CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
September 2, 2025
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – August 19, 2025 Regular Meeting**

5. **Accounts Payable**

6. **Public Presentation**
   The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**
   a. **New National Opioid Settlement**
   b. **St. Thomas the Apostle Church, Trojan Tailgate Special Event Request - Street Closure for Pierson Street and Class 16 Temporary Liquor License, Saturday, October 4, 2025**
   c. **St. Thomas the Apostle Church, Knights of Columbus Fr. McCormick Council #3880, Class 16 Temporary Liquor License – Parish Fest, Saturday, September 6, 2025**
   d. **St. Elizabeth Ann Seton Knights of Columbus Council #10678 Class 16 Temporary Liquor License Request – Oktoberfest, Saturday, September 20, 2025**

10. **Bid Award – Utility Bill Printing and Mailing Services**

11. **Designation of Surplus Property and Vehicle Purchase – Use of Suburban Purchasing Cooperative Contract #214, for the pricing and delivery of two (2) new Type I 4x4 ambulances, at a total cost of $617,898.00**

12. **Consideration of Grocery Tax Ordinance**

13. **Council Inquiries and Requests**

14. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining and personnel**

15. **Reconvene to Regular Session**

16. **Adjourn**

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Melanie Gray, Executive Assistant, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: September 2, 2025

Item: New National Multistate Opioid Settlement Agreement

Staff Recommendation: Motion to adopt a Resolution authorizing the City of Crystal Lake to participate in the new national opioid settlement agreements and execute the settlement participation forms noted in this agenda supplement.

Staff Contact: Nick Hammonds, Deputy City Manager
Bob Pickrell, City Special Legal Counsel

Background:
The negative public health impact of opioid addiction is widely chronicled. Thousands of lawsuits have been filed by state and local governments against opioid distributors and manufacturers requesting compensation due to the negative impact of opioid addiction. Over the last several years, negotiations occurred to reach a single nationwide settlement with state and local governments.

In 2021, the City Council approved a resolution authorizing the City of Crystal Lake to participate in the national multistate opioid settlement with the three largest pharmaceutical distributors, McKesson, Cardinal Health and AmerisourceBergen and the manufacturer Janssen Pharmaceuticals, Inc. and its parent company, Johnson & Johnson. Again in 2022, additional settlement agreements were announced with three pharmacy chains—CVS, Walgreens, and Walmart—and two additional manufacturers—Allergan and Teva. In January 2023, each of those pharmacy chains and manufacturers confirmed that a sufficient number of states had agreed to the settlements to move forward and the City Council approved the corresponding settlement agreement.

To date, the City has received $168,911 from these settlements. Although the final settlement amounts depend on the level of participation and are yet to be determined, the new proposed settlement reportedly requires Purdue Pharma and the Sackler Family to pay up to $7.4 billion over 15 years to State and local governments.

These settlement amounts are earmarked for use by participating states and local subdivisions to remediate or abate opioid addiction from the previous settlement agreement. Since Illinois is participating in the settlement, the City could receive settlement funds. The amount the City could receive will be based on the number of communities participating and the terms of the final settlement. Settlement funds are restricted to funding future opioid remediation efforts, including

opioid user treatment and support, preventing future misuse, and training first responders to address opioid misuse.

The Illinois Attorney General encourages Illinois local governments participate in the settlement since the settlement funds will allow local governments to make meaningful change to curb opioid addiction. Also, the level of participation will determine whether the pharmacies and the manufacturers agree to the settlement terms.

The State encouraged participation by passing PA 102-85, which requires home rule and non-home rule communities to receive permission from the Attorney General prior to filing suit against the parties in question. Receiving this approval is unlikely; therefore, the only opportunity to receive funds from pharmaceutical distributors and manufacturers would be through the settlement noted in this supplement.

Next Steps

At this stage, local governments are requested to sign the attached settlement participation forms. The City's participation in the settlement is optional. If the City were to participate, the City will need to sign the attached settlement participant forms by September 30, 2025.

If the City participates, it will not be able to bring any other opioid-related claims against the settling defendants. By entering into the settlement, the City would agree to not bring a claim or suit against the pharmaceutical distributors or manufacturers. The City's special legal counsel is not aware of any City damages that would warrant an individual lawsuit against the pharmaceutical industry (assuming that permission from the Attorney General could be secured). Since the City does not have an outstanding lawsuit against the settling defendants, it would not be negatively impacted by this requirement.

Also attached to this supplement is a summary of the settlement, the allocation agreement and a news article regarding this topic.

City special legal counsel has reviewed the attached settlement forms and finds that they present minimal risk to the City, and they would make the City eligible to receive funds from the settlement amounts without incurring legal fees or exposing the City to litigation risks.

Votes Required to Pass:

Simple majority

The City of Crystal Lake

RESOLUTION APPROVING
PARTICIPATION IN NATIONWIDE OPIOID SETTLEMENT
AND EXECUTION OF SETTLEMENT PARTICIPATION FORM

Resolution 25R-___

WHEREAS, the City of Crystal Lake, Illinois ("***City***") is a home rule unit of local government pursuant to the provisions of Section 6, Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the State of Illinois is engaged in investigation, prosecution, and litigation of multiple claims seeking penalties, restitution, disgorgement of revenues, costs to remediate public nuisances, damages, and injunctive relief against numerous pharmaceutical manufacturers, distributors, and other related persons and entities arising from their actions or inactions that allegedly contributed to the opioid epidemic and related public health crisis; and

WHEREAS, multiple other States and local governmental bodies are engaged in litigation of various similar claims against pharmaceutical manufacturers, distributors, and other related persons and entities relating to the opioid epidemic; and

WHEREAS, a proposed nationwide settlement has been reached that would resolve certain opioid-related litigation brought by States and local governments against Purdue (and several of its affiliates) and the Sackler Family ("***Purdue***"); and

WHEREAS, the State of Illinois is a "Settling State" under a proposed Settlement Agreement with Purdue (the "***Proposed Settlement***"), and the City is eligible to opt-in to participate in the Proposed Settlement as a "Participating Subdivision"; and

WHEREAS, in order to confirm the City's participation in the Proposed Settlement, the City is required to execute a certain settlement participation form by September 30, 2025, which is attached hereto as Exhibit A (the "***Settlement Participation Form***"); and

WHEREAS, the Mayor and City Council have determined that it is in the best interests of the City and its residents to approve this Resolution in order to formalize the City's participation in the Proposed Settlement and to approve execution and submission of the Settlement Participation Form on behalf of the City;

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NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, AS FOLLOWS:

SECTION I. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

SECTION II. Approval and Authorization. The Mayor and City Council hereby formally approve the City's participation in the Proposed Settlement and the execution and submission of the Settlement Participation Form. The City Manager and/or the designees of the City Manager are hereby authorized and directed to take such further actions and execute such additional documents as may be necessary and appropriate to formalize the City's participation in the Proposed Settlement.

SECTION III. EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED this 2th day of September, 2025.

APPROVED by me this 2th day of September, 2025.

Draft

City of Crystal Lake, an

Illinois municipal corporation

_____

Haig Haleblian, MAYOR

SEAL

ATTEST:

_____

CITY CLERK

PASSED: September 2, 2025
APPROVED: September 2, 2025

EXHIBIT A

Settlement Participation Form

Draft

National Opioid Settlement: Purdue Pharma L.P.
Rubris Reference Number: CL-1733554

TO LOCAL POLITICAL SUBDIVISIONS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT A NEW NATIONAL OPIOID SETTLEMENT.

PURDUE PHARMA L.P. & SACKLER FAMILY SETTLEMENT OVERVIEW

A proposed nationwide settlement agreement has been reached with Purdue (and certain of its affiliates) and the Sackler family concerning alleged misconduct related to opioids.

The proposed settlement is being implemented in connection with Purdue's bankruptcy proceedings, and consists of, among other things, a settlement of Purdue's claims against the Sacklers and certain other parties (referred to as the "Estate Settlement"), and a settlement of direct claims against the Sacklers held by States, local governments and other creditors (the "Direct Settlement", and together with the Estate Settlement, the "Settlement"). The Settlement contemplates that the Sacklers will be paying an aggregate of $6.5 billion in 16 payments over 15 years, including $1.5 billion on the settlement's Effective Date (expected to be in 2026), though some amounts are subject to discounted prepayments. These amounts are in addition to amounts available from the Purdue estate including amounts available on the Effective Date (expected to be around $900 million) and amounts that may be paid in the future.

The Settlement also contains injunctive relief governing opioid dispensing practices and requires the successor-in-interest of Purdue Pharma L.P. to implement safeguards to prevent diversion of prescription opioids, and also restrict certain Sacklers from directly or indirectly engaging in the manufacturing or sale of opioids, as detailed in the Settlement.

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The proposed settlement has two key participation steps now that **all eligible states and territories elected to participate in the Direct Settlement.**

First, eligible subdivisions within each participating state decide whether to participate in the Direct Settlement. The Direct Settlement is documented in the Governmental Entity and Shareholder Direct Settlement Agreement, which is commonly referred to as the "GESA". The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the Direct Settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds.

YOU MUST PARTICIPATE IN THE DIRECT SETTLEMENT BY RETURNING YOUR PARTICIPATION FORM IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.

Second, concurrently with the solicitation of eligible subdivisions to participate in the Direct Settlement, votes will be solicited for approval of Purdue Pharma L.P.'s bankruptcy plan, which plan will provide distributions in respect of the Estate Settlement. NOT ALL SUBDIVISIONS ELIGIBLE TO PARTICIPATE IN THE SETTLEMENT WILL RECEIVE PACKAGES TO VOTE ON THE PLAN.

Please note that this is NOT a solicitation or a request for subdivisions to submit votes on the Purdue bankruptcy plan. This settlement package only pertains to a decision to participate in the Direct Settlement with the Sacklers.

If you receive a package to vote on the plan you should follow the applicable instructions for voting. PLEASE NOTE THAT VOTING ON THE PLAN IS SEPARATE FROM PARTICIPATION IN THE DIRECT SETTLEMENT. **IT IS NOT NECESSARY TO VOTE ON THE PLAN IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.**

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Direct Settlement provides that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for the Direct Settlement and was also retained for the prior national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in the Settlement, and therefore your subdivision may participate in the Direct Settlement. This notice is also being sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them. **Subdivisions can participate in the Settlement whether or not they filed a lawsuit or are represented.**

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlement, including each settlement agreement, may be found at: https://nationalopioidsettlement.com/purdue-sacklers-settlements/. This website will be updated to include information about how the Settlement is being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the terms of the settlement agreements and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state.

Your subdivision will need to decide whether to participate in the proposed Settlement, and subdivisions are encouraged to work through this process before the **September 30, 2025** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENT?

The Settlement requires that you take affirmative steps to "opt in" to the Settlement.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator. In order to participate in the settlement, a subdivision must sign and return the required documentation.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Form and instructions.

All required documentation must be signed and returned on or before **September 30, 2025**.

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New National Opioids Settlement: Purdue
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Crystal Lake city, IL
Reference Number: CL-1733554

TO LOCAL POLITICAL SUBDIVISIONS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOIDS SETTLEMENT. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

Deadline: September 30, 2025

A new proposed national opioids settlement has been reached with Purdue (and certain of its affiliates) and the Sackler family. This *Participation Package* is a follow-up communication to the *Notice of New National Opioids Settlement* recently received electronically by your subdivision.

The proposed settlement is being implemented in connection with Purdue's bankruptcy proceedings, and consists of, among other things, a settlement of Purdue's claims against the Sacklers and certain other parties (referred to as the "Purdue Estate Settlement"), and settlements of direct claims against the Sacklers held by States, local governments and other creditors (collectively, the "Purdue Direct Settlement", and together with the Estate Settlement, the "Purdue Settlement"). The Purdue Direct Settlement for States and local governments is documented in the Governmental Entity and Shareholder Direct Settlement Agreement.

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You are receiving this *Participation Package* because all eligible States and territories, including Illinois, are participating in the Purdue Direct Settlement.

This electronic envelope contains:

- The *Participation Form* for the Purdue Direct Settlement, including a release of any claims
- The Illinois Opioid Allocation Agreement

The *Participation Form* must be executed, without alteration, and submitted on or before September 30, 2025, in order for your subdivision to be considered for initial participation calculations and payment eligibility under the Purdue Direct Settlement.

Based upon subdivision participation forms received on or before September 30, 2025, the subdivision participation rate will be used to determine whether participation is sufficient for the Purdue Settlement to move forward and whether a state earns its maximum potential payment under the Purdue Direct Settlement. If the Purdue Settlement moves forward and goes effective, your release will become

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effective. If the Purdue Settlement does not move forward, that release will not become effective.

Any subdivision that does not participate in the Purdue Direct Settlement cannot directly share in the Purdue Direct Settlement funds, even if other subdivisions in the state are participating and sharing in those Purdue Direct Settlement funds. Any subdivision that does not participate may also reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive Purdue Settlement funds by participating; decisions on how Purdue Settlement funds will be allocated within a state are subject to intrastate agreements or state statutes.

You are encouraged to discuss the terms and benefits of the Purdue Settlement with your counsel, your Attorney General's Office, and other contacts within your state.

Monies coming to Illinois from the Purdue Settlement will be allocated in accordance with the Illinois Opioid Allocation Agreement, a copy of which is included with this packet for your reference. As stated above, even if your subdivision is listed in the Allocation Agreement as one eligible to receive a direct share of opioid settlement monies, you still must sign the Participation Form for this settlement in order to receive a direct distribution. Additionally, please note that pursuant to Paragraphs 2.B and 2.C of the Illinois Opioid Allocation Agreement, participating local governments must release their claims against all Purdue and Sackler defendants once the Purdue Settlement is finalized.

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Information and documents regarding the Purdue Settlement, including a complete copy of the Governmental Entity and Shareholder Direct Settlement Agreement, can be found on the national settlement website at https://nationalopioidsettlement.com/purdue-sacklers-settlements/. This website will be supplemented as additional documents are created.

How to return signed forms:

There are three methods for returning the executed *Participation Form* and any supporting documentation to the Implementation Administrator:

(1) *Electronic Signature via DocuSign*: Executing the *Participation Form* electronically through DocuSign will return the signed form to the Implementation Administrator and associate your form with your subdivision's records. Electronic signature is the most efficient method for returning the *Participation Form*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.

(2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning a manually signed

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Participation Form via DocuSign will associate your signed forms with your subdivision's records.

(3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return an executed *Participation Form* using DocuSign, the signed *Participation Form* may be returned via electronic mail to opioidsparticipation@rubris.com. Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line Settlement Participation Form – [Subdivision Name, Subdivision State] – [Reference ID].

Detailed instructions on how to sign and return the *Participation Form*, including changing the authorized signer, can be found at https://nationalopioidsettlement.com/purdue-sacklers-settlements/. You may also contact opioidsparticipation@rubris.com.

YOU MUST PARTICIPATE IN THE PURDUE DIRECT SETTLEMENT BY RETURNING YOUR PARTICIPATION FORM IN ORDER TO RECEIVE THE BENEFITS OF THE PURDUE SETTLEMENT.

Please note that this is NOT a solicitation or a request for subdivisions to submit votes on the Purdue bankruptcy plan. This settlement package only pertains to a decision to participate in the Purdue Direct Settlement. If you receive a package to vote on the plan you should follow the applicable instructions for voting. PLEASE NOTE THAT VOTING ON THE PLAN IS SEPARATE FROM PARTICIPATION IN THE PURDUE DIRECT SETTLEMENT.

The sign-on period for subdivisions ends on September 30, 2025.

If you have any questions about executing the *Participation Form*, please contact your counsel, the Implementation Administrator at opioidsparticipation@rubris.com, or the Illinois Attorney General's Office at opioidsettlement@ilag.gov.

Thank you,

Implementation Administrator for the Purdue Direct Settlement

The Implementation Administrator is retained to provide the settlement notice required by the Purdue Direct Settlement to manage the collection of the participation forms for it.

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EXHIBIT K

Subdivision Participation and Release Form

Governmental Entity: Crystal Lake city	State: IL
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to that certain Governmental Entity & Shareholder Direct Settlement Agreement accompanying this participation form (the "*Agreement*")[1], and acting through the undersigned authorized official, hereby elects to participate in the Agreement, grant the releases set forth below, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Agreement, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Agreement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly after the Effective Date, and prior to the filing of the Consent Judgment, dismiss with prejudice any Shareholder Released Claims and Released Claims that it has filed. With respect to any Shareholder Released Claims and Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at https://nationalopioidsettlement.com.

3. The Governmental Entity agrees to the terms of the Agreement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Agreement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning following the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Agreement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as and to the extent provided in, and for resolving disputes to the extent provided in, the

[1] Capitalized terms used in this Exhibit K but not otherwise defined in this Exhibit K have the meanings given to them in the Agreement or, if not defined in the Agreement, the Master Settlement Agreement.

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Agreement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Agreement.

7. The Governmental Entity has the right to enforce the Agreement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Agreement, including without limitation all provisions of Article 10 (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Subdivision Releasor, to the maximum extent of its authority, for good and valuable consideration, the adequacy of which is hereby confirmed, the Shareholder Released Parties and Released Parties are, as of the Effective Date, hereby released and forever discharged by the Governmental Entity and its Subdivision Releasors from: any and all Causes of Action, including, without limitation, any Estate Cause of Action and any claims that the Governmental Entity or its Subdivision Releasors would have presently or in the future been legally entitled to assert in its own right (whether individually or collectively), notwithstanding section 1542 of the California Civil Code or any law of any jurisdiction that is similar, comparable or equivalent thereto (which shall conclusively be deemed waived), whether existing or hereinafter arising, in each case, (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor (each such release, as it pertains to the Shareholder Released Parties, the "Shareholder Released Claims", and as it pertains to the Released Parties other than the Shareholder Released Parties, the "Released Claims"). For the avoidance of doubt and without limiting the foregoing: the Shareholder Released Claims and Released Claims include any Cause of Action that has been or may be asserted against any Shareholder Released Party or Released Party by the Governmental Entity or its Subdivision Releasors (whether or not such party has brought such action or proceeding) in any federal, state, or local action or proceeding (whether judicial, arbitral, or administrative) (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor.

9. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Shareholder Released Claims or Released Claims against any Shareholder Released Party or Released Party in any forum whatsoever, subject in all respects to Section 9.02 of the Master Settlement Agreement. The releases provided for herein (including the term "Shareholder Released

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Claims" and "Released Claims") are intended by the Governmental Entity and its Subdivision Releasors to be broad and shall be interpreted so as to give the Shareholder Released Parties and Released Parties the broadest possible release of any liability relating in any way to Shareholder Released Claims and Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Agreement shall be a complete bar to any Shareholder Released Claim and Released Claims.

10. To the maximum extent of the Governmental Entity's power, the Shareholder Released Parties and the Released Parties are, as of the Effective Date, hereby released and discharged from any and all Shareholder Released Claims and Released Claims of the Subdivision Releasors.

11. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Agreement.

12. In connection with the releases provided for in the Agreement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Shareholder Released Claims or such other Claims released pursuant to this release, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Shareholder Released Claims or such other Claims released pursuant to this release that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Agreement.

13. Nothing herein is intended to modify in any way the terms of the Agreement, to which Governmental Entity hereby agrees. To the extent any portion of this Participation and Release Form not relating to the release of, or bar against, liability is interpreted differently from the Agreement in any respect, the Agreement controls.

14. Notwithstanding anything to the contrary herein or in the Agreement, (x) nothing herein shall (A) release any Excluded Claims or (B) be construed to impair in any way the rights and obligations of any Person under the Agreement; and (y) the Releases set forth herein shall be subject to being deemed void to the extent set forth in Section 9.02 of the Master Settlement Agreement.

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I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

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ILLINOIS OPIOID ALLOCATION AGREEMENT

This Agreement is entered into by and among the following Parties: (i) the People of the State of Illinois by Kwame Raoul, the Attorney General of the State of Illinois (the "Attorney General"); and (ii) Cook County, DuPage County, Kane County, Lake County, Madison County, McHenry County, St. Clair County, Will County, and Winnebago County (the "Original Participating Local Governments" or "Original-PLGs").

WHEREAS, a number of the Original-PLGs are investigating and prosecuting their claims as detailed in a consolidated lawsuit currently pending in the Circuit Court of Cook County as case number 2017-L-013180 (the "OPLG-Lawsuit"), seeking (and intending to seek) penalties, restitution, disgorgement of revenues, and costs to remediate the public nuisance as well as damages against numerous pharmaceutical manufacturers, distributors, and other related persons and entities arising from their actions and/or inactions which contributed to the opioid epidemic and resulting public health crisis;

WHEREAS, the Attorney General is investigating and pro uting claims, as detailed in lawsuits currently pending in the Circuit Court of Cook County and as case numbers 2019-CH-04406 and 2019-CH-10481 (the "IAG-Lawsuits"), seeking Attorney Gen ek) penalties, restitution, disgorgement of revenues, and costs to remedi age County nuisne Co ty, as injunctions against numerous pharmaceutical manufacturers, di y, Will County, an Winne s and entities arising from their actions and/or inactions wh Original-Plutes"). th oid mic and resulting public health crisis;

HEREAS, a mber of e Ori inal-P

WHEREAS, the OPLG-Law consolidated lawsuit cur ght in the name of the People of the State of Illinois under Se 2017-f t13 on. (the Fraud and Deceptive Business Practices Act by multiple Original-Pl tution, disgo tion men f reven t numerous arma

WHEREAS, the At from their ne tions so asserts Section 7 claims on behalf of the People of the State of Illinois, which alth cur tly pending, and has filed a motion, seeking to stay the OPLGs' Section 7 claims while the Attorney General continues to investigate the opioid crisis and prosecute the IAG-Lawsuits. The OPLGs oppose the motion;

WHEREAS, the Parties desire to allow other local Illinois governmental units to join this Agreement in the future and to ensure the fair apportionment of all sums collected from any Opioid Defendant, as defined below, by way of judgment or settlement to best serve the People of the State of Illinois;

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants and conditions contained herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

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1. **Definitions**

A. "Illinois Remediation Fund" means the escrow fund that will be established to hold certain monies distributed or directed to be distributed by the Attorney General into such fund pursuant to Section 3 of this Agreement which are directed for distribution by an agency of the State of Illinois and shall be exclusively used for programs and purposes that address Illinois' opioid crisis and its collateral damage, including but not limited to programs and grants that address the opioid epidemic through prevention, treatment, harm reduction and sustained recovery.

B. "LGs" mean "Local Governmental Units" and includes all Illinois counties and municipalities.

C. "LG Recovery Fund" means the escrow fund that will be established to hold certain monies distributed by the Attorney General into such fund pursuant to Section 3 of this Agreement, consisting of the LGs' share of any settle[illegible]nts or recoveries from Opioid Defendants.

D. "LPLGs" means "Litigating Participati[illegible]outed [illegible]G[illegible]me[illegible]to[illegible]l Units" and includes the OPLGs who filed a lawsuit on or [illegible]ant to Sect[illegible]temb[illegible] of th[illegible]02 Ag[illegible]all LGs represented by OPLG-Counsel (regardless [illegible]acy of the [illegible]st[illegible] of [illegible]G[illegible]inois a[illegible]ea[illegible]sh[illegible] in a lawsuit) and Subsequent-PLGs, provi[illegible]es that add[illegible]bse[illegible]nt-[illegible]ois' o[illegible]s fi[illegible]id cris[illegible]ir [illegible]appearance in Opioid Litigation on or befo[illegible]ited to progr[illegible]ms and [illegible]nts t[illegible] add[illegible] treatment[illegible]arm redu[illegible]on a[illegible]susta[illegible]

E. "LPLG-Co[illegible]nsel" mean[illegible]y fi[illegible]res[illegible]g [illegible]PLGs who were retained to represent an LPLG in [illegible] "Liga[illegible] m[illegible]on "Loc[illegible]ore September 1, 2020. mun[illegible]pali[illegible]

F. "NP-LGs" m[illegible]Par[illegible]ting Local Governmental Units" and includes all LGs which are not [illegible] "LG [illegible]ne[illegible]cove[illegible]ow). mo[illegible]s d[illegible]

G. "National Multistate Opioid Settlement" means any agreement to which (i) the State of Illinois and at least two other states are parties and (ii) in which the State of Illinois agrees to release claims that is has brought or could have brought in an action against an Opioid Defendant or has such claims released in a final order entered by a court. "National Multistate Opioid Settlement" includes (i) any form or resolution reached in a bankruptcy proceeding, provided that the Attorney General both agrees to the specific terms of such resolution or agreement in a bankruptcy proceeding and announces his or her agreement in the record of such bankruptcy proceeding, or (ii) a final order entered by the bankruptcy court.

H. "OPLG-Counsel" means "Counsel for the Original Participating Local Governments" and includes the outside counsel who have executed fee agreements with the Original-PLGs and who were retained to represent the Original Participating Local Governments.

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I. "Opioid Defendant(s)" means: (i) any and all presently named or subsequently added defendants in the Opioid Litigation (defined below); and (ii) any other person or entity that, in return for a release from liability related to the Opioid Litigation, makes a payment directly or indirectly to the State of Illinois or to any PLG. For purposes of clarity, this Agreement shall not apply to any settlement or judgment involving McKinsey or Insys nor shall it apply to any settlement or judgment involving an Opioid Defendant for any claim or other matters unrelated to the opioid epidemic and resulting public health crisis.

J. "Opioid Litigation" means: (i) the OPLG-Lawsuit, (ii) the IAG-Lawsuits, and (iii) any judgment or settlement resolving civil claims brought by or that could have been brought by the PLGs or the Attorney General relating to the opioid epidemic and resulting public health crisis. For purposes of clarity, Medicaid Fraud qui tam claims are not included in the definition of "Opioid Litigation" and are not subject to this Agreement.

K. "Original-PLGs" means "Original Participating Local Governments" and includes the following local Illinois governmental units: Cook County; DuPage County; Kane County; Lake County; Madison County; Peoria County; St. Clair County; Will County; and Winnebago County.

L. "PLGs" means "Participating Opioid Defendant(s)" and includes the Original-PLGs and the Subsequent-PLGs.

M. "Subsequent-PLGs" means Illinois local governmental units, other than Original-PLGs, which (i) execute a Joinder Agreement in the form attached as **Exhibit D** no later than January 2, 2022, in the form negotiated by the Original-PLGs and (ii) provide the Attorney General written notice and evidence of such execution within 2 business days thereafter.

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2. **Litigation and Resolutions**

A. The Attorney General has filed in the OPLG-Lawsuit a Notice to Exercise the Right to Prosecute Litigation Brought in the Name of the People of the State of Illinois and Motion to Stay. Any PLG that has brought a claim that purports to be on behalf of the People of the State of Illinois will agree to the entry of an Agreed Order or filed Stipulation: (i) staying their claims brought in the name of the State of Illinois pursuant to the Illinois Consumer Fraud and Deceptive Business Practices Act and the Illinois Uniform Deceptive Trade Practices Act and any other claims purported to be brought on behalf of the People of the State of Illinois; and, (ii) subject to the terms of Section 2(B) below, which provides that LPLGs may, in their discretion, continue to prosecute their remaining causes of action.

B. LPLGs may, in their discretion, continue to prosecute their remaining claims (other than the claims stayed by operation of the foregoing paragraph) unless and until the

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Attorney General notifies LPLG-Counsel that Illinois has reached a settlement with one or more of the Opioid Defendants that requires the release of the PLGs' claims against such settling Opioid Defendant(s). In such event, the LPLGs, including any LPLG's respective State's Attorneys, shall release all of their claims against such settling Opioid Defendant(s) in accordance with the terms of the settlement agreement negotiated by the Attorney General, provided that any recovery from such settling Opioid Defendant(s) shall be distributed by the Attorney General in accordance with the terms of Section 3 of this Agreement.

C. If the Attorney General notifies the PLGs that Illinois has reached a settlement with one or more of the Opioid Defendants that requires the release of the PLGs' claims against such settling Opioid Defendant(s), the PLGs, including any PLG's respective State's Attorneys, shall release all of their claims against such settling Opioid Defendant(s) in accordance with the terms of the settlement agreement negotiated by the Attorney General. Any recovery from such settling Opioid Defendant(s) shall be distributed by the Attorney General in accordance with the terms of Section 3 of this Agreement.

3. **Distribution of Settlements or other Recoveries**

A. Any sums collected related to Opioid Defendant(s) in accordance with A[illegible] Attorney General from any Opioid Defendant by way of judgment, settlement or other final Multistate Opioid Settlement shall be distributed by the Attorney General as follows: first, that 70% of all such judgment or settlement proceeds shall be disbursed by the Attorney General in accordance with the terms of Section 3 of this Agreement to support specified opioid remediation or abatement programs.

a. Twenty percent (20%) of the proceeds distributed to the State of Illinois, at least one-quarter (25%) of which shall be allocated to support opioid remediation programs included in the Attorney General Abatement Programs attached as **Exhibit B.** The State shall account for all spending used to support opioid remediation programs.

b. (i) Fifteen percent (15%) shall be distributed into the LG Recovery Fund and shall be allocated in accordance with the percentages set forth in the Municipalities and Townships Allocation Table attached hereto as **Exhibit A-1** to (1) municipalities and townships who are PLGs and who have filed a lawsuit against an Opioid Defendant by September 1, 2020, and (2) municipalities who are PLGs with a population of at least 30,000 according to the 2019 United States Census Population Estimate whether or not they have filed a lawsuit against an Opioid Defendant. Any amount remaining in the LG Recovery Fund following this distribution shall be allocated among counties who are PLGs in accordance with the percentages set forth in the Counties Allocation Table attached hereto as **Exhibit A-2**.

(ii) In addition to any amounts remaining following the allocation in paragraph 3(A)(b)(i) of this agreement, Ten percent (10%) shall be distributed into the LG Recovery Fund to be allocated among counties who are PLGs in accordance with the procedures set forth in **Exhibit A-2** of this Agreement. Counties who receive an

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allocation from this portion of the LG Recovery Fund are obligated to use such distributions to support opioid remediation programs in their community through uses included in the list of Approved Abatement Programs attached as **Exhibit B**. Each LG receiving an allocation from this portion of the LG Recovery Fund shall track and quarterly report to the Attorney General all monies spent to support opioid remediation programs.

c. Fifty-Five Percent (55%) shall be distributed into the Illinois Remediation Fund. A Remediation Fund Advisory Board shall be appointed to provide nonbinding recommendations regarding the administration and distribution of the Illinois Remediation Fund. The Remediation Fund Advisory Board, when making recommendations, will seek to ensure an equitable allocation of resources to all parts of the state, taking into consideration population as well as other factors relevant to opioid abatement, including rates of Opioid Use Disorder, Overdose Deaths, and amounts of opioids shipped into each region as measured in Morphine Milligram Equivalents. All funds disbursed from the Remediation Fund shall go to support uses included in the list of Approved Abatement Programs attached as **Exhibit B**. In addition, funds disbursed from the Remediation Fund shall go to support abatement uses that provide services in each of the ten regions identified in **Exhibit C**, with the allocation of resources being quarterly reported across the Attorney General's Office, taking into consideration population as well as other factors relevant to opioid abatement, including rates of Opioid Use Disorder, Overdose Deaths, and amounts of opioids shipped into each region as measured in Morphine Milligram Equivalents. Fifty-Five Percent (55%) shall be distributed into the Illinois Remediation Fund. The Attorney General or his delegate shall appoint a Remediation Fund Advisory Board to provide nonbinding recommendations regarding the administration and distribution of the Illinois Remediation Fund. The Attorney General or his sole discretion, may consider recommendations regarding the allocation of funds received pursuant to this Section 3 from a majority (1/2) of the voting members of the Advisory Board. The Attorney General shall be under no obligation to follow the recommendations of the PLGs as determined by the PLGs.

B. Any sums collected by the State of Illinois in Litigation by a PLG from any Opioid Defendant by way of judgment, settlement or settlement shall be turned over to the Attorney General for distribution pursuant to this Section 3.

C. Funds allocated to LGs or LPLG-Counsel under Exhibit R (Agreement on Attorney's Fees, Expenses, & Costs) of the Distributor Settlement Agreement and the Janssen Settlement Agreement, or to the State under Exhibit N (Additional Restitution Amount) or Exhibit T (Agreement on the State Cost Fund Administration) of those settlement agreements shall be in addition to the allocations set forth in paragraph 3 of this Agreement and are not subject to the allocations in this Agreement. Funds allocated pursuant to provisions which are substantially similar in any subsequent settlement shall not be subject to the allocations in this Agreement.

4. **Miscellaneous**

A. Each PLG agrees to take all necessary actions and to cooperate with each other to cause this Agreement to become effective, to obtain all necessary approvals, consents, and authorizations, if any, and to execute all documents, including any necessary sign-on forms

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that may be required in connection with any National Multistate Opioid Settlement, and to take such other action as may be appropriate in connection herewith.

B. This Agreement may be executed in counterparts, each of which shall constitute one and the same document. The Parties acknowledge that facsimile or electronically transmitted signatures shall be valid for all purposes.

C. The State of Illinois shall not be responsible for any attorney's fees or expenses payable by an LG to LPLG-Counsel or any other legal counsel and payment of all attorney's fees and expenses to LPLG-Counsel or any other legal counsel shall be made in accordance with the provisions of Exhibit A (the Administration of the LG Recovery Fund) and Exhibit A-3 (the Back-Stop Agreement).

D. This Agreement shall be enforceable only upon execution by the Attorney General.

E. All expenditures made by the State or LGs from funds allocated under this Agreement must comply with the provisions of applicable Settlement Agreements.

F. Other provisions of this Agreement notwithstanding, all funds received from *In Re: Purdue Pharma L.P., et al., 19-23649 (RDD)*, shall be Parties only knowledgeable abatement purposes. be valid for all purposes.

G. This Agreement shall be considered an "intrastate allocation agreement" as that term is used in 735 ILCS 5/13-226(b). State of Illinois shall not be responsible for any LG to LPLG Counsel or any other legal

H. This Agreement shall be considered to be an LPLG-Counsel or attorney Agreement" for purposes of *In Re: Purdue Pharma* provisions of Exhibit A (the and a "State-Subdivision Agreement" for purposes of the LG Back-Stop Agreement). Agreements.

I. Backstop Agreement. This Agreement sh
   a. An LPLG, in accordance with paragraph D in Exhibit A relating to Administration of the LG Recovery Fund, may separately agree to use its share of the LG Recovery Fund to pay for fees or costs incurred by its contingency-fee counsel ("State Backstop Agreement") so long as such contingency fees do not exceed a total contingency fee of 25% of the total gross recovery of the PLG, inclusive of contingency fees from any Multistate Attorney Contingency Fee Fund and the State Backstop Agreement.

   b. Before seeking fees or litigation costs and expenses from a State Backstop Agreement, private counsel representing a LPLG must first seek contingency fees and costs from any Attorney Contingency Fee Fund or Cost Funds created under a National Opioid Multistate Settlement. Further, private counsel may only seek reimbursement for litigation fees and costs that have not previously been reimbursed through prior settlements or judgments.

   c. To effectuate a State Backstop Agreement pursuant to this section, an agreement in the form of Exhibit A-3 may be entered into by a LPLG, private counsel, and the Attorney General. The Attorney General shall, upon the request of a LPLG, execute any

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agreement executed by a LPLG and its private counsel if it is in the form of Exhibit A-3. For the avoidance of doubt, this section does not require a LPLG to request or enter into a State Backstop Agreement, and no State Backstop Agreement shall impose any duty or obligation on the State of Illinois or any of its agencies or officers, including without limitation the Attorney General.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their representatives as of the dates set forth below

SIGNATURE PAGES FOLLOW

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12/30/2021

KWAME RAOUL Date
ILLINOIS ATTORNEY GENERRAL
On behalf of the STATE OF ILLINOIS

KIMBERLY M. FOXX Date
As State's Attorney of Cook County and on behalf of Cook County

ROBERT B. BERLIN Date
As State's Attorney of DuPage County and on behalf of DuPage County

JAMIE L. MOSSER
As State's Attorney of Kane County and on behalf of Kane County

ERIC RINEHART Date
As State's Attorney of Lake County and on behalf of Lake County

PATRICK D. KENNEALLY Date
As State's Attorney of McHenry County and on behalf of McHenry County

TOM HAINE Date
As State's Attorney of Madison County and on behalf of Madison County

JAMES GOMRIC Date
As State's Attorney of St. Clair County and on behalf of St. Clair County

Draft

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KWAME RAOUL Date
ILLINOIS ATTORNEY GENERRAL
On behalf of the STATE OF ILLINOIS

12/22/2021
KIMBERLY M. FOXX Date
As State's Attorney of Cook County and on behalf of Cook County

ROBERT B. BERLIN Date
As State's Attorney of DuPage County and on behalf of DuPage County

JAMIE L. MOSSER Date
As State's Attorney of Kane County and on behalf of Kane County

ERIC RINEHART Date
As State's Attorney of Lake County and on behalf of Lake County

PATRICK D. KENNEALLY Date
As State's Attorney of McHenry County and on behalf of McHenry County

TOM HAINE Date
As State's Attorney of Madison County and on behalf of Madison County

JAMES GOMRIC Date
As State's Attorney of St. Clair County and on behalf of St. Clair County

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KWAME RAOUL Date
ILLINOIS ATTORNEY GENERRAL
On behalf of the STATE OF ILLINOIS

KIMBERLY M. FOXX Date
As State's Attorney of Cook County and on behalf of Cook County

12/15/2021

ROBERT B. BERLIN Date
As State's Attorney of DuPage County and on behalf of DuPage County

JAMIE L. MOSSER
As State's Attorney of Kane Cty M. FOXX behalf of Kane Cou Date
Attorney Cook Cou y and

ERIC RINEHART RT B. BERLIN
As State's Attorney of Lake's Attorney behalf of Lake County

PATRICK D. KENNEALLY Date
As State's Attorney of McHenry County and on behalf of McHenry County

TOM HAINE Date
As State's Attorney of Madison County and on behalf of Madison County

JAMES GOMRIC Date
As State's Attorney of St. Clair County and on behalf of St. Clair County

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KWAME RAOUL
ILLINOIS ATTORNEY GENERRAL
On behalf of the STATE OF ILLINOIS

Date

KIMBERLY M. FOXX
As State's Attorney of Cook County and on behalf of Cook County

Date

ROBERT B. BERLIN
As State's Attorney of DuPage County and on behalf of [illegible]

Date

Jamie J. Mosser 12/22/20[illegible]

JAMIE L. MOSSER
As State's Attorney of Kane [illegible] M. FOXX [illegible] Date

ERIC RINEHART
As State's Attorney of Lake [illegible] on behalf of Lake County

Date

PATRICK D. KENNEALLY
As State's Attorney of McHenry County and on behalf of McHenry County

Date

TOM HAINE
As State's Attorney of Madison County and on behalf of Madison County

Date

JAMES GOMRIC
As State's Attorney of St. Clair County and on behalf of St. Clair County

Date

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As State's Attorney of Cook County and on behalf of Cook County

ROBERT B. BERLIN Date
As State's Attorney of DuPage County and on behalf of DuPage County

JAMIE L. MOSSER
As State's Attorney of Kane C[illegible] M. FOXX [illegible] Date
[illegible]ook Cou[illegible] and [illegible]

12·13·21

ERIC RINEHART [illegible]RT B. BERL[illegible] Date
As State's Attorney of Lake [illegible]'s Attorney [illegible]f Du[illegible] and [illegible] behalf of Lake County

PATRICK D. KENNEALLY Date
As State's Attorney of McHenry County and on behalf of McHenry County

TOM HAINE Date
As State's Attorney of Madison County and on behalf of Madison County

JAMES GOMRIC Date
As State's Attorney of St. Clair County and on behalf of St. Clair County

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On behalf of the STATE OF ILLINOIS

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As State's Attorney of Cook County and on behalf of Cook County

ROBERT B. BERLIN Date
As State's Attorney of DuPage County and on behalf

JAMIE L. MOSSER Date
As State's Attorney of Kane County and on behalf of Kane County

ERIC RINEHART Date
As State's Attorney of Lake County and on behalf of Lake County

12/17/21
PATRICK D. KENNEALLY Date
As State's Attorney of McHenry County and on behalf of McHenry County

TOM HAINE Date
As State's Attorney of Madison County and on behalf of Madison County

JAMES GOMRIC Date
As State's Attorney of St. Clair County and on behalf of St. Clair County

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KWAME RAOUL Date
ILLINOIS ATTORNEY GENERRAL
On behalf of the STATE OF ILLINOIS

KIMBERLY M. FOXX Date
As State's Attorney of Cook County and on behalf of Cook County

ROBERT B. BERLIN Date
As State's Attorney of DuPage County and on behalf of [illegible]

JAMIE L. MOSSER
As State's Attorney of Kane [illegible] M. FOXX [illegible] Date
[illegible] ook Cou[illegible] and [illegible]

ERIC RINEHART [illegible]RT B. BERL[illegible] Date
As State's Attorney of Lake [illegible] and [illegible] behalf of Lake County

PATRICK D. KENNEALLY Date
As State's Attorney of McHenry County and on behalf of McHenry County

Dec. 20, 2021
TOM HAINE Date
As State's Attorney of Madison County and on behalf of Madison County

JAMES GOMRIC Date
As State's Attorney of St. Clair County and on behalf of St. Clair County

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KWAME RAOUL Date
ILLINOIS ATTORNEY GENERRAL
On behalf of the STATE OF ILLINOIS

KIMBERLY M. FOXX Date
As State's Attorney of Cook County and on behalf of Cook County

ROBERT B. BERLIN Date
As State's Attorney of DuPage County and on behalf of D[illegible]nty

JAMIE L. MOSSER
As State's Attorney of Kane C. M. FOXX on be[illegible] Date
[illegible]ook Coun[illegible]and o[illegible]alf

ERIC RINEHART [illegible]RT B. BERL[illegible] Date
As State's Attorney of Lak's Attorney and of Du[illegible]behalf of Lake County

PATRICK D. KENNEALLY Date
As State's Attorney of McHenry County and on behalf of McHenry County

TOM HAINE Date
As State's Attorney of Madison County and on behalf of Madison County

12/14/21
JAMES GOMRIC Date
As State's Attorney of St. Clair County and on behalf of St. Clair County

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DECEMBER 17, 2021

JAMES W. GLASGOW Date
As State's Attorney of Will County and on behalf of Will County

J. HANLEY Date
As State's Attorney of Winnebago County and on behalf of Winnebago County

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JAMES W. GLASGOW Date
As State's Attorney of Will County and on behalf of Will County

J. Hanley 12/17/2021
J. HANLEY Date
As State's Attorney of Winnebago County and on behalf of Winnebago County

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EXHIBIT A TO ILLINOIS OPIOID ALLOCATION AGREEMENT

ADMINISTRATION OF THE LG RECOVERY FUND

Each Original-PLG who executed the Illinois Opioid Allocation Agreement and any Subsequent-PLG who executed the Joinder to the Illinois Opioid Allocation Agreement acknowledges and agrees that all sums deposited by the Attorney General into the LG Recovery Fund shall be administered as follows:

A. A Special Master shall be nominated by the majority of PLG votes, with each County PLG with a population of ten thousand or more residents and each other PLG with a population of thirty thousand or more residents receiving one vote for each ten thousand residents within its jurisdictional borders based upon the 2019 United States Census Population Estimate. The Special Master shall be nominated within sixty (60) days of the initial funding of the LG Recovery Fund. The person so nominated shall not be appointed Special Master unless he or she receives the written approval of the Attorney General. If the Attorney General does not approve the nomination, then the process shall repeat and the PLGs shall nominate another person to be Special Master, until a nomination is approved by the Attorney General. Such subsequent nomination shall occur within 30 days of the Attorney General declining to give written approval of the initially nominated Special Master.

