; and (ii) Engineering Services Agreement with Consultant for the performance of the Engineering Services in the not-to-exceed amount of \$443,016; and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into the: (i) Local Agency Agreement with IDOT; and (ii) Engineering Services Agreement with Consultant;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Plaines, Cook County, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION 2: APPROVAL OF LOCAL AGENCY AGREEMENT. The City Council hereby approves the Local Agency Agreement in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the General Counsel.

SECTION 3: AUTHORIZATION TO EXECUTE LOCAL AGENCY AGREEMENT. The City Council hereby authorizes and directs the Mayor and the City Clerk to execute and seal, on behalf of the City, the final Local Agency Agreement.

SECTION 4: WAIVER OF COMPETITIVE BIDDING. The requirement that competitive bids be solicited for the procurement of the Engineering Services is hereby waived.

SECTION 5: APPROVAL OF ENGINEERING SERVICES AGREEMENT. The City Council hereby approves the Engineering Services Agreement in substantially the form attached to this Resolution as **Exhibit B**, and in a final form to be approved by the General Counsel.

SECTION 6: AUTHORIZATION TO EXECUTE THE ENGINEERING SERVICES AGREEMENT. The City Council hereby authorizes and directs the Mayor and the City Clerk to execute and seal, on behalf of the City, the final Engineering Services Agreement.

SECTION 7: AUTHORIZATION TO PAY CITY SHARE. The City Council hereby authorizes the City Manager and the Director of Finance to pay the City Share of the Project costs in accordance with the Local Agency Agreement and the Engineering Services Agreement.

SECTION 8: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this ___ day of _____, 2021.

APPROVED this ___ day of _____, 2021.

VOTE: AYES _____ NAYS _____ ABSENT _____

MAYOR

Approved as to form:

ATTEST:

CITY CLERK

Peter M. Friedman, General Counsel



LOCAL PUBLIC AGENCY

Local Public Agency		County	Section Number	
City of Des Plaines		Cook	14-00221-00-BT	
Fund Type	ITEP, SRTS, HSIP Number(s)		MPO Name	MPO TIP Number
ITEP, CMAQ	131039		CMAQ	03-14-0014

Construction on State Letting
 Construction Local Letting
 Day Labor
 Local Administered Engineering
 Right-of-Way

Construction		Engineering		Right of Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-91-126-16	TE-00D(029)				

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 consulted in accordance with plans prepared by, or on behalf of the LPA and approved by the STATE using the STATE's policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "FHWA".

LOCATION

Local Street/Road Name	Key Route	Length	Stationing	
US 12 (Rand Road)	334	1.41	From	To
			8.62	10.03

Location Termini
Central Road to Golf Road

Current Jurisdiction	Existing Structure Number(s)	Add Location
IDOT		Remove

LOCATION

Local Street/Road Name	Key Route	Length	Stationing	
US 12 (Rand Road)	3523	0.98	From	To
			0	0.98

Location Termini
Golf Road to Elk Boulevard

Current Jurisdiction	Existing Structure Number(s)	Add Location
IDOT		Remove

PROJECT DESCRIPTION

Construction of sidepath on the south side of US 12 (Rand Rd) between Central Rd and Elk Blvd.

LOCAL PUBLIC AGENCY APPROPRIATION - REQUIRED FOR STATE LET CONTRACTS

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.

METHOD OF FINANCING - (State-Let Contract Work Only)

Check One

METHOD A - Lump Sum (80% of LPA Obligation _____)

Lump Sum Payment - Upon award of the contract for this improvement, the LPA will pay 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) in a lump sum within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.

METHOD B - _____ Monthly Payments of _____ due by the _____ of each successive month.

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. The LPA 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 - LPA's Share BALANCE _____ divided by estimated total cost multiplied by actual progress payment.

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 adjust 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 the LPA on this or any other contract. The STATE at its sole option, upon notice to the LPA, may place the debit into the Illinois Comptroller's Offset System (15 ILCS 405/10.05) or take such other and further action as may be required to recover the debt.

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, 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 Public 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, a jurisdictional addendum is required.
5. To maintain or cause to be maintained the completed improvement (or that portion within its jurisdiction as established by addendum referred to in item 4 above) in a manner satisfactory to the STATE and the FHWA.
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 STATE. The LPA agrees to cooperate fully with any audit conducted by the Auditor General, 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 presumption in favor of the STATE for 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. (Local Contracts or Day Labor) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to complete the project.
11. (Preliminary Engineering) In the event that right-of-way acquisition for, or 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 FHWA authorization, the LPA will repay the STATE any Federal funds received under the terms of this agreement.
12. (Right-of-Way Acquisition) In the event construction has not commenced by the close of the twentieth fiscal year following FHWA authorization using right-of-way acquired this agreement, the LPA will repay the STATE any Federal Funds received under the terms of this agreement.
13. (Railroad Related Work) The LPA is responsible for the payment of the railroad related expenses in accordance with the LPA/ railroad agreement prior to requesting reimbursement from the STATE. 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.
14. Certifies to the best of its knowledge and belief that 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.
15. To include the certifications, listed in item 14 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
 16. (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.
 17. 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 (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.
 18. To regulate parking and traffic in accordance with the approved project report.
 19. To regulate encroachments on public rights-of-way in accordance with current Illinois Compiled Statutes.
 20. To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with the current Illinois Compiled Statutes.
 21. 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 in which no expenditures have been charged against federal funds for the past twelve (12) months.
 22. (Reimbursement Requests) For reimbursement requests the LPA will submit supporting documentation with each invoice. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, personnel and direct cost summaries, and other documentation supporting the requested reimbursement amount (Form BLR 05621 should be used for consultant invoicing purposes). LPA invoice requests to the STATE will be submitted with sequential invoice numbers by project.
 23. (Final Invoice) 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 work 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. Form BLR 05613 (Engineering Payment Record) is required to be submitted with the final invoice on the engineering projects.
 24. (Project Closeout) The LPA shall provide the final report to the appropriate STATE district office within twelve (12) 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 (12) 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.
 25. (Project End Date) For Preliminary Engineering projects the end date is ten (10) years from the execution date of the agreement. For Right-of-Way projects the end date is fifteen (15) years from the execution date of the agreement. For Construction projects the end date is five (5) years for projects under \$1,000,000 or seven (7) years for projects over \$1,000,000 from the execution date of the agreement. Requests for time extensions and joint agreement amendments must be received and approved prior to expiration of the project end date. Failure to extend the end date 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 Internal Audit, Room 201, 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.
 27. That the LPA is required to register with the System for Award Management or SAM, 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/SAM/>
 28. (Required Uniform Reporting) To comply with the Grant Accountability and Transparency Act (30 ILCS 708) that requires a uniform reporting of expenditures. Uniform reports of expenditures shall be reported no less than quarterly using IDOT's BoBS 2832 form available on IDOT's web page under the "Resources" tab. Additional reporting frequency may be required based upon specific conditions, as listed in the accepted Notice of State Award (NOSA). Specific conditions are based upon the award recipient/grantee's responses to the Fiscal and Administrative Risk Assessment (ICQ) and the Programmatic Risk Assessment (PRA).

NOTE: Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports" if the report is more than 30 calendar days delinquent, without any

approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>)

THE STATE AGREES:

1. To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the LPA's certification of compliance with Title II and III Requirements.
2. (State Contracts) To receive bids for 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 pay estimates in accordance with the division of cost page.
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 federal and/or state share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payments by the LPA;
 - b. To provide independent assurance sampling and furnish off-site material inspection and testing at sources normally visited by STATE inspectors for 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 (31 U.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, obligation 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 the act exempt its application.

ADDENDA

Additional information and/or stipulations are hereby attached and identified below as being a part of this agreement.

	1.	Location Map
	2.	Division of Cost
<input type="button" value="Add Row"/>		

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

APPROVED

State of Illinois
Department of Transportation

Local Public Agency

Name of Official (Print or Type Name)

Matthew Bogusz

Title of Official

Mayor

Signature

Date

--	--

Omer Osman P.E., Acting Secretary

Date

--	--

By:

Director of Planning & Programming

Date

--	--

Director of Planning & Programming

Date

--	--

Philip C. Kaufmann, Chief Counsel

Date

--	--

Joanne Woodworth, Acting Chief Fiscal Officer

Date

--	--

The above signature certifies the agency's Tin number is _____ conducting business as a Governmental Entity.

Duns Number _____

NOTE: if the LPA signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

ADDENDA NUMBER 2

Local Public Agency	County		Section Number
City of Des Plaines	Cook	14-00221-00-BT	

Construction	Engineering	Right of Way
Job Number	Job Number	Job Number
C-91-126-16	TE-00D(029)	
Project Number	Project Number	Project Number

DIVISION OF COST

Type of Work	Federal Funds			State Funds			Local Public Agency			Totals
	Fund Type	Amount	%	Fund Type	Amount	%	Fund Type	Amount	%	
- Participating Construction	ITEP	\$1,179,100.00	100%							\$1,179,100.00
- Construction Engineering	ITEP	\$102,530.00	100%							\$102,530.00
- Participating Construction	CMAQ	\$2,105,531.20	80%				Local	\$526,382.80	BAL	\$2,631,914.00
- Construction Engineering	CMAQ	\$272,388.80	80%				Local	\$68,097.20	20%	\$340,486.00
-										
-										
-										
-										
-										
-										
-										
Total	Total	\$3,659,550.00		Total			Total	\$594,480.00		\$4,254,030.00

Add

If funding is not a percentage of the total place an asterisk (*) in the space provided for the percentage and explain below:

-ITEP grant funding not to exceed \$1,281,630.

-CMAQ grant funding not to exceed \$2,377,920.

-\$320,408 in ITEP Flexible Federal Match credits from Phase I and Phase II Engineering, to be used as ITEP local match in Construction and Construction Engineering phases.

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 reimbursement.

Local Public Agency	LOCAL AGENCY  Illinois Department of Transportation Construction Engineering Services Agreement For Federal Participation	CONSULTANT	Consultant
City of Des Plaines			Civiltech Engineering, Inc.
County			Address
Cook			Two Pierce Place, Suite 1400
Section			City
14-00221-00-BT			Itasca
Project No.	State		Illinois
TE-00D(029)	Zip Code		60143
Job No.	Contact Name/Phone/E-mail Address		James D. Ewers, P.E.; 630.773.3900 jewers@civiltechinc.com
C-91-126-16			
Contact Name/Phone/E-mail Address			
Timothy Horn, P.E.; 847.391.5386 thorn@desplaines.org			

THIS AGREEMENT is made and entered into this _____ day of _____, 2020 between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT described herein. Federal-aid funds allotted to the LPA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director Division of Highways, Regional Engineer, Department of Transportation
Resident Construction Supervisor In Responsible Charge	Authorized representative of the LPA in immediate charge of the engineering details of the PROJECT
Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

Project Description

Name US Route 12 (Rand Rd.) Sidewalk Route FAU 3523 Length 2.39 mi Structure No. N / A

Termini Central Road to Elk Boulevard

Description: The work consists of pavement and utility removals, construction of a 10 foot wide PCC path, 8 foot wide PCC path, earth excavation, erosion control, storm sewers, modular block retaining walls, mobilization, traffic control and protection, and all incidental and collateral work necessary to complete the project as shown in the plans.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT hereinbefore described and checked below:
 - a. Proportion concrete according to applicable STATE Bureau of Materials and Physical Research (BMPR) Quality Control/Quality Assurance (QC/QA) training documents or contract requirements and obtain samples and perform testing as noted below.
 - b. Proportion hot mix asphalt according to applicable STATE BMPR QC/QA training documents and obtain samples and perform testing as noted below.
 - c. For soils, to obtain samples and perform testing as noted below.
 - d. For aggregates, to obtain samples and perform testing as noted below.

NOTE: For 1a. through 1d. the ENGINEER is to obtain samples for testing according to the STATE BMPR "Project Procedures Guide", or as indicated in the specifications, or as attached herein by the LPA; test according to the STATE BMPR "Manual of Test Procedures for Materials", submit STATE BMPR inspection reports; and verify compliance with contract specifications.

- e. Inspection of all materials when inspection is not provided at the sources by the STATE BMPR, and submit inspection reports to the LPA and the STATE in accordance with the STATE BMPR "Project Procedures Guide" and the policies of the STATE.
 - f. For Quality Assurance services, provide personnel who have completed the appropriate STATE BMPR QC/QA trained technician classes.
 - g. Inspect, document and inform the LPA employee In Responsible Charge of the adequacy of the establishment and maintenance of the traffic control.
 - h. Geometric control including all construction staking and construction layouts.
 - i. Quality control of the construction work in progress and the enforcement of the contract provisions in accordance with the STATE Construction Manual.
 - j. Measurement and computation of pay items.
 - k. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
 - l. Preparation and submission to the LPA by the required form and number of copies, all partial and final payment estimates, change orders, records, documentation and reports required by the LPA and the STATE.
 - m. Revision of contract drawings to reflect as built conditions.
 - n. Act as resident construction supervisor and coordinate with the LPA employee In Responsible Charge.
2. Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with the AGREEMENT.
 3. To furnish the services as required herein within twenty-four hours of notification by the LPA employee In Responsible Charge.
 4. To attend meetings and visit the site of the work at any reasonable time when requested to do so by representatives of the LPA or STATE.
 5. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without the written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
 6. The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LPA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work completed to date. Such invoices shall represent the value, to the LPA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
 7. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable to improvement of the SECTION; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
 8. That the ENGINEER shall be responsible for the accuracy of the ENGINEER's work and correction of any errors, omissions or ambiguities due to the ENGINEER'S negligence which may occur either during prosecution or after acceptance by the LPA. Should any damage to persons or property result from the ENGINEER's error, omission or negligent act, the ENGINEER shall indemnify the LPA, the STATE and their employees from all accrued claims or liability and assume all restitution and repair costs arising from such negligence. The ENGINEER shall give immediate attention to any remedial changes so there will be minimal delay to the contractor and prepare such data as necessary to effectuate corrections, in consultation with and without further compensation from the LPA.
 9. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LPA.
 10. The undersigned certifies neither the ENGINEER nor I have:
 - a) employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT;
 - b) agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or

- c) paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - d) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - e) have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - f) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) of this certification; and
 - g) have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
11. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
 12. To submit all invoices to the LPA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
 13. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the work called for in the AGREEMENT.
 14. To be prequalified with the STATE in Construction Inspection when the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor. The onsite resident construction supervisor shall have a valid Documentation of Contract Quantities certification.
 15. Will provide, as required, project inspectors that have a valid Documentation of Contract Quantities certification.

II. THE LPA AGREES,

1. To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
2. To furnish the necessary plans and specifications.
3. To notify the ENGINEER at least 24 hours in advance of the need for personnel or services.
4. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee Formulas

- FF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
- FF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor
 FF=Fixed Fee
 SBO = Services by Others

Total Compensation = DL +IHDC+OH+FF+SBO

- Specific Rate (Pay per element)
- Lump Sum _____

5. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - b) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
6. The recipient shall not discriminate on the basis on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department 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.).
7. To submit approved form BC 775 (Exhibit C) and BC 776 (Exhibit D) with this AGREEMENT.
8. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

III. It is Mutually Agreed,

1. That the ENGINEER and the ENGINEER's subcontractors will maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times during the AGREEMENT period and for three years from the date of final payment under this AGREEMENT, for inspection by the STATE, Federal Highway Administration or any authorized representatives of the federal government and copies thereof shall be furnished if requested.
2. That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services specified herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
3. That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That this AGREEMENT may be terminated by the LPA upon written notice to the ENGINEER, at the ENGINEER's last known address, with the understanding that should the AGREEMENT be terminated by the LPA, the ENGINEER shall be paid for any services completed and any services partially completed. The percentage of the total services which have been rendered by the ENGINEER shall be mutually agreed by the parties hereto. The fixed fee stipulated in numbered paragraph 4d of Section II shall be multiplied by this percentage and added to the ENGINEER's actual costs to obtain the earned value of work performed. All field notes, test records and reports completed or partially completed at the time of termination shall become the property of, and be delivered to, the LPA.
5. That any differences between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.

6. That in the event the engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent or inadequate, the STATE shall have the right to supplement the engineering and inspection force or to replace the engineers or inspectors employed on such work at the expense of the LPA.
7. That the ENGINEER has not been retained or compensated to provide design and construction review services relating to the contractor's safety precautions, except as provided in numbered paragraph 1f of Section I.
8. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - (b) Establishing a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation and employee assistance program; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
 - (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section S of the Drug Free Workplace Act.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
 - (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
9. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT-assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination this AGREEMENT or such other remedy as the LPA deems appropriate.
 10. When the ENGINEER is requested to complete work outside the scope of the original AGREEMENT, a supplemental AGREEMENT will be required. Supplements will also be required for the addition or removal of subconsultants, direct costs, the use of previously unspecified staff, and other material changes to the original AGREEMENT.

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
Civiltech Engineering, Inc.	36-3606666	\$399,516.00
Sub-Consultants:	TIN Number	Agreement Amount
Midland Standard Engineering & Testing, Inc.	20-2435502	\$43,500.00
Sub-Consultant Total:		\$43,500.00
Prime Consultant Total:		\$399,516.00
Total for all Work:		\$443,016.00

Executed by the LPA:

City of Des Plaines

(Municipality/Township/County)

ATTEST:

By: _____
City
Clerk

By: _____
 Title: Mayor

(SEAL)

Executed by the ENGINEER:

Civiltech Engineering, Inc.

ATTEST:

By: _____
 Title: Vice President

By: _____
 Title: President

Exhibit A - Construction Engineering

Route: FAU 3523 (US Route 12 Rand Rd) Sidepath
 Local City of Des Plaines
 (Municipality/Township/County)
 Section: 14-00221-00-BT
 Project: TE-00D(029)
 Job No.: C-91-126-16

*Firm's **approved rates** on file with Bureau of Accounting and Auditing:

Overhead Rate (OH) 124.88 %
 Complexity Factor (R) 0.00
 Calendar Days _____

Cost Plus Fixed Fee Methods of Compensation:

- Fixed Fee 1 14.5%[DL + R(DL) + OH(DL) + IHDC]
- Fixed Fee 2 14.5%[(2.3 + R)DL + IHDC]
- Specific Rate
- Lump Sum

Cost Estimate of Consultant's Services in Dollars									
Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead (OH*DL)	Services by Others (SBO)	In-House Direct Costs (IHDC)	Fixed Fee (FF)	Total
Totals		0.00							

See attached Cost Estimate of Consultant's Services

**Exhibit A - Construction Engineering
 COST ESTIMATE OF CONSTRUCTION SERVICES
 PHASE III ENGINEERING SERVICES
 US Route 12 (Rand Rd.) Sidepath Improvement
 City of Des Plaines**

Route: FAP 334; FAU 3523; US Route 12 (Rand Rd.) Sidepath Improvement
Local Agency: City of Des Plaines
Section No.: 14-00221-00-BT
Project No.: TE-00D(029)
Job No.: C-91-126-16
County: Cook

*Includes annual increase (3%) for work in 2021
 **Firm's approved Over Head rate on file with IDOT's Bureau of Accounting and Auditing is 124.88%
 ***Labor x 0.145 x 2.2488 = Fixed Fee
 Complexity factor (R=0.00)

Consultant: Civiltech Engineering, Inc.

Prepared: 11/17/2020

ITEM	Employee Classification	Total Number of Manhours	Percent of Total	DOLLARS (\$)				
				Payroll Rate*	Payroll Costs	Payroll, Burden & Fringe Costs; Overhead & Expenses** (Labor x 1.2488)	Fixed Fee*** (Labor x 0.3261)	TOTAL
Construction Engineering:	Res. Engr. III	1,646	47.49%	\$ 42.11	\$ 69,313	\$ 86,558	\$ 22,603	\$ 178,474
	Asst. RE (Res. Engr. III)	1,566	45.18%	\$ 42.11	\$ 65,944	\$ 82,351	\$ 21,504	\$ 169,799
	Res. Engr. V	0	0.00%	\$ 60.34	\$ -	\$ -	\$ -	\$ -
	Intern (Field Tech. I)	0	0.00%	\$ 34.64	\$ -	\$ -	\$ -	\$ -
	Chief Layout Specialist	168	4.85%	\$ 36.31	\$ 6,100	\$ 7,618	\$ 1,989	\$ 15,707
	Structural Engr. IV	20	0.58%	\$ 43.52	\$ 870	\$ 1,086	\$ 284	\$ 2,240
	Sr. Proj . Mngr.	66	1.90%	\$ 70.00	\$ 4,620	\$ 5,769	\$ 1,507	\$ 11,896
								SUBTOTAL
								\$ 378,116
Direct Expenses:								
1.) Vehicle Expense								\$ 20,900
2.) Material Testing								\$ 43,500
3.) Soils Monitoring								\$ -
4.) Printing Expense								\$ 350
5.) Photography								\$ 150
TOTALS		3,466	100.00%		\$ 146,847	\$ 183,382	\$ 47,887	\$ 443,016

- 1.) 380 Days @ \$55.00/Day
- 2.) Material Testing (Midland Standard Engineering & Testing, Inc.)
- 3.) Soils Monitoring
- 4.) Estimated printing expense for Record Drawings
- 5.) Estimated photography expense



Prime Consultant

Name Civiltech Engineering, Inc.
 Address Two Pierce Place, Ste. 1400, Itasca, IL 60143
 Telephone 630.773.3900
 TIN Number 36-3606666

Project Information

Local Agency City of Des Plaines
 Section Number 14-00221-00-BT
 Project Number TE-00D(029)
 Job Number C-91-126-16

This form is to verify the amount paid to the Sub-consultant on the above captioned contract. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the Sub-consultant for the amount listed below.

Sub-Consultant Name	TIN Number	Actual Payment from Prime
Midland Standard Engineering & Testing, Inc.	20-2435502	
Sub-Consultant Total:		
Prime Consultant Total:		
Total for all Work Completed:		

Signature and title of Prime Consultant

Date

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under state and federal law. Disclosure of this information is **REQUIRED** and shall be deemed as concurring with the payment amount specified above.

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).

**Exhibit C
Federal Qualification Based Selection (QBS) Checklist**

Local Public Agency City of Des Plaines
 Section Number 14-00221-00-BT
 Project Number TE-00D(029)
 Job Number C-91-126-16

The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$25,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$25,000.

Form Not Applicable (engineering services less than \$25,000)

1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the <i>BLRS Manual</i> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, IDOT's approval date: _____			
3.	Was the scope of services for this project clearly defined? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
4.	Was public notice given for this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Due date of submittal: <u>10/27/2020</u> Method(s) used for advertisement and dates of advertisement: <u>10-06-20</u> <u>Agency's Website</u>			
5.	Do the written QBS policies and procedures cover conflicts of interest? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
7.	Do the written QBS policies and procedures discuss the method of evaluation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	Criteria for this project	Weighting	Criteria for this project	Weighting
	Professional Technical Competence	<u>30</u> %	Past Performance	<u>10</u> %
	Staff Experience	<u>30</u> %	IDOT Prequalification	<u>10</u> %
	Staff Resources	<u>20</u> %		_____%
		_____%		_____%
8.	Do the written QBS policies and procedures discuss the method of selection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Selection committee (titles) for this project: <u>Assistant Director of Public Works and Civil Engineer II's</u> Top three consultants selected for this project in order: 1) <u>Civiltech Engineering, Inc.</u> 2) <u>V3 Companies</u> 3) <u>Christopher B. Burke Eng.</u> If less than 3 responses were received, IDOT's approval date: _____			
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10.	Were negotiations for this project performed in accordance with federal requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
11.	Were acceptable costs for this project verified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> LPA will rely on IDOT review and approval of costs.			
12.	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
13.	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

US Route 12 (Rand Rd.) Sidepath Improvement Summary of Direct Costs

Route: FAP 334; FAU 3523; US Route 12 (Rand Rd.) Sidepath Improvement
Local Agency: City of Des Plaines
Section No.: 14-00221-00-BT
Proj. No.: TE-00D(029)
Job No.: C-91-126-16
County: Cook
Contract No.: 61G57

Direct Costs:

Printing Expense

Assume 2 large sets for working drawings & 1 set for final "As-Builts"

Bond Prints: 3 sets X 137 sheets/set X \$0.86 per sheet = \$353.46

Total = \$353.46

Say: \$350.00

Photography Expense

Assume 15 sets of developed digital pictures @ \$10.00 ea. = \$150.00

Total: \$150.00

Vehicle Expense

380 vehicle days required @ \$55.00 per day = \$20,900.00

Total: \$20,900.00

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF DES PLAINES, ILLINOIS HELD VIA ZOOM VIDEO CONFERENCE ON MONDAY, JANUARY 4, 2021

CALL TO ORDER:

The regular meeting of the City Council of the City of Des Plaines, Illinois, was called to order by Mayor Bogusz at 7:00 p.m. The meeting was lived-streamed via: <http://desplaines.org/accessdesplaines> and played on DPTV Channel 17 on Monday, January 4, 2021.

ROLL CALL:

Roll call indicated the following Aldermen present: Lysakowski, Moylan, Rodd, Zadrozny, Brookman, Chester, Smith, Goczkowski. A quorum was present.

Also present were: City Manager Bartholomew, Assistant City Manager/Director of Finance Wisniewski, Director of Public Works and Engineering Oakley, Community and Economic Development Director McMahon, Fire Chief Anderson, Police Chief Anderson, and General Counsel Friedman.

PRAYER AND PLEDGE:

The prayer and the Pledge of Allegiance to the Flag of the United States of America was offered by Alderman Rodd.

PUBLIC COMMENT:

The City of Des Plaines continues to follow social distancing requirements. In response to the risks created by the COVID-19 outbreak, Governor Pritzker issued Executive Order 2020-07 on March 16, 2020, suspending the Open Meetings Act provision relating to in-person attendance by the members of the public body. Tonight's meeting is allowed to be conducted via video conferencing.

Public comments were allowed to be e-mailed to publiccomments@desplaines.org or phoned in to the City Clerk's Office by 5:00 p.m. on January 4, 2021.

There were no public comments.

ALDERMEN ANNOUNCEMENTS

Items to be included under Legal and Licensing at the next City Council meeting include:
Determine which items should be included with the Consent Agenda and a Police Department update on the red light camera at Golf Road and Rand Road.

MAYORAL ANNOUNCEMENT

On March 16, 2020, a Declaration of Civil Emergency for the City of Des Plaines related to the COVID-19 emergency was authorized. The Declaration provided that: (1) the City may enter into contracts for the emergency purchase of goods and services; (2) the City Manager may implement emergency staffing protocols pursuant to the City's respective collective bargaining agreements; and (3) directed City officials and employees to cooperate with other government agencies.

In accordance with Illinois statutes, the Mayor's Declaration lasted only for a period of seven days, unless it was extended by action of the City Council. At each subsequent City Council meeting, the City Council, by motion, extended the Declaration until the next adjournment of the next special or City Council meeting. This extension of the Declaration includes Mayor Bogusz's Supplemental Order dated July 29, 2020.

Moved by Goczkowski, seconded by Moylan, to extend the Mayor’s March 16, 2020 Declaration of Civil Emergency until the adjournment of the next regular, special, or emergency meeting of the City Council. Upon roll call, the vote was:

AYES: 8 - Lysakowski, Moylan, Rodd, Zadrozny
Brookman, Chester, Smith, Goczkowski

NAYS: 0 - None

ABSENT: 0 - None

Motion declared carried.

**CONSENT
AGENDA:**

Moved by Rodd, seconded by Brookman, to establish the Consent Agenda. Upon voice vote, the vote was:

AYES: 8 - Lysakowski, Moylan, Rodd, Zadrozny
Brookman, Chester, Smith, Goczkowski

NAYS: 0 - None

ABSENT: 0 - None

Motion declared carried.

Moved by Rodd, seconded by Chester, to approve the Consent Agenda. Upon roll call, the vote was:

AYES: 8 - Lysakowski, Moylan, Rodd, Zadrozny
Brookman, Chester, Smith, Goczkowski

NAYS: 0 - None

ABSENT: 0 - None

Motion declared carried.

Minutes were approved; Ordinance Z-26-20; Resolutions R-1-21, R-2-21, R-3-21, R-4-21, R-5-21, R-6-21, R-7-21, R-8-21, R-9-21, R-10-21, R-12-21, R-13-21, R-14-21, R-15-21, R-16-21, R-17-21 were adopted.

**APPROVE
CONTRACT/
TYLER
TECHNOLOGIES:
Consent Agenda**

Moved by Rodd, seconded by Chester, to approve Resolution R-1-21, A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS UNDER A SOFTWARE LICENSE AGREEMENT WITH TYLER TECHNOLOGIES, INC FOR SOFTWARE LICENSES AND MAINTENANCE SERVICES in the amount of \$129,177.40. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-1-21**

**APPROVE
AGMT/KONICA
MINOLTA:**

Moved by Rodd, seconded by Chester, to approve Resolution R-2-21, A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS UNDER A LEASE WITH KONICA MINOLTA PREMIER FINANCE AND A SERVICES AGREEMENT WITH KONICA MINOLTA BUSINESS SOLUTIONS USA, INC. in the amount \$87,650.16. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-2-21**

**APPROVE
CONTRACT/
BEARY
LANDSCAPING:
Consent Agenda**

Moved by Rodd, seconded by Chester, to approve Resolution R-3-21, A RESOLUTION APPROVING THE FIRST RENEWAL OF A CONTRACT WITH BEARY LANDSCAPING, INC FOR DOWNTOWN LANDSCAPE MAINTENANCE in the amount of \$128,220. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-3-21**

**APPROVE
CONTRACT/
TNT LANDSCAPE:**

Moved by Rodd, seconded by Chester, to approve Resolution R-4-21, A RESOLUTION APPROVING THE FIRST RENEWAL OF A CONTRACT WITH TNT LANDSCAPE CONSTRUCTION, INC FOR PARKWAY RESTORATION AND PLANTING INSTALLATION SERVICES in the amount of \$69,466. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-4-21**

**APPROVE
CONTRACT/
LAKESHORE
RECYCLING:**

Moved by Rodd, seconded by Chester, to approve Resolution R-5-21, A RESOLUTION AUTHORIZING THE SECOND RENEWAL OF A CONTRACT WITH LAKESHORE RECYCLING SYSTEMS FOR STREET SWEEPING SERVICES in the amount of \$127,546.70. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-5-21**

**APPROVE
PURCHASE/
WCMC TREE
CONSORTIUM:**

Moved by Rodd, seconded by Chester, to approve Resolution R-6-21, A RESOLUTION AUTHORIZING THE PURCHASE AND PLANTING OF TREES THROUGH THE WEST CENTRAL MUNICIPAL CONFERENCE SUBURBAN TREE CONSORTIUM in the not-to-exceed amount of \$240,000. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-6-21**

**APPROVE AGMT/
ERA VALDIVIA
CONTRACTORS:**

Moved by Rodd, seconded by Chester, to approve Resolution R-7-21, A RESOLUTION APPROVING AN AGREEMENT WITH ERA VALDIVIA CONTRACTORS, INC FOR THE REPLACEMENT OF THE OAKTON STREET WATER TANK PAINTING in the amount of \$690,800. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-7-21**

**APPROVE AGMT/
CORE & MAIN:**

Moved by Rodd, seconded by Chester, to approve Resolution R-8-21, A RESOLUTION APPROVING AN AGREEMENT WITH CORE & MAIN, LP FOR THE PURCHASE OF MUELLER FIRE HYDRANTS in the amount of \$65,240. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-8-21**

**APPROVE
PURCHASE/
CORE & MAIN:**

Moved by Rodd, seconded by Chester, to approve Resolution R-9-21, A RESOLUTION APPROVING AN AGREEMENT WITH CORE & MAIN, LP FOR THE PURCHASE AND INSTALLATION OF SENSUS WATER METERS in the amount of \$728,400. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-9-21**

**APPROVE TASK
ORDER/**

Moved by Rodd, seconded by Chester, to approve Resolution R-10-21, A RESOLUTION APPROVING TASK ORDER NO. 13 UNDER A MASTER

**M.E. SIMPSON
CO:**

CONTRACT WITH M.E. SIMPSON COMPANY, INC FOR PROFESSIONAL ENGINEERING SERVICES in the amount of \$59,020. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-10-21**

**APPROVE
MINUTES:
Consent Agenda**

Moved by Rodd, seconded by Chester, to approve the Minutes of the City Council meeting of December 21, 2020, as published. Motion declared carried as approved unanimously under Consent Agenda

**APPROVE
MINUTES:
Consent Agenda**

Moved by Rodd, seconded by Chester, to approve the Minutes of the Closed Session City Council meeting of December 21, 2020, as published. Motion declared carried as approved unanimously under Consent Agenda

**SECOND
READING –
ORD. Z-26-20:**

Moved by Rodd, seconded by Chester, to approve Second Reading Ordinance Z-26-20, AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT AND A CONDITIONAL USE FOR A LOCALIZED ALTERNATIVE SIGN REGULATION AT 10 E GOLF ROAD (CASE #20-025-PUD-CU LASR). Motion declared carried as approved unanimously under Consent Agenda.

