AGENDA
CITY OF ROCHELLE
CITY COUNCIL MEETING
Monday, April 27, 2026 at 6:30 PM
City of Rochelle Council Chambers—420 North 6th Street, Rochelle, IL 61068

I. CALL TO ORDER:

1. Pledge to the Flag
2. Prayer

II. ROLL CALL:

III. PROCLAMATIONS, COMMENDATIONS, ETC:

1. Arbor Day - April 24, 2026
2. Motorcycle Awareness Month - May

IV. REPORTS AND COMMUNICATIONS:

1. Mayor's Report
2. Council Members

V. PUBLIC COMMENTARY:

VI. DISCUSSION ITEMS:

VII. BUSINESS ITEMS:

1. CONSENT AGENDA ITEMS BY OMNIBUS VOTE with Recommendations:
   a) Approve City Council Meeting Minutes - 4/13/26
   b) Approve Special City Council Meeting Minutes - 3/30/26
   c) Approve Special City Council Meeting Minutes - 3/31/2026
   d) Approve Payroll - 3/30/26-4/12/26
   e) Approve Payment Registers - 4/13/26, 4/20/26
   f) Accept & Place on File - March Financials
2. A Resolution Authorizing a Development Agreement Between Midwest Power Investors, LLC and the City of Rochelle
3. An Ordinance Waiving Competitive Bidding Requirements and Authorizing a Purchase of Four Transformers from Wesco Distribution Under Sourcewell Contract 091422-WES
4. A Resolution Authorizing a Vehicle Sales Agreement with Enterprise Fleet Management
5. A Resolution Authorizing Adoption of the Amended City of Rochelle Safety Compliance Program
6. A Resolution Authorizing an Engineering Services Agreement with Willett Hofmann & Associates, Inc. for the Parking Lot at the corner of North Main Street and 5th Avenue
7. An Ordinance Waiving Competitive Bidding Requirements and Authorizing an Emergency Repair to Well 12
8. An Ordinance Waiving Competitive Bidding Requirements and Authorizing an Emergency Repair of the City's Vactor Truck by Standard Equipment
9. An Ordinance Waiving Competitive Bidding Requirements and Authorizing Aersen USA Corporation to Repair Blower Number Three at the Wastewater Treatment Plant

VIII. EXECUTIVE SESSION:

IX. ADJOURNMENT:

The Council meeting will be broadcast live on Facebook and YouTube.

File Attachments for Item:

1. Arbor Day - April 24, 2026

City of Rochelle, Illinois
Office of the Mayor
Proclamation

Arbor Day
April 24, 2026

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that special day be set aside for the planting of trees, and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife, and

WHEREAS, trees are renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I, John Bearrows, Mayor of the City of Rochelle, do hereby proclaim **April 24, 2026**, as in the City of Rochelle, and I urge all citizens to celebrate **Arbor Day** and to support efforts to protect our trees and woodlands, and

FURTHER, I urge citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

In witness thereof, I have hereunto set my hand and caused the Seal of the City of Rochelle to be affixed.

Dated this 27th day of April 2026.

_____
John Bearrows, Mayor

Attest:_____

SEAL OF THE CITY OF ROCHELLE
OGLE COUNTY, ILLINOIS

RoseMary Huéramo, City Clerk

File Attachments for Item:

2. Motorcycle Awareness Month - May

City of Rochelle, Illinois
Office of the Mayor
Proclamation

MOTORCYCLE AWARENESS MONTH

WHEREAS, safety is the highest priority for the highways and streets in the City of Rochelle and the State of Illinois, and

WHEREAS, the great State of Illinois is proud to be a national leader in motorcycle safety, education, and awareness; and

WHEREAS, motorcycles are a common and economical means of transportation that reduces fuel consumption and road wear and contributes in a significant way to the relief of traffic and parking congestion and

WHEREAS, it is especially meaningful that the citizens of the City of Rochelle be aware of motorcycles on the roadways and recognize the importance of motorcycle safety and

WHEREAS, the members of A.B.A.T.E. of Illinois, Inc. (A Brotherhood Aimed Toward Education), continually promote motorcycle safety, education, and awareness in high school drivers' education programs and to the general public in our City and State, presenting motorcycle awareness programs to over 120,000 participants in Illinois over the past six years; and

WHEREAS, all motorcyclists should join A.B.A.T.E. of Illinois, Inc. in actively promoting the safe operation of motorcycles as well as promoting motorcycle safety, education, awareness, and respect of the citizens of the City of Rochelle and

WHEREAS, the motorcyclists of Illinois have contributed extensive volunteerism and money to national and community charitable organizations and

WHEREAS, during the month of May, all roadway users should unite in the safe sharing of roadways within the City of Rochelle and throughout the great State of Illinois.

THEREFORE, I John Bearrows, Mayor of the City of Rochelle, in the great state of Illinois, in recognition of the continued role Illinois serves as a leader in motorcycle safety, education, and awareness, do hereby proclaim the month of **May** as **MOTORCYCLE AWARENESS MONTH** in the City of Rochelle and urge all motorists to join in an effort to improve safety and awareness on our roadways.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Rochelle to be affixed this 27th day of April 2026.

_____
John Bearrows, Mayor

Attest: _____
RoseMary Huéramo, City Clerk

SEAL OF THE CITY OF ROCHELLE
OGLE COUNTY, ILLINOIS

File Attachments for Item:

1. CONSENT AGENDA ITEMS BY OMNIBUS VOTE with Recommendations:

a) Approve City Council Meeting Minutes - 4/13/26

b) Approve Special City Council Meeting Minutes - 3/30/26

c) Approve Special City Council Meeting Minutes - 3/31/2026

d) Approve Payroll - 3/30/26-4/12/26

e) Approve Payment Registers - 4/13/26, 4/20/26

f) Accept & Place on File - March Financials

MINUTES
CITY COUNCIL MEETING
Monday, April 13, 2026 at 6:30 PM
City of Rochelle Council Chambers—420 North 6th Street, Rochelle, IL 61068

I. CALL TO ORDER: Pledge to the Flag and prayer were led by Mayor Bearrows.

II. ROLL CALL: Present were Councilors Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor John Bearrows. Absent: Councilors T. McDermott and Arteaga. A quorum of five were present. Also present: Interim City Manager Sam Tesreau, City Clerk Rose Huéramo, and City Attorney Dominick Lanzito.

III. PROCLAMATIONS, COMMENDATIONS, ETC:

1. Linemen Appreciation Day- April 18, 2026
2. Municipal Clerks Week - May 3 - 9, 2026

IV. REPORTS AND COMMUNICATIONS:

1. Mayor's Report: Reminder of Shining Star event on April 17 at noon featuring keynote speakers addressing child abuse prevention. Congratulations to Alfano's Pizza celebrating their 30-year Anniversary.

a) Pal Colwill was honored for his decades of dedicated service to the Rochelle community with 40 years of commitment to the Ogle-Lee Fire Protection District, along with 24 years serving between City Council and Planning & Zoning Commission

b) Accept Resignation of Pal Colwill – Planning and Zoning Commission: Motion made by Councilor Shaw-Dickey, Seconded by Councilor D. McDermott, **"I move the council accept the resignation of Wendell 'Pal' Colwill from the Planning & Zoning Commission effective immediately."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

c) Appoint Chris Tennegren to Voting Position - Planning & Zoning Commission: Motion made by Councilor Valdivieso, Seconded by Councilor Shaw-Dickey, **"I move the council accept the appointment of Chris Tenggren from an At-Large, Non-Voting member to a voting member of the Planning & Zoning Commission with term to expire on 7/1/2028."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

2. Council Members: None.

V. PUBLIC COMMENTARY: None.

VI. DISCUSSION ITEMS: None.

VII. BUSINESS ITEMS:

1. CONSENT AGENDA ITEMS BY OMNIBUS VOTE with Recommendations:

a) Approve City Council Meeting Minutes - 3/23/26
b) Accept & Place on File - Golf Course Advisory Board Meeting Minutes - 3/20/26
c) Approve Payment Registers - 3/23/26, 3/30/26, 4/6/26
d) Approve Payroll - 3/2/26-3/15/26, 3/16/26-3/26/26
e) Approve VFW Request - Community Gardens

Motion made by Councilor Hayes, Seconded by Councilor D. McDermott, **"I move consent agenda items (a) through (e) be approved by Omnibus vote as recommended."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

2. **An Ordinance Adopting a Policy Regarding Nominal Balances on Inactive Utility Accounts.** The attached ordinance establishes a formal policy for the treatment of nominal balances on inactive utility accounts for Rochelle Municipal Utilities. Under this policy, the Utility Billing Manager is authorized to close accounts that have been inactive for a period of three (3) months following final

billing and carry a balance owed of less than $5.00 or a credit balance of less than $5.00. Prior to any write-off, staff will make reasonable efforts to apply remaining balances to another active account for the customer or to issue a refund when practical. However, in many cases, these small balances cannot be efficiently resolved due to unavailable customer information or the administrative costs associated with processing. This policy allows the City to responsibly clear these nominal balances without incurring disproportionate costs, such as staff time, collection efforts, or postage expenses for issuing refund checks that may exceed the value of the balance itself. Establishing this policy promotes consistency in account management, improves operational efficiency, and ensures alignment with sound financial and accounting practices. Utility Billing Manager Autumn Hernandez was available for questions. Motion made by Councilor Shaw-Dickey, Seconded by Councilor Hayes, **"I move Ordinance 2026-17, an Ordinance Adopting a Policy Regarding Nominal Balances on Inactive Utility Accounts, be approved."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

3. **A Resolution Authorizing the City Manager to Execute an Amended Power Purchase Agreement.** The City of Rochelle currently maintains a purchased power agreement with NextEra Energy Marketing, LLC (NEM), originally executed on October 3, 2017, and amended on July 31, 2018. This agreement provides a portion of the City's long-term wholesale power supply. Staff has negotiated a Second Amendment to the Transaction Confirmation to extend the agreement and ensure continued supply beyond the current term. The amendment includes extending the contract term through December 31, 2034, updating the total contract quantity to 338,720 MWh, and establishing a pricing structure for future delivery periods beginning June 1, 2026. This amendment supports the City's long-term power supply strategy by maintaining a balanced portfolio of contracted and market-based energy, while reducing exposure to market volatility and enhancing reliability. Superintendent of Electric Operations Blake Toliver was available for questions. Motion made by Councilor D. McDermott, Seconded by Councilor Shaw-Dickey. **"I move Resolution R2026-16, a Resolution Authorizing Amended Power Purchase Agreements with NextEra Energy Marketing, LLC, be approved."** Motion made by Councilor D. McDermott, Seconded by Councilor Shaw-Dickey, **"I approve to amend the extension to a cost not to exceed 4.6 cents kilowatts per hour."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0. Motion made by Councilor Shaw-Dickey, Seconded by Councilor D. McDermott, **"I move Resolution R2026-16, a Resolution Authorizing Amended Power Purchase with the Amended not to exceed 4.6 kilowatts per hour agreement, be approved."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

4. **An Ordinance Waiving Competitive Bidding Requirements for the Purchase of Holophane Lighting Assemblies from WESCO.** Staff is requesting approval to waive competitive bidding requirements for the purchase of decorative street lighting fixtures and poles. The materials will be procured through WESCO, the sole source vendor in this region for the specified Holophane lighting products that meet the City's previously approved lighting standard. The proposed equipment maintains consistency with existing infrastructure, ensures compatibility with current installations, and aligns with the aesthetic standards previously approved by City Council. These lights will be installed in the areas of Highland Road, Joanne Lane, Scott Avenue, and Sunset Terrace, where other improvements are already underway, making this an efficient time to complete lighting upgrades. A quote from WESCO has been received in the amount of $113,931.25. Due to the proprietary nature of the specified lighting system and the lack of alternative vendors capable of providing equivalent products, competitive bidding would not yield additional viable options or cost benefits. Superintendent of Electric Operations Blake Toliver was available for questions. Motion made by Councilor Valdivieso, Seconded by Councilor Hayes, **"I move Ordinance 2026-18, an Ordinance Waiving Competitive Bidding Requirements and Authorizing the Purchase of Holophane Lighting Assemblies from WESCO, be approved."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

5. **An Ordinance Waiving Competitive Bidding Requirements and Authorizing the Purchase of 3 PME-11 Switchgear Assemblies from UUSCO.** Rochelle Municipal Utilities (RMU) is requesting approval to purchase three (3) S&C PME-11 pad-mounted switchgear assemblies for use within the electric distribution system. These units are necessary to support system reliability, sectionalizing, and fault protection. RMU currently standardizes on S&C switchgear across the system. Maintaining this standard allows for consistency in operation, simplifies maintenance, reduces training requirements, and ensures compatibility with existing equipment and spare parts inventory. Universal Utility Supply Company (UUSCO) is the sole authorized distributor of S&C Electric equipment for the municipal electric market in the greater Chicagoland area. Due to this exclusive relationship, staff is requesting a waiver of competitive bidding. Two enclosure options were quoted. Staff recommends selecting the standard (non-stainless steel) configuration at a cost of $49,250 per unit, as it meets operational requirements while providing a total savings of $32,250 compared to the stainless steel option. The total purchase amount for three units is $147,750. Lead time is approximately 30–34 weeks. Superintendent of Electric Operations Blake Toliver was available for questions. Motion made by Councilor D. McDermott, Seconded by Councilor Shaw-Dickey, **"I move Ordinance 2026-19, an Ordinance Waiving Competitive Bidding Requirements and Authorize the Purchase of Three PME-11 Switchgear Assemblies from UUSCO, be approved."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

6. **A Resolution Authorizing an Agreement with the Illinois Department of Natural Resources for an OSLAD Grant for the Pickleball Court Project at 533 South 7th Street, Rochelle, Illinois.** The City of Rochelle has been awarded an Open Space Lands Acquisition and Development (OSLAD) Grant through the Illinois Department of Natural Resources in the amount of $237,000 for the pickleball court project at Fairways Golf Course, located at 533 South 7th Street. The grant award represents approximately 50% of the anticipated total project cost. The proposed project will redevelop an existing, underutilized tennis court area into six regulation pickleball courts, helping meet the growing demand for pickleball within Rochelle and the surrounding region. *Project Overview*: In addition to the new courts, the project includes several related site improvements intended to enhance accessibility, traffic flow, and the overall user experience at Fairways. Current site plans include:
    - Construction of six pickleball courts
    - Reconfiguration of the driveway to create a wider entrance
    - Addition of more parking spaces in the lot
    - Relocation of Fairways signage to the north and south ends of the property
    - Retention of Luna's sign in its current location, with a possible request to incorporate a smaller Fairways sign
    - Construction of a shade structure A permit application has also been submitted to IDOT for the driveway modifications.

    A permit application has also been submitted to IDOT for the driveway modifications.
    Project Schedule: The project is continuing to move forward, with the following tentative timeline: April 13, 2026 – City Council consideration of the grant agreement Late May / Early June 2026 – Anticipated release of bid specifications Late Summer / Early Fall 2026 – Anticipated construction period. *Financial Impact*: Based on the current preliminary estimate of approximately $474,000, the anticipated funding structure remains: 50% OSLAD Grant: $237,000 25% City of Rochelle: approximately $118,500 25% Flagg-Rochelle Community Park District: approximately $118,500 The cost shares are based on current project estimates and may shift slightly as the project is finalized and bids are received. *Grant Agreement*: Acceptance of the OSLAD funding requires the City to enter into a formal grant agreement with the Illinois Department of Natural Resources. The agreement outlines the terms, conditions, and compliance requirements associated with the funding, including a project term of April 1, 2026 through March 31, 2028. *Recommendation*: Staff recommends approval of the resolution authorizing the City Manager to execute the OSLAD Grant

Agreement with the Illinois Department of Natural Resources. Assistant to the City Manager/Director of Community Engagement Jennifer Thompson was available for questions. Motion made by Councilor Hayes, Seconded by Councilor Valdivieso, **"I move Resolution R2026-17, a Resolution Authorizing an Agreement with the Illinois Department of Natural Resources for an OSLAD Grant for the Pickleball Court Project at 533 S. 7th St."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

7. **A Motion to Approve a Collective Bargaining Agreement with the International Brotherhood of Electrical Workers Expiring April 30, 2028.** The City of Rochelle began negotiations with IBEW in April of 2025. Through the nearly yearlong negotiations, the City remained focused on two key priorities—maintaining fiscal responsibility and supporting long-term employee retention while ensuring operation efficiency. With these priorities in mind, the City evaluated skills, experience levels, and current market trends to guide salary-related decisions. The primary updates to the proposed CBA are summarized below. Lineperson Wage Adjustments After considering comparables, it is recommended to update the lineperson wage schedule to reflect pay based on achieving required certifications and successfully completing the six-month probationary period. This adjustment strengthens competitiveness within the regional labor market to support workforce stability. Addition of a 7 Year Longevity Step the CBA now includes a new longevity pay step at 7 years of service, complementing the existing 15-year step. This change is confirmed in Annex A notes specifying that the 7-year and 15-year adjustments are awarded only after an employee has reached the corresponding total years of employment with the City. This addition improves retention of mid-career employees and reduces wage compression particularly where new hires may start at higher rates based on verified prior experience. Annual COLA Increase of 3.5% The proposal includes a 3.5% Cost-of-Living Adjustment (COLA) for each year of the contract, increasing base wages and certification-adjusted rates accordingly. This percentage reflects significant discussion and compromise between the City and the union. It strikes a balance between remaining competitive within the regional utility market, supporting internal equity, and enabling predictable budgeting throughout the contract period. Human Resource Director Jillian Condon was available for questions. Motion made by Councilor Shaw-Dickey, Seconded by Councilor Valdivieso, **"I move Council approve a Collective Bargaining Agreement with the International Brotherhood of Electrical Workers Expiring April 30, 2028."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

8. **Ordinance Approving an Employment Agreement for the City of Rochelle, Illinois, City Manager**. In December 2025, the City engaged Arndt Municipal Support to lead the recruitment process for a new City Manager. Arndt received 40 applications and conducted preliminary interviews, background and reference checks, social media reviews, and work history evaluations to identify the most qualified candidates for consideration by the City Council. With input from staff and community stakeholders, the Council has selected Zeke Jackson as the next City Manager. The City is proposing an employment contract with Mr. Jackson beginning April 13, 2026, and expiring May 1, 2029. Under this agreement, Mr. Jackson will be under contract immediately, with an official start date of June 8, 2026. He will be eligible for Executive Level benefits and will receive an annual salary of $190,000. Zeke Jackson was present for introduction. Human Resource Director Jillian Condon was available for questions. Motion made by Councilor Valdivieso, Seconded by Councilor Hayes, **"I move Resolution R2026-18, a Resolution Appointing the City Manager and Approving an Employment Agreement, be approved."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

9. **A Resolution Authorizing an Interfund Loan from the Solid Waste Fund to Finance the Airport and Tech Center Projects.** As part of the City's planned 2026 financing, staff previously brought forward an authorizing ordinance to issue General Obligation (Alternate Revenue Source) Bonds to support capital improvements at the Rochelle Municipal Airport and the Tech Center. The Airport project includes construction of a new eight-unit T-hangar and associated site improvements, with

an estimated cost of approximately $2.0 million, of which approximately $1.2 million is expected to be reimbursed through federal and State of Illinois funding. The Tech Center improvements are currently estimated at approximately $1.3 million, bringing the total anticipated financing need for both projects to approximately $3.3 million. Since that time, staff has continued working with the City's municipal advisor, bond counsel, and underwriter on structuring the issuance and preparing the related bond documents. During the course of this process, interest rates have increased and remain elevated, with continued volatility driven by broader economic uncertainty and current geopolitical conditions. As a result, issuing debt at this time would likely result in higher borrowing costs than originally anticipated and introduces additional pricing uncertainty. Given these conditions, staff evaluated alternative financing options and is recommending that the City utilize an interfund loan from the Solid Waste Fund to finance the Airport and Tech Center projects in place of issuing bonds for this portion of the financing. The proposed interfund loan will be structured with a principal amount not to exceed $3.3 million, a nominal interest rate of 1.5%, and a 5-year repayment period. The Airport portion of the loan is expected to be partially repaid upon receipt of federal and State reimbursements, with the remaining balance supported by hangar lease revenues, while the Tech Center portion will be repaid through ongoing operating revenues. This structure provides the City with flexibility to manage cash flow, minimizes overall interest expense, and avoids locking in higher long-term borrowing costs in the current rate environment while preserving the City's future debt capacity for larger capital needs. The Solid Waste Fund maintains sufficient reserves to support this temporary use of funds without impacting operations. Of the approximately $140,774 in total estimated issuance costs, including underwriter, legal, and advisory fees, the City would avoid approximately $125,274 by utilizing an interfund loan, as $15,500 has already been incurred for the S&P rating. From an interest cost perspective, the bonding analysis reflects total interest payments of approximately $974,437 over the life of the bonds at an estimated rate of 3.75%. By comparison, the proposed interfund loan would carry a significantly lower borrowing cost at a 1.5% interest rate over a 5-year term, resulting in total interest costs of approximately $148,500. This represents an estimated interest savings of approximately $825,000 relative to the bond issuance. Based on the proposed structure, annual debt service on the interfund loan is expected to average approximately $700,000 per year. Of this amount, roughly $425,000 is attributable to the Airport project and will be supported through a combination of grant reimbursements and hangar lease revenues (with a portion of repayment expected to be accelerated upon receipt of federal and State reimbursements), while approximately $275,000 is attributable to the Tech Center and will be repaid through ongoing operating revenues. Finance Director Matt Hoffman was available for questions. Motion made by Councilor D. McDermott, Seconded by Councilor Valdivieso, **"I move Resolution R2026-19, a Resolution Authorizing an Interfund Loan from the Solid Waste Fund to Finance the Airport and Tech Center Projects, be approved."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 5-0.

VIII. EXECUTIVE SESSION: None.

IX. ADJOURNMENT: At 7:25 PM. Motion made by Councilor Valdivieso, Seconded by Councilor Shaw-Dickey, **"I move Council adjourn."** Voting Yea: Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrow. Nays: None. Motion passed 5-0.

John Bearrows, Mayor

Rose Huéramo, City Clerk

MINUTES
CITY COUNCIL SPECIAL MEETING
Monday, March 30, 2026 at 12:00 PM
City of Rochelle Council Chambers—420 North 6th Street, Rochelle, IL 61068

I. CALL TO ORDER: Pledge to the Flag and prayer were led by Mayor John Bearrows.

II. ROLL CALL: Present were Councilors T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor John Bearrows. A quorum of seven were present. Also, present was City Clerk Rose Huéramo.

III. PUBLIC COMMENTARY: None.

IV. EXECUTIVE SESSION: At 12:01 PM. Motion made by Councilor Shaw-Dickey, Seconded by Councilor Arteaga, **"I move the Council recess into executive session to discuss the (appointment, Employment, Compensation, discipline, performance and/or dismissal) of specific employee(s). Section (c) (1).** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
At 4:38 PM. Motion made by Councilor D. McDermott, Seconded by Councilor Shaw-Dickey, **"I move the Council return to open session."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

V. ADJOURNMENT: At 4:38 PM. Motion made by Councilor D. McDermott, Seconded by Councilor Shaw-Dickey, **"I move the Council adjourn."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

John Bearrows, Mayor

Rose Huéramo, City Clerk

MINUTES
CITY COUNCIL SPECIAL MEETING
Monday, March 31, 2026 at 12:00 PM
City of Rochelle Council Chambers—420 North 6th Street, Rochelle, IL 61068

I. CALL TO ORDER: Pledge to the Flag and prayer were led by Mayor John Bearrows.

II. ROLL CALL: Present were Councilors T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor John Bearrows. A quorum of seven were present. Also, present was City Clerk Rose Huéramo.

III. PUBLIC COMMENTARY: None.

IV. EXECUTIVE SESSION: At 12:01 PM. Motion made by Councilor Hayes, Seconded by Councilor T. McDermott, **"I move the Council recess into executive session to discuss the (appointment, Employment, Compensation, discipline, performance and/or dismissal) of specific employee(s). Section (c) (1).** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
At 8:07 PM. Motion made by Councilor Shaw-Dickey, Seconded by Councilor Hayes, **"I move the Council return to open session."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

V. ADJOURNMENT: At 8:08 PM. Motion made by Councilor Shaw-Dickey, Seconded by Councilor Valdivieso, **"I move the Council adjourn."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

John Bearrows, Mayor

Rose Huéramo, City Clerk

Rochelle, IL

Council Payroll Check Register
Employee Pay Summary
Pay Period: 3/30/2026-4/12/2026

Packet: PYPKT01408 - PPE 04.12.26
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Net
ADAMSKI, KENNEDY	00690	04/17/2026	18063	111.86
ALDRIDGE, KYLE	00509	04/17/2026	17976	247.10
ANATRA, NICK	00508	04/17/2026	18027	2,358.43
ANAYA, PEDRO	00592	04/17/2026	17916	2,909.37
ARENDT, JACQUELINE	00638	04/17/2026	17977	32.44
ARTEAGA, ROSAELIA	00536	04/17/2026	17906	168.08
BAKKER, CODY	00539	04/17/2026	17978	965.32
BANESKI, ELVIS	00379	04/17/2026	17917	3,107.34
BEARROWS, JOHN B	00453	04/17/2026	17907	694.70
BECK, JOHN M	00141	04/17/2026	18006	2,365.19
BEERY, RYAN T	00340	04/17/2026	17918	3,789.17
BELMONTE, ROCIO	00423	04/17/2026	17912	1,373.59
BETTNER, DANIELLE	00531	04/17/2026	18054	1,867.08
BJORNEBY, JACOB	00469	04/17/2026	18032	2,950.11
BOEHLE, MATTHEW	00444	04/17/2026	18033	1,781.99
BOEHM, MARK	00556	04/17/2026	18077	2,423.26
BORCHERTS, CODY	00679	04/17/2026	17919	2,722.48
BRASS, NATHANIEL W	00566	04/17/2026	17920	2,525.68
BRIDGEMAN, KYLE C	00478	04/17/2026	18010	4,700.74
BRUST, PATRICK	00490	04/17/2026	18056	3,569.76
BURDIN, JASON E	00263	04/17/2026	18034	3,700.37
BURDIN, KATELYN	00630	04/17/2026	18064	171.31
CARLS, TYLER J	00179	04/17/2026	17956	4,127.66
CARR, CARMEN	00541	04/17/2026	17921	1,377.83
CASSIDY, ZACHARY	00637	04/17/2026	18011	2,246.28
CECH, ERIC T	00393	04/17/2026	18017	3,002.75
CONDON, JILLIAN	00545	04/17/2026	18078	3,833.24
CONE, JUSTIN D	00620	04/17/2026	17922	2,879.96
CONTRERAS, DANTE	00678	04/17/2026	17990	1,964.35
CORTES-AGUILERA, IVAN	00686	04/17/2026	18035	1,488.44
COX, JOHNATHAN M	00616	04/17/2026	17991	1,850.46
COX, CHRISTOPHER T	00446	04/17/2026	18036	2,938.38
CRAWFORD, ERIK L	00123	04/17/2026	17992	2,396.00
CUNNINGHAM, ANDREW R	00027	04/17/2026	18018	2,966.19
DA COSTA, BENJAMIN	00619	04/17/2026	18057	2,144.86
DAUGHERTY, MICHAEL A	00559	04/17/2026	17993	2,484.02
DAVIS, MATTHEW	00664	04/17/2026	17979	422.72
DICKSON, EVAN	00609	04/17/2026	17923	1,547.01
DIMAGGIO, DOMINIC	00676	04/17/2026	17924	2,787.46
DOUGHERTY, KENNETH R	00418	04/17/2026	17957	3,490.02
EDWARDS, BRIAN E	00181	04/17/2026	17958	3,278.15
EVANS, BILLY GREGG	00550	04/17/2026	17980	427.44
FENWICK, NATALIE Z	00428	04/17/2026	18065	774.77
FLANAGAN, ROBERT H	00383	04/17/2026	17994	1,480.52
FLEMMING, BAILEY H	00639	04/17/2026	17959	2,872.94
FLORES, ARACELI	00612	04/17/2026	18048	1,514.54
FLORESS, HEATHER	00631	04/17/2026	18012	1,558.29
FONFARA, MICHAEL	00692	04/17/2026	18066	41.94
FORE, COLVIN	00549	04/17/2026	18067	405.53
FRANKENBERRY, PHILLIP C	00030	04/17/2026	17925	3,150.68
FRIESTAD, ADDISON	00655	04/17/2026	18068	76.90

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Employee	Employee #	Payment Date	Number	Net
FRIESTAD, DAVID	00689	04/17/2026	18069	153.83
FULGENCIO, MICKAYA	00577	04/17/2026	18049	1,148.92
GILLIAM, JAMES R	00322	04/17/2026	1372	3,786.37
GILLIS, AUSTIN	00413	04/17/2026	17981	456.09
GILLIS, ANGELA	00192	04/17/2026	17960	1,227.53
GOOD, JEREMY M	00334	04/17/2026	17961	3,997.08
GREK, ANTHONY	00684	04/17/2026	18050	1,746.42
HAAN, WILLIAM A	00270	04/17/2026	17926	4,183.39
HAMILTON, MITCH A	00425	04/17/2026	18070	3,212.86
HARDIN, JASON C	00597	04/17/2026	1373	139.84
HARRINGTON, DAMEN	00608	04/17/2026	17927	986.80
HARTWIG, RAYMOND	00658	04/17/2026	18028	2,792.57
HAYES, WILLIAM T	00250	04/17/2026	17908	173.65
HELGREN, CURTIS	00476	04/17/2026	17962	2,582.41
HERNANDEZ, AUTUMN	00557	04/17/2026	18051	2,470.65
HEUER, CASEY	00552	04/17/2026	18058	2,242.51
HOFFMAN, MATT	00682	04/17/2026	18079	4,174.96
HOLDEN, ERIC	00569	04/17/2026	18059	2,104.86
HOWARD, CASEY	00555	04/17/2026	18037	4,642.14
HUCKE, LILLIAN	00693	04/17/2026	18071	52.47
HUDETZ, MICHAEL L	00422	04/17/2026	18061	1,988.72
HUERAMO, CRYSTAL	00615	04/17/2026	18052	1,227.28
HUERAMO, ROSE MARY	00415	04/17/2026	17913	2,360.61
HUERAMO, BIANCA	00572	04/17/2026	17928	2,053.28
ISLEY, TIMOTHY P	00249	04/17/2026	17995	3,316.31
JACKSON, SYDNEY L	00562	04/17/2026	17930	2,866.19
JACKSON, CANDICE	00551	04/17/2026	17929	1,901.45
JAKYMIW, JAMES M	00367	04/17/2026	17931	3,209.89
JIMENEZ, KAYLEE	00554	04/17/2026	18019	2,294.96
JOHNSON, JARED	00048	04/17/2026	18060	2,547.50
JOHNSON, BENJAMIN C	00166	04/17/2026	17963	3,603.00
JOHNSON, TODD A	00069	04/17/2026	18038	6,260.50
JONES, HAYDEN C	00567	04/17/2026	18072	140.38
JUDAH, CHRISTOPHER M	00439	04/17/2026	18020	470.30
JUDD, CHAD A	00450	04/17/2026	18021	2,184.64
KASS, JACOB R	00641	04/17/2026	17964	3,058.64
KELCHNER, GRACIE	00647	04/17/2026	17932	2,090.72
KELLER, DANIEL W	00211	04/17/2026	18013	3,841.70
KEPKA, JASON	00618	04/17/2026	17982	444.19
KESSLER, SEAN	00634	04/17/2026	18039	4,544.66
KNIGHT, MICHELLE	00174	04/17/2026	18003	2,210.36
KNIGHT, NOAH	00600	04/17/2026	17933	2,611.71
KNIGHT, JAMES WALKER	00585	04/17/2026	18029	2,993.81
KNIGHT, KALEB	00636	04/17/2026	18030	2,248.08
KOVACS, RYAN	00384	04/17/2026	17934	3,084.80
LABONDE, HENRY J	00628	04/17/2026	18073	363.59
LANNING, ADAM	00392	04/17/2026	18014	3,510.71
LESSMAN, ZACHARY	00687	04/17/2026	17935	2,098.35
LEWIS, JOSH R	00338	04/17/2026	17965	3,779.42
LODICO, TREY	00613	04/17/2026	17966	2,716.95
LOVELADY-SMITH, ELIZABET	00653	04/17/2026	18080	1,646.67
LUDWIG, BRITTANY D	00645	04/17/2026	17953	223.75
LUXTON, TOD	00535	04/17/2026	18015	2,562.46
MCDERMOTT, THOMAS	00063	04/17/2026	17910	165.43
MCDERMOTT, DANIEL W	00038	04/17/2026	17909	118.08
MCGILL, MICHAEL	00462	04/17/2026	17983	316.17
MEDINE, JUSTIN	00487	04/17/2026	18022	2,591.06
MERRILL, ADAM	00677	04/17/2026	18040	3,815.04
MESSER, NOAH	00581	04/17/2026	17967	3,142.17

