



TRI-COM BOARD OF DIRECTORS REGULAR MEETING
Regular Meeting Agenda
Wednesday, May 13, 2020

Location: Virtual Meeting - GoToMeeting
Time: 8:00 A.M.

Call Meeting to Order: Roll Call

Old Business:

- 1) Consent Agenda.
 - A) Approve the minutes from the March 11, 2020 Regular Board Meeting and the April 16, 2020 Special Board Meeting.
 - B) Approve the February 29, 2020 and March 31, 2020 Financial Reports
- 2) Update on COVID-19
- 3) Update on StarCom 21
- 4) Update on Microwave
- 5) Update on Basement Project
- 6) Update on NG9-1-1 Grant

Public Comment:

New Business:

- 1) New FY21 Board Officers
- 2) Appointment of Contract Agency Representative to the Board
- 3) StarCom21 Memo of Understanding with the Elgin Community College Police Department
- 4) Authorize the Approval of Resolution 2020-003: Reimbursement for Basement Project

CLOSED SESSION:

- 1) For the purpose of discussing:
 - A) Employment/Appointment Matters
 - B) Legal Matters
 - C) Business Matters

- D) Security/Criminal Matters
- E) Miscellaneous Exceptions to the Open Meetings Act

Adjournment:

Next Regular Meeting: Wednesday, July 8, 2020 at 8:00 A.M.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	February 29, 2020 Monthly Financial Reports		
Presenter & Title:	Shevon Sherod-Ramirez, Administrative Assistant		
Date:	May 13, 2020		
<i>Please Check Appropriate Box:</i>			
<input checked="" type="checkbox"/>	Regular Meeting	<input type="checkbox"/>	Special Meeting _____
<input type="checkbox"/>	Other -	<input type="checkbox"/>	
Estimated Cost: N/A		Budgeted?	YES
			NO
<i>If NO, please explain how the item will be funded: N/A</i>			
Executive Summary:			
Financial reports for Tri-Com Central Dispatch for Fiscal Year 2020 through February 29, 2020 including Comments on the Financial Statements are presented.			
Voting Requirements:			
<i>This motion requires a simple majority vote.</i>			
Attachments: <i>(please list)</i>			
<ul style="list-style-type: none"> • Comments on the Financial Statements • February 29, 2020 Financial Report • Investment Schedule at February 29, 2020 • Accounts Payable by G/L Distribution Report for February 2020 • Wireless 911 Revenue Graphs 			
Recommendation / Suggested Action: <i>(briefly explain)</i>			
Staff recommends acceptance of the February 2020 Financial Reports as presented.			



MEMO

Date: May 13, 2020

To: Tri-Com Board of Directors

From: Shevon Sherod-Ramirez, Administrative Assistant

Re: Financial Statement Analysis – February 29, 2020

We are currently 83% through the fiscal year.

Revenue Analysis:

As of the period ending February 29, 2020, \$2,967,467 has been received. This accounts for approximately 69% of the Fiscal Year 2020 revenue budget.

Wireless 911: Total receipts for the fiscal year are \$1,529,686 or 64% of the budget has been received. Due to Kane ETSB allocation coupled with the 100% increase in 911 fees paid by phone subscribers, the monthly fee averages \$152,968.

Dispatch Services: The final of four quarterly payments was billed in February. All four quarters have been billed and all members have paid on-time.

Other Revenues: Total receipts in February was \$508 in Other Revenues. This category consists of Interest Income and Miscellaneous Revenue.

Expenditure Analysis – General Fund:

As of February 29, expenditures totaled \$3,246,481 or 81% of the amended budget of \$4,295,045. Please see the attached Income Statement report for the detail by division. Personnel Services accounts for 80% of the total budget and is within the budgeted amounts.

Tri-Com Central Dispatch
Balance Sheet
As of December 31, 2019

Classification	Current YTD Balance
ASSETS	
<i>Current Assets</i>	
Cash & Investments	0
Prepaid Items	887,429
<i>Current Assets Totals</i>	887,429
<i>Current Receivables</i>	
A/R Invoicing	6,118
Other Receivables	0
<i>Current Receivables Totals</i>	6,118
Intergovernmental Receivables	342,474
ASSETS TOTALS	1,236,021
LIABILITIES AND FUND EQUITY	
LIABILITIES	
<i>Current Liabilities</i>	
Accounts Payable	288,486
Deferred Revenue	174,418
Compensated Absences	230,677
<i>Current Liabilities Totals</i>	693,581
LIABILITIES TOTALS	693,581
FUND EQUITY	
Fund Balance	3,253,074
APRIL 30, 2019 FUND BALANCE	3,253,074
Fund Revenues	(2,967,467)
Fund Expenses	3,246,481
CURRENT FUND BALANCE	2,974,060
LIABILITIES AND FUND EQUITY	3,667,640

Tri-Com Central Dispatch
Income Statement
For the period ending February 29, 2020

Account Description	Annual Budget Amount	MTD Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
REVENUE					
<i>Intergovernmental Revenues</i>					
Wireless 911	2,400,000	0	1,529,686	870,314	64%
Federal/State/Local Grants	0	0	0	0	0%
<i>Intergovernmental Revenues Totals</i>	<u>2,400,000</u>	<u>0</u>	<u>1,529,686</u>	<u>870,314</u>	<u>64%</u>
<i>Service Charges</i>					
Dispatch Services	1,870,045	0	1,402,623	467,422	75%
<i>Service Charges Totals</i>	<u>1,870,045</u>	<u>0</u>	<u>1,402,623</u>	<u>467,422</u>	<u>75%</u>
<i>Other Revenues</i>					
Interest Income	25,000	508	30,100	(5,100)	120%
Reimbursed Expenditures	0	0	5,058	(5,058)	0%
Miscellaneous	0	0	0	0	0%
<i>Other Revenues Totals</i>	<u>25,000</u>	<u>508</u>	<u>35,158</u>	<u>(10,158)</u>	<u>141%</u>
<i>Other Financing Sources</i>					
Other Financing Sources	0	0	0	0	0%
Reappropriation	0	0	0	0	0%
<i>Other Financing Sources Totals</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
REVENUE TOTALS	<u>4,295,045</u>	<u>508</u>	<u>2,967,467</u>	<u>1,327,578</u>	<u>69%</u>
EXPENSE					
Administration					
Personnel Services	647,105	31,058	384,754	262,351	59%
Contractual Services	120,911	4,218	114,453	6,458	95%
Commodities	3,990	0	1,886	2,104	47%
Total	<u>772,006</u>	<u>35,276</u>	<u>501,093</u>	<u>270,913</u>	<u>65%</u>
Operations					
Personnel Services	2,046,464	157,965	1,788,664	257,800	87%
Contractual Services	826,073	57,915	606,425	219,648	73%
Commodities	39,300	1,040	37,263	2,037	95%
Other Expenditures	0	333	836	(558)	0%
Total	<u>2,911,837</u>	<u>217,252</u>	<u>2,433,188</u>	<u>478,927</u>	<u>84%</u>
Debt Service					
Debt Service	148,655	0	148,653	2	100%
Total	<u>148,655</u>	<u>0</u>	<u>148,653</u>	<u>2</u>	<u>100%</u>
Capital Expenditures					
Capital Outlay	15,000	0	137,130	(122,130)	914%
Other Expenditures	172,502	0	26,416	8,955	15%
Total	<u>187,502</u>	<u>0</u>	<u>163,547</u>	<u>(113,175)</u>	<u>87%</u>
EXPENSE TOTALS	<u>4,020,000</u>	<u>252,529</u>	<u>3,246,481</u>	<u>636,667</u>	<u>81%</u>
Fund 100 - General Fund Totals					
REVENUE TOTALS	4,295,045	508	2,967,467	1,327,578	69%
EXPENSE TOTALS	4,020,000	252,529	3,246,481	636,667	81%
Fund 100 - General Fund Net Gain (Loss)	275,045	(252,021)	(279,014)	(690,911)	

City of Geneva
Investments - Tri-Com
February 29, 2020

Purchase Date	CUSIP	Maturity Date	Description	Rate/ Yield	Cost	Fair Value/Market	Par Value/Face
Certificates of Deposit							
9/24/2019	277208	5/15/2020	CD - Texas Capital Bank	1.762%	247,200.00	247,200.00	249,984.77
1/10/2019	264823	7/3/2020	CD - Country Bank	2.811%	239,600.00	239,600.00	249,537.98
1/24/2020	45772	1/22/2021	CD - City National Bank	1.550%	245,240.61	245,436.84	245,000.00
9/24/2019	277207	3/22/2021	CD - American Plus Bank	1.697%	243,700.00	243,700.00	249,873.64
9/30/2019	44995	3/30/2021	CD - BMO Harris Bank	1.750%	247,181.89	247,926.99	247,000.00
10/3/2019	45023	10/4/2021	CD - Morgan Stanley Bank	1.850%	247,000.00	248,555.61	247,000.00
2/5/2020	38149MPK3	2/7/2022	CD - Golman Sachs	1.650%	250,000.00	250,955.00	250,000.00
					<u>\$ 1,719,922.50</u>	<u>\$ 1,723,374.44</u>	<u>\$ 1,738,396.39</u>
U.S. Treasury							
10/31/2018	912828J50	2/29/2020	US Treasury Bill	1.375%	246,428.86	250,000.00	245,849.61
					<u>\$ 246,428.86</u>	<u>\$ 250,000.00</u>	<u>\$ 245,849.61</u>
U.S. Agencies							
					<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
					<u>\$ 1,966,351.36</u>	<u>\$ 1,973,374.44</u>	<u>\$ 1,984,246.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 02/01/20 - 02/29/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 41 - Administration											
Program 00 - General											
Account 521.25 - Group Insurance Life											
1062 - STANDARD INSURANCE COMPANY	2120	Life Insurance Premium - February 2020	Paid by EFT # 15226		02/01/2020	02/18/2020	02/03/2020	02/06/2020	02/03/2020	16.32	
									Account 521.25 - Group Insurance Life Totals	Invoice Transactions 1	\$16.32
Account 543 - Legal Service											
1013 - CLARK BAIRD SMITH LLP	12285	Legal Service	Paid by Check # 155843		01/31/2020	02/18/2020	02/20/2020	02/10/2020	02/20/2020	85.00	
									Account 543 - Legal Service Totals	Invoice Transactions 1	\$85.00
Account 562 - Telephone											
1039 - KANE COUNTY GOVERNMENT	FY2020-008	Administrative Phone Lines	Paid by Check # 155795		01/16/2020	02/03/2020	02/05/2020	01/16/2020	02/05/2020	127.08	
									Account 562 - Telephone Totals	Invoice Transactions 1	\$127.08
Account 572 - Travel & Meals											
2243 - SHEVON SHEROD-RAMIREZ	SHER011520	Reimbursement Office Supplies & Meals	Paid by EFT # 15186		01/15/2020	02/03/2020	02/05/2020	01/15/2020	02/05/2020	37.51	
1842 - PANERA BREAD	345427	Breakfast for Tri-Com Interviews	Paid by EFT # 15284		01/17/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	15.25	
4931 - SMITTY'S ON THE CORNER	11720	Lunch for Tri-Com Interview Panel	Paid by EFT # 15285		01/17/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	115.63	
3614 - KRISTINA ROHRBACH	ROHR020420	Reimbursement Mileage	Paid by EFT # 15337		02/04/2020	02/18/2020	02/20/2020	02/04/2020	02/20/2020	14.38	
									Account 572 - Travel & Meals Totals	Invoice Transactions 4	\$182.77
Account 573 - Training & Professional Development											
1024 - ESRI	11620	Training Conference	Paid by EFT # 15275		01/16/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	275.00	
									Account 573 - Training & Professional Development Totals	Invoice Transactions 1	\$275.00
Account 595.05 - Rentals Copier											
1169 - GORDON FLESCH CO INC	IN12834694	Copier Maintenance	Paid by EFT # 15165		01/20/2020	02/03/2020	02/05/2020	01/24/2020	02/05/2020	162.00	
									Account 595.05 - Rentals Copier Totals	Invoice Transactions 1	\$162.00
Account 599 - Other Contractual Services											
1304 - CITY OF GENEVA	20620	COG General Fund Wages Chargeable to Tri-Com	Paid by EFT # 15227		02/06/2020	02/18/2020	01/31/2020	02/06/2020	02/07/2020	4,880.54	
									Account 599 - Other Contractual Services Totals	Invoice Transactions 1	\$4,880.54
									Program 00 - General Totals	Invoice Transactions 10	\$5,728.71
									Division 41 - Administration Totals	Invoice Transactions 10	\$5,728.71