B. All costs associated with the work of the Special Master shall be paid from funds in the LG Recovery Fund prior to any distribution to counties that are Participating Opioid Allocation Agreement. All costs associated with the work of the Attorney General to the LG Recovery Fund shall be paid from funds in the LG Recovery Fund prior to any distribution to counties that are Participating Opioid Allocation Agreement.

C. The Special Master shall direct the Settlement Administrator to administer the LG Recovery Fund to ensure that all distributions from the LG Recovery Fund shall be nominated by the Special Master shall be made in accordance with the relative percentages set forth in **Exhibit A-1** and **Exhibit A-2**, except that any distribution to any county who is a Non-Participating Local Government receiving opioid funds (the "NP-LGs") shall be discounted by two-fifths (2/5) and such funds shall be added to the pool of distributions payable to the Participating Local Governments. Any Special Master nominated within sixty (60) days in accordance with the same percentages set forth in **Exhibit A-2**. Any Special Master nominated shall not be appointed unless he or she receives the written approval of the Attorney General. If the Attorney General declines to give written approval of the initially nominated Special Master, the process shall repeat and the PLGs shall nominate another person to be Special Master, until a nomination is approved by the Attorney General. Such subsequent nomination shall occur within 30 days of the Attorney General declining to give written approval of the initially nominated Special Master.

D. For any National Opioid Multistate Settlement with an Opioid Defendant, each such LPLG authorizes and agrees that the Special Master shall direct the Settlement Administrator to pay their LPLG-Counsel from its individual distributions from the LG Recovery Fund in accordance with the fee agreements entered into between the LPLG and LPLG-Counsel.

E. For any National Opioid Multistate Settlement for which the Attorney General requests PLGs release their claims, the Special Master shall have the discretion to assess common benefit attorneys' fees against distributions made to any county which is a PLG and which is not represented by LPLG-Counsel, provided any such common benefit attorneys' fees, if any, shall be assessed on no more than forty percent (40.0%) of the total distribution made to any county PLG not represented by LPLG-Counsel, and under no circumstances shall the common benefit fee assessed by the Special Master exceed 25%. The Special Master shall be given broad discretion to assess and apportion common benefit attorneys' fees and, absent fraud or gross misconduct, the decisions of the Special Master shall be final, binding, and not appealable. For the avoidance of doubt, nothing in this section requires the recovery by LPLG-Counsel of money in excess of their fee agreements if LPLG-Counsel receive payments from a national attorneys' fees fund or otherwise not directly from the LG Recovery Fund. In the event that a common benefit fee is assessed against a county PLG not represented by LPLG-

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Counsel, the Special Master is directed to notify the Settlement Administrator of any such assessment.

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EXHIBIT A-1 TO ILLINOIS OPIOID ALLOCATION AGREEMENT

MUNICIPALITIES AND TOWNSHIPS ALLOCATION TABLE

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EXHIBIT A-2 TO ILLINOIS OPIOID ALLOCATION AGREEMENT

COUNTIES ALLOCATION TABLE

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EXHIBIT A-3 TO ILLINOIS OPIOID ALLOCATION AGREEMENT

BACK-STOP AGREEMENT

At the request of [LPLG], the [LPLG], its counsel [COUNSEL], and the Attorney General are entering into this Backstop Agreement (Backstop Agreement).

The Parties acknowledge that this Agreement will apply to all National Multistate Opioid Settlement agreements which establish a multistate fund for the payment of attorney's fees and expenses (a "Multistate Contingency Fee Fund") but that payments to LPLG-Counsel from such funds will not be sufficient to pay the entirety of the fees and expenses incurred by contingency-fee counsel who have been retained by LPLGs. Therefore, consistent with Exhibit R, section I(R) of the National Multistate Opioid Settlement agreement entered into between three pharmaceutical distributors, namely, McKesson Corporation, Cardinal Health, Inc., and AmerisourceBergen Corporation (the "Distributor Settlement Agreement"), the Parties agree to this Backstop Agreement.

Pursuant to this Backstop Agreement, [LPLG] may, subject to the limitations of any National Multistate Opioid Settlement, as well as any other limitations imposed by law, use funds that it receives from a National Multistate Opioid Settlement to pay a contingent fee to [COUNSEL]. Any such payment from [LPLG] to [COUNSEL], Backstop Agreement, together with any contingency fees that [COUNSEL] may receive from the Multistate Contingency Fee Fund, will not exceed a total contingency fee of [PERCENTAGE] of [LPLG]'s total gross recovery of [LPLG] from the LG Recovery Agreements, which establish a multistate settlement.

[COUNSEL] certify that they are sufficiently knowledgeable about the costs from the Multistate Contingency Fee Fund before seeking counsel who will be retained this backstop agreement. [COUNSEL] further certify that they are aware that National Multistate Opioid Settlement payment under this Backstop Agreement of any litigating distributors, namely, may have been reimbursed through prior settlements or judgments.

The Attorney General is executing this agreement solely because the definition of "State Backstop Agreement" in Exhibit R of the Distributor Settlement Agreement requires such agreements to be between "a Settling State" and private counsel for a participating subdivision. Neither the Attorney General nor the State of Illinois have any obligations under this Backstop Agreement, and this Backstop Agreement does not require the payment of any state funds to [LPLG], [COUNSEL], or any other party.

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KWAME RAOUL Date
ILLINOIS ATTORNEY GENERRAL
On behalf of the STATE OF ILLINOIS

[LPLG] Date

[COUNSEL] Date

Draft

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EXHIBIT B TO ILLINOIS OPIOID ALLOCATION AGREEMENT

APPROVED ABATEMENT PROGRAMS

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EXHIBIT C TO ILLINOIS OPIOID ALLOCATION AGREEMENT

ILLINOIS ABATEMENT FUND-SEVEN SERVICE REGIONS

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EXHIBIT D TO ILLINOIS OPIOID ALLOCATION AGREEMENT

JOINDER AGREEMENT

Reference is made to that Agreement attached hereto as **Exhibit 1** to this Joinder Agreement between the People of the State of Illinois and the Original-PLGs, namely: Cook County; DuPage County; Kane County; Madison County; McHenry County; Lake County; St. Clair County; Will County; and Winnebago County (the "Illinois Opioid Allocation Agreement").

WHEREAS, the State of Illinois and the Original-PLGs entered into the Illinois Opioid Allocation Agreement to pursue their common interests and to maximize the benefits obtained for their constituents with respect to their claims against the persons and entities responsible for the opioid crisis which has ravaged Illinois communities.

WHEREAS, Illinois and the Original-PLGs have agreed to allow additional counties and municipalities to join and participate in the Illinois Opioid Allocation Agreement (such additional counties and municipalities are referred to as "Subsequent-PLGs" in the Illinois Opioid Allocation Agreement) by executing this Joinder to the Illinois Opioid Allocation Agreement that Agreement attached hereby become a Participating Local Government the State of Illinois and the Illinois Opioid Allocation Agreement) entitled to receive County; Madison County; McHenry County; Winnebago County (the Illinois Opioid Allocation Agreement) and benefits to be derived therefrom.

NOW THEREFORE, the undersigned the State of Illinois County hereby agrees to become a party to and be bound by and to the Illinois Opioid Allocation Agreement as well as to the terms and conditions of the Illinois Opioid Allocation Agreement as well as to the benefits contained in the Exhibits attached thereto which govern the administration and distribution of the Fund, as defined in the Illinois Opioid Allocation Agreement, amongst Illinois persons and entity Fund, as defined in the Illinois Opioid Allocation Agreement, amongst Illinois communities municipalities ("LGs" as defined in the Illinois Opioid Allocation Agreement).

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Dated: _____, 2021

LOCAL GOVERNMENTAL UNIT

By: _____
Its authorized representative

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EXHIBIT 1 TO JOINDER AGREEMENT

COPY OF ILLINOIS OPIOID ALLOCATION AGREEMENT

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EXHIBIT A-1

State of Illinois
Qualifying Municipality
Exhibit G Allocation Percentages

Qualifying Subdivision	Distributors Exhibit G Percentage
Addison Village	0.1789163143%
Algonquin Village	0.1102023571%
Anna City	0.0351784549%
Arlington Heights Village	0.2647476580%
Aurora City	1.1285112946%
Bartlett Village	0.1012637420%
Bedford Park Village	0.0908134228%
Belleville City	.2800912041%
Bellwood Village	0.0536018022%
Bensenville Village	0. 8164453%
Benton City	06 747331%
Berkeley Village	15 7249%
Berwyn City	9799824%
Bloomington City	0. 210280112%
Bolingbrook Village	0.3965448276%
Bridgeview Village	0.0500143261%
Broadview Village	0.0576947589%
Buffalo Grove Village	0.2068406914%
Burbank City	0.0690685990%
Calumet City	0.0970812870%
Carbondale City	0.1954958522%
Carol Stream Village	0.1407965379%
Carpentersville Village	0.1363950647%
Champaign City	0.4052254107%
Chicago City	15.6332843102%
Chicago Heights City	0.1217857439%
Chicago Ridge Village	0.0524909103%
Cicero Town	0.2786347507%
Countryside City	0.0301223625%
Crystal Lake City	0.3158354713%
Danville City	0.2559565285%
Decatur City	0.4645929351%
Dekalb City	0.1798256279%
Des Plaines City	0.2324422843%
Dolton Village	0.0603302846%

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EXHIBIT A-1

State of Illinois
Qualifying Municipality
Exhibit G Allocation Percentages

Downers Grove Village	0.3224473331%
Elgin City	0.5305768766%
Elk Grove Village	0.1757993182%
Elmhurst City	0.2577623917%
Evanston City	0.2696457560%
Evergreen Park Village	0.0597799426%
Forest Park Village	0.0453425079%
Franklin Park Village	0.0785284649%
Galesburg City	0.1473738962%
Glendale Heights Village	0.0836866697%
Glenview Village	0.1572220054%
Granite City	0.4907786518%
Gurnee Village	.2256865903%
Hanover Park Village	.1439424898%
Harrisburg City	0. 3861795%
Harvey City	05 520318%
Harwood Heights Village	264 1580%
Herrin City	90670 80%
Hillside Village	0. 87648633%
Hodgkins Village	0.0232613539%
Hoffman Estates Village	0.1751755942%
Joliet City	0.8239848961%
Kankakee City	0.3012693137%
La Grange Park Village	0.0306665705%
Lombard Village	0.2672806655%
Lyons Township City	0.0242947899%
Lyons Village	0.0362495516%
Marion City	0.3397669146%
Maywood Village	0.0867531057%
McCook Village	0.0198186268%
Melrose Park Village	0.1186181878%
Merrionette Park Village	0.0076009169%
Metropolis City	0.0947332002%
Moline City	0.2352551083%
Mount Prospect Village	0.1704792853%
Mundelein Village	0.1639685886%
Naperville City	0.7685669619%
Normal Town	0.2474856274%
North Riverside Village	0.0551815063%
Northbrook Village	0.1427173226%

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EXHIBIT A-1

State of Illinois
Qualifying Municipality
Exhibit G Allocation Percentages

Northlake City	0.0381023667%
Oak Lawn Village	0.1589709041%
Oak Park Village	0.2093093375%
Orland Park Village	0.1051852784%
Oswego Village	0.1197866160%
Palatine Village	0.2160969641%
Palos Heights City	0.0290094105%
Palos Hills City	0.0251753281%
Park Ridge City	0.1116349061%
Pekin City	0.3387071386%
Peoria City	1.0471081247%
Plainfield Village	0.1401767830%
Posen Village	.0146759373%
Princeton City	.2434249044%
Quincy City	0. .0247680%
River Forest Village	.04 786169%
River Grove Village	284 7118%
Riverside Village	09914748%
Rock Island City	0. 48536960%
Rockford City	1.8636718830%
Romeoville Village	0.2124235372%
Schaumburg Village	0.2968023515%
Schiller Park Village	0.0601957886%
Sesser City	0.0116834244%
Skokie Village	0.1964801264%
Springfield City	0.9971442684%
St. Charles City	0.2062203953%
Stone Park Village	0.0241358032%
Streamwood Village	0.0878171213%
Streator City	0.1400665973%
Summit Village	0.0312780717%
Tinley Park Village	0.1419492253%
Urbana City	0.2112740522%
Waukegan City	0.4111769252%
West Frankfort City	0.1255886605%
Wheaton City	0.2463124635%
Wheeling Village	0.1229353643%
Woodridge Village	0.1148193756%

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EXHIBIT A-2

State of Illinois
Counties Only Percentages

Qualifying Subdivision	Counties Only Percentage
Adams County	0.5325627744%
Alexander County	0.0431846002%
Bond County	0.1313618076%
Boone County	0.3993006496%
Brown County	0.0455436631%
Bureau County	0.2675493675%
Calhoun County	0.0374496996%
Carroll County	0.1059047501%
Cass County	0.0902574340%
Champaign County	1.5953670185%
Christian County	2717469407%
Clark County	346384837%
Clay County	9205688%
Clinton County	2710071787%
Coles County	3899340741%
Cook County	39.7070170529%
Crawford County	0.1502157232%
Cumberland County	0.0765804365%
De Witt County	0.1343763530%
Dekalb County	0.7648068692%
Douglas County	0.1396209979%
Dupage County	6.9961301825%
Edgar County	0.1369536821%
Edwards County	0.0557876634%
Effingham County	0.2745921107%
Fayette County	0.1730292191%
Ford County	0.1050766592%
Franklin County	0.3753293914%
Fulton County	0.2857420449%
Gallatin County	0.0461748227%
Greene County	0.1120932638%
Grundy County	0.4447604831%
Hamilton County	0.0586888564%
Hancock County	0.1237654700%
Hardin County	0.0525232340%
Henderson County	0.0468231560%

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EXHIBIT A-2

State of Illinois
Counties Only Percentages

Henry County	0.3631064984%
Iroquois County	0.2340046386%
Jackson County	0.4766842676%
Jasper County	0.0729264789%
Jefferson County	0.3076865268%
Jersey County	0.2029662011%
Jo Daviess County	0.1594100240%
Johnson County	0.0934835787%
Kane County	3.7592516293%
Kankakee County	0.8907176656%
Kendall County	0.9152447008%
Knox County	0.4095413266%
Lake County	5.4323006331%
Lasalle County	1.0382633595%
Lawrence County	0.1362169504%
Lee County	2713491451%
Livingston County	277646387%
Logan County	0.[illegible]0314720%
Macon County	8339920017%
Macoupin County	.3637461000%
Madison County	2.5601663484%
Marion County	0.3444624326%
Marshall County	0.0878603767%
Mason County	0.1123492816%
Massac County	0.1236043365%
McDonough County	0.2216295193%
McHenry County	2.3995936239%
McLean County	1.3208345544%
Menard County	0.0917783576%
Mercer County	0.1144419910%
Monroe County	0.2714501969%
Montgomery County	0.2342865810%
Morgan County	0.2708645052%
Moultrie County	0.1003140855%
Ogle County	0.3811415242%
Peoria County	1.5640744904%
Perry County	0.1751336763%
Piatt County	0.1214359333%
Pike County	0.1155220743%
Pope County	0.0347091515%
Pulaski County	0.0404416607%

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EXHIBIT A-2

State of Illinois
Counties Only Percentages

Putnam County	0.0452090528%
Randolph County	0.2879823727%
Richland County	0.1208518975%
Rock Island County	1.0782047657%
Saline County	0.2659477915%
Sangamon County	1.5850818631%
Schuyler County	0.0485294910%
Scott County	0.0349810216%
Shelby County	0.1586806535%
St Clair County	2.1366773448%
Stark County	0.0381570939%
Stephenson County	0.3550412743%
Tazewell County	1.1033013785%
Union County	0.1447352927%
Vermilion County	0.6907560341%
Wabash County	0923901750%
Warren County	239679440%
Washington County	0. 6671021%
Wayne County	1225391595%
White County	.1115911540%
Whiteside County	0.4275606484%
Will County	5.3461509816%
Williamson County	0.6715468751%
Winnebago County	2.7201669312%
Woodford County	0.3076824807%

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EXHIBIT B

APPROVED ABATEMENT PROGRAMS

List of Opioid Remediation Uses

Schedule A
Core Strategies

Priority shall be given to the following core abatement strategies ("*Core Strategies*").

A. **NALOXONE OR OTHER FDA-APPROVED DRUG TO REVERSE OPIOID OVERDOSES**

1. Expand training for first responders, schools, community support groups and families;

2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.

B. **MEDICATION-ASSISTED TREATMENT ("*MAT*") DISTRIBUTION AND OTHER OPIOID-RELATED TREATMENT**

Priority shall be given to the following core MAT approaches:

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;

2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;

3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and

4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

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C. **PREGNANT & POSTPARTUM WOMEN**

1. Expand Screening, Brief Intervention, and Referral to Treatment ("*SBIRT*") services to non-Medicaid eligible or uninsured pregnant women;

2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder ("*OUD*") and other Substance Use Disorder ("*SUD*")/Mental Health disorders for uninsured individuals for up to 12 months postpartum; and

3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

D. **EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME ("*NAS*")**

1. Expand Screening, Brief Intervention, and Referral to Treatment ("*SBIRT*") services to non-Medicaid and recovery services to uninsured pregnant women;

2. Expand comprehensive evidence-based continuum of care with infant-centered recovery services, including for women with co-occurring Opioid Use Disorder and other Substance Use Disorder treatment and services for medical management for uninsured NAS babies and their families.

E. **EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES**

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;

2. Expand warm hand-off services to transition to recovery services;

3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;

4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and

5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

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F. **TREATMENT FOR INCARCERATED POPULATION**

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and

2. Increase funding for jails to provide treatment to inmates with OUD.

G. **PREVENTION PROGRAMS**

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);

2. Funding for evidence-bas[illegible]ention programs in schools;

3. Funding for [illegible]sorders w[illegible] and [illegible]sition and outreach regard[illegible]ial justice system; [illegible] opioids consistent w[illegible] CDC g[illegible]ine[illegible]uding providers at Increase fu[illegible]aing fo[illegible] deils to [illegible]); [illegible]vide with [illegible]D.

4. [illegible]ndi[illegible]om[illegible]ty drug disposal programs; and

PR[illegible]ENT[illegible]ON PRO[illegible]RA[illegible]S

. Fu[illegible]ng [illegible]ing for first responders to participate in [illegible]prendinst[illegible]or [illegible]rsion programs, post-overdose response tea[illegible]he FD[illegible] similar strategies that connect at-risk individuals to [illegible]sunavioral health services and supports.

H. **EXPANDING SYRINGE SERVICE PROGRAMS**

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. **EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE**

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Schedule B
Approved Uses

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder ("*OUD*") and any co-occurring Substance Use Disorder or Mental Health ("*SUD/MH*") conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment ("*MAT*") approved by the U.S. Food and Drug Administration.

2. Support and reimburse evidence-based services that include, but are not limited to, the American Society of Addiction Medicine ("*ASAM*") continuum of care for OUD and any co-occurring SUD/MH conditions.

3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other services.

4. Improve oversight of Opioid Disorder Opioid Treatment Programs ("*OTPs*") to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.

5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.

6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.

7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

As used in this Schedule, words like "expand," "fund," "provide" or the like shall not indicate a preference for new or existing programs.

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8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.

9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.

10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.

12. Provide funding and training for clinicians to ...ing to a waiver under the federal Drug Addiction Treatment Act of 200... served as "DATA 2000") ...prescribe MAT for OUD, and provide technical assis... profe...l s...port to clinicians who have obtained a DATA 2000 workforce develop...nt for a...dict... ...sons with O... an... ny co...curri...

13. Disseminate of web... ...g ... ...ula, s... as t... ...merican Academy of Addiction Psyc... Offer fellowships fal adopoion nvice–Opioids web-based training curriculum instructors, and clinical revising.

14. Develop 11. Create scholarships such as the American Academy of Addiction ... inv...ved in clinical Support Service for Medication–Assisted Tre... con...tions ... re...ym...

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.

2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.

3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

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4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved mediation with other support services.

5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.

6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.

7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.

8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.

9. Identify successful recovery programs, such as peer-recovery centers, and provide community support services to increase the number and capacity of high-quality programs to treat OUD and any co-occurring SUD/MH conditions.

10. Engage non-profit and community organizations, such as faith-based organizations, and community coalitions to support people in treatment or recovery or to support family members in their efforts to support the person with OUD in the family.

11. Provide training for emergency department personnel on appropriate screening procedures for government staff to appropriately interact with and refer individuals with OUD and any co-occurring SUD/MH conditions in recovery from OUD, and any co-occurring SUD/MH conditions.

12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.

14. Create and/or support recovery high schools.

15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED (CONNECTIONS TO CARE)

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

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1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.

2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.

3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.

4. Purchase automated versions of SBIRT and support ongoing costs of the technology.

5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.

6. Provide training for emergency room [illegible] on post-discharge planning, including to reduce wait time for MAT, recovery case management or support to pregnant women who are uninsured.

7. Support hospital programs for persons with OUD and any co-occurring SUD/MH conditions who have experienced an opioid overdose, into clinically appropriate follow-up, criminal justice bridge clinic or similar approach.

8. Support [illegible] to serve as an alternative to hospital emergency [illegible]. Purchase automated versions of SBIRT and support ongoing costs of the technology that [illegible] experienced an opioid overdose.

9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.

10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.

11. Expand warm hand-off services to transition to recovery services.

12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.

13. Develop and support best practices on addressing OUD in the workplace.

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14. Support assistance programs for health care providers with OUD.

15. Engage non-profits and the faith community as a system to support outreach for treatment.

16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:

    1. Self-referral strategies; centralized call centers that provide Police Assisted Addiction Recovery Initiative (*"PAARI"*) services; and outreach supports for persons with OUD/MH conditions.

    2. Active outreach strategies such as the Drug Abuse Response Team (*"DART"*);

    3. "Naloxone Plus" strategies that ensure that persons who are at risk of overdose or are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system are linked to evidence-based treatment for OUD and any co-occurring SUD/MH conditions, including MAT, and recovery support services;

    4. Officer pre-arrest diversion strategies, such as the Law Enforcement Assisted Diversion (*"LEAD"*) model;

    5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or

    6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.

2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.

3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

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4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.

5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.

6. Support critical time interventions ("*CTI*"), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.

7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel, providers of treatment, recovery, harm reduction, case management or other services offered in connection with any of the strategies described in this section.

E. **ADDRESS THE NEEDS OF PREGNANT AND PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME**

Address the needs of pregnant women and women with OUD and any co-occurring SUD/MH conditions, including those who have dependent children, including babies with neonatal abstinence syndrome, through the following evidence-based or evidence-informed programs or strategies that may be used individually or in combination with each other, to the extent not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.

2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.

3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.

4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

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5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.

6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.

7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.

8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.

10. Provide support for Children's Service [illegible] positions and services, including supportive housing and and family support services relating to children being removed from the home SUD/MH conditions. [illegible] to custodial opioid use.

Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.

F. PREVENT OVER-PRESCRIBING, ENSURE APPROPRIATE PRESCRIBING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids. Of evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).

2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.

3. Continuing Medical Education (CME) on appropriate prescribing of opioids.

4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.

5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("*PDMPs*"), including, but not limited to, improvements that:

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1. Increase the number of prescribers using PDMPs;

2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or

3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.

6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.

7. Increasing electronic prescribing to prevent diversion or forgery.

8. Educating dispensers on appropriate data disposal.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage misuse of opioids through evidence-informed programs, including but not limited to, the following:

1. Funding media campaigns.

2. Corrective advertising or marketing.

3. Public education relating to drug disposal.

4. Drug take-back disposal or destruction programs.

5. Funding community anti-drug coalitions that engage in drug prevention efforts.

6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration ("*SAMHSA*").

7. Engaging non-profits and faith-based communities as systems to support prevention.

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8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.

9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.

11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.

12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) may lead to opioid or other drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent overdose deaths and other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for opioid users, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.

2. Public health entities providing free naloxone to anyone in the community.

3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.

4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.

5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.

6. Public education relating to emergency responses to overdoses.

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7. Public education relating to immunity and Good Samaritan laws.

8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.

9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.

10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.

11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.

12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use drugs, including on safer use, modes of administration, overdose prevention, and any co-occurring SUD/MH conditions.

13. Supporting screening for drugs associated with intravenous drug use, including fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.

7 PUBLIC EDUCATION STRATEGIES

8 Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

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intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.

3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strate[illegible]st.

4. Provide resources to staff government ove[illegible]l ma[illegible]agement of opioid abatement programs.

K. TRAINING

In addition to the training r[illegible]health-relaugd indi[illegible]s and[illegible]upport training to abate the opioid epidemic th[illegible]statewi[illegible]regionalsocalstra[illegible]s that may include, but are not limited to, those that:

1. Provide [illegible]staffort [illegible]laborativworking programs and services to improve the capabi[illegible]ovamrescr[illegible]unity, and not-for-profit entities to abate the opioid crisis.[illegible]any [illegible]-occ[illegible]

2. Support infrastr[illegible]ture and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.

2. Research non-opioid treatment of chronic pain.

3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

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4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.

6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).

7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring ("*ADAM*") system.

8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.

9. Geospatial analysis of [illegible] and their association with treatment engage[illegible]

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Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: September 2, 2025

Item: St. Thomas the Apostle Church, Trojan Tailgate Special Event Request Street Closure for Pierson Street and Class 16 Temporary Liquor License, Saturday, October 4, 2025

Staff Recommendation: Motion to approve the following requests for St. Thomas the Apostle Church's Trojan Tailgate to be held on Saturday, October 4, 2025:

a. Issuance of a Class 16 Temporary Liquor License for the St. Thomas the Apostle Trojan Tailgate.
b. Application for a Special Event pursuant to staff recommended conditions, including the closure of part of Pierson Street between Florence Street and Washington Street.

Staff Contact: Kathryn Cowlin, Director of Community Development
Victoria Wojcik, Community Development Analyst

Background: St. Thomas the Apostle Church has requested a Special Event approval to hold the Trojan Tailgate special event. This event will take place of their annual Oktoberfest. The event is scheduled for Saturday, October 4, 2025 from 5:00 p.m. until 10:00 p.m. The request includes permission to close Pierson along the limits of the St. Thomas the Apostle Church property, as well as a portion of King Street. This is the same set-up as last year's event.

The City has also received a request from the St. Thomas the Apostle Catholic Church for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at the Trojan Tailgate event being held on Saturday, October 4, 2025 from 5:00 p.m. to 10:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class 16 Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

City staff has reviewed the petitioner's request and does not have concerns regarding the event and the closure of Pierson Street, providing the following conditions are met:

1) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be placed temporarily along Pierson Street at Washington Street and Florence Street.
2) The petitioner must send a notice to all affected property owners along Pierson Street and post a notice of street closures a minimum of 5 days before the event along the street.
3) Signs indicating the road closure shall be posted a minimum of 7 days prior to the event.
4) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
5) Local traffic access to Pierson Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
6) All debris created by the event must be cleaned up during and after the event.
7) Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
8) Fire hydrants located on or near the property of the event must remain unobstructed and "No Parking" signs posted.
9) Tents and canopies used for this event must comply with City's tent requirements.
10) Generators, if used, must be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
11) Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
12) The applicant needs to contact the Fire Prevention Bureau three days prior to the event to schedule a site/tent inspection, or if you have any questions or concerns regarding this review.
13) A raffle license must be obtained from the City of Crystal Lake.
14) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
15) Obtain a Special Event Retailers Liquor License from the Illinois Liquor Control Commission. The application can be found at https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf.
16) All food vendors must obtain approval from the McHenry County Health Department.
17) Food trucks shall be inspected PRIOR to the event (If used for event). Food trucks are required to provide a valid City of Crystal Lake certificate of inspection upon demand.

City of Crystal Lake employees shall provide identification. A list of currently inspected food trucks is available by contacting Community Development.

18) A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather.

19) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the September 2, 2025 City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Trojan Tailgate

EVENT LOCATION 265 King Street

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling City requirements for the event.

Please note that City Council approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

☐ Carnival	☐ General use of City-owned property
☐ Circus	☐ Parade
☐ Festival	☐ Outdoor Sales
☐ Filming	☐ Run/Walk Event
☑ Other Outdoor Fundraiser for St. Thomas School	

2. General Description/Purpose of the event:
Fundraising effort for St. Thomas the Apostle Catholic School. Parents, staff and parishioners will attend.
Will be held on parish grounds with food, beverages, silent auction, dj music, 50/50 raffle

3. Will the event require the use of City-owned property?	☐ Yes	☑ No
4. Is a Site Map/Route Map attached?	☐ Yes	☐ No
5. Is the event an annual/recurring event?	☑ Yes	☐ No
6. Will the event require a public street/sidewalk to be blocked or closed?	☑ Yes	☐ No
7. Will the event require use of a public parking lot?	☐ Yes	☑ No

8. Number of persons scheduled to monitor and work the event: 25

9. Estimated attendance: 175

10. Is a "rain date" proposed? Y ☐ or N ☑ If yes, what is the rain date? _____

ORGANIZATION INFORMATION

11. ☐ Organization is registered with the State of Illinois as a Non-Profit Organization
12. Name of Event Manager: Kristin Blake
13. Contact Information for Event Manager:

Address: 673 Exmoor Ct
Crystal Lake IL 60014

(Please check preferred means of contact)

Daytime phone: [redacted] ☐
Emergency phone: ☐
Cell phone: ☑
Email: ☐

EVENT OPERATION

14. Date(s) of the event (including time for assembling and/or dismantling support structures):

Set Up: 10/3/2025-10/4/2025
Event: 10/4/2025
Dismantling: 10/4/2025

15. Hours of the event:

Set Up: Noon - 5PM
Event: 5PM - 10PM
Dismantling: 10PM

CITY MANAGER'S OFFICE

16. Will the event hold a raffle of any kind? ☑ Yes* ☐ No

***If yes, please complete attached Raffle License Application**

17. Is the Certificate of Insurance and Hold Harmless Agreement attached? ☑ Yes ☐ No

***Attached please see the City's insurance provisions (Required for all special events)**

18. Will alcoholic beverages be served or sold at the event? ☑ Yes* ☐ No

If yes, what type of alcoholic beverages will be served?
Beer and Wine

**Please complete the attached Temporary Liquor License Application*

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☑ Yes ☐ No

20. What signs or advertising do you anticipate needing for the event?

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☐ Yes ☑ No

    Directional signs ☑ Yes ☐ No

    Banner ☑ Yes ☐ No

21. Will food be served or sold at the event? ☑ Yes* ☐ No

    If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☐ Yes ☑ No

    Description of Products_____

23. Will the event require portable sanitation facilities? ☐ Yes ☑ No

    Name of Company_____
    Address_____
    Phone_____

24. Will the use of electricity be required for the event? ☑ Yes ☐ No

    If yes, please specify the power requirements and plan for provision
    Electricity from the parish buildings

PUBLIC SAFETY *Please remember to post the Firearm Concealed Carry Act sign*

25. Does this event require assistance from the Police Department? ☐ Yes ☑ No

26. Does this event require an on-site ambulance? ☐ Yes ☑ No

27. Will the event require sound amplification of any kind? ☑ Yes ☐ No

28. Please state what provisions have been made for first aid and emergency medical services, if any:
First aid provided by parish services. Nurses will be in attendance at the event.

PUBLIC WORKS

29. Will the event require barricades for traffic control? ☑ Yes* ☐ No

If yes, please complete the attached Barricade Borrowing Application

30. Will the event require water? ☐ Yes ☑ No

Specify _____

Please remember to include the necessary attachments, if possible. (Please check those included)

- ☑Barricade Borrowing Application
- ☑Certificate of Insurance/Hold Harmless Agreement
- ☑Raffle License Application
- ☑Temporary Liquor License Application

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true and correct to the best of his/her knowledge, information and belief. For special events, the undersigned agrees to indemnify and hold harmless the City, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special City services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a City employee, agent, or contractor in conjunction with the event authorized by the City.

Robert W. Jones
Signature

August 18, 2025
Date

Robert W. Jones
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

City of Crystal Lake
Barricade & Cone Borrowing/ Block Party Application

Individuals wanting to borrow barricades or cones from the City of Crystal Lake are required to provide the information requested and agree to all of the conditions stated in the following application.

Privately sponsored Events on Private Property are excluded. Organizer must provide own barricades /cones.

Name & Location of Event: ST. THOMAS SCHOOL TROJAN TAILGATE EVENT

KRISTIN M. BLAKE
First Name Last Name

272 KING ST CRYSTAL LAKE, IL 60014
Residential Address City State Zip

[redacted]
Home Phone Cell Phone Email

Date of Event: 10/04/2025 Time of Event: 5PM to 10PM

Number of Barricades Needed *(maximum 12) at least two per intersection*: 12

Number of Cones Needed *(maximum 20)*: 10

Street(s) to be closed to non-emergency traffic:

PIERSON ST. between FLORENCE and WASHINGTON
Street Name Street Name Street Name

Applicant agrees to:

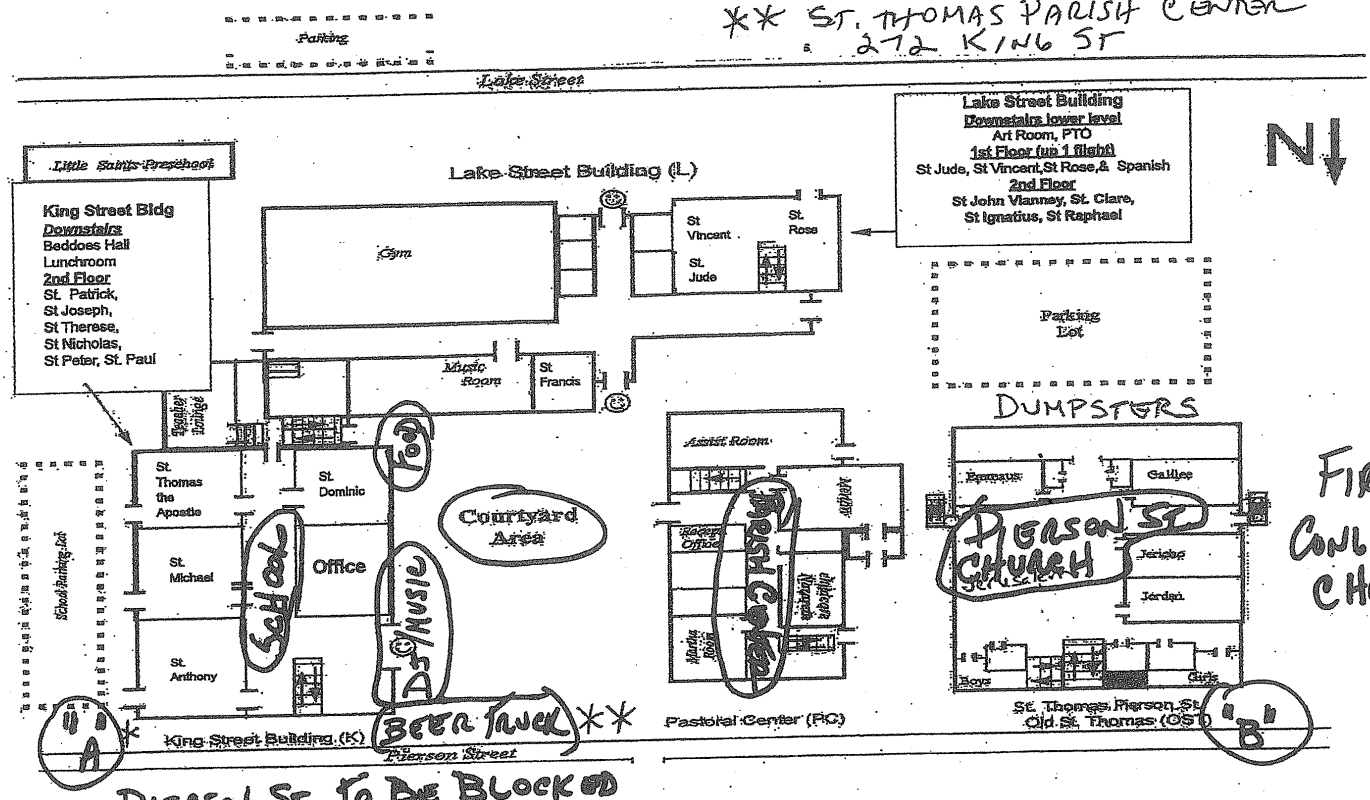
- Return barricades and cones in the same condition as received.
- Return barricades and cones to the City Garage on the following business day after completion of the event.
- Reimburse the City of Crystal Lake for barricades or cones which are damaged or missing at a rate of $98 per barricade and $26 per cone.

Kristin Blake
Borrower Signature

9/18/2025
Date

Please return application to the Public Works Department at: bmogan@crystallake.org or City of Crystal Lake, 100 W. Woodstock Street, Crystal Lake, IL 60014 (815) 356-3614

* ST. THOMAS SCHOOL
265 KING ST
** ST. THOMAS PARISH CENTER
272 KING ST



FIRST CONGREG. CHURCH

PIERSON ST. TO BE BLOCKED FROM 'A' TO 'B'

TABLES/CHAIRS IN COURTYARD AREA

CITY OF CRYSTAL LAKE

RECEIVED
AUG 1 8 2025
By: .....