**APPROVE AGMT/
GRANICUS, LLC:**

**Resolution
R-17-21**

Moved by Rodd, seconded by Chester, to approve Resolution R-17-21, A RESOLUTION APPROVING AN AGREEMENT WITH GRANICUS, LLC FOR WEBSITE DESIGN, DEVELOPMENT, HOSTING AND SUPPORT SERVICES in the not-to-exceed amount of \$97,951.07. Motion declared carried as approved unanimously under Consent Agenda.

**APPROVE
CONTRACT/
ARCHITECTURAL
CONSULTING
GROUP:**

**Resolution
R-12-21**

Moved by Rodd, seconded by Chester, to approve Resolution R-12-21, A RESOLUTION APPROVING A MASTER CONTRACT WITH ARCHITECTURAL CONSULTING GROUP, LTD FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES. Motion declared carried as approved unanimously under Consent Agenda.

**APPROVE
CONTRACT/
ARCHITECTURAL
CONSULTING
GROUP:**

**Resolution
R-13-21**

Moved by Rodd, seconded by Chester, to approve Resolution R-13-21, A RESOLUTION APPROVING A MASTER CONTRACT WITH H.R. GREEN, INC FOR PROFESSIONAL ENGINEERING SERVICES. Motion declared carried as approved unanimously under Consent Agenda.

**APPROVE
CONTRACT/
LAKOTA GROUP:**

Moved by Rodd, seconded by Chester, to approve Resolution R-14-21, A RESOLUTION APPROVING A MASTER CONTRACT WITH LAKOTA GROUP, INC FOR PROFESSIONAL ENGINEERING SERVICES. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-14-21**

**APPROVE
CONTRACT/
WALKER
CONSULTANTS:**

Moved by Rodd, seconded by Chester, to approve Resolution R-15-21, A RESOLUTION APPROVING A MASTER CONTRACT WITH WALKER CONSULTANTS/ENGINEERING, INC FOR PROFESSIONAL ENGINEERING SERVICES. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-15-21**

**APPROVE
CONTRACT/
CIVILTECH
ENGINEERING:**

Moved by Rodd, seconded by Chester, to approve Resolution R-16-21, A RESOLUTION APPROVING A MASTER CONTRACT WITH CIVILTECH ENGINEERING, INC FOR PROFESSIONAL ENGINEERING SERVICES. Motion declared carried as approved unanimously under Consent Agenda.

**Resolution
R-16-21**

NEW BUSINESS:

FINANCE & ADMINISTRATION – Alderman Chester, Chairman

**WARRANT
REGISTER:**

Moved by Chester, seconded by Moylan, to approve the Warrant Register of January 4, 2021 in the Amount of \$2,892,222.49 and approve Resolution R-11-21. Upon roll call, the vote was:

**Resolution
R-11-21**

AYES: 8 - Lysakowski, Moylan, Rodd, Zadrozny
Brookman, Chester, Smith, Goczkowski
NAYS: 0 - None
ABSENT: 0 - None
Motion declared carried.

COMMUNITY DEVELOPMENT – Alderman Rodd, Chairman

**DISCUSS
BUSINESS
ASSISTANCE
PROGRAMS:**

Alderman Rodd explained the reason for tonight’s discussion was to determine feasible approaches to assist businesses which are being financially impacted by COVID-19. A possible initiative is to use, is one similar to Oak Park’s initiative called Take Out 25. People commit to spend \$25 each week on takeout with local restaurants. Other suggestions included extending the initiative to include all businesses in a Take Out 25 program, include all businesses on the interactive map with a link to their website or Facebook page, assist the Chamber of Commerce in marketing the businesses, make information on the city website available regarding loans and grants, establish a voucher program to issue to each household, and prorate the business and liquor licenses.

Staff was directed to report back to the City Council on the initiatives of other communities, ideas on how to close the deficit caused by Rivers Casino closure during COVID-19 restrictions, what a Take Out 25 initiative would entail and add links on

the city website to available loan and grant information for those impacted by COVID-19.

ADJOURNMENT: Moved by Goczkowski, seconded by Chester to adjourn the meeting. The meeting adjourned at 8:40 p.m.

Laura Fast – Deputy City Clerk

APPROVED BY ME THIS _____

DAY OF _____, 2021

Matthew J. Bogusz, MAYOR



FINANCE DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5300
desplaines.org

MEMORANDUM

Date: December 31, 2020
To: Michael G. Bartholomew, City Manager
From: Dorothy Wisniewski, Assistant City Manager/Director of Finance
Subject: Resolution R-18-21, January 19, 2021 Warrant Register

Recommendation: I recommend that the City Council approve the January 19, 2021 Warrant Register Resolution R-18-21.

Warrant Register.....\$1,791,352.80

Estimated General Fund Balance
Balance as of 11/30/2020: \$29,214,612
Please use caution when evaluating this number as revenues fluctuate dramatically from month to month due to delays in receiving sales tax revenue from the State and 1st & 2nd installments of property tax revenue.

CITY OF DES PLAINES

RESOLUTION

R-18-21

Be it resolved by the City Council of the City of Des Plaines that the following bills are due and payable and that the Mayor and City Clerk be and are hereby authorized to make payment for same.

January 19, 2021

City of Des Plaines

Warrant Register 01/19/2021

Line #	Account	Vendor	Invoice	Invoice Description	Amount
Fund: 100 - General Fund					
Department: 00 - Non Departmental					
1	4320	Business Licenses	7134 Club Vaqueros Unidos	Refund 12/23/20 Event License Refund for Event Scheduled 12/5/2020	50.00
Total 00 - Non Departmental					50.00
Elected Office					
Division: 110 - Legislative					
2	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14- 12/13/2020	441.22
3	7320	Equipment < \$5,000	1552 Verizon Wireless	9869093541 Communication Service 11/14- 12/13/2020	214.97
Total 110 - Legislative					656.19
Division: 120 - City Clerk					
4	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14- 12/13/2020	42.41
5	6100	Publication of Notices	1050 Journal & Topics Newspapers	184805 Legal Notice - 2021-2023 Landscape Maint. Greenspace 12/09/2020	86.55
Total 120 - City Clerk					128.96
Total 10 - Elected Office					785.15
City Administration					
Division: 210 - City Manager					
6	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14- 12/13/2020	42.41
7	6110	Printing Services	1233 Press Tech Inc	47301 1 Box of Business Cards 12/24/2020	20.00
8	7320	Equipment < \$5,000	1552 Verizon Wireless	9869093541 Communication Service 11/14- 12/13/2020	687.48
9	7500	Postage & Parcel	1041 Federal Express	7-223-28870 Delivery Service 12/16- 12/17/2020	26.06
Total 210 - City Manager					775.95
Division: 220 - Legal					
10	6009	Legal Fees - Admin Hearings/Prosecutions	1073 Bartel, Raymond	20-18 Legal Services 12/16- 12/17/2020	750.00
11	7500	Postage & Parcel	1041 Federal Express	7-223-28870 Delivery Service 12/16- 12/17/2020	24.99
Total 220 - Legal					774.99
Division: 230 - Information Technology					
12	6000	Professional Services	4714 Wilson Consulting	14103 IT Consultant for Old Dispatch Ctr & Fire Sta 10/15- 12/03/2020	1,250.00
13	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14- 12/13/2020	317.73
Total 230 - Information Technology					1,567.73

City of Des Plaines

Warrant Register 01/19/2021

Line #	Account	Vendor	Invoice	Invoice Description	Amount	
Division: 240 - Media Services						
14	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	120.83
15	6115	Licensing/Titles	1574 SESAC Inc	80306	Music Performance License 1/1/2021-12/31/2021	1,571.00
Total 240 - Media Services					1,691.83	

Division: 250 - Human Resources						
16	5340	Pre-Employment Testing	5372 COPS & FIRE Personnel Testing Service	106268	Pre-Employment Psych Exam for 2 PD Candidates & 1 CSO 12/11/2020	450.00
17	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	58.92
18	6110	Printing Services	1233 Press Tech Inc	47232	2 Boxes of #10 Envelopes 12/17/2020	170.00
Total 250 - Human Resources					678.92	

Total 20 - City Administration					5,489.42
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Department: 30 - Finance						
19	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	99.65
20	7000	Office Supplies	4239 Anderson Safford	9520	2 Self Inking Date Stamps	267.85
21	7320	Equipment < \$5,000	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	759.96
22	7500	Postage & Parcel	1041 Federal Express	7-215-03654	Delivery Service 12/10/2020	47.72
Total 30 - Finance					1,175.18	

Community Development						
Division: 410 - Building & Code Enforcement						
23	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	411.30
24	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	(50.00)
25	7000	Office Supplies	1644 Warehouse Direct Inc	4848550-0	Markers, Pens, Folders, & Pushpins	36.93
Total 410 - Building & Code Enforcement					398.23	

Division: 420 - Planning & Zoning						
26	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	42.41
27	7000	Office Supplies	1644 Warehouse Direct Inc	4848550-0	Markers, Pens, Folders, & Pushpins	36.92
Total 420 - Planning & Zoning					79.33	

Division: 430 - Economic Development						
28	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	1.36
Total 430 - Economic Development					1.36	

Total 40 - Community Development					478.92
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City of Des Plaines

Warrant Register 01/19/2021

Line #	Account	Vendor	Invoice	Invoice Description	Amount
Public Works & Engineering					
Division: 100 - Administration					
29	5310	Membership Dues	1497 IPWMAN - IL Public Works Mutual Aid Network	962 IPWMAN City-Wide Membership Renewal - 01/01-12/31/2021	250.00
30	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14-12/13/2020	99.74
31	6040	Waste Hauling & Debris Removal	8234 Kuusakoski US LLC	A-7987 Electronics Recycling - 12/21/2020	1,041.53
32	6300	R&M Software	6055 Axiom Human Resource Solutions Inc	0000035580 Kronos Monthly User Fee - 11/01-11/30/2020	165.00
Total 100 - Administration					1,556.27

Division: 510 - Engineering					
33	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14-12/13/2020	294.07
34	7500	Postage & Parcel	1041 Federal Express	7-215-03654 Delivery Service 12/10/2020	26.42
Total 510 - Engineering					320.49

Division: 530 - Street Maintenance					
35	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14-12/13/2020	306.95
36	6040	Waste Hauling & Debris Removal	8234 Kuusakoski US LLC	A-7988 Battery Recycling - 12/21/2020	627.25
37	6325	R&M Street Lights	1044 H&H Electric Co	35992 New Streetlighting - River Rd - 11/16/2020, R-78-19	576.62
38	6325	R&M Street Lights	1044 H&H Electric Co	35995 Trail Crossing Signal Repair - Central Ave - 11/16/2020	273.87
39	6325	R&M Street Lights	1044 H&H Electric Co	35997 Locate Cables - Prairie - 11/25/2020	616.36
40	7000	Office Supplies	1644 Warehouse Direct Inc	4848588-0 Planner, Clipboard, Tape, & Laminating Pouches	37.98
41	7000	Office Supplies	1644 Warehouse Direct Inc	4851325-0 Planner & Copy Paper	37.65
42	7020	Supplies - Safety	4093 HD Supply Construction & Industrial-White Cap	10013488339 Cut Resistant Gloves, Nitrile Gloves, Barracuda Gloves, Etc	201.23
43	7020	Supplies - Safety	1941 Global Equipment Company	117011429 68 First Aid Kits	448.80
44	7020	Supplies - Safety	1703 Prosafety Inc	2/875820 120 Safety Vests with Logo	1,170.00
45	7035	Supplies - Equipment R&M	1057 Menard Incorporated	71456 Four Cycle Gas Additive	13.16
46	7050	Supplies - Streetscape	5399 Beary Landscape Management	178747 Paver Removal - Library - 12/07/2020	530.00
47	7050	Supplies - Streetscape	1043 WW Grainger Inc	9755322493 Garbage Can	110.00
48	7055	Supplies - Street R&M	1086 Arrow Road Construction Company	26356 1.97 Tons UPM Cold Mix - Potholes - 12/18/2020	275.80
49	7055	Supplies - Street R&M	1723 Hall Signs Inc	357545 50 Lap Splices for Break Away Sign Post	492.50
50	7055	Supplies - Street R&M	7691 Builders Asphalt LLC	73695 18.39 Tons Asphalt - Main Break Repairs - 12/03/2020	790.77
51	7055	Supplies - Street R&M	7691 Builders Asphalt LLC	73746 12.29 Tons Asphalt - City Hall Alley - 12/04/2020	528.47

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52	7055	Supplies - Street R&M	7691 Builders Asphalt LLC	73817	2.67 Tons Asphalt - Potholes - 12/07/2020	114.81
53	7055	Supplies - Street R&M	7691 Builders Asphalt LLC	73854	1.61 Tons Asphalt - Potholes - 12/8/2020	69.23
54	7055	Supplies - Street R&M	7691 Builders Asphalt LLC	73902	5.38 Tons Asphalt - Potholes - 12/09/2020	231.34
55	7055	Supplies - Street R&M	7691 Builders Asphalt LLC	73951	7.11 Tons Asphalt - Miner St Patch - 12/10/2020	305.73
Total 530 - Street Maintenance					7,758.52	

Division: 535 - Facilities & Grounds Maintenance						
56	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	157.06
57	6145	Custodial Services	8073 Crystal Maintenance Services Corporation	27208	Cleaning Services - PW & Police Station - Dec 2020	2,070.00
58	6195	Miscellaneous Contractual Services	1029 Cintas Corporation	4070358885	Mat Service - Police Station - 12/16/2020	120.79
59	6195	Miscellaneous Contractual Services	1029 Cintas Corporation	4070358907	Mat Service - Metra Station - 12/16/2020	35.00
60	6195	Miscellaneous Contractual Services	1029 Cintas Corporation	4070956612	Mat Service - Metra Station - 12/22/2020	35.00
61	6195	Miscellaneous Contractual Services	1029 Cintas Corporation	4071580868	Mat Service - Police Station - 12/29/2020	120.79
62	6195	Miscellaneous Contractual Services	1029 Cintas Corporation	4071580894	Mat Service - Metra Station - 12/29/2020	35.00
63	6195	Miscellaneous Contractual Services	1311 Hill/Ahern Fire Protection LLC	7178	Annual Sprinkler Inspect - City Hall/Metro/Library - 10/01/2020	1,022.50
64	6315	R&M Buildings & Structures	1021 Republic Services Inc	0551-015019933	Refuse Container Delivery - Food Pantry - 10/28/2020	389.07
65	6315	R&M Buildings & Structures	1025 Bedco Inc	096725	Service Contract - Dec 2020	615.00
66	6315	R&M Buildings & Structures	1025 Bedco Inc	096725	Service Contract - Dec 2020	615.00
67	6315	R&M Buildings & Structures	1025 Bedco Inc	096737	No Heat Service Call - Fire Station #61 - 12/12/2020, R-167-19	1,170.90
68	6315	R&M Buildings & Structures	1025 Bedco Inc	096738	Heater Replacement - Fire Station #63 - 12/11/2020, R-167-19	4,936.50
69	6315	R&M Buildings & Structures	1025 Bedco Inc	096739	No Heat Service Call - Fire Station #63 - 12/09/2020, R-167-19	411.10
70	6315	R&M Buildings & Structures	1025 Bedco Inc	096747	Filter Replacement - Gun Range - 12/18/2020	302.35
71	6315	R&M Buildings & Structures	5698 Doors Done Right Inc	11125	Door Frame Replacement at Food Pantry 10/13/2020	850.00
72	6315	R&M Buildings & Structures	1742 Fredriksen Fire Equipment Co	205416	Fire Extinguisher - History Center - 12/16/2020	124.50
73	6315	R&M Buildings & Structures	1237 Pro-Line Door Systems Inc	89472	Overhead Door Service - Fire Station #63 - 12/28/2020	342.80
74	7000	Office Supplies	1644 Warehouse Direct Inc	4852117-0	Planner	20.69

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Line #	Account	Vendor	Invoice	Invoice Description	Amount	
75	7020	Supplies - Safety	1941 Global Equipment Company	117011429	68 First Aid Kits	74.80
76	7025	Supplies - Custodial	1029 Cintas Corporation	4070358889	Scraper, Cleaners, Paper Towels, Air Freshener, Soap, Etc - PW	251.41
77	7025	Supplies - Custodial	1029 Cintas Corporation	4070956614	Cleaners, Paper Towels, Air Freshener, Mat, Soap, Etc	142.15
78	7025	Supplies - Custodial	1029 Cintas Corporation	4071580870	Scraper, Cleaners, Paper Towel, Air Freshener, Mat, Etc	163.08
79	7045	Supplies - Building R&M	7168 Dexon Computer Inc	106342	Cameras & Associated Equipment Freight Charge	365.00
80	7045	Supplies - Building R&M	2480 Just Faucets	193521	Faucet Repair Parts - Fire Station #61	129.46
81	7045	Supplies - Building R&M	1057 Menard Incorporated	67490	Teflon Tape	6.86
82	7045	Supplies - Building R&M	1043 WW Grainger Inc	9750503097	Door Latch for Men's Bathroom at the Train Station	6.11
83	7045	Supplies - Building R&M	5969 Security Equipment Supply Inc	M46023	Power Access Panel - PW	2,046.55
84	7140	Electricity	1033 ComEd	0459113083-12/20	Electricity Service 11/11-12/14/2020	7,799.08
Total 535 - Facilities & Grounds Maintenance					24,358.55	

Division: 540 - Vehicle Maintenance						
85	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	93.47
86	6135	Rentals	1029 Cintas Corporation	4071010365	Mechanic's Uniform Rental - 12/23/2020	153.57
87	6310	R&M Vehicles	1643 Golf Mill Ford	824959	Water Pump Replacement & Recall - Police 6034 - 12/21/2020	2,229.22
88	7020	Supplies - Safety	1941 Global Equipment Company	117011429	68 First Aid Kits	112.20
89	7020	Supplies - Safety	6244 Valvoline LLC	132963919	36 Bags Oil Dry - PW Shop	611.64
90	7030	Supplies - Tools & Hardware	1053 Kimball Midwest	8468422	Drill Bits, Kim-Brites, Brass Fittings, Etc - PW Stock	147.05
91	7035	Supplies - Equipment R&M	8298 Polyurethane Products Corporations	0199280-IN	2 Poly Cutting Edges - PW 5118 & PW 5027	493.52
92	7035	Supplies - Equipment R&M	2168 Petroleum Technologies Equipment, Inc	24475	4 Manhole Covers - PW 5PW3	1,062.00
93	7035	Supplies - Equipment R&M	1062 NAPA of Des Plaines	5741-782903	Trans Filter - PW 5041	5.66
94	7035	Supplies - Equipment R&M	1575 Pirtek O'Hare	OH-T00007710	Pressure Hoses & Fittings - PW 5PW1	209.32
95	7040	Supplies - Vehicle R&M	1078 Acme Truck Brake & Supply Co	01_154019	Drain Valves, Brass Fittings & Drain Valves - Fire 7603	537.59
96	7040	Supplies - Vehicle R&M	8298 Polyurethane Products Corporations	0199280-IN	2 Poly Cutting Edges - PW 5118 & PW 5027	370.14

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97	7040	Supplies - Vehicle R&M	1673 Chicago Parts & Sound LLC	51-0176804	Brake Rotors, Brake Pads, & Air Filters - Police Stock	555.59
98	7040	Supplies - Vehicle R&M	1018 Anderson Lock Company LTD	1055060	4 Keys Cut - PW 5101 Tool Area	16.36
99	7040	Supplies - Vehicle R&M	5573 Henderson Products Inc	326150	4 PVC Check Valves - PW Stock	91.72
100	7040	Supplies - Vehicle R&M	1062 NAPA of Des Plaines	5741-782562	Engine Oil - Police 6921	15.95
101	7040	Supplies - Vehicle R&M	1053 Kimball Midwest	8468422	Drill Bits, Kim-Brites, Brass Fittings, Etc - PW Stock	472.04
102	7040	Supplies - Vehicle R&M	5823 Interstate Power Systems Inc	C042047022:01	Filters - Fire Stock	392.44
103	7040	Supplies - Vehicle R&M	8104 MacQueen Emergency Group	P06388	2 O-Rings - Fire 7603	16.68
104	7040	Supplies - Vehicle R&M	1520 Russo Power Equipment	SPI10489938	Carburetor, Gaskets, Valve, Strainer, Line - PW 5061	274.69
Total 540 - Vehicle Maintenance					7,860.85	

Total 50 - Public Works & Engineering	41,854.68
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Police Department						
Division: 100 - Administration						
105	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	209.25
106	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	71.29
Total 100 - Administration					280.54	

Division: 610 - Uniformed Patrol						
107	5325	Training	1129 DuPage, College of	12658	Training-FTO Class 12/14-12/18/2020- 1 Officer	400.00
108	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	1,763.36
109	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	(50.00)
Total 610 - Uniformed Patrol					2,113.36	

Division: 620 - Criminal Investigation						
110	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	964.97
Total 620 - Criminal Investigation					964.97	

Division: 630 - Support Services						
111	6015	Communication Services	1680 Pacific Telemanagement Services	2058274	3 Public Pay Phones Monthly Fee January 2021	228.00
112	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	432.52
113	7000	Office Supplies	1644 Warehouse Direct Inc	4846187-0	Cups, Plates, Forks, DVD Envelopes, Correction Tape, Org File	105.44
114	7000	Office Supplies	1644 Warehouse Direct Inc	4849334-0	Copy Paper (6)	205.92

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Line #	Account	Vendor	Invoice	Invoice Description	Amount	
115	7015	Supplies - Police Range	5197 Kieslers Police Supply Inc	IN154014	2020 Departmental Ammunition 12 Gauge Slug (16 Cases)	1,840.00
116	7200	Other Supplies	1644 Warehouse Direct Inc	4846187-0	Cups, Plates, Forks, DVD Envelopes, Correction Tape, Org File	220.37
Total 630 - Support Services					3,032.25	

Total 60 - Police Department	6,391.12
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Department: 65 - Emergency Management Agency						
117	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	42.41
118	7000	Office Supplies	1644 Warehouse Direct Inc	4831490-0	Labels, Pens, Folders and a Ruler	28.16
Total 65 - Emergency Management Agency					70.57	

Fire Department						
Division: 100 - Administration						
119	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	340.59
120	6110	Printing Services	1233 Press Tech Inc	47231	1 Box of Business Cards 12/17/2020	20.00
121	7000	Office Supplies	1644 Warehouse Direct Inc	C4788784-0	Credit for Return of Laminating Sheets-Wrong Kind	(33.49)
122	7300	Uniforms	3212 On Time Embroidery Inc	79992	Zip Tactical Fleece Jacket - 1 Paramedic	119.00
123	7300	Uniforms	3212 On Time Embroidery Inc	79993	2 Trousers, Zip Tactical Jacket, Zip Job Shirt - 1 Lieutenant	462.00
124	7300	Uniforms	3212 On Time Embroidery Inc	80084	Zip Job Shirt - 1 Paramedic	65.00
125	7300	Uniforms	3212 On Time Embroidery Inc	80319	2 Pants - 1 Engineer	112.00
126	7300	Uniforms	3212 On Time Embroidery Inc	81985	3 White Cotton Shirts - Chief	120.00
127	7300	Uniforms	3212 On Time Embroidery Inc	81986	New Uniform Items for New Deputy Chief	521.00
128	7300	Uniforms	3212 On Time Embroidery Inc	81987	New Uniform Items for New Deputy Chief	267.00
129	7300	Uniforms	3212 On Time Embroidery Inc	81990	Shorts - 1 Paramedic	19.00
130	7300	Uniforms	3212 On Time Embroidery Inc	OES 78462	3 Polos, 2 Pants - 1 Lieutenant	253.00
131	7300	Uniforms	3212 On Time Embroidery Inc	OESH 79502	EMS Responder Jacket - New Candidate	289.00
132	7320	Equipment < \$5,000	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	789.96
Total 100 - Administration					3,344.06	

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Line #	Account	Vendor	Invoice	Invoice Description	Amount
Division: 710 - Emergency Services					
133	5325	Training	1252 NIPSTA	121120 Misc. Training Classes 11/30/2020 - 12/04/2020	5,850.00
134	5325	Training	2440 DJS Scuba Locker Inc	57785 Dive Classes-1 Paramedic Sept- Dec 2020	1,625.00
135	5325	Training	3792 Illinois, University of	UFIW0999 Fire Apparatus/NFPA Driver/Op/Pumper Classes-3 Para 11/09-11/13	1,650.00
136	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14- 12/13/2020	789.10
137	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14- 12/13/2020	720.24
138	6035	Dispatch Services	5973 Emergency Twenty Four Inc	94134 Elevator Alarm Dispatch November 2020	1,728.00
139	6305	R&M Equipment	2500 Bio-Tron Inc	34658 Repairs/Service to Zoll Monitor 12/24/2020	175.00
140	6305	R&M Equipment	2266 Underwriters Laboratories LLC	72020389214 Annual Pump Testing 11/06- 11/09/2020	3,425.00
141	6305	R&M Equipment	5244 American Diving Supply	SWO34875 Repairs to Dive Equipment- 02/25/2020	405.29
142	7000	Office Supplies	1644 Warehouse Direct Inc	C4831477-0 Credit for Return of Label Maker Cartridges-Wrong Kind	(36.02)
143	7025	Supplies - Custodial	8019 Ferguson Facilities	0231971-3 Custodial Supplies-Flagged Fine Sweep & Studs	86.03
144	7200	Other Supplies	3610 Emergency Medical Products Inc	2223262 3 12-Pks Lucas Suction Cups	1,838.67
145	7200	Other Supplies	1147 Zoll Medical Corp	3199102 4 Cuff Kits, 2 Patient Cable/Sensors	1,216.50
146	7200	Other Supplies	1147 Zoll Medical Corp	3199853 5 Thermal Paper Rolls, 2 Lithium Batteries	1,135.50
147	7200	Other Supplies	1047 Home Depot Credit Svcs	5202373 Credit for Tax on Inv 9014094	(13.92)
148	7200	Other Supplies	1047 Home Depot Credit Svcs	9014094 Training Supplies-4X8x & 2X4s	149.72
149	7200	Other Supplies	2313 City Electric Supply Company (CES)	DEP/048737 6 Phase Tape to Mark Tools for Rigs	35.10
150	7320	Equipment < \$5,000	1080 Air One Equipment Inc	164174P 5-5"X50' Hose & 12-3"X50' Hose	6,389.00
151	7320	Equipment < \$5,000	1080 Air One Equipment Inc	164175P 2 Red Helmets w/Shields	538.00
152	7320	Equipment < \$5,000	5036 Rescue Direct Inc	73433 Petzls & Rescue Helmets-New TRT Members	1,212.36
153	7320	Equipment < \$5,000	1043 WW Grainger Inc	9755489235 3 Containment Pools	347.88
154	7320	Equipment < \$5,000	1043 WW Grainger Inc	9755582047 4 Rubber Water Hoses	82.44
155	7320	Equipment < \$5,000	1043 WW Grainger Inc	9755970820 10 Gas Mask Canisters, Gas Detector, Containment Berm	1,458.46
Total 710 - Emergency Services					30,807.35

Division: 720 - Fire Prevention					
156	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14- 12/13/2020	125.01

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157	7300	Uniforms	3212 On Time Embroidery Inc	80218	3 Pants - 1 Paramedic	180.00
158	7300	Uniforms	3212 On Time Embroidery Inc	80226	2 Trousers - 1 Paramedic	144.00
159	7300	Uniforms	3212 On Time Embroidery Inc	80258	Zip Job Shirt - 1 Paramedic	69.00
160	7300	Uniforms	3212 On Time Embroidery Inc	80423	2 Trousers, Station Pants - 1 Paramedic	200.00
161	7300	Uniforms	3212 On Time Embroidery Inc	80489	3 Pants, Zip Tactical Fleece Jacket - 1 Paramedic	287.00
162	7300	Uniforms	3212 On Time Embroidery Inc	81234	6 T-Shirts, Belt - 1 Paramedic	81.00
163	7300	Uniforms	3212 On Time Embroidery Inc	81235	5 T-Shirts - 1 Engineer	45.00
164	7300	Uniforms	3212 On Time Embroidery Inc	81259	Twill Cap, Sweatpants, Steel Toe Boot - 1 Paramedic	234.00
165	7300	Uniforms	3212 On Time Embroidery Inc	81340	5 T-Shirts - 1 Paramedic	60.00
166	7300	Uniforms	3212 On Time Embroidery Inc	81984	Twill Baseball Cap, Knit Cap, Steel Toe Boot - 1 Lieutenant	198.00
167	7300	Uniforms	3212 On Time Embroidery Inc	81988	2 T-Shirts, 2 L/S T-Shirts - 1 Engineer	48.00
168	7300	Uniforms	3212 On Time Embroidery Inc	81989	3 T-Shirts - 1 Engineer	36.00
169	7300	Uniforms	3212 On Time Embroidery Inc	S 79683	2 T-Shirt, 2 L/S T-Shirts, 2 Trousers - 1 Paramedic	186.00
Total 720 - Fire Prevention					1,893.01	

Total 70 - Fire Department	36,044.42
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Department: 75 - Fire & Police Commission						
170	5340	Pre-Employment Testing	5372 COPS & FIRE Personnel Testing Service	106268	Pre-Employment Psych Exam for 2 PD Candidates & 1 CSO 12/11/2020	900.00
171	5340	Pre-Employment Testing	5372 COPS & FIRE Personnel Testing Service	106287	Pre-Employ Psych 1 PD Candidate 12/15 1 FD Candidate 12/22/2020	900.00
Total 75 - Fire & Police Commission					1,800.00	

Total 100 - General Fund	94,139.46
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Fund: 201 - TIF #1 Downtown Fund						
172	6315	R&M Buildings & Structures	7350 JLJ Contracting Inc	142462	Column Repairs - Theater - 12/23/2020	15,950.00
173	6315	R&M Buildings & Structures	7802 Western Specialty Contractors	83404	Installed 25 Supplemental Bearing Supports Metro Sq Deck 12/1/20	8,750.00
174	6325	R&M Street Lights	1044 H&H Electric Co	35993	Streetlight Inspection - Ellinwood - 11/16/2020, R-78-19	94.20

