

**Maine Township Board Meeting
Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday July 30, 2024**

AGENDA

This meeting will be conducted in person. The meeting will also be audio or video recorded and made available to the public, as provided by law.

7:00 pm - Call Regular Meeting to Order

Pledge of Allegiance

Roll Call

Discussion and Potential Action on the Following Items:

1. Approval of Minutes of June 25, 2024 Board Meeting
2. Approval of General Assistance Expenditures
3. Approval of Road District Expenditures
4. Approval of General Town Fund Expenditures
5. Public Participation
6. Old Business
 - Update on Little Library
 - Discussion and Vote on Resolution to Allow the Adoption of Work from Home Programs
 - Discussion and Possible Vote on Fund Balance Policy
7. New Business
 - Discussion and Vote on 12-month Maintenance Agreement for Copier and Printers
 - Discussion of Agency Funding Dates – September/October
 - Discussion and Possible Vote on Approval of Roofing Contract
 - Discussion and Possible Vote on (1) Municipal Vehicle Program Agreement with PACE, (2) Resolution Regarding Adopting Pace Drug and Alcohol Testing Policy, and (3) Resolution Regarding Adopting PACE System Security and Emergency Preparedness Plan.
 - Discussion of “Township policy on voting on matters following closed session which were not either listed on the Agenda or fully discussed during open session”
8. Officials Reports
9. Closed Session
 - Closed/Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
10. Vote on Hiring of Part-Time Employee for Recovery Connection
11. Vote on Creation of New Part-Time position(s)
12. Adjournment

Upcoming Events

- August 6, 2024 National Night Out - Dee Park- 6:30 pm**
- August 7, 2024 Neighborhood Watch – 7 pm**
- August 9, 2024 Golf Maine Park District Summerfest 7-10pm – Dee Park**
- August 13, 2024 Lions Club Hearing & Retinal Screening**
- August 17, 2024 India Cultural Day – Dee Park**
- August 18, 2024 Pakistan Cultural Day- Dee Park**
- September 21, 2024 Garage Sale**
- September 25, 2024 Organizing Mobile Device Photos Program**



ADMINISTRATOR'S REPORT

Date: July 30, 2024

To: Elected Officials

From: Dayna Berman, Administrator

I recently had the opportunity to attend a 3-day management training titled “Evolving Manager Boot Camp” through HR Source. I found it to be incredibly useful and informative. Throughout the sessions, we delved into various aspects of effective leadership, strategic planning, and team management. The trainers presented practical strategies and real-life examples that applied with my current role and responsibilities as township Administrator. Moreover, the training allowed for valuable discussions and shared experiences among participants, which further enriched my learning experience. Overall, I am confident that the knowledge and skills acquired from this training will significantly enhance my ability to lead and manage my township team effectively in the future.

Ruba Al Ayed, Marty Cook and I have begun to interview candidates for the open position of Recovery Outreach Coordinator. We are hoping to fill this position shortly as Marty and his team would like to expand their programs and improve upon marketing strategies. Ruba and I also worked on a Bus Driver job description for a program we will be implementing in the near future; we will be leasing a PACE bus for residents to secure transportation throughout areas in the township.

Department Heads have been working hard to revamp and update their departmental brochures. The appearance is much more modern and in line with our brand.

We will be hosting a Health & Wellness Fair on the 27th in conjunction with MWRD Commissioner Eira Corral Sepulveda’s office and other community sponsors. The event runs from 10am-1pm. Those who attend will learn about healthy living and aging and will enjoy entertainment, giveaways, food and more.

The theme of this year’s Township Officials of Illinois Annual Educational Conference is “Township Government Building for Tomorrow” and will be held November 11-13, 2024 at the Springfield Crowne Plaza Hotel. Included will be educational sessions to take part in, networking opportunities, a vendor tradeshow, an awards breakfast, and more. Please confirm at your earliest convenience if you will be able to attend.

MAINE TOWNSHIP GENERAL TOWN FUND

	of the year remaining	MAR	APR	MAY	JUN	YTD INCOME	BUDGET	BALANCE	% Collected
	of the year remaining	MAR	APR	MAY	JUN	YTD INCOME	BUDGET	BALANCE	% Collected
REVENUE									
Property Tax		\$1,464,948.52	\$0.00	\$45,183.59	\$12,203.08	\$1,522,335.19	\$3,800,000.00	\$2,277,664.81	40%
Interest Income		\$3,754.91	\$3,604.61	\$9,316.30	\$14,808.14	\$31,483.96	\$28,000.00	-\$3,483.96	112%
MaineStay Income		\$5,242.00	\$9,405.50	\$8,113.85	\$12,106.93	\$34,868.28	\$40,000.00	\$5,131.72	87%
Yard Stickers and Rebates		\$97.00	\$642.00	\$1,330.00	\$887.00	\$2,956.00	\$10,000.00	\$7,044.00	30%
Postage		\$28.00	\$84.00	\$140.00	\$56.00	\$308.00	\$9,000.00	\$8,692.00	3%
Food Pantry Cash Donations		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0%
Passport Fees		\$5,752.70	\$4,584.00	\$3,772.64	\$3,136.00	\$17,245.34	\$50,000.00	\$32,754.66	34%
Transportation Fees		\$60.00	\$30.00	\$2.00	\$40.00	\$132.00	\$200.00	\$68.00	66%
Prsnl Prop Replacement Tax		\$13,687.93	\$12,208.73	\$29,515.94	\$0.00	\$55,412.60	\$200,000.00	\$144,587.40	28%
Other Income		\$19,479.00	-\$8,718.34	\$2,610.00	\$265.00	\$13,635.66	\$28,000.00	\$14,364.34	49%
Hunting/Fishing License		\$123.25	\$107.25	\$60.00	\$40.00	\$330.50	\$1,500.00	\$1,169.50	22%
Recovery Connection Grant		\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	100%
License Plate Stickers		\$1,510.90	\$2,259.00	\$1,860.53	\$1,132.00	\$6,762.43	\$25,000.00	\$18,237.57	27%
TOTAL REVENUES		\$1,514,684.21	\$24,206.75	\$101,904.85	\$74,674.15	\$1,715,469.96	\$4,251,700.00	\$2,536,230.04	40%
	<i>MaineStreamers</i>	\$17,476.10	\$41,904.00	\$74,967.34	\$47,177.86				

MAINE TOWNSHIP GENERAL TOWN FUND

EXPENSES									
ADMINISTRATION									
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries/Gross Pay Account	\$49,746.98	\$50,519.00	\$50,702.99	\$50,529.62	\$201,498.59	\$725,600.00	\$524,101.41	72%
	Salaries/Elected Officials	\$5,270.48	\$10,542.89	\$10,542.89	\$10,542.89	\$36,899.15	\$147,800.00	\$110,900.85	75%
	IDES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Tuition Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Social Security	\$4,170.86	\$4,612.11	\$4,626.15	\$4,612.88	\$18,022.00	\$63,000.00	\$44,978.00	71%
	IMRF	\$4,032.14	\$2,873.80	\$2,882.74	\$2,892.18	\$12,680.86	\$40,000.00	\$27,319.14	68%
	Administrative Div. Health Ins.	\$47,631.80	\$22,650.85	\$22,650.84	\$23,729.94	\$116,663.43	\$319,000.00	\$202,336.57	63%
	Life Insurance	\$205.76	\$102.88	\$102.88	\$102.88	\$514.40	\$1,500.00	\$985.60	66%
	Dental Insurance	\$1,480.12	\$414.51	\$414.51	\$414.51	\$2,723.65	\$5,400.00	\$2,676.35	50%
	Bookkeeper/Accounting Service	\$5,085.44	\$7,142.04	\$6,307.56	\$4,308.35	\$22,843.39	\$50,000.00	\$27,156.61	54%
	Audit Services	\$0.00	\$0.00	\$10,800.00	\$1,000.00	\$11,800.00	\$16,000.00	\$4,200.00	26%
	Building & Grounds Maint	\$398.26	\$2,821.97	\$1,952.44	\$2,334.02	\$7,506.69	\$30,000.00	\$22,493.31	75%
	Community Info-Support	\$2,850.00	\$2,850.00	\$2,850.00	\$2,850.00	\$11,400.00	\$40,000.00	\$28,600.00	72%
	Grant Writer	\$1,143.42	\$660.00	\$510.00	\$0.00	\$2,313.42	\$12,000.00	\$9,686.58	81%
	Conferences Meetings	\$0.00	\$75.00	\$70.00	\$0.00	\$145.00	\$2,000.00	\$1,855.00	93%
	Special Programs	\$30.45	\$53.38	\$889.96	\$2,405.61	\$3,379.40	\$10,000.00	\$6,620.60	66%
	Dues Subscriptions	\$287.20	\$112.20	\$1,529.79	\$112.20	\$2,041.39	\$7,000.00	\$4,958.61	71%
	Equipment Leasing Maint	\$100.00	\$2,755.35	\$1,258.01	\$40.00	\$4,153.36	\$16,000.00	\$11,846.64	74%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$63,057.40	\$0.00	\$63,057.40	\$65,000.00	\$1,942.60	3%
	Website>Email Host	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$17,000.00	\$12,500.00	74%
	Print Management	\$0.00	\$280.00	\$0.00	\$140.00	\$420.00	\$2,000.00	\$1,580.00	79%
	Computer Tech Support	\$0.00	\$719.20	\$0.00	\$359.60	\$1,078.80	\$8,000.00	\$6,921.20	87%
	Legal Services	\$4,028.50	\$2,927.50	\$2,353.75	\$1,527.50	\$10,837.25	\$40,000.00	\$29,162.75	73%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00	100%
	Police Protection	\$4,000.00	\$4,400.00	\$4,200.00	\$0.00	\$12,600.00	\$50,400.00	\$37,800.00	75%
	Plan Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Postage	\$118.84	\$12,978.86	-\$859.58	\$712.77	\$12,950.89	\$55,000.00	\$42,049.11	76%
	Printing Publishing	\$280.56	\$14,069.00	-\$606.25	\$525.00	\$14,268.31	\$55,000.00	\$40,731.69	74%
	Food Pantry	\$752.22	\$673.55	\$1,444.75	\$1,110.66	\$3,981.18	\$30,000.00	\$26,018.82	87%
	Code Enforcement Expense	\$0.00	\$142.26	\$0.00	\$0.00	\$142.26	\$1,500.00	\$1,357.74	91%
	Maine Township Rec. Connection	\$5,331.29	\$6,617.46	\$4,227.01	\$4,802.11	\$20,977.87	\$70,000.00	\$49,022.13	70%
	Telecommunications	\$3,025.49	\$3,621.73	\$2,901.28	\$1,296.78	\$10,845.28	\$38,000.00	\$27,154.72	71%
	Staff Training	\$887.00	\$25.00	\$0.00	\$0.00	\$912.00	\$7,000.00	\$6,088.00	87%
	Transportation/Mainlines	\$15.00	\$0.00	\$70.00	\$15.00	\$100.00	\$2,000.00	\$1,900.00	95%
	Utilities	\$2,181.37	\$2,336.35	\$1,850.66	\$1,999.81	\$8,368.19	\$30,000.00	\$21,631.81	72%
	Miscellaneous (Administr)	\$0.00	\$0.00	\$150.00	\$119.98	\$269.98	\$500.00	\$230.02	46%
	National Night Out	\$0.00	\$68.50	\$0.00	\$0.00	\$68.50	\$5,000.00	\$4,931.50	99%
	Office Supplies/Sm. Equipment	\$2,450.47	\$1,669.30	\$950.85	\$10,094.80	\$15,165.42	\$30,000.00	\$14,834.58	49%
	Operating Supplies Maint	\$318.34	\$2,854.42	\$253.28	\$556.28	\$3,982.32	\$15,000.00	\$11,017.68	73%
	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$254.92	\$254.92	\$4,000.00	\$3,745.08	94%
	Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	100%
	Project Clean-up/Waste Hauler	\$0.00	\$189.00	\$677.25	\$378.00	\$1,244.25	\$10,000.00	\$8,755.75	88%
	Capital Fund	\$1,259.00	\$0.00	\$2,500.00	\$0.00	\$3,759.00	\$150,000.00	\$146,241.00	97%
	Contingency	\$0.00	\$0.00	\$1,026.80	\$0.00	\$1,026.80	\$150,000.00	\$148,973.20	99%
	Total	\$147,080.99	\$166,258.11	\$202,287.96	\$129,768.29	\$645,395.35	\$2,338,203.00	\$1,692,807.65	72%

MAINE TOWNSHIP GENERAL TOWN FUND

ASSESSOR									
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Assessor Division Salary	\$19,099.50	\$18,735.04	\$18,874.20	\$19,082.52	\$75,791.26	\$244,514.00	\$168,722.74	69%
	Assessor Division SS	\$1,383.66	\$1,330.69	\$1,341.34	\$1,357.27	\$5,412.96	\$18,705.00	\$13,292.04	71%
	Assessor Division IMRF	\$1,555.23	\$1,109.70	\$1,109.70	\$1,109.70	\$4,884.33	\$14,426.00	\$9,541.67	66%
	Health Insurance	\$19,654.07	\$9,453.85	\$9,453.85	\$9,929.71	\$48,491.48	\$124,035.00	\$75,543.52	61%
	Dental Insurance	\$449.53	\$128.45	\$128.45	\$128.45	\$834.88	\$3,000.00	\$2,165.12	72%
	Life Insurance	\$38.58	\$19.29	\$19.29	\$19.29	\$96.45	\$300.00	\$203.55	68%
	Conferences Meetings	\$15.00	\$447.52	\$0.00	\$0.00	\$462.52	\$1,300.00	\$837.48	64%
	Cook Cty Assessor Tie-in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$1,050.00	100%
	Dues-Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$570.00	\$570.00	100%
	Equipment Leasing-Maint	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging Exp	\$37.72	\$195.76	\$38.62	\$0.00	\$272.10	\$2,500.00	\$2,227.90	89%
	Postage	\$21.42	\$21.42	\$135.68	\$21.42	\$199.94	\$1,600.00	\$1,400.06	88%
	Printing-Publishing	\$0.00	\$0.00	\$53.98	\$0.00	\$53.98	\$1,000.00	\$946.02	95%
	Sidwell Maps	\$0.00	\$130.00	\$0.00	\$0.00	\$130.00	\$700.00	\$570.00	81%
	Staff Training	\$0.00	\$0.00	\$76.70	\$0.00	\$76.70	\$150.00	\$73.30	49%
	Miscellaneous	\$20.94	\$0.00	\$150.00	\$0.00	\$170.94	\$2,000.00	\$1,829.06	91%
	Office Supplies/Sm Equipment	\$12.23	\$1,409.06	\$1,218.86	\$3.29	\$2,643.44	\$4,300.00	\$1,656.56	39%
	Total	\$42,287.88	\$32,980.78	\$32,600.67	\$31,651.65	\$139,520.98	\$420,151.00	\$280,630.02	67%

MAINE TOWNSHIP GENERAL TOWN FUND

MAINESTAY									
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	MaineStay Salary	\$26,951.50	\$27,260.12	\$27,260.12	\$29,599.35	\$111,071.09	\$409,800.00	\$298,728.91	73%
	Social Security	\$2,028.45	\$2,031.03	\$2,027.46	\$2,206.41	\$8,293.35	\$28,000.00	\$19,706.65	70%
	IMRF	\$2,673.30	\$1,889.12	\$1,889.12	\$2,011.73	\$8,463.27	\$25,000.00	\$16,536.73	66%
	Administrative Div. Health Ins.	\$13,287.91	\$9,095.43	\$9,061.21	\$6,700.00	\$38,144.55	\$90,000.00	\$51,855.45	58%
	Life Ins.	\$64.30	\$38.58	\$90.02	\$38.58	\$231.48	\$400.00	\$168.52	42%
	Dental Ins.	\$331.05	\$121.44	\$148.29	\$112.49	\$713.27	\$1,700.00	\$986.73	58%
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$97.24	\$97.24	\$500.00	\$402.76	81%
	Consultation/Staff Training	\$608.00	\$0.00	\$0.00	\$0.00	\$608.00	\$1,500.00	\$892.00	59%
	Special Programs	\$785.51	\$1,255.10	\$6,078.00	\$2,049.95	\$10,168.56	\$17,000.00	\$6,831.44	40%
	Dues-Subscriptions/Licensures	\$259.05	\$587.57	\$389.77	\$266.24	\$1,502.63	\$4,700.00	\$3,197.37	68%
	Print Management	\$140.00	\$140.00	\$140.00	\$140.00	\$560.00	\$1,850.00	\$1,290.00	70%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$692.00	\$0.00	\$692.00	\$1,000.00	\$308.00	31%
	Computer Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$1,438.40	\$4,500.00	\$3,061.60	68%
	Mileage-Travel-Lodging Exp	\$24.46	\$92.46	\$0.00	\$0.00	\$116.92	\$1,000.00	\$883.08	88%
	Postage	\$1.89	\$1.89	\$7.04	\$1.89	\$12.71	\$100.00	\$87.29	87%
	Printing-Publishing	\$0.00	\$0.00	\$166.30	\$191.81	\$358.11	\$500.00	\$141.89	28%
	Community Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	100%
	Training Manual & Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	100%
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	100%
	Office Supplies/Sm Equipment	\$0.00	\$1,397.71	\$175.06	\$0.00	\$1,572.77	\$3,300.00	\$1,727.23	52%
	Youth Recreation Fund	\$0.00	\$0.00	\$400.00	\$400.00	\$800.00	\$3,000.00	\$2,200.00	73%
	Summer Youth Camp	\$0.00	\$300.00	\$5,378.06	\$374.45	\$6,052.51	\$16,000.00	\$9,947.49	62%
	Garage Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Total	\$47,515.02	\$44,570.05	\$54,262.05	\$44,549.74	\$190,896.86	\$611,350.00	\$420,453.14	69%

MAINE TOWNSHIP GENERAL TOWN FUND

SENIOR									
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Senior Salary	\$21,903.52	\$22,154.34	\$22,154.34	\$22,154.34	\$88,366.54	\$316,800.00	\$228,433.46	72%
	Social Security	\$1,654.99	\$1,653.58	\$1,653.58	\$1,653.58	\$6,615.73	\$23,000.00	\$16,384.27	71%
	IMRF	\$2,172.60	\$1,535.30	\$1,535.30	\$1,535.30	\$6,778.50	\$20,000.00	\$13,221.50	66%
	Life Ins.	\$51.44	\$25.72	\$25.72	\$25.72	\$128.60	\$400.00	\$271.40	68%
	Dental Ins.	\$380.54	\$108.73	\$108.73	\$108.73	\$706.73	\$1,500.00	\$793.27	53%
	Administrative Div. Health Ins.	\$15,991.64	\$7,692.19	\$7,692.19	\$8,068.97	\$39,444.99	\$109,000.00	\$69,555.01	64%
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$900.00	100%
	Special Programs	\$0.00	\$0.00	\$6,424.36	\$0.00	\$6,424.36	\$6,500.00	\$75.64	1%
	Print Management	\$140.00	\$140.00	\$140.00	\$140.00	\$560.00	\$1,700.00	\$1,140.00	67%
	Dues-Subscriptions	\$5,644.16	\$0.00	\$0.00	\$0.00	\$5,644.16	\$6,500.00	\$855.84	13%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.00	\$2,100.00	100%
	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Printing-Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,850.00	\$1,850.00	100%
	Telecommunications	\$3.38	\$1.80	\$2.05	\$2.80	\$10.03	\$30.00	\$19.97	67%
	Office Supplies/Sm Equipment	\$0.00	\$179.14	\$0.00	\$0.00	\$179.14	\$13,000.00	\$12,820.86	99%
	Computer Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$1,438.40	\$4,500.00	\$3,061.60	68%
	Total	\$48,301.87	\$33,850.40	\$40,095.87	\$34,049.04	\$156,297.18	\$507,781.00	\$351,483.82	69%
	<i>MaineStreamers</i>	\$30,078.08	\$27,067.25	\$39,517.58	\$46,397.61				

MAINE TOWNSHIP GENERAL TOWN FUND

	CLERK								
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Clerk's Division Salary	\$9,484.96	\$9,663.06	\$9,250.56	\$9,261.56	\$37,660.14	\$135,800.00	\$98,139.86	72%
	Social Security	\$711.69	\$711.38	\$679.84	\$680.68	\$2,783.59	\$10,000.00	\$7,216.41	72%
	IMRF	\$767.46	\$542.34	\$542.34	\$542.34	\$2,394.48	\$8,000.00	\$5,605.52	70%
	Administrative Div. Health Ins.	\$10,584.12	\$5,091.09	\$5,091.09	\$5,325.29	\$26,091.59	\$83,000.00	\$56,908.41	69%
	Life Ins.	\$25.72	\$12.86	\$12.86	\$12.86	\$64.30	\$250.00	\$185.70	74%
	Dental Ins.	\$255.24	\$72.93	\$72.93	\$72.93	\$474.03	\$1,000.00	\$525.97	53%
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
	Dues-Subscriptions	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$400.00	\$370.00	93%
	Print Management	\$140.00	\$140.00	\$140.00	\$140.00	\$560.00	\$1,850.00	\$1,290.00	70%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	100%
	Honor Flight	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Computer Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$1,438.40	\$4,400.00	\$2,961.60	67%
	Postage	\$823.96	\$694.86	\$676.46	\$514.66	\$2,709.94	\$10,000.00	\$7,290.06	73%
	Printing-Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	100%
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Office Supplies/Sm Equipment	\$0.00	\$367.11	\$0.00	\$0.00	\$367.11	\$1,500.00	\$1,132.89	76%
	Hunting/Fishing License	\$115.25	\$81.00	\$80.00	\$48.25	\$324.50	\$1,500.00	\$1,175.50	78%
	License Plate Stickers	\$1,419.10	\$2,017.50	\$1,914.80	\$1,147.70	\$6,499.10	\$25,000.00	\$18,500.90	74%
	Total	\$24,717.10	\$19,753.73	\$18,820.48	\$18,105.87	\$81,397.18	\$288,000.00	\$206,602.82	72%

MAINE TOWNSHIP GENERAL TOWN FUND

	OEM								
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Mgmt Salary	\$885.00	\$285.00	\$375.00	\$395.00	\$1,940.00	\$20,000.00	\$18,060.00	90%
	OEM Social Security	\$67.71	\$21.80	\$28.69	\$30.22	\$148.42	\$1,600.00	\$1,451.58	91%
	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Special Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Dues-Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	100%
	Volunteer Insurance	\$0.00	\$715.70	\$0.00	\$0.00	\$715.70	\$800.00	\$84.30	11%
	Utilities	\$297.60	\$613.58	\$213.61	\$181.74	\$1,306.53	\$4,000.00	\$2,693.47	67%
	Telecommunications	\$53.84	\$53.81	\$53.81	\$75.81	\$237.27	\$1,000.00	\$762.73	76%
	Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	100%
	Office Supplies/Sm Equipment	\$33.90	\$0.00	\$0.00	\$0.00	\$33.90	\$700.00	\$666.10	95%
	Operating Supplies	\$0.00	\$1,169.08	\$113.00	\$0.00	\$1,282.08	\$10,000.00	\$8,717.92	87%
	Disaster Operations Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Building	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	\$4,000.00	\$2,300.00	58%
	Vehicle Expense	\$229.99	\$0.00	\$0.00	\$0.00	\$229.99	\$4,000.00	\$3,770.01	94%
	Total	\$3,268.04	\$2,858.97	\$784.11	\$682.77	\$7,593.89	\$52,200.00	\$44,606.11	85%

MAINE TOWNSHIP GENERAL TOWN FUND

Mental Health/Comm Serv.	\$4,166	\$23,663	\$39,542	\$19,875	\$15,188	\$477,500	\$462,312	97%	
Total Operating Exp	\$317,337	\$323,935	\$388,393	\$278,682	\$1,096,768	\$4,275,034	\$3,178,266	74%	

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

	of the year remaining	MAR	APR	MAY	JUN	YTD INCOME	BUDGET	BALANCE	% Collected
REVENUE									
	Property Tax	\$297,567.50	\$0.00	\$9,177.92	\$2,954.19	\$309,699.61	\$800,000.00	\$490,300.39	39%
	SS Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0%
	Interest Income	\$429.97	\$501.26	\$1,380.26	\$2,643.35	\$4,954.84	\$2,000.00	-\$2,954.84	248%
	Energy Assistance Revenue	\$2,126.00	\$686.00	\$3,960.00	\$3,290.00	\$10,062.00	\$18,000.00	\$7,938.00	56%
	TOTAL REVENUES	\$300,123.47	\$1,187.26	\$14,518.18	\$8,887.54	\$324,716.45	\$832,000.00	\$507,283.55	39%
EXPENSES									
EXPENSES-ADMINISTRATIVE									
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries	\$17,055.40	\$17,169.66	\$17,169.66	\$17,169.66	\$68,564.38	\$245,500.00	\$176,935.62	72%
	IDES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Social Security	\$1,292.32	\$1,288.66	\$1,288.66	\$1,288.66	\$5,158.30	\$22,500.00	\$17,341.70	77%
	IMRF	\$1,757.07	\$1,189.86	\$1,189.86	\$1,189.86	\$5,326.65	\$16,000.00	\$10,673.35	67%
	Administrative Div. Health Ins.	\$8,872.54	\$4,267.79	\$4,267.79	\$4,284.83	\$21,692.95	\$95,000.00	\$73,307.05	77%
	Life Insurance	\$51.44	\$25.72	\$25.72	\$25.72	\$128.60	\$400.00	\$271.40	68%
	Dental Insurance	\$258.65	\$73.90	\$73.90	\$73.90	\$480.35	\$1,500.00	\$1,019.65	68%
	Tuition Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Accounting Services	\$771.75	\$526.00	\$2,776.86	\$577.14	\$4,651.75	\$9,000.00	\$4,348.25	48%
	Conferences Meetings	\$0.00	\$91.20	\$112.80	\$7.20	\$211.20	\$550.00	\$338.80	62%
	Dues Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Print Management	\$140.00	\$140.00	\$140.00	\$140.00	\$560.00	\$1,850.00	\$1,290.00	70%
	General Insurance-Liab-Bond	\$0.00	\$0.00	\$6,956.60	\$0.00	\$6,956.60	\$7,500.00	\$543.40	7%
	Legal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging	\$0.00	\$0.00	\$84.80	\$0.00	\$84.80	\$750.00	\$665.20	89%
	Postage	\$202.30	\$192.96	\$299.56	\$317.22	\$1,012.04	\$3,000.00	\$1,987.96	66%
	Printing Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	100%
	Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Hearing Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Office Supplies	\$31.86	\$291.84	\$31.86	\$31.86	\$387.42	\$3,500.00	\$3,112.58	89%
	Computer Software Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	100%
	Comp Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$1,438.40	\$4,500.00	\$3,061.60	68%
	Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100%
	Total	\$30,792.93	\$25,617.19	\$34,777.67	\$25,465.65	\$116,653.44	\$420,856.00	\$304,202.56	72%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

EXPENSES-ASSISTANCE									
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Assist Program	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	\$5,000.00	\$4,300.00	86%
	Prescription Drugs	\$210.02	\$45.96	\$91.93	\$0.00	\$347.91	\$1,500.00	\$1,152.09	77%
	Dental Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Medical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Funeral & Burial Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Client Utilities	\$0.00	\$112.77	\$130.02	\$182.51	\$425.30	\$10,000.00	\$9,574.70	96%
	Shelter-Rent	\$3,235.28	\$4,519.27	\$4,297.01	\$4,559.29	\$16,610.85	\$100,000.00	\$83,389.15	83%
	Ambulance Paramedic	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Food	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$60,000.00	\$52,500.00	88%
	Pers Essentials	\$775.00	\$960.00	\$960.00	\$894.94	\$3,589.94	\$25,000.00	\$21,410.06	86%
	Client Health Ins.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Transient	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Total	\$11,720.30	\$5,638.00	\$6,178.96	\$5,636.74	\$29,174.00	\$205,501.00	\$176,327.00	86%
	TOTAL OPERATING EXPENSES	\$42,513.23	\$31,255.19	\$40,956.63	\$31,102.39	\$145,827.44	\$626,357.00	\$480,529.56	77%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

of the year remaining	MAR	APR	MAY	JUN	YTD INCOME	BUDGET	BALANCE	% Collecte
REVENUE								
Property Tax	\$846,808.51	\$0.00	\$26,097.12	\$7,168.53	\$880,074.16	\$2,188,885	\$1,308,810.84	40%
Interest Income	\$2,879.16	\$2,781.08	\$2,886.34	\$2,711.43	\$11,258.01	\$8,000.00	-\$3,258.01	141%
Permit Fees	\$0.00	\$318.79	\$250.00	\$775.00	\$1,343.79	\$6,225.00	\$4,881.21	22%
Other Income	\$400.00	\$12,722.55	\$410.00	\$450.00	\$13,982.55	\$175,000.00	\$161,017.45	8%
Persnl Prop Replacement Tx	\$13,688.42	\$12,209.18	\$29,517.01	\$0.00	\$55,414.61	\$291,668.00	\$236,253.39	19%
TOTAL REVENUES	\$863,776.09	\$28,031.60	\$59,160.47	\$11,104.96	\$962,073.12	\$2,669,778.00	\$1,707,704.88	64%

63% of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
GENERAL ROAD FUND-ADMINISTRATIVE								
Admin Salary Expense	\$10,067.19	\$10,492.00	\$10,787.00	\$11,259.00	\$42,605.19	\$148,000.00	\$105,394.81	71%
Health Insurance	\$18,592.75	\$8,992.77	\$8,992.77	\$9,440.83	\$46,019.12	\$120,000.00	\$73,980.88	62%
Life Insurance	\$64.30	\$32.15	\$32.15	\$32.15	\$160.75	\$1,000.00	\$839.25	84%
Dental Insurance	\$429.50	\$130.39	\$130.39	\$164.24	\$854.52	\$5,400.00	\$4,545.48	84%
Alcohol & Drug Testing	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00	\$1,000.00	\$990.00	99%
Payroll Service	\$735.15	\$510.36	\$557.32	\$581.60	\$2,384.43	\$8,000.00	\$5,615.57	70%
Accounting Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	100%
Conferences Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
Community Outreach	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,000.00	\$25,000.00	\$17,000.00	68%
Dues Subscriptions	\$0.00	\$0.00	\$237.99	\$1,000.00	\$1,237.99	\$5,000.00	\$3,762.01	75%
Legal Services	\$533.75	\$1,135.00	\$2,288.50	\$255.00	\$4,212.25	\$12,000.00	\$7,787.75	65%
Mileage Travel Expense	\$0.00	\$0.00	\$0.00		\$0.00	\$1,000.00	\$1,000.00	100%
Municipal Replacement Tax	\$0.00	\$0.00	\$0.00		\$0.00	\$252,252.00	\$252,252.00	100%
Postage	\$204.00	\$0.00	\$7.47	\$136.00	\$347.47	\$1,000.00	\$652.53	65%
Printing Publishing	\$2,041.00	\$1,850.00	\$3,350.00	\$1,031.78	\$8,272.78	\$16,500.00	\$8,227.22	50%
Telephone	\$200.64	\$382.14	\$485.66	\$405.66	\$1,474.10	\$7,500.00	\$6,025.90	80%
Training	\$0.00	\$281.88	\$0.00	\$0.00	\$281.88	\$3,500.00	\$3,218.12	92%
Miscellaneous	\$0.00	\$3,827.39	\$50.00	\$3,567.23	\$7,444.62	\$10,000.00	\$2,555.38	26%
Office Supplies	\$381.85	\$696.28	\$37.18	\$224.28	\$1,339.59	\$4,500.00	\$3,160.41	70%
Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,500.00	\$10,500.00	100%
Total	\$35,250.13	\$30,330.36	\$28,966.43	\$30,097.77	\$124,644.69	\$640,152.00	\$515,507.31	81%

GENERAL ROAD FUND-MAINTENANCE								
Maint Salary Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	100%
Miscellaneous-Uniforms	\$55.79	\$2,580.34	\$120.45	\$540.93	\$3,297.51	\$7,000.00	\$3,702.49	53%
Building Maintenance	\$779.61	\$111.70	\$111.70	\$470.69	\$1,473.70	\$15,500.00	\$14,026.30	90%
Equipment Leasing Maint	\$3,227.29	\$4,995.86	\$671.76	\$2,288.86	\$11,183.77	\$78,136.00	\$66,952.23	86%
Landfill Charges - GRF	\$1,241.25	\$0.00	\$2,941.50	\$0.00	\$4,182.75	\$12,500.00	\$8,317.25	67%
Rentals	\$650.00	\$1,346.50	\$650.00	\$650.00	\$3,296.50	\$15,000.00	\$11,703.50	78%
Street Lighting	\$45.44	\$11,464.39	\$385.92	\$349.78	\$12,245.53	\$70,000.00	\$57,754.47	83%
Tree Removal & Spraying	\$280.00	\$30.00	\$0.00	\$500.00	\$810.00	\$20,800.00	\$19,990.00	96%
Utilities	\$828.75	\$630.84	\$849.46	\$617.99	\$2,927.04	\$25,000.00	\$22,072.96	88%
Tree Replacement Program	\$0.00	\$0.00	\$0.00	\$7,961.35	\$7,961.35	\$8,000.00	\$38.65	0%
Gasoline Oil	\$1,643.82	\$2,622.58	\$1,477.86	\$2,527.74	\$8,272.00	\$53,000.00	\$44,728.00	84%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

63% of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
Building & Oper Sup Matl	\$0.00	\$3,102.06	\$394.93	\$0.00	\$3,496.99	\$16,500.00	\$13,003.01	79%
Maint Equip & Small Tools	\$747.05	\$207.86	\$1,015.47	\$529.52	\$2,499.90	\$20,000.00	\$17,500.10	88%
Supplies (Equipment)	\$450.90	\$165.05	\$0.00	\$176.16	\$792.11	\$16,500.00	\$15,707.89	95%
Supplies Roads GRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,200.00	\$7,200.00	100%
Supplies Snow Removal	\$7,831.58	\$0.00	\$0.00	\$0.00	\$7,831.58	\$105,000.00	\$97,168.42	93%
Total	\$17,781.48	\$27,257.18	\$8,619.05	\$16,613.02	\$70,270.73	\$670,136.00	\$599,865.27	90%

PERMANENT ROAD FUND

Labor On Roads	\$25,544.49	\$29,414.01	\$28,348.18	\$35,572.32	\$118,879.00	\$425,000.00	\$306,121.00	72%
Drainage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	100%
Engineering Services	\$2,242.50	\$4,575.00	\$2,047.50	\$6,705.00	\$15,570.00	\$55,000.00	\$39,430.00	72%
Landfill Charges - PRF	\$504.86	\$0.00	\$0.00	\$1,429.30	\$1,934.16	\$15,000.00	\$13,065.84	87%
Project Expenses	\$39,966.25	\$0.00	\$0.00	\$0.00	\$39,966.25	\$40,000.00	\$33.75	0%
Maintenance Roads	\$82,095.01	\$46,536.04	\$32,591.95	\$7,533.75	\$168,756.75	\$960,000.00	\$791,243.25	82%
Supplies / Roads PRF	\$84.00	\$1,490.20	\$6,254.02	\$4,164.26	\$11,992.48	\$40,000.00	\$28,007.52	70%
Total	\$150,437.11	\$82,015.25	\$69,241.65	\$55,404.63	\$357,098.64	\$1,543,000.00	\$1,185,901.36	77%

EQUIPMENT & BUILDING FUND

Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	100%
Building	\$0.00	\$5,800.00	\$0.00	\$0.00	\$5,800.00	\$75,000.00	\$69,200.00	92%
Storage Building	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$7,439.24	\$40,000.00	\$32,560.76	81%
Total	\$1,859.81	\$7,659.81	\$1,859.81	\$1,859.81	\$13,239.24	\$315,000.00	\$301,760.76	96%

SOCIAL SECURITY FUND

Social Security	\$2,690.76	\$3,005.56	\$2,946.58	\$3,535.32	\$12,178.22	\$62,000.00	\$49,821.78	80%
Total	\$2,690.76	\$3,005.56	\$2,946.58	\$3,535.32	\$12,178.22	\$62,000.00	\$49,821.78	80%

INSURANCE FUND

Workmans Compensation	\$0.00	\$0.00	\$20,090.00	\$0.00	\$20,090.00	\$23,324.00	\$3,234.00	14%
Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$535.00	\$535.00	100%
Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$35,089.00	\$0.00	\$35,089.00	\$49,000.00	\$13,911.00	28%
Total	\$0.00	\$0.00	\$55,179.00	\$0.00	\$55,179.00	\$72,859.00	\$17,680.00	24%

IL MUNICIPAL RETIREMENT FUND

IMRF	\$3,219.53	\$2,480.66	\$2,550.53	\$2,766.68	\$11,017.40	\$67,400.00	\$56,382.60	84%
IMRF Employer ERI Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
Total	\$3,219.53	\$2,480.66	\$2,550.53	\$2,766.68	\$11,017.40	\$68,400.00	\$57,382.60	84%

TOTAL OPERATING EXPENSES	\$211,238.82	\$152,748.82	\$169,363.05	\$110,277.23	\$643,627.92	\$3,371,547.00	\$2,727,919.08	81%