Class 16
Temporary Liquor License

General Information:

- A Class "16" **Temporary** Liquor License authorizes the retail sale of beer and wine for consumption upon the premises specified in the license.
- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.
- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.
- Patrons of the premises where the beer and wine are to be sold are required to wear a non-transferrable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license.
- Issuance of a Class "16" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.
- ***In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for here:***

  https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

The undersigned hereby makes application for a license for the sale at retail of beer and wine under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name St. Thomas the Apostle Parish & School
(Must be not-for-profit organization)

Address 272 King St Phone Number 815-455-5400

2. Organization Contact Information:
Name: Kristin Blake
Address: 673 Exmoor Ct., Crystal Lake, Il 60014
Email: [redacted]
Phone Number: [redacted]

3. Location where beer and wine will be sold:
St. Thomas School Courtyard along Pierson St & King St

4. Dates of the event (**not to exceed three (3) days**): October 4, 2025

5. Hours of operation: 5 PM-10 PM

6. Describe the type of crowd and traffic control licensee will utilize. Volunteers onsite and portion of Pierson St. will be blocked off

7. Describe plan for refuse pickup.
on site dumpster

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
See Attached

9. **Please attach the following to your application:**
   - **License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
   - **Proof of liquor liability insurance**
   - **Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer and wine on the property during the time requested.**
   - **Site plan of area where beer and wine will be sold.**
   - **Letter to the Mayor and City Council requesting approval of the issuance of a Class "16"Temporary Liquor License to applicant.**

10. In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for

here:

https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf

Name and title of individual submitting Application on behalf of the applicant:

Name: Rev. Robert W. Jones
Title: President
Date: 8-18-2025

CERTIFICATION

☒ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

Robert W. Jones
Signature of President

Subscribed and sworn to
before me this 18th day
of August, 2025

Notary Public

OFFICIAL SEAL
LISA M. WAGGONER
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires 10/28/2026

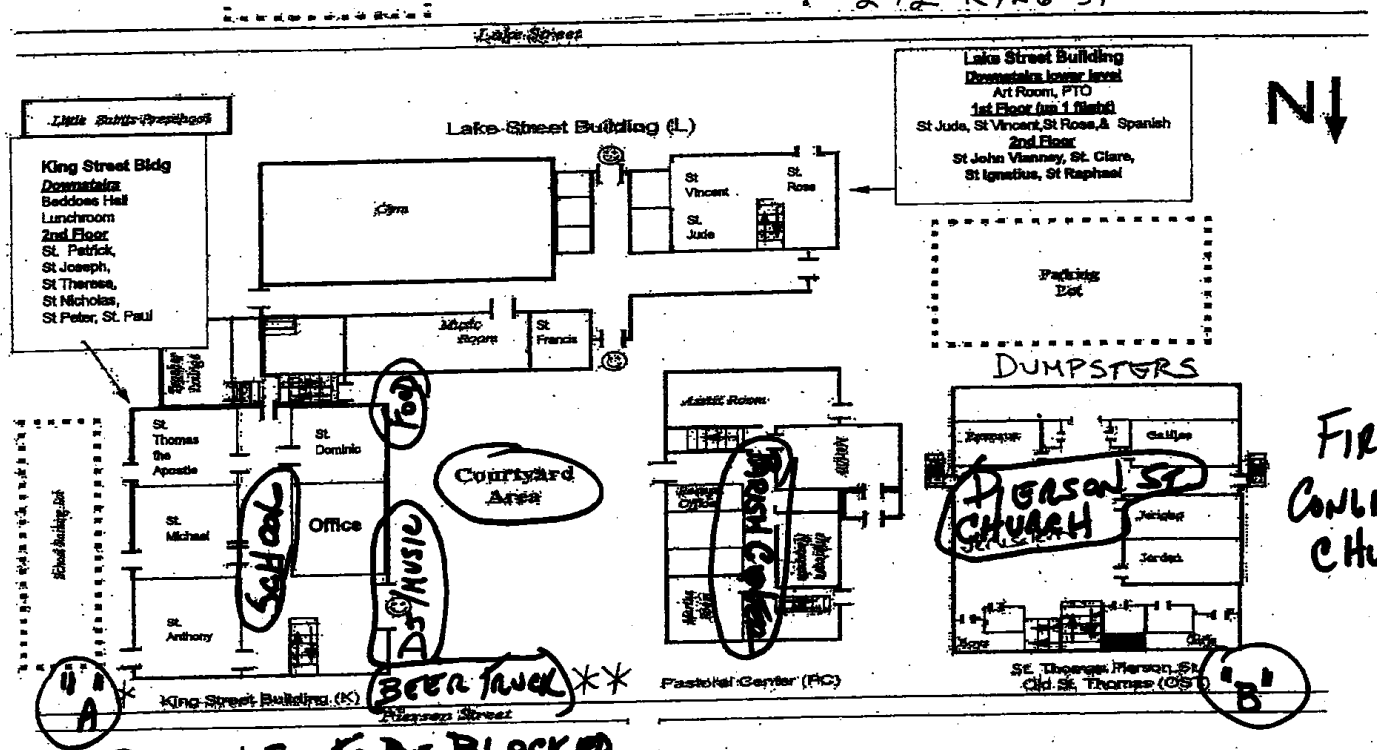
St. Thomas the Apostle Parish and School –

October 4, 2025 Trojan Tailgate Event

Names and Addresses of the members of the organization who will be selling beer and wine are:

Michael Bradley	**8311 Prospect St., Woodstock, IL 60098**
John M. Orso	**1076 Abbey Drive, Crystal Lake, IL 60014**
Joshua M. Turk	**866 Chasefield Ln, Crystal Lake, IL 60014**

* ST. THOMAS SCHOOL
265 KING ST
** ST. THOMAS PARISH CENTER
272 KING ST



PEARSON ST. TO BE BLOCKED FROM 'A' TO 'B'

TABLES/CHAIRS IN COURTYARD AREA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/14/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, LLC
2850 Golf Rd
Rolling Meadows IL 60008

CONTACT NAME: Gallagher Bassett Services, Inc.
PHONE (A/C, No, Ext): 414-203-4053 **FAX (A/C, No):** 414-258-1250
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Catholic RRG , Inc	10083
INSURER B : Midwest Employers Casualty Company	23612
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED DIOCOFR-01
Diocese of Rockford
Finance & Administration Office
P.O. Box 7044
Rockford IL 61125

COVERAGES **CERTIFICATE NUMBER:** 543112746 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER X POLICY PRO-JECT LOC OTHER:			RRG02620251 XS02620251	7/1/2025 7/1/2025	7/1/2026 7/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ Included $ Included $ Included $ 2,000,000 $ Included $
A A	AUTOMOBILE LIABILITY ANY AUTO X OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			RRG02620251 XS02620251	7/1/2025 7/1/2025	7/1/2026 7/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 5,000,000 $ $ $ $
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			RRG02620251	7/1/2025	7/1/2026	EACH OCCURRENCE AGGREGATE $	$ 4,000,000 $ 4,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		EWC010256	7/1/2024	7/1/2026	PER STATUTE X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	Statutory $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
General Liability and Auto Liability limits inclusive of $250,000 Self-Insured Retention.
If Additional Insured status noted herein, coverage afforded by Form #TNC-G118 (ed. 01/01/12).

For St. Thomas The Apostle Church, 469 Lake St., Crystal Lake, IL 60014
Reason: "Trojan Tailgate" to be held on Saturday October 4, 2025 (5:00 pm - 10:00 pm) at 265 King Street, Crystal Lake, IL.

City of Crystal Lake is listed as an additional Insured

CERTIFICATE HOLDER

City of Crystal Lake
100 Woodstock St.
Crystal Lake IL 60014
United States

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ST. THOMAS THE APOSTLE
CATHOLIC CHURCH

August 12, 2025

Mayor Haig Haleblian
City Council Members
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014

Dear Mayor Haig Haleblian and City Council Members,

With this letter we are requesting your permission to serve beer and wine at our Parish/School event Trojan Tailgate. This event will be held at our St. Thomas the Apostle School Grounds, 265 King Street, Crystal Lake, on Saturday, October 4, 2025.

This event will be held between 5:00 pm and 10:00 pm with participation of approximately 200 people. Wrist bands will be issued for those ages 21 and older. Set up will begin on October 4, 2025 at approximately 10:00 am.

We are planning this activity to be a fun activity which will help strengthen our community.

Thank you for your consideration of this request, and please contact us if you have any questions.

Sincerely in Christ,

Robert W. Jones

Rev. Robert W Jones, Pastor
St. Thomas the Apostle Church

272 King St, Crystal Lake, IL 60014 *(Parish Office)*
451 W. Terra Cotta Ave, Crystal Lake, IL 60014 *(Oak Street Church)*
453 Pierson St, Crystal Lake, IL 60014 *(Pierson Street Church)*

Phone 815-455-5400
Fax 815-455-2733
www.stthomascl.church

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: September 2, 2025

Item: Class 16 Temporary Liquor License Request – St. Thomas the Apostle Church Knights of Columbus Fr. McCormick Council #3880, Parish Fest, Saturday, September 6, 2025

Staff Recommendation: Motion to approve issuance of a Class 16 Temporary Liquor License to the St. Thomas the Apostle Church Knights of Columbus Fr. McCormick Council #3880, Parish Fest, Saturday, September 6, 2025

Staff Contact: Nick Hammonds, Deputy City Manager

Background:
The City has received a request from the Knights of Columbus Fr. McCormick Council #3880 for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their Parish Fest event being held at the Oak Street Church parking lot, located at 451 W. Terra Cotta Avenue on Saturday, September 6, 2025 from 5:30 p.m. to 10:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class 16 Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

The Council has approved similar events in the past and other temporary liquor license requests for the Knights of Columbus Fr. McCormick Council #3880.

Administrative approval of the special event application will be a condition of the issuance of the Class 16 Temporary Liquor License.

Votes Required to Pass:
Simple majority

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

The undersigned hereby makes application for a license for the sale at retail of beer and wine under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name Knights of Columbus Fr. McCormick Council 3880
(Must be not-for-profit organization)

Address P.O. Box 1365 Phone Number 815-455-5400

2. Organization Contact Information:
Name: Knights of Columbus Fr. McCormick Council 3880
Address: 451 W. Terra Cotta Ave Crystal Lake IL, 60014
Email: [redacted]
Phone Number: 815-455-5400

3. Location where beer and wine will be sold:
St. Thomas Parish Grounds 451 W. Terra Cotta Ave Rt. 176 & Oak St.

4. Dates of the event (**not to exceed three (3) days**): September 6, 2025

5. Hours of operation: 5:30pm - 10:00pm

6. Describe the type of crowd and traffic control licensee will utilize. 200 people
2 entrances/exits on Rt. 176 and Oak Street

7. Describe plan for refuse pickup. 2 dumpsters within 600ft of Serving Area
Cesar Jimenez 4316 Hampshire Dr. Crystal Lake IL 60012

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Robert Kosin 856 Benning Dr Crystal Lake IL. 60014
Joseph Scherb 413 Huntley Rd. Crystal Lake IL 60014
Michael Brucker 9635 Stone Castle Ln. Village of Lakewood IL
William Bransley 178 Cascade Dr Crystal Lake IL 60012 60014

9. **Please attach the following to your application:**
   - **License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
   - **Proof of liquor liability insurance**
   - **Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer and wine on the property during the time requested.**
   - ✓ **Site plan of area where beer and wine will be sold.**
   - ✓ **Letter to the Mayor and City Council requesting approval of the issuance of a Class "16"Temporary Liquor License to applicant.**

10. In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for

here:

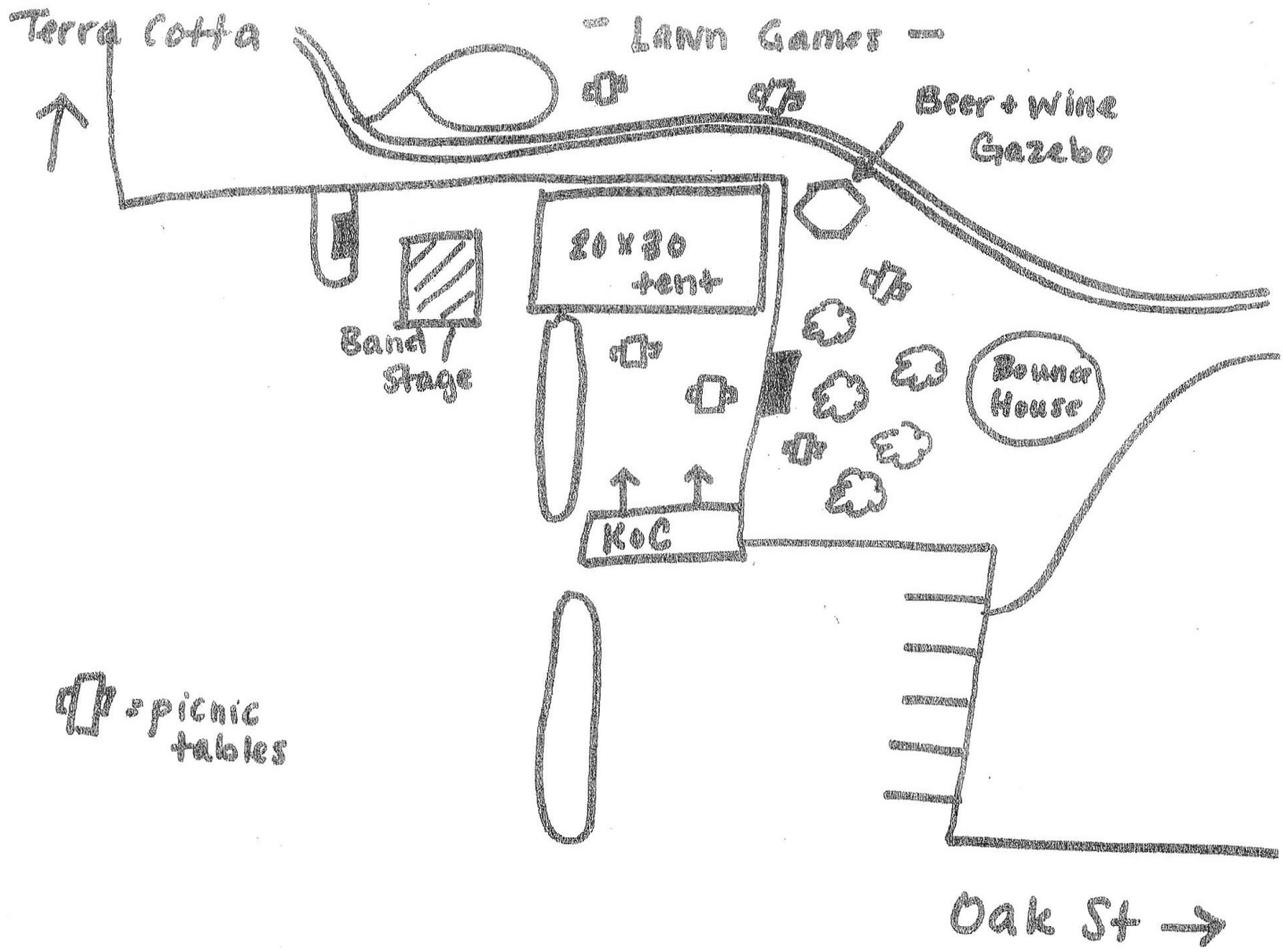
https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf

Name and title of individual submitting Application on behalf of the applicant:

Name: Robert Kosin
Title: Knights of Columbus Membership Chair
Date: 8-26-25

CERTIFICATION

☑ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.


Terra Cotta
Lawn Games
Beer + Wine Gazebo
20 x 30 tent
Band Stage
Bowler House
KoC
picnic tables
Oak St

ST. THOMAS THE APOSTLE
CATHOLIC CHURCH

August 19, 2025

Mayor Haig Haleblian
City Council Members
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014

Dear Mayor Haig Haleblian and City Council Members,

With this letter we are requesting your permission to serve beer and wine at our Parish Fest. This festival will be held in our St. Thomas the Apostle Oak Street Church parking lot at 451 W. Terra Cotta Avenue, Crystal Lake, on Saturday, September 6, 2025.

The Fest is expected to be held between 5:30 pm to 10:00 pm with participation of around 300 people. We are planning this activity to be a fun activity which will help strengthen our community.

Thank you for your consideration of this request, and please contact us if you have any questions.

Sincerely in Christ,

Robert W. Jones

Rev. Robert W Jones, Pastor
St. Thomas the Apostle Church

272 King St, Crystal Lake, IL 60014 *(Parish Office)*
451 W. Terra Cotta Ave, Crystal Lake, IL 60014 *(Oak Street Church)*
453 Pierson St, Crystal Lake, IL 60014 *(Pierson Street Church)*

Phone 815-455-5400
Fax 815-455-2733
www.stthomascl.church

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/25/2025

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PRODUCER
Arthur J. Gallagher Risk Management Services, LLC
2850 Golf Rd
Rolling Meadows IL 60008

CONTACT NAME: Gallagher Bassett Services, Inc.
PHONE (A/C, No, Ext): 414-203-4053 **FAX (A/C, No):** 414-258-1250
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Catholic RRG , Inc	10083
INSURER B : Midwest Employers Casualty Company	23612
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED DIOCOFR-01
Diocese of Rockford
Finance & Administration Office
P.O. Box 7044
Rockford IL 61125

COVERAGES **CERTIFICATE NUMBER:** 870745349 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			RRG02620251	7/1/2025	7/1/2026	EACH OCCURRENCE	$ 1,000,000
A	CLAIMS-MADE X OCCUR			XS02620251	7/1/2025	7/1/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ Included
							MED EXP (Any one person)	$ Included
	X Liquor Liability						PERSONAL & ADV INJURY	$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ Included
	OTHER:							$
A	AUTOMOBILE LIABILITY			RRG02620251	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
A	ANY AUTO			XS02620251	7/1/2025	7/1/2026	BODILY INJURY (Per person)	$
	X OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB X OCCUR			RRG02620251	7/1/2025	7/1/2026	EACH OCCURRENCE	$ 4,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 4,000,000
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N			EWC010256	7/1/2024	7/1/2026	PER STATUTE X OTH-ER	Statutory
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N / A						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
General Liability and Auto Liability limits inclusive of $250,000 Self-Insured Retention.
If Additional Insured status noted herein, coverage afforded by Form #TNC-G118 (ed. 01/01/12).

For: St. Thomas The Apostle Oak Street Church, 451 W. Terra Cotta Avenue, Crystal Lake, IL 60014
Reason: "Parish Picnic" to be held on Saturday September 6, 2025 (5:30 pm - 10:00 pm) at St. Thomas the Apostle Oak Street Church, 451 W. Terra Cotta Avenue, Crystal Lake, IL. [Set-up on Friday, September 5, 2025].

City of Crystal Lake is listed as an additional Insured

CERTIFICATE HOLDER
City of Crystal Lake
100 Woodstock St.
Crystal Lake IL 60014
United States

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Agenda Item No: 9d

City Council
Agenda Supplement

Meeting Date: September 2, 2025

Item: St. Elizabeth Ann Seton Knights of Columbus Council #10678 Class 16 Temporary Liquor License Request – Oktoberfest, Saturday, September 20, 2025

Staff Recommendation: Motion to approve issuance of a Class 16 Temporary Liquor License to the St. Elizabeth Ann Seton Knights of Columbus Council #10678 for their Oktoberfest event on Saturday, September 20, 2025

Staff Contact: Nick Hammonds, Deputy City Manager

Background:
The City has received a request from the St. Elizabeth Ann Seton Knights of Columbus Council #10678 for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their Oktoberfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, September 20, 2025 from 5:00 p.m. to 11:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class 16 Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

The Council has approved this event in the past and other temporary liquor license requests for the St. Elizabeth Ann Seton Knights of Columbus Council #10678.

Votes Required to Pass:
Simple majority

CITY OF CRYSTAL LAKE

RECEIVED
AUG 21 2025

Class 16
Temporary Liquor License

General Information:

- A Class "16" **Temporary** Liquor License authorizes the retail sale of beer and wine for consumption upon the premises specified in the license.
- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.
- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.
- Patrons of the premises where the beer and wine are to be sold are required to wear a non-transferrable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license.
- Issuance of a Class "16" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.
- ***In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for here:***

  https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

The undersigned hereby makes application for a license for the sale at retail of beer and wine under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name St. Elizabeth Ann Seton Knights of Columbus Council 10627
(Must be not-for-profit organization)

   Address 1023 S. McHenry Ave CL, IL 60014 Phone Number [redacted]

2. Organization Contact Information:
   Name: Kevin Schroeder
   Address: 395 Heisler Ct. Crystal Lake, IL 60014
   Email: [redacted]
   Phone Number: [redacted]

3. Location where beer and wine will be sold:
   St. Elizabeth Parish Hall

4. Dates of the event (**not to exceed three (3) days**): September 20, 2025

5. Hours of operation: 5:00 pm - 11:00 pm

6. Describe the type of crowd and traffic control licensee will utilize. Indoor event, church parking lot, mature crowd. Security provided by KofC volunteers

7. Describe plan for refuse pickup. Will utilize church's dumpsters

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.

   see attached

9. **Please attach the following to your application:**
   - **License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
   - **Proof of liquor liability insurance**
   - **Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer and wine on the property during the time requested.**
   - **Site plan of area where beer and wine will be sold.**
   - **Letter to the Mayor and City Council requesting approval of the issuance of a Class "16"Temporary Liquor License to applicant.**

10. In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for

Knights of Columbus
Council #10678
1023 S. McHenry Avenue
Crystal Lake, IL 60014

2025 Oktoberfest – Bar Staff

Mike Scronce
2956 Talaga Drive
Algonquin, IL 60102

Kevin Campbell
11 Steiner Court
Algonquin, IL 60102

Jim McCarthy
1381 Lucerne Drive
Crystal Lake, IL 60014

Joe Oskerep
4370 Barharbor Drive
Lake in the Hills, IL 60156

Greg Squiers
1713 Hartford Lane
Crystal Lake, IL 60014

Jerry Ward
400 Adare Dr
Cary, IL 60013-1500

here:

https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf

Name and title of individual submitting Application on behalf of the applicant:

Name: Kevin D Schroeder
Title: Deputy Grand Knight
Date: Aug 18, 2025

Kevin D Schroeder

CERTIFICATION

☑ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER

Gaslamp Insurance Services
DBA Event Helper Insurance Services
PO Box 1549
Grass Valley CA 95945

CONTACT NAME: Event Helper Customer Service
PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No):
E-MAIL ADDRESS: info@theeventhelper.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Lloyds Syndicate 2623	AA-1128623
INSURER B : Lloyds Syndicate 623	AA-1126623
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

St Elizabeth Ann Seton K of C Council 10678
c/o Kevin Schroeder
395 Heisler Ct
Crystal Lake IL 60014

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY X CLAIMS-MADE ☐ OCCUR Host Liquor Liability X Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	N	EH-771325-L4472723	09/20/2025 12:01 AM	09/21/2025 12:01 AM	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Deductible	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 225, Event Type: Fund Raising Dinner. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

CERTIFICATE HOLDER

City of Crystal Lake
100 W Woodstock St
Crystal Lake IL 60014

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name of Additional Insured Person(s) or Organization(s):
City of Crystal Lake 100 W Woodstock St Crystal Lake, IL 60014
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:
If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

© Insurance Services Office, Inc., 2012



St. Elizabeth Ann Seton Catholic Church

1023 McHenry Avenue
Crystal Lake, Illinois 60014

"The first end I propose in our daily work is to do the will of God;
secondly, to do it in the manner He wills it; and thirdly to do it because it is His will."
Quote from St. Elizabeth Ann Seton

August 15, 2025

City of Crystal Lake
100 W Woodstock Street
Crystal Lake, IL 60014
Attn: City Council

Re: Knights of Columbus Temporary Liquor License Application

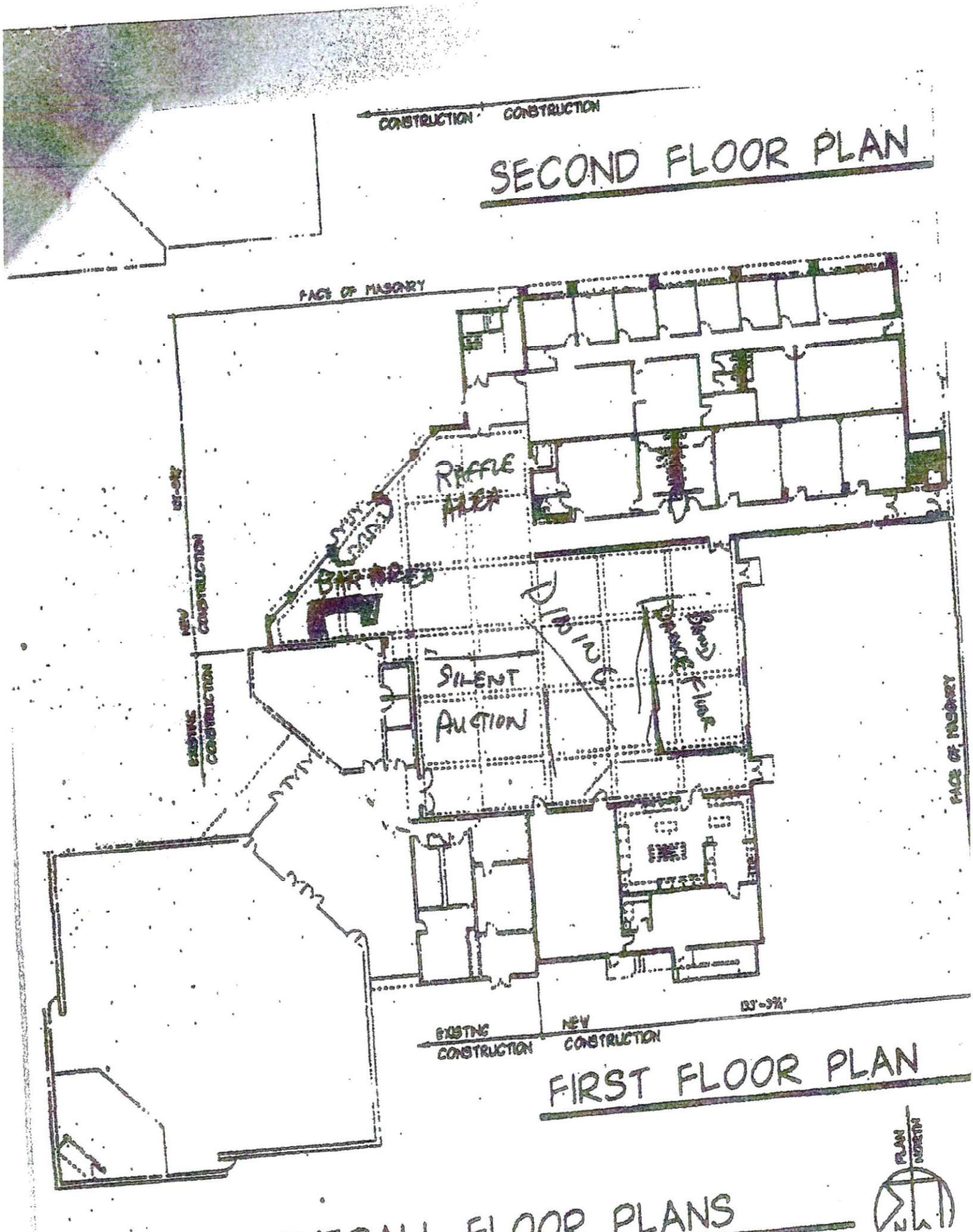
To Whom it May Concern:

St Elizabeth Ann Seton Parish has given permission to the Knights of Columbus Council #10678 to hold an Oktoberfest in its Community Center on the evening of September 20, 2025. The Knights have requested and have been given conditional approval to sell beer and wine at the event between the hours of 5:00 pm and 11:00 pm. The Knights of Columbus will be responsible for obtaining liability insurance for this event, as well as a Class 16 temporary liquor license, before receiving final permission.

Sincerely,

Reverend Christopher Kuhn
Pastor

Office: (815) 459-3033 Fax: (815) 459-3040


CONSTRUCTION
CONSTRUCTION
SECOND FLOOR PLAN
FACE OF MASONRY
NEW CONSTRUCTION
RAFFLE
BAR
SILENT
AUCTION
EXISTING CONSTRUCTION
FACE OF MASONRY
EXISTING CONSTRUCTION
NEW CONSTRUCTION
FIRST FLOOR PLAN
PLAN NORTH
OVERALL FLOOR PLANS

St. Elizabeth Ann Seton
Knights of Columbus Council 10678
1023 McHenry Avenue
Crystal Lake, IL 60014

August 15, 2025

City of Crystal Lake
100 W. Woodstock St
Crystal Lake, IL 60014
Attn: City Council

Mayor Haleblian and Council Members;

We are writing to request approval for a Class 16 temporary liquor license for our Oktoberfest celebration, which will be held on Saturday, September 20,,2025, at St. Elizabeth Ann Seton's Community Center on McHenry Avenue in Crystal Lake. Our plans include dinner, music, and a 50/50 raffle (this license is being applied for as well).

The proceeds from this event will be used to fund the many charitable activities of the Knights. Annually, the Council donates over 70% of its net revenue to a variety of deserving charitable and religious organizations. Some of our larger gifts have gone to our parish's upkeep and beautification, Crystal Lake Food Pantry, seminarian support, and the St. Vincent De Paul Conference.

Members of the Knights of Columbus Council #10678 have volunteered to handle the sale of beer and wine, as well as security, emergency medical, and taxi services, if needed. Wristbands will be used to designate those whose identification shows them to be at least 21 years of age. The Knights have worked in this capacity at a number of similar functions, without incident, and are confident they will be responsible stewards in this area of the event.

Thank you for your time in considering our request. Please do not hesitate to contact us for any further information you may need.

Sincerely,

K M. Campbell

Kevin Campbell – Past Grand Knight and Chairman
(480) 332-2884

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: September 2, 2025

Item: Bid Award - Utility Bill Printing and Mailing Services

Staff Recommendation: Motion to award the contract for utility bill printing and mailing services to the lowest responsive and responsible bidder, Sebis Direct, and to adopt a Resolution authorizing the City Manager to execute a five-year contract with Sebis Direct, Inc. in in the amount bid.

Staff Contact: Jodie Hartman, Director of Finance
Adam Orton, Assistant Finance Director

Background

Each month, the City of Crystal Lake bills each of its approximately 14,000 accounts for water and sewer utility services. The City utilizes the services of a third-party vendor to print and mail these bills. With the contract with the current vendor ending December 2025, the City of Crystal Lake issued an invitation for bids for utility bill printing and mailing services. The invitation for bids was released on August 5, 2025 with a submission deadline of August 20, 2025. The City received responses from six (6) vendors.

Vendor Evaluation Process

The bid documents required vendors to submit pricing for both core and optional services. Core element pricing includes the costs of printing the statements, mailing envelopes, return envelopes, mailing services (excluding postage), and design and implementation. Vendors also provided costs for optional services including mailing inserts and the printing of past due notices. The quotes do not include postage charges from the United States Postal Service (USPS), as those costs are determined by the USPS and will be incurred regardless of the selected vendor.

To evaluate the pricing of the proposals, staff compared the core pricing elements. Estimated quantities of 14,000 bills per month were used for comparison purposes. Actual quantities will vary slightly. The results are as follows:

Consultant	Core Element Pricing Five Year Estimate 2026 - 2030
Sebis Direct √	$85,680
One Source	$109,200
Wolverine Solutions Group	$109,385
Lineage Connect	$110,410
Master's Touch	$123,144
Third Millennium	$163,420

√ Recommended Vendor

Based on the five-year total costs, staff has determined Sebis Direct, Inc., the City's current utility bill printing and mailing vendor, to be the lowest responsible bidder. Sebis Direct's proposed pricing was the lowest submitted for the core elements, and those proposed prices will not change over the course of the five-year contract. As the current vendor for utility bill printing and mailing, upfront design and implementation costs would not apply.

The City can report an overall satisfactory experience with Sebis Direct over the past five years. Sebis Direct has been responsive to City needs including making requested bill changes and transitioning to accept billing files from BS&A, the City's financial software. Sebis Direct offers an online portal that allows for the secure upload of the monthly billing file, the printing of informational messages on each bill, and the tracking of postage inventory. Prior to finalizing the bills for production, Sebis Direct releases the bills to the City for review and approval.

Sebis Direct is headquartered in Bedford Park, Illinois and has over 35 years of experience in the industry. In addition to Crystal Lake, Sebis Direct has other Illinois clients including Streamwood, Chicago, Bartlett, Elk Grove Village and Naperville. The City's bills would be printed and mailed from their Bedford Park location, allowing for a quick delivery to the nearby USPS facility. In addition to their Illinois location, the company operates two additional production facilities located in Ohio and Arizona. Each facility has identical systems which provide continuity and redundancy, helping to ensure that the City's utility bills would not be delayed due to an unexpected outage. The City's water and sewer customers should not see any change to their monthly utility bills.

The agreement will run from January 2026 to December 2030 but includes a provision for the City to terminate at will. The agreement and a copy of the proposal from Sebis Direct is provided for reference.

Recommendation

After review and consideration of the bids received, staff is recommending approval of a resolution authorizing the City Manager to execute a five-year contract with Sebis Direct for utility bill printing and mailing services.

Votes Required to Pass:

Simple Majority

Res.

RESOLUTION

WHEREAS to ensure effective and timely utility billing, the City utilizes the services of a third-party vendor to print and mail its monthly utility bills; and

WHEREAS, the City issued an invitation to bid on August 5, 2025 and received bids from six printing and mailing companies; and

WHEREAS, Sebis Direct, Inc. has been determined to be the lowest responsible bidder; and

WHEREAS, as the City's current vendor, Sebis Direct, Inc. has satisfactorily provided the City with utility bill printing and mailing services since January 2021; and

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute a five-year contract between Sebis Direct, Inc. and the City of Crystal Lake for utility bill printing and mailing services.

Draft

DATED this 2nd day of September, 2025

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

CITY OF CRYSTAL LAKE
PROFESSIONAL SERVICES AGREEMENT
FOR UTILITY BILL PRINTING AND MAILING SERVICES

THIS AGREEMENT (the "***Agreement***") is dated as of the 2nd day of September, 2025 ("***Effective Date***") and is by and between the **CITY OF CRYSTAL LAKE**, an Illinois home rule municipality (***"City"***) and *Sebis Direct, Inc.* (***"Consultant"***).

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

SECTION 1. CONSULTANT.

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

Utility bill printing and mailing services (the "***Project***").

B. Project Description. The Consultant will provide professional services to the City in connection with the Project, as more fully set forth in the scope of services attached hereto as Exhibit A (the "***Services***").

C. Representations of Consultant. The Consultant has submitted to the City a description of the Services and represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the Services in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature. The Consultant further represents that it has the necessary professional training, experience, and qualifications to produce all work product and deliverables required to complete the Services. The representations expressed in this section shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved to the City.

The Consultant will be solely responsible for the accuracy and completeness of all required plans, reports, technical information, and other submittals (collectively, "Deliverables") and acknowledges that (i) the City will not be responsible for reviewing any Deliverables on a technical basis, and (ii) no review by the City of any nature shall be implied by its acceptance of the Deliverables.

D. Agreement Amount. The Consultant's fees for performance of the Services under this Agreement shall be as outlined in the proposal attached hereto as Exhibit B unless a change order or amendment to the Fee Proposal is approved in writing by both Parties in the manner provided by Subsection 8.A of this Agreement (the "***Fee Proposal***").

SECTION 2. SCOPE OF SERVICES.

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

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

C. Commencement; Time of Performance. The Consultant shall commence the Services on January 1, 2026. After commencing the Services as provided herein, the Consultant shall diligently and continuously prosecute the Services throughout the Term of this Agreement (***"Time of Performance"***).

D. Reporting. Upon request of the City Manager or the Manager's designee, the Consultant will promptly report to the City regarding the status or progress of any of the Services during the term of this Agreement.

E. Final Acceptance. The Services, or any discrete portion thereof, shall be considered complete on the date of final written acceptance by the City, which acceptance shall not be unreasonably withheld or delayed.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Invoices and Payment. The Consultant shall be paid as provided in the Fee Proposal. The Consultant shall submit invoices to the City in an approved format for those portions of the Services performed and completed by the Consultant. The amount billed in any such invoice shall be based on the method of payment set forth in the Fee Proposal. The City shall pay to the Consultant the amount billed within 30 days after its receipt and approval of such an invoice.

B. Records. The Consultant shall maintain records showing actual time devoted and costs incurred and shall permit the authorized representative of the City to inspect and audit all data and records of the Consultant for work done under the Agreement. The records shall be made available to the City at reasonable times during the Term of the Agreement and for three years after the termination of the Agreement.

C. Claim In Addition To Agreement Amount. If the Consultant wishes to make a claim for additional compensation as a result of action taken by the City, then the Consultant shall submit a written change order request to the City within 7 days after the occurrence of such action. No claim for additional compensation shall be valid unless made in accordance with this Subsection. The City shall promptly review a submitted change order request, but no change to the Fee Proposal or to the amount of compensation due to the Consultant for the Services ("***Agreement Amount***") shall be valid unless and until the change is approved in writing by both Parties in the manner provided by Subsection 8.A of this Agreement. Regardless of the City's decision relative to any change order request submitted by the Consultant, the Consultant shall proceed with all work required to complete the Services in accordance with this Agreement and without interruption.

D. Taxes, Benefits, and Royalties. The Fee Proposal and Agreement Amount include all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. Any claim for additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

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SECTION 4. PERSONNEL; SUBCONTRACTORS.

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

B. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the Agreement Amount, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term ***"Confidential Information"*** shall mean information in the possession or under the control of the City relating to the technical, business or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer systems, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of said information to the Consultant under this Agreement (***"Time of Disclosure"***); (ii) to have been in the public domain prior to the Time of Disclosure; (iii) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (iv) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

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

SECTION 6. WARRANTY; INDEMNIFICATION; INSURANCE; LIABILITY.

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A. Warranty of Services. The Consultant warrants that the Services shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the time of performance. The warranty expressed shall be in addition to any other warranties expressed in this Agreement or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, to the fullest extent permitted by law and without regard to the availability or unavailability of any insurance either of the City or the Consultant, indemnify, save, hold harmless, and defend the City, and its officials, officers, employees, agents, attorneys, and representatives against any and all injuries, lawsuits, claims, suits, demands, damages, liabilities, judgments, losses, costs, and expenses, arising or alleged to have arisen out of, as a consequence of, or in relation to the Consultant's performance of, or failure to perform, the Services, or any part thereof, or any other obligation of Consultant under this Agreement (including without limitation, review of plans and other technical documents, construction inspection services, and/or failure to meet any representations, warranties, or certifications of Consultant set forth in this Agreement), including attorneys' fees, litigation or defense costs, and expenses, except to the extent caused by the City's sole negligence.

C. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant shall provide certificates of insurance (and, if requested by the City, copies of insurance policies), all with coverages and limits acceptable to the City and evidencing at least the minimum insurance coverages and limits, restrictions on modification or cancellation, and additional insured endorsements as set forth in Exhibit C to this Agreement. For good cause shown, the City Manager may extend the time for submission of the required certificates or policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the City Manager may impose in the exercise of his or her sole discretion. Such certificates and policies shall be in a form acceptable to the City and from companies satisfactory to the City that meet the minimum standards for acceptability as set forth in Exhibit C. The Consultant shall, at all times during the Term of this Agreement (including, without limitation, at all times while correcting any failure to meet representations, warranties, or certifications of the Consultant under this Agreement), maintain and keep in force, at the Consultant's expense, the insurance coverages provided herein.

D. Subcontractor Insurance. Unless otherwise provided in Exhibit C, Consultant shall include any and all subcontractors as insureds under its policies or shall furnish separate insurance certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements applicable to the Consultant's insurance as stated herein.

E. Assumption of Liability. Consultant assumes liability for any and all injury to or death of any person or persons, including without limitation any employees of the Consultant, any subcontractor, any supplier, or any other person and assumes liability for all damage to property sustained by any person, persons, or entity occasioned by or in any way arising out of Consultant's performance of the Services.

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

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SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

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

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

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

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D. Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

E. Patriot Act Compliance. The Consultant represents and warrants to the City that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a specially designated national and blocked person (as defined in Presidential Executive Order 13224, as amended) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants to the City that the Consultant and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant hereby agrees to defend, indemnify, and hold harmless the City, its corporate authorities, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this subsection.

F. Term; Termination.

1. Term. This Agreement shall be in full force and effect for a term beginning on the Effective Date and continuing through December 31, 2030 or the termination of this Agreement as provided herein (the "***Term***").

2. Termination for Convenience. The City may terminate this Agreement during the Term without cause by providing 15 days' prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid in accordance with the Fee Proposal (but not in excess of the Agreement Amount) for Services actually performed and authorized reimbursable expenses actually incurred, if any, prior to the effective date of termination.

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

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

b. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except that the City shall pay Consultant for the Services rendered and accepted, and authorized expenses incurred up to the date of termination.

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

G. Compliance with Laws and Grants. Consultant shall perform all work related to the Services, the Project, and this Agreement in compliance with all applicable federal, State, and local statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; the Occupational Safety & Health Act; and any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, sexual orientation, disability, or other protected classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Additionally, Consultant shall obtain, and shall ensure that the Services are provided, performed, and completed in accordance with, all required governmental permits, licenses, or other approvals and authorizations. Consultant shall be solely responsible to submit all applications, reports, data, and information; give all notices; pay all fees; and take all other actions that may be necessary to ensure Consultant's compliance with this paragraph. Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or Consultant with respect to

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this Agreement or the Services, provided that Consultant has been given reasonable notice of such grant conditions.

To the extent that the Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, (the "***PWA***") applies to the Services or any portion thereof, it is the Consultant's obligation to pay (and require any subcontractor to pay) prevailing wages as established by the Illinois Department of Labor and in accordance with the PWA for each craft or type of work needed to complete the Services. The prevailing wage rates are established, and are revised from time to time, by the Illinois Department of Labor and are available on the Department's official website at: https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx. If the Consultant determines the PWA is applicable to the Services, or any portion thereof, the Consultant shall post or provide notice of the prevailing wage rates in accordance with the PWA. Any increases in costs to the Consultant due to changes in the prevailing rate of wages during the Term of this Agreement shall be at the expense of the Consultant and not at the expense of the City. Any change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Consultant shall be solely responsible to maintain and file accurate payroll and other records in the manner set forth in, and as required by the PWA.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof. In addition, with respect to any violations or alleged violations of the PWA, Consultant shall be solely liable and required to (i) pay the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Services; and (ii) defend and indemnify the City against any and all claims arising under or related to the PWA, including any damages, attorneys' fees, and penalties or fines.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

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

I. City Council Authority. Notwithstanding any provision of this Agreement, the Consultant shall not be authorized to purchase (nor to engage in negotiations, make representations, or enter into agreements relating to the purchase of) any goods, materials, supplies, or services from a vendor or other third party on behalf of the City except with the express prior written approval of the City and authorization of the City Council. The City shall not be liable to any vendor or other third party for any purchases, representation, or agreements made by the Consultant, purportedly on behalf of the City, without the City's knowledge and express written approval.