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Line #	Account	Vendor	Invoice	Invoice Description	Amount	
175	6325	R&M Street Lights	1044 H&H Electric Co	35996	Repair Streetlight - Market St - 11/22/2020, R-78-19	476.48
176	6325	R&M Street Lights	1044 H&H Electric Co	35998	Pole Repair - Miner St - 11/26/2020, R-78-19	714.72
177	7045	Supplies - Building R&M	7168 Dexon Computer Inc	106047	Cameras & Assoc Equip - Civic Deck - 12/23/2020, R-164-20	57,545.00
178	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	5110635	Theatre East Storefront Floor Tile	11,375.98
Total 201 - TIF #1 Downtown Fund					94,906.38	

Fund: 230 - Motor Fuel Tax Fund						
179	7160	Ice Control	1102 Cargill Inc	2905894753	Bulk Road Salt - 12/28/2020, R-179-19	14,807.24
Total 230 - Motor Fuel Tax Fund					14,807.24	

Fund: 250 - Grant Projects Fund						
Program: 2520 - Capital Grants						
180	6000	Professional Services	1079 AECOM Technical Services Inc	2000443678	62267-Consultant-River Rd Recon 10/31-11/27/2020 R-137-18	60,383.98
181	6000	Professional Services	1394 Gewalt Hamilton Associates Inc	5693.000-9	Construction Engr-Lee-Forest Signalization 11/01-11/29/2020	14,262.99
182	6005	Legal Fees	7723 Spadoro, Mark A	10178-OCT0LN0001	Legal Fees-Lee & Forest TL 1456-1500 Lee St 10/28-10/30/2020	855.00
183	6005	Legal Fees	7808 Wolin & Rosen Ltd	143158-0LN0016	Legal Fees-Lee & Forest 1286 Lee St 10/28/2020	70.00
184	6005	Legal Fees	8225 Golan Christie Taglia LLP	154724-0LN0018	Legal Fees-Lee & Forest TL 1301 Lee St 10/27-10/30/2020	1,800.00
185	6005	Legal Fees	8169 Burke, Warren, MacKay & Serritella PC	240345-0M70009	Legal Fees-Rand Rd Sidepath 1507 Rand Rd 10/01-10/30/2020	4,019.50
186	6005	Legal Fees	1733 Burke Burns & Pinelli Ltd	28011-0LN0006	Legal Fees-Lee & Forest TL 1387 Lee St 09/21/2020	20.00
187	6005	Legal Fees	1733 Burke Burns & Pinelli Ltd	28012-0LN0007	Legal Fees-Lee & Forest TL 1365 Lee St 09/21-09/28/2020	120.00
188	6005	Legal Fees	4331 Wheatland Title Guaranty Company	633523	Legal Fees-Rand Rd Sidepath 1529 Rand Rd 10/15/2020	65.00
189	6005	Legal Fees	8324 Way Maker	WM20-2-0M70009	Legal Fees-Rand Rd Sidepath 1507 Rand Rd 08/24-09/22/2020	1,180.55
Total 2520 - Capital Grants					82,777.02	

Total 250 - Grant Projects Fund					82,777.02
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Line #	Account	Vendor	Invoice	Invoice Description	Amount	
Fund: 260 - Asset Seizure Fund						
Program: 2620 - DEA						
190	6310	R&M Vehicles	1745 Suburban Accents Inc	30301	Squad #62 Graphics and Lettering 12/16/2020	475.00
Total 2620 - DEA					475.00	

Total 260 - Asset Seizure Fund					475.00
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Fund: 400 - Capital Projects Fund						
193	6000	Professional Services	1079 AECOM Technical Services Inc	2000443678	62267-Consultant-River Rd Recon 10/31-11/27/2020	6,709.33
194	6000	Professional Services	1126 Civiltech Engineering Inc	49337-3506	Consultant-Rand Rd Sidepath ROW Acquisition 1507 Rand 10/07/2020	3,500.00
195	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	235.26
196	8100	Improvements	1086 Arrow Road Construction Company	2020-A-P5	R-125-20 2020 CIP Cont A St & ADA Improv 11/27-12/31/2020	43,005.88
Total 400 - Capital Projects Fund					53,450.47	

Fund: 430 - Facilities Replacement Fund						
197	6195	Miscellaneous Contractual Services	1931 Oui Oui Enterprises LLC	71235	Portable Restroom for Theatre 11/14/2020-12/13/2020	95.00
198	6315	R&M Buildings & Structures	7350 JLJ Contracting Inc	142463	Theatre Projector Room Masonry Opening for HVAC 12/15/2020	2,950.00
199	6315	R&M Buildings & Structures	5399 Beary Landscape Management	178899	Reinstall Pavers on Miner St. 12/21/2020-12/23/2020	2,396.00
200	6315	R&M Buildings & Structures	1141 Copenhaver Construction Inc	2020-Theatre-P3	Theatre Miner Street Sidewalk/Utility Cut Restoration 12/17/2020	13,766.44
201	6315	R&M Buildings & Structures	1338 L Marshall Incorporated	23393	Roofing Repairs 12/22/2020	2,040.00
202	6315	R&M Buildings & Structures	7146 JOS Services Inc	3526	Plumbing Labor at Theatre 12/14/2020	2,000.00
203	6315	R&M Buildings & Structures	7146 JOS Services Inc	3527	Plumbing Labor at Theatre 12/15/2020	2,000.00
204	6315	R&M Buildings & Structures	7146 JOS Services Inc	3530	Plumbing Labor at Theatre 12/16/2020	1,000.00
205	6315	R&M Buildings & Structures	7146 JOS Services Inc	3531	Plumbing Labor at Theatre 12/17/2020	1,000.00
206	6315	R&M Buildings & Structures	7146 JOS Services Inc	3561	Theatre Plumbing Labor 12/21/20	1,000.00
207	6315	R&M Buildings & Structures	7146 JOS Services Inc	3562	Theatre Plumbing Labor 12/22/20	1,000.00
208	6315	R&M Buildings & Structures	1086 Arrow Road Construction Company	52120 * 1	6" Pavement over Utility Cuts - Theatre Alley - 12/18/2020	4,766.40
209	6315	R&M Buildings & Structures	1086 Arrow Road Construction Company	52220 * 1	Driveway Resurfacing - Theatre - 12/18/2020	17,595.60

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Line #	Account	Vendor	Invoice	Invoice Description	Amount	
210	6315	R&M Buildings & Structures	1086 Arrow Road Construction Company	52320 * 1	Alley Resurfacing 12/03/2020	19,224.00
211	6315	R&M Buildings & Structures	4583 Argon Electric Company, Inc	9351	Electrical Distribution at Theatre 12/07/20-12/11/20	5,872.00
212	6315	R&M Buildings & Structures	4583 Argon Electric Company, Inc	9352	Install Electric to RTU's at 1486 Miner 12/07/20-12/11/20	3,843.00
213	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	1024027	Jigsaw Blades/Square Edge	58.45
214	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	1024038	Drywall Crews/Switches/Anchors/Etc	93.30
215	7045	Supplies - Building R&M	2028 Northwest Electrical Supply	17487516	Breakers for Theatre	252.59
216	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	2020650	Underlayment Sheets for Lift at Theatre	76.38
217	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	2022433	Adhesive/Mortar/Etc.	242.97
218	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	2023882	Plywood and Drywall for Theatre	68.90
219	7045	Supplies - Building R&M	1338 L Marshall Incorporated	23392	Roofing Materials	691.00
220	7045	Supplies - Building R&M	8283 Banner Plumbing Supply Company LLC	2671090	Theatre Plumbing Supplies	144.45
221	7045	Supplies - Building R&M	8283 Banner Plumbing Supply Company LLC	2682291	Theatre Plumbing Supplies	1,189.41
222	7045	Supplies - Building R&M	8283 Banner Plumbing Supply Company LLC	2682293	Theatre Plumbing Supplies	2,176.98
223	7045	Supplies - Building R&M	8283 Banner Plumbing Supply Company LLC	2682294	Theatre Plumbing Supplies	12.99
224	7045	Supplies - Building R&M	8283 Banner Plumbing Supply Company LLC	2682388	Theatre Plumbing Supplies	32.74
225	7045	Supplies - Building R&M	8283 Banner Plumbing Supply Company LLC	2685731	Plumbing Supplies for Theatre	162.21
226	7045	Supplies - Building R&M	8283 Banner Plumbing Supply Company LLC	2685766	Plumbing Supplies for Theatre	2,294.46
227	7045	Supplies - Building R&M	8283 Banner Plumbing Supply Company LLC	2686112	Plumbing Supplies for the Theater	477.70
228	7045	Supplies - Building R&M	8283 Banner Plumbing Supply Company LLC	2687733	Plumbing Supplies for Theatre	359.60
229	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	4030992	Drywall Supplies	85.99
230	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	5023552	Clamps for Theatre	6.84
231	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	5031282	Plaster and Saw Blades	232.11
232	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	5084558	Electric Breakers/Drywall Screws/Etc	643.44
233	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	526314	Electrical Tape	288.14
234	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	6021669	Tapcons/Framing Fuel/PVC Pipe/Etc	399.67

City of Des Plaines

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Line #	Account	Vendor	Invoice	Invoice Description	Amount	
235	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	6181930	Roof Sealant and Straps	58.05
236	7045	Supplies - Building R&M	1057 Menard Incorporated	69540	Insulation & Staples for 1486 Miner	715.04
237	7045	Supplies - Building R&M	1057 Menard Incorporated	69984	Stapler and Staples for 1486 Miner	86.03
238	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	7023137	Drywall/Corner Bead/Insulation/Etc	233.52
239	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	7026263	Plaster	30.80
240	7045	Supplies - Building R&M	1057 Menard Incorporated	70888	Wood Filler & Adhesive	53.44
241	7045	Supplies - Building R&M	1057 Menard Incorporated	70968	Wood for Theatre	313.38
242	7045	Supplies - Building R&M	1057 Menard Incorporated	71301	Fuel for Nail Guns	19.95
243	7045	Supplies - Building R&M	1057 Menard Incorporated	71397	Screws for Trim at Theatre	60.24
244	7045	Supplies - Building R&M	1057 Menard Incorporated	71656	Drywall for Theatre	1,921.48
245	7045	Supplies - Building R&M	1057 Menard Incorporated	71657	Electric Boxes/GFCI Outlets for Theatre	394.35
246	7045	Supplies - Building R&M	1527 Sherwin-Williams Company, The	9136-8	Paint for Theatre	16.98
247	7045	Supplies - Building R&M	1047 Home Depot Credit Svcs	9432329	Return Nails	(62.98)
248	7045	Supplies - Building R&M	2313 City Electric Supply Company (CES)	DEP/049019	Electrical Supplies for Theatre	18.74
249	7045	Supplies - Building R&M	1208 Steiner Electric Company	S006788864.003	Circuit Breaker	121.94
250	7045	Supplies - Building R&M	1208 Steiner Electric Company	S006788864.004	Electric Supplies for Theatre	1,154.76
251	7045	Supplies - Building R&M	1208 Steiner Electric Company	S006788864.005	Electric Supplies for Theatre	837.97
252	7045	Supplies - Building R&M	1208 Steiner Electric Company	S006792635.001	Electric Supplies for Theatre	1,059.84
253	7045	Supplies - Building R&M	1208 Steiner Electric Company	S006795967.001	Electric Supplies for Theatre	2,398.71
254	7045	Supplies - Building R&M	1208 Steiner Electric Company	S006795967.002	EMT Coupling 2"	1.48
255	7045	Supplies - Building R&M	1208 Steiner Electric Company	S006797999.001	Electric Supplies for Theatre	238.63
256	7045	Supplies - Building R&M	1208 Steiner Electric Company	S006798869.001	Electric Supplies for Theatre	1,408.13
257	7045	Supplies - Building R&M	1208 Steiner Electric Company	S006799834.001	Electric Supplies for Theatre	585.59
Total 430 - Facilities Replacement Fund					102,204.83	

City of Des Plaines

Warrant Register 01/19/2021

Line #	Account	Vendor	Invoice	Invoice Description	Amount
Fund: 500 - Water/Sewer Fund					
Non Departmental					
Division: 000 - Non Divisional					
258	4601	New Construction - Sale of Water	8325 RW Collins Company	Refund 12/23/20 Hydrant Usage Refund 12/23/2020	(36.86)
Total 000 - Non Divisional					(36.86)
Division: 510 - Engineering					
259	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14-12/13/2020	78.42
Total 510 - Engineering					78.42
Division: 550 - Water Systems					
260	5310	Membership Dues	1563 American Water Works Assoc (AWWA)	7001855597 AWWA Membership Dues - Water Plant Operator - 01/01-12/31/2021	83.00
261	6015	Communication Services	1552 Verizon Wireless	9869093541 Communication Service 11/14-12/13/2020	664.22
262	6195	Miscellaneous Contractual Services	1467 HBK Water Meter Service Inc	200616 7 Meter Bench Tests - 12/22/2020	225.00
263	7020	Supplies - Safety	2067 Cutler Workwear	146111 Bib Overalls & Swing Jacket - Water Maint Operator	214.18
264	7020	Supplies - Safety	2067 Cutler Workwear	146215 Bib Overalls & Bartlett Jacket - Water Maint Operator	214.18
265	7030	Supplies - Tools & Hardware	1047 Home Depot Credit Svcs	1070936 Sawzall	108.97
266	7030	Supplies - Tools & Hardware	1274 O'Leary's Contractors Equipment & Supply Inc	363667 12' Ladder	140.00
267	7030	Supplies - Tools & Hardware	1057 Menard Incorporated	71079 Tools for Meter Installation	79.97
268	7030	Supplies - Tools & Hardware	1057 Menard Incorporated	71129 Movers Blanket, Copper Adapter, Brushes for Meter Installation	22.56
269	7035	Supplies - Equipment R&M	1520 Russo Power Equipment	SPI10494894 Two Cycle Oil	23.88
270	7045	Supplies - Building R&M	7562 South Side Control Supply Company	S100666539.001 Heater Capacitor - Central Pump Station - 12/23/2020	4.92
271	7070	Supplies - Water System Maintenance	3217 Ozinga Ready Mix Concrete Inc	1564452 2.5 Cu Yds Concrete - 481 Beau Driveway Repair - 12/10/2020	585.00
272	7070	Supplies - Water System Maintenance	1086 Arrow Road Construction Company	26333 6.56 Tons UPM Cold Mix - 12/15/2020	918.40
273	7070	Supplies - Water System Maintenance	1057 Menard Incorporated	71380 4X4 Timbers & Gas	117.36
274	7070	Supplies - Water System Maintenance	1072 Prairie Material	889856716 2.0 Cu Yds Concrete - Driveway - 12/16/2020	448.70
275	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N478593 3" Meter	1,345.00
276	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N478609 3" Gaskets & Bolts	250.00

City of Des Plaines

Warrant Register 01/19/2021

Line #	Account	Vendor	Invoice	Invoice Description	Amount	
277	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N487212	Water Meters Installed - 11/02/2020-11/08/2020	4,649.00
278	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N487302	Water Meters Installed - 11/09/2020-11/15/2020	5,941.00
279	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N487425	Water Meters Installed - 11/16/2020-11/22/2020	6,050.00
280	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N487455	Water Meters Installed - 11/23/2020-11/29/2020	2,611.00
281	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N487495	Water Meters Installed - 11/30/2020-12/06/2020	3,665.00
282	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N493934	Service Line Parts	439.50
283	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N527862	Returned Repair Clamps	(2,259.00)
284	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N527904	Repair Clamps	2,259.00
285	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N530186	Meter Installation - 12/07-12/13/2020, R-4-20	3,745.00
286	7070	Supplies - Water System Maintenance	6992 Core & Main LP	N530237	Meter Installation - 12/14-12/20/2020, R-4-20	3,305.00
287	7140	Electricity	1033 ComEd	4436122006-12/20	Electricity Service 11/11-12/14/2020	5,046.35
288	7150	Water Treatment Chemicals	1082 Alexander Chemical Corporation	33382	7 CL2 Cylinders	1,112.25
289	7150	Water Treatment Chemicals	1082 Alexander Chemical Corporation	33454	CL2 Container Return - 12/11/2020	(100.00)
290	7150	Water Treatment Chemicals	1082 Alexander Chemical Corporation	33455	CL2 Container Return - 12/11/2020	(300.00)
Total 550 - Water Systems					41,609.44	

Division: 560 - Sewer Systems						
291	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	255.39
292	6310	R&M Vehicles	5823 Interstate Power Systems Inc	R042030712:01	Programmed New TCU 12/18/2020 - PW 8020	1,001.49
293	6340	R&M Sewer System	1368 Metropolitan Industries Inc	INV023847	Repair Service Call - East River Lift Station - 12/22/2020	937.00
294	6505	Subsidy - Sewer Lateral Program	8328 Winecki, Thomas Joseph	SLP20-027	Sewer Rebate - 12/29/20	2,652.84
295	6505	Subsidy - Sewer Lateral Program	8329 Safi, Mohammed	SLP20-028	Sewer Rebate - 12/29/2020	1,350.00
296	6510	Subsidy - Flood Assistance	8327 Patel, Rohit	FRP20-043	Flood Rebate - 12/29/2020	1,250.00
297	6510	Subsidy - Flood Assistance	8326 Tassani, Samantha Jacqueline	FRP20-044	Flood Rebate - 12/29/2020	2,000.00
298	7020	Supplies - Safety	4093 HD Supply Construction & Industrial-White Cap	10013559052	Safety Glasses, Hard Hat, & Slush Boots	89.73
299	7020	Supplies - Safety	1941 Global Equipment Company	117011429	68 First Aid Kits	112.20

City of Des Plaines

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Line #	Account	Vendor	Invoice	Invoice Description	Amount	
300	7040	Supplies - Vehicle R&M	1078 Acme Truck Brake & Supply Co	01_154660	Steel Light Box - PW 8026	38.91
301	7075	Supplies - Sewer System Maintenance	1202 Standard Equipment Co	P26333	Hydro Tube Clamps & Leader Hose	286.40
Total 560 - Sewer Systems						9,973.96
Total 00 - Non Departmental						51,624.96
Department: 30 - Finance						
302	6015	Communication Services	1552 Verizon Wireless	9869093541	Communication Service 11/14-12/13/2020	63.61
Total 30 - Finance						63.61
Total 500 - Water/Sewer Fund						51,688.57
Fund: 510 - City Owned Parking Fund						
303	7060	Supplies - Parking Lots	1057 Menard Incorporated	71027	Materials for Cleaning Parking Decks	103.50
Total 510 - City Owned Parking Fund						103.50
Fund: 600 - Risk Management Fund						
304	5345	Post-Employment Testing	7133 Mid-West Truckers Association Inc	P726009	Query Checks for 51 Employees 12/17/2020	382.50
305	5545	MICA Deductible	1061 Municipal Insurance Cooperative Agency	2740273 051100	MICA Claim Deductible 02/18/2019 L002740273	10.50
306	5545	MICA Deductible	1061 Municipal Insurance Cooperative Agency	3113448 051101	MICA Claim Deductible 07/01/2020 L003113448	812.00
Total 600 - Risk Management Fund						1,205.00
Fund: 700 - Escrow Fund						
307	2460	Refundable Bonds	7134 Club Vaqueros Unidos	Refund 12/23/20	Event License Refund for Event Scheduled 12/5/2020	500.00
308	2464	Hydrant Deposits	8325 RW Collins Company	Refund 12/23/20	Hydrant Usage Refund 12/23/2020	1,100.00
Total 700 - Escrow Fund						1,600.00
Grand Total						497,357.47

City of Des Plaines

Warrant Register 01/19/2021

Manual Payments

Line #	Account	Vendor	Invoice	Invoice Description	Amount	
Fund: 100 - General Fund						
City Administration						
Division: 250 - Human Resources						
309	5560	Unemployment Claims	2243 Sedgwick CMS	400000022015	Unemployment Compensation Admin Services 10/19/2019-01/18/2020	550.00
Total 250 - Human Resources					550.00	
Total 20 - City Administration					550.00	
Public Works & Engineering						
Division: 540 - Vehicle Maintenance						
310	6115	Licensing/Titles	1744 IL Secretary of State	VIN 339020-B	Title for 2010 Falcon Trailer	180.00
311	6115	Licensing/Titles	1744 IL Secretary of State	VIN 339107-A	Title for 2020 Falcon Trailer	150.00
Total 540 - Vehicle Maintenance					330.00	
Total 50 - Public Works & Engineering					330.00	
Department: 90 - Overhead						
312	6015	Communication Services	1533 Wide Open West LLC	11526044DEC202 0A	Internet/Cable Service x6044 12/21/2020-01/20/2021	661.37
313	6015	Communication Services	1533 Wide Open West LLC	11526044DEC202 0B	Internet/Cable Service x1245 12/21/2020-01/20/2021	1,611.16
314	6015	Communication Services	1533 Wide Open West LLC	11526044DEC202 0C	Internet/Cable Service x1246 12/21/2020-01/20/2021	840.00
315	6015	Communication Services	1533 Wide Open West LLC	11526044DEC202 0E	Internet/Cable Service x5988 12/21/2020-01/20/2021	111.89
316	6015	Communication Services	1032 Comcast	12/11/20 x1141	Internet/Cable Service 12/18/2020-01/17/2021	434.62
Total 90 - Overhead					3,659.04	
Total 100 - General Fund					4,539.04	
Fund: 500 - Water/Sewer Fund						
Division: 550 - Water Systems						
317	6015	Communication Services	1533 Wide Open West LLC	11526044DEC202 0D	Internet/Cable Service x0573 12/21/2020-01/20/2021	233.33
Total 550 - Water Systems					233.33	
Total 500 - Water/Sewer Fund					233.33	
Grand Total					4,772.37	

City of Des Plaines

Warrant Register 01/19/2021

Summary

	<u>Amount</u>	<u>Transfer Date</u>
Automated Accounts Payable	\$ 497,357.47 **	1/19/2021
Manual Checks	\$ 4,772.37 **	12/24/2020
Payroll	\$ 1,288,212.08	12/31/2020
RHS Payout	\$ -	
Electronic Transfer Activity:		
JPMorgan Chase Credit Card	\$ -	
Chicago Water Bill ACH	\$ -	
Postage Meter Direct Debits	\$ -	
Utility Billing Refunds	\$ 1,010.88	12/22/2020
384 Hawthorne Lane - Land Purchase	\$ -	
1794 Rand Road - Land Purchase	\$ -	
Debt Interest Payment	\$ -	
IMRF Payments	\$ -	
Employee Medical Trust	\$ -	
Total Cash Disbursements:	<u>\$ 1,791,352.80</u>	

* Multiple transfers processed on and/or before date shown

** See attached report

Adopted by the City Council of Des Plaines

This Nineteenth Day of January 2021

Ayes _____ Nays _____ Absent _____

Jennifer L. Tsalapatani, City Clerk

Matthew J. Bogusz, Mayor



COMMUNITY AND ECONOMIC
DEVELOPMENT DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5380
desplaines.org

MEMORANDUM

Date: January 7, 2021

To: Michael G. Bartholomew, MCP, LEED-AP, City Manager

From: Michael McMahon, Community and Economic Development Director *mm*

Subject: Class 6b Renewal – Nippon Express USA, Inc., 515 E. Touhy Ave., (5th Ward)

Issue: Nippon Express USA (Nippon Express), property owner and occupant of 515 E. Touhy Avenue (subject property), has filed an application requesting a renewal of its current Cook County Class 6b Property Tax Incentive.

Analysis: The original Class 6b (Resolution R-166-08) was approved in 2008 and activated by Cook County in 2010 after the facility was constructed. The 6b resolution was the catalyst for Nippon Express to purchase the property located at 515 E. Touhy Ave and construct the 141,250 square foot facility.

Nippon Express has been located in Des Plaines since 2008 when it opened its first facility at 401 E. Touhy Ave. and desires to remain in Des Plaines with plans to invest up to \$3,500,000 in the subject property within the next five years. Improvements to the building will be made in order to facilitate transporting and storing pharmaceutical products for Global Fortune 500 clients.

Nippon Express USA is a part of the international Nippon Express Group, which provides supply chain and logistics services to a broad range of business across 37 countries. Their business provides a variety of logistics solutions for motor freight, airfreight, railway, and marine operations. In addition to logistics services, Nippon Express offers a broad range of related services to their clients across the globe to ensure that their clients can operate more effectively and efficiently.

Nippon Express currently employs 70 full time employees at 515 E. Touhy Ave and 166 additional employees at 401 E. Touhy Ave. for a total of 236 total Des Plaines jobs. If the 6B renewal is granted, Nippon Express plans to increase employment by 3-5% per year, with up to 25 new full time positions at the subject property over the incentive period. Nippon Express has and will continue to prefer hiring qualified Des Plaines residents.

The current Class 6b Property Tax Incentive is in its tenth year; the last year of full assessment reduction. Beginning in 2021, the assessed values will rise to 15%. The Subject Property has a current market value of \$10,311,250, which would generate an estimated \$3,746,168 in total taxes over the life of the Class 6b Property Tax Incentive Renewal through 2032 (or approximately \$277,494 per year).

Assessment of Tax Impact Scenarios:

1. Estimated Taxes Based on Market Value and a 6b Tax Renewal: \$277,494
2. Estimated Taxes Based on Market Value, No 6b Renewal & Full Occupancy: \$693,753
3. Estimated Taxes Based on Market Value, No 6b Renewal & Full Vacancy: \$240,169
4. Estimated Taxes Based on Market Value + \$3,500,000 in Improvements & 6b Renewal: \$371,686

See the applicant's application for a spreadsheet highlighting the four scenarios.

Cook County Class 6b Property Tax Incentives are eligible for an additional 10-year renewal, which would allow the property to witness reduced taxes for a total of 22 years. If the renewal is approved, this property will continue to be assessed at 10% for years 11 through 20. In the 21st year of the incentive, the property would be assessed at 15%, the 22nd year at 20%, and then at the end of the incentive the assessment will go back up to 25% of market valuation.

Recommendation: I recommend that the City Council approve Resolution R-22-21 supporting and consenting to a Class 6b Renewal for 515 E. Touhy Avenue.

Attachments:

Attachment 1: Class 6b Property Tax Incentive Application
Class 6b Renewal Resolution R-22-21

January 6, 2021

VIA EMAIL & MAIL

Michael McMahon
Director of Community & Economic Development
City of Des Plaines
1420 Miner Street
Des Plaines, IL 60016

RE: 515 E. Touhy – 6b Renewal Request
Nippon Express USA, Inc.
515 E. Touhy
Des Plaines, IL 60018
PINs: 09-31-200-005/-011

Dear Michael:

Nippon Express USA (the “Applicant”) is the owner of the property located at 515 E. Touhy, Des Plaines, IL 60018 (PINs: 09-31-200-005/-011) (the “Subject Property”). The Applicant hereby requests a Renewal Resolution supporting and consenting to a Class 6b Incentive Renewal for the aforementioned Subject Property. The incentive on the property was originally activated in 2011 and as such, 2020 represents the 10th year of the existing incentive.

The Subject Property consists of an approximately 141,250 square foot building located on land parcels totaling approximately 279,162 square feet. The Applicant, Nippon Express USA utilizes the Subject Property for its international freight forwarding business.

Nippon Express USA is a part of the international Nippon Express Group, which provides supply chain and logistics services to a broad range of business across 37 countries and 6 continents. Nippon Express works with businesses to provide a variety of logistics solutions including transportation and forwarding concerns for motor freight, airfreight, railway, and marine operations. In addition to cargo and logistics services, Nippon Express offers a broad range of related services to their clients across the globe to ensure that their clients can operate more efficiently while reducing costs.

Nippon Express currently employs 70 full time employees at the Subject Property and 166 employees at 401 E. Touhy for a total of 236 total Des Plaines jobs. Should the Applicant receive the renewal, Nippon Express plans to increase employment by 3-5% per year, up to 25 new full time positions at the Subject Property. Nippon Express would prefer hiring qualified Des Plaines residents for its new positions, and requests contact information for any local job boards or fairs. Without the tax incentive, the Applicant will not be able to continue expanding and may have to lay off employees and/or be forced to relocate to a property with a 6b incentive renewal

The initial 6B approval in 2010 was the basis for Nippon Express to purchase the Subject Property’s land and to construct the current existing facilities. Nippon Express has since invested over \$17 million

dollars to create their Campus Facility at the Subject Property location, and has made other significant investments into their Des Plaines properties over the life of the incentive. If the incentive is renewed, the Applicant intends to continue investing into their Des Plaines properties in order to complete their Campus Facility project, which would total an approximate investment of \$44 million dollars.

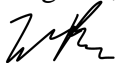
Potential investment plans include the establishment of a Foreign Trade Zone, and the development of a specialized facility with the capability of transporting and storing pharmaceutical products for Global Fortune 500 clients. These potential investments would cost upwards of \$3,500,000 (or over \$20 PSF). Without the assistance from the 6b, the Applicant will not be able to implement their development plans.

The Subject Property has a current market value of \$10,311,250, which would generate an estimated \$3,746,168 in total taxes over the life of the Class 6b Tax Incentive (or approximately \$277,494 per year). Without the incentive and at full vacancy, the property would generate a total of \$2,737,924 over 12 years (or approximately \$240,169 per year). Therefore, should the Class 6b be approved, the Subject Property would generate an additional **\$864,143** in real estate taxes over the life of the Class 6b Tax Incentive. Should the additional investment of approximately \$3,500,000 be made, the property's market value could increase to around \$13,811,250,000, which would generate over \$370,000 in taxes each year. Please see the attached "12 Year Tax Comparison Chart"

In addition to increased property tax revenues, the Nippon's presence in the City also significantly benefits the local community. The Applicant also has active customers from all over the world who often visit the Applicant's facilities. These customers will stay in City hotels, dine at City restaurants and otherwise increase economic activity within the City of Des Plaines. Nippon's 70 employees will also continue to frequent City restaurants, gas stations, stores and more. According to the enclosed New Business Impact chart, Nippon's 70 full time employees would generate approximately **\$296,625** annually in local revenue, or approximately **\$3,559,500** over the life of the 6b. This annual number will increase to approximately \$339,000 per year assuming an increase to 80 employees. Including the property tax revenue, the development as proposed would generate a total of approximately **\$4,423,643** in additional revenue for the City over the next 12 years.

Based on the foregoing, the Applicant requests that the City of Des Plaines review its Class 6B Incentive Renewal request and approve a Renewal Resolution supporting and consenting to a Class 6B Incentive Renewal for the Subject Property. Should you need any additional documentation or have any questions or concerns, do not hesitate to contact me at (312) 604-3898.

Regards,



Mark Rogers



CLASS 6B/7/8
RENEWAL APPLICATION

Control Number
62333

A certified copy of the resolution or ordinance obtained from the municipality in which the real estate is located, or from the Cook County Board of Commissioners if located in an unincorporated area, must accompany this Renewal Application. This application, resolution and a filing fee of \$500.00 must be filed. For assistance in preparing this Renewal Application, please contact the Cook County Assessor's Office Development Incentives Department at (312) 603-7529.

I. Identification of Applicant

Name: Nippon Express USA, Inc. Telephone: (847) 460-7201
Address: 24-01 44th Road, 14 Floor
City, State: Long Island City, New York Zip Code: _____
Email Address: Roland.Rock@nipponexpress.com

Agent/Representative (if any)

Name: Roland Rock Telephone: (847) 460-7201
Address: 401 E. Touhy Avenue
City, State: Des Plaines, IL Zip Code: 60018
Email Address: Roland.Rock@nipponexpress.com

II. Description of Subject Property

Street address: 515 E. Touhy Avenue
City, State: Des Plaines, IL Zip Code: 60018
Permanent Real Estate Index Number (s): 09-31-200-005-0000
09-31-200-011-0000

Township: Maine

III. Identification of Persons or Entities Having an Interest

Attach a current and complete list of all owners, developers, occupants and other interested parties (including all beneficial owners of a land trust) identified by names and addresses, and the nature and extent of their interest.