**MOTION TO APPROVE PAYROLL FOR PAYDATES OF
JULY 5, 2024 AND JULY 19, 2024 ROAD DISTRICT CHECKS
#23497 THROUGH CHECK #23543 IN THE AMOUNT OF
\$111,525.17.**

Maine Township Road and Bridge

For the Period From June 26, 2024 - July 30, 2024

Check #	Date	Payee	Description	Amount
Wire	7/5/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 6,125.25
Wire	7/5/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 1,143.52
S/C	7/5/24	PAYCHEX	SERVICE FEE	\$ 304.71
DIR. DEPOSIT	7/5/24	BRANDES, RICHARD A	PAYROLL	\$ 2,953.05
DIR. DEPOSIT	7/5/24	HAYMAN, DAWNE SCHEEL	PAYROLL	\$ 1,966.11
DIR. DEPOSIT	7/5/24	JIMENEZ, PETER A	PAYROLL	\$ 2,079.53
DIR. DEPOSIT	7/5/24	KARNER, ZACHARY A	PAYROLL	\$ 1,628.81
DIR. DEPOSIT	7/5/24	MAC INTYRE, JUSTIN E	PAYROLL	\$ 2,511.36
DIR. DEPOSIT	7/5/24	PARCELLI, DOMINIC M	PAYROLL	\$ 848.40
DIR. DEPOSIT	7/5/24	RAMOS, JULIAN E	PAYROLL	\$ 972.05
DIR. DEPOSIT	7/5/24	RIZZI, VAUGHN	PAYROLL	\$ 944.93
DIR. DEPOSIT	7/5/24	WOODS, TYLER J	PAYROLL	\$ 1,925.40
7005700057	7/5/24	VIGNA, MARISSA	PAYROLL	\$ 1,492.23
23497	7/5/24	SECURITY BENEFITS	SECURITY BENEFITS COMPENSATION 07/05/2024 PAYROLL	\$ 400.00
Wire	7/11/24	IMRF	ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 5,612.90
Wire	7/19/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 6,166.73
Wire	7/19/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 1,155.81
S/C	7/19/24	PAYCHEX	SERVICE FEE	\$ 293.21
DIR. DEPOSIT	7/19/24	BRANDES, RICHARD A	PAYROLL	\$ 2,803.85
DIR. DEPOSIT	7/19/24	HAYMAN, DAWNE SCHEEL	PAYROLL	\$ 1,964.40
DIR. DEPOSIT	7/19/24	JIMENEZ, PETER A	PAYROLL	\$ 2,157.80
DIR. DEPOSIT	7/19/24	KARNER, ZACHARY A	PAYROLL	\$ 1,750.94
DIR. DEPOSIT	7/19/24	MAC INTYRE, JUSTIN E	PAYROLL	\$ 2,521.97
DIR. DEPOSIT	7/19/24	PARCELLI, DOMINIC M	PAYROLL	\$ 1,065.57
DIR. DEPOSIT	7/19/24	RAMOS, JULIAN E	PAYROLL	\$ 1,096.49
DIR. DEPOSIT	7/19/24	RIZZI, VAUGHN	PAYROLL	\$ 675.35
DIR. DEPOSIT	7/19/24	WOODS, TYLER J	PAYROLL	\$ 1,792.96
7005700058	7/19/24	VIGNA, MARISSA	PAYROLL	\$ 1,688.87
23498	7/19/24	SECURITY BENEFIT	SECURITY BENEFITS COMPENSATION 07/24/2024 PAYROLL	\$ 400.00
23499	7/24/24	AT&T	TELEPHONE & COMMUNICATION	\$ 62.82

Check #	Date	Payee	Description	Amount
23500	7/24/24	CAPITAL ONE TRADE CREDIT	SMALL TOOLS AND EQUIPMENT (SHOP)	\$ 895.52
23501	7/24/24	HOME DEPOT CREDIT SERVICES	SHOP TOOLS AND SUPPLIES	\$ 484.22
23502	7/24/24	VERIZON WIRELESS	TELEPHONE & COMMUNICATION	\$ 268.47
23503	7/30/24	A FREEDOM FLAG CO	MISCELLANEOUS - FLAGS	\$ 262.15
23504	7/30/24	BEVERLY MATERIALS, L.L.C.	SUPPLIES FOR THE ROAD - STONE	\$ 690.06
23505	7/30/24	BLUE CROSS BLUE SHIELD OF IL	ROAD AND BRIDGE BCBSIL AUGUST 2024 PREMIUM	\$ 9,914.09
23506	7/30/24	COMED - GARAGE	SERVICE AT GARAGE	\$ 456.94
23507	7/30/24	DES PLAINES MATERIAL & SUPPLY	LANDFILL	\$ 826.50
23508	7/30/24	DIAMOND PAINT CO	PAINT FOR CURB REPAINTING	\$ 508.90
23509	7/30/24	DOMESTIC UNIFORM RENTAL	DOMESTIC UNIFORM RENTAL	\$ 113.74
23510	7/30/24	GENE'S VILLAGE TOWING	RENTALS	\$ 650.00
23511	7/30/24	HYDRAULIC PNEUMATIC CORP	EQUIPMENT MAINTENANCE	\$ 870.00
23512	7/30/24	ILLINOIS EPA	NPDES ANNUAL PERMIT FEE FOR ILR400686	\$ 976.06
23513	7/30/24	JIMENEZ, PETER	TELEPHONE & COMMUNICATIONS (MONTHLY STIPEND)	\$ 25.00
23514	7/30/24	M3 MARKETING LLC	COMMUNITY OUTREACH	\$ 2,000.00
23515	7/30/24	MACMUNNIS INC AAF COM ED	OFFSITE STORAGE COMED CONTRACT #20050093	\$ 1,859.81
23516	7/30/24	MACINTYRE, JUSTIN	TELEPHONE & COMMUNICATIONS (MONTHLY STIPEND)	\$ 25.00
23517	7/30/24	MAINE TOWNSHIP-TOWN FUND	PRINTING AND PUBLISHING	\$ 1,600.00
23518	7/30/24	METRO FEDERAL CREDIT UNION	MISCELLANEOUS	\$ 3,459.22
23518	7/31/24	METRO FEDERAL CREDIT UNION	VOID	\$ (3,459.22)
23519	7/30/24	NAPA AUTO PARTS - DIV. OF MPEC	EQUIPMENT MAINTENANCE	\$ 416.17
23520	7/30/24	MIDWEST PROMOTIONAL GROUP	UNIFORMS FOR EB	\$ 16.40
23521	7/30/24	NILES CHAMBER OF COMMERCE	DUES AND SUBSCRIPTIONS	\$ 440.00
23522	7/30/24	NICOR GAS	SERVICE AT GARAGE	\$ 144.34
23523	7/30/24	PESCHES FLOWER SHOP	SUPPLIES FOR ROADS	\$ 219.96
23524	7/30/24	RUNCO OFFICE SUPPLY	OFFICE SUPPLIES	\$ 79.55
23525	7/30/24	COMED - STREET LIGHTING	STREET LIGHTING	\$ 4,210.50
23526	7/30/24	COMED - TRAFFIC SIGNALS	TRAFFIC SIGNALS	\$ 41.79
23527	7/30/24	CONSERV FS, INC.	FUEL	\$ 1,559.01
23528	7/30/24	DAMIANO DIESEL SERVICE	TRUCKS REPAIRS	\$ 3,305.79
23529	7/30/24	DP CHAMBER OF COMMERCE	DUES AND SUBSCRIPTIONS	\$ 660.00
23530	7/30/24	SNEH AND SAHIL ENTERPRISES	RENTALS	\$ 4,950.00
23531	7/30/24	SPACECO, INC.	MAINTENANCE OF ROADS	\$ 9,512.50

Check #	Date	Payee	Description	Amount
23532	7/30/24	STANDARD EQUIPMENT COMPANY	EQUIPMENT MAINTENANCE	\$ 211.40
23533	7/30/24	THE MULCH CENTER	TREE REMOVAL & SPRAYING	\$ 90.00
23534	7/30/24	TYLER WOODS	TELEPHONE & COMMUNICATIONS (MONTHLY STIPEND)	\$ 25.00
23535	7/30/24	WILMETTE TRUCK & BUS (SAFETY LANE)	STATE OF IL SAFETY INSPECTION OF FLEET VEHICLES	\$ 379.50
23536	7/30/24	DES PLAINES MATERIAL & SUPPLY	SUPPLIES FOR RIGHT OF WAY RESTORATION	\$ 748.23
23537	7/30/24	VOID	VOID	\$ -
23538	7/30/24	DES PLAINES MATERIAL & SUPPLY	LANDFILL	\$ 758.25
23539	7/30/24	RUSSO'S POWER EQUIPMENT, INC.	SMALL TOOLS AND EQUIPMENT (SHOP)	\$ 754.96
23540	7/30/24	RUNCO OFFICE SUPPLY	RUNCO OFFICE SUPPLY	\$ 64.72
23541	7/30/24	PRINCIPAL LIFE INS. CO.	PRINCIPAL AUGUST 2024	\$ 546.25
23542	7/31/24	METRO FEDERAL CREDIT UNION	EXPENSES	\$ 2,320.95
23543	8/1/24	METRO FEDERAL CREDIT UNION	EXPENSES	\$ 1,138.42
			TOTAL	\$ 111,525.17

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of July 5, 2024 and July 19, 2024 and Road District Checks #23497 through Check #23543 and authorize the Supervisor to issue Checks in payment of \$111,525.17.

WITNESS OUR HANDS AND SEALS THIS 30TH DAY OF JULY 2024.

Supervisor

Attest:

Clerk

Trustees

**MOTION TO APPROVE PAYROLL FOR PAYDATES OF
JULY 5, 2024 AND JULY 19, 2024 AND GENERAL TOWN
FUND CHECKS #61154 THROUGH CHECKS #61231 IN
THE AMOUNT OF \$330,478.68.**

Maine Twp-General Town Fund

For the Period From June 26, 2024 - July 30, 2024

Check #	Date		Description	Amount
61133V	7/30/24	QUADIENT FINANCE USA, INC	VOID	\$ (1,713.40)
61154	7/1/24	COMCAST	BUSINESS INTERNET 6/19/24-7/18/24	\$ 360.61
S/C	7/3/24	ELS ISOS SERVICE FEE	LICENSE PLATE STICKER FEE	\$ 28.50
S/C	7/3/24	MERCHANT BANK	THERAPY NOTES SERVICE FEE	\$ 88.49
Wire	7/3/24	IMRF	ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 572.83
Wire	7/5/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 17,975.18
Wire	7/5/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 3,589.20
S/C	7/5/24	PAYCHEX	SERVICE FEE	\$ 593.11
DIR. DEPOSIT	7/5/24	DIMOND, KAREN	PAYROLL	\$ 35.53
DIR. DEPOSIT	7/5/24	GIALAMAS, PETER W	PAYROLL	\$ 4.25
DIR. DEPOSIT	7/5/24	BEAUVAIS, EDWARD	PAYROLL	\$ 2,985.22
DIR. DEPOSIT	7/5/24	JONES, KIMBERLY	PAYROLL	\$ 415.16
DIR. DEPOSIT	7/5/24	MAHER, JAMES	PAYROLL	\$ 68.74
DIR. DEPOSIT	7/5/24	MALIK, ASIF	PAYROLL	\$ 415.16
DIR. DEPOSIT	7/5/24	MARON HORVATH, KELLY	PAYROLL	\$ 438.67
DIR. DEPOSIT	7/5/24	AL AYED, RUBA	PAYROLL	\$ 1,416.64
DIR. DEPOSIT	7/5/24	BASISTA, STEPHEN T	PAYROLL	\$ 552.36
DIR. DEPOSIT	7/5/24	BERMAN, DAYNA E	PAYROLL	\$ 3,056.27
DIR. DEPOSIT	7/5/24	BOWMAN, SALLY	PAYROLL	\$ 545.55
DIR. DEPOSIT	7/5/24	COOK, MARTY	PAYROLL	\$ 822.48
DIR. DEPOSIT	7/5/24	CUSTIC, ELIO	PAYROLL	\$ 346.21
DIR. DEPOSIT	7/5/24	DEBOWCZYK, IZABELA	PAYROLL	\$ 1,255.23
DIR. DEPOSIT	7/5/24	FOX, MISS JESSICA M	PAYROLL	\$ 1,136.54
DIR. DEPOSIT	7/5/24	GHAZALEH SR, NADER A	PAYROLL	\$ 1,426.42
DIR. DEPOSIT	7/5/24	KANEHL, NICHOLAS W	PAYROLL	\$ 1,480.64
DIR. DEPOSIT	7/5/24	RAFFE, JENNIFER L	PAYROLL	\$ 1,173.04
DIR. DEPOSIT	7/5/24	REZUTKO-CUSTIC, PAULA	PAYROLL	\$ 503.21
DIR. DEPOSIT	7/5/24	RIZZO, VICTORIA K	PAYROLL	\$ 2,136.14
DIR. DEPOSIT	7/5/24	SAMAAN, MICHAEL A	PAYROLL	\$ 1,745.76
DIR. DEPOSIT	7/5/24	BABICH, DEBRA A	PAYROLL	\$ 1,630.21

Check #	Date		Description	Amount
DIR. DEPOSIT	7/5/24	COY, ELIZABETH J	PAYROLL	\$ 1,395.99
DIR. DEPOSIT	7/5/24	DABABNEH, FARIS E	PAYROLL	\$ 1,296.56
DIR. DEPOSIT	7/5/24	PHILLIPS, MARY DOLORES	PAYROLL	\$ 731.07
DIR. DEPOSIT	7/5/24	PLODZIEN, RICHARD	PAYROLL	\$ 431.33
DIR. DEPOSIT	7/5/24	CALLAHAN, ERIN C	PAYROLL	\$ 1,463.36
DIR. DEPOSIT	7/5/24	GAINES, JESSICA	PAYROLL	\$ 994.67
DIR. DEPOSIT	7/5/24	KALVELAGE, ARIELLE S	PAYROLL	\$ 1,659.42
DIR. DEPOSIT	7/5/24	LYON, RICHARD D	PAYROLL	\$ 2,582.81
DIR. DEPOSIT	7/5/24	PARKER, IAIN	PAYROLL	\$ 1,349.46
DIR. DEPOSIT	7/5/24	TOOMEY, EMILY	PAYROLL	\$ 1,294.07
DIR. DEPOSIT	7/5/24	WHITE, EVAN	PAYROLL	\$ 3,346.88
DIR. DEPOSIT	7/5/24	ZUMBROCK, SUMMER	PAYROLL	\$ 1,568.32
DIR. DEPOSIT	7/5/24	BUKACZYK, OKSANA T	PAYROLL	\$ 1,461.88
DIR. DEPOSIT	7/5/24	DACHNIWSKY, MARIE C	PAYROLL	\$ 1,810.11
DIR. DEPOSIT	7/5/24	JAROSZEWICZ, MONIKA	PAYROLL	\$ 1,639.74
DIR. DEPOSIT	7/5/24	TULLY, THERESE A	PAYROLL	\$ 1,844.10
DIR. DEPOSIT	7/5/24	GUZMAN, JESSICA I	PAYROLL	\$ 1,299.05
DIR. DEPOSIT	7/5/24	MAGNOWSKI, EVA	PAYROLL	\$ 1,351.62
DIR. DEPOSIT	7/5/24	RYDER, CATHLEEN A	PAYROLL	\$ 236.03
DIR. DEPOSIT	7/5/24	WISNIEWSKI, JACK	PAYROLL	\$ 372.68
7002800059	7/5/24	MOYLAN KREY, SUSAN	PAYROLL	\$ 687.46
61155	7/5/24	SECURITY BENEFITS	SECURITY BENEFITS COMPENSATION 07/05/24 PAYROLL	\$ 1,893.27
61156	7/8/24	PRESSTECH INC	MAINELY NEWS - SUMMER 2024	\$ 11,648.74
61156V	7/8/24	PRESSTECH INC	VOID	\$ (11,648.74)
61157	7/8/24	POSTMASTER	MAINELY NEWS - SUMMER 2024	\$ 11,648.74
61158	7/8/24	METRO FEDERAL CREDIT UNION	MAINSTREAMERS EXPENSES	\$ 313.54
Wire	7/8/24	IMRF	ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 19,414.57
S/C	7/12/24	PAYCHEX	SERVICE FEE	\$ 360.60
61159	7/15/24	TOCC-CASEWORKERS DIVISION	MEMBERSHIP RENEWAL- DUES 2024	\$ 40.00
61160	7/15/24	TOCC-CASEWORKERS DIVISION	STAFF TRAINING 07/16/2024	\$ 15.00
Wire	7/19/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 15,054.61
Wire	7/19/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 3,031.00
S/C	7/19/24	PAYCHEX	SERVICE FEE	\$ 520.65

Check #	Date		Description	Amount
DIR. DEPOSIT	7/19/24	DIMOND, KAREN	PAYROLL	\$ 35.54
DIR. DEPOSIT	7/19/24	GIALAMAS, PETER W	PAYROLL	\$ -
DIR. DEPOSIT	7/19/24	AL AYED, RUBA	PAYROLL	\$ 1,397.85
DIR. DEPOSIT	7/19/24	BASISTA, STEPHEN T	PAYROLL	\$ 493.66
DIR. DEPOSIT	7/19/24	BERMAN, DAYNA E	PAYROLL	\$ 3,047.07
DIR. DEPOSIT	7/19/24	BOWMAN, SALLY	PAYROLL	\$ 534.40
DIR. DEPOSIT	7/19/24	CARROZZA, ROBERT	PAYROLL	\$ 151.02
DIR. DEPOSIT	7/19/24	COOK, MARTY	PAYROLL	\$ 906.92
DIR. DEPOSIT	7/19/24	CUSTIC, ELIO	PAYROLL	\$ 231.05
DIR. DEPOSIT	7/19/24	DEBOWCZYK, IZABELA	PAYROLL	\$ 854.86
DIR. DEPOSIT	7/19/24	FOX, MISS JESSICA M	PAYROLL	\$ 1,034.71
DIR. DEPOSIT	7/19/24	GHAZALEH SR, NADER A	PAYROLL	\$ 1,395.46
DIR. DEPOSIT	7/19/24	KANEHL, NICHOLAS W	PAYROLL	\$ 1,479.29
DIR. DEPOSIT	7/19/24	RAFFE, JENNIFER L	PAYROLL	\$ 1,171.22
DIR. DEPOSIT	7/19/24	REZUTKO-CUSTIC, PAULA	PAYROLL	\$ 437.03
DIR. DEPOSIT	7/19/24	RIZZO, VICTORIA K	PAYROLL	\$ 2,133.08
DIR. DEPOSIT	7/19/24	SAMAAN, MICHAEL A	PAYROLL	\$ 1,736.67
DIR. DEPOSIT	7/19/24	BABICH, DEBRA A	PAYROLL	\$ 1,627.04
DIR. DEPOSIT	7/19/24	COY, ELIZABETH J	PAYROLL	\$ 1,392.56
DIR. DEPOSIT	7/19/24	DABABNEH, FARIS E	PAYROLL	\$ 1,293.64
DIR. DEPOSIT	7/19/24	PHILLIPS, MARY DOLORES	PAYROLL	\$ 786.07
DIR. DEPOSIT	7/19/24	PLODZIEN, RICHARD	PAYROLL	\$ 658.25
DIR. DEPOSIT	7/19/24	CALLAHAN, ERIN C	PAYROLL	\$ 1,461.89
DIR. DEPOSIT	7/19/24	GAINES, JESSICA	PAYROLL	\$ 537.52
DIR. DEPOSIT	7/19/24	KALVELAGE, ARIELLE S	PAYROLL	\$ 1,658.05
DIR. DEPOSIT	7/19/24	LYON, RICHARD D	PAYROLL	\$ 2,561.24
DIR. DEPOSIT	7/19/24	PARKER, IAIN	PAYROLL	\$ 1,349.46
DIR. DEPOSIT	7/19/24	TOOMEY, EMILY	PAYROLL	\$ 1,291.30
DIR. DEPOSIT	7/19/24	ZUMBROCK, SUMMER	PAYROLL	\$ 1,567.17
DIR. DEPOSIT	7/19/24	BUKACZYK, OKSANA T	PAYROLL	\$ 1,463.02
DIR. DEPOSIT	7/19/24	DACHNIWSKY, MARIE C	PAYROLL	\$ 1,794.82
DIR. DEPOSIT	7/19/24	JAROSZEWICZ, MONIKA	PAYROLL	\$ 1,632.05
DIR. DEPOSIT	7/19/24	TULLY, THERESE A	PAYROLL	\$ 1,842.42

Check #	Date		Description	Amount
DIR. DEPOSIT	7/19/24	GUZMAN, JESSICA I	PAYROLL	\$ 1,287.94
DIR. DEPOSIT	7/19/24	MAGNOWSKI, EVA	PAYROLL	\$ 1,348.46
DIR. DEPOSIT	7/19/24	WISNIEWSKI, JACK	PAYROLL	\$ 206.60
7002800060	7/19/24	MOYLAN KREY, SUSAN	PAYROLL	\$ 687.48
61161	7/18/24	ACCESS ONE, INC	FAX AND PHONE LINE 7/1/24-7/31/24	\$ 278.72
61162	7/18/24	VERIZON WIRELESS-ADMIN	TELECOMMUNICATIONS	\$ 184.41
61163	7/19/24	SECURITY BENEFIT	SECURITY BENEFITS COMPENSATION 07/24/24 PAYROLL	\$ 1,800.00
61164	7/30/24	AMERICAN TAXI DISPATCH, INC.	MAINELINES VOUCHERS	\$ 155.00
61165	7/30/24	ANCEL GLINK P.C.	LEGAL SERVICES	\$ 2,002.50
61166	7/30/24	MELODY PEKAREK	NATIONAL NIGHT OUT - BALLOON TWISTING	\$ 875.00
61167	7/30/24	AQUA ILLINOIS, INC	WATER SERVICE AT TOWN HALL 5/23-6/24/24	\$ 270.05
61168	7/30/24	AVENUES TO INDEPENDENCE	GRANT PAYMENT NO: 4 OF 12	\$ 4,085.00
61169	7/30/24	BERMAN DAYNA	ADMIN MILEAGE REIMBURSEMENT	\$ 109.50
61170	7/30/24	BLUE CROSS BLUE SHIELD	BCBSIL AUGUST PREMIUMS 2024	\$ 57,394.54
61171	7/30/24	THE CENTER OF CONCERN	GRANT GRANT PAYMENT NO: 4 OF 12	\$ 4,083.00
61172	7/30/24	CITYWIDE PRINTING	RECOVERY CONNECTION BROCHURE	\$ 255.00
61173	7/30/24	COMCAST BUSINESS	BUSINESS VOICE EDGE SERVICE 6/1/24-6/30/24	\$ 1,801.41
61174	7/30/24	COMED	ELECTRIC SERVICE AT TOWN HALL 6/11-7/11/24	\$ 1,783.80
61175	7/30/24	COOK COUNTY SHERIFF'S	HIREBACK	\$ 8,000.00
61176	7/30/24	COY, ELIZABETH	MAY AND JUNE 24 MILEAGE REIMBURSEMENT	\$ 57.49
61177	7/30/24	CENTURY ROOF CONSULTANTS, INC.	CONSULTING SERVICES	\$ 1,150.00
61178	7/30/24	IDFPR	LCPC APPLICATION FEE	\$ 150.00
61179	7/30/24	PULSE TECHNOLOGY	PRINT MANAGEMENT	\$ 700.00
61180	7/30/24	DISTRICT 63 EDUCATION	GRANT PAYMENT NO: 5 OF 12	\$ 1,916.00
61181	7/30/24	ECKERLING & SONS INC - PRINT-XPRESS	CODE ENFORCEMENT - NOTICE OF DEFICIENCY	\$ 450.00
61182	7/30/24	EMILY TOOMEY	REIMBURSEMENT FOR SUMMER CAMP EXPENSES	\$ 685.27
61183	7/30/24	FLOOD BROTHERS DISPOSAL	YARD WASTE STICKERS - 1000	\$ 3,230.00
61184	7/30/24	GARVEY'S OFFICE PRODUCTS	OFFICE SUPPLIES	\$ 2,187.06
61185	7/30/24	GRAPHIC SOLUTIONS, INC	GRAPHIC DESIGN	\$ 1,405.00
61186	7/30/24	THE JOSSELYN CENTER	GRANT PAYMENT NO: 4 OF 12	\$ 5,416.00
61187	7/30/24	JOURNAL & TOPICS NEWSPAPERS	PRINTING AD	\$ 799.23
61188	7/30/24	NICHOLAS KANEHL	RECOVERY CONNECTION QUARTERLY FEE APRIL 1 - JUNE 30, 2024	\$ 1,875.00
61189	7/30/24	KIM WEBER	RECOVERY CONNECTION YOGA	\$ 1,500.00

Check #	Date		Description	Amount
61190	7/30/24	LAKEVIEW BUS LINES INC	BUS TRANSPORTATION FOR SUMMER CAMP TRIPS - SESSION 1	\$ 3,105.35
61191	7/30/24	LAUTERBACH & AMEN LLP	AUDIT FINAL BILLING	\$ 1,000.00
61192	7/30/24	M3 MARKETING, LLC	PUBLIC RELATIONS MARKETING SERVICES JULY 1-31 2024	\$ 2,850.00
61193	7/30/24	EVA MAGNOWSKI	PASSPORT TRAINING REIMBURSEMENT	\$ 56.16
61194	7/30/24	METRO FEDERAL CREDIT UNION	ADMIN AND FOOD PANTRY EXPENSES	\$ 1,470.91
61195	7/30/24	MGT OF AMERICA CONSULTING, LLC	MAINE TOWNSHIP IL COMPENSATION STUDY (1/2)	\$ 5,250.00
61196	7/30/24	MIDWEST PROMOTIONAL GROUP	MAINESTAY SUMMER CAMP SHIRTS	\$ 613.79
61197	7/30/24	NCBERS GROUP LIFE INS.	IMRF VOLUNTARY LIFE INSURANCE - AUGUST, 2024	\$ 64.00
61198	7/30/24	QUADIENT FINANCE USA, INC	ADMIN , CLERK POSTAGE	\$ 3,127.69
61199	7/30/24	NJ CASTILLO LANDSCAPING	JULY 24 LANDSCAPING SERVICE	\$ 1,350.00
61200	7/30/24	NORTH COAST SEWER & DRAINAGE INC	TOILET INSTALL	\$ 1,900.00
61201	7/30/24	NICOR GAS	HEAT AT TOWN HALL 6/10/24-7/10/24	\$ 153.44
61202	7/30/24	NPO STRATEGIC CONSULTING LLC	GRANT WRITER MAY-JUNE 2024 CONSULTING SERVICES	\$ 250.00
61203	7/30/24	ORKIN	MONTHLY PEST SERVICE - JULY 24	\$ 80.99
61204	7/30/24	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE SERVICE 4/1/24-6/30/24	\$ 1,622.52
61205	7/30/24	PESCHE'S INC	FLORAL ARRANGEMENT - SYMPATHY	\$ 122.98
61206	7/30/24	PRESSTECH INC	MAINELY NEWS SUMMER 24	\$ 12,249.00
61207	7/30/24	SKYLARK GARAGE INC	SERVICE ON 2010 FORD ECONOLINE	\$ 684.09
61208	7/30/24	TOWNSHIP SUPERVISORS OF IL	RENEWAL OF DUES	\$ 30.00
61209	7/30/24	TURNING POINT BEHAVIORAL	GRANT PAYMENT NO: 3,4 OF 12	\$ 7,332.00
61210	7/30/24	WAREHOUSE DIRECT	TELECOMMUNICATIONS	\$ 1,798.00
61211	7/30/24	VOID	VOID	\$ -
61212	7/30/24	WAREHOUSE DIRECT	OPERATING SUPPLIES	\$ 406.59
61213	7/30/24	COMED	ELECTRIC SERVICE AT OEM 6/7-7/9/24	\$ 137.38
61214	7/30/24	FLOOD BROTHERS DISPOSAL	DUMSTER DAYS EVENT	\$ 860.00
61215	7/30/24	METRO FEDERAL CREDIT UNION	MAINTENANCE EXPENSES	\$ 1,129.42
61216	7/30/24	VOID	VOID	\$ -
61217	7/30/24	NICOR GAS	HEAT AT OEM 6/14-24-7/15/24	\$ 52.82
61218	7/30/24	FLOOD BROTHERS DISPOSAL	EXTRA PICKUP	\$ 756.00
61219	7/30/24	METRO FEDERAL CREDIT UNION	MAINESTAY EXPENSES	\$ 1,745.20
61220	7/30/24	VOID	VOID	\$ -
61221	7/30/24	METRO FEDERAL CREDIT UNION	MISCELLANEOUS OFFICE SUPPIES	\$ 2,773.70
61221V	7/30/24	METRO FEDERAL CREDIT UNION	MISCELLANEOUS OFFICE SUPPIES	\$ (2,773.70)

Check #	Date		Description	Amount
61222	7/30/24	VOID	VOID	\$ -
61223	7/30/24	VOID	VOID	\$ -
61224	7/30/24	METRO FEDERAL CREDIT UNION	RECOVERY CONNECTION EXPENSES	\$ 2,761.32
61225	7/30/24	VOID	VOID	\$ -
61226	7/30/24	VOID	VOID	\$ -
61227	7/30/24	PRINCIPAL LIFE INS. CO.	MISCELLANEOUS OFFICE SUPPIES	\$ 2,828.32
61228	7/30/24	VOID	VOID	\$ -
61229	7/30/24	VOID	VOID	\$ -
61230	7/30/24	METRO FEDERAL CREDIT UNION	ASSESSOR EXPENSES	\$ 12.38
61231	7/30/24	DES PLAINES PARK DISTRICT	SUMMER CAMP SCHOLARSHIP	\$ 400.00
			TOTAL	\$ 330,478.68

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of July 5, 2024 and July 19, 2024 and General Town Fund Checks #61154 through Check #61231 and authorize the Supervisor to issue Checks in payment of \$330,478.68.

WITNESS OUR HANDS AND SEALS THIS 30TH DAY OF JULY 2024.

Supervisor

Attest:

Clerk

Trustees

RESOLUTION NO. 2024-8

**MAINE TOWNSHIP
A RESOLUTION TO ALLOW THE ADOPTION OF
WORK FROM HOME PROGRAMS**

WHEREAS the Board of Trustees of Maine Township of Cook County, Illinois wishes to attract and retain employees by allowing eligible Maine Township employees to work at home on a limited basis if their work can be performed at home,

WHEREAS a pilot program has demonstrated that the work of at least one department, the MainStay Department, can be successfully performed at home on a limited basis,

THEREFORE, Section 3.31 shall be added to the Maine Township Personnel Manual and shall read as follows:

3.31 PLACE OF WORK – Generally, Maine Township employees must work at the Township Offices. However, a work from home program may be adopted for a department upon the recommendation of the Department Head and the Township Administrator, and the approval of the Board of Trustees. The work of the department must be such that it can be performed remotely. However, such a work from home program may be discontinued if it no longer meets the needs of the office. A work from home program may be discontinued upon the recommendation of the Department Head and the Township Administrator, and the approval of the Board of Trustees. The program shall not guarantee employees a right to work at home indefinitely.

Adopted this 30th Day of July, 2024, and declared effective July 30, 2024.

KAREN J. DIMOND, Supervisor

JAMES MAHER, Trustee

KIMBERLY JONES, Trustee

ASIF MALIK, Trustee

KELLY HORVATH, Trustee

ATTEST:

PETER GIALAMAS, Clerk

FUND BALANCE POLICY
FOR
MAINE TOWNSHIP
AND
MAINE TOWNSHIP ROAD AND BRIDGE DISTRICT
COOK COUNTY, ILLINOIS

I. Purpose

The purpose of the FUND BALANCE POLICY is to set minimum and maximum fund balance levels within which MAINE TOWNSHIP and the MAINE TOWNSHIP ROAD AND BRIDGE DISTRICT will strive to maintain their balance of funds.

II. Fund Balance Levels

In accordance with state law, 60 ILCS 1/85-65, Township funds, including, but not limited to, general assistance funds and excluding the township's capital fund, shall not exceed an amount equal to or greater than 2.5 times the annual average expenditure of the previous 3 fiscal years.

In order to maintain adequate funds to meet all necessary expenses of the Township, Township funds, including, but not limited to, general assistance funds and excluding the township's capital fund, should not fall less than ___ times the annual average expenditure of the previous 3 fiscal years.

Adopted THIS ___ day of _____, 2024 by the Board of Trustees of Maine Township and the Highway Commissioner of Maine Township Road and Bridge District, Cook County, Illinois.

KAREN J. DIMOND, Supervisor

ED BEAUVAIS, Highway Commissioner

KIMBERLY JONES, Trustee

JAMES MAHER, Trustee

KELLY HORVATH, Trustee

ASIF MALIK, Trustee

ATTEST:

PETER GIALAMAS, Clerk



Memo

To: Elected Officials

CC: Dayna Berman, Administrator

From: Victoria Rizzo, Deputy Administrator

Date: 7/30/24

Annual Maintenance Agreement for Service, Replacement Parts and Toner for Copiers and Printers

Maine Township owns three (3) black and white Kyocera copiers, one (1) color Kyocera copier and eleven (11) Kyocera printers. A maintenance agreement is required to cover the service, replacement parts and toner necessary to operate the devices.

Quotes from 3 vendors were obtained based on annual approx. volume of 255,000 bw prints and 100,000 color prints. The quotes received reflect the annual volume of prints in a 12-month period for unlimited prints, no overage, including service and parts.

Current vendor is Pulse Technology at \$700 per month. Agreement ends 8/1/24.

Pulse Technology	\$795 per month, \$9540 per year
Warehouse Direct	\$682 per month, \$8184 per year – includes loaner units at no charge
Sharp Business Systems	Maintenance program not available for copiers – printers only at cost per image rate of \$.0095 per bw image.





201 Commerce Dr.
Schaumburg, IL 60173
(847) 879-6400

Contract No: Quote

Revised 7/23/24

Annual Maintenance Agreement

Customer Name: MAINE TOWNSHIP **Contact:** VICKI RIZZO

Phone: 847-297-2510 **Fax:** _____ **Email:** _____

Billing Address: MAINE TOWNSHIP, 1700 BALLARD ROAD PARK RIDGE IL 60068

Equipment Location: MAINE TOWNSHIP, 1700 BALLARD ROAD PARK RIDGE IL 60068

Manufacturer	Model	Serial	Meter Reading
COPYSTAR/KYOCERA	CS-4002i	W378Y15135	
COPYSTAR/KYOCERA	CS-4002i	W378Y15139	
COPYSTAR/KYOCERA	CS-4002i	W378Y15171	
COPYSTAR/KYOCERA	CS-5052CI	VFF8902523	
COPYSTAR/KYOCERA	P3050DN	VLY8809100	
COPYSTAR/KYOCERA	P3050DN	VLY8808987	
COPYSTAR/KYOCERA	P3050DN	VLY8808989	
COPYSTAR/KYOCERA	P3050DN	VLY8808994	
COPYSTAR/KYOCERA	P3050DN	VLY8808998	
COPYSTAR/KYOCERA	P3050DN	VLY8809001	
COPYSTAR/KYOCERA	P3050DN	VLY8809090	
COPYSTAR/KYOCERA	P3050DN	VLY8809094	
COPYSTAR/KYOCERA	P3050DN	VLY8809095	
COPYSTAR/KYOCERA	P3050DN	VLY8809097	
COPYSTAR/KYOCERA	P3050DN	VLY8809099	
	Base Rate	Minimum Volume	Overage Rate
B/W Images	\$795.00 Per Cycle (M)	9,999,999 Per Cycle (A)	\$0.000000 Per Image

Manufacturer	Model	Serial	Meter Reading
COPYSTAR/KYOCERA	CS-5052CI	VFF8902523	
	Base Rate	Minimum Volume	Overage Rate
Color Images	\$0.00 Per Cycle (M)	9,999,999 Per Cycle (A)	\$0.000000 Per Image

Coverage Includes:
Consum-Parts
DV BW
DV C
Labor
Parts
Toner BW
Toner Color
Travel
Waste Toner

Coverage Excludes:
CSA
Flery
Freight
MICR Toner
Paper
Staples
Toner Clear/ White
Toner Printer BW
Toner Printer BW2
Toner Printer CL
Toner Printer CL2



201 Commerce Dr.
Schaumburg, IL 60173
(847) 879-6400

Contract No: Quote

Annual Maintenance Agreement

Customer Name: MAINE TOWNSHIP **Contact:** VICKI RIZZO

Phone: 847-297-2510 **Fax:** _____ **Email:** _____

Billing Address: MAINE TOWNSHIP, 1700 BALLARD ROAD PARK RIDGE IL 60068

Equipment Location: MAINE TOWNSHIP, 1700 BALLARD ROAD PARK RIDGE IL 60068

Terms of Agreement _____

Start Date 08/01/24 Start Meter Reading _____

Expiration Date 08/01/25 Expiration Meter Reading _____

Customer Acceptance

Customer Signature

Printed Name / Title

Date

Pulse Technology - IL Acceptance

Stephen Shevick

7/23/24

Accepted by Pulse Technology - IL Service Director

Date

ANNUAL IMAGE FLEX AGREEMENT

This **Managed Print Services Agreement** (the "Agreement"), is by and between Pulse Technology - IL ("PT"), an Illinois corporation, and **MAINE TOWNSHIP** ("Customer") on **08/01/24**.