J. Mutual Cooperation. The City agrees to cooperate with the Consultant in the performance of the Services, including meeting and communicating with the Consultant and providing the Consultant with such non-confidential information as the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City and with any other consultants or vendors engaged by the City in relation to performing and completing the Services.

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K. News Releases. The Consultant shall not issue any news releases or other public statements regarding the Services without prior approval from the City Manager.

L. Records; Ownership; Intellectual Property. Consultant agrees to maintain records, documents, and project files relating to the Services, including as applicable and without limitation any and all designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and other documents, data, or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services (***"Documents"***). All Documents shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

M. Freedom of Information Act Compliance. Upon request by the City, Consultant shall cooperate with the City in responding to any request received under the Freedom of Information Act, 5 ILCS 140/1 et seq., ("***FOIA***") relating to this Agreement, the Services, or the Documents, including by providing to the City any and all Documents that are, or may be, public records responsive to such FOIA request so that the City may review and produce them to the FOIA requester within the time frames required by law. If additional time is necessary to compile Documents in response to a FOIA request, then Consultant shall so notify the City and, if permitted by applicable law, the City shall request an extension in accordance with the Act. In the event that the City is found to have not complied with FOIA as a result of: (i) Consultant's failure to timely produce Documents or otherwise appropriately respond to a FOIA request; or (ii) Consultant's request that the City assert an exemption to disclosure or otherwise deny a FOIA request for Documents, then Consultant shall indemnify and hold the City harmless and shall pay all amounts determined to be due as a result of the FOIA violation including but not limited to fines, penalties, defense costs, and attorneys' fees.

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SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is set forth in writing, properly approved by both Parties in accordance with applicable laws and procedures, and executed. City approval of any such amendment or modification shall require express approval by the City Council or by the City Council's authorized representative.

B. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any Party, or of a Party's duly authorized officer, employee, agent, or representative, is required, then the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

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

D. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the Parties hereto and their agents, successors, and assigns.

E. Notice. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by e-mail. Facsimile notices shall be deemed valid only to the

extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. E-mail notices shall be deemed valid and received by the addressee thereof when delivered by e-mail and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Subsection, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

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

City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, Illinois 60014
Attention: _____
E-mail: _____

With a copy to:

Victor P. Filippini, Jr.
Filippini Law Firm LLP
990 Grove Street, Suite 220
Evanston IL 60201
E-mail: victor.filippini@filippinilawfirm.com

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

_____
_____
_____
Attention: _____
Email: _____

With a copy to:

_____
_____
_____
Attention: _____
Email: _____

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

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

H. Time is of the Essence. Time is of the essence in the performance of this Agreement.

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

J. Governing Laws. This Agreement shall be governed by, interpreted, and enforced according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

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

L. Entire Agreement. This Agreement constitutes the entire agreement between the Parties regarding the Services and the matters set forth herein and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the City and the Consultant with respect to such matters.

M. Waiver. No waiver of any provision of this Agreement shall be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

N. Exhibit. Exhibits A, B, and C are attached hereto, and by this reference incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

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

P. Authority to Execute.

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

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions

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set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

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

[SIGNATURES FOLLOW ON NEXT PAGE]

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ATTEST:

CITY OF CRYSTAL LAKE

By: _____

By: _____
City Manager

ATTEST:

[FULL NAME OF CONSULTANT]

By:_____

By: _____

Title:_____

Its: _____

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EXHIBIT A

SCOPE OF SERVICES

SPECIFICATIONS/SPECIAL PROVISIONS
Utility Bill Printing and Mailing Services

General Information

The City of Crystal Lake is a home-rule municipality serving a population of 40,269 in an area of 19.24 miles in the southwestern portion of McHenry County, Illinois. The City currently issues approximately 14,000 utility bills each month to users of its water and sewer systems.

Three business days prior to the end of each month, a TXT file ("Utility Bill Data File") is produced using the City's current suite of BS&A financial software. The utility bill data file is then electronically transferred to the vendor to create a customer statement.

Each statement contains a remittance coupon containing a barcode scan line. Located on the back of each statement is an explanation of rates, penalty applications, payment instructions and where to call for specific billing information. Return envelopes are also included.

All utility bills are mailed so each customer receives a bill on the 1st of each month. Customer payments are due on or before the 21st of the month. In instances where properties are rental properties, both the tenant ("Tenant Copy") and owner ("Owner Copy") receive a bill.

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Nature of Services Required

A. General

Each month, the City issues approximately 14,000 utility bills for water and sewer services. The selected vendor shall be required to have the ability and necessary systems, programs, processes, etc. to produce and mail utility bill statements. This includes, but is not limited to, working directly with City vendors to produce utility bill statements and reports that conform to specifications outlined in this request for proposal.

The initial term of this contract will be for five (5) years, from January 1, 2026 to December 31, 2030.

B. Scope of Work to be Performed

1. Bill Design

The selected vendor shall work with the City to design a utility bill statement that will be similar to that which is currently in use. A sample of the current utility bill is attached as Appendix B. Any format changes required by the selected vendor are subject to the approval of the City. Due to in-house remittance processing equipment, the placement of the barcode scan line on the bottom of the statement is critical. Any deviation from the required placement will not be acceptable. Critical design elements include:

- The utility bill statement shall be printed on 8 ½ x 11, white 24 lb. bond paper (or equivalent).
- At a minimum, the customer's statement will include:
    - customer's account number
    - service address and mailing address (if different)
    - the present and last meter readings
    - the billing period
    - owner's copy (if applicable)
    - auto paid (if applicable)
    - the number of units consumed
    - clear itemization of the amount of the bill for the present billing period and subtotal of current charges
    - the billing date
    - payment due date
    - amount to pay if before the due date and amount to pay if after the due date
    - any unpaid balance from previous billing periods including any late payment charges
    - clear itemization of other utility charges and credits
    - last payment made on account
    - Bar graph depicting the last 13 months of consumption
    - Generic message area that can be changed monthly by village staff
- The statement shall consist of two (3) colors: black, blue and yellow.
- Utility billing information shall be laser printed on the statement.
- Paper and ink must conform to bank specifications for automated receipt processing including cleanliness, porosity, opacity, reflectance and color, smoothness and unstrained flatness.
- There shall be one full-width micro perforation on the bill that creates a remittance advice. The remittance advice shall be perforated so that it may be separated easily by the customer but not by handling during processing, printing or mailing.

2. Message Box

The City shall include a printed message on each utility bill. This message will not be contained within the utility bill data file but will instead be communicated to the selected vendor via the vendor's web portal, or if no web portal is available, via email. The vendor will subsequently add this message to each bill within a section labeled "A Message from the City of Crystal

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Lake". The City shall have the flexibility to change this message with each billing cycle without charge.

3. Bill Production

The utility bill statement shall be folded and inserted along with a reply envelope into a #10 window envelope. The outer envelope shall reflect the City's logo and return address. The mailing envelope shall contain the proper barcode per the United States Parcel Service's (U.S.P.S.) standards. The reply envelope shall be a #9 window envelope containing security tint and fully glued flap. The return envelope must conform to bank specifications for automated receipt processing. Auto pay customers do not need a return envelope. The vendor shall state if they have the capability to insert return envelopes only in those accounts that are required to send in a payment and also if there are additional costs for this service.

The vendor shall provide an electronic notification to the City verifying receipt of the utility bill data file transmission and confirmation of production. The vendor shall provide the City with control totals concerning of the number of records received, current charges and account balances for both unique and duplicate accounts, respectively.

The vendor shall supply the City a sampling of utility bill statements prior to the actual printing of utility bill statements each month. If requested of the vendor, the City shall provide written verification that utility bill statements meet specifications in accordance with this request for proposal before the bill statements are finalized.

The selected vendor shall print and mail the City's utility bill statements within forty-eight (48) hours of receiving the utility bill data file. Should the mailing service be delayed beyond forty-eight (48) hours after the receipt of the utility bill data file, there shall be a reduction of 10% in the cost of printing services for each business day delay for that month unless the bills are delayed at the request or approval of the City. The selected vendor shall reprint all utility bill statements that become mutilated or spoiled prior to mailing.

The vendor shall also state if they have the capability to combine multiple customer accounts billed to the same name and address into one envelope ("householding") and if there is an additional cost for this service.

4. Postage

All utility bills shall be mailed using the most economical postal rate. The selected vendor will certify that the mailing conforms to all United States Postal Service regulations such as CASS certification, NOCALink or any other regulations that may apply.

The vendor shall supply the City with documentation as to the quantity of statements actually mailed, the date and time of mailing and the rate along with the total cost to mail utility bill statements.

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5. Bill Statement Copies

Once the bill statements are finalized, a searchable PDF file of all current bill statements will be provided to the City, either via the vendor's portal or through email to the City.

6. Insert Capability

From time to time, the City may have other inserts to be included with the monthly utility bill statements. The selected vendor will have the capability to insert such supplements into the bill statement mailings. Ideally, the selected vendor will also have the capability to receive insertions electronically and print for insertion as well. Pricing will be required for the service of folding and inserting items produced by the City, delivered to the selected vendor's location for inclusion as well as pricing for any items printed in-house by the selected vendor.

7. Bill Backer

The City will periodically revise the fixed text on the back of the bills. The City would prefer to have both the front and the back of the bills printed each month to allow for flexibility, but are open to proposals for pre-printed stock in limited quantities. All proposals shall reflect the need to alter the bill backer and any stock printing costs on at least an annual basis. The selected vendor shall warehouse any such stock and envelopes in a climate-controlled environment to protect the integrity of the stock.

8. Past Due Notices

The selected Vendor may (at the City's option) be required to process past due notices each billing period at various quantities. The selected vendor should have the flexibility to take on the additional service request at an additional cost to be determined. The City currently sends out approximately 400 – 600 notices monthly.

9. Contact

The selected vendor shall provide the City, a primary and secondary contact to whom the City shall direct operational inquiries.

C. Payment for Services

The City anticipates monthly billing from selected vendor after completion of each cycle. Once received, all invoices are subject to administrative and City Council approval. Payments are processed semi-monthly after City Council approval. City Council meetings are regularly scheduled for the first and third Tuesdays of each month. The City will take all necessary steps to ensure prompt payment.

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D. Confidential Information

The City shall make available to the selected vendor, information that is not generally known to the public and at the time of disclosure is identified as, or would reasonably be understood by the selected vendor to be, proprietary or confidential ("Confidential Information"). Confidential information may be disclosed in oral, written, visual, electronic or other form. The City's confidential information includes customer information (whether past, current or prospective) and system designs, architectures and protocols.

The selected vendor shall use the same care and discretion to avoid disclosure, publication or dissemination of any City confidential information as the selected vendor uses with its own similar information that it does not wish to disclose, publish or disseminate (but in no event less than a reasonable degree of care). The selected vendor shall, and will ensure that the selected vendor and its representatives use the City's confidential information only to perform its obligations in accordance with an agreement to provide utility bill printing and mailing services to the City.

The vendor will ensure that transfer of data is secure. This includes all encryption software, procedures, secured lines, etc.

The selected vendor shall immediately notify the City of any actual or reasonably suspected unauthorized access to or theft or other loss of any confidential information of the City under the selected vendor's control. The selected vendor shall cooperate fully with the City to investigate any such unauthorized access. The selected vendor shall not commingle data of the City with that of any other person or entity.

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E. Copyright

The utility bill statement and return envelopes require the use of the City's logo and return address. The City shall provide the selected vendor with this information for the sole purpose of use under an agreement to provide utility bill printing and mailing services to the City. At no time shall the selected vendor reproduce the City's logo and return address for any other purpose.

F. Ownership of Data

The City shall retain ownership of all City data. The selected vendor shall waive and shall not assert any liens or other encumbrances against the City data nor, withhold any City data as a means of resolving a dispute.

G. Contingency Plan

The selected vendor shall provide a business continuity or contingency plan that addresses facilities and equipment used in the engagement for which the City seeks proposals.

H. Sub-Contractors

If any firm submitting a proposal intends on subcontracting out all or any portion of the engagement, that fact, and the name of the proposed subcontracting firm(s), must be clearly disclosed in the proposal, prior to acceptance by the City. Following the award of the contract, no additional subcontracting will be allowed without the prior written consent of the City.

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Exhibit B

FEE PROPOSAL

PROPOSAL RESPONSE TO:

City of Crystal Lake
Utility Bill Printing and Mailing Services

Attention:

Adam Orton, Assistant Finance Director

Due Date:
August 20th, 2025
10:00 AM CST

City of Crystal Lake
100 W Woodstock Street
Crystal Lake, IL 60014

PROPOSAL FROM:

SEBIS
DIRECT document management

Anya Sanders
Campaign Coordinator

6247 West 74th Street
Bedford Park, IL 60638

Phone: 312-243-9300 x1037
Fax: 708-546-3166
Email: anyasanders@sebis.com
Website: www.sebis.com

AICPA SOC
NIST National Institute of Standards and Technology U.S. Department of Commerce
HIPAA Health Insurance Portability and Accountability Act
PCI COMPLIANT

Sebis Direct Inc.

CHICAGO
6247 West 74th Street
Bedford Park, IL 60638
312-243-9300

CLEVELAND
1100 Valley Belt Road
Brooklyn Heights, OH 44131
216-298-1954

PHOENIX
3540 West Lincoln Street
Phoenix, AZ 85009

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SEBIS
DIRECT document management

6247 West 74th Street
Bedford Park, IL 60638
phone: 312-243-9300
fax: 708-546-3166
email: anyasanders@sebis.com

Utility Billing and Mailing Proposal

To:	Adam Orton
Organization:	City of Crystal Lake
From:	Sebis Direct Inc
Subject:	Invitation to Bid Response
Date:	08/20/2025

Dear Adam,

Sebis Direct is pleased to provide the following proposal seeking to provide the City of Crystal Lake with our organization's printing and mailing services for the production of your monthly utility bills. Sebis proposes to use its **Document-Direct** platform for the production and management of these critical documents and communications. This response outlines an efficient approach to managing the complex document process cycle that is utility billing operations. It is with this information and technology that Sebis can guarantee the City the benefit of lower costs of production while achieving the highest level of automation and compliance in your billing distributions.

Sebis Direct provides the following advantages which directly address the scope of work outlined in the City's request:

- **Document Management**
  Sebis is a single source provider that modernizes and produces every type of document and service Crystal Lake requires including, but not limited to utility bill design, postal processing, secure data handling, and bill production and distribution. Your organization will benefit from the latest technologies in document management, electronic delivery, storage and retrieval, imaging, and production.

- **We're Close!**
  Located in the Chicagoland suburb of Bedford Park, IL, Sebis has the advantage over many other document management providers in being conveniently close to Crystal Lake. Additionally, Sebis' location allows for a quick delivery of documents as our nearest USPS facility is conveniently located just down the block from our main headquarters. With our geographic proximity to these two important locations and our one business day assurance for document production, we are confident that Sebis can provide efficient service required by the City and its residents.

- **Experience and Outstanding Relationship**
  Established in 1989, Sebis Direct possesses decades of experience in compliant, secure, and reliable document management services. Sebis would also like to highlight the outstanding relationship with the City as it has provided document management services to the City for five years. It is the hope of Sebis that this professional relationship can continue in the coming years.

- **24/7 Online Access**
  Our state-of-the-art *Access Direct* application provides our clients with true Enterprise Content Management (ECM) and document management. Crystal Lake will have real-time, accurate, and direct access to all of its processes at all times. Our outstanding application provides online reporting of all process metrics, item inventories, postage, and delivery rates. Additionally, our system includes an easy-to-use archive of all historical document processes, process controls, and document activity.

- **Technical Account Management**
  In addition to our readily available Access Direct application that provides you around the clock metrics of your document processes, Sebis provides dedicated Technical Account Management (TAM) with primary and back-up personnel to address your questions and requests. Our Account Management team carries years of experience and are wholly committed to ensuring complete customer satisfaction in all of our clients' document management needs.

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- **Automated Processes for Document and Statement Production**
  Highly automated, compliant, and secure production systems that operate around the clock. Processes are highly efficient as they are automatically started within minutes of the electronic data arrival.

- **Latest Technology**
  Sebis' approach uses Open Source technologies that comply with International standards. Crystal Lake will benefit by being able to generate utility bills in multiple forms of output including paper, web, email, voice, text and fax deliveries. Additionally, the Sebis Automated Document Factory (ADF) is used for documents requiring the highest degree of security and integrity.

The approach and execution of this project will be extremely collaborative. The City of Crystal Lake's documents and related communications will be world-class in every aspect.

Thank you for your time and attention to this proposal.

Sincerely,
Wes Sanders
President
312-243-9300 ext. 1022

Anya Sanders
Campaign Coordinator
312-243-9300 ext. 1037

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SEBIS
DIRECT document management

Crystal Lake Proposal

Subject: Utility Bill Printing and Mailing Services Proposal

Date: 08/20/2025

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Information Provided by the City of Crystal Lake

Each month, the City issues approximately 14,000 utility bills for water and sewer services. The selected vendor shall be required to have the ability and necessary systems, programs, processes, etc. to produce and mail utility bill statements. This includes, but is not limited to, working directly with City vendors to produce utility bill statements and reports that conform to specifications outlined in this request for proposal.

Scope of Work Requirements

	General Requirement	Y/N/O	Vendor Comments
1.	Does the vendor have the ability to receive and utilize the text file containing fixed-length fields of data from the City software vendor?	Y	This requirement is affirmed. Sebis Direct can accept all types of data including flat data, .txt files, XML, PDF, and csv.
2.	Does the vendor have the ability to assist City staff to design a utility bill that includes the minimum stated requirements?	Y	This requirement is affirmed. Sebis does provide design services for clients' documents.
3.	If needed, will the vendor work with City staff to design an informational sheet explaining the format of the billing statement?	Y	This requirement is affirmed.
4.	Will the vendor conform to billing statement specifications of size, weight, color and placement of perforation?	Y	This requirement is affirmed. Sebis is capable of producing the documents specified in the scope of work outlined by Crystal Lake. If document specifications change, Sebis will be able to assist in implementing those changes.
5.	Will the statement have an area for generic messages that can be changed monthly?	Y	This requirement is affirmed. Sebis' Document Direct online editing tool allows Crystal Lake stakeholders to update content of their message box as often as needed.
6.	Will the mailing and return envelopes conform to the specifications?	Y	This requirement is affirmed. Sebis will utilize the requested mailing and return envelopes as outlined in the specifications.
7.	Does the vendor have the ability to selectively insert envelopes and suppress envelope insertion for accounts enrolled in auto pay?	Y	This requirement is affirmed. Sebis can suppress inserts and return envelopes based on the business rules of Crystal Lake.

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8.	Does the vendor have the ability to combine multiple accounts for the same customer into one envelope?	Y	This requirement is affirmed. Householding statements of the same customer is a service Sebis can provide.
9.	Will the vendor conform to the monthly folding, insertion and mailing requirements?	Y	This requirement is affirmed.
10.	Will the vendor provide an electronic file containing billing statements either by email or via internet access?	Y	This requirement is affirmed. Following document processing, output batch files are generated and posted to the Access Direct portal for Crystal Lake users to review.
11.	Does the vendor have the capability to print additional inserts received electronically and insert them into the billing?	Y	This requirement is affirmed. Sebis can print and insert additional sheets into billing mailings.
12.	Does the vendor have the ability to include pre-printed inserts in the billing?	Y	This requirement is affirmed. Sebis can include pre-printed inserts into billings.
13.	Will the vendor warehouse all stock and envelopes?	Y	This requirement is affirmed. Sebis will stock and warehouse all inventory items on behalf of Crystal Lake.
14.	Will the vendor comply with the list of additional services?	Y	This requirement is affirmed.
15.	Does the vendor have a disaster recovery plan?	Y	This requirement is affirmed. Sebis' disaster recovery plan is summarized in the *Facilities and Disaster Recovery* section of this response.
16.	Does the vendor assure that the transfer of data will be secure?	Y	This requirement is affirmed. Sebis Direct supports encrypted FTP, SFTP, or VPN and several additional transmission methods. All methods are secure options for data transmission.
17.	Does the vendor have the ability to meet the projected implementation dates as stated?	Y	This requirement is affirmed.

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Proposed Solution Outline

Sebis Direct Inc. is pleased to submit this proposed solution in response to Crystal Lake's specifications for the design, printing, and mailing of utility billing statements and related materials. With over 35 years of experience in high-volume document management, secure data handling, and variable data printing, and a working relationship with the City, Sebis is fully capable of delivering a reliable, accurate, and timely service that meets all outlined requirements.

Document Design, Printing, and Mailing	Sebis will utilize its *Document Direct* service, advanced programming team, and Access Direct online portal to design, process, and display the requested documentation to Crystal Lake. Once approved, documents will be submitted for production. All printed materials will meet the formatting and layout standards set forth by the City and include multiple security and quality controls throughout the production process.
Postal Processing	Sebis Direct is a full service provider of USPS required postal processing services. This includes CASS certifications, presorting services, NCOA address updates, and Intelligent Mail Barcode (IMB) tracking. Further details on these postal processes are outlined in the *USPS Processing and Compliance* section of this response.
Statement Identification	Sebis' Access Direct portal maintains a history of all your production activities. PDF files of the processed documents are available on each job posted and are available to relevant stakeholders. Users can search on account number, name, shipping tracking numbers or other custom values to identify specific billing statements.
Inserts, Message Boxes, and Bill Backers	Mailing Set-Ups can be controlled by this web-based resource either by Sebis or directly by Clients. Inserts can be added, removed or set to selective behavior based on Crystal Lake business rules. Document creation and composition capabilities allow Crystal Lake to upload new images and change text and graphics within its documents. Bill backers can be routinely updated based on the requests of Crystal Lake.
Customer Support	A dedicated account manager will continue to be assigned to Crystal Lake, acting as a single point of contact to ensure seamless communication, schedule management, and real-time issue resolution. The account manager will be available for routine check-ins and on-demand meetings throughout the project period.
Compliance and Security	Sebis offers a secure FTP site for the transfer of mailing data. Sebis also provides job-level image storage and access by statement or job number for easy retrieval through the Access Direct portal. All operations are completed in a secure, monitored facility with redundancy and compliance to data privacy standards. Please see the *Compliance and Security* section of the response for further details.
Facilities and Business Continuity	Sebis Directs maintains duplicate locations to provide a wide footprint and full redundancy. Each location has identical and duplicated systems and can run all applications that require business continuity, capability, and compliance.

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Sub-Contractors	Sebis is a single-source provider that does not outsource any of the services provided to clients.

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Experience and Executive Summary

Founded: 1989
Headquarters: Bedford Park, IL (Chicago area) with additional facilities in Phoenix, AZ and Brooklyn Heights, OH (Cleveland area).
Size & Structure: Privately held, 100+ employees

Company Overview

Sebis Direct is a Chicago-based leader in document management, direct mail, and electronic communications. For over 35 years, Sebis helped businesses across industries—such as insurance, healthcare, financial services, government, and associations—streamline vital document workflows, reduce costs, ensure compliance, and enhance efficiency.

Sebis operates three U.S. production/fulfillment centers, including a recent expansion into the Western U.S. through its 2024 merger with Standard Printing Company (SPC) and Information Outsource (IO), enhancing capacity and adding new form-printing and data-processing services.

Core Services & Capabilities

Sebis offers a comprehensive suite of document solutions:

- **Document Direct**: Comprehensive direct mail and document management solutions tailored to your needs.
- **eDocument Direct**: Electronic bill presentment and payment (EBPP), secure customer portals.
- **Access Direct**: A web-based portal for secure file uploads, job tracking, approvals, and analytics.
- **Web-to-Print**: Custom storefronts for on-demand printing of marketing materials, forms, ID cards, and more.
- **Demand Direct & Forms Direct**: Custom solutions supporting personalized document needs.
- **Kitting & Fulfillment**: Orders packaged to specification, ensuring accuracy and timely delivery.

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Security, Compliance & Quality

Security and compliance are central to Sebis operations. Sebis maintains certifications and adhere to standards such as PCI-DSS, SOC-II, NIST, HIPAA (including VA PHI compliance), and annual SOC audits under AICPA oversight. Sebis facilities operate under a zero-defect philosophy, with CASS and NCOA address processing and postal automation ensuring top-tier postage efficiency.

Client Experience & Support

Sebis distinguishes itself through high touch support: dedicated technical account managers, same-day service turnarounds, and 24/7 access to dashboards and process controls. All services are U.S.-based with no outsourcing. Redundancy across sites ensures business and operational continuity under adverse conditions.

Strategic Growth & Industry Positioning

Recent strategic acquisitions expanded Sebis' geographical reach and service breadth, complementing its technology-driven model. Customer success stories as seen on Sebis' website offer practical examples of ROI and operational efficiencies.

Sebis stands out in the highly competitive document solutions space by blending robust technology (XML), regulatory compliance, and personalized service. Our growth strategy focuses on maximizing capacity and geographic coverage.

Why Choose Sebis Direct

- **Decades of Experience** – Trusted since 1989 across diverse industries.
- **Complete Transparency** – All process metrics and jobs available at the click of a button.
- **Tech-Forward, Secure** – Modern XML workflows with strict compliance standards.
- **U.S.-Based Fulfillment** – Multiple domestic facilities, zero outsourcing.
- **Redundant Operations** – Multi-site setups support disaster resilience.
- **Responsive Support** – Dedicated teams and real-time access to document workflows.
- **Efficient Mail Handling** – CASS/NCOA processing with postal savings and tracking.

Sebis Direct Inc. effectively bridges the print-to-digital divide, delivering end-to-end communications and mailing solutions. Our scalable, secure, and client-centric model makes us an ideal partner for organizations seeking both compliance and modernization in document distribution.

For more in-depth service descriptions and case studies, visit Sebis' official site: https://www.sebis.com.

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Key Personnel

Person / Role	Outline
Wes Sanders, President	Wes Sanders Sebis Direct Incorporated 2/1989 University of Illinois at Chicago Circle; Information Engineering; 1984 Wes was employed by Business Data, Inc., Chicago, Illinois as an application programmer. *(Business Data was purchased by Wallace Business Forms and then later became Moore-Wallace, now a part of Donnelly)*. He specialized in the development of accounting modules used by the automobile dealership industry. Later he designed, coded and implemented a system to provide sales correspondence to the same industry. This project as well as other independent software development consulting assignments was the inspiration to start Sebis Direct, Inc. in the Chicago neighborhood of River North in 1989. In 1993 Sebis moved to a 20,000 sq ft. facility at 417 South Jefferson Street, Chicago, Illinois. This location was built out and served as a production facility. In July 1998 Sebis moved to a 48,000 sq. ft. base location at 847 West Jackson Blvd., Chicago, Illinois. In October 2006, Sebis purchased and built out a state-of-the-art document production and management facility in the Chicago suburb of Bedford Park. In addition to the CEO responsibilities at Sebis Direct, Wes has designed and implemented the following projects: • Design and Development of Specialized Document Composition and Imaging programs to support complex form processing to early versions of Xerox High-Speed Centralized Laser Output Systems. • Association Membership Management Package. • Municipality Vehicle Tax Services Software. • The Access-Direct CRM Web system. This system permits 24/7 client access to all communication processes, historical billing, inventory and logistics information at Sebis. • Electronic Print and Mail Plant Management Application. • Wes was the principal architect of the eDocument-Direct System. The system is in use and being installed as clients add Electronic Billing Presentment and Payment (EBPP) to their billing systems. Wes has given presentations of this technology as well as general ebilling presentations. • Wes is the design architect of the currently used policy document generation system that may be the first adoption of a pure XML Open Source system using XSL:FO 1.0 and docbook standards. Sebis Direct currently operates over 250 Business Process Outsource (BPO) document management and production applications. 45% of these are in the area of Healthcare billing and related direct communications. Through Wes' direction, the Sebis organization has fully embraced Open Source Software and Principles. Most of its production systems are in the

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	General Public License. Linux and its related technologies are fully utilized and promoted throughout. Professional memberships in the document management and production space: **XPLOR** www.xplor.org Xplor International, also known as The Electronic Document Systems Association®, is the worldwide association, of users and suppliers of the products and services that create, modify, and deliver customized information using a variety of document technologies. Incorporated in 1981 as a not-for-profit association, its worldwide network of regions and chapters are directed, organized, and governed by its members. This was originally a Xerox Users Group. **AIIM** www.aiim.org AIIM is the community that provides education, research, and best practices to help organizations find, control, and optimize their information. Wes is a certified ECM Practitioner as accredited by AIIM.
Kathy Morrin, Executive Vice President	Hire Date: 2/27/1995. Job titles: Account Manager, Manager of Client Services, and Executive Vice President / COO. Associate of Arts in Liberal Arts - Daley College, Chicago IL. Bachelor of Arts in Integrated Marketing Communications - Columbia College, IL. Major in Advertising. Minor in Marketing. Kathy was a Sr. Account Manager at a prior direct mail production firm, Cre-Ad Mail, in Chicago, IL. Additionally, she was the Circulation & Promotions Manager for a prominent medical publishing company affiliated with the American College of Surgeons. With over 25 years experience at Sebis, Kathy has provided every customer service and production management role Sebis has. Kathy is the Executive V.P. of Sebis and is the escalation after the TAM for any production or business related issues and queries.
Terry Bockhol, Vice President, IT	Hire Date: March 2001 DeVry Institute of Technology SAIR/GNU LCP (Linux Certified Professional) Terry is substantially responsible for the solution architecture of all modern Sebis systems. Terry has headed the development of numerous on-line systems as well as designed and collaborated on the nominal paper production systems. He currently contributes to various open source projects.
Cameron McHugh, Technical Account Manager	Hire Date: 6/20/2011 Job Titles: Technical Account Manager, Senior Technical Account Manager, and currently Senior Cloud Services Manager. Bachelor of Science in Management – Purdue University, West Lafayette, IN The lead staff member working for Crystal Lake will be a Technical Account

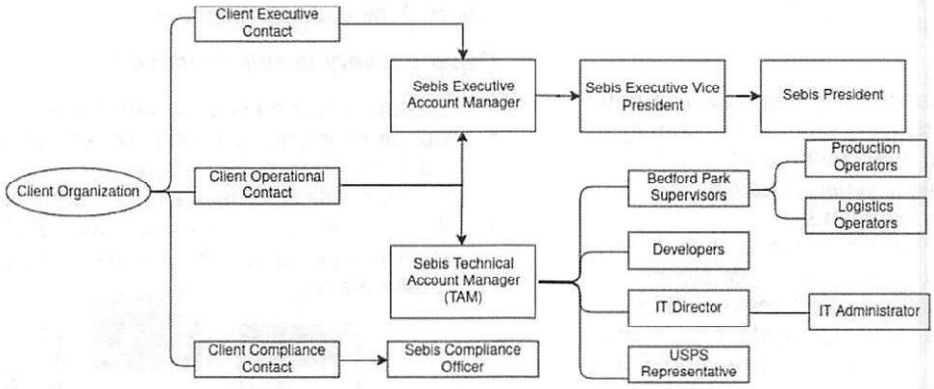
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	Manager with experience implementing multiple new clients. TAMS have technical degrees and are cross trained between client applications. Crystal Lake will have a primary TAM, a dedicated back up, and executive staff involvement as required. TAMs work with a team of programmers who manage data, set up documents, and provide online services. Sebis staff is assigned at the time of engagement.
Bob Anderegg, Sr. Project Manager (CIO)	Hire Date: 6/28/2010 Job titles: Technical Account Manager, Senior Technical Account Manager, Information Technology Director, Project Management Director Bachelor of Arts in Business Administration - Keiser University, FL. Bachelor of Science in Management Information Systems - Keiser University, FL Master of Science in Organization and Management with Leadership Specialization - Capella University, MN Bob was a manager for Walgreens drugstores at numerous locations across the Chicago metropolitan region. Additionally, he owned and operated a PC repair and general office supplies business. Bob has also worked in an information technology/security and compliance role with a cryptocurrency exchange, ErisX, that was acquired by the Chicago Board Options Exchange (CBOE). With nearly 15 years of experience at Sebis, Bob has been heavily involved with both front-end operations including interacting directly with clients as well as back-end operations including compliance, information technology/systems/security and production. Bob is currently serving Sebis as a Sr. Project Manager.

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Typical Client / Sebis Organizational Chart

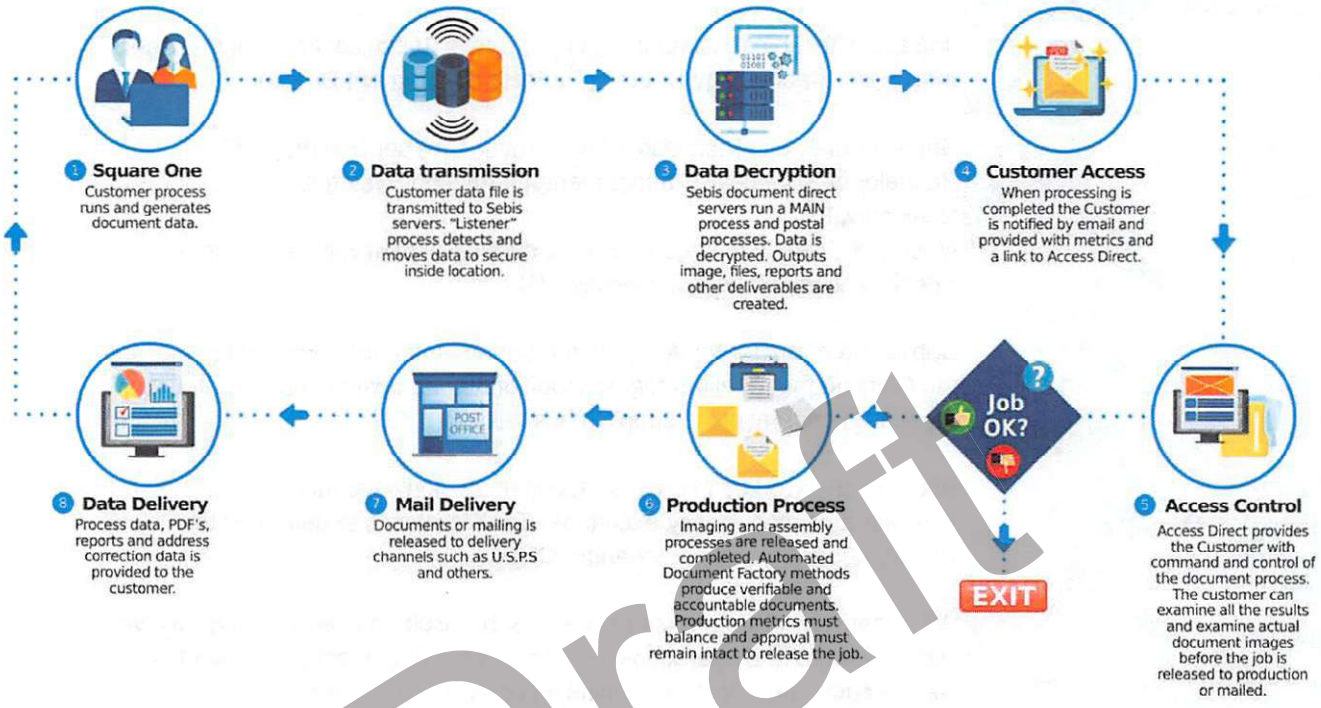
The following image depicts typical Client - Sebis personnel organizational working relationships.



The Processing Cycle

Sebis Automates the Document Production Cycle.

At the conclusion of a processing cycle, output batch files are generated. Sebis Direct supports encrypted FTP, SFTP, or VPN and several additional transmission methods. Processing at a Sebis data center occurs as soon as data arrives. ***Sebis is expert at creating lightweight data couplers from any IT platform into Sebis Document Management processes.*** Sebis uses Open Source Systems and can accept any file format including print streams.



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Document-Direct Processing Outline

File is Received

An automated "listener" process at Sebis Direct detects the presence of transmitted files then moves these files off of the FTP services inside to a production server and starts the process. This fully automated process starts within minutes of the arrival of the files.

Decryption and Parsing

The input file object is read and decrypted (if required) using an approved security method.

Document Processing

Crystal Lake's data is transformed into an XML format suitable for any and all delivery channels and imaging methodologies. Any and all defined business rules are applied to the documents and data. Data is then transformed into actual documents.

The use of XML allows Sebis to process, render, and manage the simplest to the most complex documents. XML can be transformed to printable documents, ID Cards, emails, web presentments, PDFs, SMS texts, audio, and even video easily.



Segmentation

Documents are routed to proper delivery and transmissions segments.

Segments include all forms of electronic transmission, faxing, boxing, and shipping, returning to the client and other methods.

This process also suppresses documents from being mailed if the customer has adopted electronic delivery.

Paper delivery is still provided if:

- Customer has no ***eDocument*** system enrollment.
- Customer is enrolled and chooses to receive a paper bill. (If this option is offered)
- Electronic delivery fails after all attempts.
- The document type requires paper mailing. (Such as a shut-off, collection or final notice – based on requirements)



USPS Processing and Compliance

The Most Effective USPS Automation Processes are Applied to Documents.

The Sebis Document-Direct system electronically applies a full suite of USPS postage processing services to the application address data. This results in the most efficient USPS processing and at the lowest possible postage cost. All of the following processes are applied ***BEFORE*** documents are composed and produced.

NCOA^{Link} TM Processing

The United States Post Office requires that all first class automated rate mail complies with the move-update requirement. The requirement states that to be eligible for the automation mailing rates, the subject mailing addresses must be recent (within 6 months old) or be processed by one of several U.S.P.S. approved methods of updating the addresses. In order to fully comply with this U.S.P.S. regulation, Sebis Direct offers the NCOA^{Link} process.

The NCOA^{Link} file is a consolidated file of move information that on average contains approximately 40 million permanent Change-of-Address (COA) records filed with the U.S. Postal Service each year. Each record contains the relocating Postal customer's name along with an old and new address. The old address is the one compared to the address provided by the data for matching purposes and the new address is the one returned. If a match is made, the mailing address is changed and the data is stored for the purpose of updating the customer database. These COA records are retained on the system for a sixteen month period from the move-effective date.

Additional information regarding NCOA^{Link} can be provided on request.

Mailstream Processing

Based on the class of mail, the process correctly sorts files to the finest level possible, in accordance with United States Postal Service (USPS). The mailing is reordered to comply with presort automation rate requirements. This process also generates a series of reports such as the mailing statement and mail audit trail report required by the U.S.P.S. All of these reports are available online to Crystal Lake.

This application will utilize the Intelligent Mail Barcode (4 state barcode) required by the U.S.P.S. in 2013.

Sebis is a full service IMB provider.

Note: Sebis Direct is authorized to mail non-identical weight packages through the United States Post Office. Sebis Direct was the first organization approved for batch manifesting non-identical weight mailings at the Main Post Office in Chicago.

Full Service Intelligent Mail Barcode (IMB)

Sebis Document-Direct provides **FULL SERVICE** Intelligent Mail. Intelligent Mail complies with a number of new USPS services and includes the new Intelligent Mail barcode. The Intelligent Mail barcodes are information-rich. For example, the POSTNET barcode only includes delivery point routing information. In contrast, the Intelligent Mail barcode for mailpieces holds significantly more data and includes additional fields that can allow Crystal Lake to uniquely identify each mailpiece in a mailing. Intelligent Mail barcodes facilitate feedback about the mailpiece, handling units and containers, and allows for USPS service performance measurement, making it possible to use the mail in a much smarter, more efficient manner. An example of this is Start-the-clock information to notify mailers when the Postal Service takes possession of mailings. Crystal Lake will be able to track mail delivery performance using the on-line Access-Direct system.

CASS Certification

CASS™ address standardization is the process of standardizing addresses so that they follow the USPS® Coding Accuracy Support System (CASS™) requirements. As part of a typical document application, Sebis provides full CASS certification to cleanse and standardize address data.

An example of what CASS software will correct in an address:

The input of:
1 MICROWSOFT
REDMUND WA

Produces the output of:
1 MICROSOFT WAY
REDMOND WA 98052-8300

CASS processing does not validate the person or business that is at the address, but it does validate whether mail can be delivered to an address. Each process run generates full CASS reporting. This shows the deliverability of all mail and can also provide corrected and standardized addresses back to the client.

CASS certification is also used as a validation of input address accuracy.

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Crystal Lake's Document Processes are Compliant and Secure.

Compliance

Sebis complies with NIST, SOC, PCI-DSS, HIPAA for Business Associates and HIPAA for VA Protected Health Information regulations, standards and guidelines. Sebis has been audited and deemed compliant by all governing bodies. In addition, Sebis takes extra steps to protect customers interests that none of these regulations, standards and guidelines address.

Sebis is SOC 2, Type 2 compliant. Audit is performed by Mueller & Co., LLP, a respected certified public accounting firm and AICPA independent auditor since 2012.

Sebis has also been audited annually for PCI-DSS 3.1 compliance and we have entered our first PCI-DSS 3.2 audit.

All Sebis employees receive HIPAA Training upon hire and renewed annually.

Numerous training programs and modules are employed. All staff are required to participate in the Security Awareness Program and the HIPAA Privacy and Security Policy as a condition of their employment.