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Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 86 - Operations											
Program 00 - General											
Account 521.10 - Group Insurance FSA Administration											
1190 - INFINSOURCE BENEFITS SERVICES	91035255	FBA Monthly Adm Fee - Dec 2019	Paid by EFT # 15321		01/09/2020	02/18/2020	02/20/2020	01/30/2020	02/20/2020	40.00	
								Account 521.10 - Group Insurance FSA Administration Totals		Invoice Transactions 1	<u>40.00</u>
Account 521.25 - Group Insurance Life											
1062 - STANDARD INSURANCE COMPANY	2120	Life Insurance Premium - February 2020	Paid by EFT # 15226		02/01/2020	02/18/2020	02/03/2020	02/06/2020	02/03/2020	224.40	
								Account 521.25 - Group Insurance Life Totals		Invoice Transactions 1	<u>\$224.40</u>
Account 531.05 - Maintenance Service Building											
1271 - FOX VALLEY FIRE & SAFETY	IN00326938	Fire Alarm Monitoring - PSAP	Paid by EFT # 15160		01/13/2020	02/03/2020	02/05/2020	01/14/2020	02/05/2020	135.00	
1271 - FOX VALLEY FIRE & SAFETY	IN00327350	Fire Alarm Monitoring - Tower	Paid by EFT # 15160		01/13/2020	02/03/2020	02/05/2020	01/14/2020	02/05/2020	135.00	
2592 - ILLINI POWER PRODUCTS	SWO025210-1	Generator Maintenance - South St.	Paid by Check # 155787		01/06/2020	02/03/2020	02/05/2020	01/14/2020	02/05/2020	257.00	
2592 - ILLINI POWER PRODUCTS	SWO025211-1	Generator Maintenance - Logan	Paid by Check # 155787		01/06/2020	02/03/2020	02/05/2020	01/14/2020	02/05/2020	265.00	
2592 - ILLINI POWER PRODUCTS	SWO025212-1	Generator Maintenance - PSAP	Paid by Check # 155787		01/06/2020	02/03/2020	02/05/2020	01/14/2020	02/05/2020	343.00	
2983 - VONS ELECTRIC INC	15123	Install Outlet	Paid by EFT # 15203		01/14/2020	02/03/2020	02/05/2020	01/16/2020	02/05/2020	358.00	
2592 - ILLINI POWER PRODUCTS	SWO025844-3	Generator Repair - PSAP	Paid by EFT # 15319		01/28/2020	02/18/2020	02/20/2020	01/31/2020	02/20/2020	583.66	
3889 - OTIS ELEVATOR COMPANY	CY21345001	Elevator Pressure Test	Paid by Check # 155879		01/22/2020	02/18/2020	02/20/2020	01/31/2020	02/20/2020	395.00	
1271 - FOX VALLEY FIRE & SAFETY	IN00332004	Annual Fire Alarm Inspection	Paid by EFT # 15309		01/31/2020	02/18/2020	02/20/2020	02/03/2020	02/20/2020	300.00	
4044 - GOOD CALL PLUMBING	11650	Plumbing Repair	Paid by EFT # 15315		02/05/2020	02/18/2020	02/20/2020	02/05/2020	02/20/2020	1,000.00	
								Account 531.05 - Maintenance Service Building Totals		Invoice Transactions 10	<u>\$3,771.66</u>
Account 531.40 - Maintenance Service Computer Software											
1821 - GODADDY.COM	1611033626	SSL Certificate	Paid by EFT # 15265		01/02/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	319.98	
1821 - GODADDY.COM	1611033626R	Refund	Paid by EFT # 15266		01/09/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	(319.98)	
1821 - GODADDY.COM	1614824733	SSL Certificate	Paid by EFT # 15268		01/09/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	79.99	
3153 - SENDGRID	INV05248058	Email Relay Service	Paid by EFT # 15267		01/01/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	29.95	
								Account 531.40 - Maintenance Service Computer Software Totals		Invoice Transactions 4	<u>\$109.94</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 02/01/20 - 02/29/20

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Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 86 - Operations											
Program 00 - General											
Account 531.95 - Maintenance Service Other Maintenance Service											
4417 - ALLEGIANT FIRE PROTECTION	SO014766	Fire Pump Repair	Paid by Check # 155830		01/21/2020	02/18/2020	02/20/2020	01/27/2020	02/20/2020	5,234.00	
4928 - SLATEN CONSTRUCTION INC	201389	Tri-Com Caulk & Drywall Repairs	Paid by EFT # 15342		02/05/2020	02/18/2020	02/20/2020	02/06/2020	02/20/2020	5,800.00	
									Account 531.95 - Maintenance Service Other Maintenance Service Totals	Invoice Transactions 2	<u>\$11,034.00</u>
Account 546 - Janitorial Service											
3346 - CITYWIDE BUILDING MAINTENANCE	34208	Cleaning Services - February 2020	Paid by EFT # 15297		02/01/2020	02/18/2020	02/20/2020	02/04/2020	02/20/2020	1,465.55	
									Account 546 - Janitorial Service Totals	Invoice Transactions 1	<u>\$1,465.55</u>
Account 559 - Other Professional Services											
3277 - FASTSPRING TYPING MASTER	TYP200116404	Annual Renewal for Typing Test Pro Lite	Paid by EFT # 15278		01/16/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	426.30	
3277 - FASTSPRING TYPING MASTER	11620	Sales Tax Credit	Paid by EFT # 15282		01/16/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	(34.30)	
2166 - CONRAD POLYGRAPH INC	3811	Pre-Employment Polygraph	Paid by EFT # 15300		01/31/2020	02/18/2020	02/20/2020	02/03/2020	02/20/2020	130.00	
									Account 559 - Other Professional Services Totals	Invoice Transactions 3	<u>\$522.00</u>
Account 562 - Telephone											
1004 - CALL ONE	175116	Phone Service	Paid by EFT # 15151		01/15/2020	02/03/2020	02/05/2020	01/21/2020	02/05/2020	35,517.90	
1039 - KANE COUNTY GOVERNMENT	FY2020-008	Administrative Phone Lines	Paid by Check # 155795		01/16/2020	02/03/2020	02/05/2020	01/16/2020	02/05/2020	105.83	
									Account 562 - Telephone Totals	Invoice Transactions 2	<u>\$35,623.73</u>
Account 565 - Internet											
4227 - TECHNOLOGY MANAGEMENT REV FUND	T2014664	LEADS & Internet Service	Paid by Check # 155814		01/13/2020	02/03/2020	02/05/2020	01/22/2020	02/05/2020	1,027.71	
									Account 565 - Internet Totals	Invoice Transactions 1	<u>\$1,027.71</u>
Account 573 - Training & Professional Development											
3281 - ILLINOIS DEPARTMENT OF PUBLIC HEALTH	12220	EMD Initial Fee	Paid by EFT # 15277		01/22/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	31.00	
1466 - MABAS DIVISION 13	1219227419	Training Class	Paid by EFT # 15276		01/16/2020	02/18/2020	02/21/2020	01/30/2020	02/21/2020	250.00	
									Account 573 - Training & Professional Development Totals	Invoice Transactions 2	<u>\$281.00</u>
Account 581.05 - Utilities Electric											
1005 - CITY OF ST CHARLES	Tricom011520	Utilities - Sewer & Electricity	Paid by Check # 155774		01/15/2020	02/03/2020	02/05/2020	01/15/2020	02/05/2020	2,582.35	
									Account 581.05 - Utilities Electric Totals	Invoice Transactions 1	<u>\$2,582.35</u>
Account 581.10 - Utilities Natural Gas											
1373 - NICOR GAS 0632	8152828017/0120	Gas Services - 1850 South St.	Paid by Check # 155877		01/22/2020	02/18/2020	02/20/2020	01/29/2020	02/20/2020	63.05	



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Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 86 - Operations											
Program 00 - General											
Account 581.10 - Utilities Natural Gas											
1373 - NICOR GAS 0632	9305123193/0120	Gas Services - 3823 Karl Madsen	Paid by Check # 155877		01/27/2020	02/18/2020	02/20/2020	02/03/2020	02/20/2020	353.44	
								Account 581.10 - Utilities Natural Gas Totals		Invoice Transactions 2	<u>\$416.49</u>
Account 581.20 - Utilities Water/Sewer											
1005 - CITY OF ST CHARLES	Tricom011520	Utilities - Sewer & Electricity	Paid by Check # 155774		01/15/2020	02/03/2020	02/05/2020	01/15/2020	02/05/2020	56.03	
								Account 581.20 - Utilities Water/Sewer Totals		Invoice Transactions 1	<u>\$56.03</u>
Account 581.25 - Utilities Cable/Dish											
4135 - DIRECTV	37118133306	Satellite TV Service - 01/20	Paid by Check # 155848		01/26/2020	02/18/2020	02/20/2020	02/03/2020	02/20/2020	76.99	
								Account 581.25 - Utilities Cable/Dish Totals		Invoice Transactions 1	<u>\$76.99</u>
Account 595.95 - Rentals Miscellaneous											
4227 - TECHNOLOGY MANAGEMENT REV FUND	T2014664	LEADS & Internet Service	Paid by Check # 155814		01/13/2020	02/03/2020	02/05/2020	01/22/2020	02/05/2020	580.00	
								Account 595.95 - Rentals Miscellaneous Totals		Invoice Transactions 1	<u>\$580.00</u>
Account 601.05 - Maintenance Supplies Buildings											
1252 - LOWE'S	909903	Maintenance Supplies	Paid by Check # 155796		12/04/2019	02/03/2020	02/05/2020	01/14/2020	02/05/2020	36.22	
								Account 601.05 - Maintenance Supplies Buildings Totals		Invoice Transactions 1	<u>\$36.22</u>
Account 601.10 - Maintenance Supplies Equipment											
3431 - WATSON FURNITURE GROUP	86942	Console Repair Part	Paid by Check # 155816		01/07/2020	02/03/2020	02/05/2020	01/14/2020	02/05/2020	499.11	
								Account 601.10 - Maintenance Supplies Equipment Totals		Invoice Transactions 1	<u>\$499.11</u>
Account 621 - Office Supplies											
1031 - OFFICE DEPOT	426208898001	Office Supplies	Paid by Check # 155800		01/10/2020	02/03/2020	02/05/2020	01/13/2020	02/05/2020	113.05	
2243 - SHEVON SHEROD-RAMIREZ	SHER011520	Reimbursement Office Supplies & Meals	Paid by EFT # 15186		01/15/2020	02/03/2020	02/05/2020	01/15/2020	02/05/2020	77.94	
								Account 621 - Office Supplies Totals		Invoice Transactions 2	<u>\$190.99</u>
Account 624.95 - Operating Supplies Other Operating Supplies											
1597 - AMAZON	557785776834	Disposable Utensils & Wipes	Paid by EFT # 15212		01/24/2020	02/18/2020	01/31/2020	01/29/2020	01/31/2020	19.99	
3994 - CENTURY SPRINGS	2382847	Water Service	Paid by Check # 155840		01/03/2020	02/18/2020	02/20/2020	02/03/2020	02/20/2020	72.50	
3994 - CENTURY SPRINGS	2393284	Water Service	Paid by Check # 155840		01/17/2020	02/18/2020	02/20/2020	02/03/2020	02/20/2020	79.45	