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Employee	Employee #	Payment Date	Number	Net
MESSER, ABBY	00489	04/17/2026	17936	1,586.18
MILLER, RYAN	00540	04/17/2026	18023	1,823.03
MILOS, KRISTOFER	00512	04/17/2026	17996	2,595.12
MISKELL, CJ	00671	04/17/2026	18041	6,896.21
MITCHELL, ANGELA K	00163	04/17/2026	17954	223.75
MONTERO, DAVID S	00601	04/17/2026	17968	2,560.45
MOREAU, SENADA	00408	04/17/2026	17937	2,142.02
MORRIS, MANDI R	00168	04/17/2026	18053	1,347.73
MUELLER, JESSICA CM	00510	04/17/2026	18024	2,589.80
MULHOLLAND, JAY A	00442	04/17/2026	18042	2,544.76
MUSSELMAN, JEFFREY J	00200	04/17/2026	18025	4,510.65
NAMBO, LUISA	00273	04/17/2026	17938	2,262.30
NAVA, CELESTE	00662	04/17/2026	18081	1,719.12
NAY, WELDON	00644	04/17/2026	17984	636.54
NEUENKIRCHEN, RYAN J	00590	04/17/2026	18026	1,881.79
OATES, JAKE	00663	04/17/2026	17985	502.87
OLESON, KHRYSTA	00621	04/17/2026	18082	1,794.03
OLSZEWSKI, ROBIN L	00373	04/17/2026	17939	2,333.02
OLSZEWSKI, BRITTANY	00546	04/17/2026	17914	1,177.05
OWEN, ALISON	00409	04/17/2026	17940	2,434.15
OWEN, TREVOR D	00399	04/17/2026	17941	3,926.64
PAVIA, PETER	00485	04/17/2026	17942	3,812.04
PEARSON, ROGER	00522	04/17/2026	17955	223.75
PEASE, MICHELLE J	00222	04/17/2026	18004	3,891.79
PLAZA, JONATHAN	00524	04/17/2026	17969	2,231.52
POWELL, KORTNEY	00607	04/17/2026	17986	247.10
PREWETT, ZACHARY	00327	04/17/2026	17970	4,580.29
RANGEL, DWAYNE	00455	04/17/2026	18016	2,024.71
RIVERA, ANGEL	00606	04/17/2026	17943	2,724.87
RODABAUGH, AARON C	00213	04/17/2026	17944	3,778.85
ROGDE, ANDREW C	00410	04/17/2026	18043	2,001.65
SALINAS, JAVIER	00538	04/17/2026	17971	2,537.66
SAWLSVILLE, DAVID W	00046	04/17/2026	17972	3,778.51
SAWLSVILLE, CHRISTOPHER	00300	04/17/2026	17987	677.58
SCHABACKER, BRAD J	00348	04/17/2026	17997	2,032.21
SESTER, CORY	00294	04/17/2026	17945	2,820.40
SHAW-DICKEY, KATHRYN E	00452	04/17/2026	17911	168.08
SILVA, BARTOLOME	00586	04/17/2026	17946	3,024.09
SILVA, EDGAR Q	00593	04/17/2026	17947	2,909.98
SIMMONS, NOAH	00633	04/17/2026	17988	377.52
SMITH, BRIAN	00685	04/17/2026	18044	1,691.39
SORGEA, ASHTIN	00675	04/17/2026	17948	2,081.65
SPEARS, NICHOLAS J	00362	04/17/2026	17998	2,283.95
SPEARS, JORDAN	00660	04/17/2026	18074	587.62
STARR, GEOFFREY	00495	04/17/2026	18005	2,674.96
SULLIVAN, JAMEY A	00356	04/17/2026	18045	4,492.87
SUNESON, SARA L	00252	04/17/2026	18055	1,599.96
TAFT, JAY E	00646	04/17/2026	18062	302.47
TAFT, TREY J	00629	04/17/2026	18075	80.42
TARVESTAD, JACK	00688	04/17/2026	17989	84.41
TESREAU, SAMUEL C	00276	04/17/2026	18007	5,877.79
THOMPSON, JENNIFER R	00364	04/17/2026	17915	4,636.74
TIMM, NATHAN K	00414	04/17/2026	17999	2,125.36
TOLIVER, BLAKE A	00205	04/17/2026	18046	3,616.02
TURCATO, JAMES	00635	04/17/2026	18047	3,674.71
UNDERWOOD, JASON M	00217	04/17/2026	17973	5,644.67
UTECHT, MICHAEL	00493	04/17/2026	18076	524.21
VALDIVIESO, BENJAMIN	00599	04/17/2026	1371	0.00
VANKIRK, COLTON	00496	04/17/2026	18000	2,213.68

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Employee	Employee #	Payment Date	Number	Net
VANVICKLE, ZECHARIAH	00548	04/17/2026	17974	3,142.01
VILLALOBOS, EDDIE V	00560	04/17/2026	18001	2,280.55
WARD, CURTIS W	00331	04/17/2026	18008	2,616.57
WATERS, SHANE A	00430	04/17/2026	18031	2,237.45
WEEKS, JOYCE L	00401	04/17/2026	18009	928.61
WILLIS, JODY T	00051	04/17/2026	17975	2,625.97
WINTERTON, RYAN	00627	04/17/2026	17949	2,406.86
WITT, ADAM	00605	04/17/2026	17950	2,782.34
WITTENBERG, MATTHEW E	00282	04/17/2026	17951	3,119.21
WOOLBRIGHT, TYLER	00640	04/17/2026	17952	2,326.08
WYATT, JAKE	00650	04/17/2026	18002	3,058.50
ZICK, BRITTNEY	00571	04/17/2026	18083	2,285.87
			Totals:	**402,276.29**

Rochelle, IL

Payment Register

APPKT05370 - Check Run 04/13/26

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Bank: Allocated Cash - Allocated Cash

Vendor Number	Vendor Name	Total Vendor Amount
	Void	0.00

Payment Type	Payment Number	Payment Date	Payment Amount
**Void Check	220569	04/13/2026	0.00
**Void Check	220625	04/13/2026	0.00

Vendor Number	Vendor Name	Total Vendor Amount
INC1889	926 CRAFTED APPAREL	80.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220565	04/13/2026	80.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
001815	embroidery for shirts	04/08/2026	04/08/2026	0.00	80.00

Vendor Number	Vendor Name	Total Vendor Amount
INC1558	ADAMS CABLE EQUIPMENT INC	6,350.16

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220566	04/13/2026	6,350.16

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2026-87345	Maj Inv # 6070	04/01/2026	04/01/2026	0.00	6,350.16

Vendor Number	Vendor Name	Total Vendor Amount
06535	AIRGAS USA, LLC	997.73

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220567	04/13/2026	997.73

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
5522696496	Acetylene/Argon/Nitrogen	02/28/2026	02/28/2026	0.00	158.37
5523383612	Argon/Nitrogen	03/31/2026	03/31/2026	0.00	500.85
5523383801	Acetylene/Argon/Nitrogen	03/31/2026	03/31/2026	0.00	173.49
5523455817	Oxygen	03/31/2026	03/31/2026	0.00	165.02

Vendor Number	Vendor Name	Total Vendor Amount
10663	AMAZON CAPITAL SERVICES	3,134.72

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220568	04/13/2026	3,134.72

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11XM-RQ93-6Y99	Cleaning wipes	04/02/2026	04/02/2026	0.00	12.80
11XX-FPQF-PYG1	Hi Vis T-Shirt	04/06/2026	04/06/2026	0.00	116.85
14K4-GXQV-4679	raised flower bed	04/07/2026	04/07/2026	0.00	119.98
1FPH-6F7M-LVGP	Industrial Bleach, Outdoor Storage	04/03/2026	04/03/2026	0.00	383.22
1JY1-MWJ3-7NFX	Supplies	04/08/2026	04/08/2026	0.00	9.95
1K4Y-6YGR-M3HM	Commercial Storage	04/03/2026	04/03/2026	0.00	685.00
1KR9-9DQR-7GY7	Hoover Upright Vacuums x3	04/02/2026	04/02/2026	0.00	417.00
1LGT-9X46-VNMR	Bollard posts for training center	04/01/2026	04/01/2026	0.00	170.99
1LWY-1KTV-N4RV	Amazon - 2 chairs & rug - Clerk Office	04/01/2026	04/01/2026	0.00	316.38
1MXH-NTJH-MDM1	2 computer monitors to repl. old/failing monitors	04/06/2026	04/06/2026	0.00	285.80
1N4H-XVCW-9617	Custom No Parking Sign	04/06/2026	04/06/2026	0.00	49.98
1RMX-GPCW-79W1	Cord Cover	04/06/2026	04/06/2026	0.00	15.95
1RPG-FRCM-QM1Y	RR Park Supplies - Drinks/Snacks for Resale, Bags	04/01/2026	04/01/2026	0.00	342.06
1RPG-FRCM-WWQW	Moving Dollys/Stretch Wrap	04/01/2026	04/01/2026	0.00	208.76

Vendor Number	Vendor Name	Total Vendor Amount
01850	ANIXTER, INC	1,062,885.46

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220570	04/13/2026	1,062,885.46

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6713329-02	500 MCM Copper Wire 35KV -Substation	04/03/2026	04/03/2026	0.00	1,048,472.48
6722248-00	Maj Inv # 1154	04/06/2026	04/06/2026	0.00	676.40
6735952-00	VMI Tech Labor	04/02/2026	04/02/2026	0.00	4,269.20
6736023-00	VMI Tech Labor	04/03/2026	04/03/2026	0.00	4,269.20
6736358-00	Maj Inv # 176/Min Inv #627/803/1022/1100/1695	04/02/2026	04/02/2026	0.00	1,684.88
6737965-00	AFL LL-2400 Fiber Splice Tray	04/07/2026	04/07/2026	0.00	2,404.00
6739178-00	Min Inv # 1374/222	04/07/2026	04/07/2026	0.00	1,109.30

Vendor Number	Vendor Name	Total Vendor Amount
INC1952	ARC DOCUMENT SOLUTIONS, LLC	5,220.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220571	04/13/2026	5,220.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
56ILI9108757	Engineering/CD large fromat document scanning svcs	03/31/2026	03/31/2026	0.00	5,220.00

Vendor Number	Vendor Name	Total Vendor Amount
INC1938	ARNDT MUNICIPAL SUPPORT INC	13,350.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220572	04/13/2026	13,350.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1085	RECRUITMENT - CITY MANAGER	04/06/2026	04/06/2026	0.00	13,350.00

Vendor Number	Vendor Name	Total Vendor Amount
INC1219	ARTLIP AND SONS, INC.	1,090.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220573	04/13/2026	1,090.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
C178 26-1	UB AC/ HeatingTune-up for 333 Building	04/01/2026	04/01/2026	0.00	1,090.00

Vendor Number	Vendor Name	Total Vendor Amount
INC1951	BLUETRITON BRANDS, INC	278.28

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220574	04/13/2026	278.28

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
16C8760002598	Water Cooler - City Hall	03/25/2026	03/25/2026	0.00	130.90
16C8760060185	UB Water Cooler for 333	03/26/2026	03/26/2026	0.00	147.38

Vendor Number	Vendor Name	Total Vendor Amount
06051	BOUND TREE MEDICAL	236.89

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220575	04/13/2026	236.89

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
86158632	Airflow charger, EMS gloves	04/03/2026	04/03/2026	0.00	236.89

Vendor Number	Vendor Name	Total Vendor Amount
10978	BRABAZON PUMPE COMPANY, LTD	24,850.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220576	04/13/2026	24,850.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
5311035	Repair Pump	04/07/2026	04/07/2026	0.00	24,850.00

Vendor Number	Vendor Name	Total Vendor Amount
08009	BUSS BOYZ CUSTOMS, INC.	14,368.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220577	04/13/2026	14,368.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
9240	New squad equiptment	04/03/2026	04/03/2026	0.00	4,160.00

9241	New squad equiptment	04/03/2026	04/03/2026	0.00	3,294.00
9242	New squad equiptment	04/06/2026	04/06/2026	0.00	3,494.00
9243	New squad equiptment	04/06/2026	04/06/2026	0.00	2,305.00
9244	New squad equiptment	04/06/2026	04/06/2026	0.00	1,115.00

Vendor Number 08113 **Vendor Name** CARUS LLC **Total Vendor Amount** 7,675.05

Payment Type Check **Payment Number** 220578 **Payment Date** 04/13/2026 **Payment Amount** 7,675.05

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
SLS 10126993	HMO	04/08/2026	04/08/2026	0.00	7,675.05

Vendor Number 09112 **Vendor Name** CINTAS **Total Vendor Amount** 1,523.73

Payment Type Check **Payment Number** 220579 **Payment Date** 04/13/2026 **Payment Amount** 318.66

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
5327350005	Tech Center First Aid Cabinet	04/02/2026	04/02/2026	0.00	75.29
5327350011	MEDICINE CABINET RESTOCK	04/02/2026	04/02/2026	0.00	91.28
5327641002	1st Aid Cabinet Refill/AED Check	04/03/2026	04/03/2026	0.00	152.09

Payment Type Check **Payment Number** 220580 **Payment Date** 04/13/2026 **Payment Amount** 1,205.07

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4264369591	MATS AND SHOP RAGS	03/31/2026	03/31/2026	0.00	230.62
4264625703	PW Rags & Rugs	04/01/2026	04/01/2026	0.00	138.28
4264625758	Mats, Lab Coats, Towels	04/01/2026	04/01/2026	0.00	84.05
4264625772	UB Mat and Bathroom Rentals for 333	04/01/2026	04/01/2026	0.00	133.97
4264625842	Floor Mats/Shop Towels	04/01/2026	04/01/2026	0.00	144.50
4264865295	Tech Center Door/Floor Mats	04/03/2026	04/03/2026	0.00	36.66
4265072498	Janitorial supplies	04/06/2026	04/06/2026	0.00	71.37
4265260163	MATS AND SHOP RAGS	04/07/2026	04/07/2026	0.00	230.62
9366043644	UB Mat and Bathroom Rentals for 333	03/31/2026	03/31/2026	0.00	135.00

Vendor Number 00759 **Vendor Name** CITY OF ROCHELLE **Total Vendor Amount** 3,703.00

Payment Type Check **Payment Number** 220581 **Payment Date** 04/13/2026 **Payment Amount** 3,703.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV03013	March Sludge	04/06/2026	04/06/2026	0.00	3,703.00

Vendor Number 00118 **Vendor Name** COLONIAL FLOWERS & GIFTS **Total Vendor Amount** 116.00

Payment Type Check **Payment Number** 220582 **Payment Date** 04/13/2026 **Payment Amount** 116.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11989	Floral - Zick, Bearrows	04/01/2026	04/01/2026	0.00	116.00

Vendor Number INC1876 **Vendor Name** COMPLETE MECHANICAL SOLUTIONS LLC **Total Vendor Amount** 849.50

Payment Type Check **Payment Number** 220583 **Payment Date** 04/13/2026 **Payment Amount** 849.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
S-19020	Fixed sealant on roof and replaced duct seal	03/31/2026	03/31/2026	0.00	849.50

Vendor Number 08942 **Vendor Name** COOPERATIVE RESPONSE CENTER, INC. **Total Vendor Amount** 76.04

Payment Type Check **Payment Number** 220584 **Payment Date** 04/13/2026 **Payment Amount** 76.04

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0233386	SCADA Monitoring	03/31/2026	03/31/2026	0.00	76.04

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Vendor Number	Vendor Name	Total Vendor Amount
00143	CRESCENT ELECTRIC SUPPLY	1,424.31

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220585	04/13/2026	1,424.31

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
S513977951 002	6" PVC Bell End/6" 5 Degree Elbow	04/02/2026	04/02/2026	0.00	634.98
S513986032 001	5" PVC Bell End/6" PVC Bell End/6" 5 degree Elbow	04/03/2026	04/03/2026	0.00	789.33

Vendor Number	Vendor Name	Total Vendor Amount
00144	CULLIGAN OF DEKALB	258.80

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220586	04/13/2026	258.80

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0002667	5 Gal Drinking Water Refill	03/31/2026	03/31/2026	0.00	201.05
0002674	DRINKING WATER MAIN PLANT	03/31/2026	03/31/2026	0.00	57.75

Vendor Number	Vendor Name	Total Vendor Amount
10826	CULTIVATE GEOSPATIAL SOLUTIONS, LLC	10,416.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220587	04/13/2026	10,416.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
ROCHELLE_Y5_9	Monthly GIS Charges	03/31/2026	03/31/2026	0.00	10,416.00

Vendor Number	Vendor Name	Total Vendor Amount
02226	CURRAN MATERIALS CO.	2,778.72

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220588	04/13/2026	2,778.72

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
34023	Cold Patch Stockpile	03/25/2026	03/25/2026	0.00	2,778.72

Vendor Number	Vendor Name	Total Vendor Amount
10102	DATA VOICE INTERNATIONAL, INC.	491.92

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220589	04/13/2026	491.92

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
DVIMN0001914	Customer Facing Mobile App/Lineman App	03/31/2026	03/31/2026	0.00	491.92

Vendor Number	Vendor Name	Total Vendor Amount
04492	DELL MARKETING L.P.	42.74

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220590	04/13/2026	42.74

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
10869263665	Power Supply Replacemnt for Scada Pc	04/03/2026	04/03/2026	0.00	42.74

Vendor Number	Vendor Name	Total Vendor Amount
05884	DENNIS W. MARTINEZ	1,485.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220591	04/13/2026	1,485.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
3	Landscaping, Mulch - RR Park	04/02/2026	04/02/2026	0.00	704.00
4	Flowerbeds At Cemetery	04/02/2026	04/02/2026	0.00	781.00

Vendor Number	Vendor Name	Total Vendor Amount
07065	DISH	252.54

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220592	04/13/2026	252.54

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
021726	Monthly Dish Services	02/17/2026	02/17/2026	0.00	120.27
031726	Monthly Dish Services	03/17/2026	03/17/2026	0.00	132.27

Vendor Number	Vendor Name	Total Vendor Amount
INC1837	DPI CONSTRUCTION, INC.	98,110.70

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220593	04/13/2026	98,110.70

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
CNTRT#2-STAGE/RSTRM & F	Contract 2 Stage/Restroom-Downtown Grant	03/27/2026	03/27/2026	0.00	98,110.70

Vendor Number	Vendor Name	Total Vendor Amount
INC1707	DREAMS COME TRUE EVENTS LLC	325.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220594	04/13/2026	325.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
66	RR Days Entertainment	03/16/2026	03/16/2026	0.00	325.00

Vendor Number	Vendor Name	Total Vendor Amount
03409	ELECTRIC PUMP	834.37

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220595	04/13/2026	834.37

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
037905	Pressure Transducer	04/06/2026	04/06/2026	0.00	834.37

Vendor Number	Vendor Name	Total Vendor Amount
INC1574	ENPRO, INCORPORATED	29,832.82

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220596	04/13/2026	29,832.82

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6247079	INSTALLATION OF HEAT EXCHANGER PLATES #9	12/19/2025	12/19/2025	0.00	5,110.00
6247079-2	INSTALLATION OF HEAT EXCHANGER PLATES #10	12/19/2025	12/19/2025	0.00	5,110.00
6247146	CLEANED REGASKETED HEAT EXCHANGER PLATES #9 ENC	12/22/2025	12/22/2025	0.00	9,806.41
6247146-2	CLEANED REGASKETED HEAT EXCHANGER PLATES #10 EN	12/22/2025	12/22/2025	0.00	9,806.41

Vendor Number	Vendor Name	Total Vendor Amount
03334	FERGUSON WATERWORKS #2516	24,312.15

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220597	04/13/2026	24,312.15

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0545616	Neptune 360 Subscription	04/03/2026	04/03/2026	0.00	22,260.63
0545866	Clamps	04/02/2026	04/02/2026	0.00	2,051.52

Vendor Number	Vendor Name	Total Vendor Amount
INC1739	FORD PRO	182.70

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220598	04/13/2026	182.70

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV44542441	Squad GPS	03/31/2026	03/31/2026	0.00	182.70

Vendor Number	Vendor Name	Total Vendor Amount
06609	FRONTIER	18.08

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220599	04/13/2026	18.08

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
032726	Monthly Phone Charge	03/27/2026	03/27/2026	0.00	18.08

Vendor Number	Vendor Name	Total Vendor Amount
INC1777	GEOSTAR MECHANICAL INC	4,593.02

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220600	04/13/2026	4,593.02

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
25448	Switch and Contactor replacement heating element	03/31/2026	03/31/2026	0.00	918.26
25452	Upgrade the breaker system	03/31/2026	03/31/2026	0.00	3,674.76

Payment Register **APPKT0537 6**

Vendor Number	Vendor Name					Total Vendor Amount
INC1822	GEOTAB USA, INC.					365.75
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220601				04/13/2026	365.75
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
IN483514	Region 1 ProPlus Plan Bundle	03/31/2026	03/31/2026	0.00	365.75	

Vendor Number	Vendor Name					Total Vendor Amount
INC1720	GPS INSIGHT INC					483.74
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220602				04/13/2026	483.74
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
INV1845812	Street Eagle Pro Preferred Plan	04/01/2026	04/01/2026	0.00	483.74	

Vendor Number	Vendor Name					Total Vendor Amount
01248	GRAINGER, INC.					1,687.34
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220603				04/13/2026	1,687.34
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
9863604646	Cold Cartridge, 2-way ball valve	04/03/2026	04/03/2026	0.00	330.18	
9871132313	Plug Pole	04/07/2026	04/07/2026	0.00	1,357.16	

Vendor Number	Vendor Name					Total Vendor Amount
00493	GROVERS SERVICES, LLC					4,800.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220604				04/13/2026	4,800.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
040626	Trimmed/Removed Trees Week of March 30th	04/06/2026	04/06/2026	0.00	4,800.00	

Vendor Number	Vendor Name					Total Vendor Amount
00246	HACH COMPANY					116.98
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220605				04/13/2026	116.98
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
14949466	Orthophosphate Chemkey	04/07/2026	04/07/2026	0.00	116.98	

Vendor Number	Vendor Name					Total Vendor Amount
10256	HAWKINS, INC.					3,031.95
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220606				04/13/2026	3,031.95
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
7378195	Aqua Hawk, Azone 15	04/01/2026	04/01/2026	0.00	3,031.95	

Vendor Number	Vendor Name					Total Vendor Amount
INC1393	HELM ELECTRIC					93,809.77
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220607				04/13/2026	93,809.77
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
60398	Well #12 Motor Insulation Test	03/31/2026	03/31/2026	0.00	397.00	
DWNTWN UNDRGRD CNVSN	Downtown Underground Conversion	01/31/2026	01/31/2026	0.00	93,412.77	

Vendor Number	Vendor Name					Total Vendor Amount
INC1251	HICKS QUARTERS					360.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220608				04/13/2026	360.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
706506780	Window Tint - Expedtion/Ram	10/27/2025	10/27/2025	0.00	360.00	

Vendor Number	Vendor Name	Total Vendor Amount
05872	IL SECTION AWWA	177.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220609	04/13/2026	177.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
200105904	Sewer/Water Main Design-Construction/Observe/Rehab	04/02/2026	04/02/2026	0.00	68.00
200105905	Underground Utility Line Locating	04/02/2026	04/02/2026	0.00	109.00

Vendor Number	Vendor Name	Total Vendor Amount
06089	IP COMMUNICATIONS, INC.	367.42

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220610	04/13/2026	367.42

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4090719	Monthly Voip Charges	04/04/2026	04/04/2026	0.00	367.42

Vendor Number	Vendor Name	Total Vendor Amount
04257	ISC, INC	23,000.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220611	04/13/2026	23,000.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INVP0000001878	Control Room Services March 2026	03/31/2026	03/31/2026	0.00	23,000.00

Vendor Number	Vendor Name	Total Vendor Amount
06784	J.F. AHERN CO.	1,769.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220612	04/13/2026	1,769.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
792400	Smoke Detection/Fire Supression	01/27/2026	01/27/2026	0.00	1,769.00

Vendor Number	Vendor Name	Total Vendor Amount
09918	JG UNIFORMS	240.49

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220613	04/13/2026	240.49

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
160054	Officer Vest Carriers	04/01/2026	04/01/2026	0.00	240.49

Vendor Number	Vendor Name	Total Vendor Amount
05282	JOHNSON TRACTOR	269.61

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220614	04/13/2026	269.61

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
IR15634	Engine Oil	04/06/2026	04/06/2026	0.00	77.94
WH16575	Saw repair	04/01/2026	04/01/2026	0.00	191.67

Vendor Number	Vendor Name	Total Vendor Amount
10836	LASALLE PUBLISHING COMPANY	290.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220615	04/13/2026	290.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
032610205071	golf guide 2026	03/31/2026	03/31/2026	0.00	290.00

Vendor Number	Vendor Name	Total Vendor Amount
00342	LAWSON PRODUCTS, INC.	236.91

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220616	04/13/2026	236.91

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
9313356614	Various Supplies	04/02/2026	04/02/2026	0.00	236.91

Vendor Number	Vendor Name					Total Vendor Amount
03434	LEXISNEXIS RISK DATA MANAGEMENT INC.					200.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220617				04/13/2026	200.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
1100290775	Report writing system	03/31/2026	03/31/2026	0.00	200.00	

Vendor Number	Vendor Name					Total Vendor Amount
10269	MARCO					119.96
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220618				04/13/2026	119.96
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
41648509	Printer lease	04/03/2026	04/03/2026	0.00	119.96	

Vendor Number	Vendor Name					Total Vendor Amount
02727	MENARDS - SYCAMORE					187.23
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220619				04/13/2026	187.23
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
54013	Clothing Acquisition - Chad Judd - Utility Pants,	04/01/2026	04/01/2026	0.00	187.23	

Vendor Number	Vendor Name					Total Vendor Amount
00415	NAPA AUTO PARTS ROCHELLE					131.97
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220620				04/13/2026	4.29
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
118703	Spark plug	04/06/2026	04/06/2026	0.00	4.29	
Check	220621				04/13/2026	127.68
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
118832	Oil, Filters, Drain pan	04/08/2026	04/08/2026	0.00	127.68	

Vendor Number	Vendor Name					Total Vendor Amount
08961	NATIONAL GOLF GRAPHICS LLC					696.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220622				04/13/2026	696.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
16408	flags	02/18/2026	02/18/2026	0.00	696.00	

Vendor Number	Vendor Name					Total Vendor Amount
01659	NICOR					4,993.92
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220623				04/13/2026	4,993.92
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
00874710007-040726	NICOR GAS FOR HEATERS FOR MAIN PLANT	04/07/2026	04/07/2026	0.00	414.82	
04965710009-040726	FBO Office heat	04/07/2026	04/07/2026	0.00	140.21	
05319320346-040626	Commercial Heat 3/5-4/6	04/06/2026	04/06/2026	0.00	574.93	
10874710006-040726	NICOR GAS FOR ENGINES MAIN PLANT	04/07/2026	04/07/2026	0.00	670.00	
47219432557-040726	Comm Hangar	04/07/2026	04/07/2026	0.00	783.79	
54366517156-040626	1030 S 7th St -Rear	04/06/2026	04/06/2026	0.00	460.97	
56487616288-040626	Natural Gas - RR Park	04/06/2026	04/06/2026	0.00	127.32	
64574710006-040226	NICOR GAS FOR PEAKER BUILDING	04/02/2026	04/02/2026	0.00	312.18	
66451410006-040726	888 Treatment Plant Road	04/07/2026	04/07/2026	0.00	1,509.70	

Vendor Number	Vendor Name					Total Vendor Amount
07379	NORTHERN ILLINOIS DISPOSAL SVCS					37,078.67
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220624				04/13/2026	37,078.67
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
24541559T086	Residential Garbage, Recycling & Yardwaste	04/01/2026	04/01/2026	0.00	32,095.41	
24541643T086	March Sludge	04/01/2026	04/01/2026	0.00	2,139.88	
24541645T086	1015 S Caron - 20 Yd Dumpster	04/01/2026	04/01/2026	0.00	242.09	

24541707T086	20yd Shop Dumpster Empty & Return	04/01/2026	04/01/2026	0.00	150.62
24542083T086	Residential Recycling Processing Fees	04/01/2026	04/01/2026	0.00	1,345.41
24542106T086	1030 S 7th St - 20 Yd Dumpster	04/01/2026	04/01/2026	0.00	362.44
24543330T086	Removal of containers	04/01/2026	04/01/2026	0.00	100.00
24543331T086	700 2nd ave - 4 Yd Dumpster	04/01/2026	04/01/2026	0.00	82.72
24543332T086	Trash Removal	04/01/2026	04/01/2026	0.00	66.55
24543333T086	Recycling - City Hall	04/01/2026	04/01/2026	0.00	60.33
24543334T086	Monthly Trash Collection Tech Center #450872-012	04/01/2026	04/01/2026	0.00	60.33
24543335T086	Garbage service	04/01/2026	04/01/2026	0.00	60.33
24544203T086	1030 S 7th St - 4 Yd Dumpster	04/01/2026	04/01/2026	0.00	110.18
24544557T086	700 2nd ave - 8 Yd Dumpster	04/01/2026	04/01/2026	0.00	202.38

Vendor Number 05859 **Vendor Name** P.F. PETTIBONE & CO. **Total Vendor Amount** 22.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220626	04/13/2026	22.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
188864	Officer ID	03/31/2026	03/31/2026	0.00	22.00

Vendor Number INC1010 **Vendor Name** PACE ANALYTICAL SERVICES, LLC **Total Vendor Amount** 3,223.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220627	04/13/2026	3,223.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
267209177	WWTP Outside testing - Land App	03/31/2026	03/31/2026	0.00	1,500.00
267209178	Drinking Water - Outside testing	03/31/2026	03/31/2026	0.00	1,723.00

Vendor Number 04170 **Vendor Name** PJM INTERCONNECTION, LLC. **Total Vendor Amount** 15,954.56

Payment Type	Payment Number	Payment Date	Payment Amount
Bank Draft	DFT0001616	04/10/2026	15,954.56

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2026040100007682	Total net Charges 4/1	04/07/2026	04/07/2026	0.00	15,954.56

Vendor Number 08461 **Vendor Name** POWER SYSTEM ENGINEERING, INC. **Total Vendor Amount** 690.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220628	04/13/2026	690.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
9063433	General Distribution and SCADA	04/07/2026	04/07/2026	0.00	690.00

Vendor Number 01154 **Vendor Name** PRESCOTT BROS. FORD **Total Vendor Amount** 629.27

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220629	04/13/2026	629.27

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
8319	F20 exhaust repair	04/08/2026	04/08/2026	0.00	629.27

Vendor Number INC1505 **Vendor Name** PROSCREENING **Total Vendor Amount** 144.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220630	04/13/2026	144.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
261932-3	PRE EMPLOYMENT BACKGROUND CHECK	03/31/2026	03/31/2026	0.00	144.00

Vendor Number 01308 **Vendor Name** QUINN'S JEWELRY STORE **Total Vendor Amount** 387.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220631	04/13/2026	387.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
041026	PAL COLWILL RETIREMENT PLAQUE	04/10/2026	04/10/2026	0.00	387.50

Vendor Number	Vendor Name					Total Vendor Amount
09523	RALFIE'S BBQ					780.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220632				04/13/2026	780.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
000886	Appetizers - Energy Action Plan Event	04/02/2026	04/02/2026	0.00	780.00	

Vendor Number	Vendor Name					Total Vendor Amount
01642	RAY O'HERRON CO. INC					218.29
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220633				04/13/2026	218.29
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
2470492	Officer Uniforms	04/02/2026	04/02/2026	0.00	218.29	

Vendor Number	Vendor Name					Total Vendor Amount
10114	REDFORD DATA SERVICES LLC					376.51
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220634				04/13/2026	376.51
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
534	SCADA Services	04/06/2026	04/06/2026	0.00	376.51	

Vendor Number	Vendor Name					Total Vendor Amount
10207	ROCHELLE ACE HARDWARE					660.76
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220635				04/13/2026	239.99
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
083415	Sump pump	04/04/2026	04/04/2026	0.00	239.99	
Check	220636				04/13/2026	420.77
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
083372	Extra key for evidence room	04/02/2026	04/02/2026	0.00	5.39	
083375	PVC PIPE FOR SUMP PUMPS	04/02/2026	04/02/2026	0.00	18.88	
083436	Wire wheel, Flap wheel, Wire cup	04/06/2026	04/06/2026	0.00	40.27	
083444	Hole Saw/Wire Connector/PVC Coupling	04/06/2026	04/06/2026	0.00	27.32	
083466	Tools For Pavement Staking & Layout	04/07/2026	04/07/2026	0.00	129.53	
083486	Felt Garden Basket/Fasteners	04/07/2026	04/07/2026	0.00	14.37	
083495	Gasket, Lubricant, Gloves	04/08/2026	04/08/2026	0.00	30.57	
083496	Grass Seed For Cemetery	04/08/2026	04/08/2026	0.00	80.98	
083497	paint brushes	04/08/2026	04/08/2026	0.00	19.78	
083501	Fasteners/Tape Knife 8"	04/08/2026	04/08/2026	0.00	31.51	
083509	Fasteners/Wax Ring/Bolts	04/08/2026	04/08/2026	0.00	18.09	
083513	Fasteners	04/08/2026	04/08/2026	0.00	4.08	

Vendor Number	Vendor Name					Total Vendor Amount
INC1561	ROCHELLE HISPANIC COMMUNITY ASSOCIATION					10,000.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220637				04/13/2026	10,000.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
040926	2026 CINCO DE MAYO SPONSORSHIP	04/09/2026	04/09/2026	0.00	10,000.00	

Vendor Number	Vendor Name					Total Vendor Amount
02241	ROCHELLE JANITORIAL SUPPLY					102.03
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220638				04/13/2026	102.03
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
040126-10	Vintage Black Can Liner 60 Gal	04/01/2026	04/01/2026	0.00	102.03	

Vendor Number	Vendor Name	Total Vendor Amount
02987	ROCHELLE ROTARY CLUB	245.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220639	04/13/2026	245.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2026-0245	M. Pease Rotary 4th Qtr. Dues and Meals	04/08/2026	04/08/2026	0.00	245.50

Vendor Number	Vendor Name	Total Vendor Amount
09888	ROCKFORD INDUSTRIAL EQUIPMENT, INC	3,637.48

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220640	04/13/2026	3,637.48

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
RSWO02165-1	Cat GP50- Crankshaft/pulley Repair	03/31/2026	03/31/2026	0.00	3,637.48

Vendor Number	Vendor Name	Total Vendor Amount
INC1418	RUNNINGS SUPPLY INC	700.12

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220641	04/13/2026	700.12

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1275003	Motomix 32 oz / 14" chainsaw chain	03/31/2026	03/31/2026	0.00	73.97
1275015	Valve, Oil, Coupler, Adaptor	03/31/2026	03/31/2026	0.00	122.91
1275026	Dehumidifier	03/31/2026	03/31/2026	0.00	199.99
1275081	Various Supplies	03/31/2026	03/31/2026	0.00	70.80
1275279	Work Gloves For Nate Timm	04/01/2026	04/01/2026	0.00	15.99
1275427	Sawzall Blade/Misc Haardware	04/01/2026	04/01/2026	0.00	28.53
1275534	Flex Tape white 8" x 5'	04/02/2026	04/02/2026	0.00	103.96
1275557	Threaded Nozzle/Plastic Staples	04/02/2026	04/02/2026	0.00	16.48
1276633	Locking pins, tow ball mount	04/06/2026	04/06/2026	0.00	36.98
1276649	Bolts 5/16" x 2"x4 1/2"	04/06/2026	04/06/2026	0.00	30.51