This includes security awareness strategies, training schedules, awareness controls, and key resources to promote security awareness. It is critically important that all sensitive information handled be handled according to all applicable laws, regulations, and common sense practices such that the information is protected from misuse, abuse, and theft by unauthorized parties. Misuse, abuse, and theft includes accidental and intentional distribution, disclosure, transfer, etc. that results in the potential or actual distribution of sensitive information.

Each staff member receives a copy of the Security Awareness Program upon hire, after updates and/or annually. A current copy is also made available in staff break rooms. Each staff member completes, signs and returns a Security Awareness Program Acknowledgment form to the IT Compliance Manager where it's filed.

Policy

Sebis has a high level Information Security Policy that references several granular security policies. These policies include the Sebis Access Control Policy, the Sebis Firewall Policy, The Sebis Identification and Authentication Policy, The Sebis Mobile Device Policy, The Sebis Physical Security Policy, The Sebis Visitor Policy and the Sebis Employee handbook to name a few. Each of these policies are reviewed annually to assure that they are still relevant and adhere to the ever changing security standards, regulations and standards.

In Summary

Compliance is not a static issue. Sebis routinely adopts compliance measures brought in scope by its clients as time goes on.

A tour of any facility is also welcomed and makes many of the security features very evident. Every precaution is taken to protect client information and data.

Site Security

Publicly accessible systems are isolated from internal systems by dedicated firewall components. SSL is used to secure data transmission over public networks. Automated network traffic and system analyzers notify personnel of attempted breaches to security.

Privacy of documents and document data is provided by many of the following practices.

Every document and package is identified and tracked throughout the processing, printing and assembly process.

Barcode identification occurs for all documents in assembly. Highly secure assembly control and tracking schemes in use.

Data systems control all access to data.

Physical site security includes key card access controls, camera surveillance and secured areas.

Assembly operations are fully tracked and recorded.

Encryption / decryption of data using HIPAA accepted methods.

All document access activity is recorded. Client data is encrypted at rest.

Confidentiality agreements annually renewed by all employees in contact with protected health information.

Monitoring systems are in use at all times.

Incident Reporting

The Sebis Incident Reporting system collects, documents and scores incidents of all types. This includes incidents, errors and complaints by any party related to the application. It also includes abnormal and notable occurrences that are thought to be reportable.

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Multiple Facilities Provide Redundancy to Crystal Lake

Sebis Directs' three duplicate locations provide a wide footprint and full redundancy. Each location has identical and duplicated systems and can run all applications that require business continuity, capability, and compliance.

Sebis Direct has 3 production facilities.

The company headquarters and facility is located in the Chicago area:

Sebis Direct, Inc.
6247 West 74th Street
Bedford Park, IL 60638



The Cleveland area site is located at:

Sebis Direct, Inc.
1100 Valley Belt Road
Brooklyn Heights, OH 44131



The Phoenix area site is located at:

3540 W Lincoln St.
Phoenix, AZ 85009

The Bedford Park, IL facility will be primary for production. This site has all of the equipment assets cited in this proposal and can provide 100% of the document production services required.

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Power Generation

At both facilities, all critical servers are protected by UPS for power outages, brown-outs and voltage spikes generated by outside influences.

All sites are backed up by 250 kW diesel generators that supplies the entire facility at 50% of its capacity during a complete power failure. Each facility is equipped with automatic transfer switch that's configured to relinquish supply to the generator during any power source anomaly. Generators are tested bi-monthly and load tested annually.

Business Continuity / Disaster Recovery

Sebis' compliance includes and requires full and documented disaster recovery / business continuity procedures. This is covered in the Business Continuity and Disaster Recovery Policy.

The principal business continuity methodology relies on the multiple and duplicated production site strategy.

All production assets required in Bedford Park are duplicated in all other locations.

All data, documents and programs exist on multiple separated data processing grids for disaster recovery purposes.

Sebis Direct uses open source programs and architecture. This provides additional security because data and programs are not tied to proprietary platforms. Document compositions for example may be processed by any firm also dedicated to Open Source Technologies.

Critical production equipment and resources are fully duplicated at each facility. The Sebis production capabilities section of this proposal provides a census of these assets.

All data and document production processes can be performed at either production facility location.

As part of Business Continuity compliance, live runs will be produced at the alternate facility on a schedule to be determined in collaboration with the client, but likely at least once per year.

The Sebis SOC2/Type II report can be provided on request.

Document Processing Features

Document Barcoding
All documents produced are barcoded. This is done to support automated production processing and document security and production integrity.

Document Audit Trail
Access-Direct keeps track of the production of every document produced. This tracking information can be used to find the history of any document that was produced within any retention period required.

Automated Constraint Checking
Production processes are approved by both the use of automated constraint checking and client approvals. This includes any control metrics requested by the City. This could be document counts, document dates, dollar values, similarity to previous runs, etc. The following is a list of typical constraint checks:

- Processing control totals are reconciled with input control totals, if provided.
- Control totals are automatically checked for reasonableness.
- Document dates are checked for reasonableness.
- Processing checked for similarity to previous runs.
- Postal discounts are checked for reasonableness.

Constraint violations **stand out** both in emails and on-line.

Multi-Lingual Support
Sebis utilizes the open source XSL:FO specification for all complex dynamic document rendering and production. All world languages and character sets are supported by this specification.

XSL FO has powerful means to deal with non-Western writing systems.

- Right-to-left, top-to-bottom. This mode is used in Arabic writing system (adopted by many languages of the Middle East), Hebrew, and Syriac alphabets.

- Top-to-bottom, right-to-left. This way of writing is widely used for Japanese, but also for Chinese and other languages in East Asia.

Document Repository Uploading
Crystal Lakes may operate an internal repository system used by the City's agents. Part of this system may allow agents to view the document.
As part of the production process, Sebis can provide document images and companion meta-data in whatever form and image type requested by Crystal Lake.
Document images and meta-data can be packaged and transmitted to Crystal Lake nightly or on whatever schedule is required.

Sebis can also provide a secure receipt process to check for any failed uploads and notify managers to investigate.



White-Paper-Factory
Sebis Direct provides a service for organizations to deliver documents securely without the using any pre-printed envelopes or inserts whatsoever.

It's called White-Paper-Factory (WPF). The WPF program is designed for applications of any size, but the best advantages are realized for smaller applications.

Using our standard security #10 window envelopes and full color high speed digital pressed, Sebis produces your documents and letters along with those of other applications in a single efficient process.

Your documents, statements and letters benefit because there is no need to meet minimum quantities. There are small flat charges and reduced postage costs.

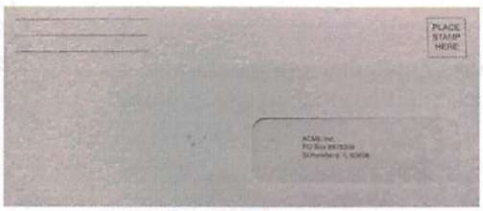
The best part is your documents and letters enjoy all of the Document-Direct features and controls that the largest and most compliant applications utilize.

The return address is large enough for the branding and return address to easily be seen.

The reply envelope can have a single window that lines up perfectly with your mail-to address for payments and other responses.

The U.S. Postal Indicia uses the text: "Mail Service Center". There is nothing revealing that the mailing originated in any specific City or State.





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Sebis Manages the Full Lifecycle of Certified Mail Documents

Certified Mail is much more than printing and mailing a letter.

It is the management of the entire document life cycle through all stages from birth to final destruction. The full management of a certified letter includes tracking and recording every step of its life. This includes the following items:

- Creation of the certified mail document.
- Storage of an image of the original document.
- Tracking and recording all aspects of the documents' production. This includes processing, approvals, and all aspects of its printing, assembly and mailing.
- Tracking and recording all USPS delivery scans.
- Recording the return receipt including the image of the signature.
- Scanning and recording any returned undeliverable mail. This includes both sides of the envelope.
- Storing all of the above information and making it available view on-line user friendly interfaces.
- Bulk upload of document and document activity to Client systems.

Electronic Format

The example below shows the electronic Certified Mail – Return Receipt Requested mailpiece. Long gone are the days of using the tear-off stickers and manually signed and mailed return receipts.



The mailpiece production is high speed efficient and secure.

Sebis can produce certified mail as flats, window envelope and closed face envelope configurations.

Document Lifecycle Records

The Sebis Certified Mail system records all of the events associated with each certified mailpiece. This information is available to users for individual documents as well as aggregated reports illustrating performance metrics over any time period.

On-line access and offline data is available.

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The example below shows the data that is recorded and retained for a single certified mail letter.

21409006	Document Birth	2018-07-03 17:47	https://www.sebis.com/alfresco5/d/a/workspace/SpacesStore/7f55fb77-2e25-4674-bf5c-cc9a1fbf6f90/fa-dup-std-cmail-21409006.pdf
21409006	Document Released to USPS	2018-07-05 19:00	
21409006	Signature on File	2018-07-16 00:00:00	https://www.sebis.com/alfresco5/d/a/workspace/SpacesStore/112bb02e-1db2-4251-baab-6b33f417b634/pod071618.71
21409006	USPS Scan	2018-07-09 11:02:00	(01) DELIVERED PO BOX 92502 RIVE
21409006	USPS Scan	2018-07-07 21:55:00	(10) PROCESSED THROUGH USPS F/
21409006	USPS Scan	2018-07-07 11:33:00	(10) PROCESSED THROUGH USPS F/
21409006	USPS Scan	2018-07-06 12:25:00	(EF) DEPART USPS FACILITY 60499 E
21409006	USPS Scan	2018-07-06 00:00:00	(10) PROCESSED THROUGH USPS F/
21409006	USPS Scan	2018-07-05 20:14:00	(OA) ORIGIN ACCEPTANCE 60499 BE
21409006	USPS Scan	2018-07-05 21:29:00	(10) PROCESSED THROUGH USPS F/

The image on the right is the electronic signature confirmation for delivered Certified Mail. These images along with all delivery, Sebis, and Crystal Lake event data are stored and available for every document.


UNITED STATES POSTAL SERVICE

Date Produced: 12/03/2018

SEBIS DIRECT, INC.

The following is the delivery information for Certified Mail™ item number 7190 0008 0130 0599 9153. Our records indicate that this item was delivered on 11/29/2018 at 09:52 a.m. in ACAMPO, CA 95220. The scanned image of the recipient information is provided below.

Signature of Recipient :

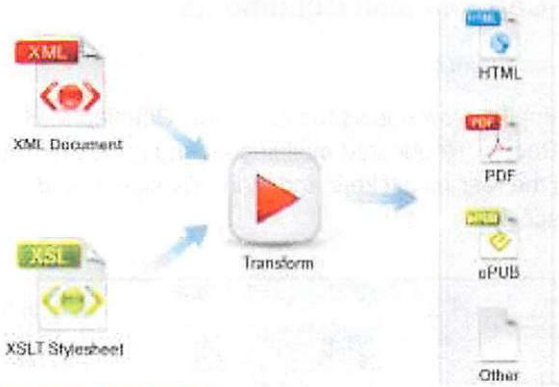
Address of Recipient :

Thank you for selecting the Postal Service for your mailing needs. If you require additional assistance, please contact your local post office or Postal Service representative.

Sincerely,
United States Postal Service

...reference number shown below is not validated or endorsed by the United States Postal Service. It is solely for customer use.

Document Processing Features (continued)



Document Rendering

Sebis is dedicated to Open Standards. Document composition, transformation and production is performed using the XSL:FO specification. Using XML and XSL:FO transformation tools, Sebis can convert document data into any presentation format imaginable.

This includes paper, email, PDF, audio, HTML, and even video or animated presentations. XML technologies are used to process and transform documents into multiple formats and any presentation channel. Sebis converts document data into XML. This is then merged with stylesheet objects to create the presentation format and language that is appropriate.

Documents can be rendered as electronic presentations or paper formats. Multilingual options are easily implemented.

Paper and PDF documents are composed using the www standard called **xsl:fo.** This stands for XML transformations of formatted objects. Formatted objects means paginated displays (such as paper).

Some advantages of this method are:

- It complies with international standards body. It can't be hijacked or modified without a body of approval.
- As an open standard, Sebis and Crystal Lake cannot suffer from vendor lock-in. Multiple vendors compete to provide rendering solutions that meet the xsl:fo standard. The substantial investment in document compositions is better protected.
- The feature set is substantial and robust. Sebis can compose the most complex documents with elegant flows, typography, and layout.



Change Management

Changes to applications have several workflows available. Many applications are broken down into two areas of version control. The first is the application itself. This includes all program code, application business rules, and other elements that could be thought of as traditional data processing.

The second is document compositions. This would include document compositions, ID card layouts, graphics, etc.

The above items are subject to the Subversion version control systems/repository (SVN)

Composition items can be part of traditional source code control or be made part of document repository control.

The methodology, workflow and compliance requirements of Crystal Lake will be examined, and the best change management control will be utilized that meet the requirements.

Change management is very secure. Applications and document compositions are stored in the Subversion version control system. (often abbreviated **SVN**, after its command name **svn**) is a software versioning and revision control system distributed as open source under the Apache License. Sebis uses Subversion to maintain current and historical versions of files such as source code, web pages, and documentation.

The change management process invokes a number of controls, documentation, approval, development or composition activity, testing, approval and promotion of code.

Applications may also include User Acceptance Testing (UAT) versions depending on the requirements of the Client.

Web-2-Print and Print-on-Demand

Images, messages, and variable document content or entire compositions can be edited on-line with Access-Direct and included in the final document.

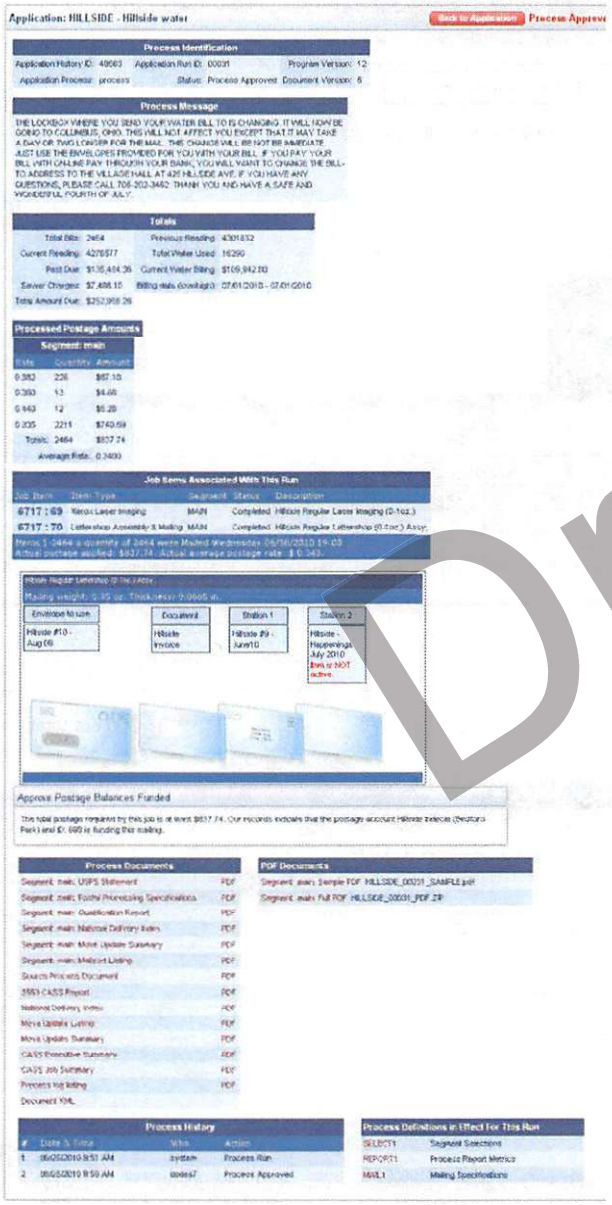
Draft

Processing Results and Approval

Crystal Lake Can Examine All Aspects of Each Production Cycle.

Access Direct

Access-Direct provides the City of Crystal Lake with outstanding connectivity to all aspects of the application. At the conclusion of a process, a notification email is sent to all appropriate City stakeholders. This email contains a link when clicked takes the user to an ***Access-Direct*** page containing all process information.



It is at this point, all aspects of the application run can be examined and approved.

The following information and features are provided:

- Identification of the run and its status.
- Any pertinent messages or exceptions from the run.
- All process results metrics (total records, process date, etc.).
- Segmentation of documents, such as number of documents emailed vs. mailed.
- Computed postage required to mail this run.
- U.S.P.S. CASS certificate.
- The U.S.P.S. postage statement(s) that will be submitted.
- Any reports that were provided from Crystal Lake's data processing environment.
- Mail Audit Report.
- Financial totals of benefits, checks, charges, etc.
- *NCOA Link* Updated Addresses.
- Viewable document PDFs.
- Links to pages detailing imaging and assembly specifications.
- The history of the execution and events such as mailings, approvals or declines.
- Any files for Crystal Lake's Name use. This will include an excel file containing any process audit information required.
- Files, reports, and other objects are provided through SSL encrypted web connections. No protected data is transmitted via email.
- At this point individual documents may be "pulled" from the run and destroyed or routed.
- Automated constraint checks are applied that **highlight** suspicious or corrupted process results.

Draft

Please note: Approvals can be manual or fully automated. Sebis provides multiple processes and protections for automated approval.

Mailpiece Delivery Tracking – The Intelligent Mail Barcode (IMB)

Crystal Lake Can Track the Delivery Progress of All Mailings.

Access Direct

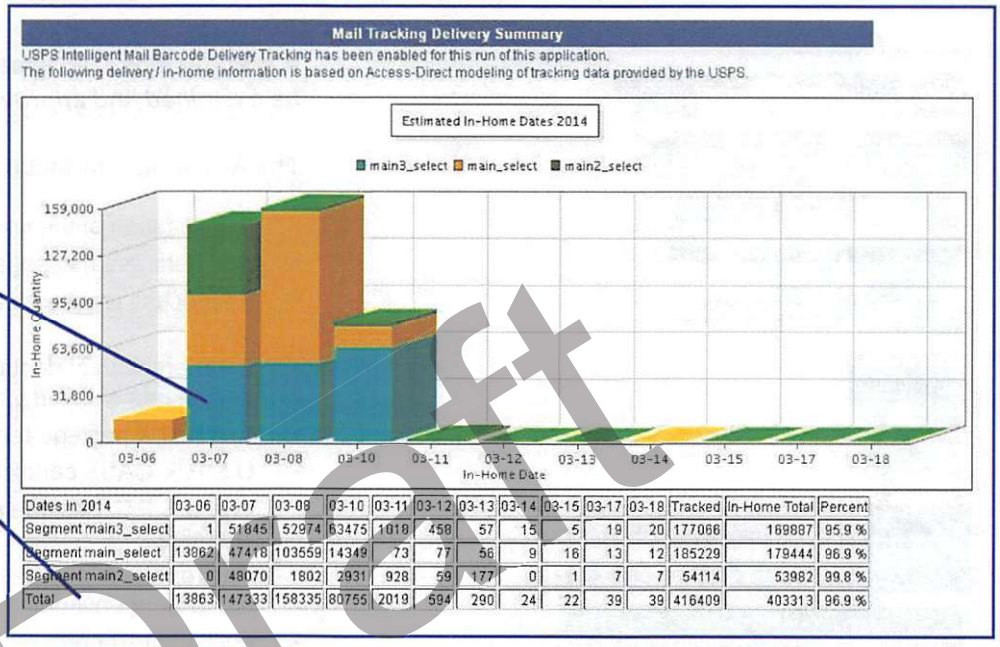
All mailings submitted include the Full Service Intelligent Mail Barcode. As mail progresses to each recipient, it is scanned by USPS equipment throughout the United States. This scanning data is analyzed and provided back to the City in the form of aggregated reports and graphs as well as individual data for each mailpiece.

This applies only to USPS mailed and delivered items.

The graph on the right is included in the application history for each run.

Aggregated graphs show the predicted in-home date for mail in each segments.

A table illustrates the number of mail pieces delivered on each day.

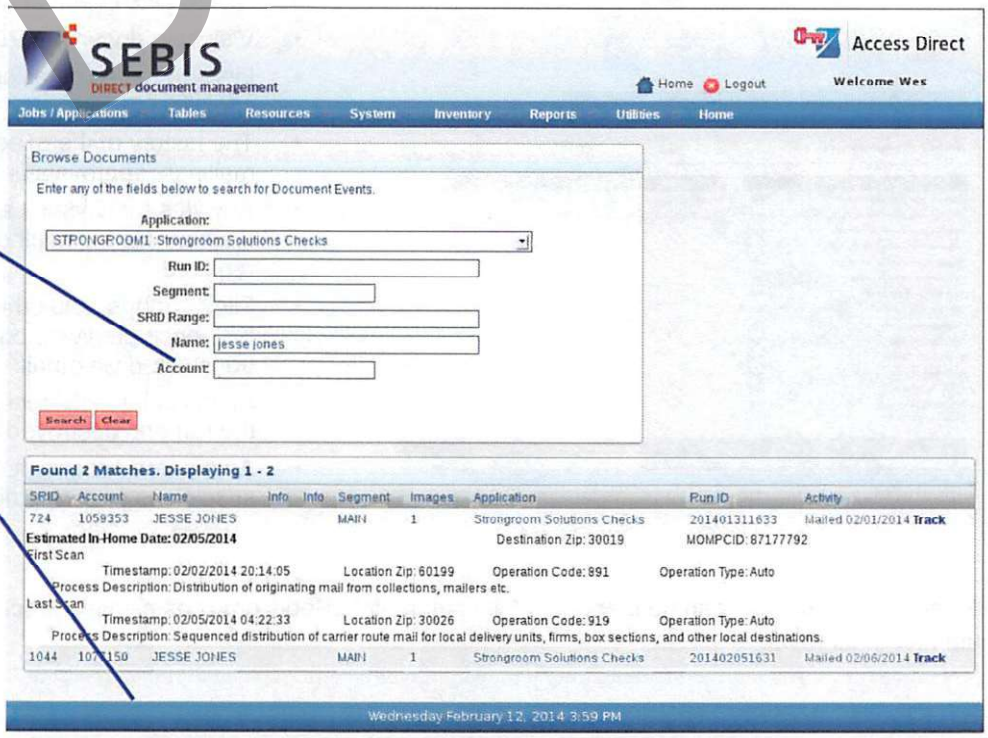


Dates in 2014	03-06	03-07	03-08	03-10	03-11	03-12	03-13	03-14	03-15	03-17	03-18	Tracked	In-Home Total	Percent
Segment main3_select	1	51845	52974	63475	1018	458	57	15	5	19	20	177066	169887	95.9 %
Segment main_select	13862	47418	103559	14349	73	77	56	9	16	13	12	185229	179444	96.9 %
Segment main2_select	0	48070	1802	2931	928	59	177	0	1	7	7	54114	53982	99.8 %
Total	13863	147333	158335	80755	2019	594	290	24	22	39	39	416409	403313	96.9 %

Crystal Lake's Agents can look up a specific mail piece and see the scanning activity and the predicted in-home date for any specific mail piece.

A record of every document delivered to each recipient is available.

Users can search on account number, name, shipping tracking numbers or other custom values.



Draft

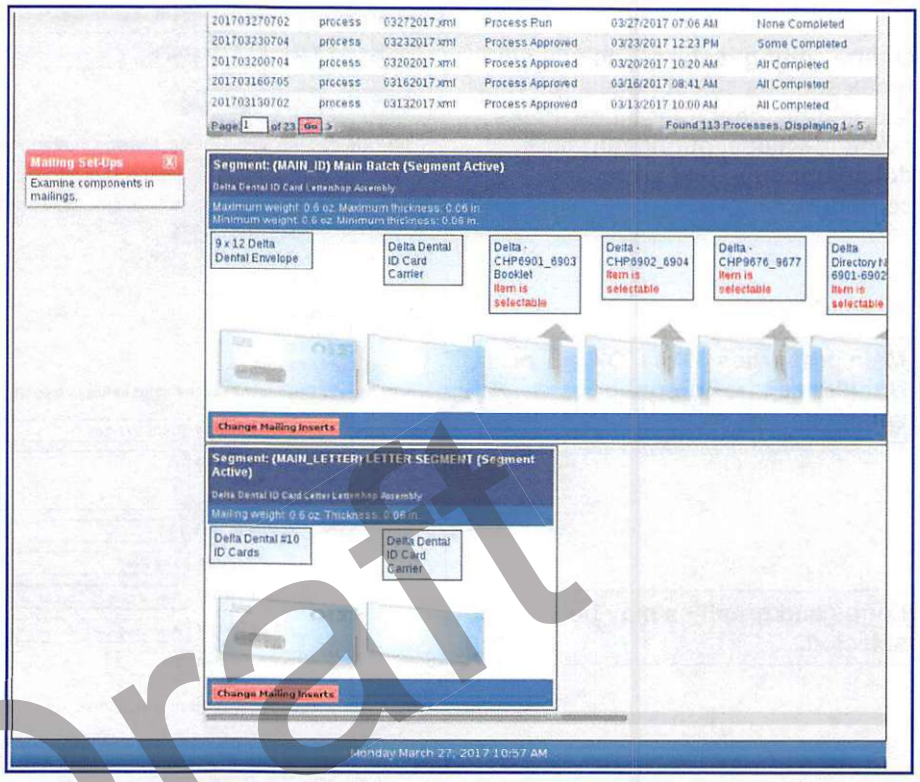
Management of Inserts

Crystal Lake Can Examine and Control the Contents of Each Mailing.

Inserts used by the application are managed online by the Access-Direct system.

Management of inserts can be performed by Sebis Account Management or directly by the City if desired.

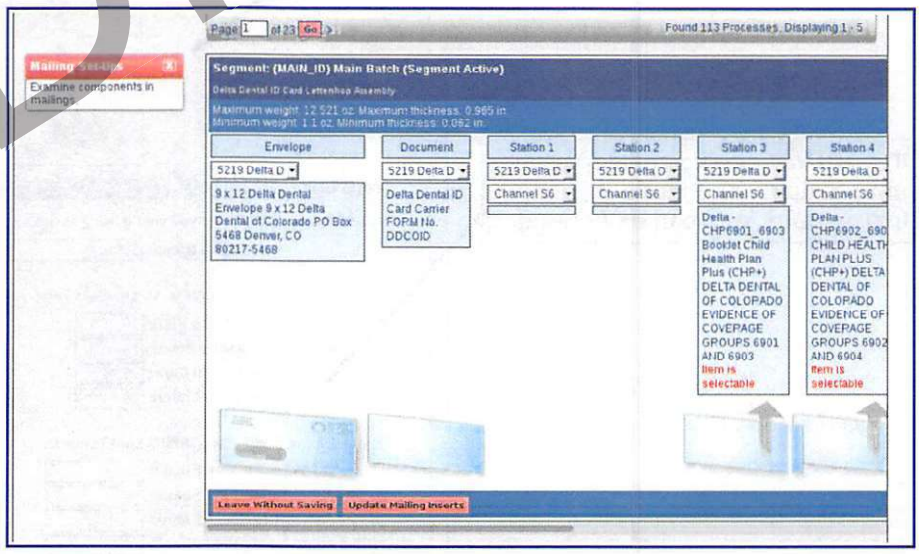
For repository purposes, inserts can be considered part of document content (Such as a form) or can be omitted (such as a holiday flyer).



The screenshot on the right shows a portion of the application control panel.

Mailing Set-Ups can be controlled by this web-based resource either by Sebis or directly by Crystal Lake.

Inserts can be added, removed or set to selective behavior.



The screenshot shows that a user is able to edit inserts and also assign variable or selective behavior to each insert.

Selective inserting allows Crystal Lake to include an insert only called for by business rules or for specific cases.

Draft

Crystal Lake Can Compose and Edit Content of Any Document.

Access Direct

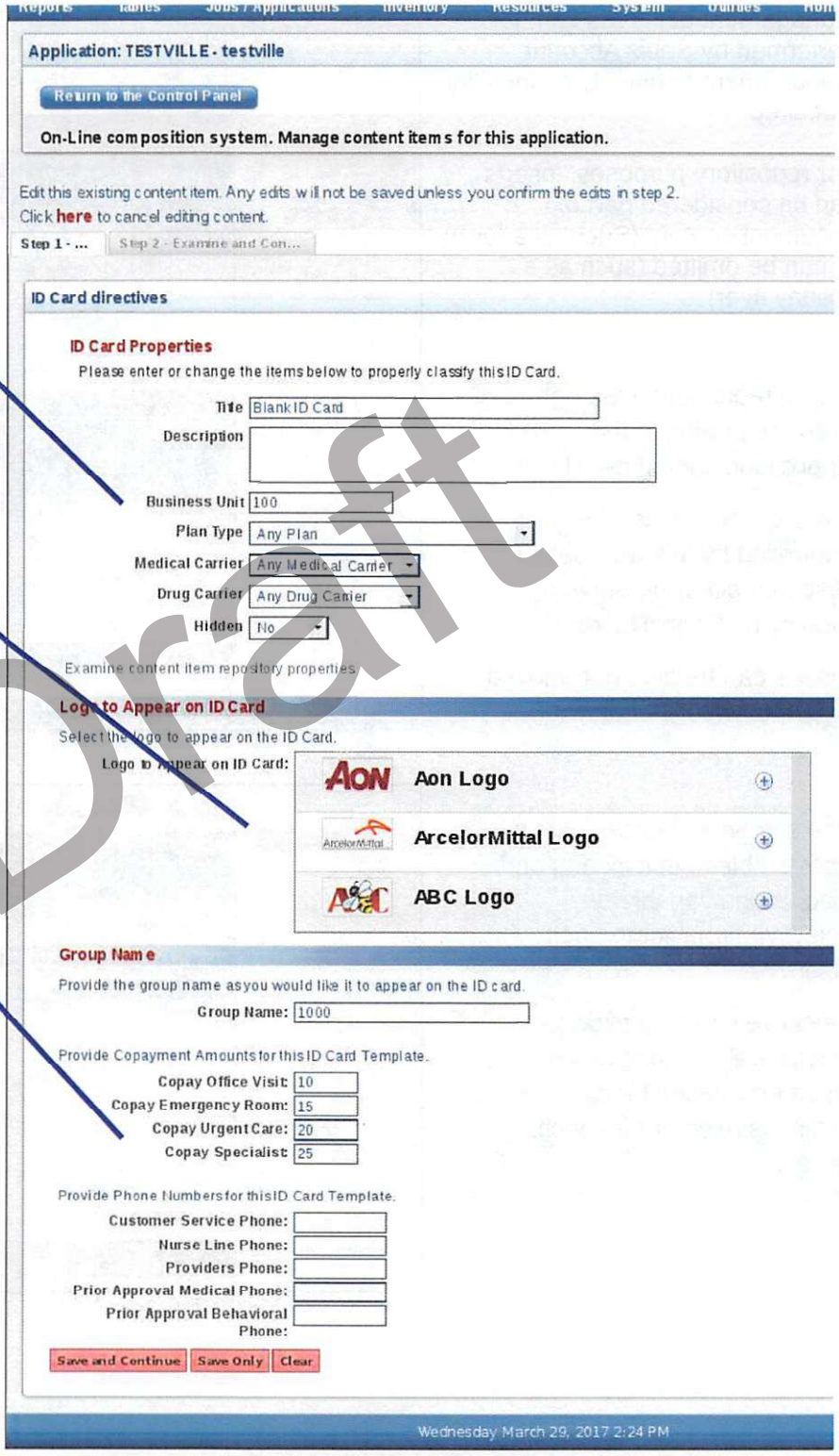
Content properties will be established as part of the development process. These properties are then made available to user/managers as part of the composition process.

Online editing features include edit types such as select boxes, full rich text editing, character fields, dates, numeric values, phone numbers, dollar amounts, text areas and content selectors.

Main properties of the ID Card or Booklet can be entered or selected.

Logos and graphics may be selected.

ID Card values such as copays, phone numbers, locations, text instructions, etc. can be entered.



Draft

Crystal Lake Can Examine Exact Images of Edited Compositions.

Access Direct

Document images and content can be examined and printed locally as part of the composition process. The user can return to previous steps and continue to make editing changes until the images and content are exactly right.

Simple and complex workflows can be implemented and placed into the approval process.

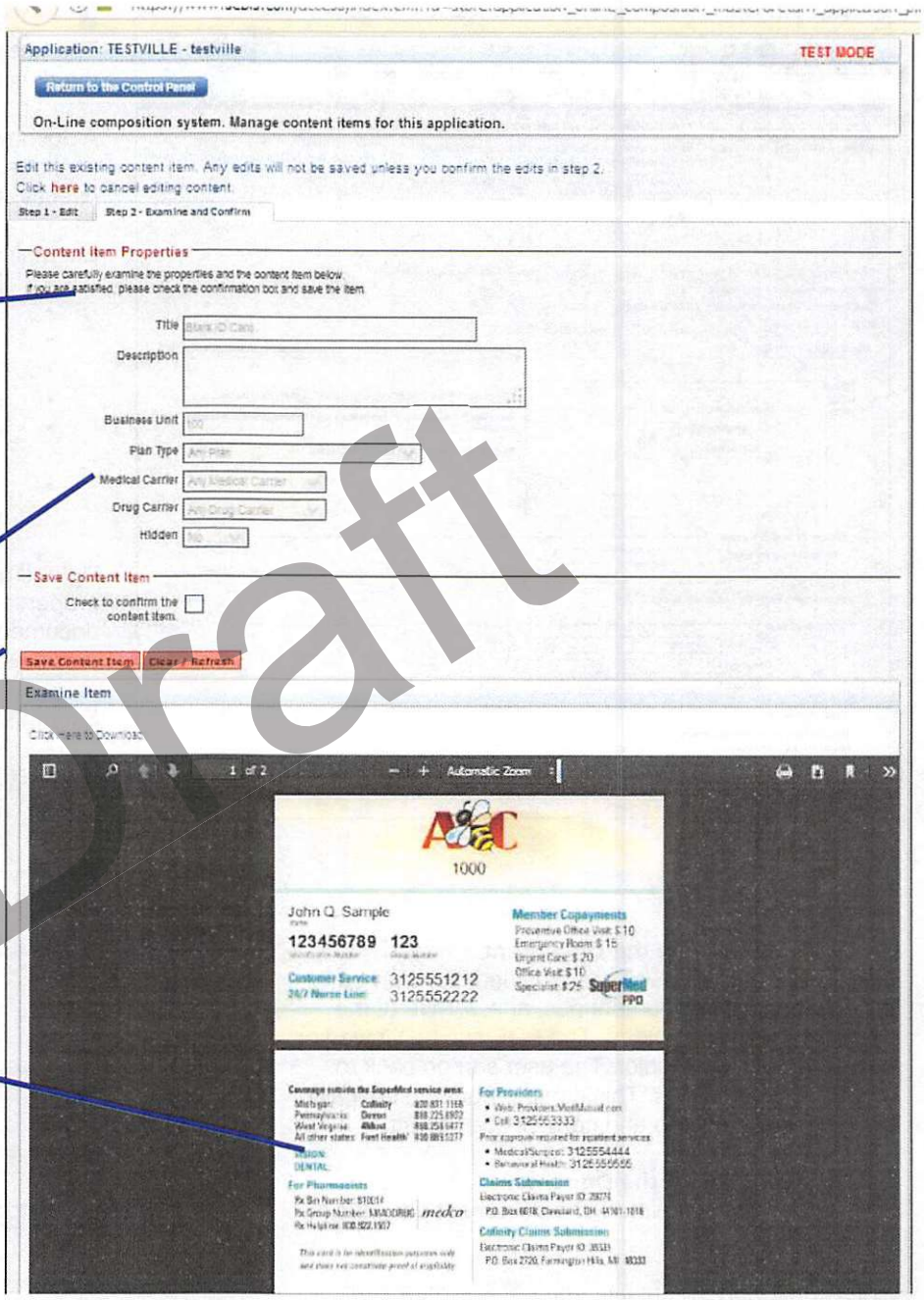
Return to editing steps and continue to make changes. Each change will produce a new rendered document.

Multi-step editing can be performed for more complex documents.

Document Properties and content values can be displayed for comparison purposes.

Content item can be saved or sent to the next step in the workflow for approval.

Exact Images of both sides of the newly edited or composed document are presented exactly as they will be printed.



Draft

Online Document Composition

Access Direct

Sebis provides full document creation and composition control with modern web 2.0 interfaces. Crystal Lake can use this interface to upload new images and change text and graphics within it's documents.



Step 1: Edit Document

The user provides answers and values to all of the directives used by the document package.

A document package is broken down into sections. These sections are each controlled by directives provided by the user.

Examples:

- Text values
- Upload or select logo images
- Upload or select graphics
- Dates, numeric values, etc.
- Select from form and content libraries.
- Full rich text editing including fonts, underlines, bold, italics, etc.
- Select pre-programmed decisions such as type of cover letter.

Upload pages of any kind. These forms include properties that control their use in the final document. The following are examples of properties used for full page items.

Examples:

- Must start on a front side
- Cannot share a back side
- Print in duplex or simplex
- Print in color or black only.

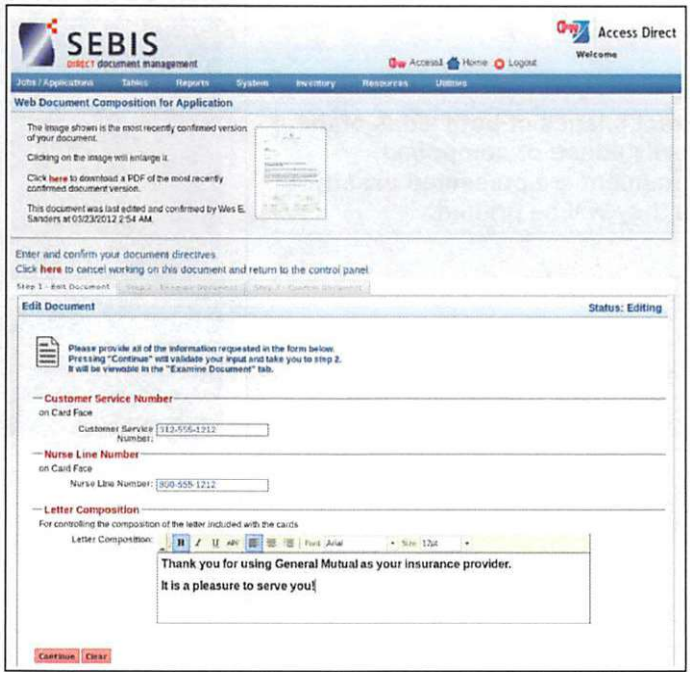
Step 2: Examine the Document

Once all of the directives are provided, the user can fully examine the document package. A PDF of the document will be provided. The PDF can be viewed or printed locally in full color. The user can go back to make further changes. This can be repeated until all of the directives, images and content are correct.

Step 3: Confirm the Document

When editing is completed, the document package is confirmed.

Once confirmed, all objects that are provided and selected are permanently recorded and available to the application.



Draft

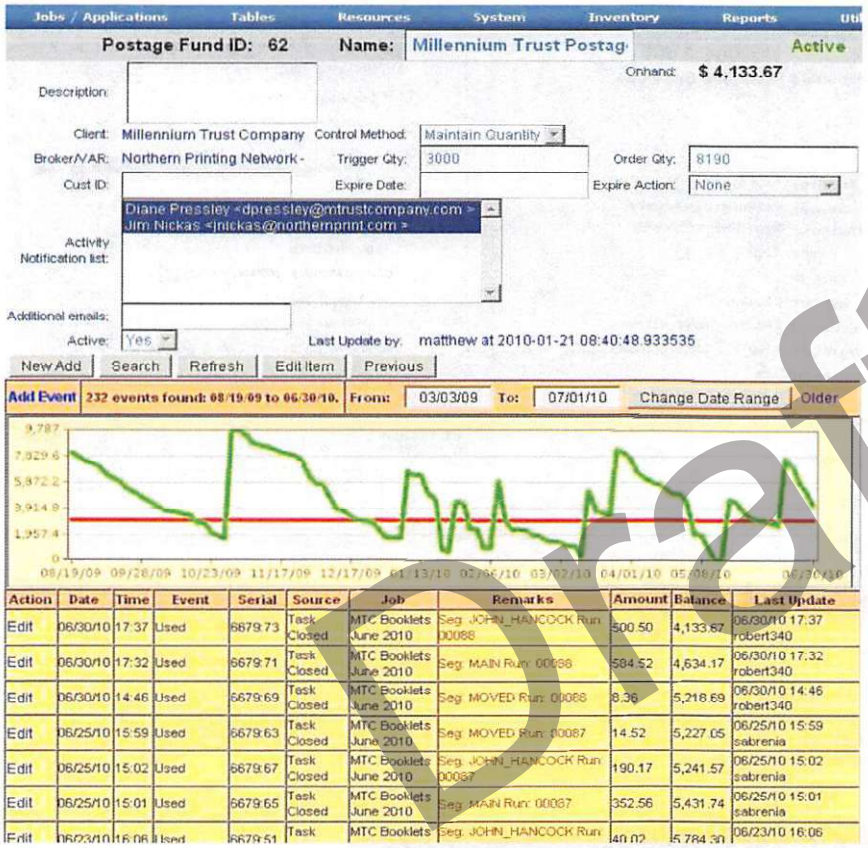
Postage Accounting

Crystal Lake Can Track Postage Expenses to the Penny.

Access Direct

Postage is frequently the largest single expense any organization incurs in the document delivery process.