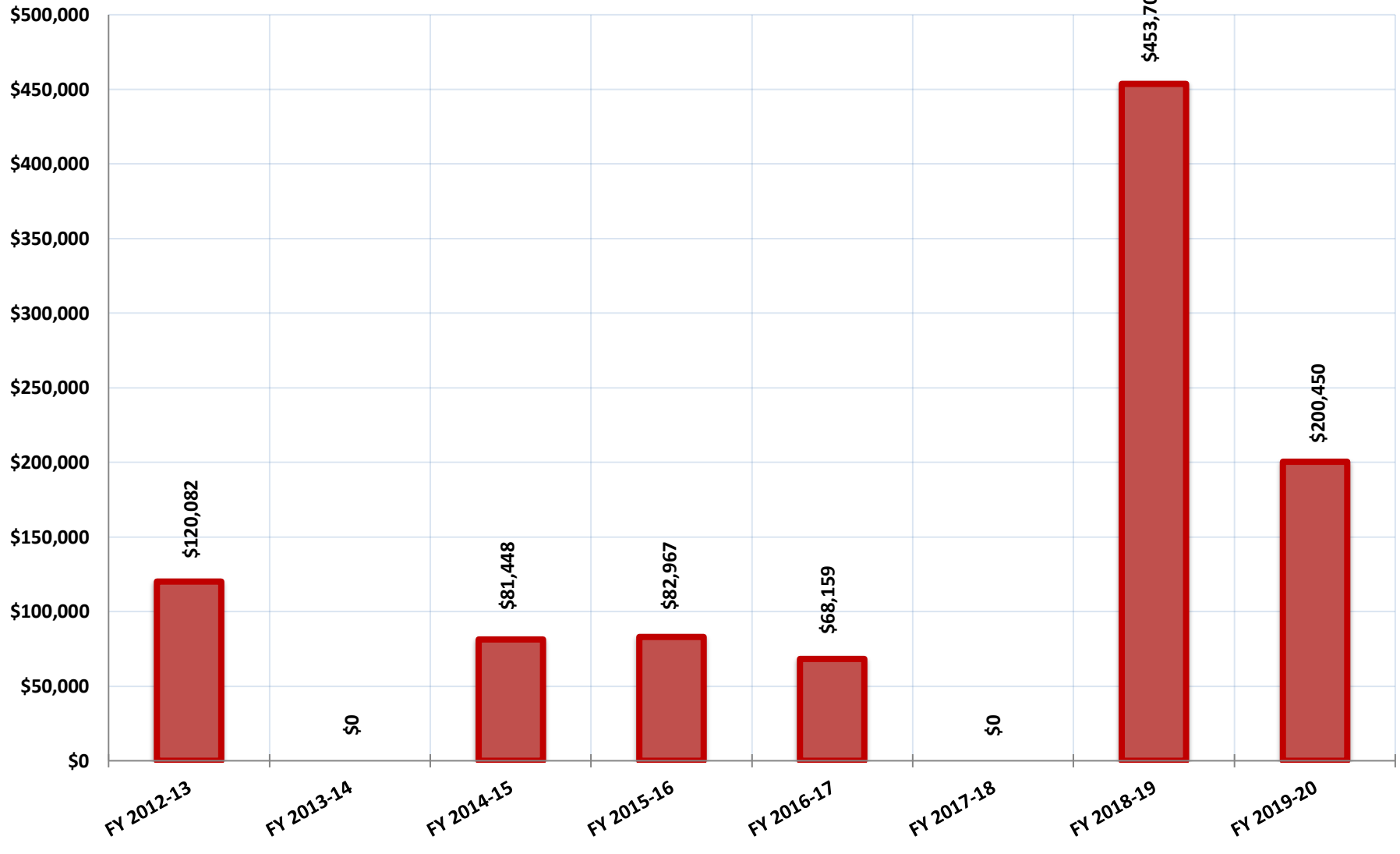


Accounts Payable by G/L Distribution Report

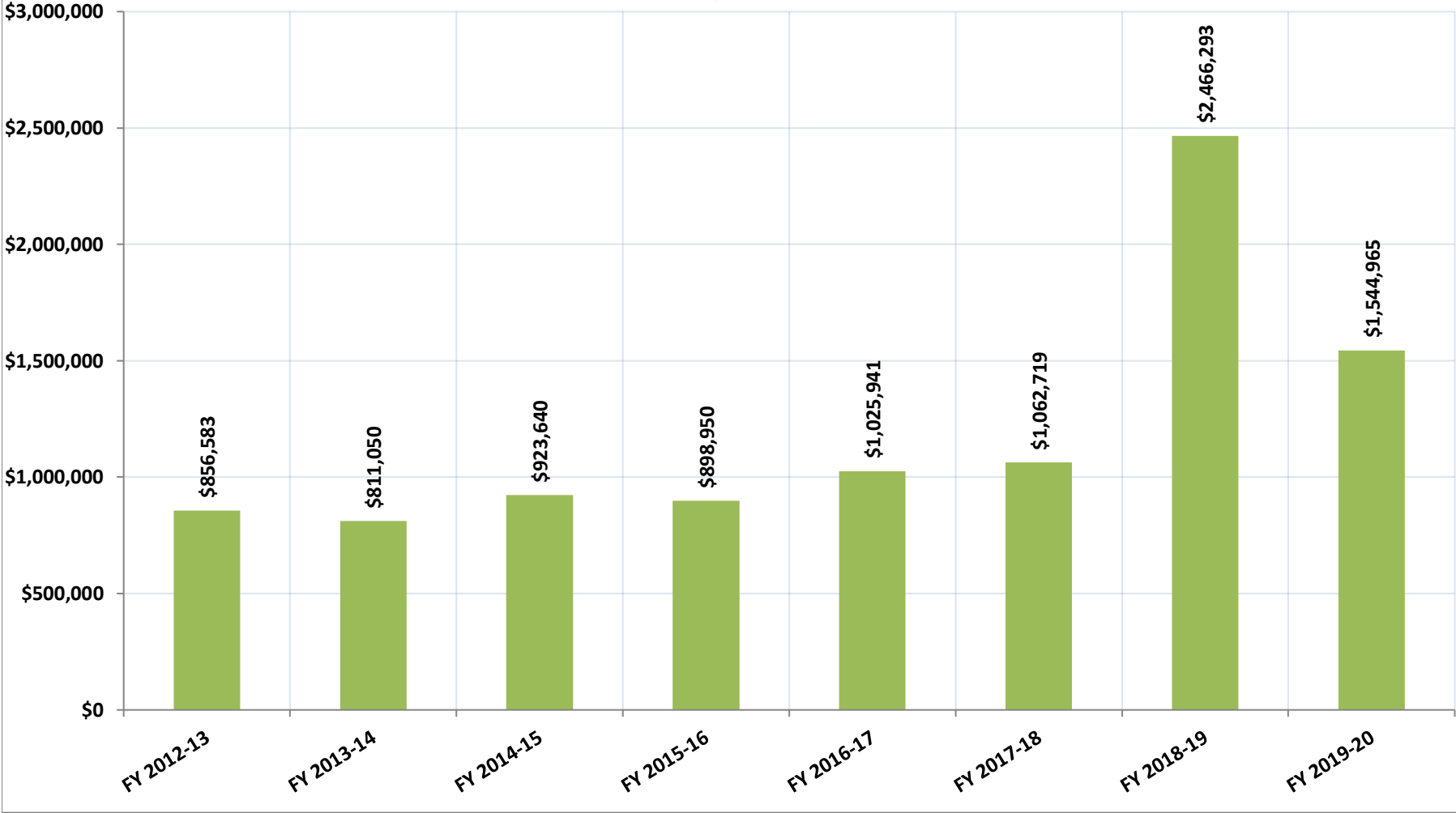
Invoice Due Date Range 02/01/20 - 02/29/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 86 - Operations											
Program 00 - General											
Account 624.95 - Operating Supplies Other Operating Supplies											
3994 - CENTURY SPRINGS	2403744	Water Service	Paid by Check # 155840		01/31/2020	02/18/2020	02/20/2020	02/03/2020	02/20/2020	79.45	
									Account 624.95 - Operating Supplies Other Operating Supplies Totals	Invoice Transactions 4	<u>\$251.39</u>
Account 626 - Janitorial Supplies											
1252 - LOWE'S	909286	Janitorial Supplies	Paid by Check # 155796		12/09/2019	02/03/2020	02/05/2020	01/14/2020	02/05/2020	93.40	
1597 - AMAZON	557785776834	Disposable Utensils & Wipes	Paid by EFT # 15212		01/24/2020	02/18/2020	01/31/2020	01/29/2020	01/31/2020	23.04	
									Account 626 - Janitorial Supplies Totals	Invoice Transactions 2	<u>\$116.44</u>
Account 820 - Machinery & Equipment											
1022 - CDW GOVERNMENT	WHT3731	Headsets	Paid by EFT # 15152		01/06/2020	02/03/2020	02/05/2020	01/16/2020	02/05/2020	333.00	
									Account 820 - Machinery & Equipment Totals	Invoice Transactions 1	<u>\$333.00</u>
									Program 00 - General Totals	Invoice Transactions 44	<u>\$59,239.00</u>
									Division 86 - Operations Totals	Invoice Transactions 44	<u>\$59,239.00</u>
									Department 85 - Dispatch Services Totals	Invoice Transactions 54	<u>\$64,967.71</u>
									Fund 236 - Tri-Com Totals	Invoice Transactions 54	<u>\$64,967.71</u>
									Grand Totals	Invoice Transactions 54	<u>\$64,967.71</u>

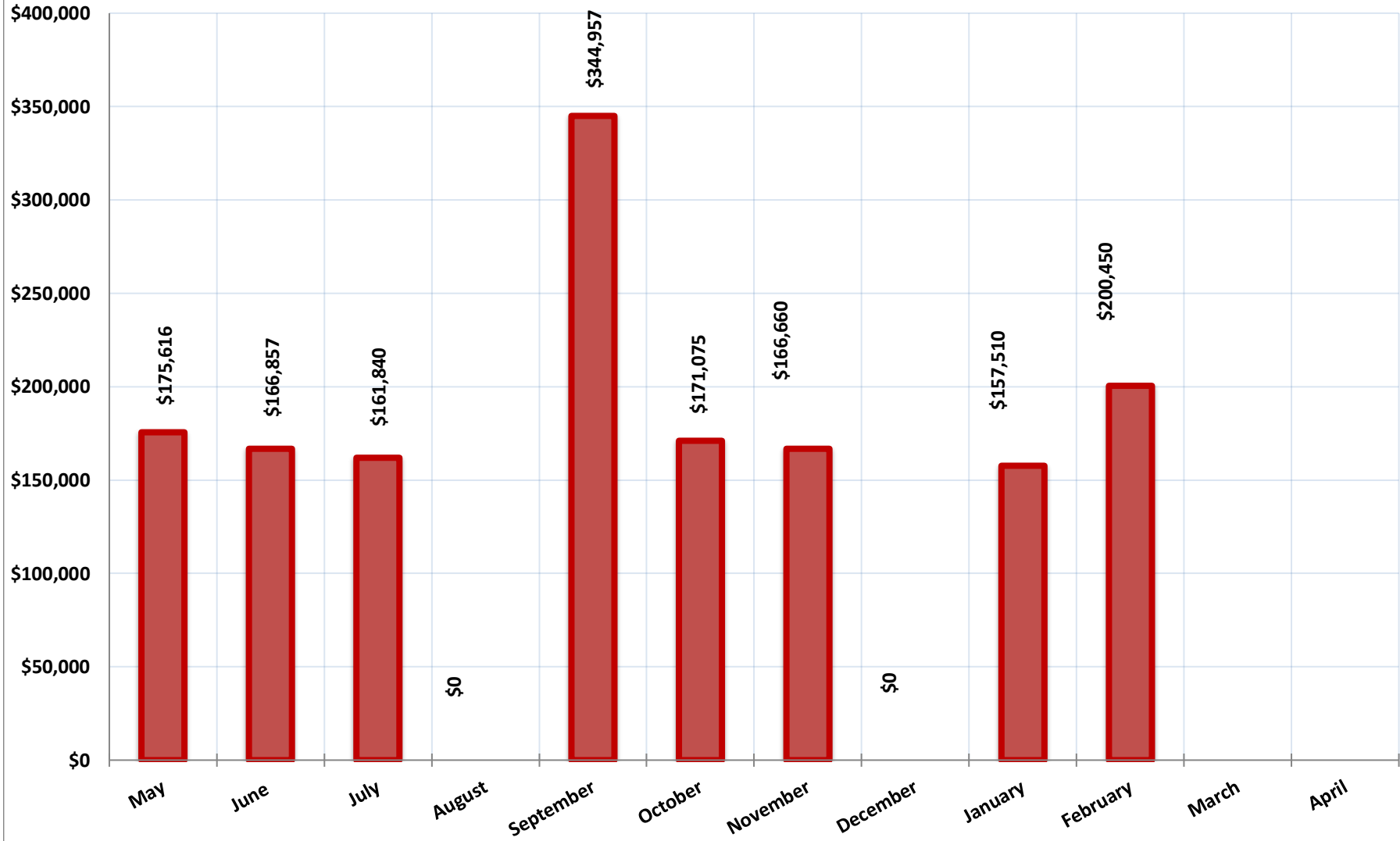
**Tri-Com Central Dispatch
Wireless 911 Revenue
Monthly Comparison for February
FY 2012-13 Through 2019-20**



**Tri-Com Central Dispatch
Wireless 911 Revenue
Annual Comparison
FY 2012-13 Through Projected 2019-20**



**Tri-Com Central Dispatch
Wireless 911 Revenue
Monthly Revenue
FY 2019-20**





AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	March 31, 2020 Monthly Financial Reports		
Presenter & Title:	Shevon Sherod-Ramirez, Administrative Assistant		
Date:	May 13, 2020		
<i>Please Check Appropriate Box:</i>			
<input checked="" type="checkbox"/>	Regular Meeting	<input type="checkbox"/>	Special Meeting _____
<input type="checkbox"/>	Other -	<input type="checkbox"/>	
Estimated Cost: N/A		Budgeted?	YES
			NO
<i>If NO, please explain how the item will be funded: N/A</i>			
Executive Summary:			
Financial reports for Tri-Com Central Dispatch for Fiscal Year 2020 through March 31, 2020 including Comments on the Financial Statements are presented.			
Voting Requirements:			
<i>This motion requires a simple majority vote.</i>			
Attachments: (please list)			
<ul style="list-style-type: none"> • Comments on the Financial Statements • March 31, 2020 Financial Report • Investment Schedule at March 31, 2020 • Accounts Payable by G/L Distribution Report for March 2020 • Wireless 911 Revenue Graphs 			
Recommendation / Suggested Action: (briefly explain)			
Staff recommends acceptance of the March 2020 Financial Reports as presented.			



MEMO

Date: May 13, 2020

To: Tri-Com Board of Directors

From: Shevon Sherod-Ramirez, Administrative Assistant

Re: Financial Statement Analysis – March 31, 2020

We are currently 92% through the fiscal year.

Revenue Analysis:

As of the period ending March 31, 2020, \$3,459,957 has been received. This accounts for approximately 81% of the Fiscal Year 2020 revenue budget.

Wireless 911: Total receipts for the fiscal year are \$1,692,826 or 71% of the budget has been received. Due to Kane ETSB allocation coupled with the 100% increase in 911 fees paid by phone subscribers, the monthly fee averages \$153,893.

Dispatch Services: The final of four quarterly payments was billed in February. All four quarters have been billed and all members have paid on-time.

Other Revenues: Total receipts in March was \$10,150 in Other Revenues. This category consists of Interest Income and Miscellaneous Revenue.

Expenditure Analysis – General Fund:

As of March 31, expenditures totaled \$3,582,132 or 89% of the amended budget of \$4,295,045. Please see the attached Income Statement report for the detail by division. Personnel Services accounts for 80% of the total budget and is within the budgeted amounts.