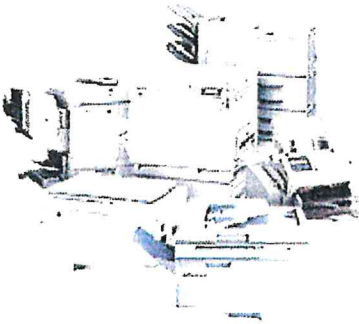
1. The Agreement charges are payable upfront at acceptance of contract. PT has no obligation to provide any of the services described herein unless the customer is current in all payments to be made to PT under this Agreement.
2. During the term of the Agreement, PT will provide labor services. All labor is covered while performing service calls unless the equipment has been damaged by external causes, such as accident, misuse, neglect, theft, vandalism, lighting, electrical power failure, fire, water, or other casualty. Repair and/or replacement parts necessary to the operation of the equipment will be provided, with the exception of receiving trays, cassettes, doors, operation panels, covers, paper and staples. Toner will be provided as needed based on mfg. yield vs. actual usage. Customer agrees to pay all toner and maintenance kit freight charges and taxes.
3. The Base Rate is the fee charged under the terms of this Agreement. The customer agrees to pay a total sum equal to the Base Rate for the term of the agreement. Overages will be billed monthly, quarterly or annually.
4. The customer may not cancel this Agreement. In the event of default by Customer, PT may accelerate the payments due under the terms of this Agreement and/or exercise any other rights granted by law. This Agreement is non-refundable or transferable.
5. All toner cartridge and supplies provided under this Agreement shall at all times remain the property of PT. Customer may use the toner cartridges pursuant to the terms of this Agreement, but Customer shall not have any ownership rights in or to the toner cartridges or supplies. In the event this Agreement is terminated, Customer shall make available all toner cartridges for pick-up by PT within five (5) business days after the date this agreement is terminated. Customer shall not be charged for any toner cartridges in use upon the expiration of this Agreement. Any toner cartridges not returned shall be billed by PT to Customer at the current cartridge or supplies retail purchase price. Toner quantities included in this contract are based upon equipment actual usage and the Manufacturer stated toner yield per cartridge. Additional toners are available for purchase as needed.
6. Customer shall notify PT promptly upon installing any additional equipment at Customer's Site(s) capable of using any toners/parts/kits supplied by PT. If the Additional Equipment is of the same model as any of the Equipment serviced by PT under this Agreement then, upon installation, such Additional Equipment shall automatically be covered by and considered Equipment under the terms of this Agreement. Any other Additional Equipment will be listed as an addition to the Agreement on the effective date such Additional Equipment was first delivered to Customer's Site(s). Billings or surcharges for Additional Equipment will be reflected in the billing cycle in which the Additional Equipment was added.
7. All service will be performed during normal business hours. If emergency service is requested, additional charges will be incurred. If service is performed at other times at the Customer's request, the Customer will be charged PT after hours current billing rate for service.
8. Accurate usage billing under this Agreement is based upon PT obtaining accurate monthly usage readings through our efficient and electronic usage collection, Fleetview Remote Monitoring System or other software. Access to install this software on your network must be granted. Customer agrees that usage may be accessed and reported in this manner.
9. This Agreement shall not apply to service or repairs made necessary by, or to repairs made necessary as a result of moving the equipment or service by personnel other than PT personnel or repeated use of supplies other than those meeting published specifications for the equipment. Separate charges for repair or replacement due to the foregoing shall be paid by the Customer at PT current billing rate for parts and labor.
10. The terms of this Agreement is one (1) year. For base rate contracts with a prepaid annual volume, contract will expire when volume is reached prior to annual expiration date. Overage will be billed at stated average rate. Upon expiration of the annual term, this Agreement will automatically renew for successive one (1) year terms unless the Customer provides written notice of non-renewal at least thirty (30) days before the end of term. PT will provide a renewal thirty (30) days prior to expiration date and an invoice will be automatically sent. PT reserves the right to deny renewal. Payment of this agreement constitutes full acceptance of the terms stated herein.
11. If any part of a payment is not paid when due the Customer agrees to pay a late charge of 2% per month on the unpaid balance. The Customer also agrees to pay \$50.00 for each check returned for insufficient funds and administrative fees of \$7.00 for billings other than those paid annually.
12. PT shall not be liable for any incidental or consequential damage from any cause whatsoever. Neither shall PT be liable for any loss or damage as a result of delay or failure to furnish service or failure of the equipment to operate properly.
13. This Agreement shall be governed by Illinois law in Cook County. If this Agreement is placed in collections for any reason, Customer shall be liable for all costs of collection and attorney's fees.
14. This Agreement does not cover any computer or network related problems. If the customer requests any work on said items, normal network charges will be incurred. If the Customer calls PT for correction of a problem related to the customer's computer network, the Customer will be charged PT current effective billing rate for this service.
15. This Agreement constitutes the whole Agreement between PT and the Customer and may only be amended by the Service Director at PT.

Warehouse Direct Document Management

Managed Print Services Proposal

Summary:

For: Maine Township



Kyocera

Warehouse Direct

Prepared by:

**Bob Nicolin-Network Services
Manager**

(224) 523-3612

Kyocera

**Warehouse Direct Document
Management Division**

Warehouse Direct

July 2024

Kyocera

The contents of this proposal are considered to be Warehouse Direct private data and are provided for the exclusive use for Maine Township. This is for informational purposes only and does not constitute a contract or an offer to contract.

Warehouse Direct

Kyocera

**WAREHOUSE DIRECT BUSINESS PRODUCTS
AND SERVICES- Bob Nicolin-224-523-3612.**

*Warehouse Direct Document Management Division
Maintenance and Supply Copier/Printer Proposal Summary*

For: Maine Township-July 2024

Bob Nicolin-224-523-3612

Machines Being Covered:

- (11) Kyocera P3050dn B/W Laser Printers
- (3) Copystar/Kyocera CS 4002i B/W MFP Machines
- (1) Copystar/Kyocera CS 5052ci Color MFP

Maintenance and Supply Contract-Unlimited Copies/Prints:

Warehouse Direct Deposit Based Contract Program: **Unlimited B/W and Color Copies/Prints for a 12 month period, One Year:** Contract Value is based on 255,000 Black/White Copies/Prints, and 100,000 Color Copies/Prints.

Monthly Contract Price- \$682.00 – Unlimited Plan; No charge for shipping supplies, and all contracted machines are setup for Automatic toner ordering through Warehouse Direct.

Proposal Notes:

Warehouse Direct will perform a no charge inspection for each unit going under contract.

This contract covers everything **BUT Paper and Staples.**

All covered machines will be eligible to have FM Audit installed; The software will automatically order toner for all covered machines under contract, there is **NO charge for this service.**

Contract Terms will be ONE YEAR, 12 months with NO automatic renewals.

*Warehouse Direct has a two (2) hour response time for machines being completely down, and four (4) hours for non-emergencies. **This Contract also provides LOANER units AT NO charge, if needed.***

Page 2
Maine Township
Maintenance and Supply Contract Proposal
July 2024

Warehouse Direct Included Services:

FM Audit toner monitoring software; Automatic toner ordering when levels reach 15%, no charge for shipping on supplies.

Remote Help Desk Support for all units covered under contract.

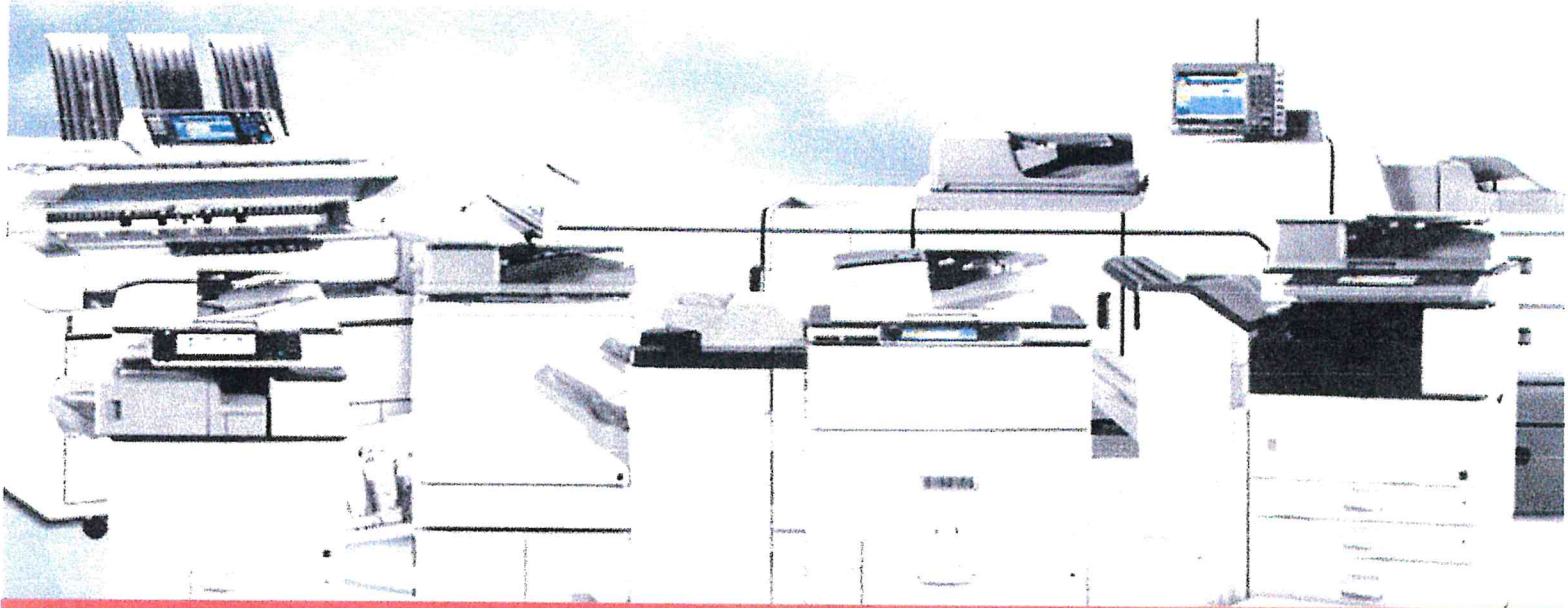
Recycling toner boxes for all machines covered under contract.

Delivery, setup, and training for any new replacement machine that is ordered under contract.

*Warehouse Direct Document Management Division
2001 S. Mt. Prospect Road
Des Plaines, IL 60018
Bob Nicolin - 224-523-3612.*

Warehouse Direct - Customer Referral List

1. Traci O'Connell- ITS ConGlobal – 708-468-1061
2. Lainie Parse-AABLE License – 708-836-1235
3. Carolyn Zak-Rimland Services-847-328-4090
4. Deb Lapinski- EquipSolutions LLC – 630-351-9070
5. Kathy Stinson-North Suburban Synagogue-847-432-8900
6. Victoria Rizzo-Maine Township – 847-297-2510
7. Anna Gallup-Lyon & Caron, LLP – 847-267-8155
8. Susie Park – Chicago Children's Museum-312-464-7738
9. Bruce Kerlin-Barrington Orthopedics-847-285-4238
10. Wendy Bartelment-Palos Hills Police Dept-708-598-2992



Copiers, Printers & Technology

Many Documents, One Solution

The Document Imaging & Technology hardware, service and parts you need.



Production



Enterprise



Workgroup / Personal



Direct Connect
Service Portal



Certified
Technicians



Enhanced
Truck Stock

- Copiers, Printers, & Scanners
- Supplies, Parts & Repair Service
- Factory Certified Technicians
- Digital Document Management
- Managed Print Solution
- Cost-Per-Page Programs
- On Staff Network Engineers
- Cloud Integration & Software

WE SELL AND/OR SERVICE THE FOLLOWING BRANDS



OUR SOLUTION

- ✓ **Best of Breed Solution** - Multiple manufacturers to create a perfect fit every time.
- ✓ **Auto Toner Replenishment** - Never run out of toner again on any of your connected devices. You will receive it before you know you need it.
- ✓ **Maximum Uptime** - Technician as dispatcher fixes challenges within minutes.
- ✓ **Techs drive rolling warehouse.** Remote Copier / Printer
- ✓ **Diagnostics & Repair**
- ✓ **Transparency** - No Increase Lease. Access to service history online DirectConnect.

Making Your Workplace More Productive

Address: 2001 S. Mount Prospect Rd. Des Plaines, IL 60018 | Phone: 847.631.3470

Toll Free: 800.858.1180 | Email: Customer Service@WarehouseDirect.com





WAREHOUSE DIRECT[®]

BUSINESS PRODUCTS & SERVICES

Warehouse Direct



"Quick View"
Implementation Guide

About "Warehouse Direct"

Our Business is Improving Yours

At *Warehouse Direct* we make it our business to help clients achieve an optimum print output environment which balances productivity, cost and worker satisfaction. We do this by leveraging our expertise, processes and technology with you and your employees in order to create a total *Print Management Solution* which cohesively aligns with your internal IT strategy.

Our Approach

We train our employees to take an educated, informed and true consultative approach. By focusing on you and your business, we create an individually tailored *Print Management Solution* which incorporates today's cutting edge technology with the core values, strategies and objectives of your company. Our goal is to truly make things better for you! In essence, every Warehouse Direct employee knows that **"Our Success is Measured by Your Success!"**

A "Quick View"

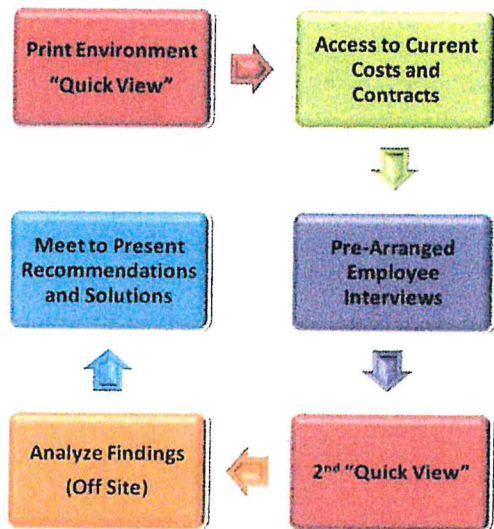
Using "non-invasive" print output measuring technology, a floor plan, a complete business walk-through and pre-scheduled interviews, we create a complete *"Quick View"* which immediately zooms in on your company's current total print environment usage and costs. This *"Quick View"* is then utilized to intelligently offer recommendations to realign your print environment technology and processes, often improving productivity and decreasing expenditures almost immediately.

We Offer

- Total Care Print Management Solutions
- Cutting Edge Technology
- *Right On Time* Onsite Service and Support
- Single Point of Accountability
- Multi-Vendor Support (Regardless of Manufacturer)
- All inclusive Print Toner and Service Pricing
- Asset Realignment Support
- Opportune Technology Upgrades



"QUICK VIEW" IMPLEMENTATION



Print Environment Quick View

Brief Scan of Network Printers, Walk Through with Floor Plan, Inventory Equipment and Local Printer Meter Reads

Date:

Access to Costs and Contracts

Most recent Invoices and Equipment Leases, Parts & Supply Invoices, Maintenance Kits & Repairs OR Agreed Estimate Methodology

Date:

Employee/ User Interviews

Date:

Second Quick View within 1 Week

Date:

Presentation of Recommendations

Date:

Client Initiatives:

Schedule Solution Implementation:

Date:

Consultant

Client

It's safe to say that most companies still don't know what their "Total Cost of Print" actually is. Now that professional print environment help is available to assist in reviewing, realigning, controlling costs and increasing productivity...it just makes sense to utilize these available experts!

The Opportunity:

Companies regularly devote substantial and un-quantified resources to print and print related services. Typically this occurs as the result of undefined processes and the delegated burden on internal departments due to a lack of a proactive print management procedure. This too familiar lack of print management process also subjects end users to greater inefficiencies, lower productivity and frequent frustration.

Acquiring a better understanding of the true cost of printing and related activities such as scanning, copying and faxing has been commonly difficult because it's been historically handled in a fragmented manner. As a result, most companies do not know exactly how much it actually costs to print. Print costs routinely include the uncalculated but associated costs of purchasing or leasing, equipment service or maintenance, and the acquisition, distribution and use of parts and supplies.

Additionally, help desks and other IT resources are laden with support calls related to printing and other issues in order to support the print infrastructure. Poorly distributed devices, driver issues, downtime and a lack of user support generally results from thinly stretched procurement and IT departments who have been inundated with numerous contracts, invoices, leases and other related documentation from multiple vendors. These issues also have a negative impact on both productivity and costs.

With your assistance and by taking a "holistic" view of your company's total print environment, we will design an individually tailored print management plan. With our expert help many companies like yours are now capitalizing on the potential savings, increased efficiency and improved productivity that has previously eluded them.

A "Quick View" of your current environment could provide the needed intelligence to influence cost reduction, efficiency and better business decisions.

At *Warehouse Direct*, we are dedicated to helping our customers improve their business by being flexible, accountable and proactively delivering high value. We look forward to partnering with you and your company in this important initiative.



- * Reduce Costs
- * Repurpose Assets
- * Improve Productivity
- * Increase Accountability
- * Decrease Supply Inventory

WAREHOUSE DIRECT[®]
BUSINESS PRODUCTS & SERVICES

Maintenance Program for Maine Township

Toner Inclusive Maintenance Program Includes:

w/ Auto Toner Replenishment

DELIVER EXCEPTIONAL RESULTS BY PROVIDING THESE KEY ADVANTAGES:

- Automated meter capture and reporting
 - Auto shipping of all supplies
 - Customer-oriented service department philosophies
 - Service response times that exceed performance benchmarks
 - Use of genuine Sharp parts and supplies to ensure maximum product reliability.
 - Documented issue escalation process to resolve issues efficiently and effectively.
 - Comprehensive training programs to certify 100% of technical staff.
 - Client-driven service practices to deliver outstanding customer satisfaction.
 - **ALL TONER, PARTS, LABOR, AND SUPPLIES INCLUDED (EXCEPT PAPER & STAPLES) FOR COPIERS**
 - **AUTO SHIPPING OF ALL SUPPLIES FOR COPIERS**
 - **2-4 HOUR ON-SITE RESPONSE TIME**
-
- **B&W IMAGES ARE BILLED @ \$0.0095 per image (CPC for 11 - Kyocera P3050dn's)**

Consultative approach to reach your goals

MAINTENANCE AGREEMENT TERMS AND CONDITIONS

1. GENERAL SCOPE OF COVERAGE This Agreement covers both the labor and the material for adjustments, repair and replacements of parts ("Maintenance") as required by normal use of the equipment identified on the front page of this Agreement ("Equipment"). Maintenance does not cover charges for installation, relocating or de-installation of the Equipment. Service necessary to repair damage to the Equipment caused by misuse, abuse, negligence, attachment of unauthorized components, accessories or parts, use of substandard paper or substandard supplies, other causes beyond the control of SBS or such causes which would void the Equipment's warranty are not covered by this Agreement. Any such repairs identified in the proceeding sentence shall be separately billed to customer and may lead to the termination of this Agreement. In addition, SBS may terminate this Agreement if the equipment is modified, damaged, altered or serviced by personnel other than the SBS Authorized Personnel, or if parts, accessories, or components not meeting machine specifications are added to the Equipment. Maintenance shall not cover charges for repairs needed as a result of Customer or third party modifications to software or hardware.

2. MAINTENANCE VISITS Maintenance visits will be made during standard weekday business hours at the address shown on the first page of this Agreement. Maintenance visits requested for holidays, weekends or after standard business hours may result in additional charges for travel and labor pursuant to SBS's standard overtime rates in effect at the time of the Maintenance visit. SBS will not connect, disconnect, repair or otherwise service non-Sharp approved attachments, components or accessories. Customer is responsible for disconnecting and reconnecting non-Sharp approved attachments, components or accessories. Maintenance performed during a Maintenance visit includes lubrication and cleaning of the Equipment and the adjustment, repair or replacement of parts described below. SBS reserves the right to exchange unit in certain situations rather than service on site.

3. REPAIR AND REPLACEMENT OF PARTS All parts necessary to the operation of the Equipment requiring replacement due to normal wear and tear, subject to the general scope of coverage, will be furnished free of charge during a service call.

4. MAJOR REPAIRS, REPLACEMENT, AND UPGRADES Major repairs resulting from misuse of the product, overall failure of the Equipment resulting from the normal end of life cycle of the Equipment and other repairs requiring more than customary repair and part replacements ("Overhaul") shall not be considered covered Maintenance. Should, in the opinion of SBS, an Overhaul be necessary for the Equipment to be in working condition, SBS will submit to the Customer an estimate of needed repairs and their additional cost. If the Customer does not authorize such Overhaul, SBS may, at its option, discontinue Maintenance of the Equipment under this Agreement. Thereafter, SBS may make service available on a "Per Call" basis based upon SBS's standard rates in effect at the time of service. During the term of this Agreement, if it is determined by SBS, in its reasonable estimation and after reasonable efforts, that Equipment maintained under the scope of this Agreement needs to be replaced or reconditioned due to (a) two service events within a six month time frame or (b) a service event cost exceeding the current market price to replace the machine, SBS has the right to deem Equipment that meets either (a) or (b) as unserviceable upon submission of written notice to Customer. In the event Equipment is deemed unserviceable in accordance with the foregoing sentence, Customer may elect to either (a) have the Equipment reconditioned at Customer's expense, (b) order a new piece of compatible Equipment, or (c) remove this piece of Equipment from the agreement.

Addition or Removal of Equipment: Customer is required to immediately notify SBS upon installation of any additional equipment at Customer's site capable of using SBS supplied toner cartridges. Upon installation, such equipment shall automatically be covered by this Agreement and shall be considered the Equipment for all purposes under this contract, unless SBS determines the new equipment is out of contract scope. Customer is required to notify SBS of any equipment changes or disposition (i.e. physically moved or removed for retirement purposes, etc.). For both additions and deletions to the Equipment, Customer must submit a configuration report generated from the printer to SBS.

5. USE OF SBS SUPPLIES Customer is obligated to use SBS approved supplies under this Agreement. If, however, the Customer uses other than SBS approved supplies (other than paper) and such supplies result, in SBS's reasonable judgment, additional Maintenance, then SBS may, at its option, assess a surcharge or terminate this Agreement. If SBS terminates this Agreement, SBS may make service available on a "Per Call" basis based upon SBS's standard rates in effect at the time of service.

6. SUPPLIES Supplies selected, if any, on the front of this Agreement ("Supplies"), shall be included under this Agreement. SBS will provide such selected Supplies to the Customer based upon normal yields. Supplies provided

are for use with the Equipment covered by this Agreement only and are not for resale or for use with other equipment. If the Customer's usage of the Supplies exceeds the normal yields for the Equipment being serviced, SBS will invoice and the Customer agrees to pay, for the excess supplies at SBS's current retail prices then in effect. SBS reserves the right to charge for supplies and freight. Normal yield is defined as the published industry standard yield for the product model covered under this Agreement.

7. ELECTRICAL REQUIREMENTS In order to ensure optimum performance of the Equipment, Customer must comply with all Sharp required electrical specifications, including but not limited to use of designated circuit and outlets and required voltage requirements. These power standards are required by UL and/or local safety regulations.

8. CHARGES The initial charge for Maintenance under this Agreement is non-refundable and shall be the amount set forth on the first page of this Agreement. At the end of each twelve (12) month period of the Agreement, SBS reserves the right to increase and/or otherwise modify its service rates and services. Customer shall be charged according to the payment cycle indicated on the front page of this Agreement. Customer shall pay all charges within ten (10) days of the date of the SBS invoice. Past due amounts shall accrue interest at a rate not to exceed 1.5% per month. If any Equipment which is subject to this Agreement, or any renewal hereof, is moved to a new SBS service territory, SBS shall have the option of charging the Customer an amount equal to the difference in the published maintenance charges between the current SBS service territory and that of the new SBS service territory (on a pro rata basis). If such Equipment is moved beyond any SBS service territory, SBS reserves the right to cancel this Agreement, upon written notice to the Customer, or SBS may charge (and Customer hereby agrees to pay) a fair and reasonable upcharge for continued service. In so doing SBS may take into account the distance to Customer's new location and SBS published rates for SBS's "time and materials", "Per Call" service. A fuel surcharge may be imposed when fuel prices exceed 10% of the cost of fuel at the execution of this agreement.

9. METER READINGS Customer is obligated to provide meter reading(s) in a timely manner upon request. If the Customer fails or refuses to provide the meter reading in a timely manner, SBS may estimate the meter based upon historical meter readings. The estimated meter will then be applied in the same manner as if the meter had been supplied by the Customer and the Customer agrees to pay any overage charges that may result from the estimated meter reading. A monthly service fee may be assessed if Customer elects for non-participation in the SBS meter collection automation software.

10. TERM This Agreement shall become effective upon SBS's receipt from Customer of the initial non-refundable maintenance charge, as set forth on the first page of this Agreement, or for such Customers that are to be billed in arrears, upon the date indicated in the "Start Date" portion of the first page of this Agreement. The term of this Agreement shall be as specified on the face page of this Agreement. This Agreement shall automatically renew for additional one year periods unless either party provides the other sixty (60) days written notice of termination prior to the end of the initial term, or any renewal term hereunder. In the event that Customer reaches or exceeds the allowance, as specified on the first page of this Agreement, prior to the expiration of the initial term, or any renewal term under this Agreement, Customer hereby agrees to pay SBS the SBS excess meter rate then in effect and same shall apply to all of Customer's excess meter amounts, through the end of the term of this Agreement. For this Agreements (not CPC leases) either party shall have the right during any renewal term, or during any second or third term of a multi-term agreement (if applicable) to terminate this Agreement upon sixty (60) days prior written notice to the other.

11. EVENT OF DEFAULT AND TERMINATION The Customer's failure to pay any amount due under this Agreement, or breach of any other obligation herein shall constitute an Event of Default. Upon an Event of Default, SBS may, in its discretion take any one or more of the following actions: (i) cease performing all Maintenance or any other services under this Agreement; (ii) furnish Maintenance or service upon a prepaid, "Per Call" basis; and/or (iii) terminate this Agreement. Customer shall be obligated to pay any amounts due and owing to SBS within (10) ten days of the expiration or termination of this Agreement. Customer, upon payment of all such amounts due, shall thereafter have no further liability or obligation to SBS whatsoever for any further fees or expenses arising hereunder. In the event SBS terminates this Agreement because of the breach of Customer, SBS shall be entitled to payment for work in progress plus reimbursement for out-of-pocket expenses.

12. INDEMNITY Customer shall indemnify, save and hold SBS, its affiliates, officers, directors, shareholders, employees, agents and representatives and its and their successors and assigns ("SBS Parties") harmless from and against any liability, loss, cost, expense or damage whatsoever caused by reason of any breach of this Agreement by Customer or by reason of any injury, whether to body, property or business or to any other person by reason of any act, neglect, omission or default by Customer or Customers' employees, agents, vendors, contractors or representatives. Customer shall defend, at its sole and absolute cost, any action to which this indemnity shall apply. In the event Customer fails to defend such action SBS may do so and recover from Customer in addition, all costs and expenses, including, attorneys' fees in connection therewith. SBS shall be entitled to recover from Customer all costs and expenses, including without limitation, attorneys' fees and disbursement, incurred by SBS in connection with actions taken by SBS or its representatives (i) to enforce any provision of this Agreement; (ii) to effect any payments or collections provided for herein; (iii) to institute, maintain, preserve, enforce and foreclose on SBS's security interest in or lien on the goods, whether through judicial proceedings or otherwise; or (iv) to defend or prosecute any actions or proceedings arising out of or relating to any SBS transactions with Customer. The foregoing provisions of this paragraph 12 shall survive the termination or expiration of this Agreement to the extent permitted by Law.

13. ENTIRE AGREEMENT This constitutes the entire Agreement between the parties relating to the subject matter hereof. Any modification to this Agreement must be in writing and signed by both parties.

14. SUCESSORS AND ASSIGNS; TERMINATION Neither party may assign this Agreement or any of its rights or obligations hereunder, without the prior written approval of the other party, which will not be unreasonably withheld, except that either party may assign its obligations and rights to a wholly owned subsidiary, parent corporation, or entity under the same ownership, operation, or control.

15. SEVERABILITY If any provision in this Agreement is held invalid or unenforceable by a body of competent jurisdiction, such provision will be construed, limited or, if necessary, severed to the extent necessary to eliminate such invalidity or unenforceability. The Parties agree to negotiate in good faith a valid, enforceable substitute provision that most nearly affects the Parties' original intent in entering into this Agreement or to provide an equitable adjustment in the event no such provision can be added. The other provisions of this Agreement shall remain in full force and effect.

16. COUNTERPARTS AND ELECTRONIC SIGNATURES This Agreement may be executed in several counterparts, each of which shall be deemed to be an original and all of which together shall constitute one Agreement binding on all parties hereto, notwithstanding, that all the parties have not signed the same counterpart. A faxed or electronic signature of this Agreement bearing authorized signatures may be treated as an original.

17. WAIVER OF JURY TRIAL ALL PARTIES HERETO IRREVOCABLY WAIVE THE RIGHT TO TRIAL BY JURY.

18. JURISDICTION All parties hereby consent to the exclusive jurisdiction of the Federal Courts located in Essex County, New Jersey and the State Courts located in Bergen County, New Jersey in any proceeding arising out of or relating to this Agreement.

19. LIMITATION OF LIABILITY To the extent permitted by Law, in no event shall SBS be liable to Customer for any special, incidental, consequential, or indirect damages, loss of business profits, business interruption, loss of business information in any way related to the Equipment or the actions of SBS. The Customer acknowledges that the Maintenance for MFPs provided by SBS is for the mechanical maintenance of the Equipment only, and that this Agreement does not cover any software, networking or any other connectivity or functionality maintenance, services, or support beyond the MFP. EACH PARTY'S AGGREGATE LIABILITY TO THE OTHER FOR DAMAGES FROM ANY AND ALL CAUSES WHATSOEVER AND REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR NEGLIGENCE, SHALL BE LIMITED TO THE AMOUNT OF THE AGGRIEVED PARTY'S ACTUAL DIRECT DAMAGES NOT TO EXCEED THE AMOUNT OF FEES PAID BY CUSTOMER TO SBS FOR THE SERVICES DURING THE THREE (3) MONTHS IMMEDIATELY PRIOR TO THE DATE ON WHICH THE CAUSE OF ACTION ACCRUED.

20. THIRD PARTY PRODUCTS Any third party products provided to Customer by SBS, or any third party products that Customer will utilize through SBS's services, pursuant to this Agreement including but not limited to third party hardware, software, peripherals and accessories (collectively, "Third Party

Products") shall be provided to Customer "as is". SBS shall use reasonable efforts to assign all warranties (if any) for the Third Party Products to Customer, but will have no liability whatsoever for such Third Party Products. All Third Party Products are provided WITHOUT ANY WARRANTY WHATSOEVER as between SBS and Customer, and SBS shall not be held liable as an insurer or guarantor of the performance or quality of Third Party Products. In no event will SBS be liable for any damages caused by performance or non-performance of any Third Party Product. In addition, SBS assumes no liability for failure of equipment or software or any losses resulting from such failure.

21. PRIVACY

Customer and SBS both agree to comply with each of their respective obligations under the applicable information privacy and data protection laws and regulations relating to the protection, disclosure and use of individuals' personal data now in place or that may come into place during the term of this Agreement (collectively, the "Privacy Laws"). Customer is and shall remain the controller of all of its data for purposes of all Privacy Laws and shall determine the scope, purposes, and manner by which SBS may access such data. SBS shall only access, retain, use or disclose any Customer data as required for the specific purpose of performing the Services.

22. COPYRIGHTS AND OTHER INTELLECTUAL PROPERTY

Each party (a "Creating Party") owns and retains all intellectual property rights in and to all of the Creating Party's works of authorship, including but not limited to all plans, software or software modifications developed by the Creating Party, and all modules derived or created from such materials (collectively, "Creating Party's IP"), provided Creating Party's IP is not made by using or referencing to the other party's owned intellectual property rights. The Creating Party's IP may not be distributed or sold in any form or manner without the express written consent of the Creating Party.

23. FORCE MAJEURE SBS shall not be liable to Customer for any failure or delay caused by events beyond SBS's control, including, without limitation, Customer's failure to furnish necessary information; sabotage; failure or delays in transportation or communication; boycotts; embargoes; failures or substitutions of equipment; labor disputes; accidents; shortages of labor, fuel, raw materials, machinery, or equipment; technical failures; fire; storm; flood; earthquake; explosion; acts of the public enemy; war; insurrection; riot; public disorder; epidemic; quarantine restrictions; acts of God; acts of any government or any quasi-governmental authority, instrumentality or agency.

24. NO WARRANTY SBS DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, TECHNICAL COMPATABILITY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE.

25. INSURANCE SBS and Customer shall each maintain, at their own expense, all insurance reasonably required in connection with this Agreement, including but not limited to, workers compensation and general liability with a limit not less than \$1,000,000 per occurrence. The Customer shall maintain Tech E&O liability insurance in an amount not less than \$1,000,000. If a security package is selected, the Customer shall maintain network risk and cyber liability coverage (including coverage for unauthorized access, failure of security, ransomware, 3rd party liability, breach of privacy perils, as well as notification costs and regulatory defense) in an amount of not less than \$1,000,000. Coverage should be primary and noncontributory for each policy. SBS and its entities, affiliates, etc. should be named as additional insured. A waiver of subrogation should apply. The required insurance coverage shall be issued by an insurance company duly authorized and licensed with the following minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide: Financial Stability A+.

26. MISCELLANEOUS Customer is advised to contact SBS prior to updating or changing any application software or operating system. Additional loading of other drivers, utilities, security updates, anti-virus, or other programs to existing workstations/servers that causes SBS supported products to malfunction is not covered under this Agreement and will be billed at the current hourly rate. It is the responsibility of the Customer to perform all necessary backups on the PC or Network prior to any installation or update. SBS bears no responsibility for any damages, data or productivity loss from said PC or Network Devices. Derivative Works: Customer shall not (i) modify, copy or create derivative works based on any SBS Software; (ii) frame or mirror any content forming part of the Software or Services, other than on Customer's own intranets or otherwise for its own internal business purposes; (iii) reverse engineer the SBS Software.



Memo

To: Maine Township Board

From: Agency and Program Coordinator Iain Parker

Potential Funding Hearing Dates

After checking with township supervisor, township administrator, department heads, and eliminating any potential holiday or scheduling conflicts, the following dates are available for this year's funding hearings:

- Tuesday, September 17
- Tuesday, October 1
- Tuesday, October 8
- Wednesday, October 9
- Tuesday, October 15
- Tuesday, October 22
- Thursday, October 24
- Wednesday, November 6

Hopefully this will facilitate the selection of two funding hearing dates during the July 30 board meeting. Funding hearings will start at 6:00pm and will last until 8:00 or 8:30pm.

MUNICIPAL VEHICLE PROGRAM AGREEMENT

This Municipal Vehicle Program Agreement (“Agreement”) is made by Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation, (“Pace”) and Maine Township [INSERT ENTITY’S NAME AND TYPE (e.g., Village of Arlington Heights, an Illinois municipal corporation)] (“Provider”). Pace and Provider are sometimes individually referred to as a “Party” and collectively referred to as the “Parties” in this Agreement.

RECITALS

WHEREAS, Pace was established under the Regional Transportation Authority Act (70 ILCS 3615/1.01 et seq.) to aid and assist public transportation in the six-county northeastern Illinois region of Cook, DuPage, Kane, Lake, McHenry, and Will Counties (“Region”); and

WHEREAS, Provider wants to use Pace-owned vehicles (“Vehicles”) to provide transportation to the general public, senior citizens, individuals with disabilities, and/or low-income individuals, in a manner that will reduce the number of motor vehicles on the road within Provider’s corporate limits (“Service”).

NOW, THEREFORE, in consideration of the foregoing Recitals, the mutual promises contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Effective Date**

This Agreement shall be in effect beginning on the date on which this Agreement is signed by Pace. If a Party signs this Agreement but fails to date its signature, the date that the other Party receives the signing Party’s signature on this Agreement shall be deemed to be the date that the signing Party signed this Agreement.

2. **Term and Termination**

This Agreement shall continue in force and effect unless terminated by either Party upon 30 days’ advance written notice to the other Party. Notwithstanding the foregoing, this Agreement may be terminated by Pace:

- a. Upon five days’ advance written notice to Provider in the event Provider fails to correct any safety, accident, and/or incident reporting violations or to timely pay Pace any amounts due pursuant to this Agreement; or
- b. Immediately upon written notice to Provider in the event Provider fails to comply with paragraphs 6, 8, 12(a), 13, 14, 15, and/or 16.