Document-Direct provides transparent and real-time information regarding the status of all postage balances and activities. The City may view balances and all events that have occurred to postage accounts. This ability improves on periodic reports by making up-to-date information available at any time.



Every Penny is Tracked.

Sebis Direct maintains and manages U.S.P.S. indicia and trust fund accounts on behalf of its clients.

Every event that debits or credits postage funds is posted and visible.

Sebis provides postage management as an included service. Postage is billed precisely at cost. No estimating is performed in billing.

Postage accounts have an order quantity and an order trigger quantity. These amounts are decided in collaboration to provide assurance of never depleting these funds while making the best use of cash assets.

The screenshot on the left shows typical postage usage.



Postage Contacts

Any number of contacts may be added to this email notification list. The screenshot on the left shows typical postage account activity.

Automated Noticing.

When a postage balance falls below the trigger quantity, designated contacts are automatically emailed notification to replenish this fund. This email can act as a pre-payment invoice.

USPS CAPS

Sebis will set-up USPS Centralized Account Processing System (CAPS) if desired.

CAPS is an electronic postage payment system that provides business mailers a centralized, convenient, and cost-effective way to fund:

- Permit Imprint
- Business Reply Mail*
- Merchandise Return Service*
- Postage Due Account*
- Express Mail Corporate Account
- Address Element Correction

CAPS provides an electronic alternative to presenting checks and cash for postage in advance of its use.

Draft

Crystal Lake Can Examine and Track All Inventory

Access Direct

Sebis provides real-time information regarding the status of stock item balances and activities. Crystal Lake may log-on and view current balances and all events that have affected any stock item. This ability improves on periodic reports by making the information available at any time.

Each stock item has an order quantity and an order trigger quantity. These amounts are decided in collaboration to ensure that critical stock items are never accidentally depleted.

Automated entries are made to the system at the conclusion of processing events such as imaging and assembly.

Physical inventories are performed on a planned interval. This system provides the advantages of real-time inventory management and allows physical inventories to occur at times when activity is dormant.

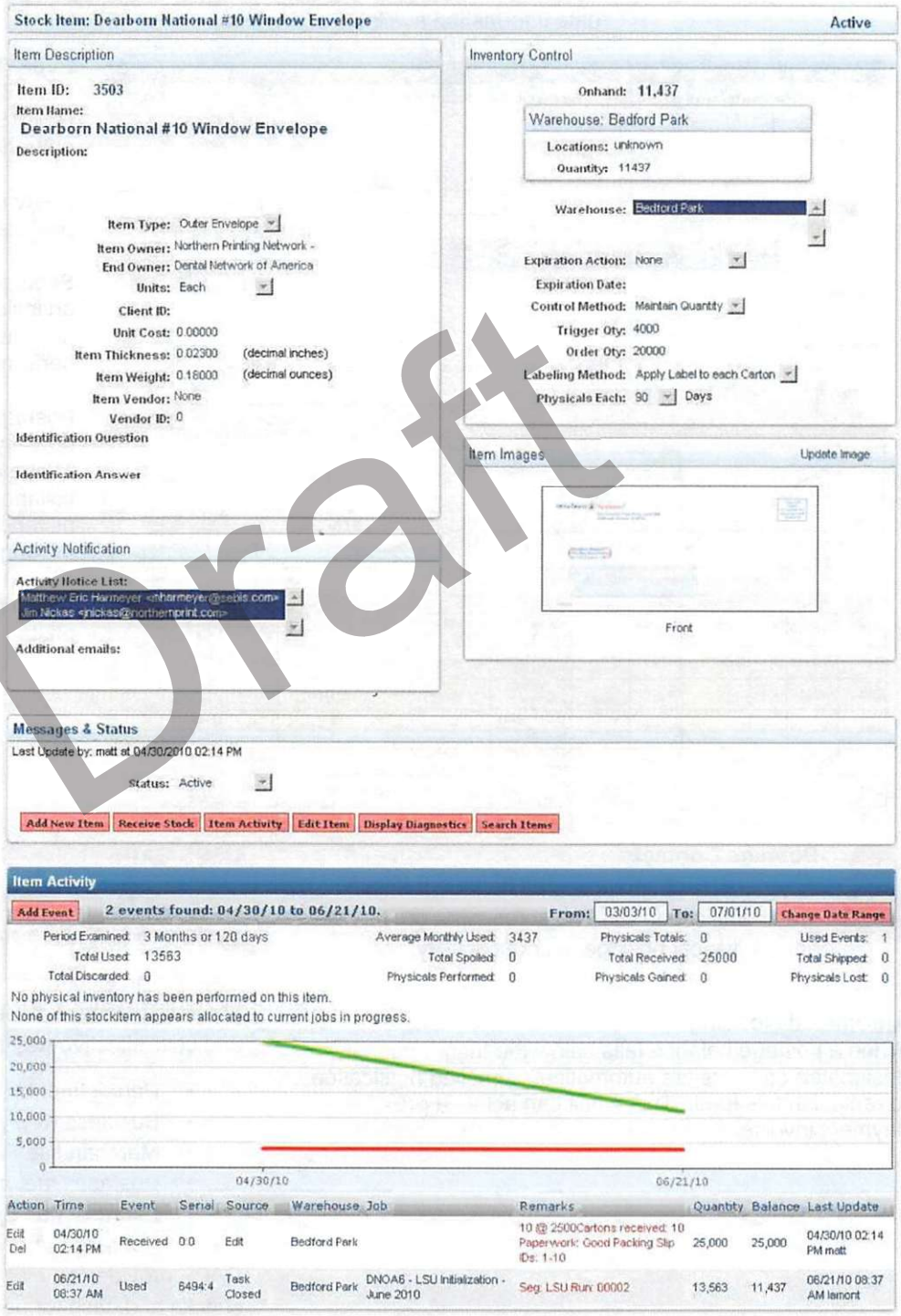
Access-Direct will compute and display the average monthly usage of each stock item.

Automated Noticing

When any stock item balance falls below the trigger quantity, contacts are automatically emailed a notice to reorder the item. This email is repeated weekly until the stock item is replenished.

Any number of contacts may be added to email notification.

A stock item screenshot is provided on the right.

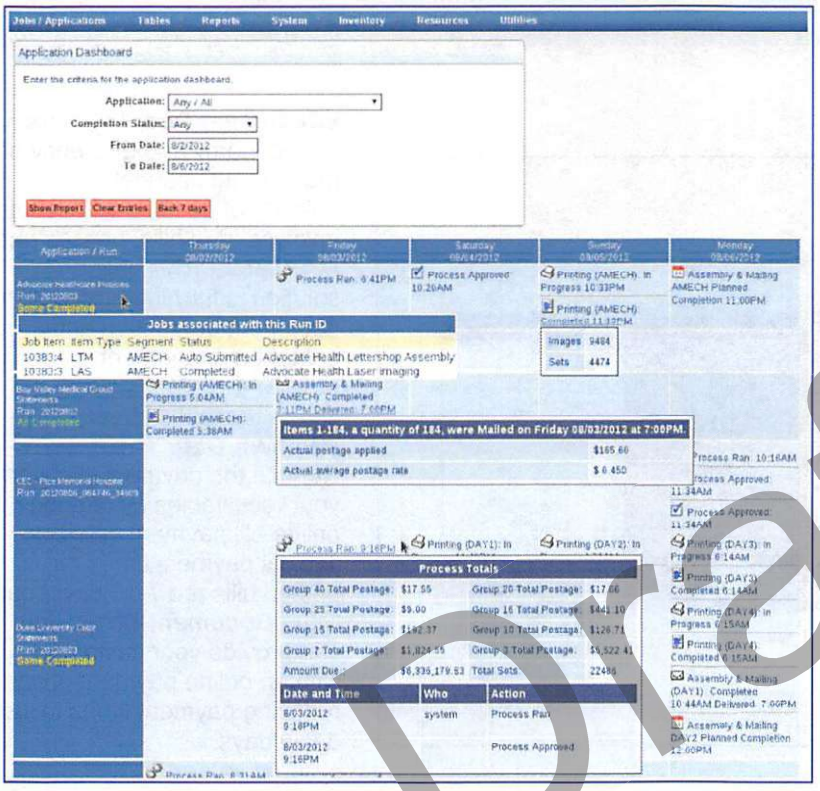


Draft

Crystal Lake Can Examine the Status of All Processes at a Glance and In One Place.

Access Direct

Crystal Lake's document activity can be very complex with many processes in various stages of work constantly. Sebis Direct provides a transparent interface to application processes through the ***Access-Direct*** on-line system. Some of the views and controls ***Access-Direct*** provides are:



Dashboards

Crystal Lake can view the progress of all production activity from a single point using the activity dashboard. Clicking on any of the links provides detail of the production activity.

Access to Postage Balances and Reports

Access Direct's dashboard provides transparent and real-time information regarding the status of all postage balances and activities. The City may view balances and all events that have occurred to postage accounts. This ability improves on periodic reports by making up-to-date information available at any time.

Access to Form and Stock Inventory

Sebis provides real-time information regarding the status of stock item balances and activities. The City may log-on and view current balances and all events that have affected any stock item.

Automated Noticing of Delivery Events

At the completion of any mailing, notification emails are sent. The email contains a link allowing the user to examine the mailing in greater detail. Agents may examine many metrics such as the results that were approved, mailing time stamp, mailing quantities, postal statements and postage costs.

Tracking of Individual Documents

An agent can enter a variety of criteria such as id number, document codes, or even a name. *Access-Direct* can provide an audit of each mailing and document type that was generated for that search criteria. **This feature can be very valuable to audit the application against internal information and attest that the application is providing the correct documents to recipients.**

Summary Reports of Activity

The user can select runs over any period of time, a month for example and get a summary of production activity over that period. Examine the number of each document type and total counts over any period of time. Custom reports can also be provided.

Secure Web Access

All access is over secure encrypted connections. It is also possible to restrict access to those locations with approved internet gateway addresses. In other words, a stakeholder with proper authorization would only be allowed access while at work and not when at home or any other location.

Archive of all Runs and Document Images

Agents can enter queries such as show me every document ever sent to a specific ID number.

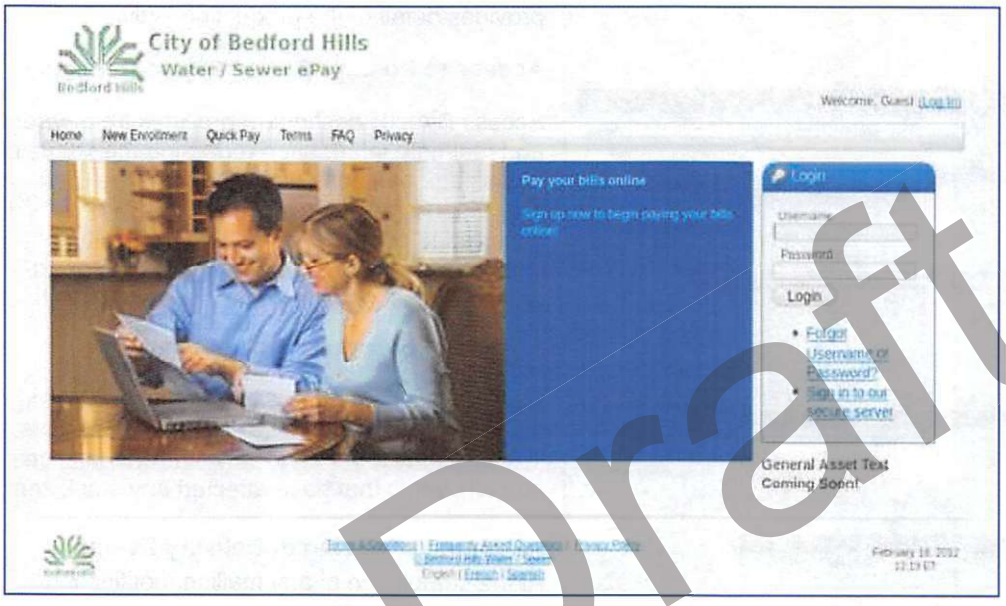
Draft

Electronic Repository, Delivery, and Presentment

The ***eDocument-Direct*** system provides a reliable, secure and comprehensive electronic billing, statement and related document delivery channel and payment processing system combining paper and Internet delivery and management.

eDocument-Direct adopts and integrates Enterprise Content Management (ECM) principals, security and components to deliver truly integrated document production management that perfectly integrates paper and electronic systems in a single solution.

Integrate Online and Offline Documents.



eDocument Direct delivers the economy and efficiency of the Internet channel for delivery of documents such as invoices, due bills, notices and newsletters. This online solution is fully integrated with document production and content management.

Close the Bill Delivery and Payment Gap.

Reduce the payment cycle on your receivables by offering online bill payment services. Typical payment times on posted bills are 7-10 days, but with ***eDocument-Direct*** you can provide your customer with an online payment option reducing payment times to just a few days.

Accept Online Payments

We provide secure eCommerce services and can accept incoming payments for your customers. The interfaces they see are branded with your identity for a seamless experience. Reduce your payment cycle and speed-up cash flow by accepting online payments for your invoices and bills.

Reduce Postage

By allowing your customers to choose electronic delivery, your organization will save significant postage expenses. Adoption depends on industry, but even a low adoption percentage such as 15% will provide significant savings.

Increase Velocity

Electronic delivery is virtually instant. Recipients receive their statements immediately.

Use Your Existing Billing System and Bills.

Your organization does not need to change it current billing software – or even the appearance of its bills.

Provide Choices to Your Customers

Bill payment is different in each household. Today's customers prefer to choose how they interact and communicate with their providers.

Provide a Green Alternative

We all know that paper is renewable. Your customers want your organization to "go green". Provide the electronic delivery choice they are looking for.

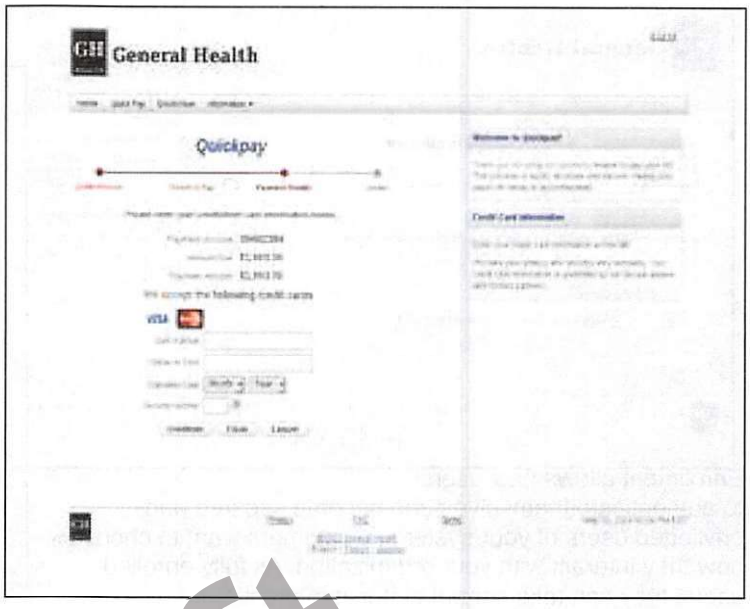
Integration With Paper Billing

Documents created for your invoices, statements, late notices, etc., are immediately available on the internet. There is no need for separate systems. This makes change management simple as changes to documents are propagated to all delivery channels at once. Billing document content is separated from presentation so that documents can be delivered via paper and electronic channels. The presentation of the document is automatically tailored to the delivery channel.

Draft

Quick Payment

Quick Payment allows any user to locate and pay any bill quickly and without enrollment, creating accounts, etc.



eDocument-Direct provides a clear user friendly web-multi-step flow to guide the user through the transaction.

Quick Payment is connected to billing data and billing document repositories. If the user is not authenticated, no actual bills can be viewed. Thin billing data such as amount due and due dates can be conveyed here.

Payment transactions can still be complex and allocate to open items in any manner required. (Such as oldest first.) Or payments can be simply allocated to the validated account.

Payments are perfectly validated and reconciled.

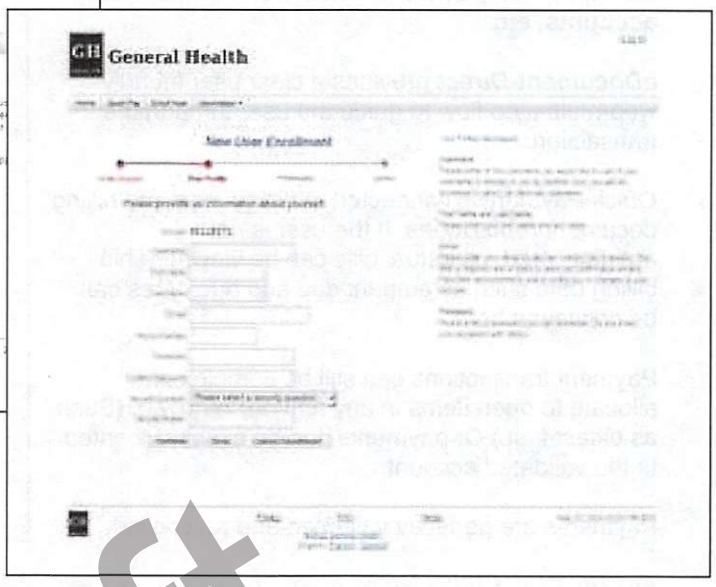
Amount Due is provided by billing data. Late payments can be rejected. Payment amounts can be strictly controlled.

eDocument Direct small component structure provides web items that help explain each step.

Draft

New User Enrollment





Enrollment allows new users to authenticate themselves and become secured and privileged users of your system. Customers want to choose how they interact with your organization. As fully enrolled users, they can take control of these interactions.

Enrollment provides choices. The enrollment process authenticates and initiates new communication and billing options such as suppressing paper billing, to your customers.

Draft

Authentication
How do we know if a new user can view and pay bills for any particular account? Any form of authentication and even multiple forms of authentication can be provided. Typical tests include matching an account number with a service address or a date-of-birth. PIN numbers on billing documents can also be used.

Any form of authentication is available.

Verification Properties
Any data items can be added in addition to standard ones. Custom data such as phone number or birth date can be collected during enrollment.

Email Confirmation (Optional)
The email address provided by the user can be confirmed before the user is allowed to utilize the site. A confirming email is sent to the user with an encoded link. Once the user clicks on the link, full user privileges are granted.

Service Options
The user can select any of the communication and payment options provided. Selections include yes or no to paper billing, email and optional automatic credit card or check (ACH) payments. Even faxing can be provided.

Features are Selectable
Virtually all of the features mentioned herein are selectable. Features can be included or omitted as required.

Suggestive Service Preferences
During the enrollment process, eDocument-Direct encourages users to go green saving the expense of mailing paper bills. The flow of the enrollment process can encourage the user to select the most cost effective billing method for Crystal Lake.

Confirmation of Terms
When confirming the enrollment selections, the user will affirm your terms and conditions of enrollment.

Instant Use (Optional)
At the conclusion of enrollment, the user can proceed directly to view and pay a bill.

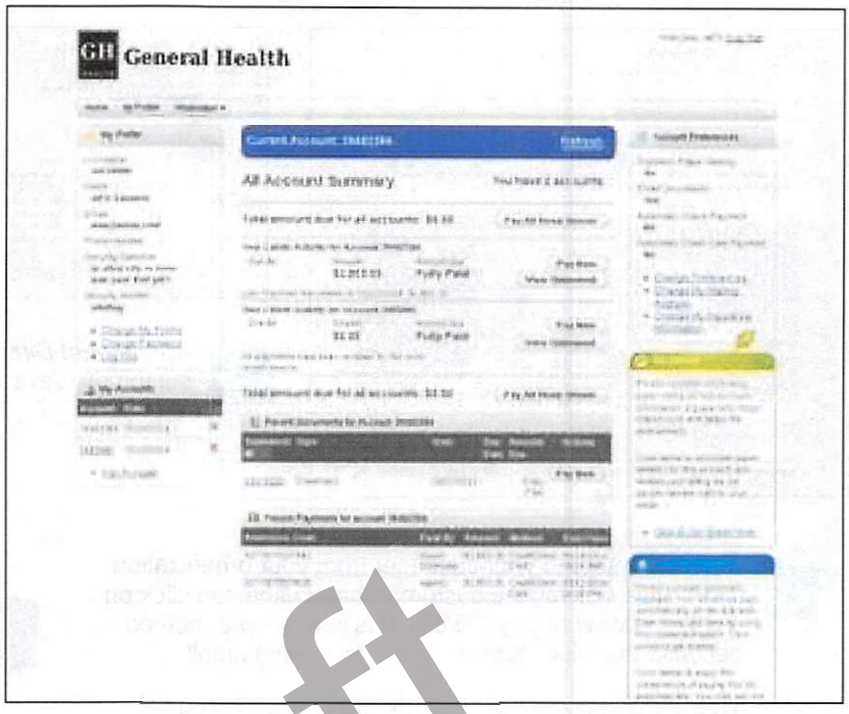
Pre-existing Services
If your customer has already selected a billing option such as a payment plan or automatic ACH debits, these choices will be recognized and can be preserved in the enrollment process.

The enrollment process will recognize the customers existing preferences.

Language
The user may specify the language he/she prefers for paper billing and electronic viewing. All rendering systems support all languages.

User Home Page

The Home Page
A fully enrolled user is immediately taken to a home page that provides a snapshot of all billing and payment information.



Account Summary
The Account Summary component shows all accounts, amounts and balances in a consolidated view. This is fully customizable.

In the instance illustrated, the current user has access to two accounts.

My Profile
The My Profile component permits changes to user information such as email, password and any other data that the user provides.

Account Preferences
This component allows the user to change any of the features that the system provides for this particular account.

My Accounts
This component shows all of the accounts this user has access to. It permits allows multiple accounts to be added to a single user. This capability is optional.

Go Green
Go Green component encourages paperless billing. If the accounts already suppress paper billing, the component thanks the user. If one or more accounts accessible to the user is still receiving a paper bill, the component acts in harmony with other efforts to go "paperless" and encourages the user to change the delivery preference to electronic.

Recent Documents / Bills
The user can examine previous bills going as far back as the client requires.

Recent Payments
The user can examine payments going as far back as the client requires.

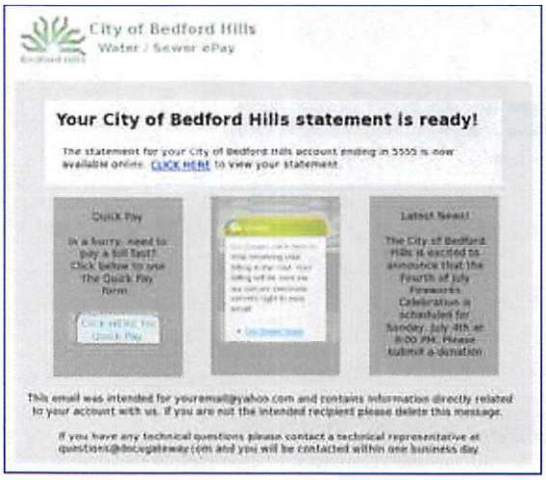
Payment Plans and Recurring Payments
Users can set-up and select automatic payment and also create payment plans to pay down outstanding balances. Any payment methods selected by Crystal Lake can be used for this purpose.

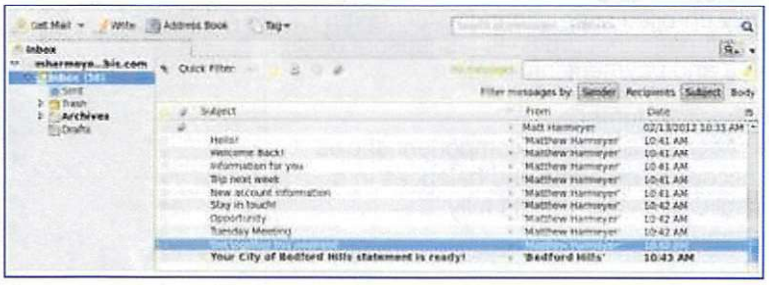
Components can be selected and customized.
eDocument Direct uses web components that can be included, excluded and customized easily to adapt to the culture and features required by Crystal Lake.

Each component is a small feature set that can be added, deleted or customized to meet your requirements.

Draft

Electronic Document Delivery





eDocument Direct can deliver billing documents to your customers several ways.

eMail a Link.

A notice is sent to your customer from your organization. The notice informs the customer that he/she can click on a link and view or pay the bill. This is a secure method because the bill document is not sent using email.

This email can contain relevant and timely content in addition to the notice. It may also contain other messages requesting that the customer eliminate the paper mailed bill if he/she is still receiving a paper bill.

eMail the Document.

In some cases, it is desirable to send the bill with the email. The bill is sent as an attachment. This method is generally used if no security or protection of personal information is required.

Multiple Attempts Are Made.

Multiple attempts are made to email documents to the end customer. These attempts are timed 6 hours apart. This is done to tolerate any temporary failures of customer email systems.

Some Times You Still Need the Paper.

Certain notices or document types must be paper mailed. For example, a user that has elected to suppress paper billing may select certain document types such as a final notice to be paper mailed in addition to electronic delivery.

This feature will also fall back to a paper document delivery method for a user whose electronic delivery channel fails to respond. Emails can be attempted any number of times. After all attempts fail, the paper version of the document will be generated and mailed. This document will include a notification to the customer informing him/her that he/she needs to update their information so electronic delivery may resume.

Encourage the Electronic Option.

Paper bills should remind and encourage the customer that he/she can enroll in eDelivery and receive electronic billing.

Grace Period Paper.

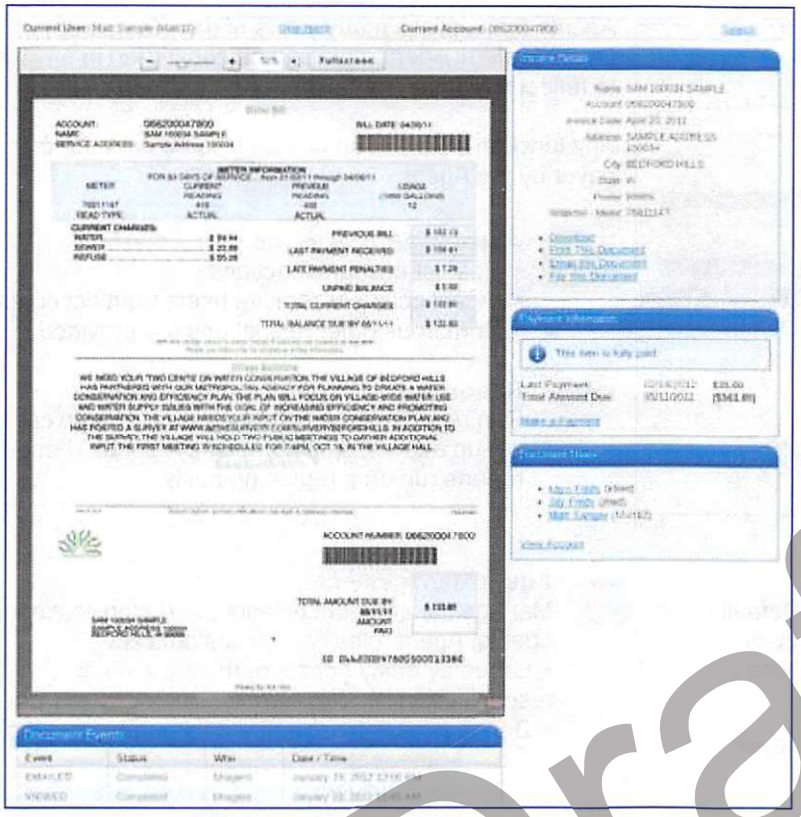
As an option, your organization can send one additional paper bill after a user elects to get items sent electronically. This last bill thanks the customer for choosing electronic delivery and notes that this is the last paper bill (of this type) he/she will receive.

If this is an error or unexpected, the customer can call customer service and revert back to paper or learn more.

Draft

Document Viewer and Access

Crystal Lake can view all documents at any time.



Available Right Away

As soon as the document production process has been approved and in some cases even before that, all documents and bills are available to be searched for and displayed.

Any Number of Views

eDocument Direct uses thin client techniques to provide views of bill documents. Any number of views in various modes may be configured.

Let your customer drill down and see details.

No PDF Viewer Required

Documents are displayed using HTML5. No PDF viewer is required on the browser or mobile device.

Same As the Paper – Or Not!

Billing documents can precisely match the paper renditions or be optimized for various forms of web and mobile device views.

Document Properties and Metadata

All of the metadata, aspects and properties of the document are displayed in the upper right. If the document is a statement, each of the statement invoices can be viewed.

Document Events

The system shows all of the events that have occurred to each document. See when the bill was mailed, viewed, emailed, paid, faxed, etc. Who performed the event and when each event was recorded.

Agent User Delivery Actions

The document can be emailed, faxed or even re-mailed (optional) by your user agents.

Security

Document displays and deliveries are fully encrypted. All user activity and access is recorded and reported.

Rendering Format

The document is presented as either a Flash animation or in HTML5. No PDF viewer is necessary. The user can see the document on a full screen, switch pages, increase or decrease the zoom of the view. Works on Apple® devices.

Payment

If the bill is payable, the user may start the payment process here.

Email an encrypted PDF

Your customer selects a password. The password is used by the Agent to encrypt a PDF that is then attached and emailed to the customer.

Fax the Document

Enter a phone/fax number. The document is directly faxed to the destination. No need to print it and bring it to a fax machine.

Download PDF

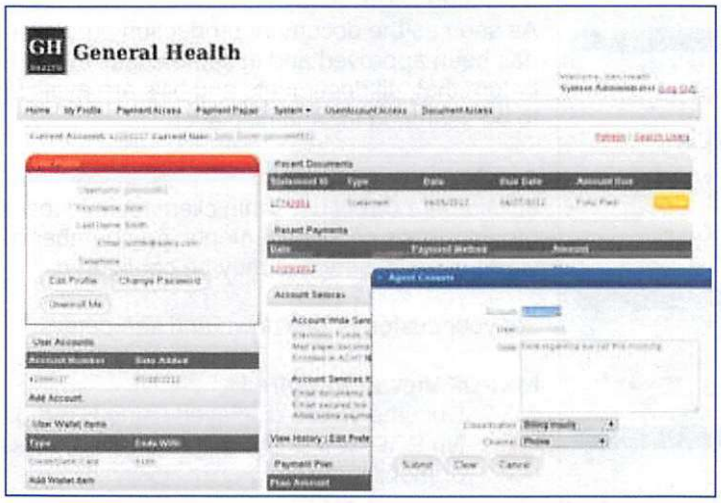
Download a PDF of the bill for local viewing and printing.

Check images include VOID markings so that printed copies would be invalid.

Draft

Customer Service Agent Features and Functions

Customer Service Agents (Agents) and Managers throughout your organization need robust capabilities to interact and support customers. This includes all types of customer support such as taking payments and collections.



Agents may access many views of the *eDocument Direct* system. Agent roles can be configured in any way to reflect the governance of your organization.

Any function a payer can do can also be done for the payer by the Agent.

Account Management
- Restrict account functions.
- Disassociate or remove users from accounts.
- Numerous other restrictions are provided.

Reports
Run reports and data extractions. Agents can set-up and execute automatic reports. These reports run on a repeating basis.

Document Finder
Search for documents using any criteria. Default search functionality on common fields such as Account, Name, Document Type and Document ID.

Once found, the item is displayed by the viewer and all viewing features are available.

Payment Access
Search for payments using any available criteria. Default search functionality on common elements such as username, payment type, date-range, authorization code, reference code, and account.

Payment Processing
- Accept payments in person or on the phone.
- Issue refunds.
- Void transactions.
- Adjust payments before settlement.
- Create / Delete / Modify payment plans.
- Allocate complex payments to specific items.

Email an encrypted PDF
Your customer selects a password. The password is used by the Agent to encrypt a PDF that is then attached and emailed to the customer.

Agent Management
Manage the creation, deletion, and modification of agents. Agent roles can be customized.
- Group by entity (location, region, area of responsibility)
- Define access by role and configurable groups.
  1. Managers
  2. Supervisors
  3. Customer Service Agents

Customer Engagement Management (Comments)
Contact with your customers is automatically recorded. Comments can be added and associated with users and accounts. The nature of each contact is classified and recorded. Your organization will gain better understanding regarding the nature of customer complaints, contacts and issues.

- Classify each contact with one or more values.
- Record notes and comments from your customer.
- Comments and contact types can be reported.
- Actions performed by the agent are recorded and associated to the engagement.
- Capture the start time, the end time and the elapsed time of the engagement.

Draft

Agent Features and Functions (cont.)

Payment Access
Search for payments using any available criteria. Default search functionality on common.

Web Content Management
Web content is provided by the repository. Agents and / or managers can edit, approve and deploy web content easily. Multiple languages and translations can be managed by Sebis.

Re-Deliver the Document
Agents may re-send the document / bill to the user several ways.
Document delivery options.

- Fax the document.
- Email the document.
- Mail the document.

User Management
- Restrict access to Accounts. (No check, Single user only).
- Delete users.
- Issue new passwords. Update profile information.
- Unlock users and accounts.
- Create payment plans.
- Manage wallet items; add, remove, modify.
- Add additional accounts to a user.

User and Account History
Examine and report on all activity regarding a user or an account.

- User logins and logouts.
- Bills mailed or delivered electronically.
- Changes to user profiles. Accounts added or removed, preferences changed.
- Payments made or attempted
- Payment plans made.
- Bills viewed.

Draft

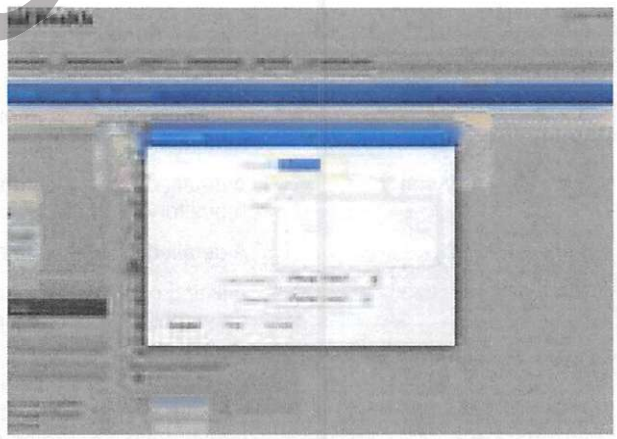
Agent Encounter Notes

eDocument-Direct records and classifies Customer Service Agents service encounters with payers.

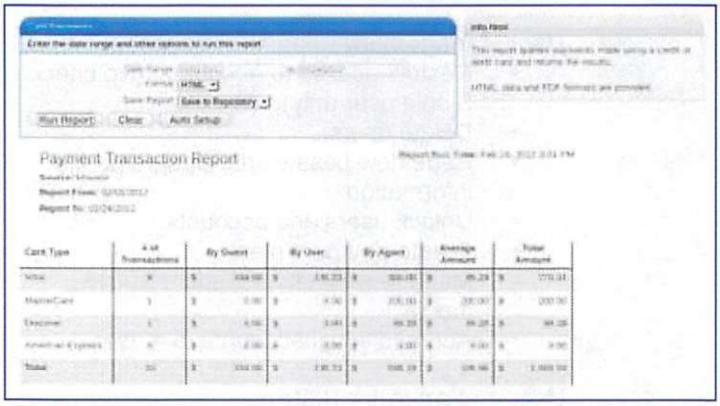
At any time during the encounter, the agent can click on the add-note link and both classify the encounter and add any text notes that should be captured.

The encounter with the account or the user is also timed and recorded.

eDocument-Direct provides reports that collect encounter information. Reports provide both individual and consolidated agent encounter data.



Reports and Data Extractions



eDocument-Direct incorporates the Business Intelligence and Reporting Tools Project (BIRT) for its reporting and data extraction capabilities. BIRT is an Eclipse-based open source reporting system for web applications.

Any custom report or data extraction can be easily provided. Reports can be listings and can include any structures including charts and graphs.

See www.eclipse.org/birt/phoenix/ for details.

Platform
Business Intelligence and Reporting Tools (BIRT).

Storage
Reports can be viewed in real time or stored in an agent repository. Stored reports may be kept for as long as necessary and retrieved and viewed only by agent users granted this role.

Security
Every report and its output and the scope of its views of data may be configured to support any scheme of agent user hierarchy.

Output Formats
Reports can be output as HTML, PDF and raw data.

Automated Reporting
An agent user may set-up any report to run automatically at a variety of frequencies and times. The agent may select a report to run daily or as infrequently as monthly. The specific day of the week and time of day, etc. can be specified. Time spans such as data for last week or last month can be specified.

Data Extractions
This tool can be used to extract data in plain delimited form to be used by your organization's own spreadsheets and reporting tools.

Draft

Standard Reports	
Detailed Payment Report	A listing of every payment received through this system. All report details are provided. It provides a total for each day. It also provides a total for the period examined.
Repository Summary	A detailed listing the contents of the repository. Includes total quantity of documents loaded in the repository. It totals each day and it totals the entire reporting period.
Site Activity	A detailed listing of site activity. It totals each day and it totals the entire reporting period.
Future Payments	A listing of every payment received through this system. All report details are provided. It totals each day and it totals the entire reporting period.
Dishonored Credit Transactions	Report instances where the credit card issuer authorized a payment but, for various reasons, determines later that the transaction was invalid. The card issuer then either refuses to pay or, if it has already issued payment, charges the amount back to the merchant account and withholds the money from a future payment.
Customer Account	Queries the customer accounts in the databases and returns the results.
Card Payments	Queries payments made using a credit or debit card and returns the results.
Check Payments	Queries payments made using a check and returns the results.
Agent Payments	Queries payments authorized by an Agent and returns the results.
Users	Listing of public users, agent users, etc.
Engagements	Aggregate report on all agent customer contact activity.
Application History	History of document process runs over any timespan.
Postage History Reports and Data Extraction	History of Postage usage over any timespan.

General Features



Web 2.0 Interface

Site utilizes web 2.0 features such as AJAX, Javascript and YUI libraries.



Tablet Friendly

Document displays and user functions work for popular tablets.



Multilingual

Use and offer as many languages as you like. All text content is stored in object containers that are easily switched to the language selected by the user or automatically provided by the locale preference in the user's browser.



Easily Configured

All site features and functions are described in easy to manage configurations.



Skinable

The site will be skinned as a seamless extension of your organizations web presence. Colors, backgrounds, fonts and buttons are fully skinable to match the characteristics of your organization's web styles.



Single Sign On and Existing Users

If your organization already has registered users, *eDocument Direct* can utilize your existing sign-ons and user accounts. Standard and custom sign on systems are supported. Standards include NTLM and LDAP.



Open Source

Significant parts of eDocument Direct have been developed as a public collaboration. This reduces the chance of vendor lock-in and is generally accepted to produce software of the highest quality.



Web Content Management (WCM)

Content of pages and text throughout the system is easily managed by an on-line share WCM system. You can freely manage your own content.

Draft

Delivery Channels

Sebis can deliver documents to recipients via multiple channels.

Compliant Fax

Faxing certain document or notice types can be performed in a compliant manner. This channel is available and is fully auditable.

Certified Mail

Full electronic certified mailings are available. Certified mail interfaces with document management providing on-line records of USPS tracking and delivery events including signatures.

Package Delivery

Document-Direct can be connected to any freight carrier. Your organizations freight carrier accounts can be directly connected. USPS CAPS system can be used.

Paper Delivery

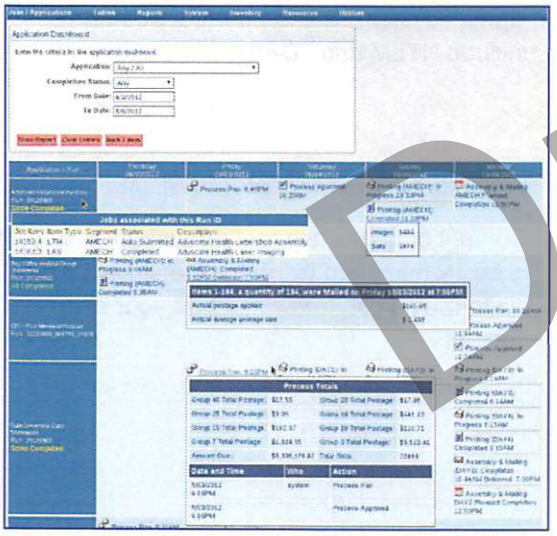
Most documents are delivered as inside delivery or USPS. Many notices or document types must be paper mailed.

Track the Progress of Document Creation and Production

Examine a dashboard that provides the status of all document processes. See exactly where each document runs. The dashboard shows that production is in progress or all completed.

Channel Failover

If all attempts to email or fax fail, *Document-Direct can failover to other delivery channels such as paper mail or even certified mail.* The document may contain a message indicating that the email or fax failed and ask that the recipient update contact information.



Access to Postage Documents

The client may examine the CASS results, USPS mailing statements, USPS Audit forms and manifests.

Automated Inventory Control

Access-Direct automates the management of stock item inventory. When the postage or stock item balances fall below a pre-defined value, notifications and reminders are emailed to the appropriate contacts.

Archive of all Runs and Document Images

Agents can enter queries such as show me every document ever sent to a specific ID number.

Dashboards

Agents can view the progress of all production activity from a single point using the activity dashboard. Clicking on any of the links provides details of the production activity.