Account Description	Current YTD Balance
Fund Category Governmental Funds	
Fund Type Special Revenue Funds	
Fund 236 - Tri-Com	
ASSETS	
<i>Current Assets</i>	
Cash Fifth Third Bank Main	220,168.35
Money Market PMA	296,911.84
Money Market Fifth Third Securities	24,877.59
Certificates of Deposit	1,969,922.50
Prepaid Items Other	887,429.35
	<u>Current Assets Totals</u> \$3,399,309.63
<i>Current Receivables</i>	
Accounts Receivable Invoicing	76,578.57
Accrued Interest Receivable	6,117.81
	<u>Current Receivables Totals</u> \$82,696.38
<i>Intergovernmental Receivables</i>	
Intergovernmental Receivables 911 Fees	342,473.58
	<u>Intergovernmental Receivables Totals</u> \$342,473.58
LIABILITIES AND FUND EQUITY	
LIABILITIES	
<i>Current Liabilities</i>	
Accounts Payable Accounts Payable	288,486.27
Deferred Revenue State/Local Grants	174,418.00
Compensated Absences Current	230,676.56
	<u>Current Liabilities Totals</u> \$693,580.83
	LIABILITIES TOTALS \$693,580.83
FUND EQUITY	
<i>Fund Balance</i>	
Fund Balance	3,253,073.67
	<u>Fund Balance Totals</u> \$3,253,073.67

Tri-Com Central Dispatch
Income Statement
For the period ending March 31, 2020

Account Description	Annual Budget Amount	MTD Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
REVENUE					
<i>Intergovernmental Revenues</i>					
Wireless 911	2,400,000	163,140	1,692,826	707,174	71%
Federal/State/Local Grants	0	0	0	0	0%
<i>Intergovernmental Revenues Totals</i>	<u>2,400,000</u>	<u>163,140</u>	<u>1,692,826</u>	<u>707,174</u>	<u>71%</u>
<i>Service Charges</i>					
Dispatch Services	1,870,045	319,199	1,721,822	148,223	92%
<i>Service Charges Totals</i>	<u>1,870,045</u>	<u>319,199</u>	<u>1,721,822</u>	<u>148,223</u>	<u>92%</u>
<i>Other Revenues</i>					
Interest Income	25,000	9,242	39,343	(14,343)	157%
Reimbursed Expenditures	0	908	5,966	(5,966)	0%
Miscellaneous	0	0	0	0	0%
<i>Other Revenues Totals</i>	<u>25,000</u>	<u>10,150</u>	<u>45,309</u>	<u>(20,309)</u>	<u>181%</u>
<i>Other Financing Sources</i>					
Other Financing Sources	0	0	0	0	0%
Reappropriation	0	0	0	0	0%
<i>Other Financing Sources Totals</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
REVENUE TOTALS	<u>4,295,045</u>	<u>492,490</u>	<u>3,459,957</u>	<u>835,088</u>	<u>81%</u>
EXPENSE					
Administration					
Personnel Services	647,105	34,702	419,456	227,649	65%
Contractual Services	120,911	4,090	118,543	2,368	98%
Commodities	3,990	16	1,902	2,088	48%
Total	<u>772,006</u>	<u>38,808</u>	<u>539,901</u>	<u>232,105</u>	<u>70%</u>
Operations					
Personnel Services	2,046,464	166,012	1,954,676	91,788	96%
Contractual Services	826,073	121,263	727,688	98,385	88%
Commodities	39,300	3,518	40,782	(1,482)	104%
Other Expenditures	0	54	890	(612)	0%
Total	<u>2,911,837</u>	<u>290,847</u>	<u>2,724,036</u>	<u>188,080</u>	<u>94%</u>
Debt Service					
Debt Service	148,655	0	148,653	2	100%
Total	<u>148,655</u>	<u>0</u>	<u>148,653</u>	<u>2</u>	<u>100%</u>
Capital Expenditures					
Capital Outlay	15,000	5,995	143,126	(128,126)	954%
Other Expenditures	172,502	0	26,416	2,960	15%
Total	<u>187,502</u>	<u>5,995</u>	<u>169,542</u>	<u>(125,166)</u>	<u>90%</u>
EXPENSE TOTALS	<u>4,020,000</u>	<u>335,651</u>	<u>3,582,132</u>	<u>295,021</u>	<u>89%</u>
Fund 100 - General Fund Totals					
REVENUE TOTALS	4,295,045	492,490	3,459,957	835,088	81%
EXPENSE TOTALS	4,020,000	335,651	3,582,132	295,021	89%
Fund 100 - General Fund Net Gain (Loss)	<u>275,045</u>	<u>156,839</u>	<u>(122,175)</u>	<u>(540,067)</u>	

City of Geneva
Investments - Tri-Com
March 31, 2020

Purchase Date	CUSIP	Maturity Date	Description	Rate/ Yield	Cost	Fair Value/Market	Par Value/Face
Certificates of Deposit							
9/24/2019	277208	5/15/2020	CD - Texas Capital Bank	1.762%	247,200.00	247,200.00	249,984.77
1/10/2019	264823	7/3/2020	CD - Country Bank	2.811%	239,600.00	239,600.00	249,537.98
1/24/2020	45772	1/22/2021	CD - City National Bank	1.550%	245,240.61	246,011.61	245,000.00
9/24/2019	277207	3/22/2021	CD - American Plus Bank	1.697%	243,700.00	243,700.00	249,873.64
9/30/2019	44995	3/30/2021	CD - BMO Harris Bank	1.750%	247,181.89	248,360.72	247,000.00
10/3/2019	45023	10/4/2021	CD - Morgan Stanley Bank	1.850%	247,000.00	249,021.70	247,000.00
3/4/2020	06251AZ29	3/4/2021	CD - Bank Hapoalim	1.600%	250,000.00	250,907.50	250,000.00
2/5/2020	38149MPK3	2/7/2022	CD - Golman Sachs	1.650%	250,000.00	251,435.00	250,000.00
					<u>\$ 1,969,922.50</u>	<u>\$ 1,976,236.53</u>	<u>\$ 1,988,396.39</u>
U.S. Treasury							
					<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
U.S. Agencies							
					<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
					<u>\$ 1,969,922.50</u>	<u>\$ 1,976,236.53</u>	<u>\$ 1,988,396.39</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 03/01/20 - 03/31/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 41 - Administration											
Program 00 - General											
Account 521.10 - Group Insurance FSA Administration											
1190 - INFINSOURCE BENEFITS SERVICES	91116146	FBA Monthly Adm Fee- Jan 2020	Paid by EFT # 15420		02/09/2020	03/02/2020	03/04/2020	02/18/2020	03/04/2020	5.00	
									Account 521.10 - Group Insurance FSA Administration Totals	Invoice Transactions 1	<u>\$5.00</u>
Account 521.25 - Group Insurance Life											
1062 - STANDARD INSURANCE COMPANY	30120	Life Insurance Premium - March 2020	Paid by EFT # 15481		03/01/2020	03/16/2020	03/02/2020	03/01/2020	03/02/2020	16.32	
									Account 521.25 - Group Insurance Life Totals	Invoice Transactions 1	<u>\$16.32</u>
Account 562 - Telephone											
1039 - KANE COUNTY GOVERNMENT	FY2020-120	Administrative Phone Lines	Paid by Check # 155963		02/07/2020	03/02/2020	03/04/2020	02/07/2020	03/04/2020	125.58	
									Account 562 - Telephone Totals	Invoice Transactions 1	<u>\$125.58</u>
Account 572 - Travel & Meals											
3614 - KRISTINA ROHRBACH	ROHR022720	Travel Reimbursement	Paid by EFT # 15602		02/27/2020	03/16/2020	03/18/2020	02/27/2020	03/18/2020	69.10	
									Account 572 - Travel & Meals Totals	Invoice Transactions 1	<u>\$69.10</u>
Account 573 - Training & Professional Development											
1605 - APCO INTERNATIONAL	679488	Training Class	Paid by EFT # 15540		02/10/2020	03/16/2020	03/23/2020	02/28/2020	03/23/2020	509.00	
									Account 573 - Training & Professional Development Totals	Invoice Transactions 1	<u>\$509.00</u>
Account 599 - Other Contractual Services											
1304 - CITY OF GENEVA	2020-08008012	COG General Fund Wages Chargeable to Tri-Com	Paid by EFT # 15470		03/04/2020	03/16/2020	02/29/2020	03/05/2020	03/05/2020	3,386.33	
									Account 599 - Other Contractual Services Totals	Invoice Transactions 1	<u>\$3,386.33</u>
									Program 00 - General Totals	Invoice Transactions 6	<u>\$4,111.33</u>
									Division 41 - Administration Totals	Invoice Transactions 6	<u>\$4,111.33</u>
Division 86 - Operations											
Program 00 - General											
Account 521.10 - Group Insurance FSA Administration											
1190 - INFINSOURCE BENEFITS SERVICES	91116146	FBA Monthly Adm Fee- Jan 2020	Paid by EFT # 15420		02/09/2020	03/02/2020	03/04/2020	02/18/2020	03/04/2020	45.00	
									Account 521.10 - Group Insurance FSA Administration Totals	Invoice Transactions 1	<u>\$45.00</u>
Account 521.25 - Group Insurance Life											
1062 - STANDARD INSURANCE COMPANY	30120	Life Insurance Premium - March 2020	Paid by EFT # 15481		03/01/2020	03/16/2020	03/02/2020	03/01/2020	03/02/2020	215.22	
									Account 521.25 - Group Insurance Life Totals	Invoice Transactions 1	<u>\$215.22</u>
Account 531.05 - Maintenance Service Building											
1271 - FOX VALLEY FIRE & SAFETY	IN00304177	Fire Alarm Monitoring - PSAP	Paid by EFT # 15575		10/09/2019	03/16/2020	03/18/2020	03/03/2020	03/18/2020	135.00	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 03/01/20 - 03/31/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 86 - Operations											
Program 00 - General											
Account 531.05 - Maintenance Service Building											
1271 - FOX VALLEY FIRE & SAFETY	IN00304599	Fire Alarm Monitoring - Tower	Paid by EFT # 15575		10/09/2019	03/16/2020	03/18/2020	03/03/2020	03/18/2020	135.00	
4691 - SALT SOLUTIONS INC	0141983	Water Softener Salt	Paid by EFT # 15604		02/25/2020	03/16/2020	03/18/2020	02/26/2020	03/18/2020	234.10	
									Account 531.05 - Maintenance Service Building Totals	Invoice Transactions 3	<u>\$504.10</u>
Account 531.10 - Maintenance Service Equipment											
1124 - CHICAGO COMMUNICATIONS, LLC	317868	Equipment Maintenance	Paid by EFT # 15562		02/24/2020	03/16/2020	03/18/2020	02/28/2020	03/18/2020	820.00	
									Account 531.10 - Maintenance Service Equipment Totals	Invoice Transactions 1	<u>\$820.00</u>
Account 531.30 - Maintenance Service Snow Removal											
1074 - TWIN OAKS LANDSCAPING	SR980596-0001	Snow Removal & Salt Application	Paid by Check # 156037		01/11/2020	03/16/2020	03/18/2020	02/24/2020	03/18/2020	430.00	
1074 - TWIN OAKS LANDSCAPING	SR980596-0006	Snow Removal & Salt Application	Paid by Check # 156037		01/24/2020	03/16/2020	03/18/2020	02/25/2020	03/18/2020	260.00	
1074 - TWIN OAKS LANDSCAPING	SR980596-0007	Snow Removal & Salt Application	Paid by Check # 156037		01/25/2020	03/16/2020	03/18/2020	02/25/2020	03/18/2020	260.00	
1074 - TWIN OAKS LANDSCAPING	SR980596-0002	Snow Removal & Salt Application	Paid by Check # 156037		01/13/2020	03/16/2020	03/18/2020	02/27/2020	03/18/2020	260.00	
1074 - TWIN OAKS LANDSCAPING	SR980596-0003	Snow Removal & Salt Application	Paid by Check # 156037		01/17/2020	03/16/2020	03/18/2020	02/27/2020	03/18/2020	400.00	
1074 - TWIN OAKS LANDSCAPING	SR980596-0004	Snow Removal & Salt Application	Paid by Check # 156037		01/18/2020	03/16/2020	03/18/2020	02/27/2020	03/18/2020	380.00	
1074 - TWIN OAKS LANDSCAPING	SR980596-0005	Snow Removal & Salt Application	Paid by Check # 156037		01/23/2020	03/16/2020	03/18/2020	02/27/2020	03/18/2020	260.00	