3. **Pace Vehicle Program**

The Municipal Vehicle Program is a component of the Pace Vehicle Program and, as such, is subject to the Pace Vehicle Program Operations Manual (“Manual”). Provider acknowledges receiving a copy of the Manual, which is incorporated into and made a part of this Agreement.

4. **Vehicle Fees**

Provider shall pay to Pace a monthly usage fee of \$100.00 per Vehicle (“Usage Fee”). Pace shall invoice monthly in advance for the Usage Fee. Provider shall pay each invoice within 30 days of receipt. If an invoice remains unpaid for more than 30 days, Provider shall pay to Pace a monthly late fee of \$25.00 per Vehicle. Late fees shall accrue and be added to the total amount due under the invoice until Provider pays the invoice, including all late fees, in full.

Prior to Vehicle receipt, Provider shall pay to Pace a security deposit of \$500.00 per Vehicle. Pace shall refund the security deposit (without interest) if the Vehicle is returned in the same condition as when Provider received the Vehicle, ordinary wear and tear excepted. Upon termination or expiration of this Agreement, Pace may deduct from the security deposit any amounts due to Pace from Provider.

5. **Vehicle Use Requirement**

On a monthly basis, Pace shall review Provider’s Vehicle use. Upon five days’ advance written notice to Provider, Pace may terminate this Agreement or substitute a more appropriate Vehicle if Pace determines that Provider’s Vehicle use is not consistent with the Pace Municipal Vehicle Program and/or Provider’s intended Vehicle use as stated in the Vehicle Program Application (see attached Exhibit A) completed by Provider.

6. **Conditions and Restrictions on Vehicle Use**

Provider staff shall not:

- Use any Vehicle for:
 - non-public transportation purposes, including personal use, courier service, ambulance-type service, charter service, school bus service, sole transportation of goods, and trailer towing;
 - illegal purposes; or
 - transportation of anyone under the age of eight.
- Allow the consumption of alcoholic beverages and/or use of illegal drugs in any Vehicle.
- Remove any Vehicle from the Region, unless prior written approval is obtained from Pace (see attached Exhibit B).
- Alter, mark, and/or install equipment or signs on any Vehicle, unless prior written approval is obtained from Pace (see attached Exhibit B).
- Subject any Vehicle to seizure, confiscation, forfeiture, or other involuntary transfer.
- Cause a mortgage, pledge, lien, hypothecation, encumbrance, or security interest on any Vehicle.

Provider staff shall secure and protect each Vehicle, including ensuring that the Vehicle is locked and parked in a secure, off-street location (preferably on Provider’s property or at a public transportation center) when it is not in use. Provider shall provide Pace with written notification of Provider’s secure Vehicle location(s).

7. **Vehicle Monitoring**

Each Vehicle may be equipped with technology that tracks Vehicle location and records audio and video of activities occurring inside and outside the Vehicle.

8. **Vehicle Receipt and Service to Disabled**

Pace may furnish Provider with a non-lift-equipped Vehicle if Provider continues its paratransit services with its own lift-equipped vehicles for the duration of this Agreement. Should Provider discontinue its paratransit service at any time during the pendency of this Agreement, Provider shall immediately notify Pace, which may, in its sole discretion, either replace the non-lift-equipped Vehicle with a lift-equipped Vehicle that will enable Provider to continue its paratransit service, if equipment is available, or terminate this Agreement.

Provider shall comply with the federal requirement requiring public entities which operate a fixed route system to provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. A demand responsive system shall be deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- a. Response time;
- b. Fares;
- c. Geographic area of service;
- d. Hours and days of service;
- e. Availability of information;
- f. Reservations capability;
- g. Any constraints on capacity or service availability; and
- h. Restrictions priorities based on trip purpose.

Provider shall certify to Pace on the Monthly Report that Provider is providing equivalent service to individuals with disabilities, including individuals who use mobility aids, in its demand responsive transportation services. A sample of the Monthly Report is contained in the Manual.

9. **Drug and Alcohol Policy and Testing Program**

Provider shall have a drug and alcohol policy ("Provider's D&A Policy") that includes the requirements and procedures contained in the Pace Drug and Alcohol Policy and Testing Program, which Provider acknowledges receiving and which is incorporated into and made a part of this Agreement. Provider's D&A Policy shall be subject to Pace's approval. By prior approved resolution, Provider may adopt the Pace Drug and Alcohol Policy and Testing Program as Provider's D&A Policy in which event Provider, upon its execution of this Agreement, shall provide Pace with a copy of the resolution with the Pace Drug and Alcohol Policy and Testing Program as an attachment. Provider's D&A Policy must meet Federal Transit Administration and Pace mandates pertaining to deterrence, testing, and methodology. Provider shall comply with Provider's D&A Policy throughout the term of this Agreement.

Provider shall be responsible for the cost of all required drug and alcohol testing and U.S. Department of Transportation physical examinations for Provider's staff involved in the Pace Municipal Vehicle Program. Pace shall be responsible for the cost of furnishing Provider with on-line access to substance abuse training courses for Provider's safety-sensitive staff involved in the Pace Municipal Vehicle Program and Provider's staff involved in the Pace Municipal Vehicle Program who will be determining when it is appropriate to administer reasonable suspicion drug and/or alcohol tests.

10. **System Security and Emergency Preparedness Plan**

Provider shall have a system security and emergency preparedness plan ("Provider's SSEPP") that includes the requirements and procedures contained in the Pace System Security and Emergency Preparedness Plan, which Provider acknowledges receiving and which is incorporated into and made a part of this Agreement. Provider's SSEPP shall be subject to Pace's approval. By prior approved resolution, Provider may adopt the Pace System Security and Emergency Preparedness Plan as Provider's SSEPP in which event Provider, upon its execution of this Agreement, shall provide Pace with a copy of the resolution with the Pace System Security and Emergency Preparedness Plan as an attachment. Provider's SSEPP must meet Federal Transit Administration and Pace mandates. Provider shall comply with Provider's SSEPP throughout the term of this Agreement.

11. **Dispatch Operations**

Provider shall be responsible for all dispatch operations for the Service.

12. **Provider's Staff**

Provider shall furnish competent and qualified staff to perform the Service in accordance with the Manual and applicable federal, state, and local laws, statutes, ordinances, rules, and regulations. Provider's staff includes Provider's full-time and part-time employees and volunteers.

a. **Vehicle Drivers**

Any Provider staff operating a Vehicle (also referred to as a driver in this Agreement) shall meet the driver-related requirements set forth in the Manual and applicable federal, state, and local laws, statutes, ordinances, rules, and regulations before he/she operates a Vehicle (*i.e.*, rides in or on (other than as a passenger), uses, or controls in any manner the operation of a Vehicle). Pace shall provide written notice to Provider when each driver has met the requirements set forth in the Manual. In addition, Provider shall comply with driver and safety standards set forth in the Manual and shall maintain for each driver a file evidencing a valid driver's license, valid U.S. Department of Transportation physical examination, drug and alcohol test results, criminal background check, certification of passing Pace's driver training program, and motor vehicle reports covering at least the previous five years.

Each driver shall pass Pace's driver training program, be courteous to Vehicle passengers, and maintain a neat, clean appearance. Pace may establish additional driver-related requirements and procedures through the issuance of bulletins or manuals, which shall be considered part of this Agreement. A driver shall not be considered an employee or agent of Pace or the Regional Transportation Authority.

b. **Transportation Coordinator**

Prior to Vehicle receipt, Provider shall: (i) designate an individual to serve as a Transportation Coordinator, who shall complete administrative training provided by Pace, and (ii) furnish Pace with written notification of the individual's name, title, address, daytime and evening telephone numbers, facsimile number, and email address. The Transportation Coordinator shall be responsible for, among other things, serving as Provider's primary contact person, maintaining records, completing reports, and managing Vehicle maintenance and repairs. Provider shall immediately give written notice of any personnel changes relating to this position to Pace.

13. **Records, Reports, and Forms**

Provider shall maintain and provide Pace with accurate records and reports in accordance with the Manual. Within 48 hours of Pace's written request, Provider shall provide Pace with documentation evidencing Provider's receipt, possession, return, or transfer of any Vehicle and/or other equipment associated with any Vehicle. Provider shall incur a fee of \$15.00 for each violation of these records and reporting procedures.

14. **Accident and Incident Reporting**

A Pace-designated vendor shall furnish accident and incident management services for Vehicles used in the Pace Municipal Vehicle Program. Provider shall immediately report to the vendor and Provider's insurer any Vehicle accident or incident. Provider shall cooperate with Pace and the vendor at all times and abide by any rules and procedures promulgated by Pace and/or the vendor with respect to accident and incident management.

Provider shall comply with Pace's accident and incident handling procedures as set forth in the Manual. The Transportation Coordinator shall immediately report to Pace any Vehicle accident or incident that involves a fatality, the transport of injured person(s) from the scene, the towing of any vehicle from the scene, or any other event of a serious nature. Repair of any Vehicle damage resulting from an accident or incident shall be the responsibility of Provider, and Provider must effectuate any necessary repairs in a timely manner.

15. **Maintenance Procedures and Fuel**

A Pace-designated vendor shall furnish fleet management services for Vehicle maintenance at Pace's sole cost if Provider complies with the maintenance procedures set forth in the Manual. Provider shall cooperate with Pace and the vendor at all times and abide by any rules and procedures promulgated by Pace and/or the vendor with respect to fleet management.

Provider shall be responsible for all other Vehicle repair and maintenance costs, including those resulting from any accident or incident, regardless of fault, or Provider's failure to adhere to this Agreement.

Provider shall ensure Vehicle maintenance in accordance with the Manual and applicable Vehicle manual, schedule semi-annual Vehicle safety inspections as required by law, and obtain prior written approval from Pace for any Vehicle expenditure in excess of \$50.00.

Provider shall maintain each Vehicle in a good, clean condition and shall be responsible for the cost of Vehicle washing, detailing, storage, and fuel in accordance with the Manual.

16. **Vehicle Inspection**

Provider shall comply with Illinois Department of Transportation safety inspection requirements and, within 10 days of receiving documentation evidencing such compliance, shall forward a copy thereof to Pace. Pace and/or its designee may inspect a Vehicle and/or examine its maintenance records during Provider's normal business hours.

If Pace, in its sole discretion, determines that Provider has failed to maintain any Vehicle in accordance with the Manual, Pace shall give written notice of all deficiencies to Provider, and Provider shall correct the deficiencies within 30 days of receipt of such notice.

17. **Vehicle Return**

Within 14 days of termination or expiration of this Agreement, Provider shall return each Vehicle to Pace in the same condition as when Provider received it, ordinary wear and tear excepted. Upon Vehicle return, Provider and Pace shall jointly conduct a Vehicle inspection and complete a written Vehicle condition report. The report shall be signed by both Pace and Provider. Provider shall reimburse Pace for the cost of repairing any Vehicle damage other than ordinary wear and tear within 30 days of receiving an invoice from Pace for such repair work.

If Provider fails to timely return any Vehicle to Pace or to use, repair, or maintain any Vehicle as required by this Agreement, Provider authorizes Pace, without demand, legal process, or breach of the peace, to enter any premises where the Vehicle is located and take possession of and remove the Vehicle. Provider shall not prosecute or assist in the prosecution of any claim, suit, action, or other proceeding, and releases Pace from any liability and/or damages, arising out of such repossession.

18. **Third-Party Providers**

"Third-Party Providers" are any parties who, pursuant to contract or agreement with Provider, furnish a part of the Service. Provider's contracts and agreements with Third-Party Providers shall be in writing, shall be made in accordance with applicable laws, shall require Third-Party Provider compliance with this Agreement, shall incorporate this Agreement as an exhibit, shall not release Provider from any obligations under this Agreement, and shall not operate as a waiver of any rights of Pace under this Agreement.

Provider shall competitively solicit that part of the Service provided by Third-Party Providers as required by Pace. Provider shall not execute a Third-Party Provider contract or agreement until after Provider furnishes Pace with a copy of the contract or agreement and obtains Pace's written approval of the Third-Party Provider. In the event a Third-Party Provider will use any Vehicle, the Third-Party Provider shall execute a written sublease in a form approved by Pace prior to the use of the Vehicle.

19. **Indemnification**

Provider shall indemnify, defend, and hold harmless Pace, the Regional Transportation Authority (RTA), and their respective directors, officers, agents, and employees from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including reasonable attorneys' fees, arising out of the intentional or negligent acts or omissions of Provider or Third-Party Providers concerning this Agreement. Provider shall further indemnify, defend, and hold harmless Pace, the RTA, and their respective directors, officers, agents, and employees from any and all Third-Party Provider claims arising out of this Agreement. Any and all claims against Pace and/or the RTA for unemployment benefits and worker's compensation benefits are expressly waived by Provider and Third-Party Providers, which shall maintain separate policies of insurance as provided in this Agreement. Upon written notice by a party indemnified under this paragraph to Provider regarding any claim which the indemnified party believes to be covered under this paragraph, Provider shall appear and defend all suits brought upon such claim and shall pay all costs and expenses incidental thereto, but the indemnified party shall have the right, at the indemnified party's option and expense, to participate in the defense of any suit, without relieving Provider of Provider's obligations under this paragraph.

20. **Insurance**

Provider shall comply, and shall require its Third-Party Providers to comply, with the insurance requirements set forth in the attached Exhibit C.

21. **Pass-Through Funding Provisions**

Pace received federal funds to purchase the Vehicle(s) used by Provider in connection with the Service. As a condition to receiving the federal funds, Pace agreed to comply with applicable federal laws, regulations, and directives contained in the FTA Master Agreement ("FTA Master Agreement"), which is found on the FTA website at <https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements> and is incorporated by reference into this Agreement.

As a condition to Provider's Vehicle use, Provider shall comply with applicable federal laws, regulations, and directives contained in the FTA Master Agreement.

A compilation of FTA Master Agreement provisions covered by statutory or regulatory certification or assurance requirements for the current FTA fiscal year is found on the FTA website at <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>. Not all of the provisions will apply to Provider or the Service. To ensure compliance with the applicable provisions of the FTA Master Agreement, Provider shall execute the FTA Certifications and Assurances Signature Page and submit it to Pace upon Provider's execution of this Agreement and, thereafter, on an annual basis during the term of this Agreement.

Provider acknowledges that federal laws, regulations, and directives applicable to Pace, Provider, and the Service may be modified from time to time. In particular, new federal laws, regulations, and directives may become effective after the date on which Pace executed the Grant Agreement and, in that event, the new federal laws, regulations, and directives will apply to this Agreement, except to the extent that the FTA determines otherwise in writing.

22. **Compliance with Laws**

- a. Provider shall comply with applicable federal, state, and local laws, statutes, ordinances, rules, and regulations ("Laws"), including those relating to:
 - i. minimum wages to be paid to employees, limitations upon the employment of minors, minimum fair wage standards for minors, the payment of wages due employees, and applicable regulations established to protect the health and safety of employees, passengers, and the public;
 - ii. employee protection, if required, under Section 5333(b) of the Urban Mass Transportation Act of 1964, as amended, 49 U.S.C. § 5333(b), and Section 2.16 of the Regional Transportation Authority Act, 70 ILCS 3615/2.16, for persons employed by Provider to provide the Service; and
 - iii. anti-discrimination and equal employment opportunity Laws, including but not limited to the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 *et seq.*, Title VII of the Civil Rights Acts of 1964, as amended, 42 U.S.C. § 2000e *et seq.*, the Civil Rights Acts of 1866 and 1871, 42 U.S.C. §§ 1981 and 1983, the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.*
- b. Provider shall also comply with all of the affirmative action, equal employment opportunity, and disadvantaged business enterprise requirements set forth in the FTA Certifications and Assurances.

- c. The Service must be open to the public (within the limits of schedule and space availability) and shall not be restricted to a particular group of individuals. The Parties shall cooperate to ensure that no person is denied the opportunity to participate in the Service or is subjected to discrimination in the conduct of the Service because of the person's race, religion, color, age, sex, national origin, mental or physical disability, or sexual orientation or in any manner contrary to applicable federal, state, and local laws, statutes, ordinances, rules, and regulations, including Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*, and 49 C.F.R. part 21 (Nondiscrimination in Federally-Assisted Programs of the Department of Transportation).
- d. If Provider's noncompliance with any of the Laws or the requirements set forth in the FTA Certifications and Assurances results in Provider being declared non-responsible and, therefore, ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, Pace may terminate or void this Agreement in whole or in part without limitation as to any other available remedy.

23. **Audit and Recordkeeping**

Provider shall permit authorized representatives of Pace, the Federal Transit Administration, or their respective designees to inspect and audit all records and data associated with the Service and shall fully and expeditiously cooperate with any such inspection and audit. Provider shall retain all records associated with the Service for a period of five years following expiration or termination of the Service or such longer period of time as may be necessary for any pending audit, litigation, or other claim ("record retention period"). Upon the expiration of the record retention period, Provider shall deliver such records to Pace.

24. **Financial Integrity**

Provider shall provide Pace with a financial audit for the most recent year and any other financial information requested by Pace to assist Pace in verifying Provider's financial ability to undertake Provider's obligations under this Agreement. During the term of this Agreement and within 48 hours of receiving Pace's written request, Provider shall furnish Pace with evidence, satisfactory to Pace, of Provider's financial ability to carry out Provider's obligations under this Agreement.

25. **Entire Agreement and Non-Reliance**

This Agreement, including the introductory Recitals and any attached exhibits, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the Parties and supersedes any prior written or oral understandings, agreements, or representations between the Parties that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, shall be implied or impressed upon this Agreement.

Provider represents and warrants that: (a) Provider has conducted such independent review, investigation, and analysis (financial and otherwise) and obtained such independent legal advice as desired by Provider to evaluate this Agreement and the transaction(s) contemplated by this Agreement; (b) Pace has not made any representations or warranties to Provider with respect to this Agreement and the transaction(s) contemplated by this Agreement, except such representations and/or warranties that are specifically and expressly set forth in this Agreement; and (c) Provider has relied only upon such representations and/or warranties by Pace that are specifically and expressly set forth in this Agreement and has not relied upon any other representations or warranties (whether oral or written or express or implied), omissions, or silences by Pace. Without limiting any representations and/or warranties made by Pace that are specifically and expressly set forth in this Agreement, Provider acknowledges that Pace will not have or be subject to any liability to Provider resulting from the distribution to Provider or Provider's use of any information, including any information provided or made available to Provider or any other document or information in any form provided or made available to Provider, in connection with this Agreement and the transaction(s) contemplated by this Agreement.

26. **Amendments**

Pace may change, amend, or modify the terms of this Agreement and any of its procedures, requirements, fees, or forms upon 30 days' advance written notice to Provider.

27. **Headings**

The headings contained in this Agreement are for reference and convenience only and shall not affect the meaning or interpretation of this Agreement.

28. **Waiver**

Failure of a Party to exercise any right or pursue any remedy under this Agreement shall not constitute a waiver of that right or remedy.

29. **Conflict**

In the event of a conflict or ambiguity between the terms and conditions of this Agreement and any exhibit to or document incorporated into and made a part of this Agreement, the terms and conditions of this Agreement shall control.

30. **Survival**

Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement shall be deemed to survive termination or expiration of this Agreement.

31. **Severability**

If any provision of this Agreement is held invalid or unenforceable by an Illinois court of competent jurisdiction, such provision shall be deemed severed from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect.

32. **Force Majeure**

Neither Party shall be held liable to the other Party nor be deemed to have breached this Agreement for failure or delay in performing any obligation under this Agreement if the failure or delay is caused by or results from causes beyond the reasonable control of and without the fault or negligence of the affected Party, including war, fire, flood, other acts of God, civil disturbance, a terrorist act, pandemic, epidemic, or a labor strike or lockout. The affected Party shall promptly notify the other Party of such force majeure circumstances, specifying the cause and the expected duration of the delay, and shall promptly undertake all reasonable steps necessary to cure the force majeure circumstances. If a condition of force majeure continues for more than 30 consecutive days, this Agreement may be terminated immediately at the option of Pace after written notice. Where an event of force majeure occurs after a Party's failure or delay in performance, the defaulting Party shall not be released from liability.

33. **Assignment**

No Party shall assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other Party.

34. **Binding Effect**

This Agreement shall be binding upon the Parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns.

35. **Notice**

Any notice under this Agreement shall be in writing and shall be given in the following manner:

- (a) by personal delivery (deemed effective as of the date and time of delivery);
- (b) by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company);
- (c) by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the second business day following deposit of the notice in the U.S. mail); or
- (d) by facsimile with confirmation of transmission (deemed effective as of the date and time of the transmission, except the effective date and time shall be 8:00 a.m. on the next business day after transmission of the notice if transmitted during non-business hours).

Business days are defined as Monday through Friday, excluding federal holidays. Business hours are defined as 8:00 a.m. to 5:00 p.m. Central Time on Monday through Friday, excluding federal holidays. The notice shall be addressed as follows or addressed to such other address as either Party may from time to time specify in writing to the other Party:

If to Pace:

550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: General Manager/Chief Operating Officer
Facsimile No. (847) 640-6539

If to Provider:

Maine Township
1700 Ballard Road, Park Ridge IL 60068
Attention: Karen Dimond
Facsimile No. (847)297-1335

36. **Disputes and Limitations on Liability**

Provider shall pay to Pace all costs, expenses, and reasonable attorneys' fees incurred by Pace in connection with the enforcement of this Agreement, including the repossession of any Vehicle and collection of any sums due from Provider. Each Party irrevocably waives its right to a jury trial in any legal proceeding arising out of or relating to this Agreement. Provider shall continue to perform its obligations under this Agreement notwithstanding any dispute between the Parties. In no event shall Pace be liable to Provider for anticipated profits, incidental or consequential damages, or penalties.

37. **Governing Law, Jurisdiction, and Venue**

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and the Parties shall submit to the exclusive jurisdiction and venue of the state courts of the Illinois county in which Provider's principal place of business is located for any dispute arising out of or related to this Agreement.

38. **Singular, Plural, and Gender**

When used in this Agreement, unless the context otherwise requires, the singular includes the plural, the plural includes the singular, and gender-related nouns and pronouns include the feminine, masculine, and gender neutral.

39. **No Precedent**

The terms of this Agreement shall not establish any precedent in any subsequent agreement or contract involving the Parties or other parties. This Agreement may not be offered, used, or admitted into evidence in any proceeding or litigation for such purpose.

40. **Interpretation**

The word "shall" when used in this Agreement is mandatory and not permissive.

41. **Counterparts**

This Agreement may be executed in counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which when taken together shall constitute one and the same agreement.

42. **Electronic Signatures**

This Agreement may be executed using electronic signatures. The typed name of a signatory to this Agreement constitutes that signatory's electronic signature on this Agreement. Electronic signatures shall be deemed original signatures for purposes of this Agreement.

43. **Authorization**

The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the Party for whom they sign.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized signatory on the dates below.

PACE

PROVIDER

By: _____
Signature

By: _____
Signature

Print Name: Melinda J. Metzger

Print Name: Karen J. Dimond

Title: Executive Director

Title: Supervisor of Maine Township

Date: _____

Date: _____

EXHIBIT A



Vehicle Program Application

Select One Vehicle Program: Advantage / Locally Based Service / Municipal / Employer Shuttle / Not-For-Profit Shuttle

I. Provider Information

Name Maine Township		
Street Address 1700 Ballard Road	City and State Park Ridge IL	Zip Code 60068
Name of Authorized Contact Person Karen Dimond		
Title of Contact Person Supervisor of Maine Township		
Telephone Number of Contact Person (847)297-2510 ext, 224	Email Address of Contact Person kdimond@mainetown.com	
Alternate Telephone Number of Contact Person (847)297-2510	Fax Number of Contact Person (847)297-1335	

Based on projected demand, specify the **number** of Pace-owned vehicles (“Vehicles”) requested:

- | | |
|--|---|
| _____ 12-Passenger Community Van
(only for Locally Based Service) | _____ 10 to 14-Passenger Conversion Van
(only for Advantage, Employer Shuttle, and Not-for-Profit Shuttle) |
| ¹ _____ 7-Passenger Conversion Lift Equipped Van
(only for Advantage, Municipal, Employer Shuttle, and Not-for-Profit Shuttle) | _____ 7-Passenger Minivan
(only for Advantage, Employer Shuttle, and Not-for-Profit Shuttle) |

II. Existing Service

Describe the type of vehicle service that Provider currently provides:

None

III. **Intended Vehicle Use**

A. Describe the intended Vehicle use in Provider’s vehicle service (Provider may not modify the intended Vehicle use without Pace’s prior written approval):

To provide transportation for members of the public to stores and appointments

B. Describe the rider eligibility criteria for Provider’s vehicle service, which must be open to the public:

Open to township residents and residents in the surrounding area

C. Describe the proposed route(s) or service area(s) for Provider’s vehicle service (include map(s) if needed):

It is not anticipated that there will be a set route. The service area will be primarily within Maine Township, but will extend outside the township for appointments and some shopping destinations.

D. Describe the proposed trip reservation method:

Riders will call Maine Township 48 hours in advance to make an appointment for a pick-up.

E. Provide the proposed one-way fare: \$2.00

F. Identify the days and times of Vehicle use:

Monday from 9:30 a.m. to 1:30 p.m. Saturday from n/a a.m. to n/a p.m.
Tuesday from 9:30 a.m. to 1:30 p.m. Sunday from n/a a.m. to n/a p.m.
Wednesday from 9:30 a.m. to 1:30 p.m.
Thursday from 9:30 a.m. to 1:30 p.m.
Friday from 9:30 a.m. to 1:30 p.m.

G. Identify any holidays on which there will be no Vehicle use:

All state holidays

H. Estimate the monthly Vehicle mileage: 1000

I. Estimate the number of monthly one-way passenger trips: 500

J. Identify Provider's back-up vehicle(s) (attach additional pages as needed):

Year unknown Make unknown Model (Volunteer drivers or a rental vehicle will be used.)

Passenger Capacity unknown Wheelchair accessible: Yes No

K. Provide any additional information that Provider wants Pace to consider when evaluating this Application (attach additional pages as needed):

A nonprofit, entitled FISH, has been providing some free rides to residents. FISH uses volunteer drivers.

IV. **Administration**

A. Describe the supervision of the daily operations of Provider's vehicle service:

Supervision of daily operations will be by

Karen Dimond , Supervisor

Dayna Berman, Administrator

Jenny Raffe, Supervisor's Assistant

B. Designate a Transportation Coordinator who shall be responsible for, among other things, serving as Provider's primary contact, maintaining records, completing reports, and managing Vehicle maintenance and service:

Name: Karen Dimond

Title: Supervisor

Daytime Telephone Number: (847)297-2510

Evening Telephone Number: (847)722-0723

Fax Number: (847)297-1335

Email Address: kdimond@mainetown.com

Name of Alternate Person: Dayna Berman

Title of Alternate Person: Administrator

Daytime Telephone Number of Alternate Person: (847)297-2510

Evening Telephone Number of Alternate Person: (847)297-2510

Fax Number of Alternate Person: (847)297-1335

Email Address of Alternate Person: dberman@mainetown.com

C. Vehicle Storage and Maintenance

1. Provide the name and address of Provider's vehicle storage facility at which each Vehicle will be stored and describe the security at that location:

The Township has a locked garage in which the vehicle will be stored.

1700 Ballard Road in Park Ridge, Illinois 60068

2. Provide the name and address of the location where Vehicle maintenance will take place (e.g., in-house or service station) and describe how Vehicle maintenance will be performed:

PACE designated service station

D. Equipment

Indicate whether Provider is requesting Pace's prior written approval to alter, mark, and/or install equipment or signs on any Vehicle and, if the answer is yes, describe the proposed alteration, mark, and/or installation:

PACE will provide vehicle sign "Maine Township"

E. Describe Provider's anticipated marketing strategies to publicize its vehicle service (attach a copy of any brochures or flyers):

We will first use Mainesteamers bi-monthly newsletter for marketing, which goes out to seniors in township.

Later, we may use Mainely News, which goes out to all residents of the township every quarter.

We will also put on website. See links for examples of newsletters:

<https://files.maintown.com//Document%20Center/Departments/MaineStreamers/Newsletter/07-24.pdf>

https://files.maintown.com//Document%20Center/Online%20Resources/Mainely%20News/mainelynews_s

F. Provide a financial audit of Provider for the most recent year and any other financial information that would demonstrate Provider's ability to fulfill its obligations under the Pace Vehicle Program.

Signature of Provider's Primary Contact Person

Date

Printed Name of Provider's Primary Contact Person

FOR PACE VANPOOL OFFICE USE ONLY

APPROVED

NOT APPROVED

Regional Manager, Paratransit and Vanpool

Date

EXHIBIT B

REQUEST FOR "NON-STANDARD" USE FORM

PLEASE CHECK AND COMPLETE THE FOLLOWING ITEMS AS APPLICABLE:

REQUEST TO DRIVE VEHICLE OUTSIDE THE PACE SIX-COUNTY
NORTHEASTERN ILLINOIS REGION:

Description of out-of-region trip planned: _____

Purpose of out-of-region trip: _____

Date(s) of out-of-region use: _____

Date request submitted to Pace: _____

FOR PACE USE ONLY		
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Pace Signature: _____
		Date: _____

REQUEST TO ALTER, MARK, AND/OR INSTALL EQUIPMENT OR SIGNS ON
VEHICLE:

Description of alteration, mark, and/or installation requested: _____

MAINE TOWNSHIP

Purpose of alteration, mark, and/or installation: _____

PACE provided sign to identify vehicle

Date(s) for alteration, mark, and/or installation to be made: ^{Before delivery} _____

Date request submitted to Pace: _____

FOR PACE USE ONLY		
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Pace Signature: _____
		Date: _____

EXHIBIT C

Insurance Requirements – Pace Vehicle Program

Provider shall obtain and maintain insurance coverage required by this exhibit for the term of this Agreement plus one additional year. All insurers shall maintain a rating of A-VII or better as rated by A.M. Best Company.

Prior to Provider's execution of this Agreement and within five business days of Pace's written request, Provider shall provide Pace with the Certificate of Insurance and endorsements required by this exhibit for Pace's approval. Pace must approve of Provider's evidence of insurance coverage required by this exhibit prior to Provider commencing work under this Agreement. Any failure by Pace to demand or receive proof of insurance coverage or to identify a deficiency in the evidence of insurance coverage provided shall not constitute a waiver of Provider's obligation to obtain the insurance required by this exhibit.

The provisions of this exhibit, including the required minimum insurance coverages, in no way limit Provider's responsibilities under other provisions of this Agreement, including the indemnification provision. Provider's failure to carry, maintain, and/or document the insurance required by this exhibit shall constitute a breach of this Agreement.

Upon Pace's written request, Provider shall furnish Pace with a copy of each insurance policy required by this exhibit.

- Evidence of Insurance** shall be on Acord 25 (or equivalent) Certificate of Insurance form and shall evidence all insurance coverage, limits, and endorsements required by this exhibit. Prior to the renewal date of each insurance policy required by this exhibit, Provider shall provide Pace with an updated Certificate of Insurance by email to insurancecert@pacebus.com.

Provider shall include with the Certificate of Insurance submitted to Pace: "Additional Insured" endorsements (CG 20 10, CG 20 37, CG 20 26 {Commercial General Liability}, and CA 20 48 {Automobile Liability}) and other policy endorsements required by this exhibit, including WC ISO WC 00 03 13.

"Other Insurance" policy clause shall be shown on the Certificate of Insurance with the following wording: "This insurance is primary, non-contributory, and not excess of any other insurance of Pace." This applies to all insurance policies where Additional Insured status of Pace is a requirement of this exhibit.

Additional Insured shall be shown on the Certificate of Insurance as "The Regional Transportation Authority (RTA) and Pace, the Suburban Bus Division of the RTA, are Additional Insureds on the general liability, automobile liability, and umbrella liability policies."

Waiver of subrogation shall be shown on the Certificate of Insurance as "General liability, automobile liability, workers' compensation, and umbrella insurers waive all rights of subrogation against the Regional Transportation Authority (RTA) and Pace, the Suburban Bus Division of the RTA."

The Certificate of Insurance shall disclose all deductibles or self-insured retentions, which are the sole responsibility of Provider.

The insurance required by this exhibit shall provide for written notice of policy cancellation to Pace's Insurance Liaison at least 30 days prior to the effective date of such cancellation.

The Certificate Holder shall be shown on the Certificate of Insurance as:

Pace, the Suburban Bus Division of the Regional Transportation Authority
Attention: Insurance Liaison
550 W. Algonquin Road
Arlington Heights, IL 60005

Insurance Coverages: Minimum insurance requirements for this Agreement are identified in those paragraphs below marked with an :

- Workers' Compensation and Employer's Liability Insurance** affording the following coverage and limits: Coverage A-Statutory Benefits and Coverage B-Employer's Liability-\$500,000 Each Accident, \$500,000 Disease-Each Employee, \$500,000 Disease-Policy Limit. Executive officers, sole proprietors, general Providers utilizing independent Provider labor, and others not required by the Illinois Workers' Compensation Act to obtain workers' compensation insurance coverage shall execute a hold harmless agreement provided by Pace.
- Commercial General Liability Insurance (Broad Form)** affording the following coverage and limits: Each Occurrence-\$1,000,000; General Aggregate-\$2,000,000; Products/Completed Operations Aggregate-\$2,000,000; and Personal & Advertising Injury-\$1,000,000. The policy shall not contain a Sexual Abuse and Molestation exclusion. The policy shall be written on an ISO CG 00 01 (or equivalent) and shall name the Regional Transportation Authority (RTA) and Pace, the Suburban Bus Division of the RTA, as Additional Insured by endorsement to the policy.
- Business Automobile Liability Insurance** affording the following coverage and limits: combined single limit of \$1,000,000 each accident for bodily injury and property damage liability arising from owned, non-owned, hired, and uninsured/underinsured vehicles. The policy shall name the Regional Transportation Authority (RTA), and Pace, the Suburban Bus Division of the RTA, as Additional Insured by endorsement to the policy. This coverage is to include \$5,000 of Medical Payment coverage.
- Automobile Physical Damage** with coverage afforded for **Comprehensive perils** including losses from fire, theft, vandalism, falling or flying objects, malicious mischief, lightning, windstorm, water, flood, earthquake, hail, impact with animals, missiles, riot, civil commotion, rising water, and breakage of glass (other than when caused by collision), and; **Collision perils**, including upset or collision with another vehicle, person, or any object including the ground or highway; impact with an object on or in the ground.
- If Provider is leasing or using Pace property, including any Pace-owned vehicle(s), and is contractually obligated to insure such property, Provider's insurer or agent/broker shall name Pace, the Suburban Bus Division of the Regional Transportation Authority, as the **Loss Payee**, and Pace shall be provided with a BP 12 03 Loss Payee (or equivalent) endorsement that specifically schedules Pace as a Loss Payee.
- Umbrella Liability Insurance** affording the following coverage and limits: \$4,000,000 each occurrence and \$4,000,000 aggregate. The insurance shall provide coverage at least as broad as each of the underlying policies.
- Waiver of Subrogation**
Provider and its insurer shall waive any rights of subrogation that they have against Pace and the Regional Transportation Authority and, in connection therewith, Provider's insurance policies required under this exhibit shall include a waiver of subrogation clause or endorsement.

For the Municipal Vehicle Program and the Locally Based Service Vehicle Program: Provider shall insert the substance of this exhibit in Provider's agreements with Third-Party Providers and shall require Third-Party Providers to provide and maintain the insurance required by this exhibit. It is Provider's sole responsibility to ensure that the insurance coverage of Third-Party Providers meets or exceeds the insurance coverage required by this exhibit.

MAINE TOWNSHIP

RESOLUTION NO. 2024-10

A RESOLUTION ADOPTING THE PACE DRUG AND ALCOHOL POLICY AND TESTING PROGRAM FOR TOWNSHIP EMPLOYEES PERFORMING SAFETY-SENSITIVE FUNCTIONS FOR THE PACE VEHICLE PROGRAM

WHEREAS, Maine Township ("Township") desires to enter into an Agreement with the Suburban Bus Division of the Regional Transportation Authority ("Pace") to use Pace-owned vehicles to provide transportation to the general public, senior citizens, individuals with disabilities, and /or low income individuals, in a manner that will reduce the number of motor vehicles on the road within the Township ("Pace Vehicle Program"); and

WHEREAS, the Agreement with Pace requires that the Township adopt a specific drug and alcohol policy and testing program for certain employees in order to participate in the Pace Vehicle Program; and

WHEREAS, the Township desires to adopt the Pace Drug and Alcohol Policy and Testing Program, a copy of which is attached hereto and incorporated into this Resolution as Exhibit A, as the Township's Drug and Alcohol Policy and Testing Program for Township employees who perform safety-sensitive functions for the Pace Vehicle Program.

NOW, THEREFORE, BE IT RESOLVED by the Supervisor and Board of Trustees of Maine Township, Cook County, Illinois, as follows:

SECTION 1. The recitals set forth above are hereby incorporated into this Resolution as if set forth in full herein.

SECTION 2. The Township Board of Trustees hereby adopts the Pace Drug and Alcohol Policy and Testing Program, attached hereto and incorporated herein as Exhibit A, as the Township's Drug and Alcohol Policy and Testing Program for Township employees who perform safety-sensitive functions for the Pace Vehicle Program.