Attach legal description, site dimensions and square footage, and building dimensions and square footage.

IV. Property Use

Attach a current and detailed description of the precise nature and extent of the use of the subject property, specifying in the case of multiple uses the relative percentages of each use.

If there have been any changes from the original application, include current copies of materials which explain each occupant's business, including corporate letterhead, brochures, advertising material, leases, photographs, etc.

V. Nature of Development

Indicate the nature of the original development receiving the Class 6B/7/8 designation

New Construction

Substantial Rehabilitation

Occupation of Abandoned Property - No Special Circumstance

Occupation of Abandoned Property - With Special Circumstance

VI. Employment

How many permanent full-time and part-time employees do you now employ?

On-Site: Full-time: 70 Part-time: 0

In Cook County: Full-time: 263 Part-time: 0

VII. Local Approval

A certified copy of a resolution or ordinance from the municipality in which the real estate is located (or the County Board, if the real estate is located in an unincorporated area) must accompany this renewal. The ordinance or resolution must expressly state that the municipality supports and consents to this Class 6B/7/8 Renewal and has determined that the industrial use of the property is necessary and beneficial to the local economy.

I, Roland Rock the undersigned, certify that I have read this *Renewal Application* and that the statements set forth in this *Renewal Application* and in the attachments hereto are true and correct, except as those matters stated to be on information and belief and as to such matters the undersigned certifies that he/she believes the same to be true.



Signature

11/20/20

Date

Roland Rock

Print Name

Vice President, Midwest Region

Title

02/10/2020

EDS AFFIDAVIT

I, Roland Rock as agent for Nippon Express USA, Inc. (the “Applicant”) does hereby certify that it would attest to the following facts as required by Sections 74-46 and 74-62 through 74-73 of the Cook County Code if called to testify:

1. That I am a duly authorized agent for Applicant, who is the owner of the property located at located at 515 E. Touhy, Des Plaines, IL 60018 (PIN: 09-31-200-005/-011) (the “Subject Property”).

2. Applicant owns the following property in Cook County:

401 E. Touhy
Des Plaines, IL 60018

3. Applicant’s ownership is as follows:

Nippon Express Co. Ltd. - 100%
1 – Chrome 9-3 Higashi-Shimbashi
Minato-Ku, Japan 105-8322

4. To my knowledge and after reviewing the Applicant’s records, Applicant is not delinquent in the payment of any property taxes administered by Cook County or by a local municipality.

Further Affiant Sayeth Not

Date: _____

Subscribed and sworn before me
This _____ day of _____, 2020

Signature of Notary Public



Community & Economic Development
1420 Miner Street, Des Plaines, IL 60016
P: 847.391.5380 | W: desplaines.org

**PROCEDURES AND APPLICATION
FOR CITY OF DES PLAINES CONSIDERATION
OF COOK COUNTY REAL ESTATE CLASSIFICATION 6B, 7A AND 7B**

PROCEDURES FOR CITY OF DES PLAINES REVIEW OF COOK COUNTY
PROPERTY TAX ABATEMENT INCENTIVE

1. Please review the latest Cook County Assessor's Office "Class 6b Eligibility Bulletin" before completing the City of Des Plaines' application. The Eligibility Bulletin can be found by visiting: <http://cookcountyassessor.com> and will help you determine if you qualify for the abatement incentive.

2. A completed copy of the Cook County Assessor's Office "Class 6b Application" or "Class 7a application" or "Class 7b application" and attached "City of Des Plaines Application for Cook County Real Estate Classification 6b, 7a, or 7b" with supporting documents must be submitted to:

City of Des Plaines
Community and Economic Development Department (CED)
1420 Miner Street
Des Plaines IL 60016-4498

Note: You should contact the Cook County Assessor's office at (312) 443-7550 for any other information they may require for the incentive.

3. A \$750 non-refundable application fee must be submitted with the application. This fee covers the City's administrative costs. Additional fees may be required if an extraordinary independent analysis of your application is required.
4. The CED Department will review the proposed applicant for any outstanding interoffice issues before reviewing the request. If none are found, and all necessary information has been submitted, an evaluation of your request will be reviewed, prepared and submitted to City Council.
5. The taxing jurisdictions that may be financially affected by the incentive are alerted via written correspondence when scheduled for City Council.
6. At the City Council meeting in which the application will be considered, you must be prepared to make a brief presentation and answer any questions that may arise.
7. If the City Council approves your application, a certified copy of the resolution accompanying the application is forwarded to you. You will need to forward that certified copy to the Cook County Assessor's office.
8. The application should be used as a guide for providing adequate information to the City regarding your request. If supplemental information is required, the City will contact you, should City Staff deem it necessary.

CITY OF DES PLAINES APPLICATION FOR
COOK COUNTY REAL ESTATE CLASSIFICATION 6B, 7A, AND 7B

This original, signed application and all supporting documents must be completed to be considered for City approval. Please attach the application fee to the original submittal. Please type or print.

APPLICANT INFORMATION:

NAME OF APPLICANT: Nippon Express USA, Inc.

APPLICABLE ENTITY:

Corporation LLC Partnership Non-Profit

DATE OF INCORPORATION: 1969

STATE OF INCORPORATION: New York

PHONE: (847) 460-7201 E-MAIL: Roland.Rock.@nipponexpress.com

ADDRESS: 24-01 44th Road, 14th Floor
Long Island City, New York 11101

NAME OF AGENT/REPRESENTATIVE (if applicable):

NAME: Roland Rock

PHONE: (847) 460-7201 E-MAIL: Roland.Rock@nipponexpress.com

ADDRESS: 401 E. Touhy
Des Plaines, IL 60018

REQUESTED PROPERTY TAX INCENTIVE: 6B 7A 7B

DESCRIPTION OF SUBJECT PROPERTY:

See attached.

STREET ADDRESS: 515 E. Touhy Avenue
Des Plaines, IL 60018

PERMANENT REAL ESTATE INDEX NUMBER(S): 09-31-200-005/-011

ATTACH THE FOLLOWING:

- EXHIBIT A: COVER LETTER
- EXHIBIT B: LEGAL DESCRIPTION
- EXHIBIT C: SITE DIMENSION & SQUARE FOOTAGE/PLAT OF SURVEY
- EXHIBIT D: BUILDING DIMENSIONS/SITE PLAN
- EXHIBIT E: CITY OF DES PLAINES ECONOMIC DISCLOSURE FORM
- EXHIBIT F: COMPLETE LIST OF ALL OWNERS, DEVELOPERS, OCCUPANTS, AND OTHER INTERESTED PARTIES (INCLUDING ALL BENEFICIAL OWNER OF A CORPORATION AND/OR LAND TRUST) IDENTIFIED BY NAMES AND ADDRESSES HAVING AN INTEREST IN THE SUBJECT PROPERTY AND THE PROPOSED USER AND THE NATURE AND EXTENT OF THIS INTEREST
- EXHIBIT G: DESCRIPTION OF PRECISE NATURE AND EXTENT OF THE INDUSTRIAL USE OF THE SUBJECT PROPERTY. SPECIFY, WHERE APPLICABLE, THE AMOUNT/PERCENTAGE OF FLOOR AREA DEVOTED TO MANUFACTURING, WAREHOUSE/DISTRIBUTION, OTHER INDUSTRIAL, AND NON-INDUSTRIAL USES
- EXHIBIT H: ANALYSIS OF TAXES GENERATED BY THE NEW DEVELOPMENT WITH AND WITHOUT THE ABATEMENT INCENTIVE (12 YEAR PROJECTION)

CURRENT ZONING OF PROPERTY: M-2

IF ZONING AMENDMENTS, VARIATIONS, OR OTHER ZONING RELIEF WILL BE REQUIRED, SPECIFY PROPOSED CHANGES:


N/A

ESTIMATED AMOUNT OF NEW EQUALIZED ASSESSED VALUATION (EAV) GENERATED BY THE NEW DEVELOPMENT: \$3,006,761 (no improvements) or \$4,027,360 (w/ Improvements)

ESTIMATED NUMBER OF FULL-TIME AND PART-TIME JOBS ON PREMISES AS RESULT OF THE NEW DEVELOPMENT:

FULL-TIME Approx. 25 PART-TIME N/A

SIGNATURE: _____



DATE: _____

_____ 23 Nov. 2020 _____

Legal Description, Site and Building Square Footage

515 E. Touhy, Des Plaines, IL 60018

PIN: 09-31-200-005/-011

Nippon Express USA (the “Applicant”) is the owner of the property located at 515 E. Touhy, Des Plaines, IL 60018 (PINs: 09-31-200-005/-011) (the “Subject Property”). The Subject Property consists of an approximately 141,250 square foot building located on land parcels totaling approximately 279,162 square feet. The Applicant currently operates international freight forwarding business from the Subject Property. The incentive on the property was originally activated in 2011 and as such, 2020 represents the 10th year of the existing incentive.

Attached hereto please find:

- Legal description
- Aerial PIN Overview of Subject Property
- Google Overview
- Street View of the Subject Property
- Survey

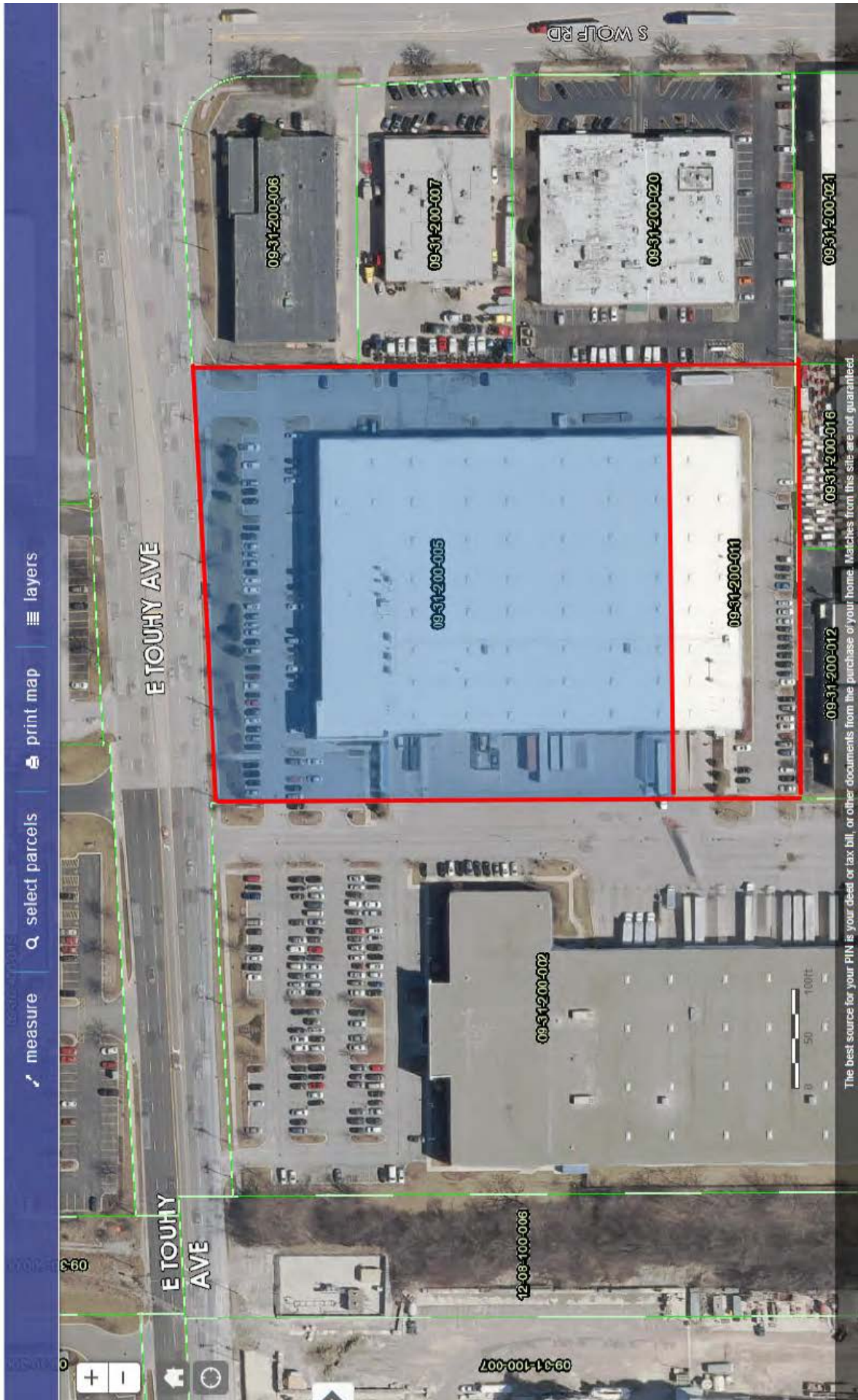
Legal Description

PARCEL 1:

THAT PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, TOWNSHIP 41 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING EAST OF A LINE DRAWN FROM A POINT IN THE NORTH LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, 795.29 FEET WEST OF THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER TO A POINT IN THE SOUTH LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, 795.34 FEET WEST OF THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 31 EXCEPT THEREFROM THE EAST 350 FEET MEASURED AT RIGHT ANGLES TO SAID EAST LINE OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, ALSO EXCEPTING THEREFROM THAT PART LYING WITHIN BAIRD AND WARNER'S O'HARE INDUSTRIAL PARK SUBDIVISION, BEING A SUBDIVISION IN THE NORTHEAST QUARTER OF SECTION 31, TOWNSHIP 41 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ALSO EXCEPTING THEREFROM THE NORTH 56 FEET USED FOR STREET, AND ALSO EXCEPTING THEREFROM THE LAND DEDICATED FOR ROAD PURPOSES BY INSTRUMENT DATED DECEMBER 26, 1990 AND RECORDED DECEMBER 2, 1991 AS DOCUMENT 91630620, IN COOK COUNTY, ILLINOIS.

PARCEL 2:

THE NORTH 128.23 FEET OF THAT PART OF LOT 3 IN BAIRD AND WARNER'S O'HARE INDUSTRIAL PARK SUBDIVISION, BEING A SUBDIVISION IN THE NORTHEAST QUARTER OF SECTION 31, TOWNSHIP 41 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING WEST OF THE EAST 300 FEET OF SAID LOT 3, IN COOK COUNTY, ILLINOIS.



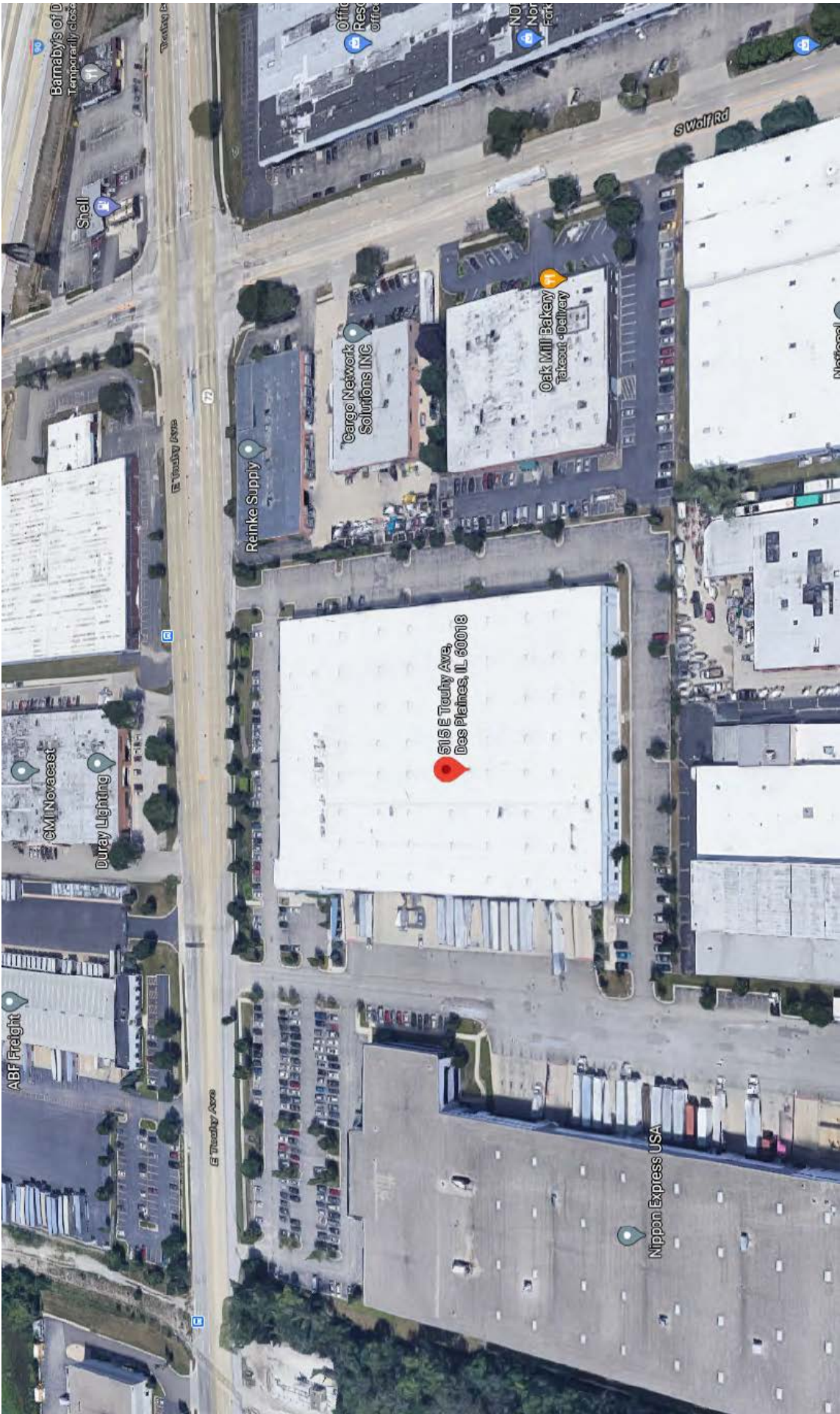




Image capture: Aug 2019 © 2020 Google

Des Plaines, Illinois



Street View

Industrial Use

515 E. Touhy, Des Plaines, IL 60018

PIN: 09-31-200-005/-011

The Subject Property consists of an approximately 141,250 square foot building located on land parcels totaling approximately 279,162 square feet. The Applicant, Nippon Express USA, currently uses the property for its international freight forwarding business.

Nippon Express USA is a part of the international Nippon Express Group, which provides supply chain and logistics services to a broad range of business across 37 countries and 6 continents. Nippon Express works with businesses to provide a variety of logistics solutions including transportation and forwarding concerns for motor freight, airfreight, railway, and marine operations. In addition to cargo and logistics services, Nippon Express offers a broad range of related services to their clients across the globe to ensure that their clients can operate more efficiently while reducing costs. Nippon Express USA is also located next door at 401 E. Touhy, with the two facilities working synergistically. Across both buildings, Nippon has a total of 236 employees headquartered in Des Plaines.

Employment Opportunities

515 E. Touhy, Des Plaines, IL 60018

PIN: 09-31-200-005/-011

Nippon Express USA (the “Applicant”) is the owner of the property located at 515 E. Touhy, Des Plaines, IL 60018 (PINs: 09-31-200-005/-011) (the “Subject Property”). The Subject Property consists of an approximately 141,250 square foot building located on land parcels totaling approximately 279,162 square feet.

Nippon Express currently employs 70 full time employees at the Subject Property and 166 employees at 401 E. Touhy for a total of 236 total Des Plaines jobs. Should the Applicant receive the renewal, Nippon Express plans to increase employment by 3-5% per year, up to 25 new full time positions at the Subject Property. Nippon Express would prefer hiring qualified Des Plaines residents for its new positions, and requests contact information for any local job boards or fairs. Without the tax incentive, the Applicant will not be able to continue expanding and may have to lay off employees and/or be forced to relocate to a property with a 6b incentive renewal

In addition to increased property tax revenues, the Nippon’s presence in the City also significantly benefits the local community. The Applicant also has active customers from all over the world who often visit the Applicant’s facilities. These customers will stay in City hotels, dine at City restaurants and otherwise increase economic activity within the City of Des Plaines. Nippon’s 70 employees will also continue to frequent City restaurants, gas stations, stores and more. According to the enclosed New Business Impact chart, Nippon’s 70 full time employees would generate approximately **\$296,625** annually in local revenue, or approximately **\$3,559,500** over the life of the 6b. The annual number would increase to over \$370,000 per year assuming an increase to 80 employees. Including the property tax revenue, the development as proposed would generate a total of approximately **\$4,423,643** in additional revenue for the City over the next 12 years.

Potential Growth & Property Improvements

515 E. Touhy, Des Plaines, IL 60018

PIN: 09-31-200-005/-011

The Subject Property consists of an approximately 141,250 square foot building located on land parcels totaling approximately 279,162 square feet. The Applicant, Nippon Express USA utilizes the Subject Property for its international freight forwarding business.

Nippon Express currently employs 70 full time employees at the Subject Property and 166 employees at 401 E. Touhy for a total of 236 total Des Plaines jobs. Should the Applicant receive the renewal, Nippon Express plans to increase employment by 3-5% per year, up to 25 new full time positions at the Subject Property. Nippon Express would prefer hiring qualified Des Plaines residents for its new positions, and requests contact information for any local job boards or fairs. Without the tax incentive, the Applicant will not be able to continue expanding and may have to lay off employees and/or be forced to relocate to a property with a 6b incentive renewal.

The initial 6B approval in 2010 was the basis for Nippon Express to purchase the Subject Property's land and to construct the current existing facilities. Nippon Express has since invested over \$17 million dollars to create their Campus Facility at the Subject Property location, and has made other significant investments into their Des Plaines properties over the life of the incentive. If the incentive is renewed, the Applicant intends to continue investing into their Des Plaines properties in order to complete their Campus Facility project, which would total an approximate investment of \$44 million dollars.

Potential investment plans include the establishment of a Foreign Trade Zone, and the development of a specialized facility with the capability of transporting and storing pharmaceutical products for Global Fortune 500 clients. These potential investments would cost upwards of \$3,500,000. Without the assistance from the 6b, the Applicant will not be able to implement their development plans.

The Subject Property has a current market value of \$10,311,250, which would generate an estimated \$3,746,168 in total taxes over the life of the Class 6b Tax Incentive (or approximately \$277,494 per year). Without the incentive and at full vacancy, the property would generate a total of \$2,737,924 over 12 years (or approximately \$240,169 per year). Therefore, should the Class 6b be approved, the Subject Property would generate an additional **\$864,143** in real estate taxes over the life of the Class 6b Tax Incentive. Should the additional investment of approximately \$3,500,000 be made, the property's market value could increase to around \$13,811,250,000, which would generate over \$370,000 in taxes each year. Please see the attached "12 Year Tax Comparison Chart"

In addition to increased property tax revenues, the Nippon's presence in the City also significantly benefits the local community. The Applicant also has active customers from all over the world who often visit the Applicant's facilities. These customers will stay in City hotels, dine at City restaurants and otherwise increase economic activity within the City of Des Plaines. Nippon's 70 employees will also continue to frequent City restaurants, gas stations, stores and more.

According to the enclosed New Business Impact chart, Nippon's 70 full time employees would generate approximately **\$296,625** annually in local revenue, or approximately **\$3,559,500** over the life of the 6b. This annual number will increase to approximately \$339,000 per year assuming an increase to 80 employees. Including the property tax revenue, the development as proposed would generate a total of approximately **\$4,423,643** in additional revenue for the City over the next 12 years.

12 Year Tax Estimates
 515 E. Touhy Avenue,
 Des Plaines, Illinois 60018
 PINs: 09-31-200-005/-011

Estimated Taxes Based on:
 Estimated Taxes Based on the Current Market Value and a 6b Tax Renewal
 Compared to
 Estimated Taxes Based on the Current Market Value, No 6b Renewal & Full Occupancy
 Compared to
 Estimated Taxes Based on the Current Market Value, No 6b Renewal & Full Vacancy
 Compared to
 Estimated Taxes Based on the Current Market Value + \$3,500,000 in Improvements & a 6b Renewal

Tax Year	2019 Tax Rate	2019 Multiplier	Estimated Effective Tax Rate*	Estimated Taxes Based on the Current Market Value and a 6b Tax Renewal	Estimated Taxes Based on the Current Market Value, No 6b Renewal & Full Occupancy	Estimated Taxes Based on the Current Market Value, No 6b Renewal & Full Vacancy	Estimated Taxes Based on the Current Market Value + \$3,500,000 in Improvements & a 6b Renewal
2021	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2022	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2023	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2024	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2025	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2026	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2027	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2028	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2029	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2030	9.229%	2.9160	26.912%	\$277,494	\$693,735	\$240,169	\$371,685
2031	9.229%	2.9160	26.912%	\$416,241	\$693,735	\$240,169	\$371,685
2032	9.229%	2.9160	26.912%	\$554,988	\$693,735	\$240,169	\$371,685
				Total Estimated Taxes (2021 to 2032)	\$8,324,816	\$2,882,025	\$4,460,221

Property Tax Revenue Generated by the Renewal of the 6b Tax Incentive
\$864,143

Notes:

* The 2019 Effective Tax Rate (the 2019 tax rate x the 2019 multiplier) was used. It does not take into account any increases or decreases in the Effective Tax Rate between 2021 and 2032.
 **The above is based on the assumption that the Class 6b Tax Incentive for the subject property will be granted in 2020 and activated in 2021

The above estimates are speculative, and should be treated as such.

Employee Economic Impact

Purchase	Emp.	%	Exp./Week	Weeks	Total
Lunch	70	55%	\$55	50	\$105,875
Grocery	70	30%	\$50	50	\$52,500
Consumer Go	70	25%	\$35	50	\$30,625
Entertainment	70	15%	\$55	50	\$28,875
Auto-Gas	70	75%	\$30	50	\$78,750
TOTAL					\$296,625

**CITY OF DES PLAINES
ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT**

Company Name Nippon Express Co. Ltd.

Project Name 515 E. Touhy Avenue 6b Renewal

Project Address 515 E. Touhy Avenue

The City of Des Plaines (the "City") requires disclosure of the information requested in this Economic Disclosure Statement and Affidavit ("EDS") before any City agency, department or City Council action regarding the matter that is the subject of this EDS. Please fully complete each statement, with all information current as of the date this EDS is signed. If a question is not applicable, answer with "NA" **An incomplete EDS will be returned and any City action will stop pending receipt of a completed EDS.**

Please **print or type** all responses clearly and legibly. **Add additional pages if needed, being careful to identify the portion of the EDS to which each additional page refers.**

WHO MUST SUBMIT AN EDS:

1. **Applicants:** Any individual or entity (the "**Applicant**") making an application to the City for action on economic entitlements requiring City Council approval must file this EDS.

2. **Entities holding an interest in the Applicant:** Generally, whenever an ownership interest in the Applicant (for example, shares of stock of the Applicant or a limited partnership interest in the Applicant) is held or owned by another legal entity (for example, a corporation or partnership, rather than an individual) each such legal entity must also file an EDS on its own behalf, and any parent of that legal entity **must do so until individual owners are disclosed.**

However, if an entity filing an EDS is a corporation whose shares are registered on a national securities exchange pursuant to the Securities Exchange Act of 1934, only those shareholders that own 10% or more of that filing entity's stock must file an EDS on their own behalf.

ACKNOWLEDGMENT OF POSSIBLE CREDIT AND OTHER CHECKS: By completing and filing this EDS, the Undersigned acknowledges and agrees, on behalf of itself and the entities or individuals named in this EDS, that the City may investigate the criminal background and creditworthiness of some or all of the entities or individuals named in this EDS.

CERTIFYING THIS EDS: Execute the certification on the date of the initial submission of this EDS. You may be asked to re-certify this EDS on the last page as of the date of submission of any subsequent documentation, or as of the date of the closing of your transaction.

GENERAL INFORMATION

Date this EDS is completed: 12/9/20

A. Who is submitting this EDS? The individual will be the "Undersigned" throughout this EDS. Nippon Express U.S.A., Inc.

NOTE: The Undersigned is the individual or entity submitting this EDS, whether the Undersigned is an Applicant or is an individual on behalf of an entity holding an interest in the Applicant. This EDS requires certain disclosures and certifications from Applicants that are not required from entities holding an interest in the Applicant.

NOTE: When completing this EDS, please observe whether the section you are completing applies only to Applicants.

Check here if the Undersigned is filing this EDS as the Applicant.
 Check here if the Undersigned is filing on behalf of an entity holding an interest in an Applicant.

Also, please identify the legal name of the Entity holding an interest in the Applicant:

Nippon Express Co. Ltd.

B. Business address of the Undersigned: 1-Chome 9-3, Higashi-Shimbashi
Minato-Ku, Tokyo, Japan 105-8322

C. Telephone: 847-460-7200 ext. 7201 Fax: _____ Email: Roland_Rock@nittsu.com

D. Name of contact person: Roland Rock

E: Tax identification number: 13-1971441

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains. (Include project number and location if applicable):

515 E. Touhy Avenue 6b Renewal

G. City action requested (specify; professional services, purchase of supplies, project bid, contract for services, other):

N/A

H. Describe contract:

N/A

SECTION ONE: DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF ENTITY

1. Indicate whether the Undersigned is an individual or legal entity:

- Individual
- Business corporation
- Sole proprietorship
- Trust
- General partnership
- Limited partnership
- Limited Liability Company
- Joint venture
- Not-for-profit corporation
(Is the not-for-profit corporation also a 501(c)(3))?
 Yes No
- Other entity (please specify) _____

2. State of incorporation and date of incorporation of organization, if applicable:

Minato-Ku, Tokyo, Japan

3. For legal entities not organized in the State of Illinois: Is the organization authorized to do business in the State of Illinois as a foreign entity?

Yes No N/A **Submit Proof by attachment.**

B. ORGANIZATION INFORMATION – attach additional pages, if necessary.

1. IF THE UNDERSIGNED IS A CORPORATION:

a. List below the names and titles of all executive officers and all directors of the corporation. For not-for-profit corporations, also list below any executive director of the corporation, and indicate all members, if any, who are legal entities. If there are no such members, write "no members."

Name

Title

Please See Attached.

b. If the Undersigned is a corporation whose shares **are** registered on a national securities exchange pursuant to the Securities Exchange Act of 1934, please provide the following information concerning shareholders who own shares equal to or in excess of 10% of the corporation's outstanding shares.

Name	Business	Address	Percentage Interest
The "undersigned's" shares are registered on the Tokyo Stock Exchange (9062. T), which are not registered on a national securities exchange pursuant to the Securities Exchange Act of 1934.			

The "Undersigned" has approximately 45,059 shareholders. The top three shareholders are as follows:

c. For corporations that **are not** registered on a national securities exchange pursuant to the Securities Exchange Act of 1934, list below the name, business address and percentage of ownership interest of each shareholder.