1074 - TWIN OAKS LANDSCAPING	SR980596-0008	Snow Removal & Salt Application	Paid by Check # 156037		02/13/2020	03/16/2020	03/18/2020	03/06/2020	03/18/2020	400.00	
1074 - TWIN OAKS LANDSCAPING	SR980596-0009	Snow Removal & Salt Application	Paid by Check # 156037		02/26/2020	03/16/2020	03/18/2020	03/06/2020	03/18/2020	260.00	
									Account 531.30 - Maintenance Service Snow Removal Totals	Invoice Transactions 9	<u>\$2,910.00</u>
Account 531.40 - Maintenance Service Computer Software											
3153 - SENDGRID	INV05374722	Email Relay Service	Paid by EFT # 15523		02/01/2020	03/16/2020	03/23/2020	02/28/2020	03/23/2020	29.95	
									Account 531.40 - Maintenance Service Computer Software Totals	Invoice Transactions 1	<u>\$29.95</u>
Account 531.45 - Maintenance Service Computer Hardware											
1774 - MOTOROLA SOLUTIONS INC	8230266770	StarCom Maintenance	Paid by EFT # 15594		03/03/2020	03/16/2020	03/18/2020	03/04/2020	03/18/2020	57,945.00	
									Account 531.45 - Maintenance Service Computer Hardware Totals	Invoice Transactions 1	<u>\$57,945.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 03/01/20 - 03/31/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 86 - Operations											
Program 00 - General											
Account 531.95 - Maintenance Service Other Maintenance Service											
1297 - PREON INC	2020111	UPS Battery Maintenance	Paid by Check # 156019		02/19/2020	03/16/2020	03/18/2020	02/24/2020	03/18/2020	1,425.00	
								Account 531.95 - Maintenance Service Other Maintenance Service Totals		Invoice Transactions 1	<u>\$1,425.00</u>
Account 544 - Medical Service											
1076 - TYLER MEDICAL SERVICES	415078	Pre-Employment Drug Screen & Physical	Paid by EFT # 15459		02/04/2020	03/02/2020	03/04/2020	02/06/2020	03/04/2020	129.00	
1076 - TYLER MEDICAL SERVICES	415782	Pre-Employment Drug Screen & Physical	Paid by EFT # 15620		02/25/2020	03/16/2020	03/18/2020	03/02/2020	03/18/2020	129.00	
								Account 544 - Medical Service Totals		Invoice Transactions 2	<u>\$258.00</u>
Account 546 - Janitorial Service											
3346 - CITYWIDE BUILDING MAINTENANCE	34459	Cleaning Services - March 2020	Paid by EFT # 15563		02/28/2020	03/16/2020	03/18/2020	03/02/2020	03/18/2020	1,465.55	
								Account 546 - Janitorial Service Totals		Invoice Transactions 1	<u>\$1,465.55</u>
Account 559 - Other Professional Services											
4530 - BACKGROUNDS ONLINE	519855	Applicant Background Checks	Paid by EFT # 15524		01/31/2020	03/16/2020	03/23/2020	02/28/2020	03/23/2020	183.90	
2166 - CONRAD POLYGRAPH INC	3858	Pre-Employment Polygraph	Paid by EFT # 15566		03/01/2020	03/16/2020	03/18/2020	03/02/2020	03/18/2020	260.00	
3007 - PROSHRED SECURITY	990050126	Document Shredding	Paid by Check # 156021		02/14/2020	03/16/2020	03/18/2020	02/18/2020	03/18/2020	195.00	
2428 - RADICOM BUSINESS COMMUNICATIONS SYSTEMS	105531	FCC License Renewal	Paid by EFT # 15598		02/24/2020	03/16/2020	03/18/2020	02/25/2020	03/18/2020	375.00	
1220 - STANARD & ASSOCIATES INC	SA000043534	Pre-Employment Psychological Exam	Paid by Check # 156026		02/28/2020	03/16/2020	03/18/2020	03/05/2020	03/18/2020	395.00	
								Account 559 - Other Professional Services Totals		Invoice Transactions 5	<u>\$1,408.90</u>
Account 562 - Telephone											
1039 - KANE COUNTY GOVERNMENT	FY2020-120	Administrative Phone Lines	Paid by Check # 155963		02/07/2020	03/02/2020	03/04/2020	02/07/2020	03/04/2020	104.65	
1004 - CALL ONE	203502	Phone Service	Paid by EFT # 15558		02/15/2020	03/16/2020	03/18/2020	02/21/2020	03/18/2020	48,596.38	
								Account 562 - Telephone Totals		Invoice Transactions 2	<u>\$48,701.03</u>
Account 565 - Internet											
4227 - TECHNOLOGY MANAGEMENT REV FUND	T2017477	LEADS & Internet Service	Paid by Check # 156031		02/10/2020	03/16/2020	03/18/2020	02/21/2020	03/18/2020	1,027.71	
								Account 565 - Internet Totals		Invoice Transactions 1	<u>\$1,027.71</u>
Account 573 - Training & Professional Development											
1605 - APCO INTERNATIONAL	679489	Training Class	Paid by EFT # 15545		02/10/2020	03/16/2020	03/23/2020	02/28/2020	03/23/2020	211.86	
								Account 573 - Training & Professional Development Totals		Invoice Transactions 1	<u>\$211.86</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 03/01/20 - 03/31/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 86 - Operations											
Program 00 - General											
Account 581.05 - Utilities Electric											
1005 - CITY OF ST CHARLES	Tricom021420	Utilities - Electric & Sewer	Paid by Check # 155961		02/14/2020	03/02/2020	03/04/2020	02/14/2020	03/04/2020	3,042.55	
									Account 581.05 - Utilities Electric Totals	Invoice Transactions 1	<u>\$3,042.55</u>
Account 581.10 - Utilities Natural Gas											
1373 - NICOR GAS 0632	8152828017/02	Gas Services - 1850 South St.	Paid by Check # 156014		02/24/2020	03/16/2020	03/18/2020	03/02/2020	03/18/2020	75.42	
1373 - NICOR GAS 0632	9305123193/02	Gas Services - 3823 Karl Madsen	Paid by Check # 156014		02/27/2020	03/16/2020	03/18/2020	03/03/2020	03/18/2020	335.57	
									Account 581.10 - Utilities Natural Gas Totals	Invoice Transactions 2	<u>\$410.99</u>
Account 581.20 - Utilities Water/Sewer											
1005 - CITY OF ST CHARLES	Tricom021420	Utilities - Electric & Sewer	Paid by Check # 155961		02/14/2020	03/02/2020	03/04/2020	02/14/2020	03/04/2020	56.03	
									Account 581.20 - Utilities Water/Sewer Totals	Invoice Transactions 1	<u>\$56.03</u>
Account 581.25 - Utilities Cable/Dish											
4135 - DIRECTV	37208346796	Satellite TV Service - 02/20	Paid by Check # 155994		02/26/2020	03/16/2020	03/18/2020	03/03/2020	03/18/2020	76.99	
									Account 581.25 - Utilities Cable/Dish Totals	Invoice Transactions 1	<u>\$76.99</u>
Account 595.95 - Rentals Miscellaneous											
4227 - TECHNOLOGY MANAGEMENT REV FUND	T2017477	LEADS & Internet Service	Paid by Check # 156031		02/10/2020	03/16/2020	03/18/2020	02/21/2020	03/18/2020	580.00	
									Account 595.95 - Rentals Miscellaneous Totals	Invoice Transactions 1	<u>\$580.00</u>
Account 601.05 - Maintenance Supplies Buildings											
1252 - LOWE'S	987136	Flood Bags	Paid by Check # 155964		01/23/2020	03/02/2020	03/04/2020	02/10/2020	03/04/2020	47.47	
									Account 601.05 - Maintenance Supplies Buildings Totals	Invoice Transactions 1	<u>\$47.47</u>
Account 601.40 - Maintenance Supplies Computer											
1022 - CDW GOVERNMENT	WSM9824	Cables	Paid by EFT # 15457		02/06/2020	03/02/2020	03/04/2020	02/18/2020	03/04/2020	94.38	
1022 - CDW GOVERNMENT	WSR0262	Cables	Paid by EFT # 15457		02/07/2020	03/02/2020	03/04/2020	02/18/2020	03/04/2020	84.84	
									Account 601.40 - Maintenance Supplies Computer Totals	Invoice Transactions 2	<u>\$179.22</u>
Account 621 - Office Supplies											
1031 - OFFICE DEPOT	441527577001	Office Supplies	Paid by Check # 155965		02/10/2020	03/02/2020	03/04/2020	02/18/2020	03/04/2020	172.88	
1031 - OFFICE DEPOT	441527661001	Office Supplies	Paid by Check # 155965		02/11/2020	03/02/2020	03/04/2020	02/18/2020	03/04/2020	20.41	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 03/01/20 - 03/31/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 236 - Tri-Com											
Department 85 - Dispatch Services											
Division 86 - Operations											
Program 00 - General											
Account 621 - Office Supplies											
1031 - OFFICE DEPOT	448069461001	Office Supplies	Paid by Check # 156017		02/28/2020	03/16/2020	03/18/2020	03/02/2020	03/18/2020	29.99	
									Account 621 - Office Supplies Totals	Invoice Transactions 3	<u>\$223.28</u>
Account 623 - Office Furniture											
4935 - ISAAC'S & FLOURISHING FINISH	2806	Chair Reupholstery	Paid by Check # 155962		02/07/2020	03/02/2020	03/04/2020	02/07/2020	03/04/2020	295.00	
									Account 623 - Office Furniture Totals	Invoice Transactions 1	<u>\$295.00</u>
Account 624.95 - Operating Supplies Other Operating Supplies											
3994 - CENTURY SPRINGS	2416299	Water Service	Paid by Check # 155985		02/14/2020	03/16/2020	03/18/2020	03/02/2020	03/18/2020	65.55	
3994 - CENTURY SPRINGS	2426536	Water Service	Paid by Check # 155985		02/28/2020	03/16/2020	03/18/2020	03/02/2020	03/18/2020	72.50	
2243 - SHEVON SHEROD-RAMIREZ	SHER030620	Thermometer Reimbursement	Paid by EFT # 15608		03/06/2020	03/16/2020	03/18/2020	03/06/2020	03/18/2020	40.84	
									Account 624.95 - Operating Supplies Other Operating Supplies Totals	Invoice Transactions 3	<u>\$178.89</u>
Account 626 - Janitorial Supplies											
1252 - LOWE'S	909439	Janitorial Supplies	Paid by Check # 155964		01/15/2020	03/02/2020	03/04/2020	02/10/2020	03/04/2020	60.18	
1252 - LOWE'S	910505	Janitorial Supplies	Paid by Check # 155964		01/28/2020	03/02/2020	03/04/2020	02/10/2020	03/04/2020	7.13	
1597 - AMAZON	553339387399	Credit	Paid by EFT # 15482		01/29/2020	03/16/2020	02/14/2020	01/31/2020	02/14/2020	(11.52)	
									Account 626 - Janitorial Supplies Totals	Invoice Transactions 3	<u>\$55.79</u>
Account 663.10 - Computer Software Subscriptions											
4061 - AVTECH SOFTWARE INC	21020	Annual Account Upgrade Renewal	Paid by EFT # 15546		02/10/2020	03/16/2020	03/23/2020	02/28/2020	03/23/2020	99.95	
1821 - GODADDY.COM	1624874661	Tri-Com Email & Office Essentials	Paid by EFT # 15506		01/28/2020	03/16/2020	03/23/2020	02/28/2020	03/23/2020	2,043.77	
									Account 663.10 - Computer Software Subscriptions Totals	Invoice Transactions 2	<u>\$2,143.72</u>
Account 820 - Machinery & Equipment											
1022 - CDW GOVERNMENT	WTP7749	Headset Voice Tubes	Paid by EFT # 15561		02/11/2020	03/16/2020	03/18/2020	02/24/2020	03/18/2020	53.80	
									Account 820 - Machinery & Equipment Totals	Invoice Transactions 1	<u>\$53.80</u>
									Program 00 - General Totals	Invoice Transactions 52	<u>\$124,311.05</u>