SECTION 3. The Pace Drug and Alcohol Policy and Testing Program will only apply to Township employees who perform safety-sensitive functions for the Pace Vehicle Program and will not apply to any other Township employees.

SECTION 4. This Resolution shall take effect immediately upon its passage and approval as provided by law.

PASSED AND APPROVED by the Supervisor and Board of Trustees of Maine Township, Illinois, this 30th day of July, 2024.

KAREN J. DIMOND, Supervisor

KIMBERLY JONES, Trustee

JAMES MAHER, Trustee

KELLY HORVATH, Trustee

ASIF MALIK, Trustee

ATTEST:

PETER GIALAMAS, Clerk

EXHIBIT A

Pace Drug and Alcohol Policy and Testing Program

PACE SUBURBAN BUS DIVISION

DRUG AND ALCOHOL POLICY

AND TESTING PROGRAM

Effective: January 1, 1995

Revised: May 1, 2007

August 25, 2008

August 31, 2009

October 1, 2010

December 1, 2011

September 1, 2015

May 1, 2018

(Pursuant to Resolution of the
Pace Suburban Bus Division Board of Directors)

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I. Overview

Under the Drug-Free Workplace Act of 1988, the U.S. Congress required recipients of federal funds to take certain steps to provide for drug-free workplaces for their employees. Additionally, under the Omnibus Transportation Employee Testing Act of 1991, the U.S. Congress directed the Federal Transit Administration ("FTA") to issue regulations on drug and alcohol testing for mass transit workers in safety-sensitive positions. In response, the FTA has published regulations prohibiting drug use and alcohol misuse by transit employees and requiring transit agencies to test for prohibited drug use and alcohol misuse. These regulations are 49 CFR Part 655, "Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations." In addition, the Department of Transportation ("DOT") has issued 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," and amendments which prescribes the testing methods to be followed.

This document sets forth the drug and alcohol policy and testing program of Pace Suburban Bus Division ("Pace") and has been adopted by the Pace Board of Directors pursuant to resolution. It was developed to comply with the requirements identified in the foregoing laws and FTA and DOT regulations. Where applicable, the document will identify those policies and procedures that are Pace-mandated drug and alcohol policies and testing programs not required by the DOT or the FTA. Additionally, in adopting this policy and program, Pace does not otherwise waive its right to enforce already established rules, policies, or programs, or the terms and provisions of any applicable collective bargaining agreement governing drug and alcohol use, possession and testing. Moreover, this document is intended to be read consistent with and subject to any otherwise applicable law or regulation presently in effect or which in the future may take effect. If any section or provision of this document should be held invalid by operation of law, none of the remainder shall be affected.

II. Introduction

A. Policy and Program Purposes

Pace performs a vital service for the public. To ensure that this service is delivered safely and effectively, each Pace employee has the responsibility to perform his/her duties in a safe, conscientious, and courteous manner.

The purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace and to reduce the probability of accidents or incidents related to the use and/or misuse of alcohol and other drugs by employees so that transit services are delivered safely, efficiently, and effectively.

This policy outlines four principles as a means to achieve Pace's goal of providing a workplace free from the effects of drug and alcohol use and/or misuse for its employees. The first principle emphasizes deterrence from the use of drugs and alcohol in or affecting the workplace. Pace will make education and training available for all employees regarding the effects of substance abuse on individuals and on the workplace. Supervisors and managers will receive specialized training in detection, early intervention, and enforcement.

The second principle is treatment and rehabilitation. Pace maintains an Employee Assistance Program ("EAP") to assist employees with personal problems, including those surrounding the misuse of drugs and alcohol. Pace supports rehabilitation before an employee's job is in jeopardy. Although employees are encouraged to receive help for drug and alcohol problems, participation in Pace's EAP will not excuse an employee's failure to comply with Pace rules and regulations; nor will it preclude discipline for rule or policy violations.

The third principle is detection. Toward this end, Pace employs six (6) FTA mandated drug and/or alcohol tests in the following circumstances: pre-employment, reasonable suspicion, post-accident, random, return to duty, and follow-up. The foregoing drug and/or alcohol tests will apply to all full-time, part-time, seasonal and temporary employees of Pace engaged in the performance of safety-sensitive functions. It also applies to: applicants for positions of employment involving the performance of safety-sensitive functions for Pace and operators who are third party contractors.

The fourth principle is enforcement, which is essential if deterrence, rehabilitation, and detection are to be successful. All employees must be fit for duty as defined within this policy. Accordingly, the failure to properly report the dispensing, possession, or use of a controlled substance or narcotic contrary to the terms of this policy, and the use or possession of intoxicants contrary to the terms of this policy is prohibited and will result in disciplinary action up to and including discharge.

B. Employee and Management Responsibilities

All Pace employees covered by this policy are required to refrain from using drugs and alcohol contrary to the specific prohibitions identified herein. Ms. Melinda J. Metzger, Deputy Executive Director, Revenue Services (or a designated representative) will monitor Pace Department and Division practices to ensure compliance. Anyone with questions regarding this policy, its practices or procedures should contact the Deputy Executive Director, Revenue Services, 550 West Algonquin Road, Arlington Heights, Illinois 60005, or by phone (847) 228-2302.

Employees are responsible for ensuring adherence to this policy. Managers and supervisors will be held accountable for both the application of the policy and the consistency of its enforcement. To that end, Pace prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, age, sex, religion, national origin and ancestry, sexual orientation, veteran status, or disability.

C. Confidentiality

Confidentiality will be maintained throughout the drug and alcohol screening process. Pace will maintain records in a manner so that disclosure of information to unauthorized persons does not occur. Additionally, the specimen collection site, testing laboratory, medical review officer ("MRO"), breath alcohol technician ("BAT"), and substance abuse professional ("SAP") will be held to strict confidentiality requirements consistent with the following:

- The testing laboratory: shall maintain employee test records in confidence as provided by DOT requirements; shall ensure the security of data transmission and limit access to any data transmission, storage, and retrieval system; will report individual drug test results only to the employee tested, the designated MRO, or the decision makers in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee and arising from a certified positive drug test; and shall retain all records pertaining to a given urine specimen for a minimum of two (2) years.
- The MRO, BAT, and SAP will report individual test results only to: the employee tested; Pace's EAP (if applicable); and the Pace management official empowered to recommend or take administrative action (or the official's designated agent).

Pace will release individual test results to the employee tested upon written request. Pace will not release individual test results to any other party absent a specific written consent of the employee tested authorizing such release to a specifically identified person(s) except as follows:

- To the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee tested and arising from a test administered under this policy.
- To the National Transportation Safety Board ("NTSB") about any post-accident test performed for an accident under NTSB investigation.
- When requested by the DOT or any state or federal agency with regulatory authority over Pace or any of its employees.

EAP personnel will be expected to carry out all actions relative to this policy in a manner which respects the dignity and confidentiality of those involved. EAP records are regarded as confidential medical records and are not available for inspection by anyone except EAP staff absent a written release of information by the employee. EAP personnel will release information to Pace personnel only on a need-to-know basis subject to advance notice to the employee whenever feasible. In any case where the employee raises a claim against Pace involving his/her participation in the EAP, the employee shall be deemed to have waived his/her right to confidentiality and Pace shall have the right to explore thoroughly and evaluate the employee's participation in the EAP.

Any employee covered by this policy is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of prohibited drugs or alcohol; including any records pertaining to his/her drug or alcohol tests. Pace shall provide promptly the records requested by the employee. Access by the employee to his/her records shall not be contingent upon payment for records other than those specifically requested.

III. Implementation Guidelines for Promoting a Drug and Alcohol-Free Workplace

A. Deterrence

1. Fitness for Duty

Pace has determined that an employee is fit for duty when he/she is unequivocally able to perform his/her duties, including when he/she is ready for work or working without the presence of any alcohol or the presence of any specified drugs or their metabolites as prescribed by this policy. Employees must understand that they are responsible for assuring that their job conduct is safe and appropriate.

2. Reporting the Use of Prescription Medication

Separate from any FTA requirements, safety-sensitive employees are required to report their use of prescription medication to Pace. Safety-sensitive employees who fail to report their use of prescription medication in accordance with this section, and subsequently have a positive drug or alcohol screen, are subject to progressive discipline up to and including discharge. Accordingly, all such employees are advised to inform their physicians and/or pharmacists of their employment requirements regarding fitness for duty prior to obtaining medication.

3. Education and Training

Pace recognizes that education and training of its workforce and supervisors are major components of a successful drug and alcohol program. To that extent:

- All employees subject to testing under this policy will be provided a copy.
- Pace will display and distribute informational material about the effect of drugs along with a community service hotline telephone number to assist employees who may be experiencing problems with prohibited drugs.
- Pace will provide educational materials that explain the requirements of the FTA's alcohol rule and the policies and procedures identified in this document.
- Pace will distribute informational material about the signs and symptoms of an alcohol problem and the effects of alcohol misuse on an individual's health, work and personal life.
- A minimum of sixty (60) minutes of training will be provided to all employees subject to testing under this policy on the manifestations and behavioral cues indicating drug use on personal health, safety, and the work environment.

- A minimum of an additional sixty (60) minutes of training for the alcohol program and sixty (60) minutes of training for the drug program will be provided to supervisors who will be determining when it is appropriate to administer “reasonable suspicion” drug or alcohol tests under this policy.

In addition to the foregoing, Pace will consider and implement such other education and training programs as will help promote safety goals, maintain the integrity of Pace’s drug and alcohol testing program, and enhance the benefits of the program.

B. Treatment and Rehabilitation

1. Employee Assistance Program (EAP) Responsibilities

In order to promote a drug and alcohol-free environment, Pace will work to assist eligible employees with problems due to the use of drugs or misuse of alcohol.

Accordingly, separate from any programs regarding drug and alcohol testing mandated by the FTA and DOT, Pace has established and encourages the use of its Employee Assistance Program (“the EAP”). The EAP was established in part so that an employee who recognizes that he/she has a drug use or alcohol misuse problem may have the opportunity to receive treatment and rehabilitation.

Pace’s EAP will assist eligible employees with drug use and alcohol misuse problems, and related concerns, through one or more of the following depending upon the circumstances of each particular case:

- Consultation with supervisors and/or other Pace officials
- Evaluation and referral
- Individual and group counseling
- Individual case management
- Crisis intervention
- Specialized education and training programs

2. EAP Referral

There are two ways to begin rehabilitation through Pace’s EAP: voluntary self-referral and management referral.

Voluntary self-referral is preferred by Pace as a means to resolve drug and/or alcohol problems. Such an option is not available to an employee after he/she

has been notified to submit to a drug or alcohol test under this policy. Nor can an employee become a volunteer when subject to disciplinary action in order to avoid discipline.

Voluntary participation in the EAP will not adversely impact an employee's employment or promotional opportunities at Pace. However, employees who do not make a commitment to overcome their drug and/or alcohol problems may experience work performance problems as a result. Accordingly, an employee who exhibits poor or improper job performance as a result or tests positive for drugs and/or alcohol pursuant to a test administered under this policy will be subject to disciplinary action.

The second avenue for referral to the EAP is through management. Supervisors and managers of Pace may refer to the EAP for an evaluation for any employee who demonstrates performance problems such as excessive absenteeism, tardiness, or overall poor work performance. Based upon the reason for the referral and the assessment of the EAP counselor, employee referred to the EAP and determined to have a drug use or alcohol misuse problem may be removed from their position and suspended or assigned to alternative duty subject to the availability of such work, the need to accommodate other employees, and any federal and state statutory and regulatory requirements.

The managerial option to refer any employee to Pace's EAP shall not, however, restrict Pace's right to terminate or otherwise discipline an employee. In the event an employee requests admission into the EAP after commission of an act (including a violation of this policy) which subjects him/her to discharge, Pace may, in its discretion, convert the discharge to a suspension and allow the employee admission into the EAP. Such a determination will be based upon the following criteria: the type of rule violation and all circumstances attendant to the incident in question; the employee's length of service; and the employee's overall work record.

Employees are directed to any pertinent collective bargaining agreement for the terms and provisions of, and restrictions and benefits attendant to, EAP participation. Any questions regarding Pace's EAP should be referred to the Regional Manager (or a designated representative).

C. Effects of Alcohol

Alcohol is the most commonly abused chemical substance in the country and in the workplace. Of the two-thirds of all Americans who drink, there are an estimated thirteen million people with serious drinking problems. A problem drinker is anyone who frequently drinks to the state of intoxication. While intoxicated, he/she may exhibit behavior that would never occur while sober. Alcohol problems have a devastating impact on family life, health, and the workplace. The family may be subject to frequent episodes of violence, physical and emotional neglect, diabetes, ulcers, hypertension, and kidney problems. Emotional health is affected as well due to alcohol misuse, presenting symptoms such as depression, anxiety, hallucinations, and insomnia. Alcohol

abuse in the workplace costs corporate America millions of dollars each year through excessive absenteeism, lack of motivation, and a rise in the use of medical benefits associated with illness caused by alcoholism.

The most effective way to combat alcohol misuse is treatment. Alcohol detoxification rehabilitation is the only method of intervention used to interrupt alcoholism.

IV. Provisions for Drug and Alcohol Testing

A. General Conditions

1. Persons Subject to Testing

The following persons will be subject to alcohol testing just before, during or just after performing a safety-sensitive function and will be subject to drug testing any time while on duty pursuant to the terms of this policy:

- All full-time, part-time, seasonal, and temporary employees of Pace engaged in the performance of safety-sensitive functions;
- Applicants for positions of employment with Pace involving the performance of safety-sensitive functions;
- Employees of contractors engaged in the performance of safety-sensitive functions for Pace; and
- Employees of operators who are third party contractors engaged in the performance of safety-sensitive functions;

"Safety-sensitive functions" are performed by those persons who:

- Operate revenue service vehicles (including when not in revenue service).
- Operate non-revenue service vehicles required to be operated by a holder of a commercial driver's license.
- Dispatch or control revenue service vehicles.
- Maintain a revenue service vehicle or equipment used in revenue service.
- Carry a firearm for security purposes.

Included in the foregoing are supervisors who in fact perform safety-sensitive functions. Supervisors of covered employees who themselves do not perform safety-sensitive functions are excluded. Attached to this policy is a list of the position titles (*Appendix B*) identifying the persons subject to drug and alcohol testing.

2. Drug Rule

All persons covered by this policy are prohibited from using any of the following five substances: Marijuana; Cocaine; Opiates; Amphetamines; and Phencyclidine and the non-prescribed use of four (4) semi-synthetic Opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone). Pursuant to FTA requirements, drug testing is administered in accordance with any of the following circumstances as described in detail in each case in *Section IV.B.1 a. through f.* of this policy: pre-employment; post-accident; reasonable suspicion; random; and return to duty/follow-up.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on Pace property by any person at any time also is prohibited.

Additionally, separate from any DOT or FTA requirements:

- The use of illegal drugs by Pace employees at any time is prohibited.
- The use or possession of a controlled substance or narcotic from the time an employee reports for work until the conclusion of the employee's workday or reporting for work in an impaired condition due to the use of the same is prohibited.
- An employee may not have a controlled substance or narcotic in his/her system from the time of reporting for work until the conclusion of the workday.
- An employee shall not knowingly accept relief from or permit an employee to work who is under the influence of a controlled substance or narcotic.

3. Alcohol Rule – Required Hours of Compliance

All persons covered by this policy are prohibited from consuming alcohol:

- While performing a safety-sensitive function;
- Within four (4) hours prior to performing a safety-sensitive function (including on-call safety-sensitive employees); and
- Up to eight (8) hours following an accident or until the employee undergoes a post-accident test.

Under FTA requirements, each person covered by this policy is subject to alcohol testing:

- While performing any safety-sensitive function;

- Immediately before performing any safety-sensitive function; and
- Immediately after performing any safety-sensitive function.

Additionally, separate from any DOT or FTA requirements:

- Pace prohibits the use or possession of intoxicants on its property at any time.
- Employees, while in a Pace uniform, shall not either enter an establishment of which the main business is the selling of intoxicants or partake of an intoxicant in a public place.
- An employee shall not knowingly accept relief from or permit an employee to work who is under the influence of an intoxicant.

B. Detection

1. Circumstances for Testing

a. Pre-Employment

No applicant for employment will be placed in a safety-sensitive position by Pace unless the applicant submits to a pre-employment drug test and a verified negative drug test is received. The test will be administered as part of the pre-placement physical examination. Additionally, no Pace employee will be transferred into a safety-sensitive position unless the employee submits to a drug test and a verified negative drug test is received. The test will be administered as part of the qualifying physical examination.

If an applicant or employee drug test is cancelled, the applicant or employee must submit to another drug test.

In addition, when a covered employee or applicant has not performed a safety-sensitive function for ninety (90) consecutive calendar days regardless of the reason, and the employee has not been in the Pace random selection pool during that time, Pace will ensure that the employee takes a pre-employment drug test with a verified negative result.

b. Reasonable Suspicion

All employees covered by this policy will be required to submit to a drug and alcohol test with Pace, through observations made by a supervisor, who has reasonable suspicion that the employee has used a prohibited drug or misused alcohol contrary to the terms of this policy. The request to undergo a reasonable suspicion test will be based on specific contemporaneous,

articulable observations concerning the appearance, behavior, speech, or body odor of the person to whom the request is directed.

Supervisors who will be expected to make such a determination will be trained in the facts, circumstances, physical evidence, physical signs and symptoms, and patterns of performance and/or behavior associated with drug use and alcohol misuse.

Any supervisory person who orders an employee to undergo a reasonable suspicion test will complete a "Condition of Employee Report," a sample of which is attached as Appendix C.

c. Post-Accident

All employees covered by this policy who are involved in an accident will be required to submit to a drug and alcohol test. An "accident" is defined as an occurrence associated with the operation of a Pace vehicle in which:

- An individual dies;
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
- Any vehicle involved incurs disabling damage and is transported away from the scene by a tow truck or other vehicle.

In the case of any accident involving a fatality, each surviving safety-sensitive employee on duty in the Pace vehicle at the time of the accident will be tested.

Additionally, safety-sensitive employees not on the vehicle whose performance could have contributed to the accident, as determined by Pace using the best information available at the time of the accident, will be tested.

In the case of all other accidents covered by this policy (i.e., those not involving a fatality), each safety-sensitive employee operating the Pace vehicle at the time of the accident will be tested unless Pace determines, using the best information available at the time of the decision, that the safety-sensitive employee's performance can be completely discounted as a contributing factor to the accident. Additionally, any other safety-sensitive employees whose performance could have contributed to the accident, as determined by Pace using the best information available at the time of the accident, will be tested.

Post-accident drug tests will be performed as soon as possible but no later than thirty-two (32) hours following the accident. Post-accident alcohol tests will be performed within two (2) hours but no later than eight (8) hours following the accident. If an alcohol test is not administered within two (2) hours following the accident, Pace will prepare and maintain a record stating the reason(s) the test was not so administered. If an alcohol test still is not administered within

eight (8) hours following the accident, all attempts to administer the test will cease.

An employee subject to post-accident testing who fails to remain available for such testing, including notifying Pace of his/her location after leaving the scene of the accident, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

d. Random Testing

All employees covered by this policy will be subject to random drug and alcohol testing. The random selection method will be a scientifically valid method, such as a random number table or a computer-based random number generator. Subject to adjustment by the FTA, each year at least twenty-five percent (25%) of the total number of safety-sensitive employees will be subject to drug testing and ten percent (10%) to alcohol testing. In conducting such tests, the process will be unannounced as well as random. The dates for administering unannounced testing of randomly-selected covered employees shall be spread reasonably throughout the calendar year including all days and hours during which safety-sensitive functions are performed, so as to ensure that all covered employees have a reasonable expectation that they might be randomly tested for prohibited drug use anytime while on duty. Each covered employee shall have an equal chance of being tested each time selections are conducted. Once the employee has been notified of selection for testing, the employee will be required to report immediately to the designated collection site.

e. Return to Duty

Before any employee covered by this policy is allowed to return to duty to perform a safety-sensitive function following a verified positive drug test result, an alcohol test result of 0.04 or greater, or a refusal to submit to a test, the employee will be required to:

- Be evaluated by a substance abuse professional ("SAP") designated by Pace to determine whether the employee has followed the recommendations for action by the SAP, including participation in any rehabilitation program; and
- Pass a return to duty drug and alcohol test.

If a return to duty drug test is cancelled, the employee will be subject to and required to pass another drug test.

In addition to the foregoing and separate from any FTA requirements, Pace requires that all employees covered by this policy submit to a return to duty drug and alcohol test using non-DOT forms when:

- The employee is returning from a drug and/or alcohol rehabilitation program known to, or arranged by, Pace, or made known to Pace.
- The employee has signed a treatment plan, work resumption, or return to work agreement that requires the test.
- The employee is returning to work from an absence longer than thirty (30) consecutive calendar days.
- The employee is returning to duty to perform a safety-sensitive function following an alcohol test result of 0.02 or greater but less than 0.04.

f. Follow-Up

An employee who is allowed to return to duty to perform a safety-sensitive function following a verified positive drug test result, an alcohol test of 0.04 or greater, or a refusal to submit to a test will be subject to unannounced follow-up testing for at least twelve (12) but not more than sixty (60) months. The frequency and duration of the follow-up testing will be determined by the SAP, but subject to the conducting of a minimum of six (6) tests during the first twelve (12) months after the employee has returned to duty.

The foregoing is separate from and in addition to Pace's random testing program. Employees subject to follow-up testing also will remain in the standard random pool and will be tested whenever subject to random testing, even if as a result the employee is tested twice in the same month, week, or day.

In addition to the foregoing, and separate from any FTA requirements, Pace requires that any employee who participates as a volunteer in Pace's EAP comply with all drug and/or alcohol testing recommended by the EAP counselor.

2. Conduct that Constitutes a Refusal to Submit to a Test

The following conduct will be regarded by Pace as a refusal to submit to a drug and/or alcohol test and constitutes a positive test result:

- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Pace.
- Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the

testing process commences for a pre-employment test is not deemed to have refused to test.

- Fail to attempt to provide a urine or breath specimen. Provided that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test.
- In a case of a directly observed or monitored collection in your drug test, fail to permit the observation or monitoring of your provision of a specimen including the failure to follow the collector's instructions to raise and lower your clothing and to turn around to permit the observer to determine if there is evidence of a prosthetic or other device that could be used to interfere with the collection process.
- Fail to provide a sufficient amount of urine or breath when directed and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- Fail or decline to take a second test Pace or collector has directed you to take.
- Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process.
- Fail to sign the certification at step 2 of the Alcohol Testing Form.
- Fail to cooperate with any part of the testing process, including refusal to wash hands after being directed to do so.
- Admitting to collection site personnel or Medical Review Officer that he/she has adulterated or substituted their specimen.
- The employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

V. Methodology

All federally mandated drug and alcohol testing will be conducted in accordance with 49 CFR Part 40 and will include the procedures that will be used to test for the presence of illegal drugs, the non-prescribed use of semi-synthetic opioids or alcohol misuse, protect the employee and the integrity of the drug and alcohol testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct employee.

A. Drug Testing

1. Collection Procedures

When ordered to do so by Pace, an employee shall submit to drug testing through urine analysis. At the time specimens are collected, the employee will be given written instructions setting forth his/her responsibilities. The employee's identity will be verified through the use of a photo identification card or through a representative designated by Pace.

Forty-five (45) milliliters (mL) (about 1 ½ ounces) of urine will be collected. The collection site technician will pour fifteen (15) mL into one bottle to be used as a split specimen. The remainder (at least thirty (30) mL) will be retained in the collection bottle or poured into another bottle to be used as the primary specimen.

If the employee is unable to provide at least forty-five (45) mL of urine the specimen will be discarded. The collection site technician will instruct the employee, who must remain at the collection site, to drink up to forty (40) ounces of fluids, distributed reasonably through a period of up to three (3) hours, or until the employee has provided a new urine specimen, whichever occurs first. The employee will then provide a new sample using a fresh collection container. If the employee is still unable to provide an adequate specimen, testing will be discontinued and the employee will be directed to obtain, as soon as possible after the attempted provision of urine, an evaluation from a licensed physician who is acceptable to the MRO concerning the employee's ability to procure an adequate amount of urine.

Within four (4) minutes of receiving the specimen, the temperature of the specimen will be recorded. Any specimen temperature out of the range of 32°C to 38°C/90°F to 100°F will require that an observed collection take place. The collection site technician also will examine the specimen visually for any unusual color or sediment, and note the results on the custody and control form.

Both bottles will be sealed and labeled in the presence of the employee. The donor will initial the labels verifying the specimen is his/hers. A custody and control form will be completed and signed by the collection site technician and the donor. Both the primary and split specimen will be sealed in a single shipping container, together with the appropriate pages of the custody and control form. The tape seal on the container will bear the initials of the collection person and the date of closure for shipment. The specimen will be placed in secure storage until dispatched to the laboratory.

Procedures for collecting urine specimens shall allow individual privacy. If, however, any of the following circumstances exist, a collection site person of the same gender as the individual providing the urine specimen shall obtain a specimen by direct observation.

Direct observation shall include the lifting of clothing to just above the navel or lowering to mid-thigh and turning towards the same sex collector to prove the individual is not concealing a prosthetic device to beat the test.

- The individual previously has been determined to have used a controlled substance without medical authorization and the test being conducted is a return to duty or follow-up test.
- The individual has provided a urine specimen that falls outside the normal temperature range (32°C to 38°C/90°F to 100°F)
- The collection site person observes conduct indicating an attempt to substitute or adulterate the specimen. In such event, the collection site person will prepare and maintain a written report concerning the observation.
- Individuals who have tested positive, adulterated or substituted and their split sample was not available for testing. (Splits not collected, missing or destroyed in transit.)
- Individuals providing a specimen resulting in a creatine level between 2 and 5.

2. Laboratory Testing

All drug testing will be completed in a laboratory certified by the Department of Health and Human Services (DHHS). Pace has contracted with Phamatech, Inc. (15175 Innovation Dr. San Diego, CA 92128) to conduct all drug testing administered on its behalf under this policy. As of the revised date of this policy, the Federal Register has identified Phamatech, Inc. as DHHS-certified.

An immunoassay test will be performed initially on the specimen. If any prohibited drug registers above the cutoff level on the immunoassay screen, an aliquot of the same urine specimen will be confirmed by using gas chromatography/mass spectrometry (GC,MS). All FTA and Pace mandated tests will undergo validity testing which is designed to deter and detect attempts to adulterate or substitute specimens. Testing must conform with 49 CFR Part 40 as amended and effective January 18, 2001.

All FTA-mandated drug testing will be performed to detect for the presence of the following five (5) substances: Marijuana; Cocaine; Opioids; Phencyclidine; and Amphetamines. The following initial cutoff levels will be used when screening specimens to determine whether they are negative for the identified drugs:

Initial Test Analyte	Initial Test Cutoff ¹	Confirmatory Test Analyte	Confirmatory Test Cutoff Concentration
Marijuana metabolites (THCA) ²	50 ng/mL ³	THCA	15 ng/mL
Cocaine metabolites (Benzoyllecgonine)	150 ng/mL ³	Benzoyllecgonine	100 ng/mL
Codeine/Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL 2000 ng/mL
Hydrocodone/Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL 100 ng/mL
Oxycodone/Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL 100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamine/Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA ⁴ /MDA ⁵	500 ng/mL	MDMA MDA	250 ng/mL 250 ng/mL

¹ For grouped analytes (i.e., two or more analytes that are in the same drug class and have the same initial test cutoff):

Immunoassay: The test must be calibrated with one analyte from the group identified as the target analyte. The cross-reactivity of the immunoassay to the other analyte(s) within the group must be 80 percent or greater; if not, separate immunoassays must be used for the analytes within the group.

Alternate technology: Either one analyte or all analytes from the group must be used for calibration, depending on the technology. At least one analyte within the group must have a concentration equal to or greater than the initial test cutoff or, alternatively, the sum of the analytes present (i.e., equal to or greater than the laboratory's validated limit of quantification) must be equal to or greater than the initial test cutoff.

² An immunoassay must be calibrated with the target analyte, Δ-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

³ *Alternate technology (THCA and Benzoyllecgonine):* When using an alternate technology initial test for the specific target analytes of THCA and Benzoyllecgonine, the laboratory must use the same cutoff for the initial and confirmatory tests (i.e., 15 ng/mL for THCA and 100 ng/mL for Benzoyllecgonine).

⁴ Methylenedioxyamphetamine (MDMA).

⁵ Methylenedioxyamphetamine (MDA).

All Pace-mandated testing using non-DOT forms will be performed to detect for the presence of, in addition to the foregoing five (5) substances, the following five (5) substances: Barbiturates; Benzodiazepine metabolites; Methadone; Methaqualone; and Propoxyphene.

The following initial cutoff levels will be used when screening specimens to determine whether they are negative for the identified drugs:

<u>Drug</u>	<u>Cutoff Levels (ng/mL)</u>
Barbiturates	300
Benzodiazepine metabolites	300
Methadone	300
Methaqualone	300
Propoxyphene	300

The following confirmatory cutoff levels will be used:

<u>Drug</u>	<u>Cutoff Levels (ng/mL)</u>
Barbiturates	200
Benzodiazepine metabolites	200
Methadone	200
Methaqualone	200
Propoxyphene	200

Long-term frozen storage (-20 °C or less) ensures that positive urine specimens will be available for any necessary retest during administrative or disciplinary proceedings. All confirmed positive specimens will be retained by the laboratory in their original labeled specimen bottles for a minimum of one (1) year in properly secured long-term frozen storage.

Within this one (1) year period, Pace or any other person designated by DOT regulation may request the laboratory to retain the specimen for an additional period of time. If no such request is received, the laboratory may discard the specimen after the end of one (1) year, except the laboratory shall maintain any specimen known to be under legal challenge for an indefinite period.

3. Review by Medical Review Officer (MRO)

All drug testing laboratory results shall be reviewed by a qualified medical review officer ("MRO") designated by Pace to verify and validate the test results. As of the revised date of this policy, Pace has contracted with Dr. David Nahin, National Drug Screening Inc. to serve as its MRO. Dr. Nahin has offices located at 9501 Northfield BLVD, Denver, CO 80238. Phone (877) 295-3381.

The MRO will conduct an administrative review of the control and custody form to ensure its accuracy. The MRO will review and interpret an individual's confirmed positive test by: (1) reviewing the individual's medical history; (2) affording the individual an opportunity to discuss the test result; and (3) deciding whether there is a legitimate medical explanation for the result, including legally prescribed medication. In addition, to ensure fairness to employees, the MRO will review the test results when a laboratory indicates that an employee's specimen may have been adulterated or substituted. The foregoing applies to both FTA-mandated and Pace-mandated drug testing.

4. Notification and Split Sampling

The MRO will notify each employee who has a verified positive test that the employee has seventy-two (72) hours within which to request a test of the split specimen. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory, in writing, to ship the split specimen to another DHHS laboratory for analysis. An employee may also request an analysis of the split specimen for any specimen deemed to have been adulterated or substituted.

If the analysis of the split specimen fails to confirm the presence of the drug(s), drug metabolite(s), or evidence of adulteration or substitution, found in the primary specimen, or if the split specimen is unavailable or inadequate for testing, the MRO will cancel the test and report the cancellation and the reasons for it to the DOT, the employer, and the employee.

If the employee has not contacted the MRO within seventy-two (72) hours of being notified of a verified positive drug test or evidence of adulteration or substitution, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test or evidence of adulteration or substitution, or other unavoidable circumstances that prevented the employee from contacting the MRO in time. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO, the MRO will direct that an analysis of the split sample be performed. If the MRO concludes that there is no legitimate explanation, the MRO is not required to direct the analysis of the split specimen.

If, after the MRO makes all reasonable efforts (and documents them), the MRO is unable to reach the individual directly, the MRO will contact a designated Pace representative who will direct the employee to contact the MRO as soon as possible. If, after making all reasonable efforts, the designated Pace representative is unable to contact the employee, Pace may place the employee on temporary unqualified status or medical leave.

The MRO will report each verified test result to the person designated by Pace to receive the results. Reporting of a verified positive result or taking action required as a result of a positive drug test will not be delayed pending the split sampling analysis. The MRO will maintain all necessary records and send test result reports to Pace's Deputy Executive Director, Revenue Services (or a designated representative), Pace's drug and alcohol program manager.

The MRO will also report all negative drug tests which indicate the urine was diluted. It is Pace policy to ensure that the retesting of employees is consistent and therefore require the immediate retesting for all negative pre-employment reasonable suspicion, return to duty and follow-up testing where results have indicated a diluted urine sample. Such re-collections will not be collected under direct observation, unless there is another basis for use of direct observation.

B. Alcohol Testing

1. Breath Testing Procedures

When ordered to do so by Pace, an employee shall submit to breath alcohol testing through the use of an evidential breath testing device ("EBT"). Upon arrival at the collection site, the employee's identity will be verified through the use of a photo identification card or through a representative designated by Pace. The testing procedures will be explained to the employee after which the employee and a breath alcohol technician ("BAT") designated by Pace will complete, date and sign the alcohol testing form.

The BAT will inform the employee of the need to conduct a screening test. The BAT and the employee will read the sequential test number displayed by the EBT. The BAT will open an individually sealed, disposable mouthpiece in view of the employee and attach it to the EBT. The BAT will instruct the employee to blow forcefully into the mouthpiece for at least six seconds or until an adequate amount of breath has been obtained. Following the screening test, the BAT will show the employee the result displayed on the EBT or the printed result. If the result of the screening test is an alcohol concentration of less than 0.02, no further testing is required and the test will be reported to Pace as a negative test. The employee may then return to his/her safety-sensitive position. If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. The confirmation test will be conducted at least fifteen (15) minutes, but not more than thirty (30) minutes, after the completion of the initial test. This delay prevents any accumulation of alcohol in the mouth from leading to an artificially high reading. The employee will be instructed not to eat, drink, or put any object or substance in his/her mouth. The BAT will instruct the employee not to belch to the extent possible while awaiting the confirmation test. The BAT will inform the employee that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instructions.

Before the confirmation test is administered, the BAT will conduct an air blank on the EBT. If the reading is greater than 0.00, the BAT will conduct one more air blank. If the second air blank is greater than 0.00, the EBT will not be used to conduct the test. The confirmation test will be conducted using the same procedure as the screening test. A new mouthpiece will be used.

If the initial and confirmatory test results are not identical, the confirmation test result will be deemed to be the final result. If the result displayed on the EBT is not the same as that on the printed form, the test will be cancelled and the EBT removed from service.

The BAT will sign and date the alcohol testing form. The employee will sign and date the certification statement, which includes a notice that the employee cannot perform safety-sensitive duties or operate a motor vehicle if the results are 0.02 or greater. The BAT will attach the alcohol test result printout directly

onto the alcohol collection form with tamper proof tape (unless the results are printed directly on the form).

If a screening or confirmatory test cannot be completed, the BAT will, if practicable, begin a new alcohol testing form with a new sequential test number. Refusal by an employee to complete and sign the alcohol testing form, to provide breath, or otherwise to cooperate with the collection process will be noted on the form and the test will be terminated.

2. Notification

The BAT will transmit all non-negative results to a designated Pace representative immediately.

3. Positive Test Results at Designated Threshold Levels

In the event of a test result of 0.02 or greater but less than 0.04, the employee shall be removed from duty for at least eight (8) hours following the administration of the test. **Separate from any FTA requirements**, in no event will the employee be allowed to return to duty unless he/she passes a return to duty alcohol test showing an alcohol concentration of less than 0.02.

In the event of a federally mandated test result equal to or greater than 0.04, the employee shall be prohibited from performing any safety-sensitive duties until he/she has been evaluated by a substance abuse professional and has passed a return to duty test.

C. Substance Abuse Professional (SAP) Evaluation

Any individual who has a verified positive drug test result or a breath alcohol concentration of 0.04 or greater will be advised of the resources available to evaluate and resolve problems associated with drug abuse or alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. The employee also will be assessed by a substance abuse professional ("SAP") designated by Pace who will determine what assistance the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.

As of the revised date of the policy, Pace has contracted with Bensinger, Dupont & Associates, Inc., (800) 272-2727 to serve as its SAP. Bensinger, Dupont & Associates, Inc., also manages Pace's EAP. As discussed in *Section III, B.* of this policy, the EAP is designed to assist Pace employees with personal problems, including problems associated with drug abuse or alcohol misuse.

The SAP will carry out the following responsibilities:

- Evaluate whether an employee who has refused to submit to a drug or alcohol test or who has a positive test result is in need of assistance in resolving problems associated with drug use or alcohol misuse.
- Evaluate whether any employee who previously tested positive and desires to return to work has properly followed the SAP's recommendations for treatment.
- Recommend whether a returning employee who previously tested positive for drug use also should be subject to return to duty and/or follow-up testing for alcohol misuse.
- Document all contacts with referred employees and present regular periodic reports to Pace's drug and alcohol program manager or his/her designee.
- Recommend whether a returning employee who previously tested positive for alcohol misuse also should be subject to return to duty and/or follow-up testing for drug use.

The foregoing applies to FTA-mandated testing only.