Name	Business	Address	Percentage Interest
The Master Trust Bank of Japan, Ltd. (Account in Trust); 2-11-3 Hamamatsucho, Minato-Ku, Tokyo Japan - 8.5%			
Japan Trustee Services Bank, Ltd. (Account in Trust); 8-11, Harumi 1-Chome, Chuo-Ku, Tokyo Japan - 7.8%			
Asahi Mutual Life Insurance Co.; 6-1, Otemachi 2-Chome, Chiyoda-Ku, Tokyo Japan - 5.8%			
The "Undersigned's" remaining approximately 45,056 shareholders own the remaining 77.9% interest			

2. IF THE UNDERSIGNED IS A PARTNERSHIP OR JOINT VENTURE:

For general or limited partnerships or joint ventures: list below the name, business address and percentage of ownership interest of each partner. For limited partnerships, indicate whether each partner is a general partner or a limited partner.

Name	Business	Address	Percentage Interest
N/A			

3. IF THE UNDERSIGNED IS A LIMITED LIABILITY COMPANY:

a. List below the name, business address and percentage of ownership interest of each (i) member and (ii) manager. If there are no managers, write "no managers," and indicate how the company is managed.

Name	Business	Address	Percentage Interest
N/A			

Name	Business Address	Percentage of Interest
Robert S. Clingan, Jr. and Marjorie D. Clingan, as Trustee of Robert S. Clingan Trust	2525 Arthur Avenue Elk Grove Village, IL 60007	5.10606%
Robert S. Clingan, Jr. and Marjorie D. Clingan, as Trustee of Margorie D. Clingan Trust	2525 Arthur Avenue Elk Grove Village, IL 60007	4.89394%
Robert S. Clingan, Jr. and Marjorie D. Clingan, as Trustee of David R. Clingan Trust dated 9/30/08	2525 Arthur Avenue Elk Grove Village, IL 60007	22.50000%
Robert S. Clingan, Jr. and Marjorie D. Clingan, as Trustee of Douglas J. Clingan Trust dated 9/30/08	2525 Arthur Avenue Elk Grove Village, IL 60007	22.50000%
Robert S. Clingan, Jr. and Marjorie D. Clingan, as Trustee of Robert S. Clingan, III Trust dated 9/30/08	2525 Arthur Avenue Elk Grove Village, IL 60007	22.50000%
Robert S. Clingan, Jr. and Marjorie D. Clingan, as Trustee of Gregory D. Clingan Trust dated 9/30/08	2525 Arthur Avenue Elk Grove Village, IL 60007	22.50000%

b. List below the names and titles of all officers, if any. If there are no officers, write "no officers."

Name	Title
N/A	

4. IF THE UNDERSIGNED IS A LAND TRUST, BUSINESS TRUST, TRUST, ESTATE OR OTHER SIMILAR ENTITY:

a. List below the name and business address of each individual or legal entity holding legal title to the property that is the subject of the trust.

Name	Business	Address
N/A		

Trustee Name and Address	Trust Number

b. List below the name, business address and percentage of beneficial interest of each beneficiary of the Trust.

Name	Business	Address	Percentage Interest
N/A			

5. IF THE UNDERSIGNED IS ANY OTHER LEGAL ENTITY, first describe the entity, then provide the name, business address, and the percentage of interest of all individuals or legal entities having an ownership or other beneficial interest in the entity. Describe the entity:

N/A

Name	Business	Address	Percentage Interest
N/A			

SECTION TWO: BUSINESS RELATIONSHIPS WITH CITY ELECTED OFFICIALS

A. DEFINITIONS AND DISCLOSURE REQUIREMENT

1. The Undersigned must indicate whether it had a "doing business" relationship or had a "financial interest" with a City elected official in the 12 months before the date this EDS is signed.

2. Pursuant to the City Code of Ethics, Section 1-9-1 et seq. and specifically Section 1-9-3 and Section 1-9-5 of the Municipal Code of Des Plaines (the "Municipal Code"), "doing business" and "financial interest" are defined as follows:

DOING BUSINESS:

Any combination of sales, contracts, or purchases, with the City or any City Agency in an amount in excess of ten thousand dollars (\$10,000.00) in any twelve (12) consecutive months.

FINANCIAL INTEREST:

A. Any interest as a result of which the owner currently receives or is entitled to receive in the future more than two thousand five hundred dollars (\$2,500.00) per year; or

B. Any interest with a cost or present value of five thousand dollars (\$5,000.00) or more; or

C. Any interest representing more than ten percent (10%) of a corporation, partnership, sole proprietorship, firm, enterprise, franchise, organization, holding company, joint stock company, receivership, trust or any legal entity organized for profit; provided, however, financial interest shall not include:

1. Any publicly held stock traded on a recognized exchange;
2. The authorized compensation paid to an official or employee for his office or employment;
3. Any economic benefit provided equally to all residents of the city;
4. A time or demand deposit in a financial institution;

5. An endowment or insurance policy or annuity contract purchased from an insurance company.

B. CERTIFICATION

1. Has the Undersigned had a "doing business" relationship or "financial interest" with any City elected official in the 12 months before the date this EDS is signed?

[] Yes No

If yes, please identify below the name(s) of such City elected official(s) and describe such relationship(s). Attach additional sheet if necessary:

N/A

SECTION THREE: DISCLOSURE OF RETAINED PARTIES

A. DEFINITIONS AND DISCLOSURE REQUIREMENTS

1. The Undersigned, must disclose certain information about attorneys, lobbyists, accountants, consultants, subcontractors, and any other person whom the Undersigned has retained or expects to retain in connection with the Matter. In particular, the Undersigned must disclose the name of each such person, his/her business address, the nature of the relationship, and the total amount of the fees paid or estimated to be paid. For this section 3, the Undersigned is not required to disclose employees who are paid solely through the Applicant's regular payroll.

"Lobbyist" means any person (i) who undertakes to influence any legislative or administrative action, or (ii) any part of whose duty as an employee of another includes undertaking to influence any legislative or administrative action. **For the purposes of this section only, a person may be a Lobbyist, within the meaning of the above definition, even if he or she is not registered with the State of Illinois as a Lobbyist.**

2. If the Undersigned is uncertain whether a disclosure is required under this Section 3, the Undersigned must attach to this EDS a letter specifying the question on disclosure or make the disclosure.

B. DISCLOSURE – attach additional pages, if necessary.

1. Each and every attorney, lobbyist, accountant, consultant, subcontractor, or other person retained or anticipated to be retained directly by the Undersigned with respect to or in connection with the Matter is listed below [begin list here, add sheets as necessary]:

Name	Business Address	Relationship to Undersigned (attorney, lobbyist, etc.)	Fees (indicate whether paid or estimated)
------	------------------	--	---

N/A

2. Indicate for each whether retained or anticipated to be retained.

Name	Status
------	--------

N/A

CHECK HERE IF NO SUCH INDIVIDUALS HAVE BEEN RETAINED BY THE UNDERSIGNED OR ARE ANTICIPATED TO BE RETAINED BY THE UNDERSIGNED.

3. Has any owner, officer, manager, or employee of Applicant ever plead guilty, been found guilty, received supervision, plead nolo contendere (no contest) to any felony within the last five (5) years? Check one: No x. Yes _____. If yes, complete section below or attach additional sheet(s) identifying person, charge, date of finding, Court name and branch and case docket number.

N/A

Name	Relationship with company	Date of plea or court action
------	---------------------------	------------------------------

N/A

Court in which plea made	County, and State or District
--------------------------	-------------------------------

Nature of offense:

N/A

4. State whether any person or company identified in response to section 3 B. 1 above has ever plead guilty, been found guilty, received supervision, plead nolo contendere (no contest) to any felony within the last five (5) years. Check one: No x. Yes _____. If yes complete section below or attach additional sheet(s) identifying person, charge, dated of finding, Court name and branch and case docket number.

N/A

Name	Relationship with company	Date of plea or court action
------	---------------------------	------------------------------

N/A

Court in which plea made

County, State, or District

Nature of offense:

N/A

SECTION FOUR: CERTIFICATIONS

A. CERTIFICATION OF COMPLIANCE

For purposes of the certifications in 1, 2, and 3 below, the term “affiliate” means any individual or entity that, directly or indirectly: controls the Undersigned, is controlled by the Undersigned, or is, with the Undersigned, under common control of another individual or entity. Indicia of control include, without limitation: interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity to do business with the federal government or a state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity.

1. The Undersigned is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, **or the Internal Revenue Service** nor is the Undersigned or its affiliates delinquent in paying any fine, fee, tax or other charge owed to the City. This includes all water charges, sewer charges, license fees, parking tickets, property taxes or sales taxes. If there are any such delinquencies, note them below:

N/A

If the letters “NA,” meaning “not applicable” or the word “None,” or no response appears on the lines above, it will be conclusively presumed that the Undersigned is not delinquent and has certified to the above statements.

2. The Undersigned and its affiliates have not, in the past five years, been found in violation of any City, state or federal environmental law or regulation. If there have been any such violations, note them below:

N/A

If the letters “NA,” the word “None,” or no response appears on the lines above, it will be conclusively presumed that the Undersigned had no violations and certified to the above statements.

3. If the Undersigned is the Applicant, the Undersigned and its affiliates will not use, nor permit their subcontractors to use, any facility on the U.S. EPA's List of Violating Facilities in connection with the Matter for the duration of time that such facility remains on the list.

4. The Undersigned will obtain from any contractors/subcontractors hired or to be hired in connection with the Matter certifications equal in form and substance to those in Section Four, 1, (1-3) above and will not, without the prior written consent of the City, use any such contractor/subcontractor that does not provide such certifications or that the Undersigned has reason to believe has not provided or cannot provide truthful certifications.

If the Undersigned is unable to make the certifications required in Section Four, paragraph A (3) and (4) above, provide an explanation:

N/A

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

B. FURTHER CERTIFICATIONS

1. The Undersigned and, if the Undersigned is a legal entity, its principals (officers, directors, partners, members, managers, executive director):

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. Have not, within a five-year period preceding the date of this EDS, been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against them in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in clause (1)(b) of this section;
- d. Have not, within a five-year period preceding the date of this EDS, had one or more public transactions (federal, state or local) terminated for cause or default; and
- e. Have not, within a five-year period preceding the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, in any

criminal or civil action instituted by the City or by the federal government, any state, or any other unit of local government.

- f. Have not, within a five-year period preceding the date of this EDS, filed for, or acquiesced in the filing of, (i) any bankruptcy, reorganization, debt arrangement or other case or proceeding under any bankruptcy or insolvency law, or (ii) any dissolution, liquidation or foreclosure.

2. The certifications concern:

- the Undersigned;
- any party participating in the performance of the Matter ("an **Applicable Party**");
- any "**Affiliated Entity**" (meaning an individual or entity that, directly or indirectly: controls the Undersigned, is controlled by the Undersigned, or is, with the Undersigned, under common control of another individual or entity. Indicia of control include, without limitation: interlocking management or ownership; identity of interests among family members, shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity to do business with federal or state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity); with respect to Applicable Parties, the term Affiliated Entity means an individual or entity that directly or indirectly controls the Applicable Party, is controlled by it, or, with the Applicable Party, is under common control of another individual or entity;
- any responsible official of the Undersigned, any Applicable Party or any Affiliated Entity or any other official, agent or employee of the Undersigned, any Applicable Party or any Affiliated Entity, acting pursuant to the direction or authorization of a responsible official of the Undersigned, any Applicable Party or any Affiliated Entity (collectively "Agents").

Neither the Undersigned, nor any Applicable Party, nor any Affiliated Entity of either the Undersigned or any Applicable Party nor any Agents have, during the five years before the date this EDS is signed, or, with respect to an Applicable Party, an Affiliated Entity, or an Affiliated Entity of an Applicable Party during the five years before the date of such Applicable Party's or Affiliated Entity's contract or engagement in connection with the Matter:

- A. Bribed or attempted to bribe, or been convicted or adjudged guilty of bribery or attempting to bribe, a public officer or employee of the City, the State of Illinois, or any agency of the federal government or of any state or local government in the United States of America, in that officer's or employee's official capacity;
- B. Agreed or colluded with other bidders or prospective bidders, or been a party to any such agreement, or been convicted or adjudged guilty of agreement or collusion among bidders or prospective bidders, in restraint

of freedom of competition by agreement to bid a fixed price or otherwise;
or

- C. Made an admission of such conduct described in (1) or (2) above that is a matter of record, but have not been prosecuted for such conduct; or

3. The Undersigned understands and shall comply with State Statutes and the City Code of Ethics, Section 1-9-1 et seq. of the Des Plaines Municipal Code.

4. Neither the Undersigned, Affiliated Entity or Applicable Party, or any of their employees, officials, agents or partners, is barred from contracting with any unit of state or local government as a result of engaging in or being convicted of (1) bid-rigging in violation of 720 ILCS 5/33E-3; (2) bid-rotating in violation of 720 ILCS 5/33E-4; or (3) any similar offense of any state or of the United States of America that contains the same elements as the offense of bid-rigging or bid-rotating.

5. If the Undersigned is unable to certify to any of the above statements in this Part III, the Undersigned must explain below:

N/A

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

C. CERTIFICATION REGARDING INTEREST IN CITY BUSINESS

Any words or terms that are defined in Section 1-9-1 et seq. of the Municipal Code have the same meanings when used in this Part III.

- 1. In accordance with Section 1-9-3 of the Municipal Code:
Does any official or employee of the City have a financial interest in his or her own name or in the name of any other person in the Matter?

Yes No

NOTE: If you answered "No" to Item C(1), you are not required to answer Items C(2) or (3) below. Instead, review the certification in Item C(4) and then proceed to Section Five. If you answered "Yes" to Item C(1), you must first respond to Item C(2) and provide the information requested in Item C(3). After responding to those items, review the certification in Item C(4) and proceed to Section Five.

- 2. Unless sold pursuant to a process of competitive bidding, no City elected official or employee shall have a financial interest in his or her own name or in the name

of any other person in the purchase of any property that (i) belongs to the City, or (ii) is sold for taxes or assessments, or (iii) is sold by virtue of legal process at the suit of the City (collectively, "City Property Sale"). Compensation for property taken pursuant to the City's eminent domain power does not constitute a financial interest within the meaning of this Part V.

Does the Matter involve a City Property Sale?

Yes No

3. If you answered "yes" to Item C(1), provide the names and business addresses of the City officials or employees having such interest and identify the nature of such interest:

Name	Business Address	Nature of Interest
N/A		

4. The Undersigned further certifies that no prohibited financial interest in the Matter will be acquired by any City official or employee.

SECTION FIVE: DISCLOSURE OF A FAMILIAL RELATIONSHIP

A. The Undersigned must disclose whether such Applicant or any Applicable Party (as defined below) or any spouse or domestic partner thereof currently has a "familial relationship" with any elected City official or department head. A "familial relationship" exists if, as of the date this EDS is signed, the Undersigned or any Applicable Party or any spouse or domestic partner thereof is related to the mayor, any councilman, or any city department head as spouse or domestic partner or as any of the following, whether by blood or adoption: parent, child, brother or sister, aunt or uncle, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister or half-brother or half-sister.

"Applicable Party" means any (1) officer, member, manager, partner or executive director, of a legal entity or any person exercising similar authority, or (2) any person having more than a 7.5 percent ownership interest in the Applicant as listed in Section I.B,

B. Does the Undersigned or any "Applicable Party" or any spouse or domestic partner thereof currently have a "familial relationship" with an elected City official or department head?

Yes

No

If yes, please identify below (1) the name and title of such person, (2) the name of the legal entity to which such person is connected; (3) the name and title of the elected city official or department head to whom such person has a familial relationship, and (4) the precise nature of such familial relationship.

N/A

SECTION SIX: CONTRACT INCORPORATION, COMPLIANCE, PENALTIES, DISCLOSURE

The Undersigned understands and agrees that:

A. The certifications, disclosures, and acknowledgments contained in this EDS will become part of any contract or other agreement between the Applicant and the City in connection with the Matter, whether procurement, City assistance, or other City action, and are material inducements to the City's execution of any contract or taking other action with respect to the Matter. The Undersigned understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based including, but not limited to, compliance with the City Code of Ethics.

B. If the City determines that any information provided in this EDS is false, incomplete or inaccurate, any contract or other agreement in connection with which it is submitted may be rescinded or be void or voidable, and the City may pursue any remedies under the contract or agreement (if not rescinded, void or voidable), at law, or in equity, including terminating the Undersigned's participation in the Matter and/or declining to allow the Undersigned to participate in other transactions with the City.

C. Some or all of the information provided on this EDS and any attachments to this EDS may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. **By completing and signing this EDS, the Undersigned waives and releases any possible rights or claims which it may have against the City in connection with the public release of information contained in this EDS and also authorizes the City to verify the accuracy of any information submitted in this EDS, and conduct any background investigation which may be necessary as a result of this EDS.**

D. The Undersigned has not withheld or reserved any disclosures as to economic interests in the Undersigned, or as to the Matter, or any information, data or plan as to the intended use or purpose for which the Applicant seeks economic entitlements requiring City Council approval.

E. The information provided in this EDS must be kept current. In the event of changes, the Undersigned must supplement this EDS up to the time the City takes action on the Matter and recertify the supplemental matters.

CERTIFICATION

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS on behalf of the Applicant, and (2) warrants that all certifications and statements contained in this EDS are true, accurate and complete as of the date furnished to the City.

Nippon Express Co. Ltd.
(Print name of individual or legal entity submitting this EDS)

Date: _____

By:

(Sign here)

Roland Rock
Print name of signer

Authorized Signatory/ Agent
Title of signer

SUBSCRIBED and SWORN to before
me this _____, day of _____, 201__.

NOTARY PUBLIC

(SEAL)

CITY OF DES PLAINES

RESOLUTION R - 22 - 21

A RESOLUTION SUPPORTING AND CONSENTING TO RENEWAL OF CLASS 6b CLASSIFICATION FOR THE PROPERTY LOCATED AT 515 E. TOUHY AVE.

WHEREAS, Nippon Express USA, Inc. ("*Applicant*") is the owner of that certain property commonly known as 515 E. Touhy Avenue in the City and legally described in **Exhibit A** attached to and made a part of this Resolution ("*Subject Property*"); and

WHEREAS, the Subject Property consists of approximately 6.4 acres and contains one 10-year old building with a combined gross area of 141,250 square feet (collectively, "*Facility*"); and

WHEREAS, the Applicant plans to continue to occupy the Facility and use the Subject Property for supply chain and logistics services ("*Existing Use*"); and

WHEREAS, in 2008, the City Council adopted Resolution No. R-166-08 supporting and consenting to Class 6b classification of the Subject Property under the Cook County Real Property Assessment Classification Ordinance ("*Classification Ordinance*"), and the Subject Property was classified as Class 6b under Cook County Control Number 61924 ("*6b Classification*")

WHEREAS, 2020 was the last year in which the Subject Property was entitled to a 10% assessment level pursuant to the 6b Classification; and

WHEREAS, in 2020, the Applicant filed a notice of intent to request a ten-year renewal of the 6b Classification of the Subject Property ("*6b Renewal*") with the Office of the Assessor of Cook County ("*Assessor*"); and

WHEREAS, pursuant to the Classification Ordinance, the Assessor will not grant the 6b Renewal unless the City Council adopts a resolution: (i) finding that industrial use of the Subject Property is necessary and beneficial to the local economy; and (ii) expressing the City Council's support for and consent to the 6b Renewal; and

WHEREAS, the Applicant has requested that the City Council adopt a such a resolution; and

WHEREAS, the Applicant has indicated its intention to improve the Facility on the Subject Property at an anticipated cost of \$3,500,000 ("*Proposed Improvements*"); and

WHEREAS, the City Council has determined that supporting and consenting to the 6b Renewal will: (i) induce the Applicant to construct the Proposed Improvements; (ii) reduce the likelihood that the Subject Property will become abandoned and unproductive; (iii) preserve and increase employment opportunities within the City; (iv) help to stabilize the property tax base and

maintain the current level of real estate taxes generated by the Subject Property; and (v) serve the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Plaines, Cook County, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION 2: DETERMINATION OF CONTINUED ELIGIBILITY AND APPROPRIATENESS. The City Council hereby finds and determines that the continued industrial use of the Subject Property is necessary and beneficial to the local economy.

SECTION 3: SUPPORT AND CONSENT TO 6B RENEWAL. Pursuant to the Classification Ordinance, the City Council hereby supports and consents to the 6b Renewal for the Subject Property, but only if the Applicant continues to occupy and use the Subject Property for the Existing Use and makes the stated investment on the Subject in no less than five years from the effective date of this resolution; provided, however, that the City Council does not consent to renewal of the Class 6b Classification of the Subject Property for a period longer than twelve years after the effective date of the 6b Renewal.

SECTION 4: CONDITIONS OF CITY'S CONSENT; REVOCATION. The consent granted in Section 3 of this Resolution is expressly conditioned upon the occurrence and/or satisfaction by the Applicant of the following conditions:

- A. The Applicant will complete construction of the Proposed Improvements no later than February 1, 2026;
- B. The Applicant will employ at least 80 full-time workers within the Subject Property no later than February 1, 2026; and
- C. The Applicant and the Proposed Use has evidenced a commitment to construct the Proposed Improvements in the amount of no less than \$3,500,000.

The Applicant agrees and acknowledges that if any of the conditions set forth in this Section 4 have not been satisfied by February 1, 2026, the City Council shall have the option, in its sole and exclusive discretion, to revoke the consent granted in Section 3 by resolution duly adopted in accordance with the procedures set forth in Section 74-73 of the Cook County Code of Ordinances. In the event that the City Council revokes its consent, the City Clerk is directed to promptly deliver notice of such revocation to the Board of Commissioners of Cook County and the Office of the Cook County Assessor along with certified copies of the revoking resolution.

SECTION 5: DELIVERY. The City Council hereby directs the City Clerk to transmit a certified copy of this Resolution to the Applicant. The Applicant is responsible for filing such certified copy with the Assessor.

SECTION 6: EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval according to law.

PASSED this ____ day of _____, 2021.

APPROVED this ____ day of _____, 2021.

VOTE: AYES ____ NAYS ____ ABSENT ____

MAYOR

ATTEST:

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

EXHIBIT A

LEGAL DESCRIPTION OF THE SUBJECT PROPERTY

PARCEL 1:

THAT PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, TOWNSHIP 41 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING EAST OF A LINE DRAWN FROM A POINT IN THE NORTH LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, 795.29 FEET WEST OF THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER TO A POINT IN THE SOUTH LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, 795.34 FEET WEST OF THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 31 EXCEPT THEREFROM THE EAST 350 FEET MEASURED AT RIGHT ANGLES TO SAID EAST LINE OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, ALSO EXCEPTING THEREFROM THAT PART LYING WITHIN BAIRD AND WARNER'S O'HARE INDUSTRIAL PARK SUBDIVISION, BEING A SUBDIVISION IN THE NORTHEAST QUARTER OF SECTION 31, TOWNSHIP 41 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ALSO EXCEPTING THEREFROM THE NORTH 56 FEET USED FOR STREET, AND ALSO EXCEPTING THEREFROM THE LAND DEDICATED FOR ROAD PURPOSES BY INSTRUMENT DATED DECEMBER 26, 1990 AND RECORDED DECEMBER 2, 1991 AS DOCUMENT 91630620, IN COOK COUNTY, ILLINOIS.

PARCEL 2:

THE NORTH 128.23 FEET OF THAT PART OF LOT 3 IN BAIRD AND WARNER'S O'HARE INDUSTRIAL PARK SUBDIVISION, BEING A SUBDIVISION IN THE NORTHEAST QUARTER OF SECTION 31, TOWNSHIP 41 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING WEST OF THE EAST 300 FEET OF SAID LOT 3, IN COOK COUNTY, ILLINOIS.





CITY MANAGER'S OFFICE

1420 Miner Street
 Des Plaines, IL 60016
 P: 847.391.5488
 desplaines.org

MEMORANDUM

Date: January 8, 2021

To: Mayor and Members of the City Council

From: Michael G. Bartholomew, City Manager 
 Dorothy Wisniewski, Assistant City Manager/Director of Finance 

Subject: Business Assistance Program Discussion

Issue: During the January 4, 2021 City Council meeting, the City Council held a discussion over the business assistance program options and requested that staff bring back a survey from other communities as to the types of programs that have been offered.

Analysis: The Covid-19 pandemic has had a significant impact on many residents and businesses throughout the country in terms of fiscal stability. Some communities have developed programs to assist residents and businesses. In order to gauge the types of programs that are being offered, staff surveyed 33 of our surrounding communities with the following questions:

- **Question 1** - Has your community offered a financial assistance program to Residents? If so, can you provide a description of the program or attach any documents?
- **Question 2** - Has your community offered a financial assistance program to Businesses? If so, can you provide a description of the program or attach any documents?
- **Question 3** - Is there any discussion you are having currently and if so, what types of programs are you looking into?
- **Question 4** - What funding source are you using if a program is being offered?

Survey Results:

Based on the survey conducted, 21 communities responded and the results are attached as **Attachment 1** for your reference.

Question 1 Summary - In summary, the residential assistance that has been offered throughout several communities were waivers on utility billing fees, suspension of shut-offs, no vehicle sticker sales, reductions in commuter parking fees as well as utilization of CDBG funding for rent/mortgage assistance. One town did provide water bill credits of \$200 in 2020 and plans on doing an additional \$200 credit in 2021. Also, Wood Dale provided a coupon program for residents.

Question 2 Summary – For the financial assistance to businesses, 11 of the 21 communities provided assistance in the form of liquor license reductions of 50% or 100%, or installment payment plans. 4 communities have offered Restaurant/Retailer grant relief programs, or safe reopening programs. 3 communities provided financial assistance utilizing CDBG Funding. 1 community offered an interest free loan program up to a maximum of

\$25,000. 1 community offered a sales tax rebate program. 3 communities did not provide business assistance programs. Some of the community statistics mentioned are repetitive as some municipalities offered more than one program.

Question 3 Summary – In summary, two of the communities are planning on utilizing additional CBDG-CV Funds to assist local businesses and one community is discussing waiving business license fees. The remaining 18 communities did not have any plans at this time.

Question 4 Summary – In terms of funding, some of the communities utilized CDBG Funds, General Fund reserves or the impact was a reduction on revenues that were not collected such as the license revenues.

Additionally, staff has reviewed the websites of 29 of our surrounding communities to see if any assistance programs were offered. The results of that survey are attached as Attachment 2.

Relief Options:

1. Waiving of late fees on utility bills and discontinuing utility shut-offs

- a. Beginning in April 1, 2020 the City has waived late fees on utility bills and discontinued shut-offs of water accounts as a means to assist residents and business financially. Staff has also worked on establishing payment plans for any accounts with financial hardship as well as utilizing the HHS Funding towards payment of utility bills. Typically, monthly late fee revenue is approximately \$25K. As such, the reduction in revenue for 2020 was \$225K.

2. CDBG-CV Funding

- a. The City has received additional CDBG Funds in the amount of \$180,767. The City Council approved utilizing these funds towards: 1. Financial assistance for Des Plaines low and moderate income households towards rent, mortgage and utilities assistance; 2. Overnight hotel/motel stay for the homeless; 3. Cleaning and disinfecting at the TLP facility located at 1380 Jefferson; and 4. Purchase of PPE supplies for social distancing at the Wings facility. To date this program has been utilized by 180 Des Plaines Residents.
- b. The City will also be receiving additional Cares Act Funding from CDBG in the amount of \$376,164 which will be brought back to the City Council for a discussion and recommendation on the use of these funds.

3. Liquor License Renewal Reduction (Prorate or Suspend)

- a. The current Liquor License annual revenue fluctuates between \$220K and \$230K. The next renewal date is June 30, 2021. A 50% reduction in liquor license fees would reduce General Fund revenues by \$110K.

4. Business Registration Renewal

- a. The current Business Registration Renewal annual revenue is approximately \$229,545. The recent renewal was due December 31, 2020 and approximately 90% of the businesses have already paid. If the pandemic continues on into 2021, the City Council can consider reducing these fees by 50%.

5. Vehicle Licenses/Stickers

- a. As provided in the results of the survey, one community did not require vehicle stickers for 2020. In late 2019, the City Council removed the vehicle sticker requirements in its entirety which has been received very well by many of the residents. While the revenue loss to the General Fund was \$1.3M, this also provided some relief to the City's residents in 2020.

6. Voucher Program Similar to Wooddale

- a. The current voucher program in Wooddale consists of four \$10 coupons to each household. The

total number of households in Des Plaines is approximately 24,000. If the consideration is for \$40 per household, the total cost would be \$960,000. Administratively with postage, fraud prevention and oversight of collection, additional expenses will be incurred at an estimated cost of \$17,500. Additionally, the issuance of coupons would need to be booked as a potential liability for future payout in the annual audit.

7. Increased funding for already existing business assistance programs

- a. The City could set aside funds to offer grants to businesses re-opening. These grants could potentially be restructured in smaller increments of \$2,500 to \$5,000, thus allowing a greater impact on the business community. While the City does not have these funds set-aside at this point, a portion of the fund balance could be utilized.

Financial Recap:

During the January 4, 2021 City Council meeting, Alderman Brookman requested an update on City finances and a discussion on the City's deficit position. As a result of the Covid-19 Pandemic, many of the economic sensitive revenues have declined as discussed during the 2021 Budget process. Through the month of December 2020, the City has received state shared revenues as of the month of September 2020. In looking at the timeframe of March 2020 through September 2020, sales tax revenues have dropped by 14% (approximately \$1.1M) as compared to that same period in 2019. Home rule sales tax has declined by 18% (approximately \$740K) for that March to September timeframe when comparing both years. Income tax has remained fairly stable year over year.

When putting together the 2021 Budget document, the impact to the General Fund revenues which are estimated at \$61.3M compared to the General Fund expenditures of \$71.3M, the City faces a \$10.3M deficit (revenues exceed expenditures) projected for 2021. While that deficit is based on the budget plan, the City continues to monitor expenses and has a hold on expenditures until the full impact of the pandemic is known. A portion of this budget deficit will be reduced by the savings generated from holding vacant positions as a result of the ERI program that was offered.

In terms of a recap of 2020, staff is still in the process of booking December revenues and expenditures. Examples of outstanding expenses, for instance, include payroll expense for the 2nd half of December that has not yet been paid and that will add approximately \$1.3M in expenditures. Additionally, there are several outstanding invoices that continue to be paid in January and February of 2021 for services rendered in 2020. Those are not yet reflected in the December 2020 expenditure side. In preparation for the 2020 Audit, the financials will be updated to accrual basis. Updated financials will be provided once the audit entries are made sometime in March.

Recommendation: This information is provided for City Council discussion.