Vendor Number	Vendor Name	Total Vendor Amount
03263	TALLMAN EQUIPMENT COMPANY, INC.	954.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220642	04/13/2026	954.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
15424F-1	Hot Arm Rental with Extensions	04/06/2026	04/06/2026	0.00	954.00

Vendor Number	Vendor Name	Total Vendor Amount
06794	TDG COMMUNICATIONS, INC.	2,840.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220643	04/13/2026	2,840.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
19173	Website Hosting, Licensing Fee	04/01/2026	04/01/2026	0.00	2,840.00

Vendor Number	Vendor Name	Total Vendor Amount
INC1704	THE LAW OFFICE OF DEANNA ROSENBAUM HALL, LLC	5,565.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220644	04/13/2026	5,565.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
032026	LEGAL - GENERAL FUND	04/07/2026	04/07/2026	0.00	79.50
EL2603	LEGAL - UTILITIES	04/07/2026	04/07/2026	0.00	5,485.50

Vendor Number	Vendor Name	Total Vendor Amount
07262	TOTAL WATER TREATMENT SYSTEMS	32.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220645	04/13/2026	32.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0435077	Di Service	03/31/2026	03/31/2026	0.00	32.00

Payment Register **APPKT0537 6**

Vendor Number	Vendor Name	Total Vendor Amount
INC1832	TREVIPAY-WALMART	136.20

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220646	04/13/2026	136.20

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
23888844	Weekly station supplies	04/03/2026	04/03/2026	0.00	104.28
3518A971	Printer ink	04/03/2026	04/03/2026	0.00	31.92

Vendor Number	Vendor Name	Total Vendor Amount
10785	TYLER TECHNOLOGIES, INC	160.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220647	04/13/2026	160.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
025-549024	Tyler Budget ModuleTraining	03/31/2026	03/31/2026	0.00	160.00

Vendor Number	Vendor Name	Total Vendor Amount
07180	ULINE	2,487.05

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220648	04/13/2026	2,487.05

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
206217412	PALLET RACKING FOR #10 BASEMENT	04/01/2026	04/01/2026	0.00	1,293.96
206446685	High Capacity Reel Rack	04/07/2026	04/07/2026	0.00	1,193.09

Vendor Number	Vendor Name	Total Vendor Amount
INC1757	VCNA PRAIRIE LLC	1,592.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220649	04/13/2026	1,592.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
892410705	Concrete- 9th st /1st ave	03/30/2026	03/30/2026	0.00	1,592.00

Vendor Number	Vendor Name	Total Vendor Amount
00637	VILLAGE OF HILLCREST	2,717.70

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220650	04/13/2026	2,717.70

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
040726	UB Hillcrest Electric Tax Mar26	04/07/2026	04/07/2026	0.00	2,717.70

Vendor Number	Vendor Name	Total Vendor Amount
INC1607	WARNING LITES OF SOUTHERN ILLINOIS	11,420.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220651	04/13/2026	11,420.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
42065	LED Signs For Mulford Rd & Creston Rd Intersection	04/02/2026	04/02/2026	0.00	11,420.00

Bank: UB Deposits - UB Deposits

Vendor Number	Vendor Name	Total Vendor Amount
INC1562	BILLGO INC	151.84

Payment Type	Payment Number	Payment Date	Payment Amount
Bank Draft	DFT0001622	04/13/2026	151.84

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV002655	UB BillGo Mar26 Settlement Fee	03/31/2026	03/31/2026	0.00	151.84

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Allocated Cash	Manual Bank Draft	1	1	0.00	15,954.56
Allocated Cash	Check	152	64	0.00	1,484,906.90
Allocated Cash	Voided **Void Check	0	1	0.00	0.00
Allocated Cash	Check	28	21	0.00	61,370.65
Allocated Cash	Voided **Void Check	0	1	0.00	0.00
	Packet Totals:	**181**	**88**	**0.00**	**1,562,232.11**

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
UB Deposits	Manual Bank Draft	1	1	0.00	151.84
	Packet Totals:	**1**	**1**	**0.00**	**151.84**

Cash Fund Summary

Fund	Name		Amount
91	Cash Allocation		-1,562,383.95
		Packet Totals:	**-1,562,383.95**

Rochelle, IL

Payment Register

APPKT05393 - Check Run 04/20/26

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Bank: Allocated Cash - Allocated Cash

Vendor Number	Vendor Name	Total Vendor Amount
	Void	0.00

Payment Type	Payment Number	Payment Date	Payment Amount
**Void Check	220751	04/20/2026	0.00

Vendor Number	Vendor Name	Total Vendor Amount
INC1706	ABES TREE AND LAWN CARE	140.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220662	04/20/2026	140.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
10026-MAR	RR Park Snow Removal	03/31/2026	03/31/2026	0.00	140.00

Vendor Number	Vendor Name	Total Vendor Amount
08968	ACUSHNET COMPANY	524.52

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220663	04/20/2026	524.52

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
922812543	golf balls	04/09/2026	04/09/2026	0.00	524.52

Vendor Number	Vendor Name	Total Vendor Amount
09604	ADVANCED TURF SOLUTIONS	235.94

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220664	04/20/2026	235.94

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
SO1453326	ball mark repair tool	04/08/2026	04/08/2026	0.00	235.94

Vendor Number	Vendor Name	Total Vendor Amount
06535	AIRGAS USA, LLC	384.93

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220665	04/20/2026	384.93

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
5523400679	Oxygen/Argon/Helium	03/31/2026	03/31/2026	0.00	384.93

Vendor Number	Vendor Name	Total Vendor Amount
10663	AMAZON CAPITAL SERVICES	2,100.80

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220666	04/20/2026	2,100.80

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
14GL-Y6V4-YMPV	Universal Forklift Seat	04/10/2026	04/10/2026	0.00	311.61
14QR-V39G-D6HN	Large Rapid laminator	04/14/2026	04/14/2026	0.00	267.57
14VN-T6JX-PPKX	Manhole Tool	04/13/2026	04/13/2026	0.00	149.04
14VN-T6JX-TTWT	ELECTRIC MOTOR FOR HONE	04/13/2026	04/13/2026	0.00	550.95
14YY-7YTR-C3D9	FR CLothing	04/08/2026	04/08/2026	0.00	139.95
173C-NDPG-XKXX	Drug tags	04/13/2026	04/13/2026	0.00	25.88
19M7-T4TW-CX6L	Command strips, privacy machine, chair wheel	04/09/2026	04/09/2026	0.00	70.21
1G7F-H6WM-3RF6	Laptop Arm Mount	04/09/2026	04/09/2026	0.00	46.99
1H6W-NVPD-FV9R	space heater for CD	04/09/2026	04/09/2026	0.00	61.89
1MW3-1QJT-9PWD	Liftmore, Pipette	04/08/2026	04/08/2026	0.00	265.93
1N9F-DFJ4-VGC6	15 Compartment Mail Sorter	04/10/2026	04/10/2026	0.00	96.99
1R4R-DDCH-3739	Chemical Spray Bottles	04/10/2026	04/10/2026	0.00	37.76
1W43-VKYP-CY99	Engineering office supplies	04/14/2026	04/14/2026	0.00	76.03

Payment Register APPKT0539 6

Vendor Number	Vendor Name					Total Vendor Amount
00040	ANDERSON PLUMBING & HTG, INC					3,185.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220667				04/20/2026	3,185.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**		**Payable Amount**
123216	Muesum AC	04/02/2026	04/02/2026	0.00		2,885.00
123313	back flow testing	04/10/2026	04/10/2026	0.00		300.00

Vendor Number	Vendor Name					Total Vendor Amount
01850	ANIXTER, INC					136,906.19
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220668				04/20/2026	136,906.19
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**		**Payable Amount**
6697251-00	Maj Inv # 1505	04/08/2026	04/08/2026	0.00		4,926.72
6713329-03	500 MCM Copper 35KV Wire	04/10/2026	04/10/2026	0.00		128,240.64
6722245-00	Pole Mounting Bracket	04/13/2026	04/13/2026	0.00		1,041.90
6742424-00	Maj Inv #1413	04/14/2026	04/14/2026	0.00		2,696.93

Vendor Number	Vendor Name					Total Vendor Amount
10492	AUTO HUB					186.30
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220669				04/20/2026	186.30
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**		**Payable Amount**
4981	Adjust topper and secure utility box in 2019 Chev	04/09/2026	04/09/2026	0.00		186.30

Vendor Number	Vendor Name					Total Vendor Amount
00124	AUTO ZONE					56.08
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220670				04/20/2026	56.08
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**		**Payable Amount**
02660159209	Wiper blades	03/30/2026	03/30/2026	0.00		56.08

Vendor Number	Vendor Name					Total Vendor Amount
00936	BANK OF NEW YORK					172,425.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220671				04/20/2026	172,425.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**		**Payable Amount**
ROCHELLE15A-040826	Quiet Zone 2015A GO Bond	04/08/2026	04/08/2026	0.00		172,425.00

Vendor Number	Vendor Name					Total Vendor Amount
06906	BHMG ENGINEERS					30,904.86
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220672				04/20/2026	30,904.86
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**		**Payable Amount**
INV12254	Environmental Retainer	03/31/2026	03/31/2026	0.00		4,800.00
INV12288	Ritchie to Centerpoint Construction	03/31/2026	03/31/2026	0.00		1,578.97
INV12289	Ritchie to Centerpoint Construction	03/31/2026	03/31/2026	0.00		4,374.86
INV12292	Ritchie to CHS Line	03/31/2026	03/31/2026	0.00		522.79
INV12318	Electric General Services	03/31/2026	03/31/2026	0.00		532.24
INV12345	Ritchie to Centerpoint Construction	03/31/2026	03/31/2026	0.00		19,096.00

Vendor Number	Vendor Name					Total Vendor Amount
09297	BLACKHAWK HILLS REGIONAL COUNCIL					30,688.55
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220673				04/20/2026	30,688.55
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**		**Payable Amount**
2026-09	2026 LEE OGLE ENTERPRISE ZONE ADMIN FEE	04/09/2026	04/09/2026	0.00		30,688.55

Vendor Number	Vendor Name	Total Vendor Amount
03768	BODY WERKS OF ROCHELLE, INC.	1,019.45

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220674	04/20/2026	1,019.45

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6235	Detective Vehicle Removing Decals	04/13/2026	04/13/2026	0.00	1,019.45

Vendor Number	Vendor Name	Total Vendor Amount
11017	BROWN'S TIRE SERVICE	641.76

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220675	04/20/2026	641.76

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
9492	Tire Patch - Water truck	03/02/2026	03/02/2026	0.00	25.00
9544	1 New Tire For Unit R216	03/09/2026	03/09/2026	0.00	134.50
9677	Tire For Unit R117	04/07/2026	04/07/2026	0.00	482.26

Vendor Number	Vendor Name	Total Vendor Amount
10355	BRUST, PATRICK	70.62

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220676	04/20/2026	70.62

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
033126	MARCH MILEAGE	03/31/2026	03/31/2026	0.00	70.62

Vendor Number	Vendor Name	Total Vendor Amount
INC1056	CALLAWAY	2,104.02

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220677	04/20/2026	2,104.02

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
942321396	golf balls	04/08/2026	04/08/2026	0.00	2,104.02

Vendor Number	Vendor Name	Total Vendor Amount
08113	CARUS LLC	7,441.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220678	04/20/2026	7,441.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
SLS 10127042	Aquadene	04/09/2026	04/09/2026	0.00	3,540.00
SLS 10127045	Carusol - Landfill	04/09/2026	04/09/2026	0.00	3,901.50

Vendor Number	Vendor Name	Total Vendor Amount
09112	CINTAS	618.37

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220679	04/20/2026	618.37

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4265436327	UB Cintas Mat and Bathroom Rentals at 333	04/08/2026	04/08/2026	0.00	81.97
4265436390	Lab Coats, Towels, Mats	04/08/2026	04/08/2026	0.00	45.80
4265436502	Floor Mats/Shop Towels	04/08/2026	04/08/2026	0.00	184.53
4265652217	Tech Center Door/Floor Mats	04/10/2026	04/10/2026	0.00	36.66
4265878879	MATS AND SHOP RAGS	04/14/2026	04/14/2026	0.00	230.62
5328901905	UB Cintas- 1st Aide & AED Rental at 333	04/10/2026	04/10/2026	0.00	38.79

Vendor Number	Vendor Name	Total Vendor Amount
INC1161	CIVICPLUS, LLC	25.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220680	04/20/2026	25.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
368323	MUNICODE TABS-CIVIC PLUS	04/13/2026	04/13/2026	0.00	25.00

Vendor Number	Vendor Name	Total Vendor Amount
03707	CONSERV FS	4,068.40

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220681	04/20/2026	4,068.40

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
131006320	Fuel For Daily Operations	04/13/2026	04/13/2026	0.00	1,783.86
131006321	Fuel For Daily Operations	04/13/2026	04/13/2026	0.00	784.57
131006322	Fuel For Daily Operations	04/13/2026	04/13/2026	0.00	1,499.97

Vendor Number	Vendor Name	Total Vendor Amount
05577	CUSTOMIZED ENERGY SOLUTION LTD	4,984.98

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220682	04/20/2026	4,984.98

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1096744	March 2026 Monthly PJM Auction	04/14/2026	04/14/2026	0.00	4,984.98

Vendor Number	Vendor Name	Total Vendor Amount
01320	DEKALB MECHANICAL, INC.	247.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220683	04/20/2026	247.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
93210	Heating repair	04/07/2026	04/07/2026	0.00	247.50

Vendor Number	Vendor Name	Total Vendor Amount
04492	DELL MARKETING L.P.	298.59

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220684	04/20/2026	298.59

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
10870268334	Power supply for Scada PC	04/10/2026	04/10/2026	0.00	298.59

Vendor Number	Vendor Name	Total Vendor Amount
10187	DFC FENCE, INC.	500.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220685	04/20/2026	500.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
42162	Remotes - Well 8	04/13/2026	04/13/2026	0.00	500.00

Vendor Number	Vendor Name	Total Vendor Amount
10428	ENTERPRISE FM TRUST	45,695.98

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220686	04/20/2026	45,695.98

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
FBN5598835	Squad Lease	04/03/2026	04/03/2026	0.00	17,622.69
FBN5601734	PWD EFM Vehicle Payments	04/03/2026	04/03/2026	0.00	6,622.02
FBN5605197	Vehicle Leases	04/03/2026	04/03/2026	0.00	7,495.00
FBN5609195	Enterprise - Water	04/03/2026	04/03/2026	0.00	3,408.26
FBN5610408	Enterprise - WR	04/03/2026	04/03/2026	0.00	5,393.53
FBN5616315	Cemetery Truck Payment	04/03/2026	04/03/2026	0.00	1,250.69
FBN5616360	Engineering vehicles lease and maintenance fee	04/03/2026	04/03/2026	0.00	1,507.09
FBN5616500	Monthly Truck Lease Payment	04/03/2026	04/03/2026	0.00	422.40
FBN5616510	CD 2022 Ford F150 Rent and Maintenance	04/03/2026	04/03/2026	0.00	380.70
FBN5616552	D1 AND D3 TRUCK LEASE	04/03/2026	04/03/2026	0.00	1,593.60

Vendor Number	Vendor Name	Total Vendor Amount
INC1916	FCS LLC	3,170.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220687	04/20/2026	3,170.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4690	Water Main Break - Flagger	04/03/2026	04/03/2026	0.00	3,170.00

Vendor Number	Vendor Name	Total Vendor Amount
04512	FEHR-GRAHAM & ASSOC.	13,328.25

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220688	04/20/2026	13,328.25

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
139217	Construction Engr svcs for 2025 Transload yard Exp	04/15/2026	04/15/2026	0.00	13,328.25

Vendor Number	Vendor Name	Total Vendor Amount
03334	FERGUSON WATERWORKS #2516	4,036.18

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220689	04/20/2026	4,036.18

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0546770-1	6 PVC IPS Gasket x Sewer Gasket	04/09/2026	04/09/2026	0.00	70.48
0548459	24x9 FRM, San Sewer Lid	04/09/2026	04/09/2026	0.00	3,965.70

Vendor Number	Vendor Name	Total Vendor Amount
05846	FILTRATION CORP OF AMERICA	659.95

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220690	04/20/2026	659.95

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
00109626	Filters for Fuel Pumps	04/14/2026	04/14/2026	0.00	659.95

Vendor Number	Vendor Name	Total Vendor Amount
01905	FOSTER COACH SALES, INC	1,028.98

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220691	04/20/2026	1,028.98

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
30769	F21 tailgate repair	04/01/2026	04/01/2026	0.00	1,028.98

Vendor Number	Vendor Name	Total Vendor Amount
10791	FOUNDATION FOR FOCUS HOUSE	360.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220692	04/20/2026	360.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
041426	Focus House Spaghetti Fundraiser Meals	04/14/2026	04/14/2026	0.00	360.00

Vendor Number	Vendor Name	Total Vendor Amount
01248	GRAINGER, INC.	848.40

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220693	04/20/2026	848.40

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
9877251349	Cable Support Grip Offeset	04/13/2026	04/13/2026	0.00	162.08
9877251356	Cable Support Grip Offeset	04/13/2026	04/13/2026	0.00	324.16
9877899360	2 Hole Compression Lug	04/14/2026	04/14/2026	0.00	362.16

Vendor Number	Vendor Name	Total Vendor Amount
00493	GROVERS SERVICES, LLC	4,800.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220694	04/20/2026	4,800.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
041326	Trimmed/Removed Trees Week of April 6th	04/13/2026	04/13/2026	0.00	4,800.00

Vendor Number	Vendor Name	Total Vendor Amount
00246	HACH COMPANY	37.49

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220695	04/20/2026	37.49

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
14954346	Dissolve iron Chemkey	04/09/2026	04/09/2026	0.00	37.49

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Vendor Number	Vendor Name					Total Vendor Amount
11029	HACKBARTH TRUCK & EQUIPMENT LLC					1,885.11
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220696				04/20/2026	1,885.11
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
1825	Service F24	04/07/2026	04/07/2026	0.00	398.73	
1826	Service ladder truck	04/09/2026	04/09/2026	0.00	701.86	
1827	Service Rescue 8	04/09/2026	04/09/2026	0.00	784.52	

Vendor Number	Vendor Name					Total Vendor Amount
02713	HANSON PROFESSIONAL SERVICES					9,886.96
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220697				04/20/2026	4,647.07
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
040226	Pass through funds from IDOT to Hanson for parking	04/02/2026	04/02/2026	0.00	4,647.07	
Check	220698				04/20/2026	5,239.89
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
040226 2	Pass through IDOT funds to Hanson for Parking Lot	04/02/2026	04/02/2026	0.00	5,239.89	

Vendor Number	Vendor Name					Total Vendor Amount
10256	HAWKINS, INC.					2,924.65
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220699				04/20/2026	2,924.65
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
7384629	Azone 15, Hydrofluosilic Acid	04/08/2026	04/08/2026	0.00	2,924.65	

Vendor Number	Vendor Name					Total Vendor Amount
02040	HUEBER, LLC					482.26
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220700				04/20/2026	482.26
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
IVC42968	Grass Seed For All Year	04/09/2026	04/09/2026	0.00	482.26	

Vendor Number	Vendor Name					Total Vendor Amount
10769	IDEXX DISTRIBUTION, INC					32.90
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220701				04/20/2026	32.90
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
3198464526	Coli P/A Comparator	04/10/2026	04/10/2026	0.00	32.90	

Vendor Number	Vendor Name					Total Vendor Amount
09953	IKANO DSL					250.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220702				04/20/2026	250.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
17408559	Monthly Dial up Payment	04/10/2026	04/10/2026	0.00	250.00	

Vendor Number	Vendor Name					Total Vendor Amount
03998	IL DEPT OF AGRICULTURE					630.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220703				04/20/2026	150.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
041426 D. CONTRERAS	License Fee For Dante L. Contreras	04/14/2026	04/14/2026	0.00	150.00	
Check	220704				04/20/2026	180.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
041426 N. SPEARS	License Fee For Nick James Spears	04/14/2026	04/14/2026	0.00	180.00	
Check	220705				04/20/2026	150.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
041426 J. WYATT	License Fee For Jake Wyatt	04/14/2026	04/14/2026	0.00	150.00	

Check	220706				04/20/2026	150.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
41426 C. VANKIRK	License Fee For Colton Vankirk	04/14/2026	04/14/2026	0.00	150.00	

Vendor Number 09762 **Vendor Name** IL PUBLIC RISK FUND **Total Vendor Amount** 10,430.00

Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220707				04/20/2026	10,430.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
1465-00000	WORKERS COMP AUDIT	04/09/2026	04/09/2026	0.00	10,430.00	

Vendor Number 03285 **Vendor Name** IL STATE POLICE **Total Vendor Amount** 54.00

Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220708				04/20/2026	54.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
20260306073	ISP Background Check - Food Truck & Peddlers	03/31/2026	03/31/2026	0.00	54.00	

Vendor Number INC1581 **Vendor Name** INGEVITY CORPORATION **Total Vendor Amount** 11,906.42

Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220709				04/20/2026	11,906.42
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
9400149161	Glass Beads For Road Stripes	04/07/2026	04/07/2026	0.00	3,197.72	
9400149210	Paint Purchased With State Contract	04/08/2026	04/08/2026	0.00	8,708.70	

Vendor Number INC1403 **Vendor Name** INTEGRATED CONTROL TECHNOLOGIES, LLC **Total Vendor Amount** 1,950.00

Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220710				04/20/2026	1,950.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
W16268	City Hall BAS repair service	02/08/2026	02/08/2026	0.00	555.00	
W16271	City Hall BAS repair service	02/08/2026	02/08/2026	0.00	1,395.00	

Vendor Number 01737 **Vendor Name** INTERSTATE BATTERIES OF ROCKFORD **Total Vendor Amount** 444.85

Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220711				04/20/2026	444.85
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
100302434	Batteries For Unit R156 & R164	04/10/2026	04/10/2026	0.00	444.85	

Vendor Number 06784 **Vendor Name** J.F. AHERN CO. **Total Vendor Amount** 538.00

Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220712				04/20/2026	538.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
809626	UB Annual Fire Alarm Monitoring at 333	04/07/2026	04/07/2026	0.00	538.00	

Vendor Number 07208 **Vendor Name** JAMES G. AHLBERG **Total Vendor Amount** 150.00

Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220713				04/20/2026	150.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
2993	LEGAL-RVW POLICE PRTS	04/14/2026	04/14/2026	0.00	150.00	

Vendor Number 03047 **Vendor Name** JOE COOLING & SONS, INC. **Total Vendor Amount** 1,117.00

Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220714				04/20/2026	1,117.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
219139	Dirt For R.O.W. Filling & Seeding	03/31/2026	03/31/2026	0.00	546.00	

219284		Top Soil For City R.O.W.	04/07/2026	04/07/2026	0.00	571.00

Vendor Number 05282 **Vendor Name** JOHNSON TRACTOR **Total Vendor Amount** 55.82

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220715	04/20/2026	55.82

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
IR15762	Air Filters	04/10/2026	04/10/2026	0.00	55.82

Vendor Number INC1710 **Vendor Name** KELLEY WILLIAMSON COMPANY **Total Vendor Amount** 355.80

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220716	04/20/2026	355.80

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
IN-385336	2 Barrels Of Def	04/09/2026	04/09/2026	0.00	355.80

Vendor Number 09056 **Vendor Name** KOVACS, RYAN **Total Vendor Amount** 103.25

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220717	04/20/2026	103.25

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
041326	Truck Scales Weighing	04/13/2026	04/13/2026	0.00	103.25

Vendor Number 03239 **Vendor Name** LARGE CAR REBUILDERS, INC. **Total Vendor Amount** 261.64

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220718	04/20/2026	261.64

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
18652	KEEP OFF TAXIWAY signs	04/14/2026	04/14/2026	0.00	261.64

Vendor Number 08147 **Vendor Name** LAUTERBACH & AMEN, LLP **Total Vendor Amount** 5,950.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220719	04/20/2026	5,950.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
117597	GASB 67/68 & Tax Levy - Fire	04/15/2026	04/15/2026	0.00	5,950.00

Vendor Number 00342 **Vendor Name** LAWSON PRODUCTS, INC. **Total Vendor Amount** 1,422.08

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220720	04/20/2026	1,422.08

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
9313378817	Screws, Flat Washers & Lock Nuts Supplies For Shop	04/10/2026	04/10/2026	0.00	158.54
9313381331	Stainless Steel Hardware 5/16 and 1/2	04/13/2026	04/13/2026	0.00	750.14
9313381335	DEGREASER AND BALL VALVES FOR STOCK	04/13/2026	04/13/2026	0.00	513.40

Vendor Number 02095 **Vendor Name** MARTIN & CO EXCAVATING **Total Vendor Amount** 287.64

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220721	04/20/2026	287.64

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
3092	Water Main Break - 14th St	04/14/2026	04/14/2026	0.00	287.64

Vendor Number 00660 **Vendor Name** MCMASTER-CARR SUPPLY CO **Total Vendor Amount** 637.43

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220722	04/20/2026	637.43

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
62920557	STUDS AND NUTS FOR #3 CYLINER HEAD	04/08/2026	04/08/2026	0.00	294.02
62934663	TIE WIRE AND NUTS AND STUDS FOR #3 CYLINDER HEAD	04/08/2026	04/08/2026	0.00	343.41

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Vendor Number	Vendor Name					Total Vendor Amount
10297	MERLIN'S GREENHOUSE & FLOWERS					64.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220723				04/20/2026	64.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
191101	BEREAVEMENT FLOWERS	04/14/2026	04/14/2026	0.00	64.00	

Vendor Number	Vendor Name					Total Vendor Amount
00374	MEYERS FURNITURE					750.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220724				04/20/2026	750.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
031726	Pilot Lounge Carpet	03/17/2026	03/17/2026	0.00	750.00	

Vendor Number	Vendor Name					Total Vendor Amount
01726	MIDWEST MAILWORKS, INC					297.77
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220725				04/20/2026	297.77
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
260414	UB Complete Mailroom Service	04/09/2026	04/09/2026	0.00	297.77	

Vendor Number	Vendor Name					Total Vendor Amount
04287	MILTON PROPANE					127.31
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220726				04/20/2026	127.31
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
603569	Propane For Paver & Pavement Repairs	02/25/2026	02/25/2026	0.00	52.79	
E038311	Propane For Grave Heater At Cemetery	01/29/2026	01/29/2026	0.00	74.52	

Vendor Number	Vendor Name					Total Vendor Amount
INC1890	MOBILE COMMUNICATIONS AMERICA INC					2,784.50
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220727				04/20/2026	2,784.50
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
1178000236-1	Video/intercom doorbell for 1030 South entrance	04/14/2026	04/14/2026	0.00	2,784.50	

Vendor Number	Vendor Name					Total Vendor Amount
01641	MOTOROLA SOLUTIONS - STARCOM					2,179.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220728				04/20/2026	2,179.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
10247220260302	Dispatch Console Radio Maintenance	04/01/2026	04/01/2026	0.00	2,179.00	

Vendor Number	Vendor Name					Total Vendor Amount
09006	NADLER GOLF					4,050.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220729				04/20/2026	4,050.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
4002240	cart lease	04/13/2026	04/13/2026	0.00	4,050.00	

Vendor Number	Vendor Name					Total Vendor Amount
00415	NAPA AUTO PARTS ROCHELLE					1,005.93
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220730				04/20/2026	322.90
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
119119	oil and filters	04/13/2026	04/13/2026	0.00	146.91	
119231	Oil For Dump Truck Transmission	04/14/2026	04/14/2026	0.00	175.99	
Check	220731				04/20/2026	683.03
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
118885	Core batter, deposit, oil filter	04/08/2026	04/08/2026	0.00	70.48	
118896	18 mo Battery with Core Deposit	04/08/2026	04/08/2026	0.00	320.78	

119057	Shop Towels	04/10/2026	04/10/2026	0.00	119.70
119291	LED Kit/Tool/Elec Battery	04/15/2026	04/15/2026	0.00	172.07

Vendor Number 01659 **Vendor Name** NICOR **Total Vendor Amount** 283.26

Payment Type Check **Payment Number** 220732 **Payment Date** 04/20/2026 **Payment Amount** 283.26

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
10355890327-040726	nicor maintenace shop	04/07/2026	04/07/2026	0.00	214.46
66296258354-040625	850 Lakeview	04/06/2026	04/06/2026	0.00	68.80

Vendor Number 03602 **Vendor Name** NITE EQUIPMENT, INC. **Total Vendor Amount** 110.00

Payment Type Check **Payment Number** 220733 **Payment Date** 04/20/2026 **Payment Amount** 110.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
13473	New Hitch Mount For New Trailer Unit R297	04/07/2026	04/07/2026	0.00	110.00

Vendor Number 04527 **Vendor Name** OPEN SYSTEMS INTERNATIONAL, INC **Total Vendor Amount** 37,690.00

Payment Type Check **Payment Number** 220734 **Payment Date** 04/20/2026 **Payment Amount** 37,690.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
RMU1M-SUP-23	OSI Monarch Gold Level Support	04/14/2026	04/14/2026	0.00	37,690.00

Vendor Number 08072 **Vendor Name** OSF ST ANTHONY MEDICAL CENTER **Total Vendor Amount** 100.00

Payment Type Check **Payment Number** 220735 **Payment Date** 04/20/2026 **Payment Amount** 100.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
10300-303	ACLS & PALS card class	03/27/2026	03/27/2026	0.00	100.00

Vendor Number INC1768 **Vendor Name** OTTOSEN DINOLFO HASENBALG & CASTALDO, LTD **Total Vendor Amount** 8,330.00

Payment Type Check **Payment Number** 220736 **Payment Date** 04/20/2026 **Payment Amount** 8,330.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
21187	LABOR & EMPLOYMENT	03/31/2026	03/31/2026	0.00	2,470.00
21188	LEGAL-ELECTRIC	03/31/2026	03/31/2026	0.00	2,832.50
21189	LEGAL-WATER	03/31/2026	03/31/2026	0.00	332.50
21190	LEGAL-WATER REC	03/31/2026	03/31/2026	0.00	880.00
21191	LEGAL-NORTHERN GATEWAY	03/31/2026	03/31/2026	0.00	110.00
21192	LEGAL-TECH CENTER	03/31/2026	03/31/2026	0.00	110.00
21193	LEGAL-RAILROAD	03/31/2026	03/31/2026	0.00	192.50
21194	LEGAL-DEV/SPEC PRJ	03/31/2026	03/31/2026	0.00	1,402.50

Vendor Number 05859 **Vendor Name** P.F. PETTIBONE & CO. **Total Vendor Amount** 22.00

Payment Type Check **Payment Number** 220737 **Payment Date** 04/20/2026 **Payment Amount** 22.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
188925	Officer ID	04/09/2026	04/09/2026	0.00	22.00

Vendor Number 08085 **Vendor Name** PEASE, MICHELLE **Total Vendor Amount** 36.40

Payment Type Check **Payment Number** 220738 **Payment Date** 04/20/2026 **Payment Amount** 36.40

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
032426	MILEAGE-REGION A PLNNG COUNCIL LANDBANKS REP	04/08/2026	04/08/2026	0.00	36.40

Payment Register APPKT0539 6

Vendor Number	Vendor Name	Total Vendor Amount
INC1110	PEST CONTROL CONSULTANTS ILLINOIS	230.05

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220739	04/20/2026	230.05

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
942530	Pest Control Spraying	04/09/2026	04/09/2026	0.00	58.85
942819	Substations Pest Control	04/09/2026	04/09/2026	0.00	171.20

Vendor Number	Vendor Name	Total Vendor Amount
00693	PETTY CASH - POLICE DEPT	44.42

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220740	04/20/2026	44.42

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
041326	Lunch Police Commissioners (New Hire Interviews)	04/13/2026	04/13/2026	0.00	44.42

Vendor Number	Vendor Name	Total Vendor Amount
00214	POLYDYNE INC.	11,385.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220741	04/20/2026	11,385.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2008159	Polydyne	03/05/2026	03/05/2026	0.00	3,795.00
2018102	Polydyne	04/10/2026	04/10/2026	0.00	15,180.00
CM1976304	Polydyne	12/01/2025	12/01/2025	0.00	-7,590.00

Vendor Number	Vendor Name	Total Vendor Amount
10499	PORTER PIPE & SUPPLY	4,712.33

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220742	04/20/2026	4,712.33

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
40126146-00	NEW JACKET WATER PUMP # 10 ENGINE	04/08/2026	04/08/2026	0.00	3,431.08
40126394-00	BOLT AND GASKET KIT FOR BUTTERFLY VALVE PUMP ROC	04/08/2026	04/08/2026	0.00	24.48
40126394-01	BUTTERFLY VALVE PUMP ROOM	04/08/2026	04/08/2026	0.00	790.40
40126492-00	GASKETS AND BEARING SEAL KIT FOR JACKET WATER PU	04/14/2026	04/14/2026	0.00	236.62
40126593-00	BEARING AND SEAL KIT FOR JACKET WATER PUMPS 9&1(	04/09/2026	04/09/2026	0.00	229.75

Vendor Number	Vendor Name	Total Vendor Amount
10704	PROGRESSIVE PARK ROCHELLE SERIES POND	5,137.95

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220743	04/20/2026	5,137.95

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
62	Association Dues for Ritchie Rd Substation	03/30/2026	03/30/2026	0.00	5,137.95

Vendor Number	Vendor Name	Total Vendor Amount
02199	RAYNOR DOOR AUTHORITY	1,528.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220744	04/20/2026	1,528.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
144996	Repair bay door recievers	03/27/2026	03/27/2026	0.00	1,528.00

Vendor Number	Vendor Name	Total Vendor Amount
00496	RK DIXON CO.	165.30

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220745	04/20/2026	165.30

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
IN6443803	Copier Contract	04/13/2026	04/13/2026	0.00	165.30