VI. Enforcement of Policy Through Discipline

Separate from any FTA requirement Pace will under its own authority exercise the following discipline as a result of drug and or alcohol misuse.

A. Pre-Employment

Any applicant who tests positive for drugs and/or alcohol will be disqualified from consideration for a safety-sensitive position with Pace.

B. Reasonable Suspicion

Any employee who tests positive for drugs and/or alcohol pursuant to a reasonable suspicion test administered under this policy will be discharged.

C. Post-Accident

Any employee involved in an accident who tests positive for drugs and/or alcohol pursuant to a test administered under this policy will be discharged.

D. Random

Any employee who tests positive for drugs and/or alcohol pursuant to a random test administered under this policy will be discharged.

E. Return to Duty

Any employee who tests positive for drugs and/or alcohol pursuant to a return to duty test administered under this policy will be discharged.

F. Follow-Up

Any employee who tests positive for drugs and/or alcohol pursuant to a follow-up test administered under this policy will be discharged.

G. Refusal to Take Test and/or Non-Compliance with Testing Procedures

Any employee who refuses to submit to any drug or alcohol test administered under this policy, to complete and sign the requisite testing forms, or otherwise to cooperate with the testing process in a way that prevents the completion of the test will be discharged.

H. Inability to Provide Adequate Amount of Urine Specimen or Breath

Any applicant or employee who is unable to provide an adequate amount of urine specimen for drug testing will be directed to drink up to forty (40) ounces of fluid, distributed reasonably through a period of up to three (3) hours, or until the employee has provided a new urine specimen, whichever occurs first. If the employee refuses to drink fluids as directed or to provide a new specimen, the collection site person shall terminate the collection.

In all cases involving an employee who cannot provide an adequate specimen within the three (3) hour period, a Pace designated MRO shall refer the employee for a medical evaluation to develop pertinent information concerning whether the employee's inability to provide a specimen is genuine or constitutes a refusal to provide a specimen. If the former, Pace will make whatever accommodation is reasonable in light of all circumstances relevant to the case. If the latter, the employee's failure to provide an adequate amount of urine will be regarded as a refusal to submit to take the test and the employee will be discharged. In pre-employment testing involving an applicant who cannot provide an adequate specimen within the three (3) hour period, the applicant will be disqualified from consideration for employment with Pace (without resort to an MRO referral).

An employee who is unable to provide an adequate amount of breath for alcohol testing will be directed to obtain an evaluation from a licensed physician who is acceptable to Pace concerning the employee's medical ability to provide an adequate amount of breath. If the physician concludes that a medical condition has or could have precluded the employee from providing an adequate amount of breath, the employee's failure to do so will not be regarded as a refusal to take the test. If the physician is unable to make such a determination, the employee's failure to provide an adequate amount of breath will be regarded as a refusal to take the test and the employee will be discharged. An applicant who is unable to provide an adequate amount of breath for alcohol testing will be disqualified from consideration for employment with Pace (without referral to a physician).

I. Urine Specimen Alteration

In any case where it has been determined that an employee has altered or attempted to alter his/her urine specimen for a drug test administered under this policy, the employee will be discharged. In any case where it has been determined that an applicant has altered or attempted to alter his/her urine specimen for a drug test administered under this policy, the applicant will be disqualified from consideration for employment with Pace.

J. Unsatisfactory Employee Assistance Program Participation

An employee allowed entry into Pace's EAP who fails to participate in the recommended treatment program, fails to comply with the terms of his/her EAP plan, or refuses to take a drug and/or alcohol screen when ordered to do so will be discharged.

K. Conviction for a Violation of a Criminal Drug Statute

As a condition of employment with Pace, an employee must notify Pace in writing of his/her conviction for a violation of any criminal drug statute no later than five (5) calendar days after such conviction. Any employee convicted for such a violation occurring on Pace property will be discharged. In all other cases, discipline, up to and including discharge will be issued based upon all circumstances relevant to the case.

L. Applicability of Policy to Pace Contractors

All Pace contractor employees who are engaged in the performance of safety-sensitive functions for Pace are subject to the provisions of this policy pertaining to *Deterrence (Section IIIA)*, *Provisions for Drug and Alcohol Testing (Section IV)*, and *Methodology (Section V)*. Employees of third party contractors which operate transportation service for Pace contractors who are engaged in the performance of safety-sensitive functions also are subject to these provisions. Pace does not mandate the application of other provisions of this policy relating to *Treatment and Rehabilitation (the Employee Assistance Program, Section IIIB)* and *Rehabilitation Policy Through Discipline (Section VI)* to contractor employees. These areas are left to the contractor's discretion. However, any contractor employee who violates Pace's policies on *Deterrence (Section IIIA)*, *Provisions for Drug and Alcohol Testing (Section IV)*, and *Methodology (Section V)* shall not be allowed to perform safety-sensitive functions in Pace-funded service.

Appendix A: Terms and Definitions

Adulterated Specimen	A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.
Air Blank	In evidential breath testing devices (EBTs) using gas chromatography technology, a reading of the device's internal standard. In all other EBTs, a reading of ambient air containing no alcohol.
Alcohol	The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol.
Alcohol Concentration	The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test.
Alcohol Use	The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication), containing alcohol.
Aliquot	A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.
Breath Alcohol Technician (BAT)	A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.
Cancelled or Invalid Test	In drug testing, a drug test that has been declared invalid by a Medical Review Officer. A cancelled test is neither a positive nor a negative test. A sample that has been rejected for testing by a laboratory is treated the same as a cancelled test. In alcohol testing, a test that is deemed to be invalid is neither a positive nor a negative test.
Collection Container	A container into which the employee urinates to provide the specimen for a drug test.
Collection Site	A place selected by Pace where employees present themselves for the purpose of providing a urine specimen for a drug test.
Collection Site Person	A person who instructs and assists individuals at a collection site and who receives and makes a screening examination of the urine specimen provided by those individuals.
Confirmation (or Confirmatory) Test	In drug testing, a second analytical procedure performed on a different aliquot of the original specimen to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test to ensure reliability and accuracy. (Gas chromatography/mass spectrometry [GC,MS] is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.) In alcohol testing, a second test,

	following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.
Contractor	A person or organization that provides a service for Pace consistent with a specific understanding or arrangement. The understanding can be a written contract or an informal arrangement that reflects an ongoing relationship between the parties.
Controlled Substance	The substances defined and included in the Schedules of Article II of the Illinois Controlled Substances Act, 720 ILES 570/201 <u>et seq.</u>
DOT	The Department of Transportation or any designee of the Secretary of the Department of Transportation.
Drug Metabolite	The specific substance produced when the human body metabolizes a given prohibited drug as it passes through the body and is excreted in urine.
Drug Test	The laboratory analysis of a urine specimen collected in accordance with regulations promulgated by the DOT and analyzed in a DHHS-approved laboratory.
Evidential Breath Testing Device (EBT)	A device that is approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.
FTA	Federal Transit Administration
HHS	The Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.
Initial Drug Test	{Also known as a "Screening drug test"}. The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.
Initial Specimen Validity Test	The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.
Invalid Drug Test	The result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.
Laboratory	Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD)	The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.
Limit of Quantitation	For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.
Medical Review Officer (MRO)	A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
Narcotic	The substance defined and included in Section 102 of the Illinois Controlled Substances Act, 720 ILES 570/102.
Negative Result	The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.
Pass a Drug Test	An individual passes a drug test when a Medical Review Officer determines, in accordance with procedures established by the DOT, that the results of the test: <ul style="list-style-type: none"> • Showed no evidence or insufficient evidence of a prohibited drug or drug metabolite • Showed evidence of a prohibited drug or drug metabolite for which there was a legitimate medical explanation • Were scientifically insufficient to warrant further action
Performing a Safety-Sensitive Function	A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.
Positive Result	The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.
Prescribed Drug	Any controlled substance or narcotic prescribed by a qualified, licensed health provider.
Prohibited Drug	Marijuana, Cocaine, Opiates, Amphetamines, or Phencyclidine
Reconfirmed	The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing	The result reported by an HHS-certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that is not corrected.
Safety-Sensitive Position	A duty, position, or job category that requires the performance of a safety-sensitive function(s).
Screening Test (or Initial Test)	See "Initial Drug Test" definition.
Shipping Container	A container that is used for transporting and protecting urine specimen bottles and associated documents from the collection site to the laboratory.
Specimen Bottle	The bottle that, after being sealed and labeled according to procedures in 49 CFR Part 40,, is used to hold the urine specimen during transportation to the laboratory.
Split Specimen	In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
Split Specimen Collection	A collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).
Substance Abuse Professional (SAP)	A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
Validity Testing	Tests conducted by the laboratory designed to deter and detect attempts to adulterate or substitute specimens.
Volunteer	A permanent, temporary, or part-time worker who is not compensated for his/her services unless involved either in the operation of a vehicle designed to transport sixteen or more passengers, including the driver, or in the provision of a charitable service with the expectation of receiving a benefit. The term volunteer includes any vanpool driver who pursuant to FTA regulations is not subject to drug or alcohol testing.

MAINE TOWNSHIP

RESOLUTION NO.2024-9

A RESOLUTION ADOPTING THE PACE SYSTEM SECURITY AND EMERGENCY PREPAREDNESS PLAN

WHEREAS, Maine Township ("Township") desires to enter into an Agreement with the Suburban Bus Division of the Regional Transportation Authority ("Pace") to use Pace-owned vehicles to provide transportation to the general public, senior citizens, individuals with disabilities, and /or low income individuals, in a manner that will reduce the number of motor vehicles on the road within the Township ("Pace Vehicle Program"); and

WHEREAS, the Agreement with Pace requires that the Township adopt a system security and emergency preparedness plan in order to operate vehicles under the Pace Vehicle Program; and

WHEREAS, the Township desires to adopt the Pace System Security and Emergency Preparedness Plan, a copy of which is attached hereto and incorporated into this Resolution as Exhibit A, as the Township's System Security and Emergency Preparedness Plan.

NOW, THEREFORE, BE IT RESOLVED by the Supervisor and Board of Trustees of Maine Township, Cook County, Illinois, as follows:

SECTION 1. The recitals set forth above are hereby incorporated into this Resolution as if set forth in full herein.

SECTION 2. The Township Board of Trustees hereby adopts the Pace System Security and Emergency Preparedness Plan, attached hereto and incorporated herein as Exhibit A, as the Township's System Security and Emergency Preparedness Plan.

SECTION 3. This Resolution shall take effect immediately upon its passage and approval as provided by law.

PASSED AND APPROVED by the Supervisor and Board of Trustees of Maine Township,
Illinois, this 30th day of July, 2024.

KAREN J. DIMOND, Supervisor

KIMBERLY JONES, Trustee

JAMES MAHER, Trustee

KELLY HORVATH, Trustee

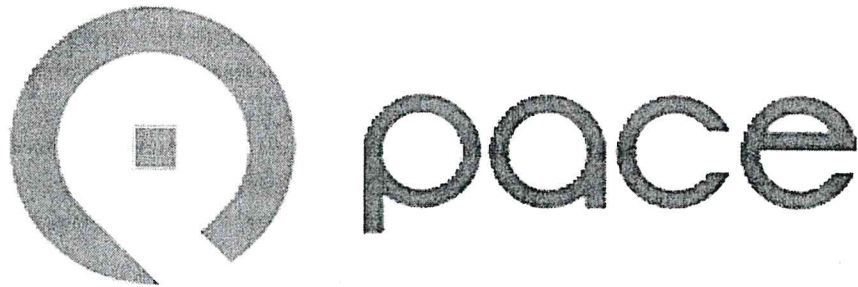
ASIF MALIK, Trustee

ATTEST:

PETER GIALAMAS, Clerk

EXHIBIT A

Pace System Security and Emergency Preparedness Plan



Pace System Security and Emergency Preparedness Plan

Transit Safety and Security 2007

Revised 2009

Revised 2013

Revised 2015

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Exhibits

- Exhibit #1 Application Criteria
- Exhibit #2 Pre-trip inspection Form
- Exhibit #3 Vehicle, Facility and Equipment Maintenance Manual
- Exhibit #4 Drug and Alcohol Policy and Procedure
- Exhibit #5 Organization chart
- Exhibit #6 Pace Carrier List
- Exhibit #7 Vehicle List
- Exhibit #8 Security Information to Riders
- Exhibit #9 SSEPP
- Exhibit #10 Safety and Security Procedures
- Exhibit #11 After Hours Emergency Phone Call Procedures for Outside Agencies
- Exhibit #12 CTA Evacuation Plans-rail Contingency Plan
- Exhibit #13 CTAN

EXECUTIVE SUMMARY

While transit safety has historically been a concern to transit operators, the events of September 11, 2001 heightened concerns relative to security and emergency preparedness. Even though terrorism may be unlikely, it is important that transit agencies be able to respond to a variety of emergencies. Effective policies, procedures and training are in place to respond to fires, floods, tornadoes, blizzards, explosions, civil disobedience, and train/bus/plane accidents, as well as terrorism.

The Core Elements are summarized below.

- Driver Selection: Licensing, Driver Record (convictions, violations, employment history, qualifications), Physical Requirements
- Driver/Employee Training: Traffic Regulations, Defensive Driving and Accident Prevention, Type of Vehicle, Basic Maneuvers
- Vehicle Maintenance: Periodic Service Needs, Periodic Inspections, Interval-Related maintenance, Failure Maintenance
- Drug and Alcohol Programs
- Safety Data Acquisition and Analysis
- Security Program Plans The following appendices are included as background and support information.

CORE ELEMENT DESCRIPTIONS

The paragraphs below provide detail regarding each of the FTA Core Elements. The first five Core Elements are discussed in a relatively generic way, since these have been ongoing considerations for transit agencies over the years. The fifth core element, Security Program Plans, is outlined within the document itself, since this is a new emphasis area since September 11, 2001, more detail was provided in this area.

In general the language used to describe each Core Element below was taken directly from FTA's Draft Model Bus Safety Program published in July 2001.

Driver Selection

Driver selection is process is highlighted in this document.

Licensing -The driver must be properly licensed and the license must be appropriate for the type of vehicle the driver is assigned. Licensing may also need to consider local jurisdiction requirements.

Driving record -The driver should have an acceptable past driving record over a reasonable period of time. The driving record should demonstrate an ability to follow traffic rules and regulations and thus avoid accidents.

Physical requirements - The driver must be physically able to perform the functions associated with the assignment. The driver must be able to pass D.O.T. physical.

Reference: Exhibit #1 Application Criteria

WARNING: This document contains Sensitive Security Information that is controlled under 49 CFR 1520. No part of this document may be released to persons without a need to know, as defined in 49 CFR 1520, except with the written permission of the Administrator, Washington, DC. Unauthorized release may result in civil penalty or other action. For U.S. Government agencies, public release is governed by 5 U.S.C. 552.

Driver/Employee Training

Once qualified candidates are identified and hired, initial and ongoing training is conducted. Proper qualification of operating and maintenance personnel is a vital part of a safe transit environment. Driver training addresses specific safety-related issues appropriate to the type of vehicle and driving assignment.

Traffic regulations - Training addresses state and local traffic rules and regulations, including traffic signs and signals.

Defensive driving and accident prevention - Training stresses defensive driving principles, collision prevention, and concepts of preventable accidents as a measure of defensive driving success.

Type of vehicle in service - Training focuses on the type of vehicle that will be used in service; significant differences can exist among different bus models and among different manufacturers, and equipment may have characteristics that are unique to the service environment.

Basic driving maneuvers, including backing and stopping - Training includes all core driving maneuvers for the type of vehicle in service, including the difficulties in backing maneuvers that can lead to accidents, stopping distance requirements, and equipment-specific functions such as door opening and closing procedures for passenger boarding and alighting.

Other training - This includes training on agency policies and procedures, including safety and security procedures, training for transportation of elderly and/or disabled riders, and other training as needed.

Pace maintains records of all driver training and certification, as well as the training materials and grading mechanism. Drivers are required to demonstrate skill and performance competency in the types of vehicle to which they will be assigned as a part of training requirements. Training transit operations personnel is not a onetime activity. Ongoing/recurring training is provided to reinforce policies and procedures as well as providing a mechanism to brief drivers on new policies, procedures, and/or regulations.

Vehicle Maintenance

Maintenance is highlighted in this document.

Safety-related equipment is inspected during a pre-trip inspection to ensure that the vehicle is fit for service.

Reference: Exhibit #2 Pre-Trip Inspection Card

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Pace has a formal plan to address the maintenance requirements of the vehicles and equipment. This can be found in document entitled "Vehicle Facility and Equipment Maintenance Manual."

- Daily servicing needs -This relates to fueling, checking and maintaining proper fluid levels (oil, water, etc.), vehicle cleanliness, pre-trip inspections and maintenance of operational records and procedures.
- Preventive Maintenance -These activities are scheduled to provide maintenance personnel an opportunity to detect and repair damage or wear conditions before major repairs are necessary.
- Failure maintenance - Regardless of the preventative maintenance activities, in-service failures will occur. When a failure is encountered that makes the vehicle unable to continue operation, the vehicle is removed from service and returned to the garage for repair.

Reference: Exhibit #3 Vehicle, Facility and Equipment Maintenance manual

Drug and Alcohol Abuse Programs

Pace complies with the F.T.A. Drug and Alcohol Testing Requirements. Pace's specific policies and responsibilities are referred to in the document "Drug and Alcohol Policy and Testing Program."

Reference: Exhibit #4 Drug and Alcohol Procedures

PACE

System Security and Emergency Preparedness Plan (SSEPP)

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Section 1: Introduction

1.1 Background

The terrible tragedy of September 11, 2001 combined with the nation's continuing war on terrorism, has created a heightened threat environment for public transportation. In this new environment, the vulnerabilities of public agencies and the communities they serve to acts of terrorism and extreme violence have greatly increased. Threat assessments issued by the Federal Bureau of Investigation (FBI) have consistently placed public transportation at the top of the *critical infrastructure protection agenda*, along with airports, nuclear power plants, and major utility exchanges on the national power grid.

To establish the importance of security and emergency preparedness in all aspects of our organization, Pace has developed this System Security and Emergency Preparedness (SSEP) Program Plan. This SSEP Program Plan outlines the process to be used by Pace to make informed decisions that are appropriate for our operations, passengers, employees and communities regarding the development and implementation of a comprehensive security and emergency preparedness program.

As a result of this program, Pace hopes to achieve not only an effective physical security program, but also to enhance our coordination with the local public safety agencies in our service area improved communication will increase their awareness of our resources and capabilities, and improve our readiness to support their efforts to manage community-wide emergencies, including but not limited to terrorism.

In order to be effective, the activities documented in this SSEP Program Plan focus on establishing responsibilities for security and emergency preparedness, identifying our methodology for documenting and analyzing potential security and emergency preparedness issues, and developing the management system through which we can track monitor our progress in resolving these issues.

1.2 Authority

The authority for implementing the SSEP Program Plan resides with the Pace Deputy Executive Director of Revenue Services.

1.3 Purpose, Goals and Objectives of SSEP Program

This Program demonstrates our process for addressing *system security and emergency preparedness*:

System Security - The application of operating, technical, and management techniques to reduce threats and vulnerabilities to the most practical level through the most effective use of available resources.

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Emergency Preparedness - A uniform basis for operating policies and procedures for mobilizing transit agency and other public safety resources to assure rapid, controlled, and predictable responses to various types of transit and community emergencies. The SSEP Program will support Pace's efforts to address and resolve critical incidents on our property and within our community.

Critical Incidents - May include accidents, natural disasters, crimes, terrorism, high jacking, sabotage, civil unrest, hazardous materials spills and other events that require emergency response. Critical incidents require swift, decisive action from multiple organizations, often under stressful conditions. Critical incidents must be stabilized prior to the resumption of regular service or activities.

Critical incidents often result from emergencies and disasters, but can be caused by any number of circumstances or events. Successful resolution of critical incidents requires the cooperative efforts of both public transportation and community emergency planning and public safety agencies.

1.3.1 Purpose

The overall purpose of Pace's SSEP Program is to optimize within the constraints of time, cost, and operational effectiveness, the level of protection afforded to Pace's passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system, both during normal operations and under emergency conditions.

1.3.2 Goals

The SSEP Program provides Pace with a security and emergency preparedness capability that will:

1. Ensure that security and emergency preparedness are addressed during all phases of system operation, including the hiring and training of agency personnel; the procurement and maintenance of agency equipment; the development of agency policies, rules, and procedures; and coordination with local public safety and community emergency planning agencies
2. Promote analysis tools and methodologies to encourage safe system operations through the identification, evaluation and resolution of threats and vulnerabilities, and the ongoing assessment of agency capabilities and readiness
3. Create a culture that supports employee safety and security and safe system operations (during normal and emergency conditions) through motivated compliance with agency rules and procedures and the appropriate use and operation of equipment

1.3.3 Objectives

In this new environment, every threat cannot be identified and resolved, but Pace can take

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steps to be more aware, to better protect passengers, employees, facilities and equipment, and to stand ready to support community needs in response to a major event. To this end, our SSEP Program has five objectives:

1. Achieve a level of security performance and emergency readiness that meets or exceeds the operating experience of similarly-sized agencies around the nation
2. Increase and strengthen community involvement and participation in the safety and security of our system
3. Develop and implement a vulnerability assessment program, and based on the results of this program, establish a course of action for improving physical security measures and emergency response capabilities
4. Expand our training program for employees, volunteers and contractors to address security awareness and emergency management issues
5. Enhance our coordination with others regarding security and emergency preparedness issues.

1.4 Scope

Pace's SSEP Program Plan is applicable to all aspects of our current service, ensuring that our operations, training, coordination with local public safety agencies, and general security and emergency preparedness planning address concerns resulting from heightened threat levels. Key elements of the Scope of our SSEP Program Plan include:

1. An evaluation of our current capabilities to identify and prevent security incidents that may occur on our property
2. Development of a Vulnerability Assessment Program to identify our weaknesses and guide planning activities
3. Improved Physical Security
4. Review and expansion of our training program for security and emergency response
5. Enhanced emergency planning and procedures development
6. Improved coordination with the Public Safety Agencies in our service area
7. Improved coordination with others

Section 2: Transit System Description

2.1 Organizational Structure

The Pace Suburban Bus is a Municipal Corporation that is governed by The Pace Suburban Bus Board of Directors, which consists of thirteen members.

2.2 Operating Characteristics and Service

2.2.1 Service Area DuPage, Kane, Lake, McHenry, Will and Cook counties.
3,446 sq. miles the addition of Chicago Paratransit service brings it to 3,673 square miles.

Population served: 8.4 million

Communities served: 210

Total ridership in 2012: 39,194,457 million

Average daily ridership; 130,000

2.2.2 Service Design

Pace, the suburban bus division of the Regional Transportation Authority provides fixed bus routes, Paratransit services, vanpools and special-event buses throughout Chicago's six-county region.

1. Fixed Route
2. Paratransit
3. Vanpool

2.3 Vehicles and Facilities

Operating Divisions

Fox Valley (North Aurora)	River (Elgin)
Heritage (Joliet)	South (Markham)
North (Waukegan)	Southwest (Bridgeview)
North Shore (Evanston)	West (Melrose Park)
Northwest (Des Plaines)	

Other Facilities

Headquarters
South Holland Acceptance Facility
Paratransit Facility-McHenry (Leased to First Transit)

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Elgin Transportation Center

Pace also contracts out service to municipalities and private contractors

Park-N-Ride facilities

Blue Island	Harvey
Buffalo Grove	Bolingbrook (2)
Elk Grove Village	Burr Ridge
Homewood	Hillside
Schaumburg	South Holland

Other Facilities

Aurora Transportation Center	Gurnee Mills Bus Turnaround
Chicago Heights Terminal	Home Bus Turnaround
Riverdale Bus Turnaround	Lake-Cook Road Metra Bus Turnaround
Prairie Stone Transfer Center (at Sears in Hoffman Estates)	

2.4 Measures of Service

Total Fixed Route Buses	750
Paratransit Buses	437
Chicago ADA	612 (contractor owned)
Vanpools	736

Reference: Exhibit #6 Pace Carrier

List Reference: Exhibit #7 Vehicle List

Section 3: Roles and Responsibilities

3.1 Mission

Pace hopes to ensure that, if confronted with a security event or major emergency, Pace personnel will respond effectively, using good judgment, ensuring due diligence, and building on best practices, identified in drills, training, rules and procedures.

This level of proficiency requires the establishment of formal mechanisms to be used by all Pace personnel to identify security threats and vulnerabilities associated with Pace's operations, and to develop controls to eliminate or minimize them. The SSEP Program also requires Pace's process for:

1. Coordinating with local law enforcement and other public safety agencies to manage response to an incident that occurs on a transit vehicle or affects transit operations, and
2. Identifying a process for integrating Pace's resources and capabilities into the community response effort to support management of a major event affecting the community.

Pace management expects all employees, volunteers and contractors, especially those working directly with passengers, to support the SSEP Program.

3.2 Division of Responsibilities

3.2.1 All Personnel

Pace personnel must understand and adopt their specific roles and responsibilities, as identified in the SSEP Program, thereby increasing their own personal safety and the safety of their passengers, during normal operations and in emergency conditions.

To ensure the success of the SSEP Program, the following functions must be performed by Pace personnel:

1. Immediately reporting all suspicious activity, no matter how insignificant it may seem, to their immediate Supervisor or Pace Management
2. Immediately reporting all security incidents
3. Using proper judgment when managing disruptive passengers and potentially volatile situations
4. Participation in all security and emergency preparedness training, including drills and exercises
5. Becoming familiar with, and operating within, all security and emergency preparedness procedures for the assigned work activity

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3.2.2 Deputy Executive Director Revenue Services

Under the authority of the Pace Executive Director, the Deputy Executive Director, Revenue Services has the overall authority to develop and execute the agency's SSEP Program. In addition, the Deputy Executive Director, Revenue Services is responsible for the following specific activities:

1. Ensuring that sufficient attention is devoted to the SSEP Program, including:
 - Development of standard operating procedures related to employee security duties
 - Development and enforcement of safety and security regulations;
 - Development of Contingency Plan for Recovery to maximize transit system response effectiveness and minimizing system interruptions during emergencies and security incidents;
 - Provision of proper training and equipment to employees to allow an effective response to security incidents and emergencies
2. Development of an effective notification and reporting system for security incidents and emergencies
3. Designating a Point of Contact (POC) to manage the SSEP Program
4. Communicating security and emergency preparedness as top priorities to all employees
5. Developing relations with outside organizations that contribute to the SEPP Program, including local public safety and emergency planning agencies

3.2.3 SSEP Program Point of Contact (POC)

To ensure coordinated development and implementation of the SSEP Program, the Deputy Executive Director of Revenue Services has designated Department Manager Safety, Training and Security as the Security and Emergency Preparedness Point of Contact (POC) for development and implementation of the SSEP Program. The POC, who reports directly to the Deputy Executive Director of Revenue Services, has the authority to utilize available Pace resources to develop the SSEP Program and Plan, to monitor its implementation, and to ensure attainment of security and emergency preparedness goals and objectives.

The Department Manager Safety, Training and Security has the responsibility for overseeing the SEPP Program on a daily basis. The Department Manager Safety, Training and Security will also serve as Pace's primary contact with public agencies. To the extent that liaison is necessary with state and federal agencies, the Deputy Executive Director of Revenue Services will serve as the lead liaison for the agency. The Department Manager Safety, Training and Security will also be responsible for the security-related agenda items for Revenue Services Staff meetings.

In managing this Program, the POC will:

1. Be responsible for successfully administering the SSEP Program and establishing, monitoring, and reporting on the system's security and emergency preparedness objectives

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2. Review current agency safety, security and emergency policies, procedures, and plans, and identify needed improvements
3. Develop and implement plans for addressing identified improvements
4. Coordinate with local public safety agencies, local community emergency planning agencies, and local human services agencies to address security and emergency preparedness; including participation in formal meetings and committees
5. Develop, publish, and enforce reasonable procedures pertinent to agency activities for security and emergency preparedness
6. Provide adequate driver training and continuing instruction for all employees (and volunteers and contractors) regarding security and emergency preparedness
7. Review new agency purchases to identify security-related impacts
8. Ensure performance of at least one emergency exercise annually

[The following list of sample procedures and plans to support the implementation of the SSEPP procedures can be found in the corresponding appendices of this document]

- Appendix A Vehicle Safety Program Implications
- Appendix B Security/Emergency Capabilities and Points of Emphasis
- Appendix C Security and Emergency Considerations
- Appendix D Bomb Threat Checklist & Procedures
- Appendix E Sample Emergency Telephone Directory
- Appendix F Sample Types of Preparation Exercises
- Appendix G Tips on Reporting Criminal Activity
- Appendix H Sample Emergency Action Plan
- Appendix I Example Emergency Procedures
- Appendix J Sample Memorandum re: Coordination with First Responders
- Appendix K Sample Threat and Vulnerability Assessment Forms
- Appendix L Draft Memorandum of Executive Approval
- Appendix M Contacts and Other resources
- Appendix N Homeland Security Advisory System Recommendations
- Appendix O System Safety Program Plan
- Appendix P Comprehensive Recovery Plan Appendix Q Security Vehicle Inspection Check List
- Appendix R Post 911 Security Action and Documentation

3.2.4 Revenue Service

As a continuing responsibility of Revenue Services, there will be a permanent agenda oriented toward security and emergency preparedness matters, ranging from comments on the management of the SSEP Program Plan to liaison with public agencies and feedback from employees. It will also be an ongoing part of the security agenda to determine the level of compliance with agency policies, rules, regulations, standards, codes, and procedures, and to identify changes or new challenges as a result of incidents or other operating experience.

The Department Manager Safety, Training and Security will be responsible for managing the

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security agenda during the Revenue Service meetings.

Revenue Services provides the primary mechanism through which the agency:

1. Identifies security conditions and problems at the agency
2. Organizes incident investigations and develops and evaluates corrective actions to address findings
3. Obtains data on agency security performance
4. Develops strategies for addressing agency security problems
5. Coordinates the sharing of security responsibilities and information
6. Manages the integration of security initiatives and policies in agency operations
7. Evaluates the effectiveness of the security program
8. Ensures document reviews and configuration management
9. Manages the development and revising of agency policies, procedures, and rulebook
10. Coordinates interaction with external agencies

Revenue Services also ensures that all agency employees, volunteers and contractors:

1. Have a knowledge of the security program and emergency preparedness programs
2. Understand that emergency preparedness and security is a primary concern while on the job
3. Cooperate fully with the agency regarding any incident investigation
4. Raise security and emergency preparedness concerns

3.2.5 Supervisors

Supervisors are responsible for communicating the transit agency's security policies to all employees, volunteers and contractors. For this reason, supervisors must have full knowledge of all security rules and policies. Supervisors must communicate those policies to Pace operations personnel in a manner that encourages them to incorporate SSEP practices into their everyday work. The specific responsibilities of supervisors include the following:

1. Having full knowledge of all standard and emergency operating procedures
2. Ensuring that drivers make security and emergency preparedness a primary concern when on the job
3. Cooperating fully with the SSEP Program regarding any incident investigations as well as listening and acting upon any security concerns raised by the drivers
4. Immediately reporting security concerns to their Manager.

In addition, when supporting response to an incident, supervisors are expected to:

1. Provide leadership and direction to employees during security incidents
2. Handle minor non-threatening rule violations
3. Defuse minor arguments
4. Determine when to call for assistance
5. Make decisions regarding the continuance of operations
6. Respond to fare disputes and service complaints
7. Respond to security-related calls with police officers when required, rendering assistance

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- with crowd control, victim/witness information gathering, and general on-scene assistance
- 8. Complete necessary security related reports
- 9. Take photographs of damage and injuries
- 10. Coordinate with all outside agencies at incident scenes

3.2.6 Drivers

In addition to the general responsibilities identified for all personnel, drivers (including volunteers and contractors) are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies. Each driver will:

1. Take charge of a security incident scene until the arrival of supervisory or emergency personnel
2. Collect fares in accordance with Pace policy (if applicable)
3. Attempt to handle minor non-threatening rule violations
4. Respond verbally to complaints
5. Attempt to defuse minor arguments
6. Determine when to call for assistance
7. Maintain control of the vehicle
8. Report all security incidents to Pace dispatch
9. Complete all necessary security-related reports
10. Support community emergency response activities as directed by Pace policies and procedures

3.2.7 Other Personnel

Other personnel who support Pace also have responsibilities for the SSEP Program. Dispatchers are expected to:

1. Receive calls for assistance
2. Dispatch supervisors and emergency response personnel
3. Coordinate with law enforcement and emergency medical service communications centers
4. Notify supervisory and management staff of serious incidents
5. Establish on-scene communication
6. Complete any required security-related reports
7. Provide direction to on-scene personnel

Maintenance personnel are expected to:

1. Report vandalism
2. Report threats and vulnerabilities of vehicle storage facilities
3. Provide priority response to safety and security critical items such as lighting
4. Maintain facility alarm systems

Human Resources personnel are responsible for:

1. Ensuring all pre-employment screening processes are carried out effectively

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2. Doing background checks of new employees

Communications is responsible for:

1. Designating a Public Information Officer (PIO) for media contact regarding security incidents and issues.

Reference: Exhibit #8 Security Information for Riders

3.3 Existing SSEP Capabilities and Practices

*A summary of the existing proactive methods, procedures, and actions to prevent, deter, or minimize security incidents include:

1. Emphasis on agency personnel awareness
2. Participation in available training
3. Review of other materials, as needed
4. Analysis of security incidents and suspicious activity to determine a proper course of action including:
 - Identifying potential and existing problem areas
 - Developing action plans
 - Implementing the plans
 - Measuring results
5. Review of local and transit agency emergency plans
6. Review of FTA documentation on system security and emergency preparedness

In addition, Pace utilizes the following proactive actions and systems to prevent, deter or minimize security incidents:

1. Local police notification/participation in employee discharge and/or discipline process as needed
2. Evaluation of security/emergency response procedures
3. Presentations by local police and transit agency personnel to employees, the public or other groups interested in transit security matters
4. Development and distribution of crime prevention information on agency brochures for passengers and the public.
5. Intelligent Bus Systems (I.B.S.) Satellite tracking for existing equipment.
6. Camera equipped buses.

Reference: Exhibit # 9 SSEPP

3.4 Training and Exercising

The purpose of this task is to provide necessary and sufficient training and refresher courses for Pace

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personnel. New security methods and procedures are identified, defined and, as applicable, made an integral part of the daily activities of the entire operation.

Listed below are the elements exercised in performing this task: Identify requirements, methods and courses for system security training.

1. Obtain and/or develop courses and material necessary to train personnel in system security.
2. Present and maintain course material for:
 - Security overview
 - Identification and reporting of suspicious persons, activities and packages
 - Chemical, biological and radioactive agents
 - Improvised explosive devices
 - Pre-trip security inspection
 - Emergency reporting procedures
 - Bus evacuation
 - Roles and responsibilities of employees at various levels
3. Evaluate effectiveness of materials and training.
4. Establish requirements for additional security safety training based on ongoing vulnerability assessment, historical data and current events.

Safety and security training and material has been provided to operators and maintenance personnel at all divisions, contract and municipal carriers and is incorporated into basic training for new employees.

Safety managers, instructors, supervisors / dispatchers, materials management personnel and managers at various levels received additional training parallel to their responsibilities.

Reference: Exhibit #10 Safety and Security Procedures

3.5 Coordination with Local Emergency Response Entities

To support improved emergency and incident preparedness and response, Pace will participate in, at a minimum, one exercise or drill with local public safety organizations in order to:

1. Review current plans and policies
2. Identify current security and emergency considerations
3. Develop procedures (if necessary)
4. Establish and maintain ongoing communication
5. Coordinate service and response following the guidelines of the ICS (Incident Command System)

Reference: Exhibit #11 After Hours Emergency Phone Call Procedures

3.6 Coordination with Other Transit Agencies

Transit agencies within our counties and neighboring communities that may need to be contacted in the event of a critical incident.

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Reference: Exhibit #12 CTA Evacuation Plans

Reference: Exhibit #13 CTAN

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Section 4: Threat and Vulnerability Process

4.1 Threat and Vulnerability Identification

The primary method used by Pace to identify the threats to the transit system and the vulnerabilities of the system is the collection of incident reports submitted by employees and information provided by law enforcement and contractors.

Information resources include the following:

1. Employees incident reports
2. Property Safety and Security Inspections
3. Bus maintenance reports
4. Passenger surveys
5. Passengers' letters and telephone calls
6. Statistical reports
7. Special requests
8. Labor Organizations

Revenue Services will review security information and determine if additional methods should be used to identify system threats and vulnerabilities.

Security testing and inspections may be conducted to assess the vulnerability of the transit system.