Access to Postage Balances and Reports

Access to Form and Stock Inventory

Access to all Production Process Information

At the conclusion of each run of a production process, the process results are emailed to the client. The client may examine all metrics such as bill date, quantity of bills, marketing messages, sum of amounts, etc.

Tracking of Individual Documents

An agent can enter a variety of criteria such as id number, document codes, or even a name. *Access-Direct* can provide an audit of each mailing and document type that was generated for that search criteria. **This feature can be very valuable to audit the application against internal information and attest that the application is providing the correct documents to recipients.**

Summary Reports of Activity

The user can select runs over any period of time, a month for example and get a summary of production activity over that period. Examine the number of each document type and total counts over any period of time. Custom reports can also be provided.

Secure Web Access

All access is over secure encrypted connections. It is also possible to restrict access to those locations with approved internet gateway addresses. In other words, a stakeholder with proper authorization would only be allowed access while at work and not when at home or any other location.

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Machinery and Equipment

Imaging Capability – True Press

The Screen True Press provides and extends *Document-Direct* print capabilities. The True Press is a roll-to-sheet and roll-roll digital press that provides inline duplex full color printing up to 20" wide with dynamic perforation and slit, cut and stack finishing at up to 420 Feet Per Minute.



Technology

Imaging
Full duplex 4 color process aqueous ink-jet.

Speed
420 feet per minute duplex yields over 2.5MM 8 ½ x 11" impressions per day.

Color
Black and full color (CMYK).

Bleeds
Can provide full bleeds or use its native edge-to-edge printing capability.

Integrity
Front to back side integrity is secured by printing and scanning internal barcodes on the edge of each page. This barcode is then slit off at the finishing stage. The front and back sides must match.

Perforation
The Truepress line can produce simple and complex perforations. Perforations can be horizontal or vertical or both. Perforation is dynamic and applied only to pages that require it.

Resolution
The maximum imaging resolution is 720 dpi X 720 dpi with 4 levels of dot size.

Advantages

Books
Books and book covers can be dynamically printed in a single stream.

Obsolescence
Forms and materials are printed as required. Forms cannot become obsolete.

Dynamic Color
Traditionally, forms have been printed in color and then imprinted by black laser printers. Color elements of forms were static. Dynamic color required multiple versions of the form. Color elements of forms can now be fully dynamic and change from one to the next.

Sheet fed color customization is now cost effective.

Cost
It's lower cost than IGEN, Nexpress, and similar photo-receptor type full color print devices.

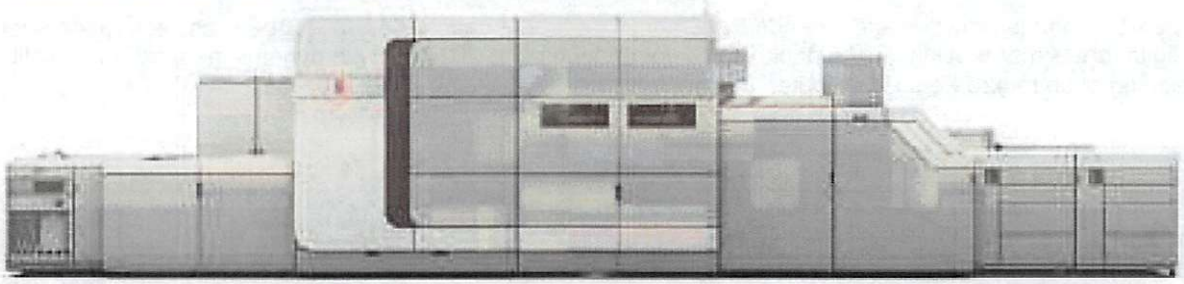
Draft

Device	Feature Set / Comments	Quantity	Production
Screen TruePress 520 Aqueous Ink-Jet Digital Press	Configured as Roll-Sheet and Roll-Roll. All include Roll Systems/Lasermax dynamic perforation, slitting, cutting and stacking.	**3**	Each press can perform 2.5MM 8 1/2x11" impressions per day.

Sebis owns and operates 3 of these lines. All are identical in capability and speed. A total of 6 MM 11" impressions per day in full color can be produced.

Imaging Capability – Canon i300

Sebis has replaced traditional photoreceptor type color sheet-fed digital presses with the capability and cost effectiveness of high resolution ink-jet.



Technology

Imaging
Full duplex 4 color aqueous ink-jet.

Speed
295 impressions per minute.

Colors (5)
Black and full color (CMYK-MICR). Pigment ink is used.

MICR - Checks
Can print checks in black and in full dynamic color.

Resolution
The imaging resolution is 600 x 600 dpi with four levels of dot size.

Substrates
Substrates include TESLIN, Postcards, Pre-Printed Checks, Cover Stocks and Coated Stocks.

Advantages

Sheet Fed
As a sheet fed device, the i300s can rapidly change from one substrate to the next without cumbersome roll changes.

Dynamic Color
Traditionally, forms have been printed in color and then imprinted by black laser printers. Color elements of forms were static. Dynamic color required multiple versions of the form. Color elements of forms can now be fully dynamic and change from one to the next.

Cost
It's far lower cost than IGEN, Nexpress, and similar photo-receptor type full color print devices.

ID Cards
Up to 90M Teslin CR80 ID cards per hour in full color.

Draft

The Océ VarioPrint i300 digital color press prints up to 294 letter images per minute or more than 8,500 duplex letter sheets per hour. It targets heavy production volumes of 1-10 million pages per month and supports a large variety of paper sizes up to 13.9" x 19.7" (B3) format. Four paper trays feed a broad range of standard offset and ink-jet substrates from 16lb. bond to 110lb. cover. The i300s enable a white-sheet-in, finished-application-out workflow required to meet the demands of shorter run, fast turnaround digital print.

The i300 provides 600 x 600 dpi output with drop size modulation to deliver 1,200 dpi perceived image quality.

Automated inline quality control detects nozzle failure and automatically applies compensation to maintain quality.

The i300 is ideal for many digital print applications.
- Transactional printing and Transpromo in true white paper workflows
- Books and manuals, combining black and white and color on one platform
- Direct mail and variable data printing
- Collateral materials, including brochures, sell sheets, mailers

Device	Feature Set / Comments	Quantity	Production
Canon / OCE i300 Digital Press Aqueous Pigment Ink-Jet Digital Press	Configured with four input trays. Pigment Ink. MICR Ink. 600x600 with four droplet sizes. Paper/Substrate humidification. Maximum sheet size of 13.9 x 19.7 Accurate front/back registration.	**2**	300M images per day per device. 2M ID cards per day.

Imaging Capability – TASKalfa 15000c

The Kyocera TASKalfa Pro 15000c is our high speed commercial inkjet printer that can print documents as fast as 150 pages per minute. The water-based pigment ink allows for consistent color guaranteeing outstanding print and imaging quality for each document.



Technology

Imaging
Full duplex 4 color process aqueous ink-jet.

Speed
150 pages per minute or 9,000 sheets per hour for both single and multi colored documents.

Color
Black and full color (CMYK). Water-based pigment ink is used.

Resolution
The imaging resolution is 600 x 600 dpi and can go up to 600 x 1,200 dpi.

Quality
The imaging process removed dried ink and dirt from the surface of each document and keeps it clean at all times.

Advantages

Security
The printer is equipped with interface block, user authentication, and data encryption security features to prevent information leakage.

Dynamic Color
Traditionally, forms have been printed in color and then imprinted by black laser printers. Color elements of forms were static. Dynamic color required multiple versions of the form. Color elements of forms can now be fully dynamic and change from one to the next.

Sheet fed color customization is now cost effective.

Cost
It's lower cost than IGEN, Nexpress, and similar photo-receptor type full color print devices.

Sustainability
This large production printer only requires a 100 V power supply to operate, greatly reducing the rate of power consumption during operation.

Draft

Device	Feature Set / Comments	Quantity	Production
Kyocera / TASKalfa Pro 15000c Aqueous Pigment Ink-Jet Digital Press	Configured with four input trays. Pigment Ink. 600 x 1,200 with four droplet sizes. Paper/Substrate humidification. Maximum sheet size of 17.72 in x 12.6 in with paper thickness of up to 360g / m^2. Accurate front/back registration.	**2**	9,000 sheets (A4 size) per hour per device.

Other Document Types and Finishing Capabilities

Sebis backs-up Document-Direct with a full range of document production, assembly and finishing capabilities. All of the processes are fully controlled auditable and secure.



ID Cards

Plastic (PVC) and TESLIN ID cards. All web-2-print features are available. Cards can be affixed to carriers and inserted.

Full color (TESLIN)
20 – 30 mil PVC and TESLIN



Large Format Printing

Up to 42" width
Black and full color

Self Mailers

Postcards and double postcards
In-line glue folding
Pressure sealed documents



Ink Jet Addressing

600 x 600 dpi black and highlight color. 25M/hour. This includes a Documatch system capable of closed face mailings.

Affixing

Affixing systems from Kirk-Rudy and Pineberry affix plastic cards and other items to a variety of carriers.

Pressure Sealing

Pressure seal systems from Formax and Moore provide self mailers using imaged pressure seal forms.

Affixing, Pressure Sealing, Paper Drilling, Paper Cutting and Folding













Draft

Other Document Types and Finishing Capabilities

Sebis provides a full line of finishing capabilities.

Device	Feature Set/Comments	Quantity	Production
Glue Folder 504	Edge gluing and end gluing a folded item Scoring	1	20M cycles per hour
Paper Cutting Challenge Systems MPC	Several models 22"-30" sheet Programmable.	3	
Folding **O & M Folder** **Baum Folder**	O & M, Baum and Challenge Folders Friction fed and pile fed 2 plate and 4 plate systems Right angle	4	10-50K sheets per hour
Pressure Sealing **Model FD2000**	Formax Systems, Moore	3	Each approximately 15K per hour
Scanning	Kodak i420 Scanners Kodak Professional Capture Duplex full color with feeders	3	5K forms per hour each
Metering	Pitney Bowes Connect 3000 Systems	2	10K per hour each
Kirk Rudy Card Affixing **Model 215P**	ID/Plastic card Affixing 1 and 2 cards per item	2	20K per hour each
Pineberry Affixer	Can affix a variety of items	1	20K per hour
Plastic Card Imaging Evolis Quantum Printers	Evolis Quantum ID Card Printers Magnetic strip encoding	3	1K cards per hour monochrome each
Die Cutting **Spartanics Die Cutter**	CR80 ID Card	1	25K per hour
Laminating / Trimming	Ledco and D&K laminating lines	2	10K cards per hour
3 Hole Paper Drill	Challenge Drills	2	
Packaging Shrink-Wrap	Clamco line and a Dibipack 4255 Instant System.	2	
Large Format Printing **HP-5000**	42" width	2	
Camera Verification	Jet Vision Systems	6	
Strappers	Variety of full and manually operated	4	
ISP Stitcher (2x) **Model A**	Manual stitching heads	2	
Labeling **Accufast**	Model XL	1	5K labels per hour
Scoring/Slitting	Duplo Digital DC-645	1	Programmable

ID Card Lamination

D&K and Ledco duplex laminating lines can laminate 40M ID cards per hour. Automatic registration and cutting/slitting results in perfect CR80 cards.



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Closed Face Mailings with the Pitney Bowes Print Messenger Color Inkjet System

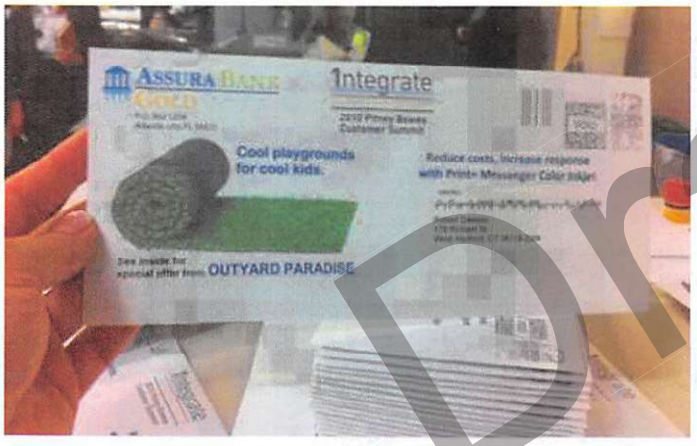
Traditionally, closed face matched mailings required the mailer to pre-address the envelopes using an inkjet system and then take these envelopes to an inserter and maintain a perfect match using either a manual system or barcode read/match systems.



The Sebis Print+Messenger system improves operational efficiency by eliminating pre-printed envelopes, reducing envelope storage needs, streamlining application changeover, and commingling mail.

The system uses the same 2D barcode technology to securely control the information printed on the envelope. The security of the system makes it compliant with HIPAA and other privacy and security compliance standards.

An integral part of a White Paper Factory™ solution, is that it eliminates the need for mailers to use anything other than plain white envelopes for their customer communications. All necessary information, including customized marketing offers, company logos, mailing and return addresses, and postal barcodes can be printed directly onto the envelope as it travels along the inserter. The Print+ Messenger Color Inkjet System can operate at speeds up to 20,000 mailpieces per hour, making this technology practical for even the highest-volume mailings.



The Print+Messenger system can print full color over the entire area of a #10 envelope.

This includes the address and personalized full color graphics. Each envelope can be fully personalized.



Draft

Device	Feature Set / Comments	Quantity	Production
Pitney Bowes Print+Messenger Aqueous Ink-Jet In-line Envelope Digital Press	Dynamically adjusts print height depending on the thickness of each envelope. 600x600 dpi CMYK Dye based ink.	**1**	300M envelope images per day.

Inserting / Document Assembly

Sebis incorporates High Integrity Intelligent Inserting and Assembly Systems to provide zero defect capabilities for the processing of Protected Health Information (HIPAA, PHI) and Personally Identifiable Information (PII).

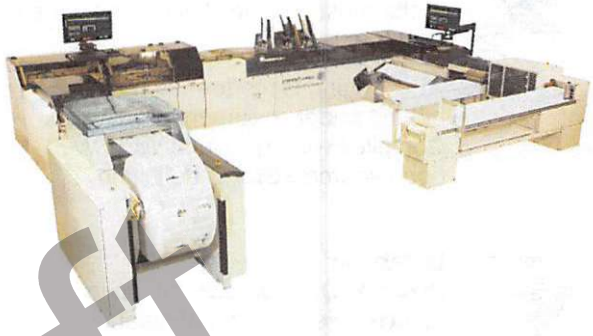


High Speed – High Integrity Inserting Assembly

Bowe Bell & Howell systems with 3x9 and 2D barcode features provide document integrity capabilities that meet the highest privacy and security requirements.

Pitney Bowes Evolution FPS and MPS Inserting Systems

The Mailstream Evolution™ inserting system comes with consistent and predictable performance, simplicity of use, and integrity and reporting built in. Features include integrated No Changeover capabilities that reduce the time required to change from letters to flats. Seamless integration to output management, and automated document factory capabilities for accelerated job changeover, job reconciliation, envelope finishing, and more.





Non-Intelligent Inserting

Bowe-Bell & Howell inserters are available for straight non-intelligent inserting/assembly jobs.

Device	Feature Set / Comments	Quantity	Production
Pitney Bowes Mailstream Evolution Inserters **(Multiple in each location)**	Roll-Fed and Sheet-Fed 72K sheets per hour cutting accumulation Six roller folder, Portrait-to-landscape module 8 inserts stations including friction and rotary feeder Twist-turn module, Heavy diverters 2D barcode and post assembly scanning Letters and Flats	**8**	Letters - 12K document cycles per hour Flats – 9K per hour
Pitney Bowes MPS Inserters	Roll Fed 72K sheets per hour cutting accumulation Six roller folder, Portrait-to-landscape module Pitney Bowes Print+Messenger unit for closed face envelope addressing and graphics.	**5**	Letters - 20K document cycles per hour
6x9 and 6x12 Bell & Howell Mailstar Inserters **Mailstar 400 and 500 Series**	Sheet Fed 1D and 2D barcode reading Six insert stations each Sierra Systems high integrity controllers GBR sheet feeders and four plate MBO folders	**7**	6K document cycles per hour each
9 x 12 Bell & Howell Mailstar	Sheet-Fed 1D and 2D barcode reading Eight insert stations each (friction and swing-arm) Sierra Systems high integrity controllers GBR sheet feeders	**1**	3K flats per hour
Bell & Howell/Phillipsburg Inserters	Four and eight stations units Mechanical double detection	**4**	6K inserts per hour

Draft

Technology

Document Direct is built on world class open source tools and technologies. *Document Direct* utilizes technologies from these best-in-class open sourced resources. This allows Sebis to participate in the collaboration of developers worldwide. The adoption of open source and general public license resources improves security by preventing vendor lock-in. This also results in a more compliant and secure application because the security models and technologies are widely adopted and collaborated on from a worldwide community of mission critical enterprise content management developers.

Lastly, the adoption of these platforms permits rapid development and customization because much of the application's functions are object oriented and brought in rather than requiring local development. The BIRT report developer and viewer is an example of this thinking.

Document Presentation

Used to compose and produce simple to the most complex bill and statement documents.

XEP Engine is the formatting force behind paper document production. Complies with the World Wide Web open source XSL:FO definition.

Database

PostgreSQL is a powerful, open source object-relational database system. It has more than 15 years of active development and a proven architecture that has earned it a strong reputation for reliability, data integrity, and correctness. It runs on all major operating systems.

Reporting Tools

Business Intelligence Reporting Tools (BIRT) is an Eclipse-based open source reporting system for web applications, especially those based on Java and Java EE.

BIRT can deliver reports and data extracts of any format including charts and graphs.

Web Server

Since April 1996, Apache has been the most popular HTTP server software in use. As of January 2012, Apache was estimated to serve 58% of all active websites and 65% of the top servers across all domains.

Interactive Voice Response (IVR)

Asterisk makes it easy to build IVR applications that respond to tone or speech input from the caller.

Database Interface

Using Hibernate allows *eDocument Direct* to work with any database engine.

Hibernate provides data query and retrieval facilities. Hibernate generates the SQL and automates result set handling and object conversion and keeps the application portable to all supported SQL databases with little performance overhead.

Document Repository - User Management and Security

Alfresco is built on the strong foundation of a proven, open source enterprise content management platform that has been deployed at over 2,500 enterprises in 55 countries.

Billing documents are stored, managed, transformed and delivered in this framework.

Web Development Framework

Spring is the most popular application development framework for enterprise Java™. Millions of developers use Spring to create high performing, easily testable, reusable code without any lock-in.

Operating System

Linux has been ported to more computer hardware platforms than any other operating system. It is a leading operating system on servers and other big iron systems such as mainframe computers and supercomputers.

More than 90% of today's top 500 supercomputers run some variant of Linux, including the 10 fastest.

Draft

Document Direct Datasheet

Enrollment:
- Email confirmation (optional)
- Instantly logged in on successful enrollment (optional)
- Enrollment authenticated on one or multiple document data items
- Service suggestions guide new users to most economical services
- Pre-existing services (such as autopay ACH) recognized
- Requires user confirmation of terms
- Associate any number of accounts to single user (optional)

Repository:
- Alfresco Enterprise Content Management System
- Full search capability
- Records management
- Document management and version control
- Support for Standards Content Management API Standards - CMIS with a REST or Web services binding, JSR 170, WebDAV, CIFS, FTP, ODF, OpenSearch. Standards – RSS, Atom, JSON, JSR 168
- Security provided by Alfresco ECM system
- Taxonomies supported: Any
- Full replication

Payments:
- All Credit Cards, Electronic Check or Cash.
- Automatic ACH Debit
- Enrolled or not enrolled users may pay bills (Quickpayment)
- Support for multiple currencies
- Any number of document types, bill types, journals or accounts
- Support for convenience fees
- Payment plans and future dated payments
- Stored wallet information
- Refunds, voids
- Late payment surcharges
- Prevent late payments (optional)
- High / Low payment amount restrictions (configurable)

Database:
- Hibernate / PostgreSQL
- Full replication

Authentication:
- Single sign on (SSO) NTLM and LDAP or custom systems

Appearance:
- Sites fully skinable to client web styles
- Site is fully web content management. (WCM) Site content is authored and modified by your team (optional)

Agent Features:
- Track all customer encounters including notes.
- Change user profiles
- Associate / disassociate accounts
- Manage account and user restrictions
- Accept payments
- Create and modify payment plans
- View all user histories
- Search bill documents
- Perform refunds, voids and adjustments (role permits)
- Lock / Unlock users
- Manage wallet items
- Run reports
- Email, fax or re-mail bill documents

Document Delivery:
- Email, fax and paper delivery systems supported.
- Multiple email and fax attempts (default is 4)
- Automatically revert to paper bill if electronic delivery fails.
- RenderX XSLT transformations for on-demand document transformation and display. Document archives fully XML compliant with version control of presentation stylesheets. Presentations and document transformations use only standards based data storage and document composition tools and methods.

Reporting:
- Business Intelligence Reporting Tools (BIRT) system.
- Rapid development and customization of reports.
- Data extractions.
- Reports stored in repositories for record keeping.
- Full suite of standard reports.
- Automatic reporting (user configurable)

Application Environment:
- Linux OS
- Open source
- Java/Spring/Surf rapid development environment.
- Development, staging and production environments.
- XML based configuration.
- Web 2.0 including AJAX and YUI libraries.
- Open source objects and modules.
- Standards driven (Java, Spring, Javascript, Freemarker, XML/XSL)
- Adobe Coldfusion
- Apache

Languages:
- Multilingual content. Any number of languages.
- Public facing pages can be specified by user preference or browser locale.

Service Options:
- Email bills / documents.
- Paper mail bills / documents.
- Automatic ACH debits.
- Pay on-line

Credit Card and Wallet Data:
- Encrypted and stored independently behind secondary firewall.
- Last 4 numbers visible.
- Security codes captured at transaction.

Security:
- Permission set, role based.
- Entity based. (multiple entities)
- SSL encryption for all client/browser communications.
- User actions logged.
- Database auditing enabled.
- HIPAA compliant access control and access and user activity tracking.

Draft

Zero Defect Production – The Automated Document Factory (ADF)

Producing zero defect documents requires a factory / manufacturing approach to the process.

The Automated Document Factory

Managing the process of creating and delivering mission-critical, high-volume digital documents using factory production techniques, referred to as an Automated Document Factory (ADF), integrates production control and monitoring systems into the high-volume printing and mailing environment.

ADF enables print operations to increase the utilization of equipment, increase document integrity, ensure image verification, and increase revenues through greater efficiency.

This document outlines the key components of the Sebis Automated Document Factory (ADF) architecture. This includes centralized control, reporting, job ticketing, scheduling, tracking, device monitoring and many additional items shown below.

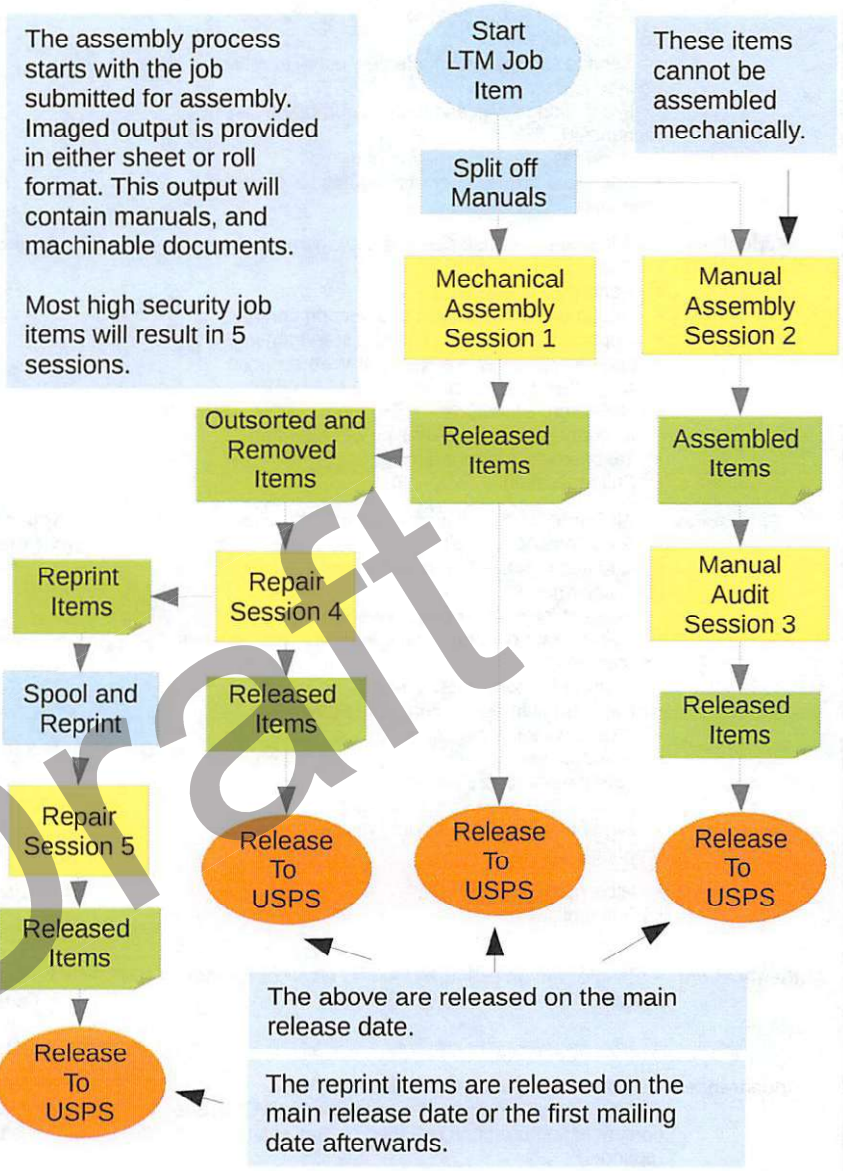
Assembly Sessions

Document production is made up of sessions. A session is defined as the combination of a set of documents, an operator and in most cases a resource (A folder, printer, inserter, etc.). Carefully tracking and recording each session tracks productivity, faults and provides a clear record of activity, if a defect is reported.

The illustration on the right shows how a typical high security job could generally require 5 sessions.

A document assembly job that includes Protected Health Information (PHI) or Protected Personally Identifiable Information (PII) will be subject to this workflow.

Sebis applied this same workflow to applications that require zero defect production even though there is no compliance standard demanding it.



Draft

Mechanical Assembly

Secure Barcoding

The most secure 2D barcoding schemes are used to protect the integrity of each document. Older schemes and optical mark systems (OMR) are not considered sufficient and reliable enough to protect PHI.

Assembly Closed System

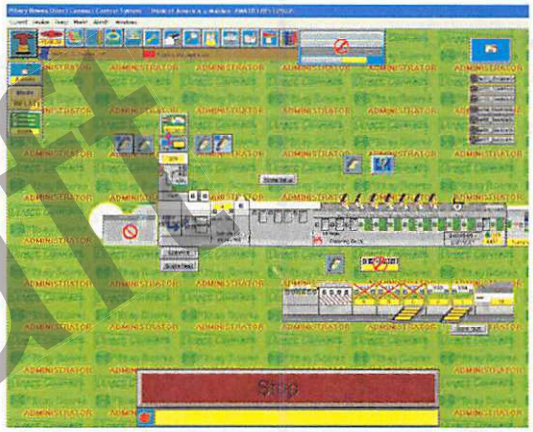
During production, operators have no access to pieces as the assembly process runs. The machine "closes" access to items. This way the system knows that the mailpieces cannot be tampered with in any way.



Any fault that is detected by any assembly process results in the item being diverted into to repair/inspection workflow.

Touch and Toss

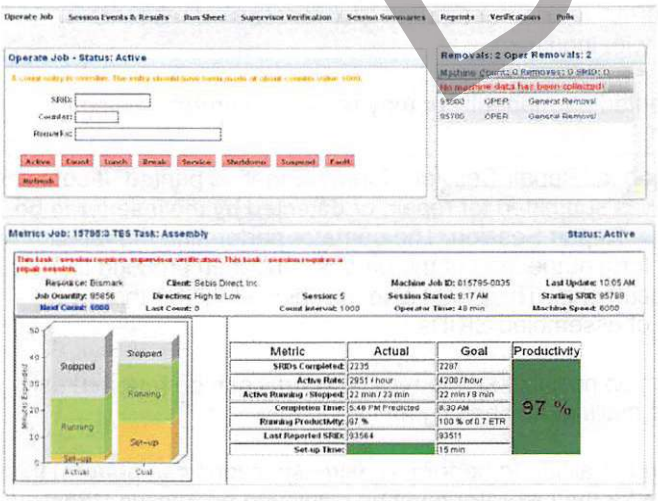
Operators do not attempt to repair mailpieces that have been detected as faults by the inserting devices. Any faulted mailpiece is diverted into a repair/inspection bin for a later workflow.



The illustration on the right shows a typical tracking screen. This demonstrates that the inserter knows the location and status of each mailpiece as it is being assembled. The success or failure of each mailpiece is recorded and determines how each mailpiece should be handled.

The illustration on the right also shows how the outcomes of each mailpiece is known to the system and provides the proper actions. Items that show as ***Outsorted*** or ***Removed /Operator*** are diverted to an assembly repair / inspection workflow.

Below shows an operator dashboard during assembly.



Session Events — Events Qty: 8

#	Event	Timestamp	SRID	Counter	Remarks
1	Set-up Task	03/24/2017 5:20 PM	1		Bin: 50
2	Set-up Completed	03/24/2017 5:20 PM			
3	Active	03/24/2017 7:04 PM	1		
4	Inactive - Lunch	03/24/2017 7:31 PM	3432		
5	Active	03/24/2017 8:17 PM	3432		
6	Shutdown Task	03/24/2017 9:06 PM	10012		
7	Shutdown Checklist Completed	03/24/2017 9:06 PM	10012		
8	Shutdown Task Completed	03/24/2017 9:09 PM			Finish shutting down session.

Session Results — Results Qty: 33

#	Timestamp	Machine Fault	Machine Action	Oper Fault	SRID	Source	Status
1		SRID MISSING			1	MACH	MISSING
2	12:21 P	Chassis	RemovedOperator		2	MACH	BAD
3	12:21 P	FpsEngine_Exit	Outsorted		3	MACH	BAD
4	12:22 P	VS4_a	Outsorted		4	MACH	BAD
5	12:23 P	VS3_a	RemovedJam		44	MACH	BAD
6	12:23 P	VS3_a	RemovedJam		45	MACH	BAD
7	12:22 P	MOS_Aligner1_Exit	RemovedOperator		47	MACH	BAD
8	12:22 P	MOS_Aligner1_Mid1	RemovedOperator		48	MACH	BAD
9	12:23 P	VS4_a	Outsorted		52	MACH	BAD
10	12:23 P	VS4_a	Outsorted		56	MACH	BAD
11	12:24 P	VS3_a	RemovedJam		57	MACH	BAD
12	12:24 P	VS3_a	RemovedJam		58	MACH	BAD
13	12:23 P	MOS_Aligner1_Mid1	RemovedOperator		61	MACH	BAD
14	12:24 P	VS4_a	Outsorted		65	MACH	BAD

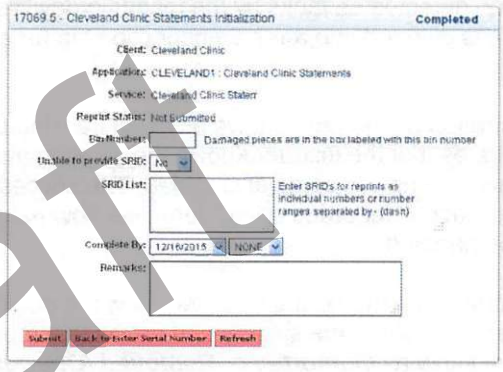
Draft

Additional Elements of the ADF

Stock Items	Stock items are retrieved by a secure and recorded process. Restocking is restricted to qualified personnel. Opened cartons are inspected for security.
Start, Checklists, Running and Closing a Run	Assembly is broken down into specific steps. Each step is recorded. Steps can include Start assembly. Operate assembly and End Assembly. Each step can have its own checklist and specific procedures customized for each application.
Manual Assembly Sets	At the start of a process, the manual assembly items are removed and placed into a secure manual assembly workflow. This workflow includes assembly and inspection. Only successfully inspected documents are released for delivery.
Assembly Faults	Sebis adheres to a principal called "Touch and Toss". This means that if the inserter detects a fault that could mean that the integrity of the mailpiece cannot be certain, the operator removes the mailpiece (or if more than one, several mailpieces) and places the mailpiece(s) into a Repair Bin. Operators do not repair these pieces. A separate workflow is utilized to capture, inspect, repair or re-create these items.

Automated Reprints

As mailpieces are "faulted", by Operators or the Inserters, an automated reprint process is fed the document IDs for these damaged or defective documents. Documents are then re-printed as necessary and placed back into the assembly workflow.



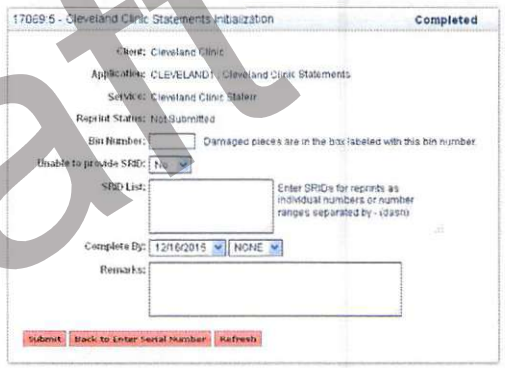
Operator Qualifications	Operators are trained and awarded qualifications. These qualifications can include skill sets regarding machines or work processes. Qualifications also include security items such as HIPAA training or Federal Clearances such as NACI. (National Agency Check with Inquiries) Qualifications can be granted permanently or may require recurrent training to maintain the qualification.
Document Repair / Reprint Process	At the conclusion of the job, a "Repair Session Control Sheet" is printed. It contains a log of each SRID that was submitted for repair, or detected by the inserter to be removed and included in a Repair Session. The operator performing the repair inspection will fill out the form at the start of the process and then proceed to inspect and repair the documents. This sheet also includes all SRIDs that were missing within the range of assembled SRIDs. Repairs are done as soon as possible so the repaired items can be reported as "Repaired" and rejoin the mailing they belong to. Only operators trained and qualified to perform repair/inspections can perform this function. The qualification for the Operator must be displayed on Access-Direct. The qualification is "Repair-Inspect".

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Incident Reporting	An incident is defined as any event falling outside the practices defined by the lettershop production operating procedures. Incidents are made a part of the application record. Aggregated reporting is performed on incidents that occur over each month as part of the Quality Control Program.
Duplex Image Security	Front side to back side integrity is secured by printing and scanning internal barcodes on the edge of each page. This barcode is then slit off at the finishing stage. This assures that the front side and back side of any document is not mismatched.
Document Security Types	Sebis classifies all document production tasks into 4 different categories These categories then automatically imply and invoke specific procedures and controls. PHI – Protected Health Information PII – Personal Identifiable Information FIN – No protected Information, but requires a zero defect workflow. NON – High security workflow is not required.
Sessions	Document production is made up of sessions. A session is defined by the combination of a set of documents, an operator and in most cases a resource (A folder, printer, inserter, etc.). Carefully tracking and recording each session monitors productivity, faults and provides a clear record of activity, if a defect is reported.

Document Shredding

High security documents that are damaged and reprinted in the assembly process must be shredded. All shredding is recorded and make part of the records kept for each production run.



Draft

Closing

Sebis Direct provides the capacity, technical skill, automation, compliance, and experience to be carefully considered for this critical application. All processes and tasks are performed in a fully accountable and secure environment.

This proposal outlines a business process solution that utilizes the latest technology, best practices and work-flow to provide timeliness, security, integrity and the reliability that will exceed Crystal Lake's expectations.

This engagement will also propagate beyond the production of paper documents into a partnership of constant improvement and modernization of the business processes related to document management and delivery throughout the enterprise.

Thank you for your consideration.



Anya Sanders
Campaign Coordinator

Draft

THE CITY OF CRYSTAL LAKE

CONTRACT FOR THE

UTILITY BILL PRINTING & MAILING SERVICES

BIDDER'S PROPOSAL

Full Name of Bidder Sebis Direct Inc. ("Bidder")

Principal Office Address 6247 W. 74th St. Bedford Park, IL 60638

Local Office Address 6247 W. 74th st. Bedford Park, IL 60638

Contact Person Anya Sanders Telephone 312-243-9300 x1037

TO: The City of Crystal Lake ("Owner")
100 W. Woodstock Street
Crystal Lake, Illinois 60045

Attention: ***Adam Orton – Assistant Finance Director***
Sealed Bid – Utility Bill Printing and Mailing Services

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Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. NONE, which are securely stapled to the end of this Bidder's Proposal [if none, write "NONE"] ("Bid Package").

Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.

1. **Work Proposal**

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package ("Work Site") and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the Utility Bill Printing and Mailing Services; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of

Contractor by the Contract; and (6) to provide, perform and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by or pursuant to, the Contract; all of which is herein referred to as the "Work."

B. Manner and Time of Performance. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will perform the Work in the manner and time prescribed in the Bid Package and according to the requirements of Owner pursuant thereto.

C. General. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will do all other things required of Bidder or Contractor, as the case may be, by the Bid Package.

2. **Contract Price Proposal**

If this Bidder's Proposal is accepted, Bidder will, except as otherwise provided in the Contract, take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth on the following "Schedule of Prices" ("Price Proposal"), which Schedule of Prices Bidder understands and agrees will be made a part of the Contract:

Draft

SCHEDULE OF PRICES

Item	Details	Size	Unit of Measure	Unit Price 2026	Unit Price 2027	Unit Price 2028	Unit Price 2029	Unit Price 2030
REQUIRED ELEMENTS								
1	**Bill Statements** White 24 lb. paper Perforation bottom line fold Black and blue ink	8 1/2" x 11"	Each	$0.066	$0.066	$0.066	$0.066	$0.066
2	**Outgoing Envelope** White 24 lb. paper Double window	Standard #10	Each	$0.019	$0.019	$0.019	$0.019	$0.019
3	**Return Envelope** White 24 lb. paper Customer pays postage Blank return address	Standard #9	Each	$0.017	$0.017	$0.017	$0.017	$0.017
4	**Digital Copy of Bills**							
	Searchable Vendor Portal		Per Month	See Note*	See Note*	See Note*	See Note*	See Note*
	OR							
	Searchable PDF File			Included	Included	Included	Included	Included
5	**Past Due Notices (City Option)**		Each	$0.066	$0.066	$0.066	$0.066	$0.066
6	**Mailing Services, if applicable** i.e. NCOA, Cass, etc.		Each	Included	Included	Included	Included	Included
7	**Design/Setup Fee**		Each	No Cost	No Cost	No Cost	No Cost	No Cost
8	**Periodic backer updates, as needed**		Each	$225.00 / hour	$225.00 / hour	$225.00 / hour	$225.00 / hour	$225.00 / hour
9	**Insertion Services**							
	City provided inserts	1/3 page	Each	$0.01	$0.01	$0.01	$0.01	$0.01
	City provided inserts, pre-folded	full page	Each	$0.01	$0.01	$0.01	$0.01	$0.01
	City provided inserts, need fold	full page	Each	$0.016	$0.016	$0.016	$0.016	$0.016
OTHER ELEMENTS								
10	**Digital Insert Services**							
	Vendor print & process (color)	1/3 page	Each	$0.019	$0.019	$0.019	$0.019	$0.019
	Vendor print, fold & process (color)	full page	Each	$0.043	$0.043	$0.045	$0.045	$0.045
11	**Vendor Portal Charge, if available**		Annual	See Note*	See Note*	See Note*	See Note*	See Note*

Note: portal cost is $0.001 per record stored per month with a site maintenance charge of $170.00 / month.

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SCHEDULE OF PRICES (CONT'D.)

Details	Unit Price 2026	Unit Price 2027	Unit Price 2028	Unit Price 2029	Unit Price 2030
ADDITIONAL OTHER COSTS NOT LISTED ABOVE (List any expected or likely charges not included in the prices above, such as wharehousing, disposal, Move Update Charges	0.17 / hit	0.17 / hit	0.17 / hit	0.19 / hit	0.19 / hit
ESTIMATED ANNUAL COSTS 12 months, 14,000 pieces per month, excluding postage, inserts and past due notices	ANNUAL $17,136.00	ANNUAL $17,136.00	ANNUAL $17,136.00	ANNUAL $17,136.00	ANNUAL $17,136.00

Draft

SCHEDULE OF PRICES (CONT'D.)

Scope of Work Requirements

Proposers must respond to the General Requirements listed in the table below. The vendor must indicate:

- Y=Yes, item will be supplied as specified and is part of the vendor's price proposal
- N=No, item will not be supplied
- O=Optional, item will not be supplied as specified, but is being provided by the vendor as an optional component that may require modification. Price is provided for this item on the Pricing Summary form.