Vendor Number	Vendor Name	Total Vendor Amount
10207	ROCHELLE ACE HARDWARE	1,171.17

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220746	04/20/2026	108.38

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
083553	Roof patch	04/09/2026	04/09/2026	0.00	15.98

083620		Fasteners, expoxy, drill bit	04/12/2026	04/12/2026	0.00	33.94
083670		Safety glasses & fasteners	04/14/2026	04/14/2026	0.00	58.46

Check 220747 04/20/2026 1,062.79

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
083519	Insul Clamps/Anchor 3/16/ Screws	04/08/2026	04/08/2026	0.00	56.48
083531	Fasteners	04/09/2026	04/09/2026	0.00	29.75
083533	2" #2 Bit Set/T25 Bit Set	04/09/2026	04/09/2026	0.00	17.79
083535	Gate Hook, Coupling	04/09/2026	04/09/2026	0.00	37.02
083559	Paint/Painters tape	04/10/2026	04/10/2026	0.00	356.52
083573	BROOMS AND VISE GRIPS PLIERS	04/10/2026	04/10/2026	0.00	134.04
083574	Painter tape, sanddisc, shop towel, supply hose	04/10/2026	04/10/2026	0.00	136.53
083581	spray adhesive for signs for downtown businesses	04/10/2026	04/10/2026	0.00	26.97
083639	Paint Roller/Painter Tape/Auger/Pail/Plunger	04/13/2026	04/13/2026	0.00	87.76
083660	PLEXIGLASS AND SILICONE FOR WINDOWS	04/14/2026	04/14/2026	0.00	172.75
083709	Cap 2" SCH 40	04/15/2026	04/15/2026	0.00	7.18

Vendor Number 02241 **Vendor Name** ROCHELLE JANITORIAL SUPPLY **Total Vendor Amount** 381.39

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220748	04/20/2026	381.39

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
040826-7	Toilet Paper, Paper Towels	04/13/2026	04/13/2026	0.00	250.20
041326-9	TOILET PAPER AND DAWN SOAP	04/15/2026	04/15/2026	0.00	131.19

Vendor Number 02987 **Vendor Name** ROCHELLE ROTARY CLUB **Total Vendor Amount** 245.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220749	04/20/2026	245.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2026-0244	Rotary Membership	04/08/2026	04/08/2026	0.00	245.50

Vendor Number INC1418 **Vendor Name** RUNNINGS SUPPLY INC **Total Vendor Amount** 1,420.86

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220750	04/20/2026	1,420.86

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1275795	Chain for Eng 3 chainsaw	04/02/2026	04/02/2026	0.00	37.79
1276951	Hex Key Set	04/07/2026	04/07/2026	0.00	58.99
1276990	Original Charge For Trailer Ball	04/07/2026	04/07/2026	0.00	59.97
1277001	RECHARGEABLE MAGNETIC LIGHT	04/07/2026	04/07/2026	0.00	69.97
1277077	Tools For The Van	04/07/2026	04/07/2026	0.00	42.98
1277127	1.25" Cutter PVC/Husqvarna 50:1 Fuel Qt	04/07/2026	04/07/2026	0.00	24.98
1277260	Outdoor Revival Cooler 20qt	04/08/2026	04/08/2026	0.00	139.99
1277265	Milwaukee Tool Combo Kit 4 pc	04/08/2026	04/08/2026	0.00	199.00
1277270	TUBING, BEARING FOR HONE FRAME	04/08/2026	04/08/2026	0.00	107.70
1277285	RETURNED BEARING AND GOT CORRECT	04/08/2026	04/08/2026	0.00	0.20
1277584	Returned 2 Hitch Balls	04/09/2026	04/09/2026	0.00	-39.98
1277592	Spray Paint For Cones	04/09/2026	04/09/2026	0.00	29.47
1277596	Pipe, Cement	04/09/2026	04/09/2026	0.00	29.67
1277601	Work Gloves For Dante Contreras	04/09/2026	04/09/2026	0.00	15.99
1277673	Dehumidifier	04/09/2026	04/09/2026	0.00	599.97
1279226	Impact Socket, Adaptor increasing, Socket	04/13/2026	04/13/2026	0.00	44.17

Vendor Number 07156 **Vendor Name** SAUK VALLEY MEDIA **Total Vendor Amount** 118.22

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220752	04/20/2026	118.22

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2315288	Bid notice	03/26/2026	03/26/2026	0.00	118.22

Vendor Number	Vendor Name					Total Vendor Amount
00294	SECURITY LOCK INC.					1,027.50
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220753				04/20/2026	1,027.50
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
18987	REKEYING BUILDING	04/09/2026	04/09/2026	0.00	1,027.50	

Vendor Number	Vendor Name					Total Vendor Amount
10064	SUBLETTE MECHANICAL INC					370.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220754				04/20/2026	370.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
46171	MRAP Cylindars	04/09/2026	04/09/2026	0.00	370.00	

Vendor Number	Vendor Name					Total Vendor Amount
10209	SWANK MOTION PICTURES, INC.					815.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220755				04/20/2026	815.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
RG 2751392	Movie in the Park - License Fee	04/14/2026	04/14/2026	0.00	815.00	

Vendor Number	Vendor Name					Total Vendor Amount
08023	SYNDEO NETWORKS, INC.					12,881.73
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220756				04/20/2026	12,881.73
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
SN026466	Internet Bandwith & Voip Trunks	04/01/2026	04/01/2026	0.00	12,881.73	

Vendor Number	Vendor Name					Total Vendor Amount
03263	TALLMAN EQUIPMENT COMPANY, INC.					476.66
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220757				04/20/2026	476.66
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
3470959	Madi Goat Wrenches	04/14/2026	04/14/2026	0.00	115.23	
3471024	5 in 1 socket for 3/4"	04/14/2026	04/14/2026	0.00	361.43	

Vendor Number	Vendor Name					Total Vendor Amount
07262	TOTAL WATER TREATMENT SYSTEMS					638.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220758				04/20/2026	638.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
0455581	9' Cation/anion, 9" mixed bed, meter reading	04/15/2026	04/15/2026	0.00	638.00	

Vendor Number	Vendor Name					Total Vendor Amount
INC1028	TRAVELERS					200.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220759				04/20/2026	200.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
0108262914 S-26/27	Total Premium	04/03/2026	04/03/2026	0.00	200.00	

Vendor Number	Vendor Name					Total Vendor Amount
INC1832	TREVIPAY-WALMART					82.79
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check	220760				04/20/2026	82.79
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
B4E25F53	Return mattress protector	04/09/2026	04/09/2026	0.00	-20.35	
FA55169F	Weekly station supplies	04/09/2026	04/09/2026	0.00	103.14	

Vendor Number	Vendor Name	Total Vendor Amount
INC1368	TRUCK COUNTRY OF ILLINOIS, INC	451.51

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220761	04/20/2026	451.51

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
X901259654 01	Starter	04/09/2026	04/09/2026	0.00	451.51

Vendor Number	Vendor Name	Total Vendor Amount
04522	TURNER, DEBBIE	2,750.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220762	04/20/2026	2,750.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2902	JANITORIAL SERVICES	04/12/2026	04/12/2026	0.00	2,750.00

Vendor Number	Vendor Name	Total Vendor Amount
03986	UNIVERSAL UTILITY SUPPLY CO	5,094.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220763	04/20/2026	5,094.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
3046545	600 AMP T-body Kit with Test Point	02/27/2026	02/27/2026	0.00	3,024.00
3046546	MBC-75 Cable Clamp	02/27/2026	02/27/2026	0.00	2,070.00

Vendor Number	Vendor Name	Total Vendor Amount
INC1807	UW HEALTH	793.43

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220764	04/20/2026	793.43

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
3007278	CPR instructor materials	03/19/2026	03/19/2026	0.00	793.43

Vendor Number	Vendor Name	Total Vendor Amount
INC1757	VCNA PRAIRIE LLC	664.75

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220765	04/20/2026	664.75

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
892420533	Street Light Foundations	04/09/2026	04/09/2026	0.00	664.75

Vendor Number	Vendor Name	Total Vendor Amount
INC1956	VITAL RECORDS HOLDINGS, LLC	25.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220766	04/20/2026	25.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6231970	DOCUMENT SHREDDING	03/31/2026	03/31/2026	0.00	25.00

Vendor Number	Vendor Name	Total Vendor Amount
06846	WILLIAM CHARLES ELECTRIC	3,269.75

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220767	04/20/2026	3,269.75

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
8260088-01	Rt 251 & Flagg Rd NW PED & SE PED Repairs	04/01/2026	04/01/2026	0.00	1,155.75
8260089-01	Rt 38 & Lincoln Hwy PED Repairs	04/01/2026	04/01/2026	0.00	619.25
8260090-01	Rt 38 & Caron Rd SW Corner 5 Section Head Repair	04/01/2026	04/01/2026	0.00	1,275.75
8260091-01	Steward & Caron Rd Luminaire Photo Eye Repairs	04/01/2026	04/01/2026	0.00	219.00

Vendor Number	Vendor Name	Total Vendor Amount
04184	WITTENBERG, MATTHEW	210.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	220768	04/20/2026	210.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
020526	Training Reimbursement	02/05/2026	02/05/2026	0.00	210.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Allocated Cash	Check	211	106	0.00	639,599.88
Allocated Cash	Voided **Void Check	0	1	0.00	0.00
	Packet Totals:	**211**	**107**	**0.00**	**639,599.88**

Cash Fund Summary

Fund	Name		Amount
91	Cash Allocation		-639,599.88
		Packet Totals:	**-639,599.88**