Appendix A

Vehicle Safety Program Implications

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VEHICLE SAFETY PROGRAM PLAN		COVERED POLICIES AND PROCEDURES	ADDITIONAL ISSUES IN SSEP PROGRAM
SECTION	TITLE		
1	MANAGEMENT COMMITMENT	<ul style="list-style-type: none"> • Safety Policy Statement 	<ul style="list-style-type: none"> • MEMORANDUM AUTHORIZING SYSTEM SECURITY AND EMERGENCY PREPAREDNESS (SSEP) PROGRAM
2	COMPLIANCE RESPONSIBILITIES	<ul style="list-style-type: none"> • Deputy Director Revenue Services • Drivers • Mechanics • Others Operating Agency Vehicles (and volunteers) • Safety Incentive Program(s) 	<ul style="list-style-type: none"> • EXPANDED TO ADDRESS SSEP PROGRAM • CREATION OF SSEP PROGRAM POINT OF CONTACT (POC) • NEW RESPONSIBILITIES FOR REVENUE SERVICES • SSEP PROGRAM AGENDA FOR REVENUE SERVICE
3	DRIVERS – INITIAL	<ul style="list-style-type: none"> • Qualifications • Initial Training 	<ul style="list-style-type: none"> • COMMITMENT TO ADDRESS SSEP ISSUES
	QUALIFICATIONS	<ul style="list-style-type: none"> • Application • Interviews • Physical Requirements • Age • Knowledge of English • Driver Licensing • Criminal Record • Checks • Ability to Perform Simple Math 	<ul style="list-style-type: none"> • EXPANSION OF NEW HIRE BACKGROUND CHECK

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VEHICLE SAFETY PROGRAM PLAN		COVERED POLICIES AND PROCEDURES	ADDITIONAL ISSUES IN SSEP PROGRAM
SECTION	TITLE		
	INITIAL TRAINING	<ul style="list-style-type: none"> • Agency Policies and Procedures • Federal and State Guidelines and Regulations • Pre- and Post-Trip Inspections • Vehicle Familiarization • Basic Operations and Maneuvering <ul style="list-style-type: none"> ○ Special Driving Conditions • Backing • Bad Weather • Boarding and Alighting Passengers • Defensive Driving Course (DDC) • Passenger Assistance Training – Driver Training • On Road • Fares • Disability & Sensitivity 	<ul style="list-style-type: none"> • ADDITIONAL TRAINING TO ADDRESS SECURITY AWARENESS, REPORTING SUSPICIOUS ACTIVITY, REPORTS AND DOCUMENTATION, AND PRE- AND POST TRIP INSPECTIONS
4	DRIVERS – ONGOING SUPERVISION AND TRAINING	<ul style="list-style-type: none"> • Training - Refresher/Retraining • Evaluation and Supervision • Motor Vehicle Record Checks • Biannual Physical Examination • Safety Meetings • Seat-belt Usage • Discipline/Recognition • Preventable Accidents/Injuries 	<ul style="list-style-type: none"> • REFRESHER TRAINING AND “TESTS” FOR KNOWLEDGE OF EMERGENCY PROCEDURES • ADDITIONAL RESPONSIBILITIES FOR SUPERVISION

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VEHICLE SAFETY PROGRAM PLAN		COVERED POLICIES AND PROCEDURES	ADDITIONAL ISSUES IN SSEP PROGRAM
SECTION	TITLE		
5	EMERGENCY DRIVING PROCEDURES	<ul style="list-style-type: none"> • Emergency Driving Procedures • Accident Causes <ul style="list-style-type: none"> o Slippery road surfaces o Driving at night o Driving through water o Winter driving o Driving in very hot weather • Vehicle Breakdowns and Unavoidable Stops • Vehicle Fire/Evacuation • Hold Up/Robbery • Natural Disasters <ul style="list-style-type: none"> o Tornado o Flood procedures - vehicle 	<ul style="list-style-type: none"> • EXPANSION OF EMERGENCY PROCEDURES TO INCLUDE ADDITIONAL SECURITY AND EMERGENCY CONDITIONS • EXPANSION OF EMERGENCY PROCEDURES • EMERGENCY TRAINING
6	PASSENGER SAFETY	<ul style="list-style-type: none"> • General Guidelines • Mobility Device Securement and • Passenger Restraint Systems • Difficult Passengers <ul style="list-style-type: none"> o Medical Condition 	<ul style="list-style-type: none"> • EXPANSION OF PROCEDURES FOR MANAGING DIFFICULT PASSENGERS

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VEHICLE SAFETY PROGRAM PLAN		COVERED POLICIES AND PROCEDURES	ADDITIONAL ISSUES IN SSEP PROGRAM
SECTION	TITLE		
7	VEHICLES & EQUIPMENT	<ul style="list-style-type: none"> • Vehicles & Equipment Preventive Maintenance Program • Preventive Maintenance Needs • Master Vehicle Service and Repair Record • Maintenance History <ul style="list-style-type: none"> Preventive Maintenance Intervals <ul style="list-style-type: none"> o A Level Inspection o B Level Inspection o C Level Inspection • Pre- and Post-Trip Inspections • Emergency Equipment on Vehicles and Usage • Vehicle Procurement <ul style="list-style-type: none"> o Exterior o Visibility o Interior • Vehicle Security • Vehicle Safety In and Around the Shop or Yard 	<ul style="list-style-type: none"> • EXPANSION OF VEHICLE SECURITY PROCEDURES • EXPANSION OF MAINTENANCE PROCEDURES FOR IDENTIFYING AND REPORTING VANDALISM, SUSPICIOUS SUBSTANCES, OR VEHICLE TAMPERING • EXPANSION OF VEHICLE PROCUREMENT PROCEDURES TO ADDRESS SECURITY TECHNOLOGY

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VEHICLE SAFETY PROGRAM PLAN		COVERED POLICIES AND PROCEDURES	ADDITIONAL ISSUES IN SSEP PROGRAM
SECTION	TITLE		
8	ACCIDENT MANAGEMENT	<ul style="list-style-type: none"> • Accident Documentation Packet • Accident Notification Procedures – driver responsibility • Accident Investigation – management responsibility • Accident Investigation Kit • Drug and Alcohol Tests • Media Relations and Crisis • Communication After an Accident 	<ul style="list-style-type: none"> • ADDITIONAL TOOLS FOR ACCIDENT • DOCUMENT PACKET TO ADDRESS SECURITY • ADDITIONAL TOOLS FOR MEDIA RELATIONS
9	INSURANCE	<ul style="list-style-type: none"> • Dealing with Adjusters 	<ul style="list-style-type: none"> • ADDITIONAL CONSIDERATIONS FOR COVERAGE
	CLAIMS AND LITIGATION MANAGEMENT	<ul style="list-style-type: none"> • Dealing with Attorneys – ours/theirs 	
	DAY TO DAY OPERATIONS – MONITORING FOR SAFETY	<ul style="list-style-type: none"> • Record Keeping • Keeping Informed <ul style="list-style-type: none"> o Websites o Publications 	<ul style="list-style-type: none"> • ADDITIONAL REPORTS FOR SECURITY RELATED INCIDENTS

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Appendix B

Security/Emergency Capabilities and Points of Emphasis

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Appendix B

SECURITY BASELINE PLANNING WORKSHEET	Yes	No	Notes
Has Executive Management accepted responsibility for the management of security vulnerabilities during the design, engineering, construction, testing, start-up and operation of the transit system?	X		
Has Executive Management endorsed a policy to ensure that security vulnerabilities are identified, communicated, and resolved	X		
Does Pace have clear and unambiguous lines of authority and responsibility for ensuring that security is addressed at all organizational levels within the operation (including contractors)?	X		
Does Pace have access to personnel with security management experience, knowledge, skills, and abilities?	X		
Does Pace ensure that resources are effectively allocated to address security considerations?	X		
Is the protection of passengers, employees, contractors, emergency responders and the general public a priority whenever activities are planned and performed at Pace?	X		
Wherever possible, does Pace guide design, engineering, and procurement activity with an agreed-upon set of security standards and requirements (including design criteria manuals, vehicle specifications and contracting guidelines)?	X		
Does Pace routinely evaluate its capabilities to provide adequate assurance that the public, and employees are protected from adverse consequences?	X		
Has Pace committed to developing security mitigation measures to prevent and manage security vulnerabilities?	X		
Has Pace appropriately documented its security measures in plans, procedures, training, and in project requirements, specifications and contracts?	X		
Does Pace have a formal System Security Program, documented in a System Security Program Plan (Security Plan)?	X		
If "yes," is the Security Plan current, reflecting current security operations and system configuration?	X		

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If "no," does Pace have plans in place to develop a Security Plan?			
If "no," prepare a brief list of all activities performed at your agency that address security concerns (for example, include facility access control; procedures for handling difficult people; workplace violence program; bomb threat management plan; procedures for identifying and reporting suspicious activity; facility and vehicle evacuation and search procedures; coordination with local law enforcement, etc.)			ATTACH LIST

GENERAL EMERGENCY RESPONSE CAPABILITIES	Yes	No	Notes
Does Pace have an Emergency Plan?	x		
Does Pace have Emergency Operating Procedures?	x		
Does Pace have an Incident Response Plan for Terrorism, as an appendix to the Emergency Plan or as a separate plan?	x		
Does Pace coordinate with local public safety organizations on the development, implementation and review of the Emergency Plan and procedures?	x		
Does your Emergency Plan specify use of the Incident Command System?	x		
Have your employees been trained in the Emergency Plan and Procedures?	x		
Does Pace conduct routine drills, table-tops and refresher training?	x		
Does Pace coordinate its drilling and training for emergency response with local public safety organizations?	x		
Does Pace conduct briefings of after-action reports to assess performance during the drill or exercise and identify areas in need of improvement?	x		
Have members of Pace participated in Domestic Preparedness Training Programs sponsored by the Federal government (FEMA, FBI, DOD, etc.)?	x		
PREVIOUS EXPERIENCE			

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Has Pace experienced an emergency in the last 12 months? If yes were you satisfied with the response?		X	
Has Pace received a bomb threat in the last 12 months?		X	
Has Pace evacuated its facilities in the last 12 months as the result of a bomb threat?		X	
Has Pace conducted a physical search of a facility in response to a bomb threat?		X	

Points of Emphasis

1. *Awareness* - Train all security and maintenance personnel to spot suspicious-looking or unfamiliar people or objects.
2. *Communication* - Teach employees and/or tenants the importance of awareness; encourage them to identify and report anything that appears out-of-the-ordinary.
3. *Screening* - Develop and implement systems for identifying and controlling visitor access to the building.
4. *Inspection* - Establish strict procedures for the control and inspection of packages and materials delivered to the building, particularly those intended for critical areas.
5. *Procedures* - Instruct all personnel, particularly telephone switchboard or reception personnel, on what to do if a bomb threat is received.
6. *Surveillance* - Instruct security and maintenance personnel to routinely check unattended public or open areas, such as rest rooms, stairways, parking garages and elevators.
7. *Lighting* - Make sure that all of the facility's access points are well-lit.
8. *Systems Awareness* - Unexpected interruptions in the building's fire or security systems may not be coincidental; train personnel to identify and address immediately.
9. *Local Authorities* - Contact local government agencies to determine their procedures for dealing with bomb threats, search, removal and disposal.
10. *Contingency* - Assure adequate protection and off-site backup for classified documents, proprietary information, critical records and activities essential to the operation of your business.

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Appendix C

Security and Emergency Considerations

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Appendix C

Emergency Response Planning, Coordination, and Training Considerations

1. Emergency Response planning, coordination, and training is formalized and documented, and identifies responsibilities of employees by function
2. Service continuation, restoration/recovery plan developed
3. Emergency drills and table-top exercises scheduled on a regular basis
4. Coordination and training with outside agencies, including:
 - a. Fire/rescue units; Hospitals; Police; Hazardous materials/Environmental agencies/Regional Office of Emergency Management
5. Media relations/information control procedures and policies established (internal and external to agency)
6. Documentation of drills maintained; drill critiques held; recommendations recorded with follow-up
7. Emergency procedures reviewed by Management on a regular basis and updated as needed
8. Regular assessments of employee proficiency conducted
9. Emergency contacts list developed/current/and responsibility for call-outs identified
10. Employees issued quick reference guidelines for emergency situations
11. Support systems developed to provide post-incident support to customers and employees
12. Regular functional testing / inspection of emergency support equipment and systems
13. Contingency plans for loss of electrical power and radio or phone communication.

System Security Considerations

1. Security Plan established, which addresses all operations modes and contracted services
2. System security responsibilities and duties established
3. Personal safety awareness/education programs for passengers and employees and community outreach
4. Security equipment regularly inspected, maintained and functionally tested; including personal equipment issued to security personnel
5. Contingency **SOPs** developed; drills and table-top exercises conducted for extraordinary circumstances:
 - a. Terrorism (including chemical/ biological agents/ weapons of mass destruction); Riot/Domestic unrest; Catastrophic natural events; and System-wide communications failure
6. Planning, coordination, training and mutual aid agreements with external agencies (state, local police, FBI and other federal agencies)
7. Security **SOPs** reviewed on a regular basis and updates made as needed to Security Plan
8. Security equipment installed, inspected, and maintained to monitor trespass activities
9. Data collection established for all security issues/incidents; analysis performed and recommendations made; as necessary
10. Security risk/vulnerability assessments conducted, documented and reviewed
11. Contingency plans for loss of electrical power and radio or phone communications
12. Procedures for critical incident command, control, and service continuation/ restoration
13. Security training provided to all staff levels
14. Background checks on employees and contractors (where applicable)
15. Regular assessments of employee security proficiencies conducted

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16. Employees issued quick reference guidelines for security situations
17. Emergency contacts list developed/current/and responsibilities for call-outs identified
18. Visitor, deliveries and contractor facility access procedures developed/ visible identification required
19. Concepts of crime prevention through environmental design (CPTED) applied in reviews of facilities and in new design and modifications
20. Security checklists developed and regularly used for verifying status of physical infrastructure and security procedures
21. Agency employees identifiable by visible identification and/or uniform
22. Policy and procedures in place for facilities key control

Bomb Threat Checklist

Questions to Ask the Caller:

- What will cause it to explode?
- Did you place the bomb?
- Why did you place the bomb?
- Where are you calling from?
- What is your address?
- What is your name?

Observations

- If the voice is familiar, whom did it sound like?
- Were there any background noises?

Telephone number call received at:

Person receiving call:

Any additional remarks:

Bomb Threat Procedures

In recent years the use and threatened use of explosives in our society has increased at an alarming rate. Organizations must prepare a plan of action to respond effectively. This brief provides guidelines that will assist transit agencies in developing a procedure specific to their particular environment.

Steps to Be Considered

When faced with a bomb threat, the primary concern must always be the safety of passengers, employees, and emergency responders. Many transit agencies already have a disaster or emergency procedure for responding to smoke, fire, or medical emergencies in stations, administrative facilities, and shops/yards. Several aspects of these procedures remain viable in a bomb threat procedure.

However, new problems must be addressed when a bomb threat is received. For example, in the instance of a fire, effort is directed at evacuating the occupants in a quick and orderly manner. In the case of a bomb threat, if evacuation is initiated, the exit routes and assembly areas should be searched prior to vacating the premises. The potential hazard remains when a building is evacuated before a search has been made. Personnel cannot safely re-occupy the building and resume normal activities until a search has been conducted. Such problems require a procedure with 7 logical steps:

- Step 1: Threat Reception
- Step 2: Threat Evaluation
- Step 3: Search Procedure
- Step 4: Locating Unidentified Suspicious Objects
- Step 5: Evacuation Procedure
- Step 6: Re-occupation of Building
- Step 7: Training of Essential Personnel

Each of these steps is discussed below:

Step 1: Threat Reception

Threats are transmitted in several ways:

Telephone Threats (threat to detonate explosive is phoned into system)

- Caller is the person who placed the device
- Caller has knowledge of who placed the device
- Caller wants to disrupt system operation

Written Threats (threat to detonate explosive is written into system)

- May be more serious than phoned-in threats

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- Written threats are generally more difficult to trace than phoned-in threats

Letter and Package Threats (suspicious package or letter is delivered to agency)

- These threats serve a variety of purposes, but, generally, they are directed at specific system personnel rather than at the system as a whole.
- The personal motivations of the criminal may be more important in these types of threats

Bomb threats are normally transmitted by phone. The person receiving the call should be prepared to obtain precise information, including:

- The time the call was received and on which telephone number or extension
- The exact words of the person making the threat should be recorded
- Indicate whether it was a male or female voice and an approximate age
- Note any accent or speech impediment or slurring of speech which could indicate intoxication or an unbalanced condition
- Listen for the presence of any background noises such as traffic, music, or other voices
- Decide if the voice is familiar
- The person receiving the threatening call should be prepared to ask the caller certain questions if the information has not been volunteered:
Where is the bomb? -When is it going to explode?
What does it look like? -What kind of bomb is it?
Why did you place the bomb? -What is your name?

The caller may provide specific information by answering these questions. Often the type of person making a threat of this nature becomes so involved that they will answer questions impulsively. Any additional information obtained will be helpful to police and explosive technicians. To assist the person receiving the call, it is suggested a printed form be readily available. A sample is provided in Appendix D. Typically, this checklist is kept readily available to the transit dispatcher or administrative personnel most likely to receive such a threat.

Written and Letter/Package Threats should be treated as "suspicious objects" (see Step 4).

Step 2: Threat Evaluation

Two basic descriptions of threats can be identified:

- Non-specific threat: This is the most common type of threat, usually with little information given other than, "There is a bomb in your building."
- Specific threat: This threat is given in more detail. Reference is often made to the exact location of the device, or the time it will detonate.

Specific threats should be considered more serious in nature, requiring a more concerted effort in the response. The non-specific threat, however, cannot be ignored. A policy must be developed to respond effectively to both threat levels.

Certain actions should be taken regardless of the threat category:

- Notify law enforcement (whether internal transit police and/or security or local law enforcement)
- Notify management personnel
- Initiate the search procedure
- Search before evacuation of personnel (employee search)
- Search after evacuation of personnel (volunteer search)

Notification to internal and/or external law enforcement, security and management personnel should be prompt, and include as much detail as possible. The person who received the threatening call should be available immediately for interviewing. Copies of the completed threat checklist should be readily available to all who may need it.

The appropriate search procedure should be initiated. Searches in the transit environment – as in many other environments – have two major constraints:

- Radio communication cannot be used (it may detonate the device)
- The environment is specialized, therefore, it cannot be searched effectively by outsiders

To address these concerns, personnel who work in a particular area, or who are responsible for an area, should be used. Not only will these personnel provide a much more thorough search than outside responders, but they are knowledgeable concerning station or facility emergency communication systems, and can access "land line" telephones to manage communications more effectively during the search. A system that utilizes the employees - after evacuations have been ordered -- should always and only use volunteers.

The following criteria help determine what immediate action to take:

Factors favoring a search before the movement of personnel (occupant search):

- There is a high incidence of hoax telephone threats
- Effective security arrangements have been established
- Information in the warning is imprecise or incorrect
- The caller sounded intoxicated, amused, or very young
- The prevailing threat of terrorist activity is low

Factors favoring movement of personnel before searching (volunteer search):

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- The area is comparatively open
- Information in the warning is precise as to the matters of location, a description of the device, the timing, and the motive for the attack
- A prevailing threat of terrorist activity is high

Step 3: Search Procedure

Pre-planning and coordination of employees are essential in implementing an effective search of transit premises, particularly for large stations and facilities. A central control mechanism is necessary to ensure a thorough and complete response. A printed station and/or facility schematic should be identified for each major transit facility. Wherever possible, stations should be divided into zones or sections (prior to the actual conduct of the search), and volunteer personnel - familiar with the zone or section - identified to support the search, by shift or position. Back-ups and supporting volunteers should also be identified for each zone or segment. A compendium of station/facility schematics should be available to those responsible for managing bomb threats and searches. Not only will these schematics support identification and assembly of the volunteer search team, but also, as the search is conducted, each area can be "crossed off" the plan as it is searched.

Areas that are accessible to the public require special attention during a search, and may be vitally important if an evacuation is to be conducted. The level of the search should be commiserate with the perceived threat level:

An occupant search is used when the threat's credibility is low. Occupants search their own areas. The search is completed quickly because occupants know their area and are most likely to notice anything unusual.

- The volunteer team search is used when the threat's credibility is high. The search is very thorough and places the minimum number of personnel at risk. Evacuate the area completely, and ensure that it remains evacuated until the search is complete. Search teams will make a slow, thorough, systematic search of the area.

During the search procedure the question often arises, "What am I looking for?" The basic rule is: Look for something that does not belong, or is out of the ordinary, or out of place. Conduct the search quickly, yet thoroughly, keeping the search time to a maximum of 15 to 20 minutes. Both the interior and exterior of the station or facility should be searched.

Historically, the following areas have been used to conceal explosive or hoax devices in the transit environment:

Outside Station Areas	Inside Stations
<ul style="list-style-type: none"> • Trash cans • Dumpsters • Mailboxes • Bushes • Street drainage • Storage areas • Parked cars • Shrubbery • Newspaper stands 	<ul style="list-style-type: none"> • Ceilings with removable panels • Overhead nooks • Areas behind artwork, sculptures and benches • Recently repaired/patched segments of walls, floors, or ceilings • Elevator shafts • Restrooms • Behind access doors • Crawl spaces • Behind electrical fixtures • Storage areas and utility rooms • Trash receptacles • Mail rooms • Fire hose racks

Depending on the nature of the threat, searches may expand to include transit vehicles. In extremely rare instances, dispatchers have instructed operators on certain bus routes or rail lines to immediately bring their vehicles to a safe location, disembark passengers, and walk-through the vehicle looking for unidentified packages. In other instances, evacuated vehicles have been met by law enforcement officers, who actually conduct the search, including the vehicle undercarriage and rooftop areas.

Step 4: Locating an Unidentified Suspicious Package

If an unidentified or suspicious object is found, all personnel should be instructed (1) not to move it and (2) to report it to central dispatch or the search team leader immediately. The following information is essential:

- Location of the object
- Reason(s) suspected
- Description of the object
- Any other useful information -how difficult to secure area, evacuate, nearest emergency exits, etc.

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Based on this information, decisions will be made regarding the following:

- Removal of persons at risk
- Establishment of perimeter control of the area to ensure that no one approaches or attempts to move the object
- Activities to establish ownership of the object. (In the event that legitimate property has been left behind in error prior to the bomb threat being received.)
- Assignment of someone familiar with the building and the area where the object is located to meet the Explosives Disposal Unit personnel on their arrival (in the event that they have been called)
- Continue implementation of search procedure until all areas have reported to the central control, as there may be more than one unidentified object

While volunteers and public safety personnel are conducting the search, and particularly while they are managing response to a suspicious package, they should keep in mind the following information:

- Improvised Explosive Devices (IEDs) and other types of bombs inflict casualties in a variety of ways, including the following:
 - Blast over pressure (a crushing action on vital components of the body; eardrums are the most vulnerable)
 - Failing structural material
 - Flying debris (especially glass)
 - Asphyxiation (lack of oxygen)
 - Sudden body translation against rigid barriers or objects (being picked up and thrown by a pressure wave)
 - Bomb fragments
 - Burns from incendiary devices or fires resulting from blast damage
 - Inhalation of toxic fumes resulting from fires
- The following are four general rules to follow to avoid injury from an IED:
 - Move as far from a suspicious object as possible without being in further danger from other hazards such as traffic or secondary sources of explosion
 - Stay out of the object's line-of-sight, thereby reducing the hazard of injury because of direct fragmentation
 - Keep away from glass windows or other materials that could become flying debris
 - Remain alert for additional or secondary explosive devices in the immediate area, especially if the existence of a bomb-threat evacuation

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assembly area has been highly publicized

- Historically, perpetrators of bombings in the transit environment (in foreign countries such as Israel, France, India, and England) have used two tactics that intensify the magnitude of casualties inflicted by detonation of an explosive device:
- Perpetrators have detonated a small device to bring public safety personnel to the site; a larger, more deadly device has detonated sometime after the first device, thereby inflicting a large number of casualties on the first responder community.
- Perpetrators have used a real or simulated device to force the evacuation of a facility only to detonate a much more substantial device in identified bomb-threat evacuation assembly areas. These attacks are especially harmful because the evacuation assembly areas often concentrate transit personnel and passengers more densely than would otherwise be the case.

Step 5: Evacuation Procedure

If an unidentified object is found, a quiet and systematic evacuation from the area should be conducted. Prior to evacuation, all areas used in the evacuation route must be searched: stairwells, corridors, elevators, and doorways. When these areas have been checked, volunteer personnel should be assigned to direct other personnel along the searched exit routes.

As a general guideline, evacuation should be to a minimum distance of 300 feet in all directions from the suspicious package, including the area above and below the site, giving regard to the type of building construction (thin walls, glass) and the size of the suspicious package. Elevators should not be used to evacuate people under normal circumstances. A power failure could leave them trapped in a hazardous area. Attention should be paid to the need for special transportation requirements of persons with disabilities.

The essential task in evacuation procedures is to direct people to quietly leave the premises, using tact and power of suggestion, in an effort to maintain control and avoid panic. Once a complete or partial evacuation has taken place, there must be some form of accounting for all personnel. This may be a difficult task, but a necessary one to ensure the safety of all personnel.

Assembly areas should be pre-selected and well-known to personnel. Establish a clearly defined procedure for controlling, marshalling, and checking personnel within the assembly area. If possible, for major transit stations, assembly areas should be coordinated with local police in advance.

Assembly areas are selected using the following criteria:

- Locate assembly areas at least 300 feet from the likely target or building (if possible).
- Locate assembly areas in areas where there is little chance of an IED being hidden.

Open spaces are best. Avoid parking areas because IEDs can be easily hidden in

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vehicles.

- Select alternate assembly areas to reduce the likelihood of ambush with a second device or small-arms fire. If possible, search the assembly area before personnel occupy the space.
- Avoid locating assembly areas near expanses of plate glass or windows. Blast effects can cause windows to be sucked outward rather than blown inward.
- Select multiple assembly areas (if possible) to reduce the concentration of key personnel. Drill and exercise personnel to go to different assembly areas to avoid developing an evacuation and emergency pattern that can be used by perpetrators to attack identifiable key personnel.

Step 6: Re-Occupation of Station/Facility

Re-occupation of the building is a decision that must be made by an appropriate transit agency or law enforcement official. If the evacuation was made without a search, the premises should be searched before re-occupation.

Step 7: Training

Any effective threat procedure must be accompanied with an adequate training program. Training the essential personnel should encompass both the preventative and operational aspects of the procedure. Prevention can be accomplished through employee awareness, developing good housekeeping habits, and being on the alert for suspicious items and persons.

Operational training may include lectures by transit police and security instructional staff or guest speakers, in-service training classes, and practical training exercises. Evacuation and search drills should be performed periodically under the supervision of transit police or local law enforcement. Coordination with local law enforcement is particularly important for those small agencies with no internal security.

Conclusion

Considering recent events, it is advisable to consider all threats serious. A well-prepared and rehearsed plan will ensure an effective, quick search with minimal disruption of normal operation. Panic and possible tragedy can be avoided. Appropriate security, heightened employee and passenger awareness, and good housekeeping controls will identify many potential problems.

Appendix E

Emergency Telephone Directory

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Appendix F

Grant Info

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Appendix G

Reporting Criminal Activity

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Dispatch Form

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify [dispatch or local police]. Report as much information as possible including:

Activity: What is happening? (In plain language and with as few assumptions as possible)

Description of Involved People: For each involved person, provide:

- Height
- Weight
- Gender
- Clothing
- Weapons
- Distinguishing characteristics

Location: Describe exactly where the criminal activity is occurring. If the activity is "moving," describe the direction of travel.

Vehicle: If a vehicle is involved, please provide the following:

- Color
- Year
- Make
- Model
- License

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

Stay on the telephone with the police dispatcher and provide additional information as changes in the situation occur, until the first police officer arrives at your location.

Appendix H

Emergency Action Plan

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PACE SUBURBAN BUS
PANDEMIC INFLUENZA EMERGENCY PREPAREDNESS

Potential Impact of an Influenza Pandemic

An influenza pandemic occurs when a novel strain of the influenza virus becomes easily transmissible among people, at which point global spread typically occurs. Three influenza pandemics occurred in the 20th century, 1918, 1957, and 1968. 1918 an estimated 40-50 million people died worldwide, 500,000 of them in the United States.

Many experts consider influenza pandemics to be inevitable, although it is not possible to predict when one will next occur. The impact of such an event could have a devastating effect on the health and wellbeing of the American public. In Illinois alone, over the course of 12 weeks:

- 2 million people may become ill
- 1.8 million people may require outpatient care
- 30,000 people may require hospitalization
- 8,700 people may die

Avian Influenza

Avian Influenza is a highly contagious viral disease affecting the respiratory, digestive, and/or nervous system of many species of birds and is highly contagious among birds. Human cases of Avian Influenza have been reported among persons who handled affected poultry. If transmission of Avian Influenza from human to human begins and is sustained, a pandemic may result because most humans will not have antibodies to the new strain.

Pandemic Influenza Preparedness and Response Plan

The State of Illinois Pandemic Influenza Preparedness and Response Plan was finalized on March 17, 2006. The plan is a comprehensive framework for Illinois to stop, slow or otherwise limit the spread of an influenza pandemic and sustain infrastructure and mitigate the impact to the economy and reduce social disruption. The plan is intended to be implemented within the context of a unified command emergency operating structure involving representation from local, state, and federal governments. Pace is a resource asset/support agency that is prepared to be called upon to provide buses and drivers.

Agency Specific Contingency Plans

All state and local agencies should have plans in place to ensure maintenance of essential services during periods of high absenteeism due to illness. Pace has all hazard contingency plans which include utilizing maintenance and management personnel to operate buses and other transit vehicles in the event of high absenteeism among its bus operators.

An avian influenza outbreak will require the use of much of the same infrastructure and action as

that needed for response to other disasters in and around the Pace service area.

Pace has established the System Safety Emergency Preparedness Plan (SSEPP), conducted threat and vulnerability assessments and has established contingency plans for recovery of corporate and all operating divisions which include:

- All Hazards Approach
- Chain of Command/Unified Command
- Disaster agencies
- Alternate sites
- Public Information
- Communications
- Company records and documents

Pace is categorized as a resource asset/support agency for the State Emergency Operations Center as well as local Incident Command structures in the event of an emergency.

Pace response capabilities are enhanced by:

- Employees dedicated to public service
- Driver call up lists maintained
- More than 100 non-operating management personnel maintaining CDL licenses
- Intelligent Bus System (IBS)
- Back-up communication equipment
- Well maintained equipment
- Operator training
- Familiarity with the National Incident Management System (NIMS) and the Incident Command System (ICS)
And ongoing planning and preparedness training

Pace Suburban Bus Emergency and Contingency Planning

Pace response capabilities to external emergencies are built upon a strong foundation. Pace currently participates in all hazard emergency preparedness planning and training with various federal, state and local government agencies such as the Red Cross, Salvation Army, Crusade of Mercy, U.S. Postal Service, Illinois Department of Transportation, Illinois Terrorism Task Force, U.S. Department of Homeland Security, U.S. Transportation Security Administration, local police and fire departments (MABAS, ILEAS) as well as county offices of emergency operations and other 151 Responder agencies in Pace's six county service area. Pace also participates in the Chicago Area Transit Alert Network (CTAN).

Appendix H Emergency Action Plan

Contingency Plan for Recovery Definitions:

1. *Incident Command System (ICS)* – A standard organizational system for the management of emergencies. The purpose of the ICS is to bring people, communications, and information together to manage emergency situations. ICS provides common terminology and procedures to ensure effective coordination among a variety of agencies.
2. *Incident Commander* - The person that is responsible for the overall direction and control of a disaster or other emergency.
3. *Inner Perimeter* -The immediate areas of a disaster site or police emergency.
4. *Outer Perimeter* - The demarcation of the area subject to controlled access. Areas outside the Outer Perimeter are deemed safe and open to the public. The areas inside the Outer perimeter are deemed unstable or dangerous.
5. *Operating Commander* -The person in charge of any operation unit handling an emergency. The operations commanders include the police supervisor, fire supervisor, medical director or public service coordinator. These individuals are under the direction of the Incident Commander.
6. *Safety Officer* -The officer assigned responsibility for assessing hazardous or unsafe situations and developing measures for assuring personnel safety. Although the safety officer may exercise emergency authority to take immediate action to address a critical safety issues, he/she normally works through the Incident of Operations Commanders.
7. *Staging Area* - Location away from the site for congregation of equipment and personnel.
8. *Temporary Morgue* -A facility established to temporarily store, process and identify the deceased at the scene of a disaster.

POSSIBLE OR CONFIRMED TERRORIST ATTACK

1. Remain calm and be patient. Follow the advice of local emergency officials and listen to your radio for news and instructions. If possible, get in touch through your vehicle radio or cell phone with Red Cross.
2. If a disaster occurs near you, check for injuries. Give first aid if possible and get help for seriously injured people. Remember to avoid direct contact with blood and other body fluids. Each vehicle should have a bag with disposable gloves, first aid kit and other items.
3. If time allows, contact your family and let them know where you are.
4. If there is terrorist activity that is an immediate threat, go to a public building and take shelter as quickly as possible. Public schools and hospitals are some of the best places to go.
5. If you have passengers with you, assist them into a shelter.
6. If you are told to evacuate the area or the city, listen to radio announcements for evacuation procedures and, if possible, stay in touch with base. Follow the

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- evacuation routes broadcast and do not attempt to take a shortcut as this could put you in the path of danger.
7. For large emergencies like these, you may hear a siren or the tone on the radio that you usually hear as emergency testing. Please keep your radio tuned to that station for information.

Appendix J
DRAFT MEMORANDUM OF UNDERSTANDING
LOCAL TRANSIT AGENCY AND COMMUNITY FIRST RESPONDERS
(as part of a local government Critical Incident Response Plan, for example)

Purpose: To establish specific agreement between Pace Staff and Community First responders in the event of a community incident/emergency on board a Pace vehicle or on Pace property.

Hold Harmless Agreement

Appendix K

THREAT AND VULNERABILITY ASSESSMENT FORMS

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CRITICAL ASSET THREAT AND VULNERABILITY ASSESSMENT

Criticality (Level of Impact in the Event of Loss)

Assets	People (1)	System (1)
Vehicles		
Buses/vans		
Administrative vehicles		
Radios		
Fareboxes		
Other		
Maintenance Area		
In-house		
Entrances/exits		
Restrooms		
Equipment		
Other		
Contractor		
Storage Lots		
Vehicles		
Entrances/exits		
Fuel areas		
Other		
Office Facilities and Equipment		
Office furniture		
Computers		
Communications systems		
Entrances/exits		
Restrooms		
Storage areas		
Revenue collection facilities		
Employee parking lots		
Other		
Transit Center		
Entrances/exits		
Common areas		
Restrooms		
Other		

Notes: 1) Rate as "High," "Medium," or "Low"

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THREAT AND VULNERABILITY ASSESSMENT

	Impact of Loss			
Probability of Loss	1 Catastrophic	2 Very Serious	3 Moderately Serious	4 Not Serious
A - Certain				
B - Highly Probable				
C - Moderately Probable				
D - Improbable				

1A, 1B, 1C, 2A, 2B, 3A: Unacceptable-Management must take action (i.e. "high" and "serious")
 1C, 2C, 2D, 3B, 3C: Acceptable - with Management action and/or monitoring (i.e. "medium")
 3D, 4A, 4B, 4C, 4D: Acceptable - No action required (i.e. "low")

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PRIORITIZED VULNERABILITY REPORT

Transit Assets	Elements of Vulnerability	Current Levels of Protection	Assessment of Adequacy of Current Levels of Protection	Action Required? (Yes/No)
Vehicles				
Buses/vans				
Administrative vehicles				
Radios				
Fareboxes				
Other				
Maintenance Area				
In-house				
Entrances/exits				
Restrooms				
Equipment				
Other				
Contractor				
Storage Lots				
Vehicles				
Entrances/exits				
Fuel areas				
Other				
Office Facilities/Equipment				
Office furniture				
Computers				
Communications systems				
Entrances/exits				
Restrooms				
Storage areas				
Revenue collection facilities				
Employee parking lots				
Other				
Transit Center				
Entrances/exits				
Common areas				
Restrooms				
Other				

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Appendix L

DRAFT MEMORANDUM OF EXECUTIVE APPROVAL

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MEMORANDUM OF EXECUTIVE APPROVAL

To: All Employees, Volunteers and Contractors
From: T. J. Ross
Date: April 1, 2007
Subject: System Security and Emergency Preparedness Program

It is the objective of Pace, to provide safe, secure and reliable service for its passengers and employees. To demonstrate our commitment, Pace has developed this System Security and Emergency Preparedness Program Plan (SSEPPP).

This SSEP Plan describes the policies, procedures and requirements to be followed by management, maintenance and operating personnel in order to provide a secure environment for agency employees, volunteers, and contractors, and to support community emergency response. All personnel are expected and required to adhere to the policies, procedures, and requirements established herein and to properly and diligently perform security-related functions.

Each Pace employee, is governed by the requirements and terms of this Plan, and must conscientiously learn and follow prescribed security and emergency rules and procedures. Each employee shall take active part in the identification and resolution of security concerns.

The responsibility for security falls within the Revenue Services area. If you should have any questions concerning the Security Plan, please contact Department Manager, Safety, training & Security, at (630) 801-3012.

Thank you for your cooperation.

Appendix M

CONTACTS AND OTHER RESOURCES

Contacts

For additional information contact the following.