Attachments:

Attachment 1 – Financial Assistance Survey

Attachment 2 – Community Assistance Program Website Information

Exhibit A – Highland Park Program

Exhibit B – Libertyville Program

Exhibit C – Northbrook Program

Exhibit D – Oak Park Program

Exhibit E – Orland Park Program

Exhibit F – Winnetka Program

Exhibit G – Wood Dale Program

Exhibit H – Park Ridge

Exhibit I – Mount Prospect

Financial Assistance Survey

Municipality	Attachment	Question 1 - Has your community offered a financial assistance program to residents? If so, can you provide a description of the program or attach any documents?	Question 2 - Has your community offered a financial assistance program to businesses? If so, can you provide a description of the program or attach any documents?	Question 3 - Is there any discussion you are having currently and if so, what types of programs are you looking into?	Question 4 - What funding source are you using if a program is being offered?
1 Carol Stream		We have done blanket waivers of utility bill late fees and suspended shut-offs during periods when the Village Hall was closed to residents.	The only business relief we provided was a 50% reduction on liquor licenses to restaurants in the spring of 2020. We also accommodated no fee permits for outdoor dining where it otherwise would not be permitted.	Nothing presently.	N/A
2 Deerfield		We stopped water shut offs and late fees for residents.	We waived liquor licenses and business licenses for restaurants.	No other current discussions	we don't have a formal funding source
3 Elk Grove		Yes, the Village offered a \$200 water bill credit in May/June 2020 and another \$200 credit in Jan/Feb 2021 for a total of \$400.	The Village also waived business license fees for June 2020. Businesses still had to complete the annual application but fees were waived.	None	General Fund Reserves
4 Glencoe		Not a formal assistance program. But we did delay our normal vehicle sticker deadline by 2 months, and also postponed utility bill late fees/shutoffs for 3 months.	Not a formal assistance program, but did offer installment plans for liquor license renewals and delayed the implementation of a previously approved Places for Eating Tax from July 1, 2020 to January 1, 2021.	Not at this time.	We utilized our fund balance reserves to absorb the delay in revenue collection.
5 Highland Park	Exhibit A	<ul style="list-style-type: none"> 3-month City building rent relief upon request Aid for Restaurants & Retailers Grant Program The City will reimburse up to 50% of eligible COVID-19 operational expenses for qualifying restaurants and retailers, up to a maximum of \$5,000 for retailers and \$10,000 for restaurants. 2021 Fee Waivers & Deferrals Registration fees for businesses occupying 7,000 sq. ft. or less are waived. Restaurant license fees are waived. 50% of liquor license fees for restaurants and hotels are waived, with payment of the balance deferred until June 30, 2021. 	<ul style="list-style-type: none"> Financial Aid for Restaurants & Retailers Grant Program The City will reimburse up to 50% of eligible COVID-19 operational expenses for qualifying restaurants and retailers, up to a maximum of \$5,000 for retailers and \$10,000 for restaurants. 	No	The Program during FY 2020 was funded by fund balance drawdown and cost reductions. The current program is funded through a reallocation of \$227,500 from the City's Sustainability Fund (fund balance drawdown) and \$27,500 from reduced expenditures within the General Fund budget.
6 Hoffman Estates		No	No	Nothing being discussed about Village funds being used to assist	N/A
7 Libertyville	Exhibit B	Deferred utility bill penalties and shutoffs through July 1, 2020.	Not directly, but we are doing an incentive program. Libertyville car dealerships are offering residents \$200 worth of gift certificates and out-of-towners get \$100 which can be used at a local business.	Not at this time	General Fund revenues
8 Lincolnshire		No	No	No	N/A
9 Lombard		Not any direct programs. But we have waived all commuter parking fees through 3/31/21. Also, we waived all fees and penalties on unpaid water bills through 12/31/20.	Not a direct assistance program. But we waived liquor license fees that were due on 7/1/20 and 1/1/21. In addition, during the times that there was no indoor dining allowed, we did not require restaurants to collect our food and beverage tax.	There are none under discussion, unless there is future additional stimulus funding from the federal government.	N/A
10 Mount Prospect	Exhibit 1	We have not offered any assistance to residents. We had pushed the due date for water/sewer and vehicle stickers for a few months. Residents can contact the human services department and get help if they qualify for some water bill payments, rent assistance, etc.	We did the following for businesses: a. Extended the liquor license renewal due date by six months and waived their 50% of liquor license fees in 2020. b. The Village Extended the due dates for payments for locally collected taxes. c. We use some of the cares act money and combined some village Funds for a grant program for restaurants. The Village gave \$10k grants to around 60 restaurants, and the program details are listed at this link.	Currently, the staff is discussing waiving or refunding business license fees for the year.	Some of the Cares Act dollars and unused Façade program money were used for the grant program.
11 Niles		Department of Family Services assistance for financial assistance of utility bill/ rent. Meals on Wheels	\$500K in bank account open to restaurants for up to \$25K loan amount. Criteria established - Could not be chain and had to meet sales threshold and a certain # of employees. Designed to be paid off in 3 years at no interest. (11 businesses and 9 made it through criteria)	N/A	General Fund
12 Normal		Yes, we are using a HUD CDBG-CV grant (\$246,067) to fund a direct assistance program to help folks with rent/mortgage payments and outstanding utility bills (power, gas, water). The limit is \$1,000 per month for up to 3 months. As water is a Town provided utility, we have limited our assistance to \$100, and we can then put folks on a payment plan.	Yes, we are using state Local CURE ES funding for a Small Business Relief Program. In sum, we offered 3 pools of money to businesses that have suffered financially due to COVID - up to \$500 for operational assistance, up to \$500 for digital marketing support, and up to \$500 for business modification. There were many eligibility requirements, including a maximum of 50 employees, physical location in Normal, in operation as of Jan. 1, 2020, and more.	The Town has another approximately \$335,000 in HUD CDBG-CV funds that we can expend on a variety of COVID-related issues. We are currently discussing how best to utilize those funds.	CDBG-CV

Financial Assistance Survey

Municipality	Attachment	Question 1 - Has your community offered a financial assistance program to Residents? If so, can you provide a description of the program or attach any documents?	Question 2 - Has your community offered a financial assistance program to Businesses? If so, can you provide a description of the program or attach any documents?	Question 3 - Is there any discussion you are having currently and if so, what types of programs are you looking into?	Question 4 - What funding source are you using if a program is being offered?
13 Northbrook	Exhibit C	N/A	Safe Reopening Grant Program. A total of \$250,000 has been allocated by the Village of Northbrook for the grant program. The maximum amount of the grant is \$2,000/business. We are offering business assistance loans (funded by additional CDBG grants through CARES) and if certain conditions are met by borrowers, these loans do not need to be paid back to Village. Detailed information on this can be found on our website using this link: https://www.oak-park.us/village-services/business-services/covid-19-business-assistance-loan-program Besides these business loans, since the start of the pandemic we have also placed a moratorium on assessing late payment penalties and disconnections for all water/sewer accounts. We are also being more flexible with those businesses delinquent with local taxes (i.e. hotel, liquor, local gasoline, etc.). Pre-pandemic, we would typically hold a hearing for any business more than three months in arrears (for possible suspension of business or liquor license). Although we are not currently suspending business licenses or delinquent taxes, a business does need to be current on all Village accounts if they want to be awarded a business assistance CDBG loan.	Nothing on the table at this time	Fund Balance
14 Oak Park	Exhibit D	Since the start of the pandemic we have also placed a moratorium on assessing late payment penalties and disconnections for all water/sewer accounts	Yes. 50/50 small business sales tax rebate for 3 months (July – September), 50/50 hotel tax sharing for 12 months (7/20 to 6/21), Inducement agreements for 50/50 share for several businesses, restaurant infill inducement agreements, non-traditional sales tax inducement agreements. We also reduced restaurant liquor license fees for 2021. https://orlandpark.org/cms/One.aspx?portalId=14039958&pageId=1723004 20% discount offered on business license and liquor license renewal. Running a restaurant coupon program.	None	N/A
15 Orland Park	Exhibit E	No, but we did offer a shop OP (included vehicle sales) Visa card program, and Dine OP visa card program.			We had \$575,000 set aside that we used for Shop and Dine OP programs and to offset the liquor license revenue loss.
16 Park Ridge	Exhibit H	No			General Fund Reserves, FEMA reimbursement requested.
17 Schaumburg		Schaumburg has two programs for which we accept donations. The Neighbors Helping Neighbors program and Community Assistance fund. Expenditures for both are managed by the Police Department Social Workers. Neighbors Helping Neighbors is primarily used to help residents that cannot afford to pay their water bill, but could be used (at the Social Worker's discretion) for other items of need, too. The Community Assistance fund is primarily used to assist people displaced from their homes due to some form of abuse which requires Social Services intervention. This program is funded by donations from employees and/or the public, but the Village also allocates 50% of any local prostitution fines to this fund. If the PD has received any donations of gift cards, I imagine they would be given to the Social Workers to use in these circumstances. Schaumburg suspended water disconnections for about 6 months at the height of the pandemic (Mar – Aug) but did not waive any fees.	Schaumburg has rolled out 3 programs to assist businesses. We used \$87,150 in CDBG funds to provide 50% matching forgivable loans for eligible operating expenses. The Village also used \$100,000 out of the general fund to up to \$15,000 for small business recovery program. More info can be found at: https://www.villageofschaumburg.com/business/small-business-resources Schaumburg also rebated 20% of the 2020 liquor license fee to holders in good standing on Oct. 1, 2020.	Schaumburg is going to get additional CDBG funds and we are working on how to provide additional forgivable loans for our businesses. Schaumburg will be offering rent/mortgage assistance through the Police Social Services Division. Assistance will be provided to income eligible residents who were impacted by the pandemic. Program specifics are still being finalized.	We are using some available CDBG funds to assist qualified applicants. The Village is receiving a total of \$929,915 in CDBG-CV funds.
18 Streamwood		No. No direct financial assistance. The Village did waive late fees and suspending shutoffs for water and sewer billing. However, traditional billing and collection has since resumed.	No	No	N/A
19 Wheeling		No	We did waive business license fees, liquor license fees and health inspection permit fees for one year which reduces revenue in the General Fund.	No	N/A

Financial Assistance Survey

Municipality	Attachment	Question 1 - Has your community offered a financial assistance program to Residents? If so, can you provide a description of the program or attach any documents?	Question 2 - Has your community offered a financial assistance program to Businesses? If so, can you provide a description of the program or attach any documents?	Question 3 - Is there any discussion you are having currently and if so, what types of programs are you looking into?	Question 4 - What funding source are you using if a program is being offered?
20 Winnetka	Exhibit F	Other than waiving late-fees on utility bills, discontinuing utility shutoffs and setting up payment plans there has been no direct financial assistance program offered to residents.	Yes. This past fall we did a "Local Business Sales Tax Rebate Economic Relief Program" which provided a rebate of \$2,500, \$5,000 or \$10,000 depending on the amount of 2019 taxable sales. In December, we also did a "Restaurant Relief Grant" and distributed a check of \$4,000 to all of our local restaurants. Large national chains (ex. McDonald's and Walgreens) were excluded from both of these assistance programs.	There are no additional programs under discussion at this time but we continue to closely monitor the pandemic's impact to the local economy.	We used an annual contingency (rainy day) budget along with accumulated fund balance.
21 Wood Dale	Exhibit G	We did free vehicle stickers last May. In December we did the Wood Dale Dollars program.	We did free business license renewals, and waived the fee for liquor license renewals. New businesses or liquor applicants still had to pay the fee as usual.	Nothing else at this time	CARES Act monies

Did not respond to survey

Arlington Heights
Buffalo Grove
Elmhurst
Evanston
Glenview
Gurnee
Lake Zurich
Lisle
Morton Grove
Palatine
Skokie
Wilmette

Community Assistance Program Website Information

Municipality	Direct Program Link	Program	Brief Program Info
1 Village of Addison	addisonadvantage.org	No Program Listed	N/A
2 Village of Arlington Heights	yah.com	Coronavirus Relief Package	Reduction of liquor license fees and various fee deferrals.
3 Village of Bensenville	bensenville.il.us	No Program Listed	N/A
4 Village of Buffalo Grove	vbg.org	No Program Listed	N/A
5 Elk Grove Village	elkgrove.org	Coronavirus Relief Package	\$200 water bill credit in early 2021.
6 City of Evanston	cityofevanston.org	No Program Listed	N/A
7 Village of Franklin Park	villageoffranklinpark.com	No Program Listed	N/A
8 Village of Glenview	glenview.il.us	Discount on Permit Fees	25% discount on building permit fees between 12/1/2020-2/26/2021.
9 Village of Hoffman Estates	hoffmanestates.org	No Program Listed	N/A
10 Village of Itasca	itasca.com	Itasca Bucks Program	\$50 for residents to spend
11 Village of Lincolnwood	lincolnwoodil.org	Grant Program	Grants for Restaurants and Breweries up to \$10K
12 Village of Melrose Park	melrosepark.org	No Program Listed	N/A
13 Village of Morton Grove	mortongroveil.org	No Program Listed	N/A
14 Village of Mount Prospect	mountprospect.org	Restaurant Assistance Grant	Grant for Local Restaurants up to \$10K
15 Village of Niles	vniiles.com	No Program Listed	N/A
16 Village of Norridge	villageofnorridge.com	No Program Listed	N/A
17 Village of Northbrook	northbrook.il.us	No Program Listed	N/A
18 Village of Northlake	northlakecity.com	No Program Listed	N/A
19 Village of Oak Park	oak-park.us	No Program Listed	N/A
20 Village of Palatine	palatine.il.us	No Program Listed	N/A
21 City of Park Ridge	parkridge.us	No Program Listed	N/A
22 City of Prospect Heights	prospect-heights.il.us	No Program Listed	N/A
23 Village of Rosemont	rosemont.com	No Program Listed	N/A
24 Village of Schaumburg	villageofschaumburg.com	No Program Listed	N/A
25 Village of Skokie	skokie.org	No Program Listed	N/A
26 Village of Wheeling	wheeling.il.gov	No Program Listed	N/A
27 Village of Wilmette	wilmette.com	Restaurant Assistance Grant	Restaurant sales tax rebate program up to 50%
28 Village of Winnetka	villageofwinnetka.org	No Program Listed	N/A
29 City of Wood Dale	wooddale.com	Wood Dale Dollars	\$40 coupons/per household for water bill or restaurants.



City of Highland Park Waives and Defers Business Fees

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City of Highland Park Waives and Defers Business Fees

\$110,000 allocated to provide direct financial assistance to qualifying small businesses

November 23, 2020 – The City of Highland Park (City) will eliminate and defer certain business fees in an effort to provide relief to small businesses that have sustained significant economic impact from the coronavirus pandemic. To provide direct financial assistance to businesses, the following measures will be implemented beginning Monday, November 23, 2020:

Business

- Waiver of 2021 business registration fees for qualifying businesses occupying 7,000 square feet or less, valued at approximately \$30,000
- Waiver of 2021 restaurant licenses, valued at approximately \$11,000
- Waiver of 50% of 2021 liquor license fees for Highland Park restaurants and hotels, and deferred payment of the balance until June 30, 2021 valued at approximately \$69,000

These measures will benefit all qualifying Highland Park businesses regardless of industry. Eliminating fees provides immediate financial assistance and eases the administrative burden on business owners by streamlining operational processes. City staff will contact business owners who have already submitted payment for the above fees to coordinate reimbursement.

Development

The total value of these new measures is estimated at \$110,000. Waivers will be administered as grants through the Financial Aid for Restaurants and Retailers (FARR) grant program, which also allows eligible restaurants and retailers to apply for matching grants to offset qualifying pandemic-related expenses.

“City Council members and City staff understand the significant strain that the pandemic has placed on small business owners. By eliminating and deferring City fees to provide direct cash relief for small business owners, we are using all available means to help our businesses weather the storm,” said Mayor Nancy Rotering. “Highland Park’s restaurants, retailers, service and fitness businesses have faced enormous challenges this year, and we encourage all residents to shop locally this holiday season. With safe and convenient options such as virtual personal shopping and fitness classes, curbside pickup, and even free local delivery, Highland Park is open for business.”

Government

City Manager Ghida Neukirch stated, “In addition to direct financial assistance implemented during 2020 and for 2021, elected officials and City staff continue to support small business owners through open communication, assistance with state and federal loan and grant programs, and marketing support.”

The FARR grant program designates \$255,000 in funding to support COVID-19-related operational costs incurred by restaurants and retailers in providing a safe environment for employees and customers. Through the program, qualifying small businesses may apply for reimbursement of up to 50% of eligible expenses related to COVID-19 public health



mitigations, to a maximum of \$10,000 for restaurants and \$5,000 for retailers. Examples include purchasing tents or heaters, installing acrylic barriers, and upgrading ventilation and air circulation systems. Detailed information and applications for the program are available at cityhpil.com.

Other initiatives to support businesses have included the temporary suspension of interest and late fees associated with certain business taxes, no-fee outdoor use permit applications for outdoor dining, merchandising, and fitness classes on the public right-of-way, City-wide marketing campaigns and advertising, and advocacy with state and federal agencies. More information about these and other efforts is available at cityhpil.com.

Home

Questions regarding the elimination and deferral of business registration and license fees may be directed to the Office of Business Development at 847.926.1027. Information about the City's response to the COVID-19 pandemic is available at cityhpil.com/covid-19.

Departments

Resident

- City Manager's Office
- Community Development
- Finance
- Fire
- Police
- Public Works

Frequent Searches

Business

- Employment
- Events
- Utilities
- Refuse & Recycling
- City Newsletters
- Bid & RFP Opportunities

Quick Links

Development

- Meeting Agendas, Minutes and Videos
- Property Search
- City Code
- Interactive Maps
- Construction Projects
- Policies



1707 St Johns Avenue
Highland Park
Illinois 60035

Government

HOURS

Please note that due to COVID-19 health concerns, City Hall is closed to the public. City services are available online and by phone.

City Manager's Office:

Monday - Friday, 8 AM - 5 PM

Finance Office:

Monday, 7:30 AM - 5 PM

Tuesday - Friday, 8:30 AM - 5 PM

Emails

LIBERTYVILLE TO REWARD CUSTOMERS OF LOCAL DEALERSHIPS

FOR IMMEDIATE RELEASE. Libertyville, IL, September 30, 2020— During a difficult economic time, the Village has brought back the Libertyville Rewards program to support and promote local businesses community-wide. Purchasers and lessees of new vehicles in Libertyville reap rewards as part of the *Libertyville Rewards* program. Buy or lease a new vehicle at any of twelve Libertyville dealerships and receive certificates from the Village of Libertyville, usable towards goods and services at participating Libertyville businesses while supplies last. Libertyville residents will receive \$200 in certificates and non-residents \$100 in certificates. Additionally, for each benefiting customer the dealerships will donate \$100 towards local charities that are responding to community members in need. The program is intended to encourage people to make Libertyville their car buying destination and to thank them for shopping in Libertyville, while promoting and supporting the many great retailers throughout the Village. The program will kick-off on October 1st and dealership customers will be eligible for certificates throughout the month.



According to Libertyville Mayor Terry Wepler, “Vehicle related businesses are crucial to our local economy through their sales taxes, employment, connections to other local business, and their ongoing support of community events and organizations. We are happy to be able to reward customers for shopping Libertyville’s Mile of Cars and to extend the purchasing power of the Rewards certificates throughout the community.”

Auto related businesses represent approximately 60% of all sales tax receipts received by the Village, taxes which support needed services and facilities, including parks, fire and police protection. These businesses also provide employment to nearly 800 people. Their community support extends far beyond taxes and provision of jobs to sponsorship of the Village’s Independence Day fireworks and various organizations. A map of the dealerships can be found at www.Libertyville.com/MileofCars.

The first thirty customers purchasing or leasing a new vehicle at each of 12 Libertyville dealerships between October 1st-31st, 2020 are eligible for Libertyville Rewards certificates. In early November, the Village will mail certificates to these customers for their use before February 28, 2021. A list of participating businesses accepting the Rewards will be mailed to certificate holders and will be posted on the Village’s program website in mid-November (www.Libertyville.com/Rewards). Participating businesses may display a sign in their store window indicating they accept Rewards certificates.

Glenn Bockwinkel, GM of Libertyville Lincoln and Mile of Cars representative, is a program supporter. “The dealerships on Libertyville’s Mile of Cars are thrilled to partner with the Village on this program. It’s exciting to be able to reward customers for their local support and to extend the benefit to residents and businesses throughout the community.”

The Libertyville Rewards certificates are a part of the *Shop 60048* effort, a program intended to strengthen Libertyville businesses through encouraging area residents to shop locally and educating them about local business offerings. When people shop locally, it does help add to local sales tax revenues which support Village services, but more importantly, it strengthens local businesses and provides employment opportunities.

About the Village of Libertyville – The Village of Libertyville is a north suburban Chicago community of nearly 22,000 residents and over 900 businesses, including 25 retail centers, almost 100 restaurants and a historic downtown. www.VisitLibertyville.com

About the Libertyville Mile of Cars – The Libertyville Mile of Cars is comprised of twelve Libertyville dealerships, representing 18 new vehicle brands, as well as a large selection of used vehicles.

CONTACTS: Mayor Terry Wepler, (847) 918-2028; Glenn Bockwinkel, Libertyville Mile of Cars, Libertyville Lincoln, (847) 431-3060; Kelly Amidei, Village Administrator, (847) 918-2027; Heather Rowe, Economic Development Coordinator, (847) 918-2000



NORTHBROOK STRONG

SMALL BUSINESS SAFE REOPENING GRANT PROGRAM

In response to the widespread economic disruption caused by the COVID-19 pandemic and in an effort to assist local businesses to absorb the costs of reopening in a safe manner, the Village of Northbrook has established the “Northbrook Strong” Safe Reopening Grant Program for qualifying small businesses in the community. The aim of the program is to help defray the costs associated with safely reopening businesses by reimbursing businesses for the unique expenses they had to incur in order to comply with the Governor’s various Executive Orders associated with the various “Stay at Home” orders and the “Restore Illinois” phased reopening initiative.

- A total of \$250,000 has been allocated by the Village of Northbrook for the grant program.
- The **maximum amount of the grant is \$2,000/business**.
- The **grants are reimbursements** to businesses for the costs associated with a safe reopening, including, but not limited to: Plexiglas shields, facemasks for employees or customers, hand sanitizers, floor decals, and the purchase or rental outdoor tables, umbrellas, fencing or other equipment for outdoor dining areas.
- Businesses applying for the grant **must submit receipts or valid orders for services or merchandise associated with reopening expenses** along with their grant application.

Eligible businesses must meet the applicable criteria established below:

1. **Smaller “non-essential” retailers** that were forced to be closed during the first phase of the pandemic are eligible for a grant. Qualifying non-essential retailers must meet the following criteria:
 - At least one store with a physical presence in Northbrook, and is located in a shopping area or commercially-zoned property in the Village of Northbrook (not a home occupation or simply an internet based business)
 - The business has no more than four total stores, including the stores in the Village of Northbrook.
 - The business has fewer than 25 full-time employees.
 - Because grocery stores and hardware stores were able to be open during the first phase of the pandemic, they are not eligible businesses.
2. **Smaller restaurants and eating establishments** that meet the following criteria are eligible for a grant:
 - The restaurant or eating establishment must have at least one restaurant or eatery with a physical presence in the Village of Northbrook.

- The restaurant has no more than four restaurants owned and operated by the entity, including the restaurant or eatery in the Village of Northbrook.
 - The restaurant is located in a shopping area or commercially-zoned property in the Village of Northbrook (not simply a catering operation).
3. **Certain personal services, limited to hair salons, barber shops and nail salons** are eligible for a grant, if they meet the following criteria:
- At least one salon or barber shop with a physical presence in Northbrook, and is located in a shopping area or commercially-zoned property in the Village of Northbrook (not a home occupation)
 - The business has no more than four total salons, including the salons in the Village of Northbrook.
 - The business has fewer than 25 full-time employees.
4. **All eligible businesses must meet the following criteria:**
- The business must have been operating in the Village of Northbrook during the week of February 1, 2020.
 - The business must have a valid Village of Northbrook business license (if so required) and have no outstanding Village code violations.

The first round of grants will be accepted from Tuesday, June 9, 2020 through Friday, June 26, 2020. A group comprised of members of the Village staff will review all of the grant applications received after the June 26 application deadline and determine which businesses are eligible and the amount of the grant that can be awarded. Businesses who are to be awarded Northbrook Strong grants will be notified by the Village no later than July 2, 2020. Recipients of the grants and the amounts awarded will be posted on the Village website.

If grant funds remain after the first round of grants are awarded, a second grant period will be established to award any remaining funds to qualifying businesses.

Completed applications and all attachments should be submitted electronically via email to Thomas Poupard, Director of Development & Planning Services at tom.poupard@northbrook.il.us. Partial applications will not be accepted. If you have difficulty submitting the documentation, please contact us.

Questions concerning the program can also be directed to Thomas Poupard by phone at 847-664-4051 or via email at tom.poupard@northbrook.il.us



NORTHBROOK STRONG SMALL BUSINESS SAFE REOPENING GRANT PROGRAM

Privacy Information: Please note that information provided in this application is considered a public record and may be subject to public disclosure through the Illinois Freedom of Information Act.

Date of Application: _____ / _____ / 2020
Name of Business: _____
Address of Northbrook Business: _____
Primary Contact Name: _____
Primary Contact Email: _____ @ _____
Primary Contact Phone: _____ - _____ - _____

GENERAL TYPE OF BUSINESS

- Small Retailer
- Restaurant or Eatery
- Hair Salon, Nail Salon or Barber

Brief Description of Type of Business: _____

PERSONNEL

Number of Full Time Employees on February 1, 2020 in Northbrook Business:

_____ FT _____ PT _____ Temporary _____ Contract

Current number of employees:

_____ FT _____ PT _____ Temporary _____ Contract

ECONOMIC IMPACT

What have been the economic impacts of the COVID-19 pandemic on your business? Please check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Reduced hours of operation | <input type="checkbox"/> Increased operating costs |
| <input type="checkbox"/> Employee layoffs/furloughs | <input type="checkbox"/> Inability to serve customers |
| <input type="checkbox"/> Revenue decline | <input type="checkbox"/> Decreased customers |

What has been the approximate decline in business revenue in the Northbrook storefront from February 1, 2020 – May 31, 2020 related to COVID-19 impacts?

- | | | |
|--|----------------------------------|---|
| <input type="checkbox"/> Less than 15% | <input type="checkbox"/> 30%-45% | <input type="checkbox"/> 60%-75% |
| <input type="checkbox"/> 15-30% | <input type="checkbox"/> 45%-60% | <input type="checkbox"/> 75% or greater |

Please select the applicable category of business and answer the related questions for that category.

- Small “non-essential” retailers that were forced to be closed during the first phase of the pandemic are eligible for a grant. Qualifying non-essential retailers must meet the following criteria:**

- 1. At least one store with a physical presence in Northbrook, and is located in a shopping area or commercially-zoned property in the Village of Northbrook (not a home occupation or simply an internet based business).**

What is the address of your Northbrook store? _____

Is it in a shopping center? Yes _____ No _____

If yes, what is the name of the center? _____

- 2. The business has no more than four total stores, including the stores in the Village of Northbrook.**

How many stores, including Northbrook, are owned by the business? _____

What cities are other stores located? _____

- 3. The business has fewer than 25 full-time employees.**

What is the number of full-time employees in the Northbrook store? _____

Date the Northbrook store closed to the general public as a result of pandemic: ____/____/2020

The Northbrook store has reopened to the public: Yes _____ No _____

Date the Northbrook store reopened to the general public: ____/____/2020

My business has a valid Village of Northbrook business license: Yes _____ No _____

-
- Smaller restaurants and eateries that meet the following criteria are eligible for a grant:**

- 1. The restaurant or eatery must have at least one restaurant or eatery with a physical presence in the Village of Northbrook.**

What is the address of your Northbrook restaurant? _____

Is it in a shopping center? Yes _____ No _____

If yes, what is the name of the center? _____

- 2. The restaurant has no more than four restaurants owned and operated by the entity, including the restaurant or eatery in the Village of Northbrook.**

How many restaurants, including Northbrook, are owned by the business? _____

What cities are other restaurants located? _____

Did the Northbrook restaurant continue to provide curbside service? Yes _____ No _____

Did the Northbrook restaurant open for outdoor dining? Yes _____ No _____

My business has a valid Village of Northbrook business license: Yes _____ No _____

Personal services, limited to hair salons, barber shops and nail salons are eligible for a grant, if they meet the following criteria:

1. At least one salon or barber shop with a physical presence in Northbrook, and is located in a shopping area or commercially-zoned property in the Village of Northbrook (not a home occupation)

What is the address of your Northbrook facility? _____

Is it in a shopping center? Yes _____ No _____

If yes, what is the name of the center? _____

2. The business has no more than four total salons, including the salons in the Village of Northbrook.

How many salons, including the Northbrook salon, are owned by the business? _____

What cities are other salons located? _____

3. The business has fewer than 25 full-time employees.

What is the number of full-time employees in the Northbrook salon? _____

Date the Northbrook salon closed to the general public as a result of pandemic: ____/____/2020

The Northbrook store has reopened to the public: Yes _____ No _____

Date the Northbrook salon reopened to the general public: ____/____/2020

My business has a valid Village of Northbrook business license: Yes _____ No _____

Reimbursable Expenses

The Village of Northbrook established the 'Northbrook Strong' Safe Reopening Grant Program to help defray the costs associated with safely reopening in accordance with the State. The program reimburses local businesses for expenses incurred to comply with the Governor's Executive Orders, Stay-At-Home Orders, and/or the 'Restore Illinois' reopening initiative.

- The **maximum amount of the grant is \$2,000/business.**
- The **grants are reimbursements** to businesses for the costs associated with a safe reopening, including, but not limited to:
 - Plexiglas shields,
 - facemasks for employees or customers,
 - hand sanitizers,
 - floor decals, and
 - the purchase or rental outdoor tables, umbrellas, fencing or other equipment for outdoor dining areas.
- Businesses applying for the grant **must submit receipts or valid orders for services or merchandise associated with reopening expenses** along with their grant application.

REIMBURSEMENT FOR SPECIFIC REOPENING EXPENSES

As a direct result of the COVID-19 pandemic, my business has incurred the following expenses due solely to the requirements of the State of Illinois “Restore Illinois” requirements. The State guidelines for retailers, restaurants and personal service establishments are attached to this document and will be used as a guide by the Village in determining what expenses are eligible for reimbursement.

Category	Cost	Attachment	
		Receipt	Order
Employee Health			
	Wellness screening for employees		
	Face covers for employees		
Employee Workspace			
	Signage		
	Cleaning and disinfecting per CDC protocols		
Customer Areas			
	Signage		
	Floor decals for separation or routing customers		
	Face coverings for customers		
	Barriers for customer (Plexiglas, etc.)		
Specific Restaurant Expenses			
	Purchase or rental of outdoor dining tables, etc.		
	Printing of disposable menus		
Other			
	Provide details regarding a special reopening expense		
	Total Reimbursement Request (Maximum \$2,000)		

A form for attaching itemized expenses is attached.

ACKNOWLEDGEMENTS/SIGNATURE

THE UNDERSIGNED, as an authorized representative of the Applicant, does hereby agree and covenant as follows:

1. The Applicant represents and affirms that (a) all information included in the Application is true, current, and accurate to the best of its knowledge; and that (b) all documentation provided in support of the Application is complete and authentic.
2. The Applicant understands that submission of its Application and satisfaction of the minimum qualifications for the Grant Program does not guarantee that Applicant will be awarded funds. The Applicant acknowledges that the Village is not obligated to award grants and may discontinue the Grant Program at any time without awarding funds. The Applicant waives and releases all claims it may have against the City for failure to be awarded fund through the Grant Program.
3. The Applicant acknowledges and agrees that it has read the procedures and requirements for submitting eligible expenses for reimbursement under the Grant Program. The Applicant will comply with all requests from Village staff for additional information or documentation in support of a request for reimbursement. The Applicant acknowledges and agrees that the Village may refuse to reimburse the Applicant for failure to comply with the procedures and requirements of the Grant Program.