Rochelle, IL

Budget Report
Account Summary
For Fiscal: 2026 Period Ending: 03/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - General							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
01-00-31100	Property Tax	752,325.00	752,325.00	0.00	0.00	-752,325.00	0.00 %
01-00-31110	Property Tax - Police Pension Fund	1,012,243.00	1,012,243.00	0.00	0.00	-1,012,243.00	0.00 %
01-00-31120	Property Tax - Fire Pension Fund	481,241.00	481,241.00	0.00	0.00	-481,241.00	0.00 %
	Category: 3110 - Property Total:	**2,245,809.00**	**2,245,809.00**	**0.00**	**0.00**	**-2,245,809.00**	**0.00%**
Category: 3150 - Road and Bridge							
01-00-31500	Road & Bridge Tax	215,000.00	215,000.00	0.00	0.00	-215,000.00	0.00 %
	Category: 3150 - Road and Bridge Total:	**215,000.00**	**215,000.00**	**0.00**	**0.00**	**-215,000.00**	**0.00%**
Category: 3210 - Liquor							
01-00-32100	Liquor Licenses	45,000.00	45,000.00	-1,200.00	38,500.00	-6,500.00	85.56 %
	Category: 3210 - Liquor Total:	**45,000.00**	**45,000.00**	**-1,200.00**	**38,500.00**	**-6,500.00**	**85.56%**
Category: 3250 - Licenses							
01-00-32500	Franchise License	125,000.00	125,000.00	0.00	50,127.49	-74,872.51	40.10 %
01-00-32510	Telecommunications Tax	350,000.00	350,000.00	32,829.30	92,845.43	-257,154.57	26.53 %
	Category: 3250 - Licenses Total:	**475,000.00**	**475,000.00**	**32,829.30**	**142,972.92**	**-332,027.08**	**30.10%**
Category: 3260 - Other Licenses							
01-00-32600	Amusement License	35,000.00	35,000.00	10.00	28,790.00	-6,210.00	82.26 %
01-00-32610	Other Licenses	500.00	500.00	90.00	90.00	-410.00	18.00 %
	Category: 3260 - Other Licenses Total:	**35,500.00**	**35,500.00**	**100.00**	**28,880.00**	**-6,620.00**	**81.35%**
Category: 3310 - Permits							
01-00-33100	Building Permits	25,000.00	25,000.00	4,434.10	6,413.75	-18,586.25	25.66 %
01-00-33110	Mobile Food Vendor Permits	2,000.00	2,000.00	250.00	250.00	-1,750.00	12.50 %
	Category: 3310 - Permits Total:	**27,000.00**	**27,000.00**	**4,684.10**	**6,663.75**	**-20,336.25**	**24.68%**
Category: 3313 - Building Permits							
01-00-33130	Building and Zoning Fees	4,000.00	4,000.00	250.00	500.00	-3,500.00	12.50 %
	Category: 3313 - Building Permits Total:	**4,000.00**	**4,000.00**	**250.00**	**500.00**	**-3,500.00**	**12.50%**
Category: 3410 - Income							
01-00-34100	State Income Tax	1,702,169.20	1,702,169.20	95,970.73	419,763.88	-1,282,405.32	24.66 %
	Category: 3410 - Income Total:	**1,702,169.20**	**1,702,169.20**	**95,970.73**	**419,763.88**	**-1,282,405.32**	**24.66%**
Category: 3420 - Other Taxes							
01-00-34200	Personal Property Replacement Tax	320,000.00	320,000.00	17,751.49	73,938.08	-246,061.92	23.11 %
	Category: 3420 - Other Taxes Total:	**320,000.00**	**320,000.00**	**17,751.49**	**73,938.08**	**-246,061.92**	**23.11%**
Category: 3435 - Miscellaneous							
01-00-34350	Video Gaming Tax	370,000.00	370,000.00	30,802.73	81,650.52	-288,349.48	22.07 %
	Category: 3435 - Miscellaneous Total:	**370,000.00**	**370,000.00**	**30,802.73**	**81,650.52**	**-288,349.48**	**22.07%**
Category: 3440 - Sales							
01-00-34400	Sales Tax	3,000,000.00	3,000,000.00	331,616.14	934,068.80	-2,065,931.20	31.14 %
01-00-34450	Local Use Tax	35,356.38	35,356.38	8,815.58	21,879.95	-13,476.43	61.88 %
	Category: 3440 - Sales Total:	**3,035,356.38**	**3,035,356.38**	**340,431.72**	**955,948.75**	**-2,079,407.63**	**31.49%**
Category: 3446 - Other Tax							
01-00-34460	Cannabis Tax	15,208.06	15,208.06	1,092.12	3,719.42	-11,488.64	24.46 %
	Category: 3446 - Other Tax Total:	**15,208.06**	**15,208.06**	**1,092.12**	**3,719.42**	**-11,488.64**	**24.46%**
Category: 3470 - Grants							
01-00-34700	State Grants	0.00	0.00	1,970.00	5,623.73	5,623.73	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-00-34710	Federal Grants	360,000.00	360,000.00	0.00	70,672.70	-289,327.30	19.63 %
	Category: 3470 - Grants Total:	**360,000.00**	**360,000.00**	**1,970.00**	**76,296.43**	**-283,703.57**	**21.19%**
Category: 3510 - Fines							
01-00-35100	Court Fines	75,000.00	75,000.00	7,207.52	24,615.80	-50,384.20	32.82 %
	Category: 3510 - Fines Total:	**75,000.00**	**75,000.00**	**7,207.52**	**24,615.80**	**-50,384.20**	**32.82%**
Category: 3635 - Water Rec Solid Waste Charge							
01-00-36350	Water Rec Solid Waste Charge	50,000.00	50,000.00	4,070.25	14,999.00	-35,001.00	30.00 %
	Category: 3635 - Water Rec Solid Waste Charge Total:	**50,000.00**	**50,000.00**	**4,070.25**	**14,999.00**	**-35,001.00**	**30.00%**
Category: 3660 - Public Safety Fees							
01-00-36600	Ambulance Fees	1,600,000.00	1,600,000.00	0.00	153,419.40	-1,446,580.60	9.59 %
01-00-36610	Police Fees	75,000.00	75,000.00	7,372.23	26,953.83	-48,046.17	35.94 %
01-00-36620	Fire Protection Fees	111,767.00	111,767.00	9,131.29	27,393.87	-84,373.13	24.51 %
	Category: 3660 - Public Safety Fees Total:	**1,786,767.00**	**1,786,767.00**	**16,503.52**	**207,767.10**	**-1,578,999.90**	**11.63%**
Category: 3690 - Street Department Fees							
01-00-36900	Street Division Fees	260,000.00	260,000.00	9,230.77	60,286.28	-199,713.72	23.19 %
	Category: 3690 - Street Department Fees Total:	**260,000.00**	**260,000.00**	**9,230.77**	**60,286.28**	**-199,713.72**	**23.19%**
Category: 3760 - Cemetery Fees							
01-00-37600	Grave Opening Fees	25,000.00	25,000.00	0.00	6,100.00	-18,900.00	24.40 %
01-00-37610	Lot Sales	40,000.00	40,000.00	0.00	1,300.00	-38,700.00	3.25 %
	Category: 3760 - Cemetery Fees Total:	**65,000.00**	**65,000.00**	**0.00**	**7,400.00**	**-57,600.00**	**11.38%**
Category: 3810 - Investment Income							
01-00-38100	Interest Income	550,000.00	550,000.00	13,123.96	79,264.97	-470,735.03	14.41 %
	Category: 3810 - Investment Income Total:	**550,000.00**	**550,000.00**	**13,123.96**	**79,264.97**	**-470,735.03**	**14.41%**
Category: 3890 - Miscellaneous Income							
01-00-38900	Miscellaenous	60,000.00	60,000.00	3,591.00	9,769.15	-50,230.85	16.28 %
01-00-38910	Intergovernmental Reimbursement	0.00	0.00	0.00	17,070.53	17,070.53	0.00 %
	Category: 3890 - Miscellaneous Income Total:	**60,000.00**	**60,000.00**	**3,591.00**	**26,839.68**	**-33,160.32**	**44.73%**
Category: 3910 - Other Financing Sources							
01-00-39100	Loan Proceeds	625,000.00	625,000.00	0.00	0.00	-625,000.00	0.00 %
	Category: 3910 - Other Financing Sources Total:	**625,000.00**	**625,000.00**	**0.00**	**0.00**	**-625,000.00**	**0.00%**
Category: 3990 - Interfund Transfers							
01-00-39920	Transfer from Sales Tax	204,000.00	204,000.00	17,000.00	51,000.00	-153,000.00	25.00 %
01-00-39951	Transfer from Water	227,688.00	227,688.00	18,974.00	56,922.00	-170,766.00	25.00 %
01-00-39952	Transf from Water Reclamation	281,680.00	281,680.00	23,473.33	70,419.99	-211,260.01	25.00 %
01-00-39953	Transfer from Solid Waste	734,636.00	734,636.00	61,219.67	183,659.01	-550,976.99	25.00 %
01-00-39954	Transfer from Electric	2,456,661.00	2,456,661.00	204,721.75	614,165.25	-1,842,495.75	25.00 %
01-00-39958	Transfer from Railroad	100,000.00	100,000.00	8,333.33	24,999.99	-75,000.01	25.00 %
	Category: 3990 - Interfund Transfers Total:	**4,004,665.00**	**4,004,665.00**	**333,722.08**	**1,001,166.24**	**-3,003,498.76**	**25.00%**
	Department: 00 - 00 Total:	**16,326,474.64**	**16,326,474.64**	**912,131.29**	**3,251,172.82**	**-13,075,301.82**	**19.91%**
	Revenue Total:	**16,326,474.64**	**16,326,474.64**	**912,131.29**	**3,251,172.82**	**-13,075,301.82**	**19.91%**
Expense							
Department: 12 - Mayor & City Council							
Category: 4000 - Personnel							
01-12-43000	Elected Officials Salaries	25,500.00	25,500.00	1,942.40	5,827.20	19,672.80	22.85 %
	Category: 4000 - Personnel Total:	**25,500.00**	**25,500.00**	**1,942.40**	**5,827.20**	**19,672.80**	**22.85%**
Category: 5000 - Contractual Services							
01-12-54900	Other Professional Services	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-12-55400	Printing	1,500.00	1,500.00	193.05	193.05	1,306.95	12.87 %
01-12-56100	Dues	1,800.00	1,800.00	0.00	200.00	1,600.00	11.11 %
01-12-56200	Travel	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-12-56500	Publications	750.00	750.00	0.00	0.00	750.00	0.00 %
01-12-56600	Conference	2,500.00	2,500.00	0.00	650.00	1,850.00	26.00 %
	Category: 5000 - Contractual Services Total:	**12,550.00**	**12,550.00**	**193.05**	**1,043.05**	**11,506.95**	**8.31%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 6000 - Commodities							
01-12-65100	Office Supplies	1,500.00	1,500.00	29.48	3,795.63	-2,295.63	253.04 %
	Category: 6000 - Commodities Total:	**1,500.00**	**1,500.00**	**29.48**	**3,795.63**	**-2,295.63**	**253.04%**
Category: 8000 - Capital Outlay							
01-12-83000	Equipment	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-12-83010	Equipment - IT	3,750.00	3,750.00	0.00	2,397.76	1,352.24	63.94 %
	Category: 8000 - Capital Outlay Total:	**8,750.00**	**8,750.00**	**0.00**	**2,397.76**	**6,352.24**	**27.40%**
Category: 9000 - Other Expenditures							
01-12-91100	Community Relations	8,500.00	8,500.00	180.00	687.50	7,812.50	8.09 %
	Category: 9000 - Other Expenditures Total:	**8,500.00**	**8,500.00**	**180.00**	**687.50**	**7,812.50**	**8.09%**
	Department: 12 - Mayor & City Council Total:	**56,800.00**	**56,800.00**	**2,344.93**	**13,751.14**	**43,048.86**	**24.21%**
Department: 13 - City Clerk							
Category: 4000 - Personnel							
01-13-42100	Full-Time	148,777.00	148,777.00	12,752.40	48,256.10	100,520.90	32.44 %
01-13-42300	Overtime	200.00	200.00	0.00	0.00	200.00	0.00 %
01-13-45100	Health Insurance	4,707.00	4,707.00	494.66	1,703.02	3,003.98	36.18 %
01-13-45200	Life Insurance	110.00	110.00	8.98	26.93	83.07	24.48 %
	Category: 4000 - Personnel Total:	**153,794.00**	**153,794.00**	**13,256.04**	**49,986.05**	**103,807.95**	**32.50%**
Category: 5000 - Contractual Services							
01-13-54900	Other Professional Services	30,000.00	30,000.00	233.46	14,120.87	15,879.13	47.07 %
01-13-55100	Postage	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-13-55200	Telephone	600.00	600.00	35.02	105.06	494.94	17.51 %
01-13-55300	Publishing	150.00	150.00	0.00	0.00	150.00	0.00 %
01-13-55400	Printing	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-13-56100	Dues	2,200.00	2,200.00	0.00	200.00	2,000.00	9.09 %
01-13-56200	Travel	700.00	700.00	0.00	0.00	700.00	0.00 %
01-13-56300	Training	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-13-56400	Tuition	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-13-56500	Publications	340.00	340.00	0.00	0.00	340.00	0.00 %
01-13-56600	Conference	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
	Category: 5000 - Contractual Services Total:	**45,490.00**	**45,490.00**	**268.48**	**14,425.93**	**31,064.07**	**31.71%**
Category: 6000 - Commodities							
01-13-65100	Office Supplies	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
	Category: 6000 - Commodities Total:	**1,500.00**	**1,500.00**	**0.00**	**0.00**	**1,500.00**	**0.00%**
Category: 8000 - Capital Outlay							
01-13-83000	Equipment	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-13-83010	Equipment - IT	1,750.00	1,750.00	0.00	1,474.98	275.02	84.28 %
01-13-87000	Furniture	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**4,750.00**	**4,750.00**	**0.00**	**1,474.98**	**3,275.02**	**31.05%**
Category: 9000 - Other Expenditures							
01-13-92900	Miscellaneous	500.00	500.00	0.00	0.00	500.00	0.00 %
01-13-95300	Intergovernmental Agreement	18,000.00	18,000.00	1,152.00	3,592.00	14,408.00	19.96 %
	Category: 9000 - Other Expenditures Total:	**18,500.00**	**18,500.00**	**1,152.00**	**3,592.00**	**14,908.00**	**19.42%**
	Department: 13 - City Clerk Total:	**224,034.00**	**224,034.00**	**14,676.52**	**69,478.96**	**154,555.04**	**31.01%**
Department: 17 - Municipal Building							
Category: 5000 - Contractual Services							
01-17-51100	Building Maintenance	200,000.00	200,000.00	9,754.15	32,115.87	167,884.13	16.06 %
01-17-51700	Grounds Maintenance	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
01-17-52900	Other Maintenance	3,000.00	3,000.00	45.42	408.27	2,591.73	13.61 %
01-17-53600	Janitorial Services	39,500.00	39,500.00	0.00	6,654.88	32,845.12	16.85 %
01-17-53700	Network Administration	276,149.00	276,149.00	23,012.38	69,037.14	207,111.86	25.00 %
01-17-53900	Other Contractual Services	1,500.00	1,500.00	147.52	480.59	1,019.41	32.04 %
01-17-54900	Other Professional Services	32,000.00	32,000.00	130.90	2,626.06	29,373.94	8.21 %
01-17-57100	Utilities	4,500.00	4,500.00	250.00	750.00	3,750.00	16.67 %
01-17-57300	Garbage Disposal/Recycling	1,500.00	1,500.00	58.18	174.54	1,325.46	11.64 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-17-59500	Property Tax	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
	Category: 5000 - Contractual Services Total:	**568,149.00**	**568,149.00**	**33,398.55**	**112,247.35**	**455,901.65**	**19.76%**
Category: 6000 - Commodities							
01-17-61100	Building Supplies	5,000.00	5,000.00	465.51	571.87	4,428.13	11.44 %
01-17-61700	Grounds Supplies	500.00	500.00	0.00	0.00	500.00	0.00 %
01-17-65100	Office Supplies	6,000.00	6,000.00	0.00	971.73	5,028.27	16.20 %
01-17-65400	Janitorial Supplies	4,000.00	4,000.00	52.12	457.93	3,542.07	11.45 %
	Category: 6000 - Commodities Total:	**15,500.00**	**15,500.00**	**517.63**	**2,001.53**	**13,498.47**	**12.91%**
Category: 8000 - Capital Outlay							
01-17-83000	Equipment	25,000.00	25,000.00	815.16	815.16	24,184.84	3.26 %
	Category: 8000 - Capital Outlay Total:	**25,000.00**	**25,000.00**	**815.16**	**815.16**	**24,184.84**	**3.26%**
Category: 9000 - Other Expenditures							
01-17-91100	Community Relations	20,000.00	20,000.00	777.50	4,379.01	15,620.99	21.90 %
01-17-99915	Transfer Ambulance Fund	200,000.00	200,000.00	16,666.67	50,000.01	149,999.99	25.00 %
01-17-99964	Transfer Admin Services Fund	487,435.00	487,435.00	40,619.61	121,858.83	365,576.17	25.00 %
01-17-99971	Transfer Fire Pension	185,000.00	185,000.00	9,926.76	40,882.69	144,117.31	22.10 %
01-17-99972	Transfer Police Pension	185,000.00	185,000.00	9,926.76	40,882.69	144,117.31	22.10 %
	Category: 9000 - Other Expenditures Total:	**1,077,435.00**	**1,077,435.00**	**77,917.30**	**258,003.23**	**819,431.77**	**23.95%**
	Department: 17 - Municipal Building Total:	**1,686,084.00**	**1,686,084.00**	**112,648.64**	**373,067.27**	**1,313,016.73**	**22.13%**
Department: 18 - City Attorney							
Category: 5000 - Contractual Services							
01-18-53300	Legal Service	110,000.00	110,000.00	12,806.42	38,650.76	71,349.24	35.14 %
	Category: 5000 - Contractual Services Total:	**110,000.00**	**110,000.00**	**12,806.42**	**38,650.76**	**71,349.24**	**35.14%**
	Department: 18 - City Attorney Total:	**110,000.00**	**110,000.00**	**12,806.42**	**38,650.76**	**71,349.24**	**35.14%**
Department: 19 - City Manager							
Category: 5000 - Contractual Services							
01-19-54900	Other Professional Services	900.00	900.00	0.00	0.00	900.00	0.00 %
01-19-55200	Telephone	700.00	700.00	0.00	0.00	700.00	0.00 %
01-19-56000	Professional Development	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00 %
01-19-56100	Dues	12,500.00	12,500.00	0.00	540.00	11,960.00	4.32 %
01-19-56200	Travel	6,500.00	6,500.00	-123.20	123.20	6,376.80	1.90 %
01-19-56400	Tuition	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-19-56600	Conference	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
	Category: 5000 - Contractual Services Total:	**32,400.00**	**32,400.00**	**-123.20**	**663.20**	**31,736.80**	**2.05%**
Category: 6000 - Commodities							
01-19-65100	Office Supplies	500.00	500.00	0.00	0.00	500.00	0.00 %
	Category: 6000 - Commodities Total:	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00%**
Category: 8000 - Capital Outlay							
01-19-83000	Equipment	250.00	250.00	0.00	0.00	250.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**250.00**	**250.00**	**0.00**	**0.00**	**250.00**	**0.00%**
Category: 9000 - Other Expenditures							
01-19-91100	Community Relations	8,500.00	8,500.00	0.00	1,219.14	7,280.86	14.34 %
	Category: 9000 - Other Expenditures Total:	**8,500.00**	**8,500.00**	**0.00**	**1,219.14**	**7,280.86**	**14.34%**
	Department: 19 - City Manager Total:	**41,650.00**	**41,650.00**	**-123.20**	**1,882.34**	**39,767.66**	**4.52%**
Department: 21 - Police							
Category: 4000 - Personnel							
01-21-42100	Full-Time	2,828,747.00	2,828,747.00	249,920.71	759,325.01	2,069,421.99	26.84 %
01-21-42200	Part-Time	75,000.00	75,000.00	4,438.44	10,806.44	64,193.56	14.41 %
01-21-42300	Overtime	150,000.00	150,000.00	7,875.24	49,763.02	100,236.98	33.18 %
01-21-42600	Pager	25,000.00	25,000.00	1,834.59	5,652.80	19,347.20	22.61 %
01-21-42800	OIC - On-Call FTO	35,000.00	35,000.00	3,160.90	11,332.13	23,667.87	32.38 %
01-21-43000	Contribution to Police Pension	1,235,391.00	1,235,391.00	0.00	0.00	1,235,391.00	0.00 %
01-21-45100	Health Insurance	644,000.00	644,000.00	49,137.10	144,512.26	499,487.74	22.44 %
01-21-45200	Life Insurance	1,500.00	1,500.00	129.50	388.50	1,111.50	25.90 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-21-47100	Uniform Allowance	65,000.00	65,000.00	2,669.23	13,275.91	51,724.09	20.42 %
	Category: 4000 - Personnel Total:	**5,059,638.00**	**5,059,638.00**	**319,165.71**	**995,056.07**	**4,064,581.93**	**19.67%**
Category: 5000 - Contractual Services							
01-21-51300	Vehicle Maintenance	40,000.00	40,000.00	260.00	1,579.44	38,420.56	3.95 %
01-21-53400	Medical Services	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-21-54900	Other Professional Services	65,000.00	65,000.00	2,642.30	8,380.56	56,619.44	12.89 %
01-21-55100	Postage	500.00	500.00	0.00	183.89	316.11	36.78 %
01-21-55200	Telephone	40,000.00	40,000.00	2,082.43	7,874.72	32,125.28	19.69 %
01-21-55400	Printing	5,000.00	5,000.00	22.00	22.00	4,978.00	0.44 %
01-21-56100	Dues	85,000.00	85,000.00	3,711.87	13,461.66	71,538.34	15.84 %
01-21-56200	Travel	10,000.00	10,000.00	1,083.50	1,083.50	8,916.50	10.84 %
01-21-56300	Training	40,000.00	40,000.00	0.00	1,605.00	38,395.00	4.01 %
01-21-56400	Tuition	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-21-57100	Utilities	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
01-21-57800	Animal Control	6,000.00	6,000.00	0.00	603.40	5,396.60	10.06 %
01-21-57900	Other Service Charges	200.00	200.00	0.00	0.00	200.00	0.00 %
01-21-59400	Lease or Rentals	226,000.00	226,000.00	16,068.23	51,186.84	174,813.16	22.65 %
	Category: 5000 - Contractual Services Total:	**525,600.00**	**525,600.00**	**25,870.33**	**85,981.01**	**439,618.99**	**16.36%**
Category: 6000 - Commodities							
01-21-61300	Vehicle Supplies	500.00	500.00	0.00	41.38	458.62	8.28 %
01-21-62900	Ammunition	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
01-21-65100	Office Supplies	10,000.00	10,000.00	34.03	985.00	9,015.00	9.85 %
01-21-65200	Operating Supplies	185,000.00	185,000.00	2,855.72	4,587.16	180,412.84	2.48 %
01-21-65300	E-Citation Supplies	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-21-65500	Gasoline/Oil	75,000.00	75,000.00	5,312.56	15,643.23	59,356.77	20.86 %
01-21-65800	Prisoner Supplies	400.00	400.00	0.00	0.00	400.00	0.00 %
01-21-66200	K9 Supplies	10,000.00	10,000.00	0.00	276.25	9,723.75	2.76 %
	Category: 6000 - Commodities Total:	**291,900.00**	**291,900.00**	**8,202.31**	**21,533.02**	**270,366.98**	**7.38%**
Category: 8000 - Capital Outlay							
01-21-83000	Equipment	50,000.00	50,000.00	-21,600.00	22,150.19	27,849.81	44.30 %
01-21-83010	Equipment - IT	6,000.00	6,000.00	1,044.96	3,442.72	2,557.28	57.38 %
	Category: 8000 - Capital Outlay Total:	**56,000.00**	**56,000.00**	**-20,555.04**	**25,592.91**	**30,407.09**	**45.70%**
Category: 9000 - Other Expenditures							
01-21-91100	Community Relations	5,000.00	5,000.00	110.19	110.19	4,889.81	2.20 %
01-21-91700	Investigations	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-21-91710	Drug Investigations	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-21-91720	DUI	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-21-92900	Miscellaneous	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**15,500.00**	**15,500.00**	**110.19**	**110.19**	**15,389.81**	**0.71%**
	Department: 21 - Police Total:	**5,948,638.00**	**5,948,638.00**	**332,793.50**	**1,128,273.20**	**4,820,364.80**	**18.97%**
Department: 22 - Fire							
Category: 4000 - Personnel							
01-22-42100	Full-Time	2,048,587.39	2,048,587.39	150,294.07	489,070.68	1,559,516.71	23.87 %
01-22-42200	Part-Time	150,000.00	150,000.00	12,562.70	33,621.37	116,378.63	22.41 %
01-22-42300	Overtime	450,000.00	450,000.00	30,029.77	120,737.81	329,262.19	26.83 %
01-22-43000	Contribution to Fire Pension	587,331.00	587,331.00	0.00	0.00	587,331.00	0.00 %
01-22-45100	Health Insurance	335,270.00	335,270.00	32,704.10	98,112.30	237,157.70	29.26 %
01-22-45200	Life Insurance	1,000.00	1,000.00	68.77	205.08	794.92	20.51 %
01-22-47100	Uniform Allowance	18,000.00	18,000.00	376.95	945.06	17,054.94	5.25 %
	Category: 4000 - Personnel Total:	**3,590,188.39**	**3,590,188.39**	**226,036.36**	**742,692.30**	**2,847,496.09**	**20.69%**
Category: 5000 - Contractual Services							
01-22-51100	Building Maintenance	10,000.00	10,000.00	1,639.68	2,163.04	7,836.96	21.63 %
01-22-51200	Equipment Maintenance	10,000.00	10,000.00	0.00	2,578.24	7,421.76	25.78 %
01-22-51300	Vehicle Maintenance	30,000.00	30,000.00	1,806.67	4,424.95	25,575.05	14.75 %
01-22-53400	Medical Services	40,000.00	40,000.00	271.00	355.00	39,645.00	0.89 %
01-22-54900	Other Professional Services	90,000.00	90,000.00	8,956.70	23,351.92	66,648.08	25.95 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-22-55200	Telephone	12,000.00	12,000.00	288.63	1,091.33	10,908.67	9.09 %
01-22-55400	Printing	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-22-56100	Dues	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-22-56200	Travel	10,000.00	10,000.00	0.00	80.00	9,920.00	0.80 %
01-22-56300	Training	30,000.00	30,000.00	893.43	1,723.43	28,276.57	5.74 %
01-22-56400	Tuition	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-22-56500	Publications	500.00	500.00	118.22	303.22	196.78	60.64 %
01-22-57100	Utilities	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-22-59400	Lease or Rentals	2,500.00	2,500.00	119.96	343.20	2,156.80	13.73 %
	Category: 5000 - Contractual Services Total:	**241,500.00**	**241,500.00**	**14,094.29**	**36,414.33**	**205,085.67**	**15.08%**
	Category: 6000 - Commodities						
01-22-61100	Building Supplies	6,000.00	6,000.00	163.19	664.98	5,335.02	11.08 %
01-22-61200	Equipment Supplies	5,000.00	5,000.00	434.08	907.17	4,092.83	18.14 %
01-22-61300	Vehicle Supplies	6,000.00	6,000.00	219.56	1,618.17	4,381.83	26.97 %
01-22-65200	Operating Supplies	30,000.00	30,000.00	3,357.82	7,668.70	22,331.30	25.56 %
01-22-65400	Janitorial Supplies	1,500.00	1,500.00	142.74	428.22	1,071.78	28.55 %
01-22-65500	Gasoline/Oil	25,000.00	25,000.00	2,111.48	5,477.05	19,522.95	21.91 %
01-22-68400	Software	33,000.00	33,000.00	11,068.79	15,355.53	17,644.47	46.53 %
	Category: 6000 - Commodities Total:	**106,500.00**	**106,500.00**	**17,497.66**	**32,119.82**	**74,380.18**	**30.16%**
	Category: 8000 - Capital Outlay						
01-22-83000	Equipment	63,200.00	63,200.00	0.00	3,331.13	59,868.87	5.27 %
01-22-83010	Equipment - IT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-22-89000	Other Improvements	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**88,200.00**	**88,200.00**	**0.00**	**3,331.13**	**84,868.87**	**3.78%**
	Category: 9000 - Other Expenditures						
01-22-91100	Public Relations	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**1,000.00**	**1,000.00**	**0.00**	**0.00**	**1,000.00**	**0.00%**
	Department: 22 - Fire Total:	**4,027,388.39**	**4,027,388.39**	**257,628.31**	**814,557.58**	**3,212,830.81**	**20.23%**
	Department: 41 - Street						
	Category: 4000 - Personnel						
01-41-42100	Full-Time	1,179,840.47	1,179,840.47	103,323.12	308,992.12	870,848.35	26.19 %
01-41-42300	Overtime	86,000.00	86,000.00	5,578.52	18,752.21	67,247.79	21.80 %
01-41-42600	Pager	36,000.00	36,000.00	3,961.80	11,939.06	24,060.94	33.16 %
01-41-45100	Health Insurance	264,132.84	264,132.84	23,811.43	71,434.38	192,698.46	27.04 %
01-41-45200	Life Insurance	800.00	800.00	51.68	155.02	644.98	19.38 %
01-41-47300	Clothing Acquisition	9,100.00	9,100.00	560.46	1,705.44	7,394.56	18.74 %
	Category: 4000 - Personnel Total:	**1,575,873.31**	**1,575,873.31**	**137,287.01**	**412,978.23**	**1,162,895.08**	**26.21%**
	Category: 5000 - Contractual Services						
01-41-51100	Building Maintenance	3,000.00	3,000.00	130.00	625.00	2,375.00	20.83 %
01-41-51200	Equipment Maintenance	20,000.00	20,000.00	846.73	8,932.32	11,067.68	44.66 %
01-41-51300	Vehicle Maintenance	30,000.00	30,000.00	2,102.00	2,102.00	27,898.00	7.01 %
01-41-51400	Street Maintenance	25,000.00	25,000.00	2,367.75	2,367.75	22,632.25	9.47 %
01-41-51450	Forestry Maintenance	25,000.00	25,000.00	9,150.00	13,550.00	11,450.00	54.20 %
01-41-51600	Snow Removal Maintenance	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-41-52900	Traffic Signal Maintenance	25,000.00	25,000.00	1,248.00	1,248.00	23,752.00	4.99 %
01-41-52920	Property Maintenance	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
01-41-53600	Janitorial Services	2,500.00	2,500.00	285.96	839.08	1,660.92	33.56 %
01-41-54900	Other Professional Services	15,000.00	15,000.00	179.21	2,314.70	12,685.30	15.43 %
01-41-55100	Postage	25.00	25.00	0.00	0.00	25.00	0.00 %
01-41-55200	Telephone	6,000.00	6,000.00	537.64	1,622.34	4,377.66	27.04 %
01-41-55300	Publishing	500.00	500.00	0.00	0.00	500.00	0.00 %
01-41-55600	Dispatching/Radio	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-41-56200	Travel	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-41-56300	Training	20,000.00	20,000.00	0.00	370.00	19,630.00	1.85 %
01-41-56500	Publications	200.00	200.00	0.00	0.00	200.00	0.00 %
01-41-57100	Utilities	2,500.00	2,500.00	154.51	322.17	2,177.83	12.89 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-41-57200	Street Lighting	1,000.00	1,000.00	36.75	135.46	864.54	13.55 %
01-41-59400	Lease or Rentals	95,000.00	95,000.00	6,449.02	20,578.43	74,421.57	21.66 %
	Category: 5000 - Contractual Services Total:	**313,225.00**	**313,225.00**	**23,487.57**	**55,007.25**	**258,217.75**	**17.56%**
Category: 6000 - Commodities							
01-41-61100	Building Supplies	4,000.00	4,000.00	57.00	905.93	3,094.07	22.65 %
01-41-61200	Equipment Supplies	30,000.00	30,000.00	4,224.74	12,479.55	17,520.45	41.60 %
01-41-61300	Vehicle Supplies	30,000.00	30,000.00	3,964.77	12,491.21	17,508.79	41.64 %
01-41-61400	Street Supplies	100,000.00	100,000.00	4,298.85	17,795.38	82,204.62	17.80 %
01-41-61600	Snow Removal Supplies	110,000.00	110,000.00	36.52	22,165.34	87,834.66	20.15 %
01-41-61700	Grounds Supplies	10,000.00	10,000.00	843.59	843.59	9,156.41	8.44 %
01-41-62900	Other Signage Supplies	25,000.00	25,000.00	1,636.02	1,636.02	23,363.98	6.54 %
01-41-65100	Office Supplies	2,500.00	2,500.00	103.01	1,055.08	1,444.92	42.20 %
01-41-65200	Operating Supplies	15,000.00	15,000.00	956.71	4,324.15	10,675.85	28.83 %
01-41-65300	Small Tools	7,500.00	7,500.00	135.15	230.96	7,269.04	3.08 %
01-41-65400	Janitorial Supplies	1,000.00	1,000.00	131.89	299.17	700.83	29.92 %
01-41-65500	Gasoline/Oil	70,000.00	70,000.00	8,753.92	19,661.30	50,338.70	28.09 %
01-41-66100	Safety Supplies	6,000.00	6,000.00	196.66	258.60	5,741.40	4.31 %
01-41-68400	Software	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
	Category: 6000 - Commodities Total:	**416,000.00**	**416,000.00**	**25,338.83**	**94,146.28**	**321,853.72**	**22.63%**
Category: 7000 - Debt Service							
01-41-72260	Principal Expense	130,723.00	130,723.00	0.00	0.00	130,723.00	0.00 %
	Category: 7000 - Debt Service Total:	**130,723.00**	**130,723.00**	**0.00**	**0.00**	**130,723.00**	**0.00%**
Category: 8000 - Capital Outlay							
01-41-83000	Equipment	40,000.00	40,000.00	14,175.00	15,623.27	24,376.73	39.06 %
01-41-83010	Equipment - IT	3,750.00	3,750.00	0.00	1,929.55	1,820.45	51.45 %
01-41-84000	Vehicle	745,000.00	745,000.00	0.00	0.00	745,000.00	0.00 %
01-41-89000	Other Improvements	60,000.00	60,000.00	0.00	4,576.10	55,423.90	7.63 %
	Category: 8000 - Capital Outlay Total:	**848,750.00**	**848,750.00**	**14,175.00**	**22,128.92**	**826,621.08**	**2.61%**
Category: 9000 - Other Expenditures							
01-41-91000	Bad Debt	0.00	0.00	78.37	218.29	-218.29	0.00 %
01-41-92900	Miscellaneous	200.00	200.00	0.00	0.00	200.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**200.00**	**200.00**	**78.37**	**218.29**	**-18.29**	**109.15%**
	Department: 41 - Street Total:	**3,284,771.31**	**3,284,771.31**	**200,366.78**	**584,478.97**	**2,700,292.34**	**17.79%**
Department: 44 - Community Development							
Category: 4000 - Personnel							
01-44-42100	Full-Time	351,956.00	351,956.00	26,514.24	79,542.72	272,413.28	22.60 %
01-44-42300	Overtime	500.00	500.00	0.00	0.00	500.00	0.00 %
01-44-45100	Health Insurance	58,345.00	58,345.00	4,522.78	13,568.34	44,776.66	23.26 %
01-44-45200	Life Insurance	300.00	300.00	10.50	31.50	268.50	10.50 %
	Category: 4000 - Personnel Total:	**411,101.00**	**411,101.00**	**31,047.52**	**93,142.56**	**317,958.44**	**22.66%**
Category: 5000 - Contractual Services							
01-44-51300	Vehicle Maintenance	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-44-54900	Other Professional Services	20,000.00	20,000.00	33.75	33.75	19,966.25	0.17 %
01-44-54920	Downtown Beautification	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-44-55200	Telephone	1,000.00	1,000.00	59.41	178.23	821.77	17.82 %
01-44-55300	Publishing	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-44-56100	Dues	3,000.00	3,000.00	0.00	244.50	2,755.50	8.15 %
01-44-56200	Travel	7,000.00	7,000.00	0.00	458.00	6,542.00	6.54 %
01-44-56300	Training	7,000.00	7,000.00	95.00	95.00	6,905.00	1.36 %
01-44-56500	Publications	0.00	0.00	0.00	98.37	-98.37	0.00 %
01-44-56600	Conference	0.00	0.00	563.69	838.69	-838.69	0.00 %
01-44-59400	Lease or Rentals	6,000.00	6,000.00	380.65	1,141.95	4,858.05	19.03 %
	Category: 5000 - Contractual Services Total:	**98,500.00**	**98,500.00**	**1,132.50**	**3,088.49**	**95,411.51**	**3.14%**
Category: 6000 - Commodities							
01-44-61200	Equipment Supplies	2,500.00	2,500.00	563.16	563.16	1,936.84	22.53 %
01-44-65100	Office Supplies	1,000.00	1,000.00	293.93	293.93	706.07	29.39 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-44-65500	Gasoline/Oil	500.00	500.00	112.40	112.40	387.60	22.48 %
	Category: 6000 - Commodities Total:	**4,000.00**	**4,000.00**	**969.49**	**969.49**	**3,030.51**	**24.24%**
Category: 8000 - Capital Outlay							
01-44-83010	Equipment - IT	2,375.00	2,375.00	0.00	1,497.48	877.52	63.05 %
01-44-87000	Furniture	0.00	0.00	190.93	190.93	-190.93	0.00 %
	Category: 8000 - Capital Outlay Total:	**2,375.00**	**2,375.00**	**190.93**	**1,688.41**	**686.59**	**71.09%**
Category: 9000 - Other Expenditures							
01-44-91100	Public Relations	17,000.00	17,000.00	562.46	2,447.46	14,552.54	14.40 %
	Category: 9000 - Other Expenditures Total:	**17,000.00**	**17,000.00**	**562.46**	**2,447.46**	**14,552.54**	**14.40%**
	Department: 44 - Community Development Total:	**532,976.00**	**532,976.00**	**33,902.90**	**101,336.41**	**431,639.59**	**19.01%**
Department: 46 - Cemetery							
Category: 4000 - Personnel							
01-46-42100	Full Time	48,568.21	48,568.21	3,898.98	11,335.09	37,233.12	23.34 %
01-46-42300	Overtime	3,000.00	3,000.00	261.84	768.06	2,231.94	25.60 %
01-46-42600	Pager	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-46-45100	Health Insurance	11,496.07	11,496.07	958.31	2,874.92	8,621.15	25.01 %
01-46-45200	Life Insurance	50.00	50.00	1.67	5.00	45.00	10.00 %
	Category: 4000 - Personnel Total:	**66,114.28**	**66,114.28**	**5,120.80**	**14,983.07**	**51,131.21**	**22.66%**
Category: 5000 - Contractual Services							
01-46-51100	Building Maintenance	1,500.00	1,500.00	0.00	300.00	1,200.00	20.00 %
01-46-51200	Equipment Maintenance	250.00	250.00	0.00	0.00	250.00	0.00 %
01-46-51300	Vehicle Maintenance	250.00	250.00	0.00	84.19	165.81	33.68 %
01-46-54900	Other Professional Services	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00 %
01-46-55200	Telephone	1,500.00	1,500.00	94.40	283.20	1,216.80	18.88 %
01-46-57100	Utilities	2,200.00	2,200.00	14.47	48.92	2,151.08	2.22 %
01-46-59400	Lease or Rentals	15,060.00	15,060.00	1,250.69	3,752.07	11,307.93	24.91 %
	Category: 5000 - Contractual Services Total:	**65,760.00**	**65,760.00**	**1,359.56**	**4,468.38**	**61,291.62**	**6.79%**
Category: 6000 - Commodities							