Pat Loose, Manager
Transit Unit
Colorado Department of Transportation
4201 E. Arkansas Avenue 8606
Denver, CO 80222
303 757-9769
FAX 303 757-9727
Pat.Loose@dot.state.co.us

Rick Evans
RAE Consultants, Inc.
1 029 E. 8th Avenue, Suite 807
Denver, CO 80218 303 860-
9088 FAX 303 860-9087
Rick@RAEConsultants.com

Don Cover
FTA Region Office
216 16th Street Mall, #650
Denver, CO 80202 303
844-3242 FAX 303 844-
4217
Don.Cover@fta.dot.gov

Harry Saporta
Office of Safety and Security
Federal Transit Administration
400 7th Street, SW, Room 9305
Washington, D.C. 20590
www.fta.dot.gov
www.volpe.dot.gov

Federal Emergency Management Agency
Contact phone number: 303 235-4800

Colorado Department of Public Health and Environment

Martin A. Stolmack
MCI/Counter-Terrorism Planning and Management
Colorado Department of Health and Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530
303 692-2988
martin.stolmack@state.co.us

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Colorado Office of Emergency Management
Colorado Department of Local Affairs Day time
contact number: 303 272-1622
Emergency line: 303 279-8855

Colorado Regional Planners

Bob Wold
303 273-1778 FAX
303 273-1795

Steve Denney
970 248-7308 FAX
970 248-7317

Kevin Kuretich 970
679-4503 FAX 970
669-7717

Patricia Gavelda 970
247-7674 FAX
970 247-7032

Cindy Mohat
719 544-6563 FAX
719 545-1876

Colorado Local Emergency Managers and Sheriffs are listed at
www.dola.state.co.us/oem/localem.htm.

Intermountain Region: Boulder, Broomfield, Chaffee, Clear Creek, Douglas, Gilpin, Jackson, Jefferson, Grand, Lake, Park, and Summit counties

Northwest Region: Moffat, Routt, Rio Blanco, Eagle, Garfield, Mesa, Delta, Montrose, Pitkin, Gunnison, San Miguel and Ouray counties

Northeast Region: Larimer, Weld, Logan, Morgan, Washington, Denver, Adaros, Arapahoe, Elbert, Lincoln, Sedgwick, Phillips, Yuma, Kit Carson and Cheyenne counties

Southwest Region: Dolores, Montezuma, La Plata, San Juan, Archuleta, Mineral, Hinsdale, Saguache, Rio Grande, Alamosa, Conejos and Costilla counties

Southeast Region: Teller, El Paso, Fremont, Custer, Pueblo, Huerfano, Las Animas, Crowley, Otero, Kiowa, Bent, Prowers, and Baca counties

Other Resources

Additional technical resources include the following:

Title: Transit System Security Program Planning Guide
Author(s): John Balog and Anne Schwarz
Year: 1994
Sponsoring Agency: Federal Transit Administration (FTA)
Volpe Report #: DOT-VNTSC-FTA-94-01
DOT Number: FTA-MA-90-7001-94-1
NTIS Number: PB94-161973
Available: <http://www.transit-safety.dot.gov>

Title: Transit Security Handbook
Author(s): Annabelle Boyd and James Caton
Year: 1998
Sponsoring Agency: Federal Transit Administration (FTA)
Volpe Report #: DOT-VNTSC-FTA-98-03
DOT Number: FTA-MA-90-9007-98-1
NTIS Number: PB98-157761
Available: <http://www.transit-safety.dot.gov>

Title: Critical Incident Management Guidelines
Authors: Annabelle Boyd and James Caton
Year: 1998
Sponsoring Agency: Federal Transit Administration (FTA)
Volpe Report #: DOT-VNTSC-FTA-98-05
DOT Number: FTA-MA-26- 7009-98-1
Available: <http://www.transit-safety.dot.gov>

Title: Transit Security Procedures Guide
Author(s): John Balog and Anne Schwarz
Year: 1996
Sponsoring Agency: Federal Transit Administration (FTA)
Volpe Report #: DOT-VNTSC-FTA-94-08
DOT Number: FTA-MA-90- 7001-94-2 9
Available: <http://www.transit-safety.dot.gov>

Title: Emergency Preparedness for Transit Terrorism
Authors: Annabelle Boyd and John P. Sullivan
Year: 1997
Sponsoring Agency: Transportation Research Board
Report Number Transit Cooperative Research Program Synthesis Number
27 Web site: <http://nationalacademies.org/trb/publications/tcm/tsyn27.pdf>

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Perspectives on Transit Security in the 1990s: Strategies for Success
Author(s): Annabelle Boyd and Patricia Maier
Year: 1996
Sponsoring Agency: Federal Transit Administration (FTA)
Volpe Report #: DOT-VNTSC-FTA-96-02
DOT Number: FTA-MA-90-7006-96-01
NTIS Number: PB96-185871
Available: <http://www.transit-safety.dot.gov>

Title: Transit Security in the 90's
Author(s): Kathryn Powell and Annabelle Boyd
Year: 1996
Sponsoring Agency: Federal Transit Administration (FTA)
Keywords: Local transit-Security measures
Volpe Report #: DOT-VNTSC-FTA-96-11
DOT Number: FTA-MA-26-
NTIS Number: PB97-146989
Available: <http://www.transit-safety.dot.gov>

Title: Protecting Surface Transportation Systems and Patrons from Terrorist Activities - Volume One
Author: Brian Michael Jenkins
Year: January 1997
Sponsoring Agency: San Jose University, Mineta International Institute for Surface Transportation Policy Studies
Report Number: IISTPS 97-4
Full text available at: <http://www.transweb.sjsu.edu/publications/terrorism/Protect.htm>

Title: Protecting Surface Transportation Systems Against Terrorism and Serious Crime- 2001 Update
Author: Brian Michael Jenkins
Year: October 2001
Sponsoring Agency: San Jose University, Mineta International Institute for Surface Transportation Policy Studies
Report Number: IISTPS 01-7
Full text available at: <http://www.transweb.sjsu.edu/publications/terrorism/Protect.htm>

Title: Improving Transit Security
Authors: Jerome A. Needle and Renee M. Cobb, J.D.
Year: 1997
Sponsoring Agency: Transportation Research Board
Report Number Transit Cooperative Research Program Synthesis Number 21
Web site: <http://nationalacademies.org/trb/publications/tcrp/tsyn21.pdf>

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Appendix N
HOMELAND SECURITY ADVISORY SYSTEM
RECOMMENDATIONS

The Homeland Security Advisory System Recommendations for businesses are presented on the following page. This was taken from the American Red Cross web site www.redcross.org/services/disaster/beprepared/hsas/business.pdf

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Effective immediately, the procedures outlined below will be followed corresponding to the level of alert recommended by the Department of Homeland Security.

LEVEL 1 ALERT (ELEVATED).

- Maintenance foremen to inspect garage area at least two (2) times per shift and complete proper documentation.
- All doors are to be closed and locked except gated and authorized entry doors.
- All employees must display their employee identification card at all times while on Pace property. The only exception would be for employees in uniform, who are required to carry their Pace ID at all times.
- All visitors must sign in and out at the appropriate location at each property and display visitor passes at all times while on the premises.
- Employees are not to allow entry for any visitor, except at designated entry locations.
- Employees are to request that anyone not displaying proper identification identify themselves and their visiting purpose, and report the person to management staff.
- All employees are to be on the lookout for any suspicious activity or person on Pace property without the proper employee or visitor identification. If you encounter what appears to be a suspicious person, report this immediately to management staff.
- All employees are to be on the lookout for any unattended packages in the buildings or buses, or any unattended or abandoned vehicles in parking lots or at terminals. Do not attempt to touch or move suspicious objects, but report them immediately to your immediate supervisor, dispatcher or management staff.
- Properties are responsible to see that all vehicles are accounted for.

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• LEVEL 2 ALERTS (HIGH)

- Complete recommended actions at *Level 1*, and:
 - Supervision to check terminals and buildings and fill out check-off sheet.
 - Maintenance foremen to inspect garage area, building outside perimeter and fence, at least two (2) times per shift and complete proper documentation.
 - While vehicles are in for repair, maintenance employees will inspect vehicles in all areas for signs of tampering
 - Service lane employees will check the underside of seats using an extension type mirror (checking for packages which may be taped underneath seat bottoms).
 - Only vehicles with Pace authorized permits will be permitted in the building.

LEVEL 3 ALERT (SEVERE!)

- Complete all actions at both the *Level 1* and *Level 2* alert levels, and:
 - Restrict all entrance points.
 - Maximize work force.
 - Re-deploy staff as appropriate.
 - Provide staffing at appropriate locations to inspect underside of both bus body and under seats (using an extension type mirror), before allowing vehicles into building, parking or designated areas.
 - Assign staff to check identification cards of all personnel who wish to enter, including uniformed employees.

MJM/molsecuritycodesmemoreg grs

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Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2024

Supervisor
Karen J. Dimond

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Ed Beauvais

Trustees
Kimberly Jones
Kelly Horvath
James Maher
Asif Malik

General Offices
1700 Ballard Road
Park Ridge, Illinois 60068
847-297-2510
847-297-1335 Fax

Highway Department
1401 Redeker Road
Des Plaines, IL 60016
847-295-5225
847-2978723 Fax

Month	Voter Registr.	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor Neighbor	Notary Public	Garbage Stickers	MaineLines Tickets	License Plate Stckrs	TOTAL
January	3 0	1 0	0 0	8 16	170 160	5 427	31 16	12 17	45 20	11 0	286 705
February	2 1	1 0	1 0	24 10	179 145	409 1	33 17	33 5	4 15	19 0	705 515
March	2 1	2 4	6 11	14 17	203 178	3 175	17 11	19 32	60 0	15 0	341 429
April	2 0	1 1	13 13	26 27	141 164	0 1	31 30	247 149	32 0	22 0	515 385
May	5 1	2 0	4 9	41 30	127 181	146 0	58 47	361 281	0 0	23 0	767 549
June	2 2	0 3	7 16	30 24	110 150	0 430	36 34	251 220	40 0	15 39	491 918
July	0 0	0 0	0 22	0 25	0 152	0 23	0 18	0 203	0 0	0 40	0 483
August	0 3	0 3	0 10	0 36	0 172	0 1	0 50	0 209	0 0	0 33	0 517
September	0 1	0 2	0 14	0 22	0 129	0 1	0 59	0 140	0 20	0 13	0 401
October	0 2	0 1	0 11	0 15	0 140	0 524	0 32	0 89	0 151	0 22	0 987
November	0 0	0 1	0 3	0 17	0 136	0 5	0 26	0 256	0 5	0 21	0 470
December	0 0	0 2	0 0	0 16	0 113	0 0	0 13	0 89	0 15	0 15	0 263
TOTAL	16	7	31	143	930	563	206	923	181	105	3,105
	11	17	109	255	1,820	1,588	353	1,690	226	183	6,252

* The numbers in the second row indicate services provided in the year 2023

* Fishing License Commission \$ 3.50

* Passports Processing Fee \$ 3,115

* License Plate Sticker Commission \$ 76.50

Maine Township Assessor's Office 2024 Monthly Summary of Taxpayer Services

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Calls	316	712	818	621	838	622	510	0	0	0	0	0	4437
Visits	175	798	1954	1197	794	404	804	0	0	0	0	0	6126
Permits	496	809	79	0	639	186	130	0	0	0	0	0	2339
Welcome letters	0	0	409	0	0	0	0	0	0	0	0	0	409
Cert. of Errors	92	261	57	24	0	0	0	0	0	0	0	0	434
HO	0	0	0	0	138	0	0	0	0	0	0	0	138
Senior	0	0	0	0	239	0	0	0	0	0	0	0	239
Freeze	0	0	0	0	1517	0	0	0	0	0	0	0	1517
Disability	0	0	0	0	25	0	0	0	0	0	0	0	25
Vets	0	0	0	0	59	0	0	0	0	0	0	0	59
Waivers	0	0	0	0	13	0	0	0	0	0	0	0	13
Treasurer Apply for Overpayment	2	0	0	3	0	0	12	0	0	0	0	0	17
Name/Address	31	25	14	0	15	25	0	0	0	0	0	0	110
Appeals	0	0	0	0	0	0	0	0	0	0	0	0	0
Prop. Loc	0	0	0	0	9	0	0	0	0	0	0	0	9
Exempt Inq.	0	0	0	0	0	0	0	0	0	0	0	0	0
Assessment Inq.	1	0	0	0	0	0	0	0	0	0	0	0	1
C/E \$ Saved Taxpayers			404759.6										\$ 404,759.57

z: Assessor/2024 Yearly Summary of Taxpayer Services_ by month

Updated 7/19/2024

**STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
JUNE, 2024**

I. GENERAL ASSISTANCE/ER CASES:

1. CASES OPENED	_ 0 _
2. CASES ONGOING	_ 11 _
3. CASES PENDING	_ 21 _
4. CASES CLOSED	_ 1 _
5. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	_ 11 _

II. ADVOCACY:

1. QMB – QUALIFIED MEDIACL BENEFICIARY PROGRAM	_ 1 _
2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE CASH ASSISTANCE AND MEDICAID)	_ 32 _
3. COMMUNITY RESOURCE ADVOCACY REFERRALS	_ 38 _

III. SUBURBAN PRIMARY ACCES TO CARE INTAKE:

1. MONTHLY INTERVIEWS/APPLICATIONS FILED	_ 5 _
--	-------

IV. SENIOR INFORMATION AND ASSISTANCE:

1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	4 _
2. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	25 _
3. FREE TELEPHONE/BILL REDUCTION APPLICATION INTERVIEWS	0 _
4. VETERANS ADMIN. ASSIST REFERRAL	0 _
5. SECTION 8 HOUSING	4 _

V. CEDA PROGRAMS/ LIHEAP – ENEGRY ASSISTANCE

<u>APPLICATION INTERVIEWS:</u> (which includes Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace, And Weatherization)	69 _
--	------

VI. MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM):

1. NEW APPLICATIONS ACCEPTED	_ 0 _
2. MONTHLY INTERVIEWS	_ 0 _
3. MAINELINES TICKETS SOLD THIS MONTH	_ 0 _
4. TOTAL MONEY COLLECTED FOR TICKETS SOLD (YEAR TO DATE) (_____ 1 ST – _____ 30 TH /31 ST)	\$ 0.00

General Assistance Monthly Report

JUNE,2024

Kathy Sabbini

General Assistance:

We opened 0 General Assistance case and closed 1 case last month. We are up to 11 clients currently. Pending 21 One -Time Emergency Rent/ General Assistance cases.

Advocacy/QMB,SNAP and Medicaid

In June, we helped 32 residents with various forms of Public Aid (Food Stamps ,Medicaid and Cash Assistance)this includes help with their redeterminations on their Food Stamps (SNAP) and Medicaid cases and new applications.

In the month of June, we referred 14 clients to our Food Pantry and other pantries in our area and in total there were 38 community resource referrals.

Benefit Access:

We assisted 25 clients for Benefit Access. This is a program which grants a reduced rate on license plate stickers and a free or reduced transit card to qualifying residents. We also encourage our clients to purchase the license plate sticker in the Clerk's office as an easy way for seniors and disabled residents.

CEDA/LIHEAP:

__The LIHEAP (for electric and gas assistance) has been opened since October,2023. We have served 69 clients from Maine Township area and within Cook County with Liheap, RA and PIPP Recertifications during the month of June. Deadline for Liheap applications will be through August 14,2024 or until funds run out by CEDA.

Senior Information and Assistance

Seniors have been helped with Ship/Medicare/Medicare D with 4 interviews in the last month. Tricia our Senior/Disability Advocate has completed her SHIP Training and is certified now. There were 32 residents helped with low income programs including Snap benefits, Medicaid or on SSI benefits. Also, there were 4 seniors and or disabled residents who received help in regard to low income housing.

The Reilly-Bialczak Scholarship Fund For Maine Township Residents Summer Day Camp still has funds left over in the month of June for any children wanting to attend any summer programs.

Maine Township Code Enforcement Office

To: Elected Officials
From: Nader Ghazaleh, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 7/23/2024
Re: Monthly Report

With the summer weather upon us, that means a lot of overgrown lawns and residents who have not begun to mow them. The majority of my warnings this month have been for overrun and wild vegetation. Residents are given five days to comply or citations will be issued. This past month has also seen a rise in commercial vehicles parking on township streets. After twenty-four hours of non-compliance, tickets are issued and the vehicles are towed. One ticket did have to be issued for non-compliance. Awhile patrolling I continue to run into the common garbage problems such as television's being left on the township right-of-way as well as furniture and mattresses. One particular area which is a recurring is Sumac Road and Sumac alley, residents use it as a dumping ground.

With the summer weather lately, several outdoor projects have begun. Many of these projects have started without permits and warnings were issued to residents. One particular problem that came up this month with the good amount of rain we received, has been standing water in resident's backyards. I have worked closely with Cook County Building and Zoning and they go out to ensure that residents did not regrade their land that would direct the water into their neighbor's yards. One other area that I have worked closely with Cook County has had to do with fencing. Many residents have called in to complain about fences either being down or broken. In working with Cook County, it helps to make sure that residents maintain their privacy as well as keeping Maine Township looking good.

July Deficiency's issued: 22

July tickets issued: 23

- 19 No parking tow zone
- 1 Commercial vehicle parking
- 3 No construction permit
- 1 Expired state plate

MAINSTREAMERS HIGHLIGHTS
June 2024
Marie Dachniwsky, Director

In June we offered 4 daytrips for our members: Nunsense at The Fireside Theatre, Swedish Day Festival in Geneva, Sainte Genevieve Riverboat Cruise & Ottawa Murals Tour, and Chicago Dogs Baseball Game with Fireworks in Rosemont. We hosted our regular monthly programs - Bingo, Movie, Day at the Races, Fitness Classes, an Informative, as well as a few highlighted events, Outdoor Tailgate Bingo and Outdoor Ice Cream Social featuring the Arlingtones Barber Shop Chorus. Throughout the month a combined total of 689 members (some duplicated) were able to enjoy our MaineStreamer activities.

A few of the featured daytrips and events for the month of June were:

Nunsense, A Musical Comedy – The Little Sisters of Hoboken are in dire financial straits. They must raise enough money to bury the last four of 52 dearly departed nuns who were accidentally poisoned by Sister Julia, the convent cook. This hysterical, anything-goes, good natured musical had everyone laughing and singing. It is an outrageous premise for a long running hit show that’s “sinfully” hilarious and definitely habit forming!

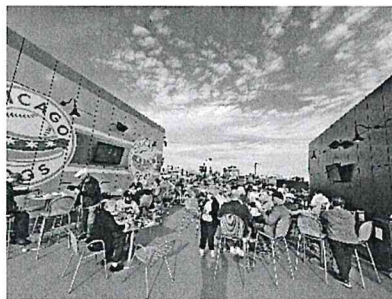
Swedish Days Festival and Geneva Trolley Tour – Members enjoyed a 45-minute-guided tour of Geneva. We toured the charming downtown, highlighting some of the beautiful homes and buildings, and learned what makes Geneva so special. Following the tour, members had free time to explore downtown, go shopping and eat some delicious food, as well as stop at the Geneva History Museum. Geneva Swedish Days celebrates the heritage of Swedish immigrants who settled in the area. Members enjoyed the day and were able to come home with lots of goodies.



Sainte Genevieve Riverboat Lunch Cruise & Ottawa Murals Tour - The day started off a bit rainy, and we had to make some adjustments from the original schedule. Members enjoyed a buffet lunch prior to boarding the Sainte Genevieve, when the weather cleared up. The boat cruise was very picturesque and relaxing. Following the cruise, we headed to the downtown area for a bus tour of Ottawa’s murals. The murals focus on figures and events that have shaped Ottawa’s history. Each mural tells a story that takes you back through time.



Chicago Dogs Baseball Game & Fireworks - Members cheered on our local minor league baseball team, the Chicago Dogs. Upon arrival everyone received a Chicago Dogs baseball cap, followed by an all-inclusive two-hour buffet with hot dogs, hamburgers, coleslaw, potato salad, chips, cookies, soda & water. When the game started members were able to enjoy the game from the Millagro Outlook Area behind home plate. After the game they enjoyed The Village of Rosemont fireworks show.



Outdoor Tailgate Bingo - We hosted our first Tailgate Bingo for the summer. Close to 80 members showed up for our Tailgate Bingo. Members enjoyed a summer evening outdoors. They pulled into the Township parking lot, pulled out their own lawn chair and played Bingo. Prizes included gift cards to local restaurants.

Outdoor Summer Concert- Ice Cream Social; The Arlintones Barber Shop Chorus - The evening started off with members creating their own Ice Cream Sundaes, with all the toppings, from Capannari Ice Cream in Mt. Prospect. Following ice cream everyone enjoyed The Arlintones, an a cappella chorus that has been entertaining throughout the Northwest Chicago Suburban area for over 70 years. Their repertoire includes a variety of great toe-tapping and sing-along songs, such as contemporary classics, show tunes, spirituals, patriotic songs, and Barbershop standards.



MAINSTREAMERS 2024 STATISTICAL REPORT - June 2024

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo <i>(Monthly)</i>	127	373	\$837.00	\$472.90	\$364.10
Day at the Races <i>(Monthly)</i>	43	323	\$0.00	\$35.96	(\$35.96)
Movie of the Month <i>(Monthly)</i>	41	246	\$80.00	\$4.00	\$76.00
Twilight Dining Outing <i>(Alternating Months)</i>		208			\$0.00
Craft Classes - Floral Design	26	135	\$810.00	\$710.00	\$100.00
HEALTH/INFORMATIVE					
Serial Killers & Their Last Meal	56	562	\$0.00	\$330.42	(\$330.42)
FITNESS CLASSES					
Senior Aerobics <i>(8 week sessions)</i>	27	83	\$719.00	\$632.50	\$86.50
Yoga <i>(8 Week Sessions)</i>	10	29	\$450.00	\$625.00	(\$175.00)
Zumba Gold	16	60	\$461.76	\$340.00	\$121.76
CLASSES/PROGRAMS					
Computer Class <i>(Alternating Months)</i>		30			\$0.00
Rules of the Road <i>(3- Times a Year)</i>		12			\$0.00
Defensive Driving Course <i>(Held Quarterly)</i>		15			\$0.00
LUNCHEON		339			\$0.00
SPECIAL EVENTS					\$0.00
Outdoor Concert with Ice Cream Social	123	441	\$2,660.00	\$2,897.60	(\$237.60)
DAY TRIPS	197	989	\$17,750.00	\$17,117.54	\$632.46
LONG DISTANCE TRIPS	5	13	\$1,665.60	\$0.00	\$1,665.60
SENIOR MAILING <i>(Bi-Monthly)</i>	18	74	\$0.00	\$35.00	(\$35.00)
NEWCOMERS PRESENTATION <i>(Alternating months)</i>		25			\$0.00
ADVISORY COUNCIL MEETING <i>(Held Quarterly)</i>		16			\$0.00
TOTAL	689	3973	\$25,433.36	\$23,200.92	\$2,232.44
Misc. Expenditures				\$7,927.32	(\$7,927.32)
Additional Expenses (see below)				\$1,498.38	(\$1,498.38)
NEW MEMBERS	7	49	Average Age	68 y/o	(\$7,193.26)

ADDITIONAL EXPENSES (STARTED FISCAL YR. 2023)			EXPENSES	TOTAL year to date
Monthly Postage			\$45.30	\$1,908.23
Printing & Publishing <i>(MaineStreamer Newsletter)</i>			\$0.00	\$3,699.00
Forte fees			\$1,453.08	\$4,180.11

Maine Township
MaineStreamers Account Income/Expenses
June 2024

Beginning Balance 6/1/2024	\$176,155.74
<hr/>	
Income	
Total amount of checks deposited (e.g., member event fees, vendor refunds)	\$47,177.86
<hr/>	
Expenses	
Total Subtractions (e.g., venues, bus transportation)	\$49,825.09
<hr/>	
Ending Balance 6/30/2024	\$173,508.51
<hr/>	

Ending Bank Balance \$173,508.51

*** Please Note**

This is an account separate from the General Town Fund

MAINESTAY YOUTH & FAMILY SERVICES

JULY 2024 BOARD REPORT

RICHARD LYON, DIRECTOR

AGENCY FUNDING

The 2025-2026 agency funding application will be available for distribution starting on August 1 to non-profit organizations who serve Maine Township residents and meet all eligibility requirements. The deadline for applications to be completed and returned is August 30 at 5 pm. Two funding hearing dates will be selected during the July board meeting for September, October, or early November. Please refer to separate memo for potential dates from which to choose.

GARAGE SALE

The 18th annual Maine Township Garage Sale fundraiser will be held on Saturday, September 21 from 9 am – 3 pm. This popular township event provides a valuable service to the community and raises money to support MaineStay's summer camp program. Spaces will go on sale for township residents on August 1 and on August 8 for all others. We are excited to modernize the vendor space reservation process this year by offering the option to secure a spot and pay online using CivicRec. Vendors will be able to choose a space from a map and see which spaces are still available. We are currently in the process of soliciting sponsorships and donations for this event.

CLINICAL GOVERNMENT DAY

Maine Township hosted two Clinical Government Day events on June 6 and 7. We hosted 32 students from Maine West and Maine South high schools. The students learned about the functions of local government and the services townships provide. They also learned about our agency funding process and some of the non-profit agencies we fund. We then took the students for a visit to Avenues to Independence, The Harbour, and Miracle House to see what services they provide, how they operate, and to learn more about the importance of funding for these agencies. At Avenues to Independence, the students toured one of their housing facilities and learned about the importance of providing quality housing and care to people with intellectual and developmental disabilities. At The Harbour, the students toured the office and were given an informative presentation about the organization, which provides safe housing for homeless teenagers. At Miracle House, the students were given a tour of their sober living home for women with substance use disorders. The tour was very informative and taught the students about addiction and the importance of having a safe space during the recovery process.

The students were very receptive and interested in everything we covered in these Clinical Government Days. They participated actively and asked lots of insightful questions. They particularly enjoyed visiting the agency sites, and the importance of supporting their local community left a lasting impact on them. Here are select comments from participants:

- (The most interesting part was) *"Learning about the process in which different agencies work together to achieve their goals."*
- *"I love all that these programs do for people in the community."*
- *"I enjoyed when we went to The Harbour because I had no idea anything like that existed for teens."*
- *"It was perfect and interesting. I love field trips, not just classroom work."*

SOCIAL WELLNESS NIGHTS

MaineStay recently launched a new program for kids in grades K-5 that aims to promote positive mental health and healthy peer socialization through engaging activities. It was truly amazing to watch 5-year-olds and 11-year-olds bond and be excited to make sand art bottles together and want to sit next to each other and be silly while eating good food! Everyone on the MaineStay team has helped out with the new Social Wellness Nights and have made it a success. Some favorite activities reported by the participants were the

multiple games of Twister, making slime and sensory bottles, and playing musical chairs. We also taught yoga, made collages, played UNO, and more. We learned that it was not the specific activities that made Social Wellness Nights a success, but rather the positive, non-judgmental, and safe environment that allowed everyone to feel comfortable to be themselves, learn, play, explore, and grow.

SHIFTING SANDS

Summer Zumbrock launched a new program for 6th-8th graders called Shifting Sands that utilizes the play therapy technique of Sandtray Therapy to help youth achieve improved mental health. Erin Callahan and Jessica Gaines assisted with this group adventure and added invaluable clinical insights and caring personalities to make this new group meaningful and have a lasting impact for all involved. The group was designed for youth who have experienced difficulties at school or home with externalizing behaviors such as yelling/screaming at authority figures, destruction of property, physical fights with peers, and being suspended from school. Each week we would play a mindfulness game that would teach strategies for how to improve ability to regulate emotions and prepare for the sandtray work ahead. Participants would then receive a prompt and get to work in creating or building in their sandtray. We would then process as a group, journal, color, and have an ending activity. Assignments were given in-between sessions to continue processing some of the hard topics and feelings that would come up in the sandtray creation process. Summer, Erin, and Jessica were so amazed at all that was created in the sandtrays as well as the connections that the group participants made with one another. The Shifting Sands group was full of hard-working youth who showed up to sessions ready to be vulnerable and work on building up their skill set to better handle the struggles that life often throws at those who are ill-prepared to deal with such challenging circumstances.

FEATURED STORY OF THE MONTH

Arielle has been working with an older adult male who has a history of struggling with job insecurity and passive suicidal ideation. Arielle and the client have been working to challenge automatic negative thought patterns, to identify sources of hope, and to establish security within occupational fields. Arielle has worked with the client through motivational interviewing, cognitive behavioral therapy, and self-esteem work. The client has reported hopefulness as they made a career field change. They reported feeling comfortable enough to start creating their own social groups and exploring hobbies relevant to their cultural beliefs, and reported that the suicidal ideation is no longer present.

PROGRAM SCHEDULE

Below is a list of some of our summer and fall programs:

- ***NEW* Quest Seekers: An Impulse Control Journey** – July 22 | 6-7:15 pm | 4 weeks | grades 2-5
Program participants embark on a quest-themed journey to understand impulses and develop self-control skills. By infusing creativity and adventure into each session, the program creates an engaging and empowering experience for youth to navigate the challenges of impulse control. This program will meet twice a week on Mondays and Wednesdays.
- **Social Wellness Nights** – July 23, August 16 | grades K-5
This program supports youth in socializing with peers, promotes positive mental health, and includes a pizza dinner and a variety of activities to help children connect, have fun, and learn important social skills.
- **Kids Summer Fest** – July 25 | 1-4 pm | ages 6-12
This event will feature fun, summer-themed activities where kids can try something different and make new friends during their summer break.
- **Navigating Grief and Loss in a Culturally Diverse 21st Century** – September 6 | 9-11 am
This professional development workshop will educate and engage clinicians in the process of trauma-informed and culturally responsive grief work.
- **Cooking Class** – September 12 | 4:30-6 pm | 5 weeks | ages 8-17
This class, taught by an experienced chef, will teach different cooking techniques, knife safety, and culinary concepts, designed to encourage healthier lifestyle choices.

- **Self-Esteem Building Group** – September 17 | 3-3:45 pm | 10 weeks | grades 2-5
This group helps students learn more about themselves, discover their strengths, and increase their self-efficacy through art, games, and empowering stories.
- **Inside Out Explorers: Emotion Regulation Group** – September 17 | 4:15-5 pm | 10 weeks | grades K-2 and grades 2-3
This group provides a safe and supportive environment for children to explore their emotions, improve emotional intelligence, and learn healthy coping skills.
- **Anxiety Coping Skills Group** – September 17 | 5:15-6 pm | 10 weeks | grades 6-8
This group helps participants learn effective ways to deal with stress and anxiety and emphasizes putting these skills into practice in real life situations.
- **Shifting Sands: Sandtray Group** – September 17 | 5:15-6 pm | 10 weeks | grades K-2
This group aims to provide a safe, supportive, and engaging environment for youth facing behavioral challenges at home or school.
- **YAM Squad: Frustration Tolerance Group** – September 17 | 6:30-7:20 pm | 10 weeks | grades 6-8
This group teaches practical skills on how to deal with anger and frustration in a healthy manner.
- **Art in the Town** – September 23 | 4-4:50 pm (ages 6-8) | 5-6 pm (ages 9-12) | 12 weeks
This program helps participants enhance their artistic abilities while increasing confidence and social skills.
- ***NEW* Family Connections: A Play-Based Parenting Program** – October 2 | 7-8 pm | 10 weeks
This ten-week play-based parenting program is an instructional group designed to enhance and strengthen the emotional bond between parents and their children between ages 2-10. This evidence-based program empowers parents with the skills to respond effectively to their child's emotional and behavioral needs, fostering a nurturing and supportive environment.
- **Parenting Class** – October 3 | 6-7:30 pm | 6 weeks
This class uses an informative blend of video and discussion to help parents learn fun and practical ways to parent with more energy and less stress.
- **Tutoring** – October 16 | 4:30-7:30 pm (1-hour sessions) | 10 weeks | grades 1-6
This program provides personalized assistance designed to improve academic success. Using a small-group format, our experienced tutors, who are also certified teachers, work with students to improve academic skills and self-confidence.
- **Pride Program** – 1st and 3rd Thursdays | 6-7 pm | ages 13-17
This program provides a safe environment for young people who identify as LGBTQ+, who are questioning their affectional orientation or gender identity, or who are allies.
- **Mentoring** – every other Tuesday | 6-7:30 pm | ages 8-12
Our award-winning Big Brothers Big Sisters mentoring program meets in a structured group setting and helps children enhance their social skills, confidence, and academic success.

COUNSELING SERVICES

We had 1 new counseling intake completed during June. We had 78 ongoing cases and now have a total of 79 cases in our affordable, strength-based counseling program that is available to residents both in the office, via telehealth, and at four local schools. MaineStay is honored to provide our residents of all ages who are struggling with mental health concerns with local and convenient access to services.



Board Report for June / July 2024

Marty Cook

Friday Night Recovery Meetings at Maine Township Attendance:

June 21, 2024	53Participants
June 28, 2024	50Participants
July, 2024	45Participants
July 12, 2024	52 Participants

Events:

- Every Tuesday Sober Golf and Fellowship
- Every Monday sober yoga program with the Miracle House
- First Step House Sober Picnic

Community Outreach:

Coordinated addiction/ Mental health treatment for 3 Maine Township residents

Social Media Communications:

E- Newsletter

- 4 e-newsletters sent to 438 participants and local health agencies
- 178 weekly opens

Recovery Connection Facebook Page:

- 4 posts per month
- 242 Members

FOIA

Response by 7/30/2024

Eva Magnowski

From: noreply@revize.com
Sent: Tuesday, July 23, 2024 5:57 PM
To: Eva Magnowski
Cc: Jessica Guzman
Subject: FOIA Request Form

First_Name = Linda

Last_Name = (

Address =

Email = .com

Phone =

Requested_Records = Cook county ordinance or township code regarding property maintenance of a single family home specifically relating to grass.

Inspect_or_Copy = Copy

Commercial_Purpose = No

How_Receive = Email

Client IP = 104.28.104.67

FOIA

Received July 23, 2024

Respond by August 21, 2024

Eva Magnowski

From: Sheri Reid <sreid@smartprocure.com>
Sent: Tuesday, July 23, 2024 11:11 AM
To: Eva Magnowski
Subject: SmartProcure FOIA Request to Maine Township For PO/Vendor Information
Attachments: 926852_xlsx.html

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Eva Magnowski,

Thank you for reviewing our request.

Please confirm receipt of this request. The attached documents are past reports from your agency, and can be used as references for this request.

SmartProcure is submitting a commercial FOIA request to the Maine Township for general purchasing records from 3/26/2024 to the current request date of 7/23/2024. Request details are as follows:

- Our request is limited to readily available, fully electronic documents.
 - For the purpose of this request, "fully electronic" refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text.
 - Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.
- Responsive reports include those containing the following details per purchase:
 - 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)
 - Purchase Date
 - Line item details
 - Line item quantity
 - Line item price
 - Vendor ID number, name, address, contact person and their email address

The unique upload link below has been added as a security measure for current and future requests. Please feel free to upload responsive documents here, or attach them to your response email:
<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwOENwZFIBRSZzdD1JTCZvcmc9TWFPbmvUub3duc2hp cCZvaWQ9MjUxNzE%3D>

For any questions or concerns, please feel free to contact me via email or at the phone number in my signature below.

As always, thank you for your time and consideration.

Regards,

--
Sheri Reid
Data Acquisition Specialist

FOIA

Received July 17, 2024
Respond by July 24, 2024

Jessica Guzman

From: noreply@revize.com
Sent: Wednesday, July 17, 2024 2:21 PM
To: Eva Magnowski
Cc: Jessica Guzman
Subject: FOIA Request Form

First_Name = paul
Last_Name =
Address =
Email =
Phone =
Requested_Records = everything
Inspect_or_Copy = Copy
Commercial_Purpose = No
How_Receive = Email
Client IP = 64.107.3.137

FOIA

Received on July 22, 2024
Respond by July 29, 2024

Thurs. July 18, 2024

HELLO: MAINE TOWNSHIP
1700 BALLARD ROAD
PARK RIDGE, ILLINOIS 60069

TO: MS. NANCY SIMON

I HOPE ALL IS WELL!

I AM INQUIRYING ABOUT FLOODS
OR WATER OVERFLOWS ON
BEMPSTER ST AND ALSO FLOOD
OR WATER OVERFLOW INSIDE
RIDGEWOOD CEMETERY
9900 NO. MILWAUKEE AVE
DES PLAINES, ILLINOIS 60018.

ARE THE REPORTS ACCESSIBLE
UNDER THE FREEDOM OF
INFORMATION ACT OR FREE PER
REQUEST.

THERE IS A WATER RESERVOIR
ON THE WESTEND OF THE
CEMETERY NEAR THE ROAD
THAT LEADS TO APOLLO SCHOOL
BUILDING. VIEW GOOGLE MAP.

YOUR INFORMATION AND DATA
ARE APPRECIATED.
ANY OTHER SOURCE OF
INFORMATION WOULD BE HELPFUL.
→

FROM MAINE TOWNSHIP.

HAVE A GOOD DAY AND TOUR
OF "TASTE OF PARK RIDGE"!

MS. THERESA