APPLICANT: _____
Print Name of Business

By: _____
Signature *(Note: for the application, a digital signature is acceptable)*

By: _____
Print Name

Its: _____
Title

Date: ___ / ___ / ___



NORTHBROOK STRONG

SMALL BUSINESS SAFE REOPENING GRANT REIMBURSEMENT DOCUMENTATION

Please fill out a separate form for each receipt or order
Multiple items can be include on a single receipt from one vendor

Date of Application: _____/_____/2020

Name of Business: _____

Address of Northbrook Business: _____

Cost of Eligible Reimburse Expense: \$ _____

Description of Reopening Expense: _____

Attached:

- Copy of itemized receipt
- Copy of order for goods or service



NORTHBROOK STRONG SMALL BUSINESS SAFE REOPENING GRANT REIMBURSEMENT DOCUMENTATION

**Please fill out a separate form for each receipt or order
Multiple items can be include on a single receipt from one vendor**

Date of Application: _____/_____/2020

Name of Business: _____

Address of Northbrook Business: _____

Cost of Eligible Reimburse Expense: \$ _____

Description of Reopening Expense: _____

Attached:

- Copy of itemized receipt**
- Copy of order for goods or service**

Resolution 2020-68

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

Resolution Approving Northbrook Strong Business Grant Program

is hereby adopted, as follows:

Section 1. Recitals.

Coronavirus Disease 2019 (COVID-19) is a novel severe acute respiratory illness that has spread among people through respiratory transmissions. The World Health Organization declared COVID-19 a Public Health Emergency of International Concern on January 30, 2020, and the United States Secretary of Health and Human Services declared that COVID-19 presents a public health emergency on January 27, 2020. On March 11, 2020, the World Health Organization characterized the COVID-19 outbreak as a pandemic. More than 3.7 million cases of COVID-19 and 261,000 deaths attributable to the virus have been reported worldwide as of the first week of May, 2020. As of May 7, 2020, the State of Illinois alone has confirmed over 70,000 cases and recorded over 3,000 deaths.

In response to the pandemic, Governor J.B. Pritzker declared all counties in the State of Illinois as a disaster area on March 9, 2020. Pursuant to this declaration, the Governor issued Executive Order No. 2020-10, on March 20, 2020, directing residents of Illinois to stay at home, subject to limited exceptions, and non-essential businesses to cease operations with limited exceptions (“**Stay-at-Home Order**”). In response to the Governor’s Stay-at-Home Order and the potential impact of the COVID-19 pandemic on the Northbrook community, Village President Frum issued a Declaration of Emergency on March 26, 2020, which declaration has been repeatedly extended by motion and consent of the Village Board.

On April 30, 2020, Governor Pritzker issued Executive Order 2020-32, extending restrictions on non-essential travel and business operations (“**Revised Stay-at-Home Order**”). However, the Revised Stay-at-Home Order expanded the list of essential businesses authorized to open to the public and allowed certain non-essential retail stores to commence online sales fulfilled through delivery or customer pick-up.

On May 5, 2020, the Governor announced the “Restore Illinois” initiative, a five-phase plan providing guidance on how the State of Illinois will gradually begin lifting restrictions on a regional basis. As the state and the Village move from the current Phase 2 “Flattening” of this plan, towards Phase 3 “Recovery,” a great deal of work will need to be done to ensure that places of work and public accommodation will be safe for both employees and customers.

Since the Stay-at-Home Order was issued, most businesses that are open to the public (retail and personal service establishments) in the Village have had to temporarily close. Eating establishments have had their operations significantly limited, as they are restricted to pick-up sales. Both the quality of life and financial well-being of the Village depends on a diverse and vibrant business community. Commercial, office, and industrial businesses provide sales, service, and property tax revenues that are key components of the Village’s budget and essential to the Village’s ability to deliver municipal services.

In response to the widespread economic disruption caused by the COVID-19 pandemic and in an effort to assist local businesses to absorb the costs of reopening in a safe manner, the Village President and Board of Trustees desire to implement a Business Reopening Grant Program ("**Grant Program**") supported by the Village's General Fund.

The Village President and Board of Trustees have determined that it is in the best interest of the Village of Northbrook to authorize and implement a Grant Program in accordance with the terms and conditions of this Resolution and pursuant to the Village's home rule powers as set forth in Section 6 of Article VII of the Illinois Constitution.

Section 2. Business Reopening Grant Program.

The Village Manager is hereby authorized and directed to implement the Grant Program with a maximum aggregate appropriation of \$250,000 from the Village's General Fund (Account No. 11-1110-599-00) to support the efforts of local Northbrook business emerging from the economic damage of the COVID-19 pandemic. The Village Manager is hereby directed (a) to prepare all necessary procedures, applications, and legal instruments to implement the Grant Program; and (b) to provide the Board of Trustees with a report on the progress of such efforts at the Board's next regular meeting.

Section 3. Effective Date.

This Resolution will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Adopted: 5/26/2020

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Muriel Collison, Trustee
SECONDER:	Heather Ross, Trustee
AYES:	Frum, Ciesla, Israel, Collison, Ross, Hebl, Pepoon

ATTEST:

/s/ Sandra E. Frum
Village President

/s/ Debra J. Ford
Village Clerk

**NORTHBROOK STRONG BUSINESS GRANT PROGRAM
GRANT ACCEPTANCE AGREEMENT & CONSENT**

TO: The Village of Northbrook, Illinois ("**Village**")

FROM: Name of Business: _____, a/an

State of Business Formation: _____

Type of Business: _____ (Corporation/LLC/Partnership)

Primary Contact Name: _____

Primary Contact Email: _____ @ _____

Primary Contact Phone: _____ - _____ - _____
("Applicant")

WHEREAS, in response to the widespread economic disruption caused by the COVID-19 pandemic and in an effort to assist local businesses to absorb the costs of reopening in a safe manner, the Village of Northbrook is distributing funds to Northbrook businesses through the Northbrook Strong Business Grant Program ("**Grant Program**"); and

WHEREAS, the Village's President and Board of Trustees authorized the Grant Program pursuant to Resolution No. 2020-R-68, on May 26, 2020 which established certain minimum qualifications for grant Applicants and procedure for the disbursement of grants to Applicants; and

WHEREAS, the Applicant submitted an application to the Grant Program ("**Application**") and desires (i) to affirm that the information provided in its Application is true and accurate; and (ii) to evidence its unconditional agreement and consent to the terms and conditions of the Grant Program;

THE UNDERSIGNED, as an authorized representative of the Applicant, does hereby agree and covenant as follows:

1. The Applicant represents and affirms that (a) all information included in the Application is true, current, and accurate to the best of its knowledge; and that (b) all documentation provided in support of the Application is complete and authentic.
2. The Applicant understands that submission of its Application and satisfaction of the minimum qualifications for the Grant Program does not guarantee that Applicant will be awarded funds. The Applicant acknowledges that the Village is not obligated to award grants and may discontinue the Grant Program at any time without awarding funds. The Applicant waives and releases all claims it may have against the City for failure to be awarded fund through the Grant Program.
3. The Applicant acknowledges and agrees that it has read the procedures and requirements for submitting eligible expenses for reimbursement under the Grant Program. The Applicant will comply with all requests from Village staff for additional information or documentation in support of a request for reimbursement. The Applicant acknowledges and agrees that the Village may refuse to reimburse the Applicant for failure to comply with the procedures and requirements of the Grant Program.

APPLICANT: _____
Print Name of Business

By: _____
Signature

By: _____
Print Name

Its: _____
Title

Date: ____ / ____ / ____



**Federal Cares Act
Community Development Block Grant
COVID-19 Business Assistance Loan Program**

The Village of Oak Park has created a Business Assistance Loan Program using \$500,000 in federal CARES Act Community Development Block Grant funding. The program is focused on helping small Oak Park businesses that have been negatively impacted by the outbreak of the COVID-19 coronavirus.

Oak Park Business Assistance Loans up to \$10,000 each will be available to registered local businesses with 30 or fewer employees and an average annual gross business receipt of less than \$2,000,000.

To be eligible, businesses must have experienced and be able to prove a 30 percent or more loss in revenue due to the COVID-19 outbreak. Funds can be used for operating expenses including payroll, rent, utilities, insurance, etc. Funds cannot to be used for equipment purchases, construction or expansion-related costs. Businesses that are chains or franchises, with five or more locations, are not eligible.

The Oak Park Business Assistance Loan Program will have a three-year, interest-free term. A participating business that can prove the hire or retention of at least one low-or-moderate income employee, for every \$5,000 in loan request, for the first three months after receipt of the loan funds, will not be required to repay the loan. The loan repayment for any participating business unable to document the employee retention will be deferred for the first 12 months after the loan is approved. Businesses unable to provide documentation to qualify for loan forgiveness will begin monthly loan repayments on the 13th month after the loan is approved. After repayment begins, businesses will have two years to complete repayment of the loan.

Participation in the Oak Park Business Assistance Loan Program requires the completion of an application form. All applications must be submitted complete with all required signed and dated documents. Information about the loan program, including the application form, can be found on the Village's website at www.oak-park.us/covid19businessloan. All of the required financial documentation must be submitted with the completed application. Applications will only be considered when fully complete.

This loan program and any specific loans are contingent upon the availability of funds. If at any time this funding source is depleted, this loan program and any commitments to fund specific loans may become null and void.

Loan applications may be submitted electronically to Business@oak-park.us. Completed applications will be considered on a first-come first-served basis.

Call 708.358.5412 or email at jprior@oak-park.us with any questions or comments.

ORLAND PARK RESOURCES

Non-Traditional Sales Tax Sharing Program

Any owner or applicant of a newly established or proposed local sales tax generating industrial development, or the owner or applicant of an existing local sales tax generating industrial development which wishes to expand substantially, may apply to the Village for inclusion in this program provided that the new or expanded business is reasonably likely to generate enhanced or increased sales taxes. Successful applicants are able to share in sales taxes derived from applicant's property or business in an amount which shall not exceed fifty percent (50%) of the generated sales taxes for a period of time which shall not exceed ten (10) years.

Back-Fill Vacant Restaurant Program

Any owner or applicant that wishes to re-establish a restaurant in a currently vacant property may apply to the Village for inclusion in this program provided that the new business is reasonably likely to generate increased sales taxes. Successful applicants are able to share in sales taxes derived from applicant's property or business in an amount which shall not exceed fifty percent (50%) of the generated sales taxes for a period of time which shall not exceed ten (10) years.

Commercial Impact Program

The goal of the Orland Park Commercial Impact Program is to encourage new commercial growth and development through the temporary reduction and deferral of permit and impact fees. New commercial projects can receive a 25% reduction on permit/impact fees and a 25% reduction on water tap fees. Additionally, projects are allowed to defer payment until issuance of the final occupancy certificate.

Hotel Incentive Program (New Hotels)

Provides economic incentives to develop 3 to 5 star quality hotels in Orland Park. The Village currently collects a 5% transient occupancy tax. Approved applicants are able to share in transient occupancy taxes derived from the applicant's property or business in an amount which shall not exceed forty percent (40%) of the transient occupancy tax generated for a period of time which shall not exceed ten (10) years.

Advanced Manufacturing Incentives

The Village is desirous of encouraging advanced manufacturing facilities to locate in Orland Park.

-

Property Tax Exemption – Any owner or applicant of a newly established or proposed advanced manufacturing facility, or the owner or applicant of an existing advanced manufacturing facility, which wishes to expand substantially, may apply to the Village for inclusion in this program. To qualify, businesses need to invest a minimum of \$5 million. Approved projects will receive partial property tax exemptions from the Village in an amount not to exceed fifty percent (50%) of the Village-specific property tax for a period of time which shall not exceed ten (10) years.

-

Large Business Property Tax Cap - Any owner or applicant of a newly established or proposed advanced manufacturing facility, or the owner or applicant of an existing advanced manufacturing facility, which wishes to

expand substantially, may apply to the Village for inclusion in this property tax cap program. Businesses that invest a minimum of \$1 billion in capital improvements will receive a Village-specific property tax exemption on all property in excess of \$400 million in value per year for a period of time which shall not exceed ten (10) years.

-

For more information please contact Alex Scharf, Village of Orland Park Economic Development Coordinator, at ascharf@orlandpark.org or 708.403.6133.

EXHIBIT A

WINNETKA RESTAURANT RELIEF GRANT PROGRAM

The Village of Winnetka acknowledges the financial hardship on the Village's restaurant community as a result of the COVID-19 pandemic, and therefore, the Village has established the Winnetka Restaurant Relief Grant Program, which is a grant program to provide funds to Winnetka restaurants that have and are suffering economic hardships during the COVID-19 Pandemic ("Grant Program"). The Grant Program will distribute a \$4,000 grant ("Grant") to each eligible local restaurant to supply restaurants with immediate cash for short-term financial operational needs such as payroll, payment to suppliers, payment to service providers, or payment of rent and utilities.

Eligible Businesses to Receive a Grant

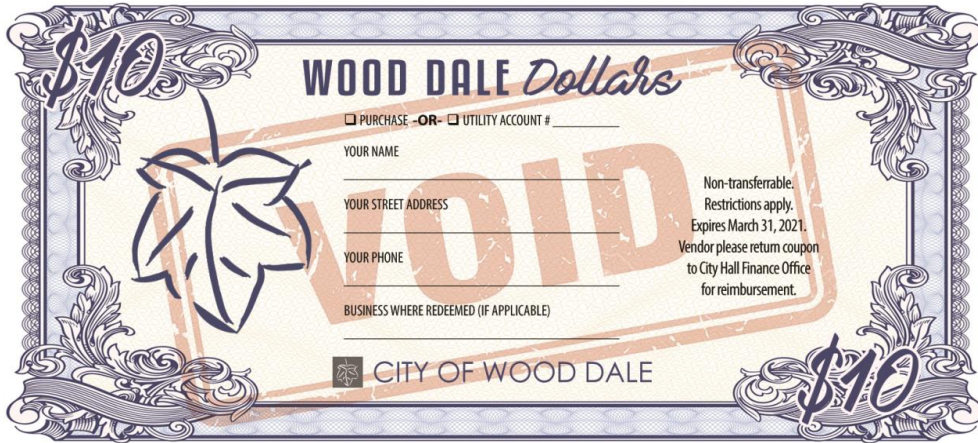
To be considered an eligible business to receive a Grant, Restaurants must meet the following requirements:

1. The restaurant must have a physical location in the Village of Winnetka at the time the Grant Program is created;
2. The restaurant must not have permanently ceased operations as of the date the funds are dispersed;
3. The restaurant shall not be part of a chain consisting of more than 4 units nationwide;
4. The restaurant shall not be part of a franchise system; and
5. The restaurant shall not be within or run by a private club and must be open to the general public; and
6. The restaurant shall not be operated by a local government unit or school district; and
7. The restaurant shall properly complete and submit an IRS Form W-9 - Request for Taxpayer Identification and Certification.

News List

Wood Dale Dollars Program and Participating Businesses

Post Date: 12/16/2020 9:15 AM



The Wood Dale City Council understands the financial impact the COVID-19 pandemic is having on both its residents and businesses, and has developed the “Wood Dale Dollars” program to provide financial assistance and drive customer traffic to local businesses.

In the coming weeks, every Wood Dale household will receive four coupons valued at \$10 that can be spent at participating businesses or applied as a direct savings to the resident’s utility bill.

“The Council wanted to offer a program that not only helps residents, but also businesses as well,” said Brad Wilson Wood Dale Director of Finance. “This way we’re able to keep dollars local and drive traffic to local restaurants. Everyone wins.”

Residents will have until March 31 to use the coupons, and businesses will be able to request reimbursement from the City for the value of the coupons. A list of participating businesses where coupons may be redeemed will be posted to the City’s website at www.wooddale.com.

Since the beginning of the COVID-19 pandemic, the City has developed multiple assistance programs both for residents and businesses, including free vehicle stickers for residents, waived occupancy fees for businesses, waived liquor license fees and a reimbursement plan for restaurants and bars that had to rent or buy equipment in order to provide outdoor service to comply with Governor Pritzker’s Restore Illinois Plan.

As the global pandemic continues, Wood Dale will continue looking into ways to continue to assist the Community during these uncertain times. The Wood Dale City Council remains dedicated to support its constituents during and after this crisis.

To Utilize Coupon Toward Utility Payment

Return the coupon(s) with your water bill payment or bring the coupon to the City Hall Finance Office to apply the savings (\$40 maximum) to your utility account. Please list account number.

- If you have an auto-payment through your financial institution, the procedure to apply the coupon(s) to your account is the same. Please fill out the information on the coupon(s) including your utility account number, and place it in the envelope that accompanies your monthly statement. Mail to City Hall or drop off in the payments box outside.

Participating Businesses

- [7/11 at 311 Irving Park Road](#)
- [Bentleys Pancake House](#)
- [Christy's Pancake House](#)
- [Dairy Queen](#)
- [Domino's Pizza](#)
- [Dunkin Donuts/Baskin Robins in Wood Dale](#)
- [JBs Inn](#)
- [Juan Y Yo Taco Grill](#)
- [La Michoacana Supreme](#)
- [Local Bar & Grille](#)
- [Marino's Pizzeria & Italian Cafe](#)
- [New China Pearl](#)
- [Sweet Baby Ray's Barbecue Wood Dale](#)
- [Taco Bell](#)
- [Taco Tuesday](#)
- [Taqueria Azteca](#)
- [The Pizza Kitchen](#)
- [Thornwood](#)
- [Tomczak's Tap](#) (Call for hours of operation)
- [True Cuisine Catering for Sweet Baby Ray's Barbecue of Wood Dale](#)
- [U Gazdy](#)
- [White Cottage Pizza](#)
- [Woody's Sport Bar](#)
- [Yue Sun Japanese Steak House](#)

[Return to full list >>](#)



Search our site..

Home : EAT in Park Ridge

Print Page Email Page BOOKMARK

EAT in Park Ridge



The City of Park Ridge is encouraging residents to support local business and EAT in Park Ridge! All residential addresses will be receiving a mailer in the coming weeks with two "\$10 off" coupons valid at participating restaurants. Coupons are valid on purchases of \$20 or more (excluding taxes and tip).



KEEP CALM AND CARRY OUT

Effective October 28, 2020, the State of Illinois placed additional restrictions on Park Ridge restaurants - notably **suspending all indoor dining** until further notice. Most dine-in establishments are still open for carry out and delivery, and they could use your continued business at this time. So, let's **#eatinpr** by continuing to **#keepcalmandcarryoutpr**.

WHO'S PARTICIPATING IN THE EAT IN PARK RIDGE VOUCHER PROGRAM?

Scroll to the table below for a running list of local restaurants who are **open** and happy to serve you. Vouchers are valid at any of the restaurants in the table below that have a **YES** in the **Voucher Participant** field / column. (Note: The table displays differently depending on your device and browser.)

Currently, indoor dining is suspended per State of Illinois order, but you can patronize restaurants, whether they are participating in the voucher program or not, in a variety of ways depending on the restaurant:

- Carry-out
- Curbside
- Delivery
- Outdoor dining in approved structures and locations

FOR RESIDENTS: Your household should have received two (2) voucher clippings via a postcard sent to your address from the City.

Vouchers are valid **ONLY** for services that are allowed under State Resurgence Mitigation Measures at the time of use.

Only one set of vouchers -- or two (2) total vouchers -- are being mailed to each household.

Vouchers expire January 31, 2021, so don't wait too long. Take advantage now!

FOR RESTAURANT OWNERS/MANAGERS: Is your restaurant missing? Contact Jim Brown via [email](#) or 847-318-5291 to be added and to participate.



Village of Mount Prospect Press Release

COVID-19 RESTAURANT ASSISTANCE GRANT PROGRAM

DATE: November 16, 2020
CONTACT: Michael Cassady, Village Manager
PHONE: 847-818-5300

The Village of Mount Prospect is announcing a new COVID-19 Restaurant Assistance Grant Program. The Village will be dispersing grants of up to \$10,000 to qualifying local restaurants, with a fund total of at least \$250,000.

To be eligible for a grant, a restaurant must:

- Have and maintain a current and valid Village of Mount Prospect Business license;
- Not have permanently ceased operations as of the date the funds are to be dispensed;
- Generate municipal sales tax as part of its operations and sales;
- Generate food and beverage tax as part of its operations and sales;
- Have indoor seating for dining;
- Not be part of a chain consisting of more than 4 units or part of a franchise system;
- Not be a private club and must be open to the general public;
- Not be a home occupation;
- Business must show evidence that they have suffered a decrease in municipal sales tax eligible sales from March 21, 2020 to the date of the Application when compared to the same time frame in 2019, to be verified by staff. Restaurants opened more recently will need to show loss of sales from date of opening; and
- Be in compliance with Restore Illinois Resurgence Mitigations.

The application process opens at 9:00 a.m. Wednesday, November 18th. The application form will be available at WWW.MOUNTPROSPECT.ORG/RESTAURANTGRANT. Grants will be awarded on a first-come, first serve basis.

“Our economic development team got creative and were able to reallocate \$250,000 from other budgeted expenses to help keep our restaurants open during this extended pandemic,” said Village Manager Mike Cassady. “We plan to allocate an additional \$350,000 from funding received from the CARES Act. The governor’s executive order targets restaurants directly, and without some intervention, we will see many of our dining establishments close permanently.”

Questions regarding the Restaurant Grant Program or Application may be directed to the Community Development Department at 847-818-5328. Questions may also be sent via email to: RestaurantGrantApplication@mountprospect.org.

#####



HUMAN RESOURCES

1420 Miner Street
 Des Plaines, IL 60016
 P: 847.391.5300
 desplaines.org

MEMORANDUM

Date: January 19, 2021
 To: Michael G. Bartholomew, City Manager
 From: Becky Madison, Director of Human Resources *BAM*
 Subject: Interlocal Agreement - Des Plaines Senior Center

Issue: For the City Council to approve the Interlocal Agreement between the City of Des Plaines and the Des Plaines Community Senior Center (a.k.a. the Frisbie Senior Center), as well as authorize advance subsidy funding in the amount of \$55,000 for the 2021 fiscal year.

Analysis: The Des Plaines Community Senior Center serves Des Plaines seniors through intellectually enriching, socially engaging, and physically energizing programs and volunteer opportunities. The intergovernmental relationship between the City, Senior Center and the Park District has been a very successful one which has benefitted many of the City's residents.

As historical background, the funding approved in prior years as well as budgeted amount for 2021 is as follows:

Year	City of Des Plaines	Des Plaines Park District
2014	\$40,000	\$30,000
2015	\$50,000	\$36,000
2016	\$50,000	\$36,000
2017	\$50,000	\$36,000
2018	\$50,000	\$36,000
2019	\$50,000	\$36,000
2020	\$55,000	\$36,000
2021	\$55,000	\$36,000

Recommendation: I recommend that the City Council approve the Interlocal Agreement between the Des Plaines Community Senior Center and the City, as well as authorize subsidy funding in the budgeted amount of \$55,000 for the 2021 fiscal year.

Attachments:

Resolution R - 23 - 21

Exhibit A: Interlocal Agreement

CITY OF DES PLAINES

RESOLUTION R - 23 - 21

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE DES PLAINES PARK DISTRICT AND THE DES PLAINES COMMUNITY SENIOR CENTER FOR THE PROVISION OF FUNDING FOR SERVICES.

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the City of Des Plaines ("**City**") to contract with individuals, associations and corporations, in any manner not prohibited by law or ordinance; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, encourages cooperation between governmental entities and agencies; and

WHEREAS, the City and the Des Plaines Park District ("**Park District**") desire to provide funding to the Des Plaines Community Senior Center ("**Senior Center**") to provide services to senior citizens in the City ("**Services**"); and

WHEREAS, the City, the Park District, the Senior Center desire to enter into an Interlocal Agreement ("**Agreement**"), pursuant to which Agreement the City will provide \$55,000 and the Park District will provide \$36,000 to the Senior Center for the provision of the Services in 2021; and

WHEREAS, the City Council has determined that it is in the best interest of the City to authorize the City Manager to execute, and City Clerk to attest, the Agreement;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Plaines, County of Cook, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The recitals set forth above are incorporated here by reference.

SECTION 2: APPROVAL OF AGREEMENT. The City Council hereby approves the Agreement in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the General Counsel.

SECTION 3: AUTHORIZATION TO EXECUTE AGREEMENT. The City Council hereby authorizes and directs the City Manager and the City Clerk to execute and seal, on behalf of the City, the final Agreement.

SECTION 4: PAYMENT AUTHORIZATION. The City Council hereby authorizes the Director of Finance to issue payment, after execution of the final Agreement by the Park District, the Senior Center, and the City, to the Des Plaines Community Senior Center, 52 East Northwest Highway, Des Plaines, Illinois 60016, in the amount of \$55,000.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this ____ day of _____, 2021.

APPROVED this ____ day of _____, 2021.

VOTE: AYES ____ NAYS ____ ABSENT ____

MAYOR

ATTEST:

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

DP-Resolution Senior Center Agreement Funding 2021

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF DES PLAINES,
THE DES PLAINES PARK DISTRICT AND THE DES PLAINES COMMUNITY
SENIOR CENTER FOR THE PROVISION AND FUNDING OF SERVICES**

THIS AGREEMENT, entered into between the City of Des Plaines (hereinafter "City"), the Des Plaines Park District (hereinafter "Park District"), and the Des Plaines Community Senior Center, also known as the Frisbie Senior Center (hereinafter "Senior Center") (collectively, the City, the Park District, and the Senior Center are the "Parties"), provides as follows:

WHEREAS, this Agreement is entered into pursuant to the Intergovernmental Cooperation provisions of Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*; and

WHEREAS, the City and the Park District desire to provide funding to the Senior Center for the provision by the Senior Center of certain programming and services to senior citizens ("Programs and Services"), and the Senior Center desires to receive such funding from the City and the Park District to provide the Programming and Services;

NOW THEREFORE, the City, the Park District and the Senior Center hereby agree as follows:

1. The recitals as set forth above are incorporated into the body of this Agreement as if fully set forth herein.
2. The City shall provide \$55,000 and the Park District shall provide \$36,000 to the Senior Center for the provision of the Programs and Services in 2021. At the conclusion of the fiscal year, the Senior Center shall provide the City and the Park District with an accounting of the funds expended on the Programs and the Services.
3. Prior Interlocal Agreements between the Parties for the provision and funding of services, including without limitation those Interlocal Agreements approved by the City Council by the adoption of Resolutions R-18-05 and R-37-05, shall remain in full force and effect to the extent not inconsistent herewith.
4. On an annual basis, the Parties will: (a) review the Programs and Services that were funded by the City and the Park District during the prior year, and (b) will agree to the Programs and Services to be funded by the City and the Park District during the upcoming year. The City may restrict use of City funding to Programs and Services that are the same as, or comparable to, Programs and Services funded by the City during prior years, all as determined by the City Manager or his designee. The Parties hereto agree that the Park District funding is restricted to recreational Programs and Services as determined by the Park District Director or his designee that is an official board member of the Senior Center. Notice of any change(s) to the Programs and Services shall be made in writing 60 days prior to effective date of the change(s).
5. The Senior Center Staff shall provide the City and Park District periodic reports on not less than a semiannual basis, which reports shall include the number of Des Plaines residents served by the Senior Center. The Senior Center shall, at a time and date mutually agreed upon by the Parties, make an annual presentation to both the City and the Park District

regarding the Programs and Services delivered by the Senior Center using City and Park District funds.

- 6. The Senior Center will acknowledge the City and Park District’s funding support as Diamond Level Sponsors in its monthly newsletter, materials both paper and electronic, and any publicity efforts or promotional vehicles as reasonably identified by the respective Parties. The City will continue to provide refuse pickup and landscaping services to the Senior Center as previously agreed under separate agreements.
- 7. This Agreement shall be controlled by the law of the State of Illinois and the venue for any disputes that arise hereunder shall be in the Circuit Court of Cook County Illinois, Second Municipal District.
- 8. This Agreement shall be binding upon the parties, their successors, and/or assigns, and may not be terminated or restricted except in accordance with the provisions of this Agreement and by a writing executed by both parties.
- 9. This Agreement may be terminated by any of the Parties by written notice to the other Parties dated at least 90 days prior to the effective date of termination.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and by executing this Agreement, the parties do hereby affirmatively state that they have been given full authority by their respective governing bodies to execute this Agreement.

CITY OF DES PLAINES

DES PLAINES PARK DISTRICT

By: _____
Its: City Manager

By: _____
Its: _____

Date: _____

Date: _____

ATTEST:

ATTEST:

Its: City Clerk

Its: _____

DES PLAINES COMMUNITY
SENIOR CENTER

By: _____
Its: _____

Date: _____

ATTEST:

Its: _____



HUMAN RESOURCES

1420 Miner Street
 Des Plaines, IL 60016
 P: 847.391.5300
 desplaines.org

MEMORANDUM

Date: January 19, 2021
 To: Michael G. Bartholomew, City Manager
 From: Becky Madison, Director of Human Resources *BAM*
 Subject: Interlocal Agreement - Meals on Wheels Program

Issue: For the City Council to approve the Interlocal Agreement between the City of Des Plaines and the Des Plaines Community Senior Center (a.k.a. the Frisbie Senior Center) to provide the Meals on Wheels program, as well as authorize subsidy funding in the budgeted amount of \$40,000 for the 2021 fiscal year.

Analysis: During the 2021 Budget deliberations the Des Plaines Community Senior Center requested a \$40,000 subsidy from the City for the Meals on Wheels program, which was approved by the City Council. The Meals on Wheels program continues to sustain aging-at-home practices, provide critical nourishment for program participants, and maintain necessary outreach and monitoring for the City's most vulnerable residents. As historical background, the funding approved in prior years is as follows:

Year	City of Des Plaines
2013	\$35,000
2014	\$35,000
2015	\$37,500
2016	\$37,500
2017	\$37,500
2018	\$37,500
2019	\$37,500
2020	\$40,000
2021 Budget	\$40,000

Recommendation: I recommend that the City Council approve the Interlocal Agreement between the City of Des Plaines and the Des Plaines Community Senior Center to provide the Meals on Wheels program, as well as authorize subsidy funding in the budgeted amount of \$40,000 for the 2021 fiscal year.

Attachments:

Resolution R- 24 - 21

Exhibit A: Interlocal Agreement

Attachment 1: 2020 Year-End Report - Meals on Wheels Program

CITY OF DES PLAINES

RESOLUTION R - 24 - 21

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE DES PLAINES COMMUNITY SENIOR CENTER FOR THE PROVISION OF FUNDING FOR THE MEALS ON WHEELS PROGRAM.

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the City of Des Plaines ("*City*") to contract with individuals, associations and corporations, in any manner not prohibited by law or ordinance; and

WHEREAS, the City desires to provide funding to the Des Plaines Community Senior Center ("*Senior Center*") to administer the Meals on Wheels program ("*Program*") for residents of the City; and

WHEREAS, the City has appropriated \$40,000 during the 2021 fiscal year for use by the Senior Center for the Program; and

WHEREAS, the City Council has determined that it is in the best interest of the City to authorize the City Manager to execute, and City Clerk to attest, an Interlocal Agreement between the City and the Senior Center ("*Agreement*"), under which Agreement the City will provide \$40,000 to the Senior Center for the Program;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Plaines, Cook County, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The recitals set forth above are incorporated here by reference.

SECTION 2: APPROVAL OF AGREEMENT. The City Council hereby approves the Agreement in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the General Counsel.

SECTION 3: AUTHORIZATION TO EXECUTE AGREEMENT. The City Council hereby authorizes and directs the City Manager and the City Clerk to execute and seal, on behalf of the City, the final Agreement.

SECTION 4: PAYMENT AUTHORIZATION. The City Council hereby authorizes the Director of Finance to issue payment, after execution of the final Agreement by the Senior Center and the City, to the Des Plaines Community Senior Center, 52 East Northwest Highway, Des Plaines, Illinois 60016, in the amount of \$40,000.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

[SIGNATURES ON FOLLOWING PAGE]

PASSED this ____ day of _____, 2021.

APPROVED this ____ day of _____, 2021.