01-46-61100	Building Supplies	500.00	500.00	0.00	0.00	500.00	0.00 %
01-46-61200	Equipment Supplies	500.00	500.00	0.00	74.92	425.08	14.98 %
01-46-61300	Vehicle Supplies	250.00	250.00	0.00	0.00	250.00	0.00 %
01-46-61400	Supplies Road	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
01-46-61700	Supplies Grounds	1,600.00	1,600.00	0.00	0.00	1,600.00	0.00 %
01-46-65200	Operating Supplies	750.00	750.00	0.00	140.89	609.11	18.79 %
01-46-65300	Small Tools	500.00	500.00	24.99	24.99	475.01	5.00 %
01-46-65500	Gasoline/Oil	3,000.00	3,000.00	84.15	165.50	2,834.50	5.52 %
	Category: 6000 - Commodities Total:	**27,100.00**	**27,100.00**	**109.14**	**406.30**	**26,693.70**	**1.50%**
Category: 8000 - Capital Outlay							
01-46-83000	Equipment	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
01-46-89000	Other Improvements	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**40,000.00**	**40,000.00**	**0.00**	**0.00**	**40,000.00**	**0.00%**
Category: 9000 - Other Expenditures							
01-46-92900	Miscellaneous Charges	1,000.00	1,000.00	152.94	479.72	520.28	47.97 %
	Category: 9000 - Other Expenditures Total:	**1,000.00**	**1,000.00**	**152.94**	**479.72**	**520.28**	**47.97%**
	Department: 46 - Cemetery Total:	**199,974.28**	**199,974.28**	**6,742.44**	**20,337.47**	**179,636.81**	**10.17%**
Department: 48 - Engineering							
Category: 4000 - Personnel							
01-48-42100	Full-Time	320,000.00	320,000.00	20,938.84	61,126.52	258,873.48	19.10 %
01-48-42200	Part-Time	5,700.00	5,700.00	0.00	0.00	5,700.00	0.00 %
01-48-42300	Overtime	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
01-48-45100	Health Insurance	55,604.00	55,604.00	2,876.86	8,941.42	46,662.58	16.08 %
01-48-45200	Life Insurance	142.00	142.00	5.36	16.08	125.92	11.32 %
	Category: 4000 - Personnel Total:	**388,946.00**	**388,946.00**	**23,821.06**	**70,084.02**	**318,861.98**	**18.02%**
Category: 5000 - Contractual Services							
01-48-51100	Building Maintenance	3,300.00	3,300.00	0.00	0.00	3,300.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-48-51200	Equipment Maintenance	2,000.00	2,000.00	198.25	659.94	1,340.06	33.00 %
01-48-51300	Vehicle Maintenance	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00 %
01-48-53200	Engineering Service	8,700.00	8,700.00	1,695.05	2,225.55	6,474.45	25.58 %
01-48-54900	Other Professional Services	6,200.00	6,200.00	3,768.75	5,306.25	893.75	85.58 %
01-48-55200	Telephone	2,400.00	2,400.00	165.06	520.20	1,879.80	21.68 %
01-48-55300	Publishing	200.00	200.00	0.00	0.00	200.00	0.00 %
01-48-56100	Dues	1,200.00	1,200.00	0.00	298.00	902.00	24.83 %
01-48-56200	Travel	1,000.00	1,000.00	0.00	40.00	960.00	4.00 %
01-48-56300	Training	3,500.00	3,500.00	40.00	315.00	3,185.00	9.00 %
01-48-56500	Publications	100.00	100.00	0.00	0.00	100.00	0.00 %
01-48-57100	Utilities	100.00	100.00	0.00	0.00	100.00	0.00 %
01-48-59400	Lease or Rentals	14,800.00	14,800.00	1,507.09	4,600.49	10,199.51	31.08 %
	Category: 5000 - Contractual Services Total:	**46,100.00**	**46,100.00**	**7,374.20**	**13,965.43**	**32,134.57**	**30.29%**
	Category: 6000 - Commodities						
01-48-61200	Equipment Supplies	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
01-48-65100	Office Supplies	1,100.00	1,100.00	18.87	18.87	1,081.13	1.72 %
01-48-65300	Small Tools	400.00	400.00	0.00	0.00	400.00	0.00 %
01-48-65400	Janitorial Supplies	150.00	150.00	0.00	0.00	150.00	0.00 %
01-48-65500	Gasoline/Oil	2,500.00	2,500.00	340.12	416.16	2,083.84	16.65 %
01-48-67000	Print Materials	300.00	300.00	0.00	0.00	300.00	0.00 %
01-48-68400	Software	5,200.00	5,200.00	2,610.00	5,696.50	-496.50	109.55 %
	Category: 6000 - Commodities Total:	**11,050.00**	**11,050.00**	**2,968.99**	**6,131.53**	**4,918.47**	**55.49%**
	Category: 8000 - Capital Outlay						
01-48-82000	Building	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-48-83000	Equipment	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-48-83010	Equipment - IT	9,875.00	9,875.00	0.00	6,624.69	3,250.31	67.09 %
01-48-87000	Furniture	500.00	500.00	0.00	0.00	500.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**21,375.00**	**21,375.00**	**0.00**	**6,624.69**	**14,750.31**	**30.99%**
	Category: 9000 - Other Expenditures						
01-48-92900	Miscellaneous	400.00	400.00	0.00	0.00	400.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**400.00**	**400.00**	**0.00**	**0.00**	**400.00**	**0.00%**
	Department: 48 - Engineering Total:	**467,871.00**	**467,871.00**	**34,164.25**	**96,805.67**	**371,065.33**	**20.69%**
	Department: 61 - Economic Development						
	Category: 4000 - Personnel						
01-61-45200	Life Insurance	0.00	0.00	0.24	0.72	-0.72	0.00 %
	Category: 4000 - Personnel Total:	**0.00**	**0.00**	**0.24**	**0.72**	**-0.72**	**0.00%**
	Category: 5000 - Contractual Services						
01-61-54900	Other Professional Services	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
01-61-55200	Telephone	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-61-56100	Dues	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-61-56200	Travel	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-61-56300	Training	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
01-61-56600	Conference	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
	Category: 5000 - Contractual Services Total:	**22,200.00**	**22,200.00**	**0.00**	**0.00**	**22,200.00**	**0.00%**
	Category: 6000 - Commodities						
01-61-65200	Operating Supplies	300.00	300.00	0.00	0.00	300.00	0.00 %
	Category: 6000 - Commodities Total:	**300.00**	**300.00**	**0.00**	**0.00**	**300.00**	**0.00%**
	Category: 9000 - Other Expenditures						
01-61-91100	Community Relations	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
01-61-92900	Miscellaneous	0.00	0.00	0.00	1,219.15	-1,219.15	0.00 %
	Category: 9000 - Other Expenditures Total:	**1,200.00**	**1,200.00**	**0.00**	**1,219.15**	**-19.15**	**101.60%**
	Department: 61 - Economic Development Total:	**23,700.00**	**23,700.00**	**0.24**	**1,219.87**	**22,480.13**	**5.15%**
	Expense Total:	**16,603,886.98**	**16,603,886.98**	**1,007,951.73**	**3,243,839.64**	**13,360,047.34**	**19.54%**
	Fund: 01 - General Surplus (Deficit):	**-277,412.34**	**-277,412.34**	**-95,820.44**	**7,333.18**	**284,745.52**	**-2.64%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 11 - Audit							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
11-00-31100	Property Tax	32,000.00	32,000.00	0.00	0.00	-32,000.00	0.00 %
	Category: 3110 - Property Total:	**32,000.00**	**32,000.00**	**0.00**	**0.00**	**-32,000.00**	**0.00%**
Category: 3810 - Investment Income							
11-00-38100	Interest Income	10.00	10.00	0.00	0.00	-10.00	0.00 %
	Category: 3810 - Investment Income Total:	**10.00**	**10.00**	**0.00**	**0.00**	**-10.00**	**0.00%**
	Department: 00 - 00 Total:	**32,010.00**	**32,010.00**	**0.00**	**0.00**	**-32,010.00**	**0.00%**
	Revenue Total:	**32,010.00**	**32,010.00**	**0.00**	**0.00**	**-32,010.00**	**0.00%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
11-00-53100	Accounting Service	32,255.00	32,255.00	0.00	7,500.00	24,755.00	23.25 %
	Category: 5000 - Contractual Services Total:	**32,255.00**	**32,255.00**	**0.00**	**7,500.00**	**24,755.00**	**23.25%**
	Department: 00 - 00 Total:	**32,255.00**	**32,255.00**	**0.00**	**7,500.00**	**24,755.00**	**23.25%**
	Expense Total:	**32,255.00**	**32,255.00**	**0.00**	**7,500.00**	**24,755.00**	**23.25%**
	Fund: 11 - Audit Surplus (Deficit):	**-245.00**	**-245.00**	**0.00**	**-7,500.00**	**-7,255.00**	**3,061.22%**
Fund: 12 - Insurance							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
12-00-31100	Property Tax	455,000.00	455,000.00	0.00	0.00	-455,000.00	0.00 %
	Category: 3110 - Property Total:	**455,000.00**	**455,000.00**	**0.00**	**0.00**	**-455,000.00**	**0.00%**
Category: 3810 - Investment Income							
12-00-38100	Interest Income	100.00	100.00	0.00	0.00	-100.00	0.00 %
	Category: 3810 - Investment Income Total:	**100.00**	**100.00**	**0.00**	**0.00**	**-100.00**	**0.00%**
	Department: 00 - 00 Total:	**455,100.00**	**455,100.00**	**0.00**	**0.00**	**-455,100.00**	**0.00%**
	Revenue Total:	**455,100.00**	**455,100.00**	**0.00**	**0.00**	**-455,100.00**	**0.00%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
12-00-59200	Insurance	423,500.00	423,500.00	37,721.97	110,740.11	312,759.89	26.15 %
	Category: 5000 - Contractual Services Total:	**423,500.00**	**423,500.00**	**37,721.97**	**110,740.11**	**312,759.89**	**26.15%**
Category: 9000 - Other Expenditures							
12-00-99964	Transfer Admin Services Fund	11,000.00	11,000.00	916.67	2,750.01	8,249.99	25.00 %
	Category: 9000 - Other Expenditures Total:	**11,000.00**	**11,000.00**	**916.67**	**2,750.01**	**8,249.99**	**25.00%**
	Department: 00 - 00 Total:	**434,500.00**	**434,500.00**	**38,638.64**	**113,490.12**	**321,009.88**	**26.12%**
	Expense Total:	**434,500.00**	**434,500.00**	**38,638.64**	**113,490.12**	**321,009.88**	**26.12%**
	Fund: 12 - Insurance Surplus (Deficit):	**20,600.00**	**20,600.00**	**-38,638.64**	**-113,490.12**	**-134,090.12**	**-550.92%**
Fund: 13 - Illinois Municipal Fund							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
13-00-31100	Property Tax	115,000.00	115,000.00	0.00	0.00	-115,000.00	0.00 %
	Category: 3110 - Property Total:	**115,000.00**	**115,000.00**	**0.00**	**0.00**	**-115,000.00**	**0.00%**
Category: 3420 - Other Taxes							
13-00-34200	Personal Property Replacement Tax	25,352.00	25,352.00	0.00	0.00	-25,352.00	0.00 %
	Category: 3420 - Other Taxes Total:	**25,352.00**	**25,352.00**	**0.00**	**0.00**	**-25,352.00**	**0.00%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 3810 - Investment Income							
13-00-38100	Interest Income	400.00	400.00	0.00	8.84	-391.16	2.21 %
Category: 3810 - Investment Income Total:		**400.00**	**400.00**	**0.00**	**8.84**	**-391.16**	**2.21%**
Department: 00 - 00 Total:		**140,752.00**	**140,752.00**	**0.00**	**8.84**	**-140,743.16**	**0.01%**
Revenue Total:		**140,752.00**	**140,752.00**	**0.00**	**8.84**	**-140,743.16**	**0.01%**
Expense							
Department: 00 - 00							
Category: 4000 - Personnel							
13-00-46300	IMRF	160,000.00	160,000.00	12,114.73	37,454.02	122,545.98	23.41 %
Category: 4000 - Personnel Total:		**160,000.00**	**160,000.00**	**12,114.73**	**37,454.02**	**122,545.98**	**23.41%**
Department: 00 - 00 Total:		**160,000.00**	**160,000.00**	**12,114.73**	**37,454.02**	**122,545.98**	**23.41%**
Expense Total:		**160,000.00**	**160,000.00**	**12,114.73**	**37,454.02**	**122,545.98**	**23.41%**
Fund: 13 - Illinois Municipal Fund Surplus (Deficit):		**-19,248.00**	**-19,248.00**	**-12,114.73**	**-37,445.18**	**-18,197.18**	**194.54%**
Fund: 14 - Social Security							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
14-00-31100	Property Tax	320,000.00	320,000.00	0.00	0.00	-320,000.00	0.00 %
Category: 3110 - Property Total:		**320,000.00**	**320,000.00**	**0.00**	**0.00**	**-320,000.00**	**0.00%**
Category: 3810 - Investment Income							
14-00-38100	Interest Income	25.00	25.00	0.00	0.00	-25.00	0.00 %
Category: 3810 - Investment Income Total:		**25.00**	**25.00**	**0.00**	**0.00**	**-25.00**	**0.00%**
Department: 00 - 00 Total:		**320,025.00**	**320,025.00**	**0.00**	**0.00**	**-320,025.00**	**0.00%**
Revenue Total:		**320,025.00**	**320,025.00**	**0.00**	**0.00**	**-320,025.00**	**0.00%**
Expense							
Department: 00 - 00							
Category: 4000 - Personnel							
14-00-46100	Social Security	297,000.00	297,000.00	23,900.93	74,513.08	222,486.92	25.09 %
Category: 4000 - Personnel Total:		**297,000.00**	**297,000.00**	**23,900.93**	**74,513.08**	**222,486.92**	**25.09%**
Department: 00 - 00 Total:		**297,000.00**	**297,000.00**	**23,900.93**	**74,513.08**	**222,486.92**	**25.09%**
Expense Total:		**297,000.00**	**297,000.00**	**23,900.93**	**74,513.08**	**222,486.92**	**25.09%**
Fund: 14 - Social Security Surplus (Deficit):		**23,025.00**	**23,025.00**	**-23,900.93**	**-74,513.08**	**-97,538.08**	**-323.62%**
Fund: 15 - Ambulance							
Revenue							
Department: 00 - 00							
Category: 3810 - Investment Income							
15-00-38100	Interest Income	8,000.00	8,000.00	514.40	1,051.65	-6,948.35	13.15 %
Category: 3810 - Investment Income Total:		**8,000.00**	**8,000.00**	**514.40**	**1,051.65**	**-6,948.35**	**13.15%**
Category: 3990 - Interfund Transfers							
15-00-39901	Transfer from General Fund	200,000.00	200,000.00	16,666.67	50,000.01	-149,999.99	25.00 %
Category: 3990 - Interfund Transfers Total:		**200,000.00**	**200,000.00**	**16,666.67**	**50,000.01**	**-149,999.99**	**25.00%**
Department: 00 - 00 Total:		**208,000.00**	**208,000.00**	**17,181.07**	**51,051.66**	**-156,948.34**	**24.54%**
Revenue Total:		**208,000.00**	**208,000.00**	**17,181.07**	**51,051.66**	**-156,948.34**	**24.54%**
Expense							
Department: 00 - 00							
Category: 7000 - Debt Service							
15-00-72000	Interest Expense - 2019 Loan	4,630.50	4,630.50	0.00	0.00	4,630.50	0.00 %
15-00-72200	Principal Expense - 2019 Loan	17,500.00	17,500.00	0.00	0.00	17,500.00	0.00 %
Category: 7000 - Debt Service Total:		**22,130.50**	**22,130.50**	**0.00**	**0.00**	**22,130.50**	**0.00%**
Category: 8000 - Capital Outlay							
15-00-82000	Building	375,000.00	375,000.00	0.00	0.00	375,000.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
15-00-84000	Vehicle	447,000.00	447,000.00	0.00	0.00	447,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**822,000.00**	**822,000.00**	**0.00**	**0.00**	**822,000.00**	**0.00%**
	Department: 00 - 00 Total:	**844,130.50**	**844,130.50**	**0.00**	**0.00**	**844,130.50**	**0.00%**
	Expense Total:	**844,130.50**	**844,130.50**	**0.00**	**0.00**	**844,130.50**	**0.00%**
	Fund: 15 - Ambulance Surplus (Deficit):	**-636,130.50**	**-636,130.50**	**17,181.07**	**51,051.66**	**687,182.16**	**-8.03%**
Fund: 16 - Eastern Gateway TIF							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
16-00-31361	Property Tax	32,177.00	32,177.00	0.00	0.00	-32,177.00	0.00 %
	Category: 3110 - Property Total:	**32,177.00**	**32,177.00**	**0.00**	**0.00**	**-32,177.00**	**0.00%**
Category: 3810 - Investment Income							
16-00-38100	Interest Income	100.00	100.00	0.00	0.00	-100.00	0.00 %
	Category: 3810 - Investment Income Total:	**100.00**	**100.00**	**0.00**	**0.00**	**-100.00**	**0.00%**
	Department: 00 - 00 Total:	**32,277.00**	**32,277.00**	**0.00**	**0.00**	**-32,277.00**	**0.00%**
	Revenue Total:	**32,277.00**	**32,277.00**	**0.00**	**0.00**	**-32,277.00**	**0.00%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
16-00-53300	Legal Service	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
16-00-54900	Other Professional Services	7,723.00	7,723.00	0.00	0.00	7,723.00	0.00 %
	Category: 5000 - Contractual Services Total:	**37,723.00**	**37,723.00**	**0.00**	**0.00**	**37,723.00**	**0.00%**
	Department: 00 - 00 Total:	**37,723.00**	**37,723.00**	**0.00**	**0.00**	**37,723.00**	**0.00%**
	Expense Total:	**37,723.00**	**37,723.00**	**0.00**	**0.00**	**37,723.00**	**0.00%**
	Fund: 16 - Eastern Gateway TIF Surplus (Deficit):	**-5,446.00**	**-5,446.00**	**0.00**	**0.00**	**5,446.00**	**0.00%**
Fund: 17 - Motor Fuel Tax							
Revenue							
Department: 00 - 00							
Category: 3430 - Motor Fuel Tax							
17-00-34300	Motor Fuel Tax Allotment	431,000.00	431,000.00	36,105.36	111,473.67	-319,526.33	25.86 %
	Category: 3430 - Motor Fuel Tax Total:	**431,000.00**	**431,000.00**	**36,105.36**	**111,473.67**	**-319,526.33**	**25.86%**
Category: 3470 - Grants							
17-00-34710	Grant EDP/TARP S Main St 12-0012-	200,000.00	200,000.00	0.00	0.00	-200,000.00	0.00 %
	Category: 3470 - Grants Total:	**200,000.00**	**200,000.00**	**0.00**	**0.00**	**-200,000.00**	**0.00%**
Category: 3810 - Investment Income							
17-00-38100	Interest Income	72,000.00	72,000.00	3,746.69	17,032.85	-54,967.15	23.66 %
	Category: 3810 - Investment Income Total:	**72,000.00**	**72,000.00**	**3,746.69**	**17,032.85**	**-54,967.15**	**23.66%**
	Department: 00 - 00 Total:	**703,000.00**	**703,000.00**	**39,852.05**	**128,506.52**	**-574,493.48**	**18.28%**
	Revenue Total:	**703,000.00**	**703,000.00**	**39,852.05**	**128,506.52**	**-574,493.48**	**18.28%**
Expense							
Department: 00 - 00							
Category: 9000 - Other Expenditures							
17-00-99908	Transfer Cap Impr S Main 12-00112	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
17-00-99975	Trans to Cap Impr MFT Projects	1,165,000.00	1,165,000.00	0.00	0.00	1,165,000.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**1,365,000.00**	**1,365,000.00**	**0.00**	**0.00**	**1,365,000.00**	**0.00%**
	Department: 00 - 00 Total:	**1,365,000.00**	**1,365,000.00**	**0.00**	**0.00**	**1,365,000.00**	**0.00%**
	Expense Total:	**1,365,000.00**	**1,365,000.00**	**0.00**	**0.00**	**1,365,000.00**	**0.00%**
	Fund: 17 - Motor Fuel Tax Surplus (Deficit):	**-662,000.00**	**-662,000.00**	**39,852.05**	**128,506.52**	**790,506.52**	**-19.41%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 18 - Utility Tax							
Revenue							
Department: 00 - 00							
Category: 3130 - Utility Tax							
18-00-31310	Electric Utility Tax	585,000.00	585,000.00	39,903.92	121,050.16	-463,949.84	20.69 %
18-00-31320	Natural Gas Utility Tax	295,000.00	295,000.00	36,695.00	94,334.64	-200,665.36	31.98 %
	Category: 3130 - Utility Tax Total:	**880,000.00**	**880,000.00**	**76,598.92**	**215,384.80**	**-664,615.20**	**24.48%**
Category: 3810 - Investment Income							
18-00-38100	Interest Income	12,000.00	12,000.00	714.16	1,340.52	-10,659.48	11.17 %
	Category: 3810 - Investment Income Total:	**12,000.00**	**12,000.00**	**714.16**	**1,340.52**	**-10,659.48**	**11.17%**
	Department: 00 - 00 Total:	**892,000.00**	**892,000.00**	**77,313.08**	**216,725.32**	**-675,274.68**	**24.30%**
	Revenue Total:	**892,000.00**	**892,000.00**	**77,313.08**	**216,725.32**	**-675,274.68**	**24.30%**
Expense							
Department: 00 - 00							
Category: 9000 - Other Expenditures							
18-00-99936	Capital Improvement Fund Transfer	1,190,000.00	1,190,000.00	0.00	0.00	1,190,000.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**1,190,000.00**	**1,190,000.00**	**0.00**	**0.00**	**1,190,000.00**	**0.00%**
	Department: 00 - 00 Total:	**1,190,000.00**	**1,190,000.00**	**0.00**	**0.00**	**1,190,000.00**	**0.00%**
	Expense Total:	**1,190,000.00**	**1,190,000.00**	**0.00**	**0.00**	**1,190,000.00**	**0.00%**
	Fund: 18 - Utility Tax Surplus (Deficit):	**-298,000.00**	**-298,000.00**	**77,313.08**	**216,725.32**	**514,725.32**	**-72.73%**
Fund: 19 - Hotel-Motel Tax							
Revenue							
Department: 00 - 00							
Category: 3140 - Hotel/Motel Tax							
19-00-31400	Hotel/Motel Tax	275,000.00	275,000.00	30,629.45	54,775.17	-220,224.83	19.92 %
	Category: 3140 - Hotel/Motel Tax Total:	**275,000.00**	**275,000.00**	**30,629.45**	**54,775.17**	**-220,224.83**	**19.92%**
Category: 3790 - Other Revenues							
19-00-37900	Other Revenue	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
	Category: 3790 - Other Revenues Total:	**10,000.00**	**10,000.00**	**0.00**	**0.00**	**-10,000.00**	**0.00%**
Category: 3810 - Investment Income							
19-00-38100	Interest Income	6,000.00	6,000.00	8.29	97.95	-5,902.05	1.63 %
	Category: 3810 - Investment Income Total:	**6,000.00**	**6,000.00**	**8.29**	**97.95**	**-5,902.05**	**1.63%**
Category: 3890 - Miscellaneous Income							
19-00-38983	Merchandise Sales	20,000.00	20,000.00	1,145.78	2,400.15	-17,599.85	12.00 %
	Category: 3890 - Miscellaneous Income Total:	**20,000.00**	**20,000.00**	**1,145.78**	**2,400.15**	**-17,599.85**	**12.00%**
	Department: 00 - 00 Total:	**311,000.00**	**311,000.00**	**31,783.52**	**57,273.27**	**-253,726.73**	**18.42%**
	Revenue Total:	**311,000.00**	**311,000.00**	**31,783.52**	**57,273.27**	**-253,726.73**	**18.42%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
19-00-54912	Flagg Township Museum	12,000.00	12,000.00	0.00	12,000.00	0.00	100.00 %
19-00-54930	Web Site - Design and Maint	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
19-00-55500	Advertising	10,000.00	10,000.00	2,624.16	2,966.58	7,033.42	29.67 %
19-00-56200	Travel	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
19-00-56600	Conference	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
	Category: 5000 - Contractual Services Total:	**28,000.00**	**28,000.00**	**2,624.16**	**14,966.58**	**13,033.42**	**53.45%**
Category: 8000 - Capital Outlay							
19-00-89000	Other Improvements	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**10,000.00**	**10,000.00**	**0.00**	**0.00**	**10,000.00**	**0.00%**
Category: 9000 - Other Expenditures							
19-00-91100	Community Relations	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
19-00-91110	Downtown Christmas Promotion	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
19-00-91120	Lincoln Hwy Heritage Festival	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
19-00-91140	Railroad Days	4,000.00	4,000.00	325.00	1,087.50	2,912.50	27.19 %
19-00-91144	Cinco de Mayo	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
19-00-91145	Hay Day	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
19-00-91190	Miscellaneous Events	35,000.00	35,000.00	1,650.00	3,557.69	31,442.31	10.16 %
19-00-99019	Blackhawk Waterways	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
19-00-99959	Transfer to Golf Course	235,000.00	235,000.00	19,583.33	58,749.99	176,250.01	25.00 %
	Category: 9000 - Other Expenditures Total:	**317,000.00**	**317,000.00**	**21,558.33**	**63,395.18**	**253,604.82**	**20.00%**
	Department: 00 - 00 Total:	**355,000.00**	**355,000.00**	**24,182.49**	**78,361.76**	**276,638.24**	**22.07%**
Department: 30 - Railfan Park							
Category: 4000 - Personnel							
19-30-42200	Part-Time	35,000.00	35,000.00	1,724.48	5,173.44	29,826.56	14.78 %
19-30-46100	Social Security	2,677.50	2,677.50	131.92	395.76	2,281.74	14.78 %
19-30-46300	IMRF	1,715.00	1,715.00	84.50	253.50	1,461.50	14.78 %
	Category: 4000 - Personnel Total:	**39,392.50**	**39,392.50**	**1,940.90**	**5,822.70**	**33,569.80**	**14.78%**
Category: 5000 - Contractual Services							
19-30-51100	Building Maintenance	10,000.00	10,000.00	219.23	1,884.46	8,115.54	18.84 %
19-30-57100	Utilities	5,000.00	5,000.00	163.18	539.73	4,460.27	10.79 %
19-30-57901	Railroad Park-Other	0.00	0.00	54.00	146.00	-146.00	0.00 %
	Category: 5000 - Contractual Services Total:	**15,000.00**	**15,000.00**	**436.41**	**2,570.19**	**12,429.81**	**17.13%**
Category: 6000 - Commodities							
19-30-65200	Operating Supplies	5,000.00	5,000.00	0.00	1,400.79	3,599.21	28.02 %
	Category: 6000 - Commodities Total:	**5,000.00**	**5,000.00**	**0.00**	**1,400.79**	**3,599.21**	**28.02%**
Category: 8000 - Capital Outlay							
19-30-89000	Other Improvements	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**100,000.00**	**100,000.00**	**0.00**	**0.00**	**100,000.00**	**0.00%**
Category: 9000 - Other Expenditures							
19-30-91101	Railroad Park Merchandise	10,000.00	10,000.00	1,810.27	5,692.43	4,307.57	56.92 %
	Category: 9000 - Other Expenditures Total:	**10,000.00**	**10,000.00**	**1,810.27**	**5,692.43**	**4,307.57**	**56.92%**
	Department: 30 - Railfan Park Total:	**169,392.50**	**169,392.50**	**4,187.58**	**15,486.11**	**153,906.39**	**9.14%**
	Expense Total:	**524,392.50**	**524,392.50**	**28,370.07**	**93,847.87**	**430,544.63**	**17.90%**
	Fund: 19 - Hotel-Motel Tax Surplus (Deficit):	**-213,392.50**	**-213,392.50**	**3,413.45**	**-36,574.60**	**176,817.90**	**17.14%**
Fund: 20 - Sales Tax							
Revenue							
Department: 00 - 00							
Category: 3440 - Sales							
20-00-34400	Sales tax	1,995,000.00	1,995,000.00	176,879.29	485,018.05	-1,509,981.95	24.31 %
	Category: 3440 - Sales Total:	**1,995,000.00**	**1,995,000.00**	**176,879.29**	**485,018.05**	**-1,509,981.95**	**24.31%**
Category: 3810 - Investment Income							
20-00-38100	Interest Income	75,000.00	75,000.00	15,747.40	44,147.96	-30,852.04	58.86 %
	Category: 3810 - Investment Income Total:	**75,000.00**	**75,000.00**	**15,747.40**	**44,147.96**	**-30,852.04**	**58.86%**
	Department: 00 - 00 Total:	**2,070,000.00**	**2,070,000.00**	**192,626.69**	**529,166.01**	**-1,540,833.99**	**25.56%**
	Revenue Total:	**2,070,000.00**	**2,070,000.00**	**192,626.69**	**529,166.01**	**-1,540,833.99**	**25.56%**
Expense							
Department: 00 - 00							
Category: 9000 - Other Expenditures							
20-00-99901	General Fund Transfer	204,000.00	204,000.00	17,000.00	51,000.00	153,000.00	25.00 %
20-00-99936	Capital Improvement Fund Transfer	2,821,000.00	2,821,000.00	0.00	0.00	2,821,000.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**3,025,000.00**	**3,025,000.00**	**17,000.00**	**51,000.00**	**2,974,000.00**	**1.69%**
	Department: 00 - 00 Total:	**3,025,000.00**	**3,025,000.00**	**17,000.00**	**51,000.00**	**2,974,000.00**	**1.69%**
	Expense Total:	**3,025,000.00**	**3,025,000.00**	**17,000.00**	**51,000.00**	**2,974,000.00**	**1.69%**
	Fund: 20 - Sales Tax Surplus (Deficit):	**-955,000.00**	**-955,000.00**	**175,626.69**	**478,166.01**	**1,433,166.01**	**-50.07%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 21 - Lighthouse Pointe TIF							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
21-00-31361	Property Tax	746,640.00	746,640.00	0.00	0.00	-746,640.00	0.00 %
	Category: 3110 - Property Total:	**746,640.00**	**746,640.00**	**0.00**	**0.00**	**-746,640.00**	**0.00%**
Category: 3810 - Investment Income							
21-00-38100	Interest Income	15,000.00	15,000.00	1,711.19	3,690.78	-11,309.22	24.61 %
	Category: 3810 - Investment Income Total:	**15,000.00**	**15,000.00**	**1,711.19**	**3,690.78**	**-11,309.22**	**24.61%**
	Department: 00 - 00 Total:	**761,640.00**	**761,640.00**	**1,711.19**	**3,690.78**	**-757,949.22**	**0.48%**
	Revenue Total:	**761,640.00**	**761,640.00**	**1,711.19**	**3,690.78**	**-757,949.22**	**0.48%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
21-00-53100	Accounting Service	2,780.00	2,780.00	0.00	0.00	2,780.00	0.00 %
21-00-53300	Legal Service	30,000.00	30,000.00	0.00	165.00	29,835.00	0.55 %
21-00-54900	Other Professional Services	259,193.00	259,193.00	0.00	0.00	259,193.00	0.00 %
21-00-56300	Training	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
	Category: 5000 - Contractual Services Total:	**293,473.00**	**293,473.00**	**0.00**	**165.00**	**293,308.00**	**0.06%**
Category: 7000 - Debt Service							
21-00-72000	Interest Expense - 2013 GO TIF Bon	44,250.00	44,250.00	0.00	0.00	44,250.00	0.00 %
21-00-72200	Principal Expense - 2013 GO/TIF Bo	205,000.00	205,000.00	0.00	0.00	205,000.00	0.00 %
	Category: 7000 - Debt Service Total:	**249,250.00**	**249,250.00**	**0.00**	**0.00**	**249,250.00**	**0.00%**
Category: 8000 - Capital Outlay							
21-00-89000	Other Improvements	836,000.00	836,000.00	0.00	0.00	836,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**836,000.00**	**836,000.00**	**0.00**	**0.00**	**836,000.00**	**0.00%**
	Department: 00 - 00 Total:	**1,378,723.00**	**1,378,723.00**	**0.00**	**165.00**	**1,378,558.00**	**0.01%**
	Expense Total:	**1,378,723.00**	**1,378,723.00**	**0.00**	**165.00**	**1,378,558.00**	**0.01%**
	Fund: 21 - Lighthouse Pointe TIF Surplus (Deficit):	**-617,083.00**	**-617,083.00**	**1,711.19**	**3,525.78**	**620,608.78**	**-0.57%**
Fund: 22 - Foreign Fire Insurance							
Revenue							
Department: 00 - 00							
Category: 3120 - Foreign Fire Insurance Tax							
22-00-31200	Foreign Fire Receipts	45,000.00	45,000.00	0.00	0.00	-45,000.00	0.00 %
	Category: 3120 - Foreign Fire Insurance Tax Total:	**45,000.00**	**45,000.00**	**0.00**	**0.00**	**-45,000.00**	**0.00%**
Category: 3810 - Investment Income							
22-00-38100	Interest Income	500.00	500.00	54.95	163.30	-336.70	32.66 %
	Category: 3810 - Investment Income Total:	**500.00**	**500.00**	**54.95**	**163.30**	**-336.70**	**32.66%**
	Department: 00 - 00 Total:	**45,500.00**	**45,500.00**	**54.95**	**163.30**	**-45,336.70**	**0.36%**
	Revenue Total:	**45,500.00**	**45,500.00**	**54.95**	**163.30**	**-45,336.70**	**0.36%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
22-00-54900	Other Professional Services	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
22-00-56300	Training	15,000.00	15,000.00	159.86	846.05	14,153.95	5.64 %
	Category: 5000 - Contractual Services Total:	**16,000.00**	**16,000.00**	**159.86**	**846.05**	**15,153.95**	**5.29%**
Category: 6000 - Commodities							
22-00-65200	Operating Supplies	3,000.00	3,000.00	1,000.00	1,000.00	2,000.00	33.33 %
	Category: 6000 - Commodities Total:	**3,000.00**	**3,000.00**	**1,000.00**	**1,000.00**	**2,000.00**	**33.33%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 8000 - Capital Outlay							
22-00-83000	Equipment	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00 %
Category: 8000 - Capital Outlay Total:		**60,000.00**	**60,000.00**	**0.00**	**0.00**	**60,000.00**	**0.00%**
Department: 00 - 00 Total:		**79,000.00**	**79,000.00**	**1,159.86**	**1,846.05**	**77,153.95**	**2.34%**
Expense Total:		**79,000.00**	**79,000.00**	**1,159.86**	**1,846.05**	**77,153.95**	**2.34%**
Fund: 22 - Foreign Fire Insurance Surplus (Deficit):		**-33,500.00**	**-33,500.00**	**-1,104.91**	**-1,682.75**	**31,817.25**	**5.02%**
Fund: 23 - Downtown & Southern Gateway TIF							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
23-00-31361	Property Tax	706,433.00	706,433.00	0.00	0.00	-706,433.00	0.00 %
Category: 3110 - Property Total:		**706,433.00**	**706,433.00**	**0.00**	**0.00**	**-706,433.00**	**0.00%**
Category: 3470 - Grants							
23-00-34700	State Grant	401,740.00	401,740.00	0.00	0.00	-401,740.00	0.00 %
Category: 3470 - Grants Total:		**401,740.00**	**401,740.00**	**0.00**	**0.00**	**-401,740.00**	**0.00%**
Category: 3810 - Investment Income							
23-00-38100	Interest Income	50,000.00	50,000.00	4,020.29	11,516.75	-38,483.25	23.03 %
Category: 3810 - Investment Income Total:		**50,000.00**	**50,000.00**	**4,020.29**	**11,516.75**	**-38,483.25**	**23.03%**
Department: 00 - 00 Total:		**1,158,173.00**	**1,158,173.00**	**4,020.29**	**11,516.75**	**-1,146,656.25**	**0.99%**
Revenue Total:		**1,158,173.00**	**1,158,173.00**	**4,020.29**	**11,516.75**	**-1,146,656.25**	**0.99%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
23-00-53100	Accounting Service	2,780.00	2,780.00	0.00	0.00	2,780.00	0.00 %
23-00-53300	Legal Service	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00 %
23-00-54900	Other Professional Services	170,000.00	170,000.00	115,620.96	123,989.71	46,010.29	72.94 %
Category: 5000 - Contractual Services Total:		**186,780.00**	**186,780.00**	**115,620.96**	**123,989.71**	**62,790.29**	**66.38%**
Category: 7000 - Debt Service							
23-00-72000	Interest Expense - 2023 GO/TIF Bon	100,500.00	100,500.00	0.00	0.00	100,500.00	0.00 %
23-00-72200	Principal Expense - 2023 GO/TIF Bo	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
Category: 7000 - Debt Service Total:		**230,500.00**	**230,500.00**	**0.00**	**0.00**	**230,500.00**	**0.00%**
Category: 8000 - Capital Outlay							
23-00-89000	Other Improvements	3,700,000.00	3,700,000.00	0.00	13,443.85	3,686,556.15	0.36 %
Category: 8000 - Capital Outlay Total:		**3,700,000.00**	**3,700,000.00**	**0.00**	**13,443.85**	**3,686,556.15**	**0.36%**
Department: 00 - 00 Total:		**4,117,280.00**	**4,117,280.00**	**115,620.96**	**137,433.56**	**3,979,846.44**	**3.34%**
Expense Total:		**4,117,280.00**	**4,117,280.00**	**115,620.96**	**137,433.56**	**3,979,846.44**	**3.34%**
Fund: 23 - Downtown & Southern Gateway TIF Surplus (Deficit):		**-2,959,107.00**	**-2,959,107.00**	**-111,600.67**	**-125,916.81**	**2,833,190.19**	**4.26%**
Fund: 24 - Overweight Truck Permit							
Revenue							
Department: 00 - 00							
Category: 3320 - Overweight Truck Permit Fees							
24-00-33200	Overweight Truck Permit Fees	45,000.00	45,000.00	1,097.00	5,560.00	-39,440.00	12.36 %
Category: 3320 - Overweight Truck Permit Fees Total:		**45,000.00**	**45,000.00**	**1,097.00**	**5,560.00**	**-39,440.00**	**12.36%**
Category: 3520 - Overweight Truck Fines							
24-00-35200	Overweight Truck Fines	6,000.00	6,000.00	0.00	2,382.50	-3,617.50	39.71 %
Category: 3520 - Overweight Truck Fines Total:		**6,000.00**	**6,000.00**	**0.00**	**2,382.50**	**-3,617.50**	**39.71%**
Category: 3810 - Investment Income							
24-00-38100	Interest Income	2,400.00	2,400.00	178.99	380.75	-2,019.25	15.86 %
Category: 3810 - Investment Income Total:		**2,400.00**	**2,400.00**	**178.99**	**380.75**	**-2,019.25**	**15.86%**
Department: 00 - 00 Total:		**53,400.00**	**53,400.00**	**1,275.99**	**8,323.25**	**-45,076.75**	**15.59%**