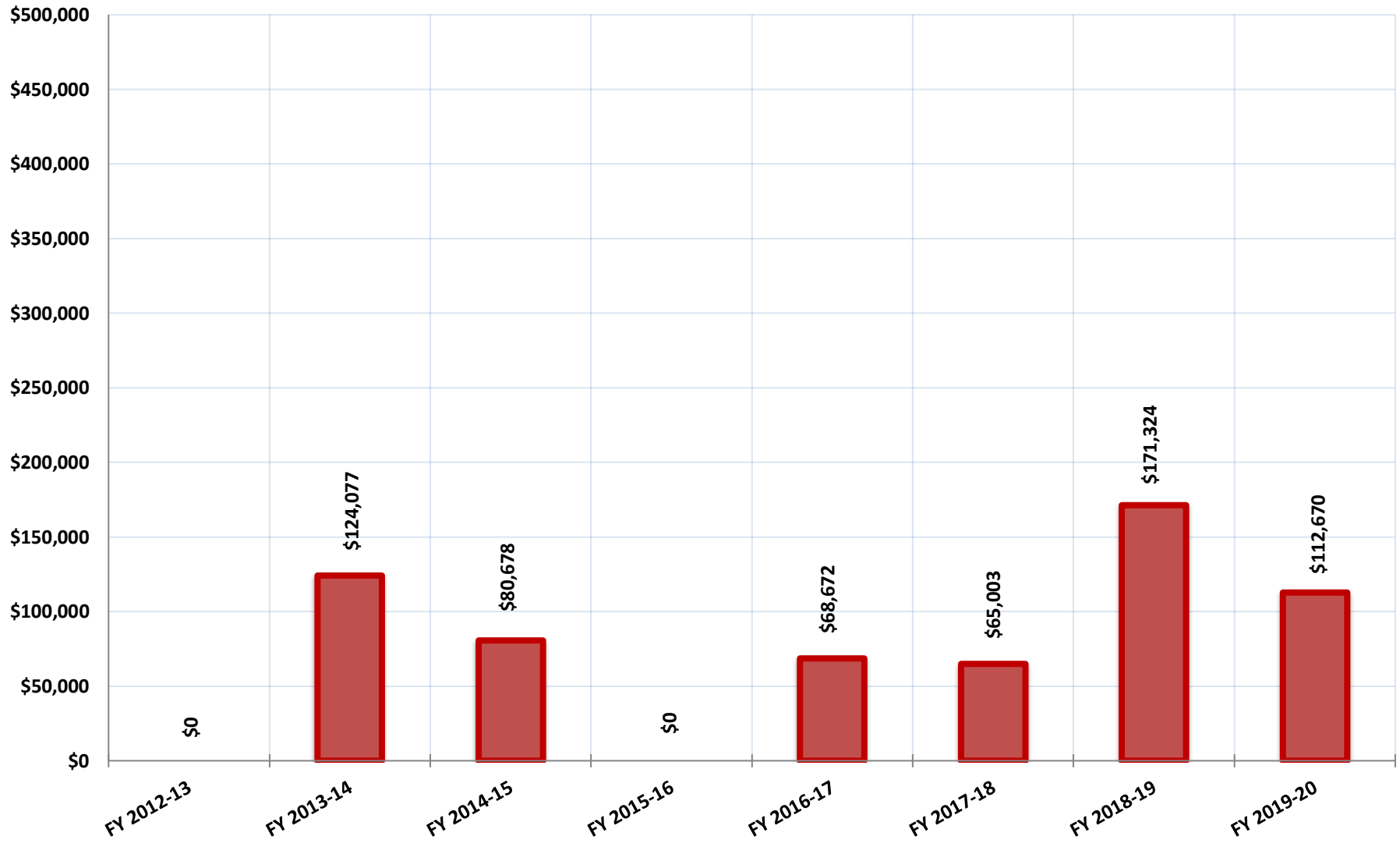


Accounts Payable by G/L Distribution Report

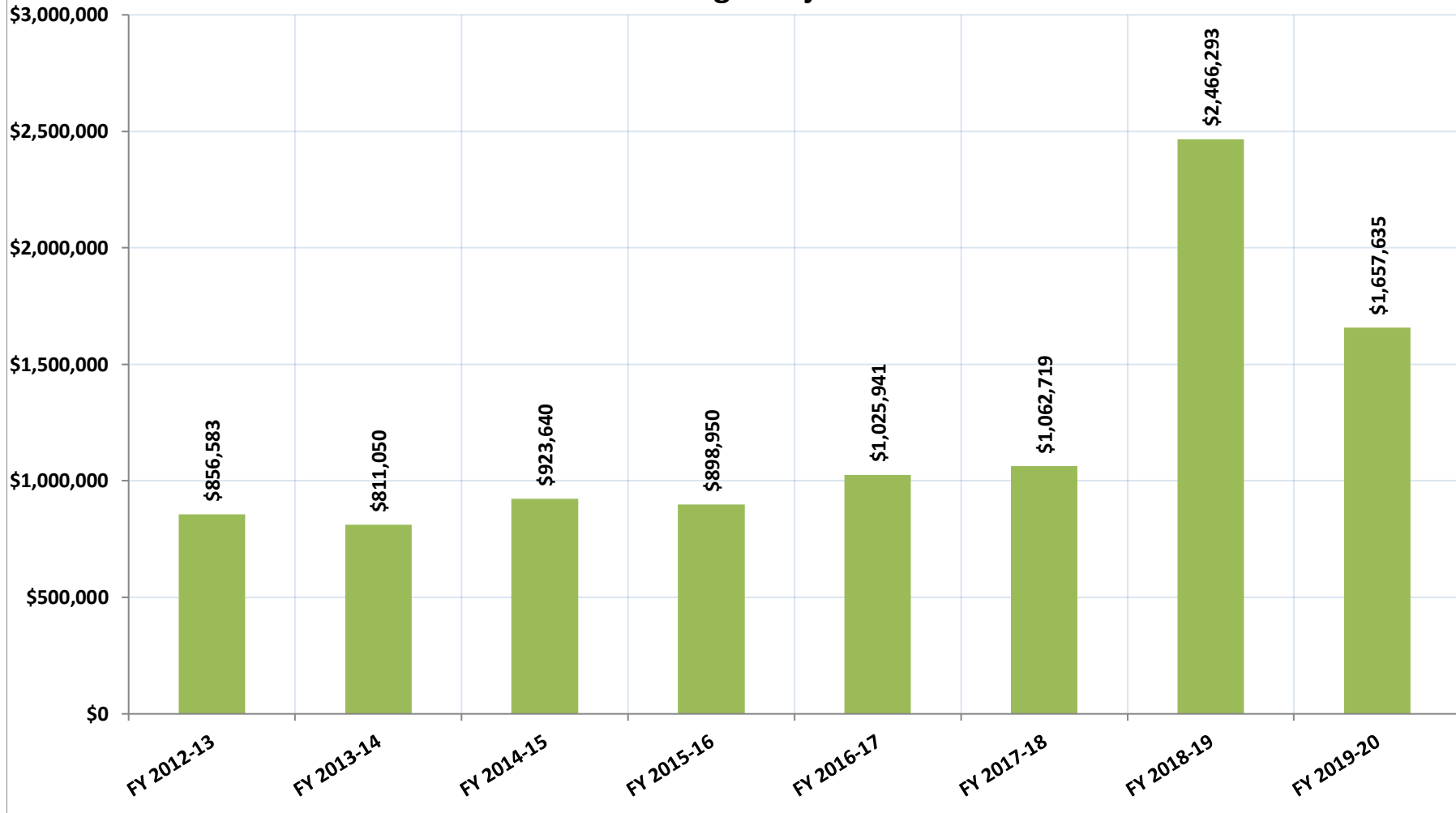
Invoice Due Date Range 03/01/20 - 03/31/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 236 - Tri-Com										
Department 85 - Dispatch Services										
Division 86 - Operations										
Program 95 - Capital Outlay										
Account 820 - Machinery & Equipment										
1774 - MOTOROLA SOLUTIONS INC	16093598	StarCom Radio Equipment	Paid by EFT # 15594		02/19/2020	03/16/2020	03/18/2020	03/02/2020	03/18/2020	5,995.49
							Account 820 - Machinery & Equipment Totals	Invoice Transactions	1	<u>\$5,995.49</u>
							Program 95 - Capital Outlay Totals	Invoice Transactions	1	<u>\$5,995.49</u>
							Division 86 - Operations Totals	Invoice Transactions	53	<u>\$130,306.54</u>
							Department 85 - Dispatch Services Totals	Invoice Transactions	59	<u>\$134,417.87</u>
							Fund 236 - Tri-Com Totals	Invoice Transactions	59	<u>\$134,417.87</u>
							Grand Totals	Invoice Transactions	59	<u>\$134,417.87</u>

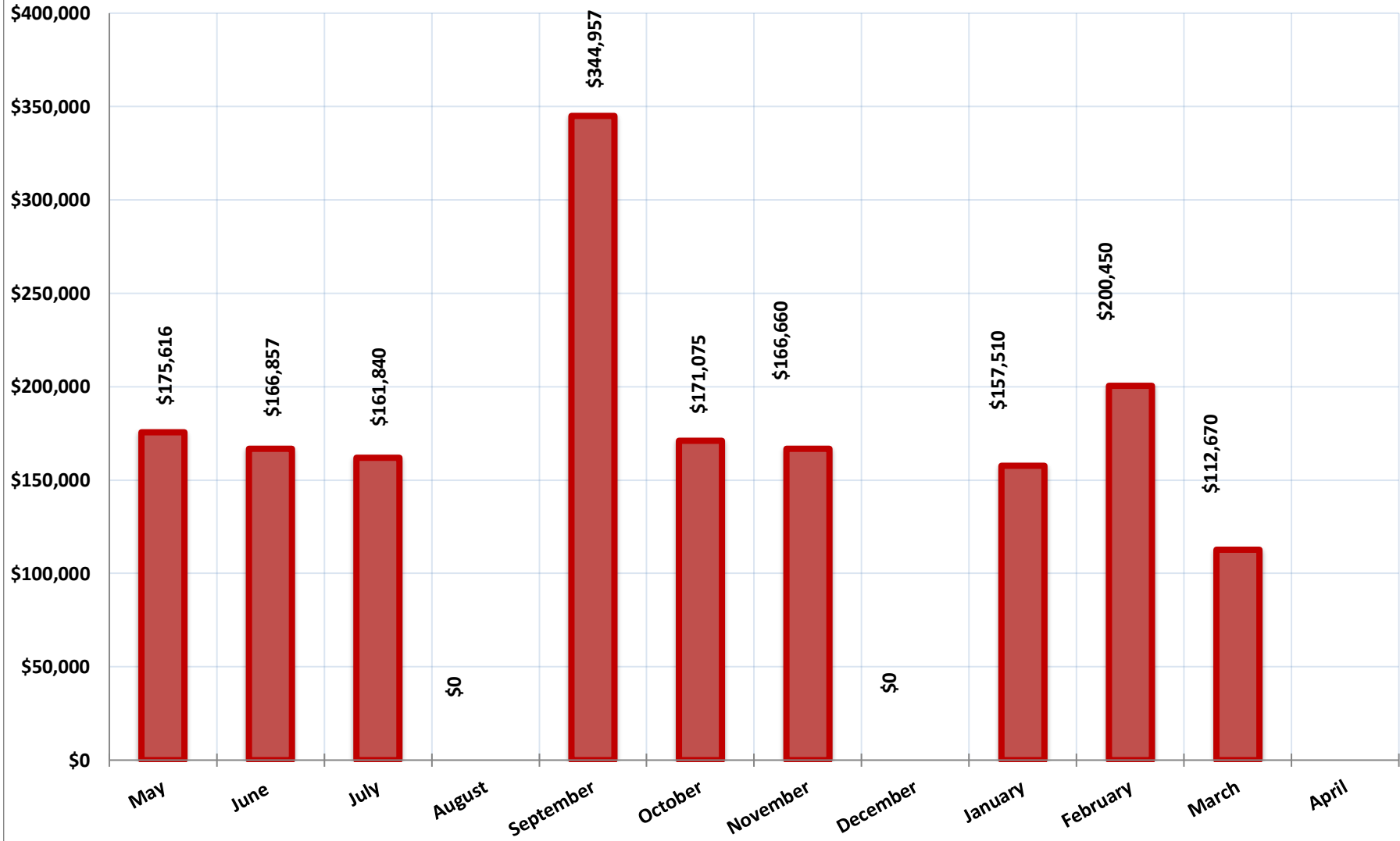
**Tri-Com Central Dispatch
Wireless 911 Revenue
Monthly Comparison for March
FY 2012-13 Through 2019-20**



**Tri-Com Central Dispatch
Wireless 911 Revenue
Annual Comparison
FY 2012-13 Through Projected 2019-20**



**Tri-Com Central Dispatch
Wireless 911 Revenue
Monthly Revenue
FY 2019-20**



Tri-Com Central Dispatch
BOARD OF DIRECTORS

Special Meeting Minutes from April 16, 2020

Chairman Keegan called the special meeting to order at 8:03 A.M. The meeting was held virtually using Zoom.

Roll Call:

Members Present:

St. Charles: Chief Jim Keegan, Chief Scott Swanson
Geneva: Chief Eric Passarelli, Chief Mike Antenore, Alderman Mike Bruno
Batavia: Chief Dan Eul, Chief Randy Deicke, Alderman Mike Russotto
South Elgin: Chief Jerry Krawczyk
Contracted Agencies: Chief Pat Rollins

Members Absent:

St. Charles: Alderman William Turner
Geneva: None
Batavia: None
South Elgin: None
Contracted Agencies: None

Others Present:

Chief Joe Cluchey, Elburn FD
Chief Nick Sikora, Elburn PD
Director Joe Schelstreet, Tri-Com
AA Shevon Sherod-Ramirez, Tri-Com

OLD BUSINESS

None

NEW BUSINESS

Resolution 2020-02: Authorization of the Provision of Emergency Sick Leave Benefits Due to the Coronavirus Pandemic:

Director Schelstreet reported that the City of Geneva included Tri-Com in their response to the FFCRA (Family First Coronavirus Response Act). Ben Gehrt, attorney, advised that the Tri-Com Board should

respond to the implementation because the MAP collective bargaining agreement is between Tri-Com and MAP, not the City of Geneva.

The resolution makes Tri-Com employees exempt from the FFCRA. This resolution would give the Director the authority to approve or deny requests. There will be a Tri-Com form to request the leave. One employee is currently in the process and the attorney advised to continue with this employee through April 30.

Tri-Com Staff will have access to 80 hours of emergency paid sick leave if the staff person is sick, must quarantine, or is directed by a doctor to quarantine. Staff may supplement with benefit time.

Chief Keegan stated that he received a demand to bargain letter from MAP. The union did not agree. He will send the letter out to everyone via email.

Chief Rollins asked who has already exempted staff from this. Chief Keegan stated that St. Charles police, fire, and public works have. Geneva, Batavia, and South Elgin have not.

Director Schelstreet stated that he discussed this with the union representatives. They understand that, if this is allowed to continue and is used by more staff, it would put a burden on others and cause manpower issues.

Alderman Bruno moved to authorize Resolution 2020-002. Chief Krawczyk seconded the motion.

Yes votes: Deicke, Passarelli, Antenore, Bruno, Keegan, Swanson, Krawczyk

No: Eul, Russotto, Rollins.

Motion passes by majority vote.

PUBLIC COMMENT

None

Adjournment:

With no further business to discuss, Alderman Bruno motioned to adjourn the meeting. Chief Krawczyk seconded the motion, which then passed by unanimous vote. The meeting was adjourned at 8:13 A.M.

The next regular meeting of the Tri-Com Board of Directors is scheduled for Wednesday, May 13, 2020 at 8:00 A.M. at Tri-Com, 3823 Karl Madsen Dr. in St. Charles.

Respectfully submitted,

Shevon Sherod-Ramirez

Administrative Assistant
Tri-Com Central Dispatch



Tri-Com Central Dispatch

BOARD OF DIRECTORS

Regular Meeting Minutes from March 11, 2020

Chairman Keegan called the meeting to order at 9:01 A.M. at the Tri-Com Central Dispatch training room.

Roll Call:

Members Present:

St. Charles: Chief James Keegan, Alderman William Turner
Geneva: Chief Eric Passarelli, Chief Mike Antenore
Batavia: Chief Dan Eul, Chief Randy Deicke, Alderman Mike Russotto
South Elgin: Chief Jerry Krawczyk
Contracted Agencies: Chief Pat Rollins

Members Absent:

St. Charles: Chief Scott Swanson
Geneva: Alderman Mike Bruno
Batavia: None
South Elgin: None
Contracted Agencies: None

Others Present:

Joe Schelstreet, Director, Tri-Com
Shevon Sherod-Ramirez, Administrative Assistant, Tri-Com

Others present listed on attached sign in sheet.

OLD BUSINESS

Consent Agenda:

Motion to approve the Board Meeting Minutes from the January 8, 2020 Regular Board Meeting and the February 21, 2020 Special Board Meeting was made by Alderman Turner and seconded by Chief Rollins. The motion passed unanimously.

Motion to approve the December 31, 2019 and January 31, 2020 Financial Reports was made by Chief Passarelli and seconded by Chief Eul. Motion passed unanimously by roll call vote.