VOTE: AYES ____ NAYS ____ ABSENT ____

MAYOR

ATTEST:

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

DP-Resolution Senior Center Agreement Meals on Wheels Funding 2021

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF DES PLAINES AND THE
DES PLAINES COMMUNITY SENIOR CENTER FOR THE PROVISION AND
FUNDING OF THE MEALS ON WHEELS PROGRAM**

THIS AGREEMENT, entered into between the City of Des Plaines (hereinafter “City”) and the Des Plaines Community Senior Center (hereinafter “Senior Center”) also known as the Frisbie Senior Center, provide as follows:

WHEREAS, this Agreement is entered into pursuant to the Intergovernmental Cooperation provisions of Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq. and Public Act 91-0424; and

WHEREAS, the City and the Senior Center are the Parties to this Agreement and have agreed for the provision and funding of services, by the City to the Senior Center for providing Meals on Wheels programming; and

WHEREAS, the City and the Senior Center, in an effort to more effectively and efficiently administer the Meals on Wheels program, enter into this agreement;

NOW THEREFORE, the City and the Senior Center agree as follows:

1. The recitals as set forth above are incorporated into the body of this Agreement as if fully set forth herein.
2. The City shall pay \$40,000 in 2021 to the Senior Center for the Meals on Wheels programming provided by the Senior Center to the Des Plaines community. At the conclusion of each program year, the Senior Center shall provide an accounting of the funds expended for the Meals on Wheels program.
3. The Senior Center shall provide the City with periodic reports at the City’s request, but in no case shall the reports be made on less than an annual basis. Such reports shall include the number of Des Plaines residents served by the Meals on Wheels program. The Senior Center shall, at a time and date mutually agreed, make an annual presentation to the City regarding the Meals on Wheels program resulting from the funding provided.
4. In the event that the number of prospective participants exceeds the amount of funding provided for the Meals on Wheels program, the Senior Center shall have the ability to limit the number of participants in the program. The Senior Center shall provide written notice of the decision to cap program participation to the City.
5. The Senior Center will acknowledge the City’s funding support in program materials, publicity efforts, and other promotional materials, both paper and electronic, as reasonably identified by the respective Staffs of the Parties.

6. The City shall utilize its Geographic Information System (GIS) to produce and provide delivery route maps to the Senior Center upon request, provided reasonable notice for such request is made.
7. This Agreement shall be controlled by the governing law of the State of Illinois and the venue for any disputes that arise hereunder shall be in the Circuit Court of Cook County Illinois, Second Municipal District.
8. This Agreement shall be binding upon the parties, their successors, and/or assigns, and may not be terminated or restricted except in accordance with the provisions of this Agreement and by a writing executed by both parties.
9. Nothing in this Agreement shall purport to terminate, restrict, extend, or otherwise modify commitments previously agreed to by separate Agreement between the Parties.
10. This Agreement may be terminated by a written notice dated at least 90 days prior to the effective date of termination. In the event that this provision is invoked by either Party, a joint letter advising of the termination signed by both Parties shall be developed to inform participants in the program.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and by executing this Agreement, the parties do hereby affirmatively state that they have been given full authority by their respective governing bodies to execute this Agreement.

CITY OF DES PLAINES

DES PLAINES COMMUNITY
SENIOR CENTER

By: _____
Its: City Manager

By: _____
Its: _____

Date: _____

Date: _____

ATTEST:

ATTEST:

Its: City Clerk

Its: _____

DES PLAINES COMMUNITY SENIOR CENTER
City of Des Plaines – Meals on Wheels Program

2020 Year-End Grant Report

Introduction

In January of 2020, the City of Des Plaines awarded a \$40,000 grant (R-28-20) to the Des Plaines Community Senior Center for administering the Meals on Wheels program throughout the 2020 calendar year. The following report provides an overview of this program and its outcomes as well as information about persons served from January 2020 through December 2020.

Progress of Funded Program

The Meals on Wheels program, administered by the Des Plaines Community Senior Center (DPCSC) provides a hot, nutritionally balanced meal for home-bound seniors, age 60 and older, who are unable to prepare their own meals. The program operates every week, Monday through Friday; the only exceptions are seven identified holidays per calendar year and the occasional day when weather conditions pose significant risk to those delivering meals. A social worker conducts in-home assessments to determine initial eligibility, and communicates with the participant's doctor to identify any specific dietary needs/limitations. Meals are prepared by Catholic Charities and delivered to program participants around mid-day by trained volunteers. There is a \$6.00 charge per meal, which directly offsets the cost of preparing the meals. Aside from the amount of time that needs to be dedicated to regular communication with program participants and volunteers, most efforts are directed at responding to the variety of changes (e.g. schedule of need, diet, and cancellation/initiation) and nuances that are encountered on a daily basis.

Over the course of 2020, the program served 31 different individuals. The program's Social Worker has conducted six (6) assessments and eight (8) reassessments in that timeframe. Below is a breakdown of participants by month, which includes total meals prepared/delivered:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
# of Participants	24	22	22	22	23	23	17	20	19	17	15	15
Total Meals	542	463	533	493	371	465	325	446	297	325	286	295

Several factors can contribute to the fluctuation in participation, including but not limited to short-term, inpatient hospital care, seasonality transition to assisted living facilities, and death. Compared to the same timeframe in 2019, there has been an approximately 6.3% decrease in the utilization of this program. Program participation was exponentially effected this year by the impact of the COVID-19 pandemic and associated deaths of program participants. Further, several program participants "opted out" as family members became more readily available to support their needs as a result of stay-at-home guidance initiated by the state leadership. It should be noted that DPCSC staff received an increased number of inquiries with regard to home-delivered meals from individuals that either needed

pandemic meal support or were not receiving meals due to other program suspensions. Most all of these requests could not be fulfilled however, due to these individuals residing outside of Des Plaines city boundaries. In these cases, referrals were made to other program providers.

Continued efforts will be made to monitor the program's performance. Additionally, the DPCSC will continue to work with the city to actively market and promote this program to residents of Des Plaines.

Organizational and Program Changes

There are no organizational changes to report at this time.

Regarding program changes, on March 13th, the DPCSC received notice from Catholic Charities – the program's meal vendor – that meal preparation and distribution would be immediately suspended as a result of the COVID-19 pandemic and subsequent directive from the Illinois Department on Aging to suspend all congregate meal preparation facilities. Concerned that this would have a significant impact on program participants, many of whom have no resources or supports to attain food themselves, DPCSC staff was quickly able to identify and contract with a local caterer in order to maintain food delivery service. Instead of providing a daily hot meal delivery, a decision was made to deliver five (5) "flash frozen" meals to each participant on a weekly basis. By implementing this strategy, program participants still receive nutritionally balanced meals for the week and have limited contact with visitors, mitigating possible disease exposure; DPCSC staff took on the delivery duties in place of the normal corps of volunteer drivers.

The aforementioned change in meal provision resulted in overall increased costs of meal preparation. However, a determination was made by DPCSC not to extend that increase to the program participants in order to prevent an undue as well as unexpected financial burden for them, resulting in unbudgeted expenses to be incurred. For the calendar year 2020, the DPCSC accrued a deficit of roughly \$295.00 related to the operation of the Meals on Wheels program. Considering the vulnerability of the participants, the DPCSC has decided to maintain its adjusted program (i.e. catered meals) for the foreseeable future. Due to these circumstances, the DPCSC did not renew its contract with Catholic Charities in December and will explore alternative options for daily hot meal preparation and delivery once it is deemed safe to proceed.

All things considered, the DPCSC staff is pleased to have been able to maintain this much-needed service to some of the most vulnerable residents of Des Plaines during this very challenging time.

Goals for Next Reporting Period

The Des Plaines Community Senior Center continues to administer this much needed program for the City's most fragile citizens in a cost-effective manner. DPCSC administrators maintain on-going dialogue with city representatives as well as the meal vendor to review program outcomes and effectiveness. The DPCSC has expressed an interest to maintain the management and administration of this much-needed resource and requested \$40,000 in funding for FY21 in order to continue to do so on behalf of the City of Des Plaines.

Conclusion

The City of Des Plaines' support of the Meals on Wheels program, administered by the Des Plaines Community Senior Center, continues to sustain aging-at-home practices, provide critical nourishment for program participants, and maintain necessary outreach and monitoring for the city's most vulnerable residents. The Des Plaines Community Senior Center appreciates the support it has received and looks forward to a continued partnership with the City, supporting the Meals on Wheels program, well into the future.

Des Plaines Community Senior Center
Meals on Wheels Program
Year-To-Date Expenditure Report
January 1, 2020 - December 31, 2020

Direct Cost

Personnel		
Program Manager (MSW)		\$27,310.00
Finance Manager		\$5,336.00
Volunteers		\$635.00
Emergency Meal Kits (20 clients)		\$800.00
Supplies		\$764.00
Postage		\$296.00
Telephone		\$432.00
Total Direct Cost		<u>\$35,573.00</u>

Indirect Cost

Insurance		\$414.00
GL	\$186.00	
WC	\$156.00	
DO	\$72.00	
Utilities		\$1,392.00
Audit		\$121.00
Total Indirect Cost		<u>\$1,927.00</u>

Total Cost		<u><u>\$37,500.00</u></u>
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HUMAN RESOURCES

1420 Miner Street
 Des Plaines, IL 60016
 P: 847.391.5300
 desplaines.org

MEMORANDUM

Date: January 19, 2021
 To: Michael G. Bartholomew, City Manager
 From: Becky Madison, Director of Human Resources *BAM*
 Subject: Interlocal Agreement - Des Plaines Senior Center

Issue: For the City Council to approve the Interlocal Agreement between the City of Des Plaines and the Des Plaines Community Senior Center (a.k.a. the Frisbie Senior Center), as well as authorize an annual subsidy funding in the amount of \$41,500.

Analysis: Senior centers serve as a gateway to the nation's aging network by connecting older adults to community services that can help them stay healthy and independent. To maintain operations, senior centers must leverage resources from a variety of sources such as federal, state and local governments. Des Plaines is experiencing and will continue to experience through 2030 an increase in residents over age 55. This translates to the largest demographic shift over the shortest time period and triggers the need for increased senior specific services.

The Des Plaines Community Senior Center serves Des Plaines seniors through intellectually enriching, socially engaging, and physically energizing programs and volunteer opportunities. They offer a wide variety of services, such as daily social and recreational activities, on-going educational programming, one on one counseling options focusing on health, legal, employment, as well as others. The Senior Center works closely with the Health and Human Services Division (HHS) of the City. Over the past several years the City of Des Plaines has partnered with the Senior Center on the meals on wheels program, which has been very successful for the City. Through these intergovernmental partnerships the City along with the Senior Center are able to provide efficient and effective services to our residents.

In 2017, the City Council approved an agreement with the Senior Center to provide additional services that have been previously provided by the City. Some of the services that have been offered include the following:

- Health Screenings
 - Blood pressure (2x per month)
 - Cholesterol (monthly)
 - Balance (monthly)
 - Flu shots (2x per year)
 - Hearing (TBD)
 - Podiatrist (TBD)
- Health Presentations

- “Lunch & Learn” Senior Health Talk (monthly)
- “Ask the Pharmacist – Brown Bag” (quarterly)
- Shingles (annually)
- Dental health (bi-annually)
- Take Charge of Your Health (TBD)
- Support Groups
 - Parkinson’s Disease (monthly)
 - Caregivers Support Group (monthly)
 - Diabetes (TBD)
 - Various w/ mental health focus (TBD)
- Referrals
 - Senior-related services
 - Housing
 - In-home support
 - Rehabilitation
 - Miscellaneous local resources and assistance programs
- City Services
 - Benefits Access*
 - Access to Care*
 - Handicap Placards*
 - Subsidized Taxi Ride Program*
 - Emergency Assistance*

**Frisbie Senior Center staff has a general understanding of processes/procedures as a result of a past internship in the City’s Health and Human Services Department.*

The cost of providing this service is \$41,500, which the City has agreed to fund on an annual basis.

Recommendation: I recommend that the City Council approve the Interlocal Agreement between the Des Plaines Community Senior Center and the City, as well as authorize subsidy funding in the amount of \$41,500 for the 2021 fiscal year.

Attachments:

Resolution R - 25 - 21

Exhibit A: Interlocal Agreement

Attachment 1: 2020 Senior Center Funding Year-End Report

Attachment 2: 2020 HHS Year-End Report

CITY OF DES PLAINES

RESOLUTION R - 25 - 21

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE DES PLAINES COMMUNITY SENIOR CENTER FOR THE PROVISION OF FUNDING FOR HEALTH AND SUPPORT SERVICES.

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the City of Des Plaines ("**City**") to contract with individuals, associations and corporations, in any manner not prohibited by law or ordinance; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, encourages cooperation between governmental entities and agencies; and

WHEREAS, the City previously employed a community health nurse ("**Community Health Nurse**") who provided vital services to Seniors; and

WHEREAS, in order to continue to provide services similar to those provided by the Community Health Nurse, the City desires to provide funding to the Des Plaines Community Senior Center ("**Senior Center**") to provide additional health and support services to Seniors ("**Health and Support Services**"); and

WHEREAS, the City appropriated \$41,500 for use by the Senior Center to provide the Health and Support Services during the 2021 fiscal year; and

WHEREAS, the City Council has determined that it is in the best interest of the City to authorize the City Manager to execute, and City Clerk to attest, an Interlocal Agreement between the City and the Senior Center ("**Agreement**"), under which Agreement the City will provide \$41,500 in fiscal year 2021 to the Senior Center for the Health and Support Services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Plaines, County of Cook, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The recitals set forth above are incorporated here by reference.

SECTION 2: APPROVAL OF AGREEMENT. The City Council hereby approves the Agreement in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the General Counsel.

SECTION 3: AUTHORIZATION TO EXECUTE AGREEMENT. The City Council hereby authorizes and directs the City Manager and the City Clerk to execute and seal, on behalf of the City, the final Agreement.

SECTION 4: PAYMENT AUTHORIZATION. The City Council hereby authorizes the Director of Finance to issue payment, after execution of the final Agreement by the Senior Center and the City, to the Des Plaines Community Senior Center, 52 East Northwest Highway, Des Plaines, Illinois 60016, in the amount of \$41,500 for fiscal year 2021.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this ____ day of _____, 2021.

APPROVED this ____ day of _____, 2021.

VOTE: AYES ____ NAYS ____ ABSENT ____

MAYOR

ATTEST:

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF DES PLAINES AND THE
DES PLAINES COMMUNITY SENIOR CENTER FOR THE PROVISION AND
FUNDING OF HEALTH AND SUPPORT SERVICES**

THIS AGREEMENT, entered into between the City of Des Plaines (hereinafter “City”) and the Des Plaines Community Senior Center, also known as the Frisbie Senior Center (hereinafter “Senior Center”) (collectively, the City and the Senior Center are the "Parties"), provides as follows:

WHEREAS, this Agreement is entered into pursuant to the Intergovernmental Cooperation provisions of Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*; and

WHEREAS, on January 19, 2021, the City, the City of Des Plaines Park District (“Park District”), and the Senior Center entered into an agreement for the provision of programs and services (“Services”) whereby the City and Park District provide funding for the Services; and

WHEREAS, the City desires to provide additional funding to the Senior Center for the provision by the Senior Center of additional programming and services to senior citizens ("Additional Services"), which Additional Services more fully described in Exhibit I, incorporated by reference herein; and

WHEREAS, the Senior Center desires to receive such funding from the City to provide the Additional Services;

NOW THEREFORE, the City and the Senior Center hereby agree as follows:

1. The recitals as set forth above are incorporated into the body of this Agreement as if fully set forth herein.
2. During fiscal year 2021, the City shall provide \$41,500 to the Senior Center for the provision of the Additional Services. At the conclusion of each fiscal year, the Senior Center shall provide the City with an accounting of the funds expended on the Additional Services.
3. All other Interlocal Agreements between the Parties for the provision and funding of services shall remain in full force and effect to the extent not inconsistent herewith.
4. On an annual basis, the Parties will: (a) review the Additional Services that were funded by the City during the prior year, and (b) will agree to the Additional Services to be funded by the City and the Park District during the upcoming year. The City may restrict use of City funding to Additional Services that are the same as, or comparable to, Additional Services funded by the City during prior years, all as determined by the City Manager or his designee. Notice of any change(s) to the Additional Services shall be made in writing 60 days prior to effective date of the change(s).

5. The Senior Center Staff shall provide the City periodic reports on not less than a semiannual basis, which reports shall include the number of Des Plaines residents served by the Senior Center. The Senior Center shall, at a time and date mutually agreed upon by the Parties, make an annual presentation to the City regarding the Additional Services delivered by the Senior Center using City funds.
6. The Senior Center will acknowledge the City's funding support as Diamond Level Sponsors in its monthly newsletter, materials both paper and electronic, and any publicity efforts or promotional vehicles as reasonably identified by the respective Parties. The City will continue to provide refuse pickup and landscaping services to the Senior Center as previously agreed under separate agreements.
7. This Agreement shall be controlled by the law of the State of Illinois and the venue for any disputes that arise hereunder shall be in the Circuit Court of Cook County Illinois, Second Municipal District.
8. This Agreement shall be binding upon the parties, their successors, and/or assigns, and may not be terminated or restricted except in accordance with the provisions of this Agreement and by a writing executed by both parties.
9. This Agreement may be terminated by any of the Parties by written notice to the other Parties dated at least 90 days prior to the effective date of termination.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and by executing this Agreement, the parties do hereby affirmatively state that they have been given full authority by their respective governing bodies to execute this Agreement.

CITY OF DES PLAINES

DES PLAINES COMMUNITY CENTER

By: _____
 Its: City Manager

By: _____
 Its: _____

Date: _____

Date: _____

ATTEST:

ATTEST:

 Its: City Clerk

 Its: _____

EXHIBIT I

ADDITIONAL SERVICES

The Additional Services, include, but are not limited to, the following:

- Health Screenings
 - Blood pressure (2x per month)
 - Cholesterol (monthly)
 - Balance (monthly)
 - Flu shots (2x per year)
 - Hearing (TBD)
 - Podiatrist (TBD)
- Health Presentations
 - “Lunch & Learn” Senior Health Talk (monthly)
 - “Ask the Pharmacist – Brown Bag” (quarterly)
 - Shingles (annually)
 - Dental health (bi-annually)
 - Take Charge of Your Health (TBD)
- Support Groups
 - Parkinson’s Disease (monthly)
 - Caregivers Support Group (monthly)
 - Diabetes (TBD)
 - Various w/ mental health focus (TBD)
- Referrals
 - Senior-related services
 - Housing
 - In-home support
 - Rehabilitation
 - Miscellaneous local resources and assistance programs
- City Services
 - Benefits Access
 - Access to Care
 - Handicap Placards
 - Subsidized Taxi Ride Program
 - Emergency Assistance

DES PLAINES COMMUNITY SENIOR CENTER

City of Des Plaines

2020 Year-End Grant Report

Introduction

In September of 2019 the City of Des Plaines awarded a \$55,000 grant (R-157-19) to the Des Plaines Community Senior Center in support of programming services offered at the Frisbie Senior Center. The following report provides an overview of the outcomes as well as information about persons served from January 2020 through December 2020.

Use of Funds

The Des Plaines Community Senior Center (DPCSC) continues to carry out its mission of serving active people through intellectually enriching, socially engaging, and physically energizing programs and volunteer opportunities. The organization's membership of approximately 800 individuals and various daily users benefit from well over 75 monthly offerings, many of which occur on a weekly or bi-weekly basis. Programs and services offered at the Frisbie Senior Center (FSC) include, but are not limited to: daily social and recreational activities; on-going educational programming; planned day trips and extended trips; resource referral and linkage; one-to-one counseling options, focusing on health, legal, employment, and a host of other topics; assistance with determining eligibility for and enrolling in federal, state, county, and municipal benefits programs; medical equipment, offered through our Medical Closet program, that can be purchased or rented at below market pricing; and access to a Veterans' Affairs representative twice a month, through an on-site VA office. The funding provided by the City of Des Plaines is used to support some of the aforementioned programs and services.

Organizational and Program Changes

No changes to report at this time.

Accomplishments & Encountered Problems

The Des Plaines Community Senior Center provides a vibrant and action-filled environment for residents aging at home, but in need of somewhere to socialize and interact with persons of the same demographic. The Center's program portfolio remained consistent in the first two and one-half (2.5) months of the 2020 calendar year. However, the Center's operations were significantly impacted by the COVID-19 pandemic. In the middle of March, at the request of the Illinois Department on Aging, all senior center group programming, activities and events throughout the state of Illinois were suspended; the DPCSC, however, did continue to provide senior-related services (i.e. meals on wheels, SHIPs counseling, medical closet, benefits access, etc.). On March 20th, following Governor Pritzker's directive, the Center formally suspended all operations with the exception of its Meals on Wheels program. In April and May, the Center remained "closed", yet its staff continued to administer the Meal on Wheels program, conduct telephone as well as video-conferenced well-being checks, and respond to "one off" requests for services/assistance and medical equipment.

Considering the demographic the organization serves and the heightened risk COVID-19 presents, organizational leadership worked to identify ways to re-engage its users in meaningful and productive ways.

Consistent with the guidelines set forth by the Centers for Disease Control, Illinois Department of Public Health and the Illinois Department of Economic Opportunity, the FSC has operated according to the Restore Illinois plan. This has resulted in several modifications to normal operations, intermittent as well as sparse re-openings, and subsequent limitations to overall service delivery. At the request of many, we have opened and maintained access to our on-site fitness suite and computer lab; small group topical sessions were also implemented as possible. Most of our educational and resource presentations have been suspended as a result of stay-at-home guidance, but also mostly due to our community partners and their affiliates not having any of their staff conduct “in field” activities. In place of in-person presentations, virtual programs have been provided, including instructional sessions focused on using digital communication (i.e. ZOOM, Facebook Meeting Rooms, and Google Meets). These efforts have helped to support the older adults hold up in their homes, and provided connectivity to a social network to offset the increased isolation. The FSC will continue to adhere to the Restore Illinois plan as it is eager to ramp up operations and effectively meet the varied needs of older adults living in Des Plaines.

There are also two other pandemic initiatives to note. First, as the initial guidance recommended that older adults not venture out into the public, the FSC initiated a program whereby grocery shopping activities and associated errands would be offered for those who preferred not to be in public places. Surprisingly, this initiative was embraced in a limited fashion; we believe this to be a result of family members being readily available to support their needs. Second, in an effort to support and increase access to COVID-19 vaccination, the leadership of the FSC with the support of its Board has offered the facility to local and state officials, including representatives from the Illinois Department of Public Health, to use as a regional distribution center. FSC leadership is hopeful that these entities will give significant consideration to this offer.

Goals for Next Reporting Period

The Des Plaines Community Senior Center continues to serve its members/users through a variety of on-site and virtual engagements. For the 2021 calendar year, the following goals have been established:

- planfully “phase in” more on-site programs as the COVID-19 pandemic eases;
- continue to recruit additional volunteers to support general operations as well as social enterprise;
- evaluate the need and prospective utilization for hosting programs and services on weekends; and
- conduct strategic planning activities in preparation for 2022 - 2025.

Working toward these goals will continue to support the organization’s mission, while providing an opportunity for the Des Plaines Community Senior Center to enhance its support of older adults living in Des Plaines.

As the Des Plaines Community Senior Center continues to provide much-needed programming and services for older adults “aging in place”, it maintains committed to

continued partnership with the City of Des Plaines to serve its residents. As a result, the DPCSC requested \$55,000 in funding for 2021 in order to continue to provide the aforementioned supports. Generally, there are no planned or anticipated changes to the organization's overall operation other than making necessary adjustments related to COVID-19 pandemic guidance and response.

Conclusion

The City of Des Plaines' continued investment in the Des Plaines Community Senior Center reinforces a variety of senior programming and services as well as outreach activities to older adults living in the immediate community. Through this continued partnership, the Des Plaines Community Senior Center looks forward to providing on-going social engagement, recreational opportunities, resource coordination, and other outreach activities for seniors living in Des Plaines.

DES PLAINES COMMUNITY SENIOR CENTER
City of Des Plaines

2020 Year-End Health & Support Service Grant Report

Introduction

In January of 2020 the City of Des Plaines awarded a \$41,500 grant (R-29-20) to the Des Plaines Community Senior Center for the provision of health and support services offered through the Frisbie Senior Center as an extension to those provided through the city of Des Plaines Department of Health and Human Services. The following report provides an overview of the outcomes as well as information about persons served from January 2020 through December 2020.

Use of Funds

The Des Plaines Community Senior Center (DPCSC) continues to carry out its mission of serving active people through intellectually enriching, socially engaging, and physically energizing programs and volunteer opportunities. As part of that mission, the DPCSC has committed significant resources to creating and maintaining a suite of health and wellness programs and services, mostly through capitalizing on its partnerships with other community partners. With the recent retirement of the city’s community health nurse, the DPCSC was contacted in an effort to explore ways in which the organization may be able to continue to provide services similar to those provided by the community health nurse. Further, the city wished to capitalize on the DPCSC’ easily accessible facility and more regular hours of operation. The funding provided by the City of Des Plaines supports health screenings, health presentations, support groups, referral services, and assistance with senior-related city services.

Accomplishments

Since August of 2017, the DPCSC has worked diligently to onboard and ramp up activities and services in accordance to the aforementioned funding agreement. Here are some of the highlighted activities that have occurred:

Health Screenings 2020: January - December

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Balance Screening	-	-	-	-	-	-	-	-	-	-	-	6	6
Blood Pressure Screening	8	8	-	-	-	-	-	-	-	10	11	9	46
Hearing Screening	-	-	-	-	-	-	5	5	8	3	5	1	27
Memory Screening	1	-	-	-	-	-	-	-	-	-	-	-	1
Physical Therapy Follow-Up	-	-	-	-	-	-	-	-	-	-	-	6	6

Given the social distancing restrictions associated with the COVID-19 pandemic, the FSC’s Lunch & Learn program was intermittently suspended throughout the calendar year. Aside from three (3) sessions hosted in January, February and March, only one presentation was hosted - Clear Captions telecommunication systems; seven (7) participants attended. Please note that attendance at these sessions generally varies based on topic.

With regard to the support services that are now being extended through the DPCSC, our staff continues to encounter individuals coming in for a specific service that often require additional supports based on the information they provide during their application interviews. This has proved to be a win-win-win scenario whereby the city is providing its residents a more robust array of services, needy individuals are receiving the resources and supports they require, and the Center is identifying individuals – previously unfamiliar with the organization – who might benefit from the other programs and services offered on-site. Below is a comprehensive representation of the support services provided from January to December:

Support Service 2020: January – December

Type of Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
License Plate Discount	6	9	1	-	-	20	13	21	8	11	9	13	111
License Plate – over income	-	1	1	-	-	1	1	-	-	-	-	-	4
Reduced Fare/Ride Free	10	19	9	-	-	5	9	18	8	11	5	5	99
Taxi Cab Vouchers	2	-	2	-	-	-	3	-	-	1	-	1	9
Temporary Handicap Placards	4	1	1	-	-	-	4	2	1	2	1	2	18
SNAP	4	2	1	-	-	1	10	20	2	7	2	2	51
Medicare Savings Program	3	-	-	-	-	-	-	2	2	1	-	1	9
Medicaid	2	1	-	-	-	1	-	3	1	7	5	3	23
Free Government Phone Program	1	1	-	-	-	-	-	-	-	-	1	-	3
Extra Help	7	11	4	1	-	4	3	9	5	8	8	9	69
Attorney Referral	1	-	2	-	-	-	1	-	1	1	-	1	7
CCP/Adult Day Services Referral	-	1	-	-	-	1	-	1	-	-	-	1	4
LIHEAP Referral	-	1	-	-	-	1	1	2	1	1	1	-	8
Housing Referrals	1	1	-	-	-	-	-	-	1	2	-	-	5
Senior Freeze	1	-	-	-	-	-	-	-	-	1	-	-	2
Hearing Aid Help	1	-	-	-	-	-	-	-	-	-	-	-	1
CEDA Weatherization	-	-	-	-	-	1	1	-	-	-	-	-	2
Home Care Referral	-	-	-	-	-	1	-	1	1	-	-	2	5
Transportation Referral (i.e. medical appt.)	3	1	-	-	-	-	-	-	-	-	-	2	6
Insurance/Medication Help	5	4	-	-	-	1	1	-	-	2	-	1	14

SHIPs Counseling	7	6	3	-	-	3	5	6	1	17	19	6	73
Social Security	-	-	3	-	-	-	-	2	1	2	2	1	11
Meal Referral	4	5	-	-	-	2	-	2	-	-	-	2	15
DMV Assistance	-	-	-	-	-	-	1	-	-	1	-	-	2
Credit/Debit Help	-	-	-	-	-	-	-	-	-	3	-	2	5
Property Tax Help	-	-	-	-	-	-	5	-	-	-	-	-	5
Rent Assistance	-	-	-	-	-	-	-	5	1	-	-	-	6

The on-going provision of services has also allowed staff to identify additional areas of need that have been highlighted in the table above. This results in a more effective approach to resource linkage and cross-referral to other support agencies. Continued efforts will be made to increase awareness and encourage utilization of these much needed services for older adults.

The Center continues to provide a medical lending closet that allows the community-at-large access to gently used assistive devices for short-term rental or purchase. Most of these items are available to support persons who are recovering at home from medical procedures or those who require assistive devices to support their daily living habits. From January through December, 96 Des Plaines residents rented equipment, while 87 Des Plaines residents purchased equipment outright. These interactions reflect a marked increase in utilization compared to last year. Further, as a result of the COVID-19 pandemic, the FSC experienced a significant increase in need for this equipment from individuals outside Des Plaines as most similar programs in surrounding communities had suspended their lending programs.

It should be noted that FSC representatives continue to receive a significant number of inquiries about senior housing and general transportation assistance.

Encountered Problems

The data reported above pales in comparison to the same timeframe of the previous calendar year. This is the direct result of the Center’s operations being significantly impacted by the COVID-19 pandemic. In the middle of March, at the request of the Illinois Department on Aging, all senior center group programming, activities and events throughout the state of Illinois were suspended; the DPCSC, however, did continue to provide senior-related services (i.e. meals on wheels, SHIPs counseling, medical closet, benefits access, etc.). On March 20th, following Governor Pritzker’s directive, the Center formally suspended all operations with the exception of the Meals on Wheels program. In April and May, the Center remained “closed”, yet its staff continued to administer the Meal on Wheels program, conduct telephone as well as video-conferenced well-being checks, and respond to “one off” requests for services/assistance and medical equipment – generally, a diminished amount of interactions.

Consistent with the guidelines set forth by the Centers for Disease Control, Illinois Department of Public Health and the Illinois Department of Economic Opportunity, the FSC has operated according to the Restore Illinois plan. This has resulted in the several modifications to normal operations, intermittent as well as sparse re-openings, and subsequent limitations to overall service delivery. The FSC will continue to adhere to the

Restore Illinois plan as it is eager to ramp up operations and effectively respond to and serve those older adults in need of health and support services.

Organizational and Program Changes

Not applicable.

Goals for Next Reporting Period

The Des Plaines Community Senior Center continues to support the city's Health & Human Services Department by coordinating several important health-related programs and services as well as by providing expanded access to various city-sponsored programs for seniors. The DPCSC has expressed an interest in on-going provision of the aforementioned program and services and respectfully requested \$41,500 in funding for FY21 in order to continue to do so on behalf of the City of Des Plaines. There are no planned or anticipated changes to the program's operation.

Conclusion

The City of Des Plaines' continued investment in the Des Plaines Community Senior Center reinforces a variety of senior programming and services as well as outreach activities to older adults living in the immediate community. Through this continued partnership, the Des Plaines Community Senior Center looks forward to providing on-going health and support services for seniors living in Des Plaines.