Revenue Total:		**53,400.00**	**53,400.00**	**1,275.99**	**8,323.25**	**-45,076.75**	**15.59%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
24-00-53200	Engineering Services	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
24-00-56300	Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
24-00-57900	Other Service Charges	500.00	500.00	0.00	0.00	500.00	0.00 %
	Category: 5000 - Contractual Services Total:	**4,500.00**	**4,500.00**	**0.00**	**0.00**	**4,500.00**	**0.00%**
Category: 9000 - Other Expenditures							
24-00-99963	Capital Improvement Fund Transfer	215,000.00	215,000.00	0.00	0.00	215,000.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**215,000.00**	**215,000.00**	**0.00**	**0.00**	**215,000.00**	**0.00%**
	Department: 00 - 00 Total:	**219,500.00**	**219,500.00**	**0.00**	**0.00**	**219,500.00**	**0.00%**
	Expense Total:	**219,500.00**	**219,500.00**	**0.00**	**0.00**	**219,500.00**	**0.00%**
	Fund: 24 - Overweight Truck Permit Surplus (Deficit):	**-166,100.00**	**-166,100.00**	**1,275.99**	**8,323.25**	**174,423.25**	**-5.01%**
Fund: 25 - Northern Gateway TIF							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
25-00-31361	Property Tax	325,398.00	325,398.00	0.00	0.00	-325,398.00	0.00 %
	Category: 3110 - Property Total:	**325,398.00**	**325,398.00**	**0.00**	**0.00**	**-325,398.00**	**0.00%**
Category: 3810 - Investment Income							
25-00-38100	Interest Income	600.00	600.00	330.00	711.76	111.76	118.63 %
	Category: 3810 - Investment Income Total:	**600.00**	**600.00**	**330.00**	**711.76**	**111.76**	**118.63%**
	Department: 00 - 00 Total:	**325,998.00**	**325,998.00**	**330.00**	**711.76**	**-325,286.24**	**0.22%**
	Revenue Total:	**325,998.00**	**325,998.00**	**330.00**	**711.76**	**-325,286.24**	**0.22%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
25-00-53100	Accounting Service	2,780.00	2,780.00	0.00	0.00	2,780.00	0.00 %
25-00-53300	Legal Service	10,000.00	10,000.00	110.00	110.00	9,890.00	1.10 %
25-00-54900	Other Professional Services	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
	Category: 5000 - Contractual Services Total:	**112,780.00**	**112,780.00**	**110.00**	**110.00**	**112,670.00**	**0.10%**
Category: 8000 - Capital Outlay							
25-00-89000	Other Improvements	134,000.00	134,000.00	0.00	0.00	134,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**134,000.00**	**134,000.00**	**0.00**	**0.00**	**134,000.00**	**0.00%**
	Department: 00 - 00 Total:	**246,780.00**	**246,780.00**	**110.00**	**110.00**	**246,670.00**	**0.04%**
	Expense Total:	**246,780.00**	**246,780.00**	**110.00**	**110.00**	**246,670.00**	**0.04%**
	Fund: 25 - Northern Gateway TIF Surplus (Deficit):	**79,218.00**	**79,218.00**	**220.00**	**601.76**	**-78,616.24**	**0.76%**
Fund: 36 - Capital Improvement							
Revenue							
Department: 00 - 00							
Category: 3810 - Investment Income							
36-00-38100	Interest Income	16,000.00	16,000.00	0.00	0.00	-16,000.00	0.00 %
	Category: 3810 - Investment Income Total:	**16,000.00**	**16,000.00**	**0.00**	**0.00**	**-16,000.00**	**0.00%**
Category: 3930 - Intergovenrmental Agreement							
36-00-40014	Ogle County - Flagg Rd Eng/Constr	1,110,000.00	1,110,000.00	0.00	0.00	-1,110,000.00	0.00 %
	Category: 3930 - Intergovenrmental Agreement Total:	**1,110,000.00**	**1,110,000.00**	**0.00**	**0.00**	**-1,110,000.00**	**0.00%**
Category: 3990 - Interfund Transfers							
36-00-39920	Transfer from Sales Tax Fund	2,821,000.00	2,821,000.00	0.00	0.00	-2,821,000.00	0.00 %
36-00-39924	Transfer from Overweight Truck Pe	215,000.00	215,000.00	0.00	0.00	-215,000.00	0.00 %
36-00-39953	Transfer from Utility Tax Fund	1,190,000.00	1,190,000.00	0.00	0.00	-1,190,000.00	0.00 %
36-00-39954	Transfer from Electric	936,500.00	936,500.00	0.00	0.00	-936,500.00	0.00 %
36-00-39958	Transfer from Railroad Fund	448,000.00	448,000.00	0.00	0.00	-448,000.00	0.00 %
36-00-39995	Transfer from Solid Waste	936,500.00	936,500.00	0.00	0.00	-936,500.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
36-00-39997	Transfer from Stormwater	85,000.00	85,000.00	0.00	0.00	-85,000.00	0.00 %
36-00-40013	MFT Transfer CIP Projects	1,165,000.00	1,165,000.00	0.00	0.00	-1,165,000.00	0.00 %
36-00-40016	MFT EDP S Main St #15-00118-00F	200,000.00	200,000.00	0.00	0.00	-200,000.00	0.00 %
	Category: 3990 - Interfund Transfers Total:	**7,997,000.00**	**7,997,000.00**	**0.00**	**0.00**	**-7,997,000.00**	**0.00%**
	Department: 00 - 00 Total:	**9,123,000.00**	**9,123,000.00**	**0.00**	**0.00**	**-9,123,000.00**	**0.00%**
	Revenue Total:	**9,123,000.00**	**9,123,000.00**	**0.00**	**0.00**	**-9,123,000.00**	**0.00%**
Expense							
Department: 00 - 00							
Category: 7000 - Debt Service							
36-00-72000	Interest Expense - 2015 Debt Certifi	11,138.00	11,138.00	0.00	0.00	11,138.00	0.00 %
36-00-72010	Interest Expense - 2018 Debt Certifi	37,900.00	37,900.00	0.00	0.00	37,900.00	0.00 %
36-00-72200	Principal Expense - 2015 Debt Certi	165,000.00	165,000.00	0.00	0.00	165,000.00	0.00 %
36-00-72201	Principal Expense - 2018 Debt Certi	615,000.00	615,000.00	0.00	0.00	615,000.00	0.00 %
36-00-73000	Bond Issue Costs 2015 Debt Certific	825.00	825.00	0.00	0.00	825.00	0.00 %
	Category: 7000 - Debt Service Total:	**829,863.00**	**829,863.00**	**0.00**	**0.00**	**829,863.00**	**0.00%**
Category: 8000 - Capital Outlay							
36-00-81010	Misc Road ROW Acquisition	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
36-00-81020	Bridge	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
36-00-81030	IL Rte 38/I39 DDI IDOT Impr City Pa	1,873,000.00	1,873,000.00	0.00	0.00	1,873,000.00	0.00 %
36-00-81060	Sidewalks	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
36-00-81070	General Maintenance	85,000.00	85,000.00	0.00	0.00	85,000.00	0.00 %
36-00-81090	QZ upgrades 2026 FRA	29,000.00	29,000.00	0.00	0.00	29,000.00	0.00 %
36-00-81091	Other Street/Alley Improvements	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
36-00-83000	Equipment	0.00	0.00	16,680.00	16,680.00	-16,680.00	0.00 %
36-00-86035	MFT EDP S Main PH2 to Veterans P	2,520,000.00	2,520,000.00	0.00	0.00	2,520,000.00	0.00 %
36-00-86072	1st Ave Bridge over Kyte Pre-Engr P	65,000.00	65,000.00	0.00	0.00	65,000.00	0.00 %
36-00-86074	1st Ave Pvmt Impr project 9th to 2	538,000.00	538,000.00	0.00	0.00	538,000.00	0.00 %
36-00-86089	Flagg Rd/20th St Impr City/County	2,050,000.00	2,050,000.00	0.00	0.00	2,050,000.00	0.00 %
36-00-86092	MFT Misc St Treatments 26-00000-	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
36-00-86099	4th Ave Storm Sewer 3rd to 6th	42,000.00	42,000.00	0.00	0.00	42,000.00	0.00 %
36-00-86103	5th Av Rte 251 Lincoln/6th St 5th A	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
36-00-86104	14th Street Storm Sewer Drainage I	114,000.00	114,000.00	0.00	0.00	114,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**7,961,000.00**	**7,961,000.00**	**16,680.00**	**16,680.00**	**7,944,320.00**	**0.21%**
	Department: 00 - 00 Total:	**8,790,863.00**	**8,790,863.00**	**16,680.00**	**16,680.00**	**8,774,183.00**	**0.19%**
	Expense Total:	**8,790,863.00**	**8,790,863.00**	**16,680.00**	**16,680.00**	**8,774,183.00**	**0.19%**
	Fund: 36 - Capital Improvement Surplus (Deficit):	**332,137.00**	**332,137.00**	**-16,680.00**	**-16,680.00**	**-348,817.00**	**-5.02%**
Fund: 37 - Stormwater							
Revenue							
Department: 00 - 00							
Category: 3642 - Stormwater Management Fee							
37-00-36420	Stormwater Management Fee	1,500.00	1,500.00	224.62	294.19	-1,205.81	19.61 %
	Category: 3642 - Stormwater Management Fee Total:	**1,500.00**	**1,500.00**	**224.62**	**294.19**	**-1,205.81**	**19.61%**
Category: 3810 - Investment Income							
37-00-38100	Interest Income	1,500.00	1,500.00	192.26	423.87	-1,076.13	28.26 %
	Category: 3810 - Investment Income Total:	**1,500.00**	**1,500.00**	**192.26**	**423.87**	**-1,076.13**	**28.26%**
	Department: 00 - 00 Total:	**3,000.00**	**3,000.00**	**416.88**	**718.06**	**-2,281.94**	**23.94%**
	Revenue Total:	**3,000.00**	**3,000.00**	**416.88**	**718.06**	**-2,281.94**	**23.94%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
37-00-53200	Engineering Services	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
37-00-54900	Other Professional Services	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
37-00-56100	Dues	2,800.00	2,800.00	0.00	0.00	2,800.00	0.00 %
	Category: 5000 - Contractual Services Total:	**4,800.00**	**4,800.00**	**0.00**	**0.00**	**4,800.00**	**0.00%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 8000 - Capital Outlay							
37-00-81000	Kyte River Maintenance	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00 %
37-00-88025	Kyte River Sediment/Debris/Reml/S	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**9,500.00**	**9,500.00**	**0.00**	**0.00**	**9,500.00**	**0.00%**
Category: 9000 - Other Expenditures							
37-00-92000	Tributary/Drainage Ditch/Storm Se	10,000.00	10,000.00	1,250.00	5,375.00	4,625.00	53.75 %
37-00-99977	Capital Improvement Fund Transfer	85,000.00	85,000.00	0.00	0.00	85,000.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**95,000.00**	**95,000.00**	**1,250.00**	**5,375.00**	**89,625.00**	**5.66%**
	Department: 00 - 00 Total:	**109,300.00**	**109,300.00**	**1,250.00**	**5,375.00**	**103,925.00**	**4.92%**
	Expense Total:	**109,300.00**	**109,300.00**	**1,250.00**	**5,375.00**	**103,925.00**	**4.92%**
	Fund: 37 - Stormwater Surplus (Deficit):	**-106,300.00**	**-106,300.00**	**-833.12**	**-4,656.94**	**101,643.06**	**4.38%**
Fund: 51 - Water							
Revenue							
Department: 00 - 00							
Category: 3530 - Penalties							
51-00-35300	Penalties	10,300.00	10,300.00	152.03	608.74	-9,691.26	5.91 %
	Category: 3530 - Penalties Total:	**10,300.00**	**10,300.00**	**152.03**	**608.74**	**-9,691.26**	**5.91%**
Category: 3710 - Residential Sales							
51-00-37101	Residential Sales	1,251,534.00	1,251,534.00	111,069.56	324,536.21	-926,997.79	25.93 %
	Category: 3710 - Residential Sales Total:	**1,251,534.00**	**1,251,534.00**	**111,069.56**	**324,536.21**	**-926,997.79**	**25.93%**
Category: 3712 - Commercial Sales							
51-00-37121	General Service Sales	1,484,425.00	1,484,425.00	107,399.85	305,648.07	-1,178,776.93	20.59 %
	Category: 3712 - Commercial Sales Total:	**1,484,425.00**	**1,484,425.00**	**107,399.85**	**305,648.07**	**-1,178,776.93**	**20.59%**
Category: 3715 - Industrial Sales							
51-00-37151	Industrial Sales	1,073,249.00	1,073,249.00	88,899.25	274,401.02	-798,847.98	25.57 %
51-00-37152	Industrial Sales - Fire Protection	21,535.00	21,535.00	1,905.87	5,717.61	-15,817.39	26.55 %
	Category: 3715 - Industrial Sales Total:	**1,094,784.00**	**1,094,784.00**	**90,805.12**	**280,118.63**	**-814,665.37**	**25.59%**
Category: 3810 - Investment Income							
51-00-38100	Interest Income	91,040.00	91,040.00	5,505.68	15,769.50	-75,270.50	17.32 %
	Category: 3810 - Investment Income Total:	**91,040.00**	**91,040.00**	**5,505.68**	**15,769.50**	**-75,270.50**	**17.32%**
Category: 3890 - Miscellaneous Income							
51-00-38900	Miscellaneous Revenue	1,833.00	1,833.00	1,019.53	6,950.34	5,117.34	379.18 %
51-00-38901	Bulk Water Sales	2,847.00	2,847.00	331.08	870.70	-1,976.30	30.58 %
51-00-38910	Tower Lease	105,000.00	105,000.00	6,937.34	20,566.42	-84,433.58	19.59 %
51-00-38930	Nonutility Income	979.00	979.00	0.00	0.00	-979.00	0.00 %
	Category: 3890 - Miscellaneous Income Total:	**110,659.00**	**110,659.00**	**8,287.95**	**28,387.46**	**-82,271.54**	**25.65%**
Category: 3910 - Other Financing Sources							
51-00-39100	IEPA Loan Proceeds	1,900,000.00	1,900,000.00	176,154.19	463,843.95	-1,436,156.05	24.41 %
	Category: 3910 - Other Financing Sources Total:	**1,900,000.00**	**1,900,000.00**	**176,154.19**	**463,843.95**	**-1,436,156.05**	**24.41%**
	Department: 00 - 00 Total:	**5,942,742.00**	**5,942,742.00**	**499,374.38**	**1,418,912.56**	**-4,523,829.44**	**23.88%**
	Revenue Total:	**5,942,742.00**	**5,942,742.00**	**499,374.38**	**1,418,912.56**	**-4,523,829.44**	**23.88%**
Expense							
Department: 00 - 00							
Category: 4000 - Personnel							
51-00-42100	Full-Time	756,421.31	756,421.31	50,696.56	151,872.70	604,548.61	20.08 %
51-00-42200	Part-Time	8,000.00	8,000.00	261.00	693.00	7,307.00	8.66 %
51-00-42300	Overtime	59,800.00	59,800.00	4,484.43	17,058.83	42,741.17	28.53 %
51-00-42600	Pager	36,972.00	36,972.00	3,243.59	10,813.31	26,158.69	29.25 %
51-00-45100	Health Insurance	177,754.21	177,754.21	11,906.73	35,158.62	142,595.59	19.78 %
51-00-45200	Life Insurance	515.00	515.00	25.59	76.76	438.24	14.90 %
51-00-45300	Unemployment Insurance	3,605.00	3,605.00	0.00	0.00	3,605.00	0.00 %
51-00-45400	Workers' Compensation	18,504.00	18,504.00	0.00	0.00	18,504.00	0.00 %
51-00-46100	Social Security	58,880.00	58,880.00	4,144.40	12,736.59	46,143.41	21.63 %
51-00-46300	IMRF	54,636.00	54,636.00	2,841.29	8,718.38	45,917.62	15.96 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
51-00-47300	Clothing Acquisition	12,360.00	12,360.00	0.00	524.00	11,836.00	4.24 %
	Category: 4000 - Personnel Total:	**1,187,447.52**	**1,187,447.52**	**77,603.59**	**237,652.19**	**949,795.33**	**20.01%**
Category: 5000 - Contractual Services							
51-00-51100	Building Maintenance	56,650.00	56,650.00	564.00	2,873.92	53,776.08	5.07 %
51-00-51200	Equipment Maintenance	51,500.00	51,500.00	397.00	397.00	51,103.00	0.77 %
51-00-51300	Vehicle Maintenance	15,450.00	15,450.00	25.00	5,708.51	9,741.49	36.95 %
51-00-51500	Utility System Maintenance	23,500.00	23,500.00	16.00	48.00	23,452.00	0.20 %
51-00-51700	Grounds Maintenance	5,150.00	5,150.00	0.00	0.00	5,150.00	0.00 %
51-00-53200	Engineering Services	15,450.00	15,450.00	0.00	0.00	15,450.00	0.00 %
51-00-53210	Engineering GIS Services	515.00	515.00	0.00	0.00	515.00	0.00 %
51-00-53300	Legal Services	10,300.00	10,300.00	2,311.16	4,143.24	6,156.76	40.23 %
51-00-53600	Janitorial Services	6,695.00	6,695.00	1,440.00	3,290.00	3,405.00	49.14 %
51-00-53700	Network Administration	138,074.00	138,074.00	11,506.19	34,518.57	103,555.43	25.00 %
51-00-54900	Other Professional Services	51,500.00	51,500.00	70.00	70.00	51,430.00	0.14 %
51-00-55100	Postage	258.00	258.00	268.11	268.11	-10.11	103.92 %
51-00-55200	Telephone	9,785.00	9,785.00	491.57	1,488.59	8,296.41	15.21 %
51-00-55700	SCADA Services	12,875.00	12,875.00	38.02	184.65	12,690.35	1.43 %
51-00-56100	Dues	1,236.00	1,236.00	119.00	3,720.05	-2,484.05	300.97 %
51-00-56200	Travel	1,545.00	1,545.00	0.00	47.05	1,497.95	3.05 %
51-00-56300	Training	5,150.00	5,150.00	0.00	0.00	5,150.00	0.00 %
51-00-56600	Conference	1,030.00	1,030.00	0.00	0.00	1,030.00	0.00 %
51-00-57100	Utilities	285,000.00	285,000.00	26,298.40	77,765.81	207,234.19	27.29 %
51-00-57300	Garbage Disposal	1,030.00	1,030.00	0.00	0.00	1,030.00	0.00 %
51-00-57400	Natural Gas/Fuel Oil	3,451.00	3,451.00	275.76	801.95	2,649.05	23.24 %
51-00-57910	Other Service Charges - Outside La	6,180.00	6,180.00	1,723.00	2,878.50	3,301.50	46.58 %
51-00-59200	General Insurance	25,750.00	25,750.00	2,145.83	6,437.49	19,312.51	25.00 %
51-00-59400	Lease or Rentals	36,050.00	36,050.00	2,652.73	8,501.18	27,548.82	23.58 %
	Category: 5000 - Contractual Services Total:	**764,124.00**	**764,124.00**	**50,341.77**	**153,142.62**	**610,981.38**	**20.04%**
Category: 6000 - Commodities							
51-00-61200	Equipment Supplies	20,600.00	20,600.00	9,287.32	9,466.60	11,133.40	45.95 %
51-00-61210	Equipment Supplies - Lab	2,575.00	2,575.00	0.00	24.12	2,550.88	0.94 %
51-00-61300	Vehicle Supplies	1,803.00	1,803.00	61.98	1,103.41	699.59	61.20 %
51-00-61500	Utility System Maintenance Supplie	10,300.00	10,300.00	0.00	0.00	10,300.00	0.00 %
51-00-65100	Office Supplies	5,150.00	5,150.00	237.48	1,166.47	3,983.53	22.65 %
51-00-65200	Operating Supplies	92,000.00	92,000.00	12,952.60	33,543.53	58,456.47	36.46 %
51-00-65210	Operating Supplies - Lab	41,200.00	41,200.00	327.18	11,465.25	29,734.75	27.83 %
51-00-65300	Small Tools	7,725.00	7,725.00	25.93	879.53	6,845.47	11.39 %
51-00-65400	Janitorial Supplies	515.00	515.00	42.08	320.46	194.54	62.23 %
51-00-65500	Gasoline/Oil	12,875.00	12,875.00	1,008.58	3,462.68	9,412.32	26.89 %
51-00-65600	Chemicals	186,945.00	186,945.00	12,101.56	43,968.69	142,976.31	23.52 %
51-00-66100	Safety Supplies	12,875.00	12,875.00	0.00	208.44	12,666.56	1.62 %
51-00-67000	Print Materials	5,923.00	5,923.00	0.00	0.00	5,923.00	0.00 %
51-00-68400	Software	28,000.00	28,000.00	0.00	1,649.33	26,350.67	5.89 %
	Category: 6000 - Commodities Total:	**428,486.00**	**428,486.00**	**36,044.71**	**107,258.51**	**321,227.49**	**25.03%**
Category: 7000 - Debt Service							
51-00-72000	Interest Expense	81,386.08	81,386.08	0.00	0.00	81,386.08	0.00 %
51-00-72260	Principal Expense	394,132.65	394,132.65	0.00	0.00	394,132.65	0.00 %
	Category: 7000 - Debt Service Total:	**475,518.73**	**475,518.73**	**0.00**	**0.00**	**475,518.73**	**0.00%**
Category: 8000 - Capital Outlay							
51-00-83010	Equipment - IT	7,750.00	7,750.00	0.00	6,434.91	1,315.09	83.03 %
51-00-89000	Other Improvements	2,246,688.00	2,246,688.00	-180,283.34	83,115.16	2,163,572.84	3.70 %
	Category: 8000 - Capital Outlay Total:	**2,254,438.00**	**2,254,438.00**	**-180,283.34**	**89,550.07**	**2,164,887.93**	**3.97%**
Category: 9000 - Other Expenditures							
51-00-91000	Bad Debt	515.00	515.00	344.32	2,047.02	-1,532.02	397.48 %
51-00-91100	Community Relations	515.00	515.00	0.00	12.03	502.97	2.34 %
51-00-92900	Miscellaneous	1,545.00	1,545.00	0.00	85.09	1,459.91	5.51 %
51-00-99901	General Fund Transfer	227,688.00	227,688.00	18,974.00	56,922.00	170,766.00	25.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
51-00-99954	Electric Fund Transfer	210,288.80	210,288.80	17,524.06	52,572.18	157,716.62	25.00 %
51-00-99964	Admin Services Fund Transfer	104,450.00	104,450.00	8,704.20	26,112.60	78,337.40	25.00 %
	Category: 9000 - Other Expenditures Total:	**545,001.80**	**545,001.80**	**45,546.58**	**137,750.92**	**407,250.88**	**25.28%**
	Department: 00 - 00 Total:	**5,655,016.05**	**5,655,016.05**	**29,253.31**	**725,354.31**	**4,929,661.74**	**12.83%**
	Expense Total:	**5,655,016.05**	**5,655,016.05**	**29,253.31**	**725,354.31**	**4,929,661.74**	**12.83%**
	Fund: 51 - Water Surplus (Deficit):	**287,725.95**	**287,725.95**	**470,121.07**	**693,558.25**	**405,832.30**	**241.05%**
Fund: 52 - Water Reclamation							
Revenue							
Department: 50 - 50							
Category: 3530 - Penalties							
52-50-35300	Penalties	15,450.00	15,450.00	142.70	655.15	-14,794.85	4.24 %
	Category: 3530 - Penalties Total:	**15,450.00**	**15,450.00**	**142.70**	**655.15**	**-14,794.85**	**4.24%**
Category: 3710 - Residential Sales							
52-50-37101	Residential Sales	1,350,918.00	1,350,918.00	121,535.63	355,168.98	-995,749.02	26.29 %
	Category: 3710 - Residential Sales Total:	**1,350,918.00**	**1,350,918.00**	**121,535.63**	**355,168.98**	**-995,749.02**	**26.29%**
Category: 3712 - Commercial Sales							
52-50-37121	General Service	1,484,873.00	1,484,873.00	132,524.84	398,341.36	-1,086,531.64	26.83 %
52-50-37125	General Service Sewer Surcharge	27,873.00	27,873.00	2,730.77	7,587.16	-20,285.84	27.22 %
	Category: 3712 - Commercial Sales Total:	**1,512,746.00**	**1,512,746.00**	**135,255.61**	**405,928.52**	**-1,106,817.48**	**26.83%**
Category: 3715 - Industrial Sales							
52-50-37150	Industrial Sales	1,276,052.00	1,276,052.00	95.30	20,413.09	-1,255,638.91	1.60 %
52-50-37153	Industrial Sewer Surcharge	139,050.00	139,050.00	10,150.73	31,439.92	-107,610.08	22.61 %
	Category: 3715 - Industrial Sales Total:	**1,415,102.00**	**1,415,102.00**	**10,246.03**	**51,853.01**	**-1,363,248.99**	**3.66%**
Category: 3810 - Investment Income							
52-50-38100	Interest Income	169,950.00	169,950.00	5,937.83	16,979.78	-152,970.22	9.99 %
	Category: 3810 - Investment Income Total:	**169,950.00**	**169,950.00**	**5,937.83**	**16,979.78**	**-152,970.22**	**9.99%**
Category: 3890 - Miscellaneous Income							
52-50-38900	Miscellaneous Service Revenues	0.00	0.00	0.00	4,330.38	4,330.38	0.00 %
52-50-38901	Revenues from Merchandising	5,665.00	5,665.00	286.01	4,162.01	-1,502.99	73.47 %
52-50-38905	Outside Contractual Waste Fees	150,000.00	150,000.00	15,628.88	46,486.20	-103,513.80	30.99 %
52-50-38930	Nonutility Income	1,545.00	1,545.00	0.00	0.00	-1,545.00	0.00 %
	Category: 3890 - Miscellaneous Income Total:	**157,210.00**	**157,210.00**	**15,914.89**	**54,978.59**	**-102,231.41**	**34.97%**
Category: 3910 - Other Financing Sources							
52-50-39100	IEPA Loan Proceeds	0.00	0.00	0.00	327,614.27	327,614.27	0.00 %
	Category: 3910 - Other Financing Sources Total:	**0.00**	**0.00**	**0.00**	**327,614.27**	**327,614.27**	**0.00%**
	Department: 50 - 50 Total:	**4,621,376.00**	**4,621,376.00**	**289,032.69**	**1,213,178.30**	**-3,408,197.70**	**26.25%**
	Revenue Total:	**4,621,376.00**	**4,621,376.00**	**289,032.69**	**1,213,178.30**	**-3,408,197.70**	**26.25%**
Expense							
Department: 50 - 50							
Category: 4000 - Personnel							
52-50-42100	Full-Time	835,633.66	835,633.66	62,315.32	189,258.16	646,375.50	22.65 %
52-50-42200	Part-Time	10,000.00	10,000.00	261.00	693.00	9,307.00	6.93 %
52-50-42300	Overtime	46,350.00	46,350.00	2,228.56	9,452.23	36,897.77	20.39 %
52-50-42600	Pager	36,050.00	36,050.00	3,316.20	10,091.18	25,958.82	27.99 %
52-50-45100	Health Insurance	145,614.18	145,614.18	12,370.49	36,549.90	109,064.28	25.10 %
52-50-45200	Life Insurance	515.00	515.00	32.21	96.68	418.32	18.77 %
52-50-45300	Unemployment Insurance	3,605.00	3,605.00	0.00	0.00	3,605.00	0.00 %
52-50-45400	Workers' Compensation	25,750.00	25,750.00	0.00	0.00	25,750.00	0.00 %
52-50-46100	Social Security	60,553.00	60,553.00	4,864.94	14,955.40	45,597.60	24.70 %
52-50-46300	IMRF	43,772.00	43,772.00	3,306.19	10,149.97	33,622.03	23.19 %
52-50-47100	Uniform Allowance	10,300.00	10,300.00	0.00	0.00	10,300.00	0.00 %
52-50-47300	Clothing Acquisition	12,875.00	12,875.00	0.00	2,358.61	10,516.39	18.32 %
	Category: 4000 - Personnel Total:	**1,231,017.84**	**1,231,017.84**	**88,694.91**	**273,605.13**	**957,412.71**	**22.23%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 5000 - Contractual Services							
52-50-51100	Building Maintenance	47,972.00	47,972.00	1,319.55	3,064.80	44,907.20	6.39 %
52-50-51200	Equipment Maintenance	53,303.00	53,303.00	4,679.96	6,011.96	47,291.04	11.28 %
52-50-51300	Vehicle Maintenance	15,991.00	15,991.00	0.00	10,454.88	5,536.12	65.38 %
52-50-51500	Utility System Maintenance	5,000.00	5,000.00	16.00	48.00	4,952.00	0.96 %
52-50-51700	Grounds Maintenance	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00 %
52-50-53200	Engineering Services	35,000.00	35,000.00	0.00	1,360.20	33,639.80	3.89 %
52-50-53300	Legal Services	7,200.00	7,200.00	2,858.66	3,315.74	3,884.26	46.05 %
52-50-53600	Janitorial Services	9,061.00	9,061.00	1,440.00	3,290.00	5,771.00	36.31 %
52-50-53700	Network Administration	138,074.00	138,074.00	11,506.19	34,518.57	103,555.43	25.00 %
52-50-54900	Other Professional Services	89,713.00	89,713.00	84.00	84.00	89,629.00	0.09 %
52-50-55100	Postage	0.00	0.00	0.00	70.69	-70.69	0.00 %
52-50-55200	Telephone	6,929.00	6,929.00	642.89	2,351.66	4,577.34	33.94 %
52-50-55700	SCADA Services	7,995.00	7,995.00	38.02	1,408.30	6,586.70	17.61 %
52-50-56100	Dues	21,321.00	21,321.00	119.00	4,030.04	17,290.96	18.90 %
52-50-56200	Travel	1,066.00	1,066.00	0.00	0.00	1,066.00	0.00 %
52-50-56300	Training	5,863.00	5,863.00	0.00	0.00	5,863.00	0.00 %
52-50-56600	Conference	500.00	500.00	85.00	85.00	415.00	17.00 %
52-50-57100	Utilities	346,466.00	346,466.00	28,405.26	95,027.85	251,438.15	27.43 %
52-50-57300	Garbage/Sludge Disposal	95,000.00	95,000.00	6,627.87	24,732.06	70,267.94	26.03 %
52-50-57400	Natural Gas/Fuel Oil	39,000.00	39,000.00	3,246.66	11,301.24	27,698.76	28.98 %
52-50-57910	Other Service Charges - Outside La	22,000.00	22,000.00	1,867.00	5,703.00	16,297.00	25.92 %
52-50-59200	General Insurance	36,050.00	36,050.00	3,004.17	9,012.51	27,037.49	25.00 %
52-50-59400	Lease or Rentals	35,000.00	35,000.00	6,138.16	17,071.18	17,928.82	48.77 %
52-50-59600	Permits	6,929.00	6,929.00	0.00	0.00	6,929.00	0.00 %
	Category: 5000 - Contractual Services Total:	**1,033,933.00**	**1,033,933.00**	**72,078.39**	**232,941.68**	**800,991.32**	**22.53%**
Category: 6000 - Commodities							
52-50-61100	Building Supplies	15,000.00	15,000.00	946.62	11,658.02	3,341.98	77.72 %
52-50-61200	Equipment Supplies	54,901.00	54,901.00	11,454.36	43,763.64	11,137.36	79.71 %
52-50-61210	Equipment Supplies - Lab	7,137.00	7,137.00	975.00	1,560.38	5,576.62	21.86 %
52-50-61300	Vehicle Supplies	6,040.00	6,040.00	1,067.36	4,830.95	1,209.05	79.98 %
52-50-61700	Grounds Supplies	2,200.00	2,200.00	154.40	154.40	2,045.60	7.02 %
52-50-65100	Office Supplies	14,823.00	14,823.00	237.50	1,624.85	13,198.15	10.96 %
52-50-65200	Operating Supplies	71,372.00	71,372.00	1,673.44	18,465.73	52,906.27	25.87 %
52-50-65210	Operating Supplies - Lab	16,470.00	16,470.00	10,844.69	15,690.96	779.04	95.27 %
52-50-65300	Small Tools	5,490.00	5,490.00	127.70	1,254.83	4,235.17	22.86 %
52-50-65500	Gasoline/Oil	21,960.00	21,960.00	1,453.69	3,775.43	18,184.57	17.19 %
52-50-65600	Chemicals	111,394.00	111,394.00	7,545.06	2,597.64	108,796.36	2.33 %
52-50-66100	Safety Supplies	10,000.00	10,000.00	228.57	443.03	9,556.97	4.43 %
52-50-68400	Software	6,000.00	6,000.00	0.00	6,869.33	-869.33	114.49 %
	Category: 6000 - Commodities Total:	**342,787.00**	**342,787.00**	**36,708.39**	**112,689.19**	**230,097.81**	**32.87%**
Category: 7000 - Debt Service							
52-50-72000	Interest Expense - IEPA WWTP Upg	105,592.00	105,592.00	0.00	0.00	105,592.00	0.00 %
52-50-72010	Interest Expense - IEPA Askvig	1,193.82	1,193.82	0.00	0.00	1,193.82	0.00 %
52-50-72260	Principal Expense	503,869.93	503,869.93	0.00	0.00	503,869.93	0.00 %
	Category: 7000 - Debt Service Total:	**610,655.75**	**610,655.75**	**0.00**	**0.00**	**610,655.75**	**0.00%**
Category: 8000 - Capital Outlay							
52-50-83010	Equipment - IT	7,750.00	7,750.00	0.00	6,434.90	1,315.10	83.03 %
52-50-89000	Other Improvement	703,568.00	703,568.00	6,619.18	35,303.93	668,264.07	5.02 %
	Category: 8000 - Capital Outlay Total:	**711,318.00**	**711,318.00**	**6,619.18**	**41,738.83**	**669,579.17**	**5.87%**
Category: 9000 - Other Expenditures							
52-50-91000	Bad Debt	1,030.00	1,030.00	309.74	2,253.50	-1,223.50	218.79 %
52-50-91100	Community Relations	0.00	0.00	0.00	38.17	-38.17	0.00 %
52-50-92900	Miscellaneous	1,030.00	1,030.00	0.00	0.00	1,030.00	0.00 %
52-50-99901	General Fund Transfer	281,680.00	281,680.00	23,473.33	70,419.99	211,260.01	25.00 %
52-50-99954	Electric Fund Transfer	210,288.80	210,288.80	17,524.06	52,572.18	157,716.62	25.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
52-50-99964	Admin Services Fund Transfer	121,859.00	121,859.00	10,154.90	30,464.70	91,394.30	25.00 %
	Category: 9000 - Other Expenditures Total:	**615,887.80**	**615,887.80**	**51,462.03**	**155,748.54**	**460,139.26**	**25.29%**
	Department: 50 - 50 Total:	**4,545,599.39**	**4,545,599.39**	**255,562.90**	**816,723.37**	**3,728,876.02**	**17.97%**
	Expense Total:	**4,545,599.39**	**4,545,599.39**	**255,562.90**	**816,723.37**	**3,728,876.02**	**17.97%**
	Fund: 52 - Water Reclamation Surplus (Deficit):	**75,776.61**	**75,776.61**	**33,469.79**	**396,454.93**	**320,678.32**	**523.19%**
Fund: 53 - Solid Waste							
Revenue							
Department: 00 - 00							
Category: 3630 - Sanitation Collections							
53-00-36300	Sanitation Collections	454,269.00	454,269.00	0.00	42,137.83	-412,131.17	9.28 %
53-00-36310	Recycling	1,000.00	1,000.00	35.00	55.00	-945.00	5.50 %
	Category: 3630 - Sanitation Collections Total:	**455,269.00**	**455,269.00**	**35.00**	**42,192.83**	**-413,076.17**	**9.27%**
Category: 3810 - Investment Income							
53-00-38100	Interest Income	170,000.00	170,000.00	15,556.71	45,249.41	-124,750.59	26.62 %
	Category: 3810 - Investment Income Total:	**170,000.00**	**170,000.00**	**15,556.71**	**45,249.41**	**-124,750.59**	**26.62%**
Category: 3850 - Solid Waste Fees							
53-00-38525	Host Fee	528,750.00	528,750.00	0.00	241,266.58	-287,483.42	45.63 %
53-00-38530	Base Fee	75,000.00	75,000.00	0.00	18,750.00	-56,250.00	25.00 %
53-00-38535	Solid Waste Fee	47,000.00	47,000.00	0.00	54,176.56	7,176.56	115.27 %
53-00-38540	Supplemental Host Fee	52,000.00	52,000.00	0.00	16,401.17	-35,598.83	31.54 %
	Category: 3850 - Solid Waste Fees Total:	**702,750.00**	**702,750.00**	**0.00**	**330,594.31**	**-372,155.69**	**47.04%**
	Department: 00 - 00 Total:	**1,328,019.00**	**1,328,019.00**	**15,591.71**	**418,036.55**	**-909,982.45**	**31.48%**
	Revenue Total:	**1,328,019.00**	**1,328,019.00**	**15,591.71**	**418,036.55**	**-909,982.45**	**31.48%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
53-00-53300	Legal Services	5,000.00	5,000.00	0.00	242.50	4,757.50	4.85 %
53-00-53900	Other Contractual Services	60,000.00	60,000.00	0.00	255.00	59,745.00	0.43 %
53-00-57311	Residential Solid Waste	232,735.68	232,735.68	19,686.96	59,060.88	173,674.80	25.38 %
53-00-57312	Landscape Waste-other	117,696.00	117,696.00	0.00	6,530.55	111,165.45	5.55 %
53-00-57313	Recycling	88,560.00	88,560.00	7,151.10	21,453.30	67,106.70	24.22 %
53-00-57314	Supplemental Host Fee - Creston	52,500.00	52,500.00	16,401.17	16,401.17	36,098.83	31.24 %
53-00-57315	Recycling Processing Fees	20,000.00	20,000.00	2,364.40	6,415.48	13,584.52	32.08 %
	Category: 5000 - Contractual Services Total:	**576,491.68**	**576,491.68**	**45,603.63**	**110,358.88**	**466,132.80**	**19.14%**
Category: 9000 - Other Expenditures							
53-00-92900	Miscellaneous	0.00	0.00	-1,273.20	-2,546.40	2,546.40	0.00 %
53-00-99323	Interfund Transfers	936,500.00	936,500.00	0.00	0.00	936,500.00	0.00 %
53-00-99901	General Fund Transfer	734,636.00	734,636.00	61,219.67	183,659.01	550,976.99	25.00 %
	Category: 9000 - Other Expenditures Total:	**1,671,136.00**	**1,671,136.00**	**59,946.47**	**181,112.61**	**1,490,023.39**	**10.84%**
	Department: 00 - 00 Total:	**2,247,627.68**	**2,247,627.68**	**105,550.10**	**291,471.49**	**1,956,156.19**	**12.97%**
	Expense Total:	**2,247,627.68**	**2,247,627.68**	**105,550.10**	**291,471.49**	**1,956,156.19**	**12.97%**
	Fund: 53 - Solid Waste Surplus (Deficit):	**-919,608.68**	**-919,608.68**	**-89,958.39**	**126,565.06**	**1,046,173.74**	**-13.76%**
Fund: 54 - Electric							
Revenue							
Department: 90 - Administration							
Category: 3530 - Penalties							
54-90-35300	Penalties	0.00	0.00	1,391.00	4,915.20	4,915.20	0.00 %
	Category: 3530 - Penalties Total:	**0.00**	**0.00**	**1,391.00**	**4,915.20**	**4,915.20**	**0.00%**
Category: 3710 - Residential Sales							
54-90-37101	Residential Sales	5,500,000.00	5,500,000.00	476,107.71	1,563,982.69	-3,936,017.31	28.44 %
54-90-37110	Security Lighting	80,000.00	80,000.00	7,412.44	22,237.32	-57,762.68	27.80 %
	Category: 3710 - Residential Sales Total:	**5,580,000.00**	**5,580,000.00**	**483,520.15**	**1,586,220.01**	**-3,993,779.99**	**28.43%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 3712 - Commercial Sales							
54-90-37121	Small General Service	5,400,000.00	5,400,000.00	496,558.80	1,545,701.69	-3,854,298.31	28.62 %
	Category: 3712 - Commercial Sales Total:	**5,400,000.00**	**5,400,000.00**	**496,558.80**	**1,545,701.69**	**-3,854,298.31**	**28.62%**
Category: 3715 - Industrial Sales							
54-90-37151	Large General Service	9,550,000.00	9,550,000.00	770,170.94	2,234,583.79	-7,315,416.21	23.40 %
54-90-37152	Time of Use	21,500,000.00	21,500,000.00	1,343,400.52	3,883,384.94	-17,616,615.06	18.06 %
	Category: 3715 - Industrial Sales Total:	**31,050,000.00**	**31,050,000.00**	**2,113,571.46**	**6,117,968.73**	**-24,932,031.27**	**19.70%**
Category: 3718 - Street Lights							
54-90-37182	Street, Hwy, Traffic Lights	1,500.00	1,500.00	82.26	261.22	-1,238.78	17.41 %
54-90-37186	Municipal Street Lighting	450.00	450.00	37.57	132.31	-317.69	29.40 %
	Category: 3718 - Street Lights Total:	**1,950.00**	**1,950.00**	**119.83**	**393.53**	**-1,556.47**	**20.18%**
Category: 3792 - Other Service Charges							
54-90-37920	Customer Fees	40,000.00	40,000.00	3,245.00	10,994.14	-29,005.86	27.49 %
	Category: 3792 - Other Service Charges Total:	**40,000.00**	**40,000.00**	**3,245.00**	**10,994.14**	**-29,005.86**	**27.49%**
Category: 3810 - Investment Income							
54-90-38100	Interest Income	750,000.00	750,000.00	60,710.08	166,857.56	-583,142.44	22.25 %
	Category: 3810 - Investment Income Total:	**750,000.00**	**750,000.00**	**60,710.08**	**166,857.56**	**-583,142.44**	**22.25%**