Director Schelstreet stated that the last phone bill was over \$48,000. The State of Illinois has added 3 new taxes in February. This is being discussed with mayors. Chief Keegan asked about the microwave project. Director Schelstreet stated that he is discussing this with Kane County to see if there can be a joint microwave project. There may be grant money available under consolidation funds. Chief Deicke stated that the microwave project was already approved. Chief Keegan stated that there would need to be a bidding process. Director Schelstreet stated that the microwave project will be worked on once the phone project is live on April 1.

Update on StarCom:

Director Schelstreet stated that the Nicor installation at Sugar Grove should have been completed yesterday. The AT&T subcontractor began work at Sugar Grove without getting a permit. They have not paid the \$750 fine yet. Motorola will take care of this. The line needs to be installed from the meter to the generator.

Director Schelstreet is trying to set up the ITTF talk group training. He is waiting to hear back from everyone.

Dispatch screens need to be built at KaneComm. KaneComm has the MCC5500 radios and they may not be able to simulcast because Tri-Com has the MCC7500. Users may hear a delay.

The radios will be turned on once Chicago Communications' work is complete. Testing will begin and go live will be after testing. Reprogramming takes about 14 days.

Chief Cluchey worked on the warranty issue. Motorola agreed to a 2-year extension. Written documentation has not been received yet.

Chief Antenore suggested that we ask for a refund of the radio programming training class cost. Everyone that paid \$1,500 for the class was told they could reprogram the radios. No one can touch the code plug with MOUs and the class was not useful.

Director Schelstreet stated that the over air programming does more than update aliases and firmware. The radios can also find broadband. If you are in a building with poor coverage, the radio will search for a Wi-Fi signal and use it. The switch should be seamless. Building codes could require BDAs (Bi-directional amplifier) but there would be political ramifications and high costs to building owners. Chief Rollins stated that building owners would need to open Wi-Fi to allow for this.

Director Schelstreet stated that the cost for over air programming would involve set up, per radio, router, and subscription costs. It should include the broadband/Wi-Fi connection.

Chief Rollins stated that he would recommend that high target areas such as schools, hospitals, etc. still purchase BDAs. If the systems go down, they would still have coverage. Chief Antenore stated that they have radios for those locations, but agreed that they should have BDAs. Chief Cluchey stated that they can go to VHF for interoperability to communicate with others but not Tri-Com.

Chief Keegan stated that when channels 1 and 3 are shut down, it should save some phone costs. St. Charles is having difficulty with coverage. Chief Sikora stated that they are running out of batteries to keep their current system operating. Director Schelstreet stated that we are trying to get the radios up and running because of these issues. The initial belief that the FCC would buy back channels is not going to happen because it was not funded.

Update on Phone System:

Director Schelstreet stated that the phone system is powered on and running. There should be no down time on April 1st when it is cut over. They should be able to switch one line at a time. KaneComm will have some down time and will need to dispatch from Tri-Com.

Chief Antenore stated that the coroner's office and EMA should be moving out of the building that KaneComm is in. There may be room for future expansion.

Update on Basement:

Director Schelstreet stated that the basement is relatively dry. There is no bubbling. Caulk and flood bags have been added to direct water towards the drain in the generator room.

Ray Lee from FGM inspected all. For about \$10,000 they will create a plan for the water in the area. There is some concern regarding the effect the water is having on the foundation, etc. The plan will include moving the generator outside, installing under floor drain, and drainage tiles along the walls. He stated that this would be a temporary fix that should last about 5 years.

Chief Keegan asked Director Schelstreet to ask the ETSB Board to release the MCP study on consolidation to the board.

Chief Deicke asked why the generator would be moved. Director Schelstreet stated that the generator room has mold and the water concern. Chief Antenore stated that drainage tiles were never installed under that floor and you cannot dig under the generator because of all the lines that run to it. The engineer was also unsure of the damage water and humidity has done to the generator.

Director Schelstreet stated that one of the sump pumps went bad and the manufacturer will not replace because it is over the one-year warranty. Chief Antenore stated that the iron bacteria in the water might affect it. Replacement cost is about \$3,440. The consensus of the board members was to procure the pump.

Alderman Turner asked about pumping the water further out or into the Renault pipe that runs to Mill Creek. He stated that we might be able to tap into that. Director Schelstreet will ask Tim Wilson from St. Charles about this.

Update on Staffing:

Director Schelstreet reported that two trainees should complete training in April. A trainee started today. There may be one retirement in September. Andrew Kunstler is the Interim Training Coordinator.

Chief Eul asked about forces. Director Schelstreet stated that there are 3-5 forces a week.

Director Schelstreet stated that the Deputy Director position would be posted on March 16 with a due date of April 7 or 8. Interviews will be April 20. Start date will be first or second week of May. They will be asking for assistance on the interview committee. There may be current staff interested, but unsure of qualifications.

Update by Consolidation Sub-Committee:

No update.

Update by Intergovernmental Agreement Sub-Committee:

No update.

PUBLIC COMMENT

None

NEW BUSINESS

Approval of StarCom Change Order 3:

Director Schelstreet stated that the change order is to extend the completion date to 07/24/20. The original date was 01/30/20. This is only to update the project documents. Chief Antenore stated that this pushes out the last payment after completion.

A motion to approve StarCom Change Order 3 and include warranty concern was made by Alderman Turner and seconded by Chief Passarelli. The director will sign the change order. Aye votes by 8, Nay vote by Chief Deicke. Motion passed.

Other Business:

Chief Antenore stated that the Geneva Pandemic Plan is going into effect. They would like to close the Tri-Com building to all visitors starting today. Tri-Com is a critical infrastructure that they would like to keep isolated. Director Schelstreet stated that he and the GIS Analyst, IT Manager, and CAD Administrator could all access Tri-Com remotely. The biggest concern is the dispatch staff.

Director Schelstreet will contact KaneComm. KaneComm cannot dispatch from Tri-Com. Services will need to be changed if Tri-Com has to run with a skeleton crew. Radio functions, MCTs, etc. will need to be changed. Losing a dispatcher for 14 days of quarantine will be difficult with an already short staff.

Chief Cluchey is hosting a meeting of experts today including staff from the health department, hospitals, police, and fire.

Adjournment:

With no further business to discuss, Chief Antenore motioned to adjourn the meeting. Chief Passarelli seconded the motion, which then passed by unanimous vote. The meeting was adjourned at 10:19 A.M.

Next Meeting:

The next regular meeting of the Tri-Com Board of Directors is scheduled for Wednesday, May 13, 2020 at 8:00 A.M. at Tri-Com, 3823 Karl Madsen Dr. in St. Charles.

Respectfully submitted,

Shevon Sherod-Ramirez

Tri-Com Administrative Assistant

TRI-COM BOARD OF DIRECTORS

SIGN IN SHEET

MEETING DATE: 03/11/20

If you are not on the roll call, please sign in below.

NAME	AGENCY
Chief Nick Sikora	Elburn PD
Chief Joe Cluchey	Elburn FD
Chief Ryan Lambert	North Aurora FD

TALKGROUP ACCESS AGREEMENT

This agreement is hereby made and entered into this ____ day of _____, 20__ by and between Tri-Com Central Dispatch, (hereinafter referred to as "Tri-Com") and Elgin Community College Police, a Law Enforcement Agency (hereinafter referred to as "Agency").

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the sufficiency of which is hereby mutually acknowledged, the parties hereto hereby agree as follows:

Grant of Access. Tri-Com hereby authorizes the Agency and only those personnel members whose names the Agency provides to Tri-Com to access the following (hereinafter referred to collectively as "Talkgroups"):

Refer to Appendix "A" at the end of this Agreement.

Scope of Use. Recognizing the need to control the use of these Talkgroups and in accordance with the State of Illinois Starcom21 policies and procedures, the Agency agrees to limit the use of the Talkgroups to Emergency Notifications (serious incidents, serious traffic crashes, and active fires), Coordination of Joint Operations and Mutual Aide Responses (Natural and Man-Made Disasters, Mass Casualty Incidents, Police, Fire, EMS, HAZMAT, Rescue Operations, and Training).

The Agency shall, at all times, ensure that its personnel utilize its access to Talkgroups in strict conformance with the provisions of this agreement, its application to Tri-Com, and such rules and policies as Tri-Com or its subordinate entities may from time to time establish. The Agency shall not permit its personnel to utilize the Agency's access to Talkgroups in any manner that exceeds this scope of use or in violation of law.

Termination. The Agency may terminate its access to Talkgroups at any time by providing written notice to Tri-Com. Tri-Com may terminate the Agency's access to Talkgroups at any time for any reason with or without written notice.

Indemnification.

(a) The Agency shall, at all times, fully indemnify, hold harmless, and defend Tri-Com and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of use of Talkgroup by the Agency and its employees, or because of any act or omission, neglect or misconduct of the Agency, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Agency's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.). The foregoing obligation of the Agency to indemnify shall not be limited by reason of insurance or immunity.

(b) Nothing contained herein shall be construed as prohibiting Tri-Com and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Agency shall likewise be liable for the costs, fees and expenses incurred in defense of any such claims, actions, or suits.

(c) The Agency shall be liable for any damages incurred as a result of its errors, omissions or negligent acts.

Duty to Contract for Access, Costs. The Agency shall contract with the applicable entity for access to the system on which the Talkgroup operates. The Agency shall be solely responsible for all costs associated with its access to the Talkgroup. The Agency shall be solely responsible for the acquisition of any equipment it requires to access Talkgroup.

Notices. All notices required to be given pursuant to this agreement shall be in writing and addressed to the parties at their respective addresses set forth below:

If to Tri-Com:
Joe Schelstreet Executive Director
Tri Com Central Dispatch
3823 Karl Madsen
St. Charles, IL 60175

If to the Agency:
David Kintz, Chief of Police
Elgin Community College
1700 Spartan Drive D140
Elgin, IL 60123

Covenant Not to Sue. In consideration of Tri-Com's grant of access to Talkgroups, the Agency covenants and agrees that it shall not sue, institute, cause to be instituted or permit to be instituted on its behalf, or by or on behalf of its past, present or future officials, officers, employees, attorneys, agents or assigns, any proceeding or other action with or before any local, state and/or federal agency, court or other tribunal, against the Tri-Com, its council members, officers, commissioners, employees, attorneys, agents or assigns, arising out of, or from, or otherwise relating, directly or indirectly, to this agreement to the extent authorized by law. In no event shall Tri-Com be liable to the Agency for monetary damages for any reason whatsoever.

Representations. The Agency represents that it has the authority to enter into this agreement and undertake the duties and obligations contemplated by this agreement and that it has taken or caused to be taken all necessary action to authorize the execution. Further, the Agency represents that the signatory of this agreement has the authority to bind the Agency to all obligations herein contained.

Survival. The Agency's obligations pursuant to the sections herein under the headings entitled "Indemnification" and "Covenant Not to Sue" shall survive the termination of this agreement.

Assignment. Neither the Agency nor any of its personnel may assign or transfer any rights afforded to it under this agreement to any third party for any purpose without the express written permission of Tri-Com.

Venue. This agreement shall be subject to the laws of the State of Illinois. Venue for the resolution of any disputes or the enforcement of any rights arising out of or in connection with this agreement shall be in the Circuit Court of Kane County, Illinois.

Severability. The terms of this agreement shall be severable. In the event any of the terms or provisions of this agreement are deemed to be void or otherwise enforceable for any reason, the remainder of this agreement shall remain in full force and effect.

TRI-COM OF ELGIN:

AGENCY:

By: _____
Tri-Com Executive Director

By: _____

Name/Print: _____

Attest:

Title: _____

Other Named Official

APPENDIX "A"

Talkgroup Usage

Tri-Com Talkgroup Usage

- All
- Command
- SP Events
- SE Training

Elgin Community College Police Department Talkgroup Usage

- PD2
- TC TAC 2



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Waive the Bid and Approval of FGM Proposal for Preparation of Construction Documents and Construction Management Costs		
Presenter & Title:	Executive Director Joe Schelstreet		
Date:	May 13, 2020		
<i>Please Check Appropriate Box:</i>			
<input checked="" type="checkbox"/>	Regular Meeting	<input type="checkbox"/>	Special Meeting
<input type="checkbox"/>	Other -	<input type="checkbox"/>	
Estimated Cost: Not to exceed \$77,340	Budgeted?	YES	
		NO X	
<i>If NO, please explain how the item will be funded:</i> Included as part of the project loan			
Executive Summary:			
<p>The basement water infiltration problem continues to worsen with each successive rain event. Staff had previously been given direction to pursue a proposed solution to this concern. FGM was contacted to study the water infiltration and to propose solutions with associated costs. This has been completed satisfactorily. The Finance Department from the City of Geneva has been working on a proposed loan instrument to pay for the needed work. The annual costs of the loan will be significantly offset by the savings gained from shutting down the phone lines for the UHF radio sites now that the Police agencies have switched to Starcom. The costs associated with the preparation of the documents as well as engineering and construction management would be rolled into the loan. We have been advised by FGM that we are entering a favorable time for bidding due to the current economic climate and that estimated costs might be overstated due to competition for work.</p>			
Voting Requirements:			
<i>This motion requires a simple majority vote.</i>			
Attachments: <i>(please list)</i>			
<ul style="list-style-type: none"> • Proposal from FGM Architects for Bid Documents and Construction Management 			
Recommendation / Suggested Action: <i>(briefly explain)</i>			
Staff requests that the Board of Directors Waive the Bid and Approval of FGM Proposal for Preparation of Construction Documents and Construction Management Costs			

Agenda Item:	Approval of Waiving the Bid for an Engagement Letter with Chapman and Cutler LLP		
Presenter & Title:	Rita Kruse – Finance Manager & Executive Director Joe Schelstreet		
Date:	May 13, 2020		
Please Check Appropriate Box:			
<input checked="" type="checkbox"/>	Regular Meeting	<input type="checkbox"/>	Special Meeting
<input type="checkbox"/>	Other -	<input type="checkbox"/>	
Estimated Cost: Not to exceed \$6,500		Budgeted?	YES NO X
<i>If NO, please explain how the item will be funded:</i> Included as part of the project loan			
Executive Summary:			
<p>In order to obtain the best possible financial instrument for financing the work required to resolve the basement water infiltration problem, staff has sought out the services of Chapman and Cutler LLP. This firm will assist the Geneva Finance Department with the solicitation of the loan, the construction of the loan documents as well as the required approvals that must be obtained from the Board of Directors. As this is a service and not a product or asset, the City of Geneva is comfortable with the waiving of the bid. Similar to the bid documents and construction management costs, the costs associated with the engagement letter will be rolled into the loan. The annual costs of the loan will be significantly offset by the savings gained from shutting down the phone lines for the UHF radio sites now that the Police agencies have switched to Starcom.</p>			
Voting Requirements:			
<i>This motion requires a simple majority vote.</i>			
Attachments: (please list)			
Recommendation / Suggested Action: (briefly explain)			
Staff requests that the Board of Directors Approve Waiving the Bid for an Engagement Letter with Chapman and Cutler LLP			

EXTRACT OF MINUTES of a regular public meeting of the Board of Directors of Tri-Com Central Dispatch, held at Tri-Com Central Dispatch, 3823 Karl Madsen Drive, St. Charles, Illinois, at 8:00 o'clock A.M., on the 13th day of May, 2020.