	General Requirement	Y/N/O	Vendor Comments
1.	Does the vendor have the ability to receive and utilize the text file containing fixed-length fields of data from the City software vendor?		Please see bid response for requirement responses.
2.	Does the vendor have the ability to assist City staff to design a utility bill that includes the minimum stated requirements?		
3.	If needed, will the vendor work with City staff to design an informational sheet explaining the format of the billing statement?		
4.	Will the vendor conform to billing statement specifications of size, weight, color and placement of perforation?		
5.	Will the statement have an area for generic messages that can be changed monthly?		
6.	Will the mailing and return envelopes conform to the specifications?		
7.	Does the vendor have the ability to selectively insert envelopes and suppress envelope insertion for accounts enrolled in auto pay?		
8.	Does the vendor have the ability to combine multiple accounts for the same customer into one envelope?		
9.	Will the vendor conform to the monthly folding, insertion and mailing requirements?		
10.	Will the vendor provide an electronic file containing billing statements either by email or via internet access?		
11.	Does the vendor have the capability to print additional inserts received electronically and insert them into the billing?		
12.	Does the vendor have the ability to include pre-printed inserts in the billing?		
13.	Will the vendor warehouse all stock and envelopes?		
14.	Will the vendor comply with the list of additional services?		

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SCHEDULE OF PRICES (CONT'D.)

15.	Does the vendor have a disaster recovery plan?		
16.	Does the vendor assure that the transfer of data will be secure?		
17.	Does the vendor have the ability to meet the projected implementation dates as stated?		

A. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

1. The approximate quantities set forth in this Schedule of Prices for each Unit Price Item are Owner's estimate only, that Owner reserves the right to increase or decrease such quantities, and that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item installed complete in place, measured on the basis defined in the Contract;

2. Owner is not subject to state or local sales, use and excise taxes and no such taxes are included in this Schedule of Prices;

3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits are included in this Schedule of Prices; and

4. All costs, royalties, and fees arising from the use on, or the incorporation into, the Work of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions are included in this Schedule of Prices.

All claim or right to [dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, or to] claim any additional compensation by reason of the payment of any such tax, contribution, or premium or any such cost, royalty or fee is hereby waived and released.

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3. **Contract Time Proposal**

If this Bidder's Proposal is accepted, Bidder will commence the Work not later than the "Commencement Date" set forth in section 2C of the Contract and will perform the Work diligently and continuously and will complete the Work not later than the "Completion Date" set forth in section F of the Contract.

4. **Firm Proposal**

All prices and other terms stated in this Bidder's Proposal are firm and shall not be subject to withdrawal, escalation, or change for a period of 60 days after the date on which any Bidder's Proposal is opened or such extended acceptance date for Bidder's Proposals as may be established pursuant to Sections 10 and 13 of the General Instructions to Bidders.

5. **Bidder Representations**

A. No Collusion. Bidder warrants and represents that the only persons, firms, or corporations interested in this Bidder's Proposal as principals are those named in Bidder's Sworn Acknowledgment attached hereto and that this Bidder's Proposal is made without collusion with any other person, firm or corporation.

B. Not Barred. Bidder warrants, represents and certifies that it is not barred by law from contracting with Owner or with any unit of state or local government.

C. Qualified. Bidder warrants and represents that it has the requisite experience, ability, capital, facilities, plant, organization and staff to enable Bidder to perform the Work successfully and promptly and to commence and complete the Work within the Contract Price and Contract Time Proposals set forth above. In support thereof, Bidder submits the attached Sworn Work History Statement. In the event Bidder is preliminarily deemed to be one of the most favorable to the interests of Owner, Bidder hereby agrees to furnish upon request, within two business days or such longer period as may be set forth in the request, such additional information as may be necessary to satisfy Owner that Bidder is adequately prepared to fulfill the Contract.

D. Owner's Reliance. Bidder acknowledges that Owner is relying on all warranties, representations and statements made by Bidder in this Bidder's Proposal.

6. **Surety and Insurance**

Bidder herewith tenders surety and insurance commitment letters as specified in Section 6 of the Invitation for Bidder's Proposals.

7. **Bid Security**

N/A

Draft

8. **Owner's Remedies**

Bidder acknowledges and agrees that should Bidder fail to timely submit all additional information that is requested of it; or should Bidder, if Owner awards Bidder the Contract, fail to timely submit all the Bonds and all the certificates and policies of insurance required of it; or should Bidder, if Owner awards Bidder the Contract, fail to timely execute the Contract, Contractor's Certification and all other required documentation related to the Contract, it will be difficult and impracticable to ascertain and determine the amount of damage that Owner will sustain by reason of any such failure and, for such reason, Owner shall have the right, at its option in the event of any such default by Bidder, to retain or recover as reasonably estimated liquidated damages, and not as a penalty, the entire amount of the Bid Security or ten percent of Bidder's Price Proposal, whichever is greater, or to exercise any and all equitable remedies it may have against Bidder.

9. **Owner's Rights**

Bidder acknowledges and agrees that Owner reserves the right to reject any and all Bidder's Proposals, reserves the right to accept or reject any item of any Bidder's Proposal and reserves such other rights as are set forth in Section 13 of the General Instructions to Bidders.

10. **Bidder's Obligations**

In submitting this Bidder's Proposal, Bidder understands and agrees that it shall be bound by each and every term, condition or provision contained in the Bid Package, which are by this reference incorporated herein and made a part hereof.

Draft

DATED this 18th day of August, 2025.

Attest/Witness:

Sebis Direct Inc.
Bidder

By: Wm E Sons

By: Kathy Morris

Title: President

Title: Executive Vice President

SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7, FOR SIGNATURE REQUIREMENTS

Utility Bill Printing & Mailing Services

Quest Number: 9820177

Closing Date: Wed, 08/20/2025 10:00 AM CDT
Posting Type: Construction Project
Owner: Crystal Lake IL, City of
Solicitor: Crystal Lake IL, City of
Ask a Question

Type your question...

Submit Your Question | Once you click Submit, your Question will be sent to the Solicitor for review and response. You cannot edit or delete your Question once submitted.

My Unanswered Questions (0 Questions)

No Unanswered Questions Available

My Directly Answered Questions (0 Questions)

No Directly Answered Questions Available

All Available Information (12 Questions)

Draft

The current bill looks to have 4 colors, but the ITB on page 14 mentions 3. Which is correct?

Date - 08/14/2025 10:28 AM
Including black, there are four colors: black, blue, green, and yellow.

Page 13, item B. 1. BILL DESIGN mentions "the placement of the barcode scan line on the bottom of the statement is critical. Any deviation from the required placement will not be acceptable". Is this referring to the string of numbers at the bottom of the remit, or the 3 of 9 barcode above the remit address? We ask because the string of numbers, the "OCR" line, is in a standard location for bank processing. But the 3 of 9 barcode would likely need to be moved so the IMB barcode could go above the remit address.

Date - 08/14/2025 10:29 AM
The 3 of 9 barcode placement is flexible since it is for internal scanning. The OCR line and the IMB barcode need to meet the requirements for mailing and bank processing.

Do you have specifications for location of the OCR line? We would like to be sure it doesn't show through the remit envelope window.

Date - 08/14/2025 10:30 AM
The OCR line must be acceptable to the City's bank for processing. The OCR line shown on the sample included is currently acceptable by the bank.

How many of the 14,000 accounts are actually mailed? Are they all mailed or are some paperless?

Date - 08/14/2025 10:30 AM
We do have paperless accounts. Approximately 12,000 accounts receive mailed bills each month.

The pricing chart mentions that the #10 envelope is a double window (do not custom), but page 14, item B. 3. Bill Production, mentions 'the outer envelope shall reflect the City's Logo and return address.'. Can you please clarify whether or not the #10 envelope is custom or just a standard double window envelope?

Date - 08/14/2025 10:31 AM
#10 envelope is a standard double window envelope is preferred.

Page 17, item E. Copyright mentions that the return envelope requires the use of the City's Logo and return address. Is the return envelope a custom envelope, or a single window standard envelope? If custom, would a single window remit envelope be acceptable?

Date - 08/14/2025 10:31 AM
A single window remit envelope would be acceptable.

The following are questions regarding the Schedule of Prices on page 20. a. item #5, Past Due Notices. What should this price contain? The printing, paper, and one outgoing envelope?

Date - 08/14/2025 11:19 AM
Yes, printing, paper and outgoing envelope.

The following are questions regarding the Schedule of Prices on page 20. item #6, Mailing Services. CASS and NCOA function differently. CASS is run for every account as a standard item. NCOA is a change of address service, and only applies 'per hit', so only a handful a job. What price should be inserted here?

Date - 08/14/2025 11:19 AM
Please include any additional mailing costs not elsewhere included.

The following are questions regarding the Schedule of Prices on page 20. item #10, Digital Insert Services. Should we price these out as one sided or two sided? Do you have sample inserts?

Date - 08/14/2025 11:20 AM
Please price as single sided inserts.

The following are questions regarding the Scope of Work Requirements chart on page 22. a. item #14. What list of additional services is this referring to?

Date - 08/14/2025 11:20 AM
Please disregard. A list of additional services was not included.

The following are questions regarding the Scope of Work Requirements chart on page 22. item #17. What projected implementation date is this referring to? Is there a length of time a new vendor would be given to implement this project?

Date - 08/14/2025 11:21 AM
First mailing will occur in January 2026 to be received by customers on or around February 1, 2026.

Are exception requests for your supplied standard contract allowed? Or is the successful vendor expected to sign as is?

Date - 08/14/2025 11:21 AM
Exception requests may be considered once bids have been received.

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THE CITY OF CRYSTAL LAKE

CONTRACT FOR THE

UTILITY BILL PRINTING & MAILING SERVICES

BIDDER'S SWORN ACKNOWLEDGEMENT

Anya Sanders ("Deponent"), being first duly sworn on oath, deposes and states that the undersigned Bidder is organized as indicated below and that all statements herein made are made on behalf of such Bidder in support of its Bidder's Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Bidder has carefully prepared, reviewed and checked its Bidder's Proposal and that the statements contained in its Bidder's Proposal and in this Acknowledgement are true and correct.

COMPLETE APPLICABLE SECTION ONLY

1. **Corporation**

Bidder is a corporation that is organized and existing under the laws of the State of Illinois, that is qualified to do business in the State of Illinois, and that is operating under the legal name of Sebis Direct Inc.

The officers of the corporation are as follows:

TITLE	NAME	ADDRESS
President	Wes Sanders	6247 W. 74th St. Bedford Park, IL 60638
Vice President	Kathy Morrin	6247 W. 74th St. Bedford Park, IL 60638
Secretary	none	
Treasurer	Tom Mucha	6247 W. 74th st. Bedford Park, IL 60638

2. **Partnership**

Bidder is a partnership that is organized, existing and registered under the laws of the State of _____ pursuant to that certain Partnership Agreement dated as of _____, that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____.

The general partners of the partnership are as follows:

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ACKNOWLEDGEMENT

NAME	**ADDRESS**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. **Individual**

Bidder is an individual whose full name is _____, whose residence address is _____ and whose business address is _____. If operating under a trade or assumed name, said trade or assumed name is as follows: _____.

4. **Joint Venture**

Bidder is a joint venture that is organized and existing under the laws of the State of _____ pursuant to that certain Joint Venture Agreement dated as of _____, that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____.

The signatories to the aforesaid Joint Venture Agreement are as follows:

NAME (and ENTITY TYPE)	**ADDRESS**
_____(___)	_____
_____(___)	_____
_____(___)	_____

[For each signatory, indicate type of entity (Corporation = "C"; Partnership = "P"; and Individual = "I") and provide, on separate sheets, the information required in Paragraph 1, 2, or 3 above, as applicable]

Draft

ACKNOWLEDGEMENT

DATED this 18th day of August, 2025.

Attest/Witness:

Sebis Direct Inc.
Bidder

By: Wes E Ann

Title: President

By: Kathy Morris

Title: Executive Vice President

Subscribed and Sworn to before me this 18th day of AUGUST, 2025

Notary Public

My Commission Expires: 1/4/2026

[SEAL]

THOMAS F MUCHA
Official Seal
Notary Public - State of Illinois
My Commission Expires Jan 4, 2026

SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7, FOR SIGNATURE REQUIREMENTS

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THE CITY OF CRYSTAL LAKE

CONTRACT FOR THE

UTILITY BILL PRINTING & MAILING SERVICES

REFERENCES

Municipality:	Village of Streamwood
City, State, Zip Code:	Streamwood, IL 60107
Contact Name and Contact Info:	Mr. Josh Peakcock, 630-736-3800, jpeacock@streamwood.org
Project Name and Dates of Service:	Sebis Direct provides full life cycle management of the utility billing cycle for all Village of Streamwood water utility. September 2017 - Present.
Municipality:	City of Chicago
City, State, Zip Code:	Chicago, IL 60604
Contact Name and Contact Info:	Ms. Katherine Wheeler, 312-747-9640, Katherine.Wheeler@cityofchicago.org
Project Name and Dates of Service:	Sebis provides daily Certified Mail production for Chicago. October 2013 - Present
Municipality:	Village of Bartlett
City, State, Zip Code:	Bartlett, IL 60103
Contact Name and Contact Info:	Mr. Todd Dowden, 630-540-5941, tdowden@bartlettil.gov
Project Name and Dates of Service:	Sebis provides full life cycle management of the billing cycle for all Village of Bartlett water utility. March 2015 - Present.
Municipality:	Village of Elk Grove
City, State, Zip Code:	Elk Grove Village, IL 60006
Contact Name and Contact Info:	Ms. Emily Niebuhr, 847-357-4052, eniebuhr@elkgrove.org
Project Name and Dates of Service:	Sebis Direct provides document processing and electronic bill presentation for the Village of Elk Grove utility billing. October 2021 - Present.
Municipality:	City of Naperville
City, State, Zip Code:	Naperville, IL 60540
Contact Name and Contact Info:	Mr. David Moyano, 630-305-7059, moyanod@naperville.il.us
Project Name and Dates of Service:	Sebis Direct provides full life cycle management of the billing cycle for all City of Naperville water utility. May 2024 - Present

Draft

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Matthew Kelly
Kelly Assurance 11523 Burton Ct Westchester IL, 60154	PHONE (A/C, No, Ext): 708-578-2470 FAX (A/C, No): E-MAIL ADDRESS: matthew@kellyassure.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: The Hartford	37478
INSURER B: Coalition/Munich	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

Sebis Direct Inc, SD Property Holding LLC
6247 West 74th Street
Bedford Park IL 60638

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	x	x	83SBAAG9KX8	07/18/2025	07/18/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	x	x	83UECAC2895	07/18/2025	07/18/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION $ 10,000			83SBAAG9KX8	07/18/2025	07/18/2026	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N ☐ N/A If yes, describe under DESCRIPTION OF OPERATIONS below			83WECAZ0B3Z	07/18/2025	07/18/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	Employment Practices Liability Ins			83SBAAG9KX8	07/18/2025	07/18/2026	Each Claim: $25,000 Agg Limit: $25,000	
C	Cyber Insurance/Prof Liability			C-4LPY-043870-CYBER-2025	07/18/2025	07/18/2026	$5,000,000/$5,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location 1:6516 W 74th Street, Bedford Park IL, 60638, Replacement Cost $10,132,000
Location 2:6247 W 74TH ST BEDFORD PARK, IL 60638-6120 Replacement Cost $4,957,000
Location 3:1050-1100 Valley Belt Rd, Independence, OH 44141-1433 Replacement Cost $7,981,000
Location 4:3540 W LINCOLNST, PHOENIX, AZ, 85009 Replacement Cost $4,031,100
1. Employee Theft $4,000,000 $25,000 A Fidelity Limit of insurance Retention
2. ERISA Fidelity $1,000,000 $0 3.Employee Theft of Client Property $4,000,000 $25,000

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Matthew J Kelly

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EXHIBIT C

INSURANCE COVERAGES

INSURANCE REQUIREMENTS

Consultant shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or subcontractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

A. Insurance Services Office (ISO) Commercial General Liability occurrence form CG 0001 with the City of Crystal Lake named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements: Additional Insured Endorsements CG 20 10 – Additional Insured: Owners, Lessees or Contractors - Scheduled Person or Organization (Exhibit C.1) or CG 20 26 Additional Insured – Designated Person or Organization (Exhibit C.2) and CG 20 01 (Exhibit C.3) – Primary and Non-Contributory, and **CG 20 37 - Completed Operations – (Exhibit C.4)**; and

B. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."

C. Workers' Compensation as required by the Workers' Compensation Act of the State of Illinois and Employers' Liability insurance.

D. Professional Liability

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MINIMUM LIMITS OF INSURANCE

Consultant shall maintain limits no less than the following:

A. Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury and property damage and $1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than $2,000,000 or a project/contract specific aggregate of $1,000,000.

B. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of $500,000 per accident.

C. Professional liability insurance with limits not less than $1,000,00 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract, with a deductible not-to-exceed $50,000 without prior written approval.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City of Crystal Lake. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officials, employees, agents and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

A. General Liability and Automobile Liability Coverages

1. The City of Crystal Lake, its officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of the Consultant's work, including activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City of Crystal Lake, its officials, agents, employees and volunteers.

2. The Consultant's insurance coverage shall be primary and non-contributory as respects the City of Crystal Lake, its officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City of Crystal Lake, its officials, employees, agents and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Crystal Lake, its officials, employees, agents and volunteers.

4. The Consultant's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Consultant's insurance shall apply separately to each insured against who claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form" or provide the same coverage and the underlying policy, then the Consultant shall be required to name the City of Crystal Lake, its officials, employees, agents and volunteers as additional insureds.

6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.

7. The Consultant and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by City of Crystal Lake. This

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specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding,* 146 Ill. 2d 155 (1991).

B. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City of Crystal Lake, its officials, employees, agents and volunteers for losses arising from work performed by Consultant for the municipality.

NCCI Alternate Employer Endorsement (WC 000301) in place to ensure that workers' compensation coverage applies under contractor's coverage rather than the City's, if the City is borrowing, leasing or in day to day control of Consultant's employee.

C. Professional Liability

1. Professional liability insurance with limits not less than $1,000,00 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract, with a deductible not-to-exceed $50,000 without prior written approval.

2. If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of the contract. In the event the policy is cancelled, non-renewed or switched to an occurrence form, the Consultant shall be required to purchase supplemental extending reporting period coverage for a period of not less than three (3) years.

3. Provide a certified copy of actual policy for review.

4. **Recommended Required Coverage (architect, engineer, surveyor, consultant):** Professional liability insurance that provides indemnification and defense for injury or damage arising out of acts, errors, or omissions in providing the following professional services, but not limited to the following:

   a. Preparing, approving or failure to prepare or approve maps, drawings, opinions, report, surveys, change orders, designs or specifications;

   b. Providing direction, instruction, supervision, inspection, engineering services or failing to provide them if that is the primary cause of injury or damage.

D. All Coverages

1. No Waiver. Under no circumstances shall the City of Crystal Lake be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:

   a. Allowing work by Consultant or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.

   b. Failure to examine, or to demand correction of any deficiency, of any

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Certificate of Insurance and Additional Insured Endorsement received.

2. Each insurance policy required shall have the City of Crystal Lake expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. Best rating of no less than A-, VII and licensed to do business in the State of Illinois.

VERIFICATION OF COVERAGE

Consultant shall furnish the City of Crystal Lake with certificates of insurance naming the City of Crystal Lake, its officials, employees, agents and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause (Exhibit C-5). The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before any work commences. The following additional insured endorsements should be utilized: ISO Additional Insured Endorsements CG 20 10 – Additional Insured: Owners, Lessees or Contractors - Scheduled Person or Organization (Exhibit C-1) or CG 20 26 Additional Insured – Designated Person or Organization (Exhibit C-2) and CG 20 01 (Exhibit C-3) – Primary and Non-Contributory, and CG 20 37 (Exhibit C-4) – Completed Operations, where required. The City reserves the right to request full certified copies of the insurance policies and endorsements.

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EXHIBIT C-1

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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EXHIBIT C-2

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or

B. In connection with your premises owned by or rented to you.

SAMPLE Draft

EXHIBIT C-3

COMMERCIAL GENERAL LIABILITY
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

SAMPLE Draft

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EXHIBIT C-4

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

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EXHIBIT C-5

(Example)

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Producer/Ins. Broker Contact Info.
Name of Insurance Broker	PHONE (A/C, No, Ext): FAX (A/C, No):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE — NAIC #
INSURED	INSURER A : Name of Insurance Company — Completed
Name of Contractor	INSURER B : Name of Insurance Company — Completed
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	Y	Y	Policy Number Inserted	Policy Start Date	Policy Start Date	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			Policy Number Inserted	Policy Start Date	Policy Start Date	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $	Y	Y	Policy Number Inserted	Policy Start Date	Policy Start Date	EACH OCCURRENCE AGGREGATE	$ Per Request $ Per Request
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		Policy Number Inserted	Policy Start Date	Policy Start Date	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000
	Professional Liability (other specialty coverages as requested.			Policy Number Inserted	Policy Start Date	Policy Start Date	$1,000,000 per occurrence or as requested.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

List project number, location and description.
No additional endorsements limit coverage to additional insured beyond terms of actual additional insured endorsement (CG 2010 or CG 2026).
Coverage to additional insured is primary and non-contributory. Additional Insured: Member, its officials, employees, agents and volunteers.
Member named as cancellation notice recipient.

CERTIFICATE HOLDER	CANCELLATION
Name of Member	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Signature of authorized insurance company representative

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Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: September 2, 2025

Item: Designation of Surplus Property and Vehicle Purchase – Use of Suburban Purchasing Cooperative Contract #214, for the pricing and delivery of two (2) new Type I 4x4 ambulances, at a total cost of $617,898.00

Staff Recommendation: 1) Motion to adopt a Resolution designating Fire Rescue Ambulance 351 (2834- 2021 Ford F550) and Ambulance 354 (3353 - 2021 Ford F550) as surplus equipment and authorizing the City Manager to execute an agreement with Foster Coach Sales, Inc., for the trade-in of Fire Rescue Ambulances 351 (2834) and 354 (3353).

2) Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Foster Coach Sales, Inc., for the purchase of two (2) Type I 4x4 Ambulances, through the Suburban Purchasing Cooperative, in the total amount of $617,898.00, including trade-in.

Staff Contact: Craig Snyder, Fire Rescue Chief
Tim Spencer, Public Works Superintendent

Background

The Crystal Lake Fire Rescue Department has a fleet of six ambulances. Of these, four ambulances are considered primary front line units and two are reserve units that are used to back-up the four primary units. All six ambulances have a pickup style chassis with a 4x4 powertrain (called Type I). In this agenda supplement, City staff recommends the purchase of two new Type I ambulances. Following the purchase of these new vehicles, they will be placed into front line service, with two existing front line units moved to reserve status.

Type I ambulances are recommended for purchase since they are more effective than Type III ambulances in inclement weather. This is especially true when they are responding to emergency medical service (EMS) calls prior to roads being plowed during snow events. Due to this fact, it is staff's recommendation that all future ambulance purchases continue to be Type I vehicles. The Type I ambulance performance in inclement weather justifies the approximately $10,000.00 cost differential when compared with Type III ambulances.

Ambulance Replacement Cycle

A reliable fleet of apparatus designed to fulfill the mission of the Fire Rescue Department is key to providing consistent service delivery at an affordable cost. Nearly sixty-four percent of the Fire Rescue service delivery involves emergency medical care. Maintaining a functional, safe, and reliable ambulance fleet is especially important for the Crystal Lake Fire Rescue Department because of its call volumes. Over the past few decades, fire rescue departments throughout the country have found that their call volumes have become dominated by emergency medical services (EMS) calls as opposed to actual fire calls.

In calendar year 2024, the Fire Rescue Department responded to 7,586 calls for service of which 4,989 were EMS related and 86 were structure fire related. Proper life cycle replacement of ambulances will continue to provide for a safe, reliable and functional ambulance fleet at an economical cost so that the Fire Rescue Department can continue to effectively respond to EMS calls.

Ambulances are kept in the City's fleet for generally 7-10 years. During this time, the vehicle will spend 5-7 years in front line service and 2-3 years in reserve service. The reserve units are eventually cycled out of the City fleet based on a lifecycle analysis. This lifecycle analysis focuses on vehicle age, repair cost and mileage to determine when the ownership of the vehicle is no longer financially feasible. Lifecycle costing analysis considers the point in the vehicle's life when the sum of all ownership and operating costs necessitate replacement. Using the lifecycle analysis, the vehicles depicted in the below table will leave the City fleet.

Lifecycle Analysis Criteria	Ambulance 351	Ambulance 354
Vehicle Age at Time of Replacement	7 years	7 years
Current Mileage	59,132	67,628
Life-to-Date Maintenance Costs	$43,084	$44,267
Trade-in Value	$50,000.00	$50,000.00

Based on this analysis, City staff recommends that ambulances 351 (2834) and 354 (3353) be traded in. The trade in value will then be used to offset the purchase price of the two new vehicles recommended in this agenda supplement. The trade in value is shown in the table on page 3.

Expected Delivery

Supply chain issues continue to have an effect on emergency vehicle deliveries. Previously, an ambulance would be delivered to the City 12-24 months from the date of ordering. Current conditions with many of the ambulance builders is 24-36 months delivery from the time of ordering. Much of the issue is related to the delay in the build time from Horton, the chassis builder (Ford) providing the chassis to the ambulance builder and having all of the components of a build in stock.

Foster Coach has advised the City the expected date of delivery for the purchase of two ambulances for Crystal Lake will be 36 months from the date the order is placed. Foster Coach has also stated the price associated with the purchase of the two ambulances takes into consideration anticipated price increases from the chassis builder (Ford) that will accumulate from the date of order to the time the chassis is provided to Foster Coach.

Suburban Purchasing Cooperative

For many years, the City has been using the Suburban Purchasing Cooperative (SPC) Program for the purchase of vehicles. The SPC is organized by the Northwest Municipal Conference, which is an intergovernmental organization that leverages the buying power of many Chicago area communities to receive advantageous bid pricing. As members of the SPC, the City is able to take advantage of the cooperative members' leveraged contract. This program allows members to combine purchasing power, which enables significant cost reductions.

All items that are bid through the SPC follow the same State public procurement statutes that the City follows for a competitive, sealed bidding process. A SPC committee created the specifications for the ambulance. Once the sealed bids were opened, the SPC Purchasing Advisory Committee, made up of municipal purchasing agents, reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The SPC awarded the bid for a Type I Horton Ambulance to Foster Coach Sales, Inc. All previous ambulances have been purchased through the SPC contract for Horton ambulances.

In 2019, the City experienced a cost savings of approximately $12,000 when two ambulances were purchased after re-designing certain features such as lighting, engine type, and paint scheme. The cost savings resulted from switching the vehicles from diesel to gas and changing the paint scheme from two colors to one color. Although the City initially saw a cost savings up-front, the long-term maintenance cost of the gas engines reduced that cost saving to nearly zero. Fleet services has recommended that the City go back to purchasing these ambulances equipped with diesel motors rather than gas.

Foster Coach Sales, Inc. has offered trade-in allowances of somewhat less than the allowances offered in 2021 to the City. The trade-in allowance for the two current 2021 Ford F550 ambulances is $50,000.00 each with a total trade-in allowance of $100,000. The total cost of the two new Type I 4x4 ambulances, with the multi-unit discount and trade-in is $617,898.00. Below is a breakdown of these costs.

	Foster Coach Sales, Inc.	
Ambulance		
Model	2026 Ford F550 (Diesel)	2026 Ford F550 ((Diesel)
Ambulance Type	Type I, 4x4	Type I, 4x4
Module Brand	Horton	Horton
Ambulance Cost	$359,447.00	$359,447.00
Multi-unit Discount	($2,000.00)	($2,000.00)
Trade-In	($50,000)	($50,000)
TOTAL	**$308,949**	**$308,949**

Recommendation

It is staff's recommendation to authorize the City Manager to execute an agreement with Foster Coach Sales, Inc., for the purchase of two (2) Type I 4x4 ambulances, through the Suburban Purchasing Cooperative, in the total amount of $617,898.00, including trade-in and the multi-unit discount. Due to the long lead-times for delivery, staff's recommendation is to order two ambulances now with the anticipated delivery of 36 months, and move the funding slated for 2025 to the 2028 fiscal year. The City will not need to pay for, or expense the vehicles, until they are fully completed and ready to assume ownership.

Votes Required to Pass

Simple majority

RESOLUTION

WHEREAS the City of Crystal Lake from time to time designates surplus items that are no longer needed or obsolete; and

WHEREAS the City's Financial Policies allow for the City Council to declare property surplus and specify the method of its disposal; and

WHEREAS property that is declared surplus may be offered as a trade-in for credit toward the acquisition of a similar item upon review and approval of the trade-in offer by the City Manager as a method of disposal; and

WHEREAS the City's Fire Rescue Ambulance 351 (2834-2021 Ford F550) and 354 (3353-2021 Ford F550) have been evaluated by City staff and have been determined to be in need of replacement in order to maintain efficient and operable equipment for use by the Fire Rescue Department in emergency lifesaving operations; and

WHEREAS the City has budgeted for the replacement of vehicles during the 2025 fiscal year including vehicles within the Fire Rescue Department; and

WHEREAS City staff have determined that the identified vehicles should be replaced with two (2) new Type I 4x4 ambulances; and

WHEREAS the City utilizes purchasing cooperatives and joint bids to combine purchasing power with other government agencies to reduce costs; and

WHEREAS the City Council has authorized participation in the Suburban Purchasing Cooperative; and

WHEREAS contract #214, provided through the Suburban Purchasing Cooperative, offers pricing for the purchase and delivery of new Type I 4x4 ambulances as specified by the Fire Rescue Department.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

Draft

BE IT FURTHER RESOLVED that Fire Rescue Ambulance 351 (2834-2021 Ford F550) and 354 (3353-2021 Ford F550) are declared as surplus equipment and authorizing the City Manager to execute an agreement with Foster Coach Sales, Inc., for the trade-in of Fire Rescue Ambulances 351 (2834) and 354 (3353); and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute an agreement with Foster Coach Sales, Inc. for the purchase of two (2) Type I 4x4 ambulances, through the Suburban Purchasing Cooperative in the total amount of $617,898.00, including trade-in and multi-unit discount; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve warranted completion date change orders relating to the contract.

DATED this 2nd day of September, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

Draft

PASSED: September 2, 2025
APPROVED: September 2, 2025

SPC
SUBURBAN PURCHASING
COOPERATIVE

A Joint Purchasing Program For Local Government Agencies

July 29, 2025

Mr. Andrew Foster
Foster Coach Sales, Inc.
PO Box 700, 903 Prosperity Drive
Sterling, IL 61081

Dear Mr. Foster,

This letter is to inform you that the Governing Board of the Suburban Purchasing Cooperative has approved the second of four (4) possible one-year contract extensions of the SPC Type I Additional Medium Duty Ambulance Contract (#214) to Foster Coach Sales Inc. for Horton Emergency Vehicles from June 1, 2025 through May 31, 2026 with the following prices:

Ford F-550 4x4 – $464,198.00
Alternate F-series Chassis Options:
2 WD (4x2) Diesel Chassis – Deduct $2,801.00
4WD (4x4) Chassis with Gas Engine – Deduct $9,814.00
2WD (4x2) Chassis with Gas Engine – Deduct $12,615.00

Freightliner M2 – $466,592.00
Alternate Freightliner Option:
Liquid Spring Suspension – Add $15,055.00

International MV607 – $463,994.00
Alternate International MV607 Option:
Liquid Spring Suspension – Add $15,055.00

International CV 4x4 – $462,988.00
Alternate CV Chassis Option:
2WD (4x2) Chassis – Deduct $3,000.00

Chevy 5500 4x4 – $462,985.00
Alternate 5500 Chassis Option:
2WD (4x2) Chassis – Deduct $3,304.00

DuPage Mayors & Managers Conference
1220 Oak Brook Road
Oak Brook, IL 60523
Suzette Quintell
Phone: (630) 571-0480
Fax: (630) 571-0484

Northwest Municipal Conference
1600 East Golf Rd., Suite 0700
Des Plaines, IL 60016
Ellen Dayan, CPPB
Phone: (847) 296-9200
Fax: (847) 296-9207

South Suburban Mayors And Managers Association
1904 West 174th Street
East Hazel Crest, IL 60429
Kristi DeLaurentiis
Phone: (708) 206-1155
Fax: (708) 206-1133

Will County Governmental League
15905 Frederick Street
Suite 107
Plainfield, IL 60586
Cherie Belom
Phone: (815) 254-7700

With acceptance of this contract, Foster Coach, Sterling, IL agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded. The SPC reserves the right to extend this contract for up to two (2) additional one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis.

Foster Coach Sales Inc., Sterling, IL will handle all billing. Each ambulance will be assessed an administrative fee of **$1,250.00** per ambulance, which shall be paid directly by the vendor to the SPC on a quarterly basis.

The SPC looks forward to a productive year working with Foster Coach Sales, Inc., Sterling. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,

Ellen Dayan
Purchasing Director
Northwest Municipal Conference

Ellen Dayan, NWMC	07.29.25 Date	Andrew Foster, Foster Coach Sal	7/29/25 Date

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1220 Oak Brook Road
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Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: September 2, 2025

Item: Municipal Grocery Retailer's Occupation Tax and a Municipal Grocery Service Occupation Tax

Staff Recommendation: Motion to adopt a municipal grocery retailer's occupation tax and a municipal grocery service occupation tax, effective January 2026.

Staff Contact: Jodie Hartman, Director of Finance

Background:

The State of Illinois has enacted legislation (Public Act 103-781) to eliminate the State's 1% tax on groceries and authorizes the same tax to be imposed at the local level. For the grocery tax to continue without interruption (and for the resulting revenues also to continue), the City will need to enact a local grocery tax. An ordinance adopting a City grocery tax would need to be adopted ***and*** filed with the Illinois Department of Revenue by October 1, 2025 to take effect on January 1, 2026.

Discussion:

Currently, all grocery sales in the State of Illinois are taxed at 1.75%. This rate is comprised of a State of Illinois sales tax of 1% and a Regional Transportation Authority (RTA) tax of 0.75%. Groceries are exempt from additional sales taxes. Should the City enact the replacement local grocery tax, the rate of 1.75% will remain the same for qualified grocery purposes.

In August 2024, the State of Illinois passed legislation eliminating the tax on groceries effective January 2026, despite 100% of the tax being passed on to municipalities; the State of Illinois will not see a revenue decline due to this change. As the revenue decline at the local level is substantial, municipalities lobbied successfully for a delay until January 2026. The State of Illinois also passed legislation to allow municipalities to enact a local grocery tax, which was previously not allowed by statute.

In addition to the State's actions reducing local government revenue, several unfunded mandates are also increasing the expenses of the City. The most notable of these unfunded mandates is the requirement to replace all lead water service lines within a ten year period. The State had originally required seventeen years, but a Federal mandate has shortened that timeline to ten years. The shortened time frame escalated the anticipated annual cost of the line replacements from $1,000,000 to $2,000,000 per year for ten years.

Additional unfunded mandates recently have included body worn cameras for sworn police officers, additional training requirements for public safety employees, and now, a new unfunded mandate regarding fire turnout gear is likely to be passed by the State of Illinois.

Recent analysis of the City's upcoming capital needs and available funding sources substantiates the need for additional revenue to support critical projects. To maintain the City's existing infrastructure, replacements and improvements are necessary due to age and changing demands. For example, the City is launching a water main replacement program within the next few years, as some water mains in the community are now over 100 years old; the remaining mains in the City are approaching end of life as well. Replacements are necessary to ensure water quality and reliable delivery of potable water while reducing the risk of unanticipated and expensive emergency repairs resulting from main failures. Another example is the necessity of renovations to the Police and Fire facilities to accommodate staff and operational needs.

The City has taken great care financially to operate under a "pay-as-you-go" model. By policy, operational surpluses are transferred to capital reserves to offset future capital expenses. This has allowed the City to maintain existing infrastructure to date and implement improvements for the community without issuing governmental debt since 2009. Having appropriate reserve levels not only maintains continuity of operations and services despite decreases in revenues or unanticipated expenses, but also has been a major factor in the City earning (and maintaining) a AAA bond rating. Prudent financial planning has also been a major factor in keeping the City's property tax rate lower than most neighboring towns; the City does not levy property taxes for general operations or capital. Instead, the property tax levy is used for funding pension requirements, crossing guards and support for Fire Rescue services.

At the March 19, 2024 meeting City Council members were briefed on the pending legislation to eliminate the State's tax on groceries. The discussion was in response to the question of how to fund several important City services, such as additional patrol officers, additional firefighter/paramedics and lead water service line replacements. At that time, the status of the State tax was unknown and the timeline for lead service line replacements was still seventeen years. City Council members elected to increase the local home rule sales tax, with the intent of reviewing the home rule sales tax rate should the grocery tax remain. Due to the upcoming capital needs of the City and increased costs resulting from new unfunded mandates, a reduction to the home rule sales tax rate is not recommended at this time.

Recommendation:

It is staff's recommendation to adopt an Ordinance enacting a replacement municipal retailer's occupation tax and a municipal grocery service occupation tax of 1%, effective January 1, 2026.

Votes Required to Pass:

Simple majority

Ord. No. ……
File No. ….

The City of Crystal Lake,

AN ORDINANCE ESTABLISHING AND IMPLEMENTING A MUNICIPAL GROCERY RETAILERS' OCCUPATION TAX AND A MUNICIPAL GROCERY SERVICE OCCUPATION TAX FOR THE CITY OF CRYSTAL LAKE

Draft

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, the City of Crystal Lake, McHenry County, Illinois ("***City***") is a home rule Illinois municipality pursuant to the Constitution of the State of Illinois of 1970, as amended; and

WHEREAS, Section 8-11-24 of the Illinois Municipal Code, 65 ILCS 5/8-11-24 ("***Section 8-11-24***"), provides that, beginning on January 1, 2026, all Illinois municipalities may impose a tax "upon all persons engaged in the business of selling groceries at retail in the municipality" (the "***Municipal Grocery Retailers' Occupation Tax***"); and

WHEREAS, the Municipal Grocery Retailers' Occupation Tax may be imposed "at the rate of 1% of the gross receipts from these sales," 65 ILCS 5/8-11-24; and,

WHEREAS, any Municipal Grocery Retailers' Occupation Tax shall be administered, collected, and enforced by the Illinois Department of Revenue; and

WHEREAS, Section 8-11-24 also requires any municipality imposing a Municipal Grocery Retailers' Occupation Tax to impose a Service Occupation Tax at the same rate, "upon all persons engaged, in the municipality, in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries" as "an incident to a sale of service" (the "***Municipal Grocery Service Occupation Tax***"); and

WHEREAS, Section 8-11-24 defines groceries as "food for human consumption that is to be consumed off the premises where it is sold (other than alcoholic beverages, food consisting of or infused with adult use cannabis, soft drinks, candy, and food that has been prepared for immediate consumption)"; and

WHEREAS, for purposes of the Municipal Grocery Service Occupation Tax, groceries are further defined by Section 8-11-24 to also include "food prepared for immediate consumption and transferred incident to a sale of service subject to the Service Occupation Tax Act or the Service Use Tax Act by an entity licensed under the Hospital Licensing Act, the Nursing Home Care Act, the Assisted Living and Shared Housing Act, the ID/DD Community Care Act, the MC/DD Act, the Specialized Mental Health Rehabilitation Act of 2013, or the Child Care Act of 1969, or an entity that holds a permit issued pursuant to the Life Care Facilities Act"; and

Draft

WHEREAS, any Municipal Grocery Service Occupation Tax shall also be administered, collected and enforced by the Illinois Department of Revenue; and

WHEREAS, the Mayor and City Council of the City have determined that it is appropriate, necessary, and in the best interests of the City and its residents that the City levy a Municipal Grocery Retailers' Occupation Tax as permitted by Section 8-11-24; and

WHEREAS, the Mayor and City Council of the City have also determined that it is appropriate, necessary, and in the best interests of the City and its residents that the City levy a Municipal Grocery Service Occupation Tax as permitted by Section 8-11-24;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, COUNTY OF McHENRY, AND STATE OF ILLINOIS, as follows:

SECTION ONE: Incorporation of Recitals. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION TWO: Municipal Grocery Retailers' Occupation Tax Imposed. A tax is hereby imposed upon all persons engaged in the business of selling groceries at retail within the City of Crystal Lake at the rate of 1% of the gross receipts from such sales made in the course of such business while this Ordinance is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

SECTION THREE: Municipal Grocery Service Occupation Tax. A tax is hereby imposed upon all persons engaged in the business of making sales of service within the City of Crystal Lake, who, as an incident to making those sales of service, transfer groceries as an incident to a sale of service. The rate of this tax shall be 1% of the gross receipts from such sales. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

Draft

SECTION FOUR: Illinois Department of Revenue to Administer Both Taxes. The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department of Revenue of the State of Illinois. The Illinois Department of Revenue shall have full power to administer and enforce the provisions of this Ordinance.

SECTION FIVE: Clerk to file Ordinance with Illinois Department of Revenue. As required under Section 8-11-24, the City Clerk is hereby authorized and directed to file a certified copy of this Ordinance with the Illinois Department of Revenue on or before October 1, 2025;

SECTION SIX: Effective Date of Taxes. The taxes imposed by this Ordinance shall take effect on January 1, 2026.

SECTION SEVEN: Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

SECTION EIGHT: Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

SECTION NINE: Headings/Captions. The headings/captions identifying the various sections and subsections of this Ordinance are for reference only and do not define, modify, expand or limit any of the terms or provisions of the Ordinance.

SECTION TEN:. Effective Date of Ordinance**.** This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED THIS ____ DAY OF _____, 2025.

AYES:

NAYS:

ABSENT:

APPROVED this ___ day of _____, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

Draft