* * *

The meeting was called to order by the James Keegan, the Chairman, and upon the roll being called, the following Members were physically present at said location: None

The following Members attended the meeting by video or audio conference: Chief Dan Eul, Chief Randy Deicke, Alderman Mike Russotto, Chief Eric Passarelli, Chief Michael Antenore, Alderman Mike Bruno, Chief James Keegan, Chief Scott Swanson, Chief Patrick Rollins, Chief Jerry Krawczyk.

The following Members were absent and did not participate in the meeting in any manner or to any extent whatsoever: Alderman William Turner

The following officials of Tri-Com Central Dispatch were physically present at said location and ensured the availability of electronic meeting access by video or audio conference to any Members of the public attending the meeting in person at said location and requesting such access: Executive Director Joe Schelstreet

The Chairman announced that Tri-Com has determined to renovate and repair the Tri-Com facility for which it reasonably expects to reimburse itself for the expenditures related thereto with the proceeds of one or more obligations and that the Board of Directors would consider the adoption of a resolution expressing Tri-Com's official intent with regard to such expenditures.

Whereupon Member Chief Michael Antenore presented and Member Chief Michael Antenore read by title a resolution as follows, copies of which were provided to each Member prior to said meeting and everyone in attendance at said meeting who requested a copy:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of one or more obligations to be issued by Tri-Com Central Dispatch.

* * *

WHEREAS, the Board of Directors (the “*Corporate Authorities*”) of Tri-Com Central Dispatch (“*Tri-Com*”), have determined to renovate and repair the Tri-Com facility (the “*Project*”); and

WHEREAS, all or a portion of the expenditures relating to the Project (the “*Expenditures*”) (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, Tri-Com reasonably expects to reimburse itself for the Expenditures with the proceeds of one or more obligations:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Directors of Tri-Com Central Dispatch, as follows:

Section 1. Incorporation of Preambles. The Corporate Authorities hereby find that all of the recitals contained in the preambles to this Resolution are full, true and correct and do incorporate them into this Resolution by this reference.

Section 2. Intent to Reimburse. Tri-Com reasonably expects to reimburse the Expenditures with proceeds of one or more obligations.

Section 3. Maximum Amount. The maximum aggregate principal amount of the obligations expected to be issued for the Project is \$825,000.

Section 4. Separate Action Required to Pursue Project and Expend Funds. This Resolution does not and shall not be construed to obligate Tri-Com in any manner to pursue any identified Project or expend any funds for the completion of any identified Project, and the Corporate Authorities shall retain full discretion to approve such Project and any expenditure of funds relating thereto, and such approval shall be by separate action of the Corporate Authorities.

Section 5. Ratification. All actions of the officers, agents and employees of Tri-Com that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED by the Corporate Authorities on May 13, 2020.

AYES: Chief Dan Eul, Chief Randy Deicke, Alderman Mike Russotto, Chief Eric Passarelli,
Chief Michael Antenore, Alderman Mike Bruno, Chief James Keegan, Chief Scott
Swanson, Chief Patrick Rollins, Chief Jerry Krawczyk.

NAYS: None

ABSENT: Alderman William Turner

APPROVED on May 13, 2020.

Michael Antenore, Chairman

RECORDED in Tri-Com Records on May 13, 2020.

Attest:

Shevon Sherod-Ramirez, Secretary

Member Alderman Mike Bruno moved and Member Chief Dan Eul seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Members voted AYE: Chief Dan Eul, Chief Randy Deicke, Alderman Mike Russotto, Chief Eric Passarelli, Chief Michael Antenore, Alderman Mike Bruno, Chief James Keegan, Chief Scott Swanson, Chief Patrick Rollins, Chief Jerry Krawczyk.

The following Members voted NAY: None

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the same to be recorded in the records of the Board of Directors of Tri-Com Central Dispatch, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Shevon Sherod-Ramirez, Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF KANE)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Chairman of Tri-Com Central Dispatch (“*Tri-Com*”), and as such official I am the keeper of the records and files of Tri-Com and of the Board of Directors of Tri-Com (the “*Corporate Authorities*”).

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Corporate Authorities held on the 13th day of May, 2020, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of one or more obligations to be issued by Tri-Com Central Dispatch.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Corporate Authorities on the adoption of said resolution were taken openly; that the vote on the adoption of said resolution was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Corporate Authorities on a day other than a Saturday, Sunday or holiday on which governmental entities in the State of Illinois are closed and at least 48 hours in advance of the holding of said meeting; that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting; that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*; that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended and as supplemented by Executive Orders 2020-07, 2020-18 and 2020-33 (issued on March 16, 2020, April 1, 2020, and April 30, 2020, respectively), and the Illinois Municipal Code, as amended; and that the Corporate Authorities have complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Corporate Authorities in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13th day of May, 2020.

Shevon Sherod-Ramirez, Secretary

FGM ARCHITECTS

Proposal for

Architectural Services

For

Tri-Com Central Dispatch Basement Seepage Remediation

St. Charles, Illinois

Submitted to:

TRI-COM CENTRAL DISPATCH

3823 Karl Madsen Drive
St. Charles, Illinois 60175

By:

FGM ARCHITECTS INC.

1211 West 22nd Street, Suite 700
Oak Brook, IL 60523

May 6, 2020

1.0 SCOPE OF PROJECT

Tri-Com Central Dispatch would like to proceed with implementation of concepts outlined in a Basement Seepage Remediation Study by FGM Architects dated March 27, 2020. As stated in the study, the solutions will not completely eliminate the seepage problems, but should reduce the operational risks from water seepage in the basement.

The scope of work is as follows:

- 1.01 Provide a new exterior mounted emergency generator with an exterior docking station. The existing generator is currently located in a basement room where water seepage issues are most prevalent. This work will need to be performed without affecting power for operations.
- 1.02 Add drain tile under the floor of the existing generator room. Once the existing generator has been replaced with a new exterior mounted generator drain tile can be installed under the floor slab in the generator room.
- 1.03 Add exterior drain tile to the south side of the building. To relieve the hydrostatic pressure on the south wall it is necessary to remove the water in the soils. This is done by installing drain tile and a pumping system.

2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGM or Architect, shall provide the following Architectural Services for the Project:

2.1 Construction Document Services

- 2.1.1 Utilizing the findings in the Basement Seepage Remediation Study, FGM shall prepare Construction Documents for the Project. The Construction Documents shall consist of Contract Drawings, Specifications, and other necessary documents as required to secure a building permit for the Project and proceed with the Bidding and Negotiation Phase for the Project.
- 2.1.2 Contract Documents prepared by FGM shall include architectural, electrical, and plumbing drawings and specifications.
- 2.1.3 FGM shall assist Owner in filing the required documents for permit approval from municipal authorities having jurisdiction over the project.
- 2.1.4 FGM will assist Owner's legal counsel in preparation of legal contract requirements for items that will be publicly bid as necessary.
- 2.1.5 Meetings with the Owner and Municipal Code Authority are included in this phase as required.
- 2.1.6 Services that are not included in our proposed include the following items:
 - .1 Civil Engineering Services. FGM has not included civil engineering services in our base scope of services as we do not believe this will be necessary. We have included some limited civil engineering services as an option should the City of St. Charles require them.
 - .2 Geotechnical Testing Services during construction

FGM ARCHITECTS

- .3 Planning and Zoning Meetings
 - .4 Environmental Site and Building Studies
 - .5 Hazardous Material Remediation (soils, asbestos, lead, etc.)
- 2.2 Project Implementation Services – The Owner has indicated that they will bid the project to General Contractors to implement the project.
- 2.2.1 Bidding and Negotiation Phase
 - .1 FGM shall assist the Owner in soliciting bids from Contractors.
 - .2 Respond to questions and provide clarifications to bidders, and issue Addendums.
 - .3 A Pre-Bid Meeting is included. This can be performed on site or virtually.
 - .4 Review bids for compliance to Contract Documents and reference reviews.
 - .5 Preparation of Construction Contracts for Owner's legal review.
 - 2.2.2 Construction Administration Services
 - .1 Construction administration services, including administration of contracts, submittal reviews, on-site observation visits, Owner/Architect/Contractor meetings, and punch list preparation will be provided on an hourly basis.
- 2.3 Consultants: FGM has included electrical, and plumbing engineering in our scope of work.

3.0 ARCHITECT'S COMPENSATION

Tri-Com Central Dispatch shall compensate FGM Architects for professional Architectural services rendered in connection with the Project under this Proposal as follows:

- 3.1 For all professional services in connection with Architectural and Engineering Design Services, Bidding and Negotiation Services and Contract Administration Services as described in Paragraph 2.0 above, we propose the following fee:

Construction Documents and Bidding and Negotiation – Lump Sum Fee

Construction Document Phase	\$45,440.00
Bidding and Negotiation Phase	\$8,600.00
Total - Design and Construction Documents	\$54,040.00

Construction Administration Phase – Hourly Fee

Recommended Fee Allowance	\$17,500.00
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FGM ARCHITECTS

3.2 Optional Services

Site Topographic Survey	\$3,000.00
Civil Engineering: Grading / Soil Erosion Plan	\$2,800.00

(Note: full civil engineering services have not been included)

3.3 Reimbursable Expenses

In addition to the compensation above, FGM shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same, for the below items. We recommend establishing a Reimbursable Allowance of \$1,500, which FGM shall not exceed without prior written approval of Tri-Com. Reimbursable Allowance includes costs for items below.

- 3.3.1 Expense of postage and/or delivery.
- 3.3.2 Travel and living expenses in connection with Architect's out-of-town travel (if required) as authorized by the Owner.
- 3.3.3 Expenses of any specialty consultants with Owner's prior approval.
- 3.3.4 Expense of Contract Document printing for permit submittal.
- 3.3.5 Any fees paid by FGM to authorities having jurisdiction over the project with Owner's prior approval.
- 3.3.6 Expense of Contract Document printing for bidding and construction purposes.

Local travel (travel less than 100 miles), phone, fax, and printing of review sets shall not be charged as a Reimbursable Expense.

- 3.3 If specialty consultants are required, FGM shall be reimbursed for consultant expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same.
- 3.4 Payments shall be made by the Owner to FGM upon receipt of FGM's invoice in accordance with the Local Government Prompt Payment Act.
- 3.5 Non-payment of invoices shall constitute grounds for discontinuing service.
- 3.6 The terms of this Proposal are based upon services commencing within 30 days and all services being completed within 6 months thereafter.

4.0 Form of Agreement

Upon review and approval of this proposal, FGM and the Tri-Com Central Dispatch shall enter into a Contract using AIA Form of Agreement or similar as mutually acceptable, for the services outlined in this proposal.

FGM ARCHITECTS

We appreciate this opportunity to be of service to Tri-Com Central Dispatch for this Project.

Sincerely,

FGM ARCHITECTS INC.



Raymond K. Lee, AIA, LEED AP
Principal-in-Charge
Phone: 630.574.8711
Email: rayl@fgmarchitects.com



Andrew J. Jasek, AIA
Executive Vice President
Phone: 630.574.8709
Email: andyj@fgmarchitects.com

FGM ARCHITECTS

HOURLY RATE SCHEDULE

Effective November 1, 2018*

Where the fee arrangements are to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as follows:

FGM Architects

Principal (Board of Directors)	\$250.00
Arch IV	\$195.00
Arch III	\$150.00
Arch II	\$120.00
Arch I	\$90.00
Intern	\$65.00
Interior Designer IV	\$185.00
Interior Designer III	\$145.00
Interior Designer II	\$120.00
Interior Designer I	\$85.00
Landscape Architect	\$160.00
Project Administrator III	\$110.00
Project Administrator II	\$85.00
Project Administrator I	\$75.00

Consolidated Consulting Engineers (Electrical and Plumbing Engineering)

Principal/Associate Engineer	\$150.00
Design Engineer	\$125.00
Drafting	\$95.00
Clerical	\$80.00

*Hourly rates are subject to adjustment on November 1 each year.