Category: 3890 - Miscellaneous Income							
54-90-38900	Miscellaneous Income	10,000.00	10,000.00	11,804.24	12,917.70	2,917.70	129.18 %
54-90-38980	Rent From Property & Poles	52,000.00	52,000.00	0.00	19,350.25	-32,649.75	37.21 %
54-90-38981	Renewable Energy Certificates	400,000.00	400,000.00	30,650.00	100,350.75	-299,649.25	25.09 %
54-90-38982	Royalty Income	55,000.00	55,000.00	4,094.65	13,350.36	-41,649.64	24.27 %
	Category: 3890 - Miscellaneous Income Total:	**517,000.00**	**517,000.00**	**46,548.89**	**145,969.06**	**-371,030.94**	**28.23%**
Category: 3990 - Interfund Transfers							
54-90-39951	Transfer from Water	210,289.00	210,289.00	17,524.06	52,572.18	-157,716.82	25.00 %
54-90-39952	Transfer from Water Reclamation	210,289.00	210,289.00	17,524.06	52,572.18	-157,716.82	25.00 %
	Category: 3990 - Interfund Transfers Total:	**420,578.00**	**420,578.00**	**35,048.12**	**105,144.36**	**-315,433.64**	**25.00%**
	Department: 90 - Administration Total:	**43,759,528.00**	**43,759,528.00**	**3,240,713.33**	**9,684,164.28**	**-34,075,363.72**	**22.13%**
	Revenue Total:	**43,759,528.00**	**43,759,528.00**	**3,240,713.33**	**9,684,164.28**	**-34,075,363.72**	**22.13%**
Expense							
Department: 10 - Generation							
Category: 4000 - Personnel							
54-10-42100	Full-Time	434,652.00	434,652.00	32,388.80	98,332.99	336,319.01	22.62 %
54-10-42300	Overtime	120,000.00	120,000.00	526.57	1,990.22	118,009.78	1.66 %
54-10-42600	Pager	40,000.00	40,000.00	3,989.51	12,533.60	27,466.40	31.33 %
54-10-45200	Life Insurance	300.00	300.00	17.50	52.50	247.50	17.50 %
54-10-47300	Clothing Acquisition	5,000.00	5,000.00	0.00	453.56	4,546.44	9.07 %
	Category: 4000 - Personnel Total:	**599,952.00**	**599,952.00**	**36,922.38**	**113,362.87**	**486,589.13**	**18.90%**
Category: 5000 - Contractual Services							
54-10-51100	Building Maintenance	5,000.00	5,000.00	0.00	8,642.73	-3,642.73	172.85 %
54-10-51200	Equipment Maintenance	500,000.00	500,000.00	9,299.44	9,544.80	490,455.20	1.91 %
54-10-51300	Vehicle Maintenance	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
54-10-53200	Engineering Services	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00 %
54-10-53900	Contractor - Diesel Plant	0.00	0.00	2,320.00	2,320.00	-2,320.00	0.00 %
54-10-54900	Other Professional Services	10,000.00	10,000.00	1,345.54	4,191.82	5,808.18	41.92 %
54-10-54959	Permits	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
54-10-55100	Postage	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
54-10-55200	Telephone	2,700.00	2,700.00	39.39	250.70	2,449.30	9.29 %
54-10-56200	Travel	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
54-10-56300	Training	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
54-10-57100	Utilities	12,000.00	12,000.00	229.09	1,080.79	10,919.21	9.01 %
54-10-59400	Lease or Rentals	30,000.00	30,000.00	1,593.60	5,076.13	24,923.87	16.92 %
	Category: 5000 - Contractual Services Total:	**683,200.00**	**683,200.00**	**14,827.06**	**31,106.97**	**652,093.03**	**4.55%**
Category: 6000 - Commodities							
54-10-61100	Building Supplies	5,000.00	5,000.00	0.00	7,126.41	-2,126.41	142.53 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
54-10-61200	Equipment Supplies - Generation Pl	125,000.00	125,000.00	11,670.27	376.81	124,623.19	0.30 %
54-10-61201	Equipment Supplies - Peaker Plant	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
54-10-61202	Equipment Supplies - Gen Sets	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
54-10-62900	Other Supplies	15,000.00	15,000.00	359.03	2,072.75	12,927.25	13.82 %
54-10-65100	Office Supplies	3,000.00	3,000.00	1,918.96	1,918.96	1,081.04	63.97 %
54-10-65200	Operating Supplies	0.00	0.00	0.00	22.68	-22.68	0.00 %
54-10-65300	Small Tools	15,000.00	15,000.00	193.03	1,617.44	13,382.56	10.78 %
54-10-65400	Janitorial Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
54-10-65500	Gasoline/Oil	2,000.00	2,000.00	452.12	957.53	1,042.47	47.88 %
54-10-65600	Chemicals	10,000.00	10,000.00	289.46	289.46	9,710.54	2.89 %
54-10-66000	Natural Gas/Fuel Oil - Generation P	200,000.00	200,000.00	1,416.93	6,583.56	193,416.44	3.29 %
54-10-66001	Natural Gas/Fuel Oil - Peaker Plant	12,000.00	12,000.00	310.64	934.57	11,065.43	7.79 %
54-10-66002	Natural Gas/Fuel Oil - Gen Sets	275,000.00	275,000.00	0.00	0.00	275,000.00	0.00 %
	Category: 6000 - Commodities Total:	**724,000.00**	**724,000.00**	**16,610.44**	**21,900.17**	**702,099.83**	**3.02%**
	Department: 10 - Generation Total:	**2,007,152.00**	**2,007,152.00**	**68,359.88**	**166,370.01**	**1,840,781.99**	**8.29%**
Department: 60 - Distribution							
Category: 4000 - Personnel							
54-60-42100	Full-Time	1,531,820.00	1,531,820.00	107,330.52	328,353.47	1,203,466.53	21.44 %
54-60-42300	Overtime	135,000.00	135,000.00	16,213.97	31,835.09	103,164.91	23.58 %
54-60-42600	Pager	125,000.00	125,000.00	7,968.33	26,684.98	98,315.02	21.35 %
54-60-45200	Life Insurance	500.00	500.00	47.20	141.56	358.44	28.31 %
54-60-47300	Clothing Acquisition	20,000.00	20,000.00	786.59	7,084.12	12,915.88	35.42 %
	Category: 4000 - Personnel Total:	**1,812,320.00**	**1,812,320.00**	**132,346.61**	**394,099.22**	**1,418,220.78**	**21.75%**
Category: 5000 - Contractual Services							
54-60-51100	Building Maintenance	50,000.00	50,000.00	4,797.56	19,705.74	30,294.26	39.41 %
54-60-51200	Equipment Maintenance	35,000.00	35,000.00	4,269.28	7,394.93	27,605.07	21.13 %
54-60-51300	Vehicle Maintenance	85,000.00	85,000.00	3,568.95	49,229.87	35,770.13	57.92 %
54-60-51500	Utility System Maintenance	65,000.00	65,000.00	2,019.88	6,799.88	58,200.12	10.46 %
54-60-51700	Grounds Maintenance	20,000.00	20,000.00	0.00	840.00	19,160.00	4.20 %
54-60-53200	Engineering Services	100,000.00	100,000.00	5,332.24	19,726.36	80,273.64	19.73 %
54-60-53900	Contractor	50,000.00	50,000.00	3,432.00	11,128.00	38,872.00	22.26 %
54-60-54900	Other Professional Services	50,000.00	50,000.00	240.00	240.00	49,760.00	0.48 %
54-60-55100	Postage	500.00	500.00	0.00	0.00	500.00	0.00 %
54-60-55200	Telephone	20,000.00	20,000.00	1,261.29	3,143.05	16,856.95	15.72 %
54-60-56200	Travel	10,000.00	10,000.00	435.97	820.97	9,179.03	8.21 %
54-60-56300	Training	15,000.00	15,000.00	1,495.00	2,160.00	12,840.00	14.40 %
54-60-56500	Publications	500.00	500.00	0.00	0.00	500.00	0.00 %
54-60-57100	Utilities	120,000.00	120,000.00	9,181.20	27,963.81	92,036.19	23.30 %
54-60-57300	Garbage Disposal	12,000.00	12,000.00	974.90	3,262.86	8,737.14	27.19 %
54-60-58002	Tree Trimming	450,000.00	450,000.00	0.00	0.00	450,000.00	0.00 %
54-60-58462	Underground Line	216,486.00	216,486.00	35,277.00	-111,460.00	327,946.00	-51.49 %
54-60-58500	Street Lighting & Signal	195,700.00	195,700.00	38,775.76	70,889.20	124,810.80	36.22 %
54-60-58651	Meter Expenses	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
54-60-59239	Maintenance of Station Equipment	250,000.00	250,000.00	22,483.74	50,097.71	199,902.29	20.04 %
54-60-59400	Lease or Rentals	100,000.00	100,000.00	8,982.45	27,191.46	72,808.54	27.19 %
54-60-59600	Permits	0.00	0.00	0.00	846.23	-846.23	0.00 %
	Category: 5000 - Contractual Services Total:	**1,895,186.00**	**1,895,186.00**	**142,527.22**	**189,980.07**	**1,705,205.93**	**10.02%**
Category: 6000 - Commodities							
54-60-61100	Building Supplies	30,000.00	30,000.00	0.00	1,073.46	28,926.54	3.58 %
54-60-61200	Equipment Supplies	5,000.00	5,000.00	654.41	1,751.81	3,248.19	35.04 %
54-60-61500	Utility System Maintenance Supplie	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
54-60-61600	Snow Removal Supplies	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
54-60-61800	Overhead Line Maintenance	297,669.00	297,669.00	24,000.00	71,400.00	226,269.00	23.99 %
54-60-65100	Office Supplies	15,000.00	15,000.00	216.01	1,238.99	13,761.01	8.26 %
54-60-65200	Operating Supplies	600,000.00	600,000.00	16,325.28	46,993.19	553,006.81	7.83 %
54-60-65300	Small Tools	45,000.00	45,000.00	1,705.80	8,042.76	36,957.24	17.87 %
54-60-65400	Janitorial Supplies	2,500.00	2,500.00	12.59	393.94	2,106.06	15.76 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
54-60-65500	Gasoline/Oil	36,000.00	36,000.00	3,462.95	8,734.39	27,265.61	24.26 %
54-60-66100	Safety Supplies	40,000.00	40,000.00	223.81	614.80	39,385.20	1.54 %
54-60-66101	Employee Safety Supplies	25,000.00	25,000.00	1,672.53	3,637.45	21,362.55	14.55 %
54-60-67800	Station Contractor	0.00	0.00	0.00	7,773.04	-7,773.04	0.00 %
54-60-68400	Software	55,000.00	55,000.00	1,445.85	58,520.48	-3,520.48	106.40 %
	Category: 6000 - Commodities Total:	**1,162,669.00**	**1,162,669.00**	**49,719.23**	**210,174.31**	**952,494.69**	**18.08%**
Category: 8000 - Capital Outlay							
54-60-83000	Equipment	400,000.00	400,000.00	0.00	32.81	399,967.19	0.01 %
54-60-83010	Equipment - IT	10,000.00	10,000.00	0.00	8,703.90	1,296.10	87.04 %
54-60-89000	Other Improvements	10,400,000.00	10,400,000.00	-533,334.88	1,782,199.85	8,617,800.15	17.14 %
	Category: 8000 - Capital Outlay Total:	**10,810,000.00**	**10,810,000.00**	**-533,334.88**	**1,790,936.56**	**9,019,063.44**	**16.57%**
Category: 9000 - Other Expenditures							
54-60-91100	Community Relations	0.00	0.00	0.00	1,579.44	-1,579.44	0.00 %
54-60-92900	Miscellaneous	25,000.00	25,000.00	359.04	1,059.65	23,940.35	4.24 %
	Category: 9000 - Other Expenditures Total:	**25,000.00**	**25,000.00**	**359.04**	**2,639.09**	**22,360.91**	**10.56%**
	Department: 60 - Distribution Total:	**15,705,175.00**	**15,705,175.00**	**-208,382.78**	**2,587,829.25**	**13,117,345.75**	**16.48%**
Department: 70 - Customer Service							
Category: 4000 - Personnel							
54-70-42100	Full-Time	320,000.00	320,000.00	25,910.63	97,732.89	222,267.11	30.54 %
54-70-42200	Part-Time	45,000.00	45,000.00	2,979.12	8,924.08	36,075.92	19.83 %
54-70-42300	Overtime	2,000.00	2,000.00	170.48	489.62	1,510.38	24.48 %
54-70-45200	Life Insurance	300.00	300.00	17.87	53.61	246.39	17.87 %
	Category: 4000 - Personnel Total:	**367,300.00**	**367,300.00**	**29,078.10**	**107,200.20**	**260,099.80**	**29.19%**
Category: 5000 - Contractual Services							
54-70-51100	Building Maintenance	20,000.00	20,000.00	1,893.01	2,245.01	17,754.99	11.23 %
54-70-51700	Grounds Maintenance	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
54-70-53600	Janitorial Services	16,000.00	16,000.00	2,130.00	4,885.00	11,115.00	30.53 %
54-70-54900	Other Professional Services	275,000.00	275,000.00	26,796.33	120,690.50	154,309.50	43.89 %
54-70-55100	Postage	75,000.00	75,000.00	3,000.00	9,726.80	65,273.20	12.97 %
54-70-55200	Telephone	1,000.00	1,000.00	95.02	285.06	714.94	28.51 %
54-70-56200	Travel	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
54-70-56300	Training	7,500.00	7,500.00	0.00	519.00	6,981.00	6.92 %
54-70-56600	Conference	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
54-70-59400	Lease or Rentals	500.00	500.00	0.00	0.00	500.00	0.00 %
	Category: 5000 - Contractual Services Total:	**408,500.00**	**408,500.00**	**33,914.36**	**138,351.37**	**270,148.63**	**33.87%**
Category: 6000 - Commodities							
54-70-61100	Building Supplies	1,500.00	1,500.00	0.00	381.45	1,118.55	25.43 %
54-70-65100	Office Supplies	10,000.00	10,000.00	719.93	7,381.67	2,618.33	73.82 %
	Category: 6000 - Commodities Total:	**11,500.00**	**11,500.00**	**719.93**	**7,763.12**	**3,736.88**	**67.51%**
Category: 8000 - Capital Outlay							
54-70-83000	Equipment	1,000.00	1,000.00	0.00	186.15	813.85	18.62 %
54-70-83010	Equipment - IT	7,500.00	7,500.00	0.00	4,837.64	2,662.36	64.50 %
54-70-89000	Other Improvements	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**58,500.00**	**58,500.00**	**0.00**	**5,023.79**	**53,476.21**	**8.59%**
Category: 9000 - Other Expenditures							
54-70-91100	Community Relations	25,000.00	25,000.00	1,339.83	3,451.86	21,548.14	13.81 %
54-70-92900	Miscellaneous Expenses	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
54-70-95020	Residential Assistance Program	400,000.00	400,000.00	25,267.40	66,105.81	333,894.19	16.53 %
	Category: 9000 - Other Expenditures Total:	**426,000.00**	**426,000.00**	**26,607.23**	**69,557.67**	**356,442.33**	**16.33%**
	Department: 70 - Customer Service Total:	**1,271,800.00**	**1,271,800.00**	**90,319.62**	**327,896.15**	**943,903.85**	**25.78%**
Department: 90 - Administration							
Category: 4000 - Personnel							
54-90-42100	Full-Time	425,695.00	425,695.00	33,491.07	100,473.21	325,221.79	23.60 %
54-90-42200	Part-Time	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
54-90-45100	Health Insurance	460,386.00	460,386.00	35,837.94	109,011.14	351,374.86	23.68 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
54-90-45200	Life Insurance	250.00	250.00	14.00	42.00	208.00	16.80 %
54-90-45400	Workers' Compensation	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
54-90-46100	Social Security	205,000.00	205,000.00	16,759.75	50,844.48	154,155.52	24.80 %
54-90-46300	IMRF	155,000.00	155,000.00	11,404.99	34,563.32	120,436.68	22.30 %
	Category: 4000 - Personnel Total:	**1,296,331.00**	**1,296,331.00**	**97,507.75**	**294,934.15**	**1,001,396.85**	**22.75%**
Category: 5000 - Contractual Services							
54-90-53100	Accounting Service	32,255.00	32,255.00	0.00	7,500.00	24,755.00	23.25 %
54-90-53200	Engineering Services	300,000.00	300,000.00	0.00	0.00	300,000.00	0.00 %
54-90-53300	Legal Services	85,000.00	85,000.00	11,025.43	25,841.25	59,158.75	30.40 %
54-90-53700	Network Administration	276,149.00	276,149.00	23,012.38	69,037.14	207,111.86	25.00 %
54-90-54900	Other Professional Services	175,000.00	175,000.00	435.52	520.52	174,479.48	0.30 %
54-90-55200	Telephone	5,000.00	5,000.00	212.74	829.95	4,170.05	16.60 %
54-90-56100	Dues	30,000.00	30,000.00	0.00	10,860.60	19,139.40	36.20 %
54-90-56200	Travel	15,000.00	15,000.00	180.00	872.98	14,127.02	5.82 %
54-90-56300	Training	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
54-90-56600	Conference	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
54-90-57100	Purchased Power	26,779,746.00	26,779,746.00	2,108,320.24	5,209,371.66	21,570,374.34	19.45 %
54-90-59200	General Insurance	1,300,000.00	1,300,000.00	108,333.33	324,999.99	975,000.01	25.00 %
	Category: 5000 - Contractual Services Total:	**29,020,650.00**	**29,020,650.00**	**2,251,519.64**	**5,649,834.09**	**23,370,815.91**	**19.47%**
Category: 6000 - Commodities							
54-90-68400	Software	125,000.00	125,000.00	0.00	256.67	124,743.33	0.21 %
	Category: 6000 - Commodities Total:	**125,000.00**	**125,000.00**	**0.00**	**256.67**	**124,743.33**	**0.21%**
Category: 7000 - Debt Service							
54-90-72000	Interest Expense	603,075.00	603,075.00	0.00	0.00	603,075.00	0.00 %
54-90-72260	Principal Expense	1,320,000.00	1,320,000.00	0.00	0.00	1,320,000.00	0.00 %
54-90-72501	Amortization of Bond Premium 202	0.00	0.00	-5,482.03	-16,446.09	16,446.09	0.00 %
54-90-72502	Amortization of Bond Premium 202	0.00	0.00	-5,245.06	-15,735.18	15,735.18	0.00 %
54-90-72503	Amortization of Bond Premium - 20	0.00	0.00	-1,880.36	-5,641.08	5,641.08	0.00 %
54-90-73200	Fiscal Agent Fee	3,000.00	3,000.00	0.00	318.00	2,682.00	10.60 %
	Category: 7000 - Debt Service Total:	**1,926,075.00**	**1,926,075.00**	**-12,607.45**	**-37,504.35**	**1,963,579.35**	**-1.95%**
Category: 8000 - Capital Outlay							
54-90-83010	Equipment - IT	3,750.00	3,750.00	0.00	786.23	2,963.77	20.97 %
	Category: 8000 - Capital Outlay Total:	**3,750.00**	**3,750.00**	**0.00**	**786.23**	**2,963.77**	**20.97%**
Category: 9000 - Other Expenditures							
54-90-91000	Bad Debt	50,000.00	50,000.00	2,106.34	11,866.80	38,133.20	23.73 %
54-90-91100	Community Relations	91,000.00	91,000.00	1,740.00	20,707.44	70,292.56	22.76 %
54-90-95000	Appliance Rebate	85,000.00	85,000.00	4,200.00	6,575.00	78,425.00	7.74 %
54-90-95020	Residential Assistance Program	0.00	0.00	0.00	35,010.42	-35,010.42	0.00 %
54-90-99901	General Fund Transfer	2,456,661.00	2,456,661.00	204,721.75	614,165.25	1,842,495.75	25.00 %
54-90-99963	Capital Improvement Fund Transfer	936,500.00	936,500.00	0.00	0.00	936,500.00	0.00 %
54-90-99964	Admin Services Fund Transfer	974,871.00	974,871.00	81,239.25	243,717.75	731,153.25	25.00 %
	Category: 9000 - Other Expenditures Total:	**4,594,032.00**	**4,594,032.00**	**294,007.34**	**932,042.66**	**3,661,989.34**	**20.29%**
	Department: 90 - Administration Total:	**36,965,838.00**	**36,965,838.00**	**2,630,427.28**	**6,840,349.45**	**30,125,488.55**	**18.50%**
	Expense Total:	**55,949,965.00**	**55,949,965.00**	**2,580,724.00**	**9,922,444.86**	**46,027,520.14**	**17.73%**
	Fund: 54 - Electric Surplus (Deficit):	**-12,190,437.00**	**-12,190,437.00**	**659,989.33**	**-238,280.58**	**11,952,156.42**	**1.95%**
Fund: 55 - Tech Center/Advance Communications							
Revenue							
Department: 00 - 00							
Category: 3530 - Penalties							
55-00-35300	Penalties	0.00	0.00	204.42	218.74	218.74	0.00 %
	Category: 3530 - Penalties Total:	**0.00**	**0.00**	**204.42**	**218.74**	**218.74**	**0.00%**
Category: 3810 - Investment Income							
55-00-38100	Interest Income	2,500.00	2,500.00	995.80	2,589.63	89.63	103.59 %
	Category: 3810 - Investment Income Total:	**2,500.00**	**2,500.00**	**995.80**	**2,589.63**	**89.63**	**103.59%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 3820 - Leases							
55-00-38202	Commercial Dark Fiber Leases	475,000.00	475,000.00	33,595.35	100,143.21	-374,856.79	21.08 %
55-00-38203	Commercial Colocation Leases	150,000.00	150,000.00	9,028.53	23,642.15	-126,357.85	15.76 %
55-00-38204	Internal Colocation Leases	62,000.00	62,000.00	3,804.00	11,412.00	-50,588.00	18.41 %
55-00-38205	Internal Fiber Leases	190,000.00	190,000.00	19,875.00	59,625.00	-130,375.00	31.38 %
	Category: 3820 - Leases Total:	**877,000.00**	**877,000.00**	**66,302.88**	**194,822.36**	**-682,177.64**	**22.21%**
Category: 3910 - Other Financing Sources							
55-00-39100	Loan Proceeds	400,000.00	400,000.00	0.00	0.00	-400,000.00	0.00 %
	Category: 3910 - Other Financing Sources Total:	**400,000.00**	**400,000.00**	**0.00**	**0.00**	**-400,000.00**	**0.00%**
	Department: 00 - 00 Total:	**1,279,500.00**	**1,279,500.00**	**67,503.10**	**197,630.73**	**-1,081,869.27**	**15.45%**
Department: 32 - Communications							
Category: 3530 - Penalties							
55-32-35300	Penalties	0.00	0.00	40.28	79.46	79.46	0.00 %
	Category: 3530 - Penalties Total:	**0.00**	**0.00**	**40.28**	**79.46**	**79.46**	**0.00%**
Category: 3730 - Advanced Communication Services							
55-32-37310	Network Internet Access	8,500.00	8,500.00	695.95	2,087.85	-6,412.15	24.56 %
55-32-37311	Dial-Up Internet Access	3,000.00	3,000.00	199.50	598.50	-2,401.50	19.95 %
55-32-37313	Data Services	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00 %
55-32-37314	Fiber Internet Access	210,000.00	210,000.00	24,508.21	74,718.10	-135,281.90	35.58 %
55-32-37315	VOIP Services	15,000.00	15,000.00	1,518.59	4,141.07	-10,858.93	27.61 %
55-32-37330	Web Site Host Fees	2,500.00	2,500.00	200.80	602.40	-1,897.60	24.10 %
55-32-37350	Mailboxes	2,000.00	2,000.00	143.55	485.10	-1,514.90	24.26 %
	Category: 3730 - Advanced Communication Services Total:	**246,000.00**	**246,000.00**	**27,266.60**	**82,633.02**	**-163,366.98**	**33.59%**
	Department: 32 - Communications Total:	**246,000.00**	**246,000.00**	**27,306.88**	**82,712.48**	**-163,287.52**	**33.62%**
	Revenue Total:	**1,525,500.00**	**1,525,500.00**	**94,809.98**	**280,343.21**	**-1,245,156.79**	**18.38%**
Expense							
Department: 00 - 00							
Category: 5000 - Contractual Services							
55-00-51100	Building Maintenance	15,000.00	15,000.00	26,796.75	27,064.25	-12,064.25	180.43 %
55-00-51200	Equipment Maintenance	40,000.00	40,000.00	10,512.31	18,272.51	21,727.49	45.68 %
55-00-51300	Vehicle Maintenance	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
55-00-51700	Grounds Maintenance	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00 %
55-00-52900	Other Maintenance	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
55-00-53300	Legal Services	5,000.00	5,000.00	110.00	110.00	4,890.00	2.20 %
55-00-53700	Network Administration	248,534.00	248,534.00	20,711.14	62,133.42	186,400.58	25.00 %
55-00-54900	Other Professional Services	50,000.00	50,000.00	2,099.03	12,419.86	37,580.14	24.84 %
55-00-55200	Telephone	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
55-00-56200	Travel	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
55-00-56300	Training	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
55-00-57100	Utilities	200,000.00	200,000.00	10,174.98	30,306.23	169,693.77	15.15 %
55-00-59200	General Insurance	6,000.00	6,000.00	500.00	1,500.00	4,500.00	25.00 %
55-00-59400	Lease or Rentals	5,000.00	5,000.00	422.40	1,326.32	3,673.68	26.53 %
	Category: 5000 - Contractual Services Total:	**608,534.00**	**608,534.00**	**71,326.61**	**153,132.59**	**455,401.41**	**25.16%**
Category: 6000 - Commodities							
55-00-61100	Building Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
55-00-61200	Equipment Supplies	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
55-00-65100	Office Supplies	750.00	750.00	0.00	0.00	750.00	0.00 %
55-00-65200	Operating Supplies	7,500.00	7,500.00	0.00	1,955.61	5,544.39	26.07 %
55-00-65400	Janitorial Supplies	500.00	500.00	0.00	0.00	500.00	0.00 %
	Category: 6000 - Commodities Total:	**12,250.00**	**12,250.00**	**0.00**	**1,955.61**	**10,294.39**	**15.96%**
Category: 7000 - Debt Service							
55-00-72000	Interest Expense - 2017A Debt Cer	27,400.00	27,400.00	0.00	0.00	27,400.00	0.00 %
55-00-72200	Principal Exp Debt Certificate	335,000.00	335,000.00	0.00	0.00	335,000.00	0.00 %
55-00-72500	Amortization of Debt Certificates 2	0.00	0.00	-719.96	-2,159.88	2,159.88	0.00 %
	Category: 7000 - Debt Service Total:	**362,400.00**	**362,400.00**	**-719.96**	**-2,159.88**	**364,559.88**	**-0.60%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 8000 - Capital Outlay							
55-00-83000	Equipment	650,000.00	650,000.00	0.00	0.00	650,000.00	0.00 %
55-00-87000	Furniture	500.00	500.00	0.00	0.00	500.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**650,500.00**	**650,500.00**	**0.00**	**0.00**	**650,500.00**	**0.00%**
Category: 9000 - Other Expenditures							
55-00-99964	Admin Services Fund Transfer	52,225.00	52,225.00	4,352.08	13,056.24	39,168.76	25.00 %
	Category: 9000 - Other Expenditures Total:	**52,225.00**	**52,225.00**	**4,352.08**	**13,056.24**	**39,168.76**	**25.00%**
	Department: 00 - 00 Total:	**1,685,909.00**	**1,685,909.00**	**74,958.73**	**165,984.56**	**1,519,924.44**	**9.85%**
Department: 32 - Communications							
Category: 4000 - Personnel							
55-32-47300	Clothing Acquisition	500.00	500.00	0.00	0.00	500.00	0.00 %
	Category: 4000 - Personnel Total:	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00%**
Category: 5000 - Contractual Services							
55-32-51200	Equipment Maintenance	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
55-32-53300	Legal Services	500.00	500.00	0.00	0.00	500.00	0.00 %
55-32-54900	Other Professional Services	20,000.00	20,000.00	250.00	798.00	19,202.00	3.99 %
55-32-55100	Postage	100.00	100.00	0.00	0.00	100.00	0.00 %
55-32-55200	Telephone	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
55-32-55250	Internet Bandwidth	165,000.00	165,000.00	13,241.51	39,570.00	125,430.00	23.98 %
55-32-56200	Travel	500.00	500.00	0.00	0.00	500.00	0.00 %
55-32-56300	Training	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
55-32-57100	Utilities	3,000.00	3,000.00	106.75	317.93	2,682.07	10.60 %
	Category: 5000 - Contractual Services Total:	**194,100.00**	**194,100.00**	**13,598.26**	**40,685.93**	**153,414.07**	**20.96%**
Category: 6000 - Commodities							
55-32-61200	Equipment Supplies	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
55-32-65100	Office Supplies	250.00	250.00	0.00	0.00	250.00	0.00 %
55-32-65200	Operating Supplies	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
55-32-65300	Small Tools	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
55-32-65500	Gasoline/Oil	500.00	500.00	0.00	51.79	448.21	10.36 %
55-32-68400	Software	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
	Category: 6000 - Commodities Total:	**17,250.00**	**17,250.00**	**0.00**	**51.79**	**17,198.21**	**0.30%**
Category: 8000 - Capital Outlay							
55-32-83000	Equipment	50,000.00	50,000.00	519.95	929.90	49,070.10	1.86 %
55-32-89000	Other Improvements	0.00	0.00	0.00	83.60	-83.60	0.00 %
	Category: 8000 - Capital Outlay Total:	**50,000.00**	**50,000.00**	**519.95**	**1,013.50**	**48,986.50**	**2.03%**
	Department: 32 - Communications Total:	**261,850.00**	**261,850.00**	**14,118.21**	**41,751.22**	**220,098.78**	**15.94%**
	Expense Total:	**1,947,759.00**	**1,947,759.00**	**89,076.94**	**207,735.78**	**1,740,023.22**	**10.67%**
Fund: 55 - Tech Center/Advance Communications Surplus (Deficit):		**-422,259.00**	**-422,259.00**	**5,733.04**	**72,607.43**	**494,866.43**	**-17.19%**
Fund: 56 - Network Administration							
Revenue							
Department: 40 - 40							
Category: 3810 - Investment Income							
56-40-38100	Interest Income	5,000.00	5,000.00	821.62	1,942.32	-3,057.68	38.85 %
	Category: 3810 - Investment Income Total:	**5,000.00**	**5,000.00**	**821.62**	**1,942.32**	**-3,057.68**	**38.85%**
Category: 3890 - Miscellaneous Income							
56-40-38900	Miscellaneous Income	0.00	0.00	410.00	410.00	410.00	0.00 %
	Category: 3890 - Miscellaneous Income Total:	**0.00**	**0.00**	**410.00**	**410.00**	**410.00**	**0.00%**
Category: 3990 - Interfund Transfers							
56-40-39901	Network Administration Fees Gene	276,148.50	276,148.50	23,012.38	69,037.14	-207,111.36	25.00 %
56-40-39951	Network Administration Fees Wate	138,074.25	138,074.25	11,506.19	34,518.57	-103,555.68	25.00 %
56-40-39952	Network Administration Fees Wate	138,074.25	138,074.25	11,506.19	34,518.57	-103,555.68	25.00 %
56-40-39954	Network Administration Fees Electr	276,148.50	276,148.50	23,012.38	69,037.14	-207,111.36	25.00 %
56-40-39955	Network Administration Fees Tech	248,533.65	248,533.65	20,711.14	62,133.42	-186,400.23	25.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
56-40-39958	Network Administration Fees Railro	27,614.85	27,614.85	2,301.24	6,903.72	-20,711.13	25.00 %
	Category: 3990 - Interfund Transfers Total:	**1,104,594.00**	**1,104,594.00**	**92,049.52**	**276,148.56**	**-828,445.44**	**25.00%**
	Department: 40 - 40 Total:	**1,109,594.00**	**1,109,594.00**	**93,281.14**	**278,500.88**	**-831,093.12**	**25.10%**
	Revenue Total:	**1,109,594.00**	**1,109,594.00**	**93,281.14**	**278,500.88**	**-831,093.12**	**25.10%**
Expense							
Department: 40 - 40							
Category: 4000 - Personnel							
56-40-42100	Full-Time	504,082.00	504,082.00	38,230.84	114,692.52	389,389.48	22.75 %
56-40-42200	Part-Time	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00 %
56-40-45100	Health Insurance	53,800.00	53,800.00	4,485.40	13,456.20	40,343.80	25.01 %
56-40-45200	Life Insurance	400.00	400.00	17.50	52.50	347.50	13.13 %
56-40-46100	Social Security	38,562.00	38,562.00	2,788.04	8,364.12	30,197.88	21.69 %
56-40-46300	IMRF	26,000.00	26,000.00	1,873.30	5,619.90	20,380.10	21.62 %
56-40-47300	Clothing Acquisition	750.00	750.00	0.00	0.00	750.00	0.00 %
56-40-47310	Clothing Acquisition - GIS	500.00	500.00	0.00	343.00	157.00	68.60 %
	Category: 4000 - Personnel Total:	**636,094.00**	**636,094.00**	**47,395.08**	**142,528.24**	**493,565.76**	**22.41%**
Category: 5000 - Contractual Services							
56-40-51200	Equipment Maintenance	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
56-40-54900	Other Professional Services	190,000.00	190,000.00	19,631.25	29,619.09	160,380.91	15.59 %
56-40-54905	Other Prof Serv -Cybersecurity	190,000.00	190,000.00	118,011.00	119,098.94	70,901.06	62.68 %
56-40-54940	Other Professional Services - GIS	165,000.00	165,000.00	10,516.00	31,348.00	133,652.00	19.00 %
56-40-55200	Telephone	15,000.00	15,000.00	288.42	762.40	14,237.60	5.08 %
56-40-56100	Dues	0.00	0.00	0.00	16.62	-16.62	0.00 %
56-40-56200	Travel	3,000.00	3,000.00	70.62	229.04	2,770.96	7.63 %
56-40-56210	Travel - GIS	3,750.00	3,750.00	0.00	0.00	3,750.00	0.00 %
56-40-56300	Training	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
56-40-56310	Training - GIS	3,750.00	3,750.00	0.00	0.00	3,750.00	0.00 %
56-40-56610	Conference - GIS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
56-40-57100	Utilities	25,000.00	25,000.00	-9,213.30	1,639.33	23,360.67	6.56 %
	Category: 5000 - Contractual Services Total:	**603,000.00**	**603,000.00**	**139,303.99**	**182,713.42**	**420,286.58**	**30.30%**
Category: 6000 - Commodities							
56-40-61200	Equipment Supplies	1,000.00	1,000.00	0.00	18.21	981.79	1.82 %
56-40-65100	Office Supplies	500.00	500.00	0.00	0.00	500.00	0.00 %
56-40-65510	Gasoline/Oil - GIS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
56-40-68400	Software	80,000.00	80,000.00	49,423.31	49,455.41	30,544.59	61.82 %
56-40-68410	Software - GIS	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
	Category: 6000 - Commodities Total:	**122,500.00**	**122,500.00**	**49,423.31**	**49,473.62**	**73,026.38**	**40.39%**
Category: 8000 - Capital Outlay							
56-40-83000	Equipment	45,000.00	45,000.00	1,701.13	8,243.14	36,756.86	18.32 %
56-40-83010	Equipment - GIS	3,000.00	3,000.00	267.29	267.29	2,732.71	8.91 %
	Category: 8000 - Capital Outlay Total:	**48,000.00**	**48,000.00**	**1,968.42**	**8,510.43**	**39,489.57**	**17.73%**
	Department: 40 - 40 Total:	**1,409,594.00**	**1,409,594.00**	**238,090.80**	**383,225.71**	**1,026,368.29**	**27.19%**
	Expense Total:	**1,409,594.00**	**1,409,594.00**	**238,090.80**	**383,225.71**	**1,026,368.29**	**27.19%**
	Fund: 56 - Network Administration Surplus (Deficit):	**-300,000.00**	**-300,000.00**	**-144,809.66**	**-104,724.83**	**195,275.17**	**34.91%**
Fund: 57 - Airport							
Revenue							
Department: 00 - 00							
Category: 3110 - Property							
57-00-31100	Property Tax	60,244.00	60,244.00	0.00	0.00	-60,244.00	0.00 %
	Category: 3110 - Property Total:	**60,244.00**	**60,244.00**	**0.00**	**0.00**	**-60,244.00**	**0.00%**
Category: 3440 - Sales							
57-00-34400	Sales tax	1,500.00	1,500.00	28.69	200.71	-1,299.29	13.38 %
	Category: 3440 - Sales Total:	**1,500.00**	**1,500.00**	**28.69**	**200.71**	**-1,299.29**	**13.38%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 3470 - Grants							
57-00-34710	Grant Income	700,000.00	700,000.00	28,889.69	28,889.69	-671,110.31	4.13 %
	Category: 3470 - Grants Total:	**700,000.00**	**700,000.00**	**28,889.69**	**28,889.69**	**-671,110.31**	**4.13%**
Category: 3770 - Aviation Fuel							
57-00-37700	Aviation Fuel Sales	225,000.00	225,000.00	7,843.16	18,371.07	-206,628.93	8.16 %
	Category: 3770 - Aviation Fuel Total:	**225,000.00**	**225,000.00**	**7,843.16**	**18,371.07**	**-206,628.93**	**8.16%**
Category: 3810 - Investment Income							
57-00-38100	Interest Income	250.00	250.00	121.50	206.81	-43.19	82.72 %
	Category: 3810 - Investment Income Total:	**250.00**	**250.00**	**121.50**	**206.81**	**-43.19**	**82.72%**
Category: 3820 - Leases							
57-00-38200	Land Lease Income	32,500.00	32,500.00	2,083.34	6,250.02	-26,249.98	19.23 %
57-00-38210	Hangar Rental	65,000.00	65,000.00	1,950.60	39,142.60	-25,857.40	60.22 %
57-00-38211	Community Hangar Rental	26,000.00	26,000.00	2,268.00	6,854.00	-19,146.00	26.36 %
57-00-38220	Rental Income	12,000.00	12,000.00	0.00	12,600.00	600.00	105.00 %
57-00-38221	Large Car Rental Income	69,600.00	69,600.00	5,800.00	17,400.00	-52,200.00	25.00 %
	Category: 3820 - Leases Total:	**205,100.00**	**205,100.00**	**12,101.94**	**82,246.62**	**-122,853.38**	**40.10%**
Category: 3890 - Miscellaneous Income							
57-00-38900	Miscellaneous Revenue	345.00	345.00	0.00	75.00	-270.00	21.74 %
	Category: 3890 - Miscellaneous Income Total:	**345.00**	**345.00**	**0.00**	**75.00**	**-270.00**	**21.74%**
Category: 3910 - Other Financing Sources							
57-00-39101	Proceeds from Long Term Debt	2,000,000.00	2,000,000.00	0.00	0.00	-2,000,000.00	0.00 %
	Category: 3910 - Other Financing Sources Total:	**2,000,000.00**	**2,000,000.00**	**0.00**	**0.00**	**-2,000,000.00**	**0.00%**
Category: 3990 - Interfund Transfers							
57-00-39958	Transfer from Railroad	50,000.00	50,000.00	4,166.67	12,500.01	-37,499.99	25.00 %
	Category: 3990 - Interfund Transfers Total:	**50,000.00**	**50,000.00**	**4,166.67**	**12,500.01**	**-37,499.99**	**25.00%**
	Department: 00 - 00 Total:	**3,242,439.00**	**3,242,439.00**	**53,151.65**	**142,489.91**	**-3,099,949.09**	**4.39%**
	Revenue Total:	**3,242,439.00**	**3,242,439.00**	**53,151.65**	**142,489.91**	**-3,099,949.09**	**4.39%**
Expense							
Department: 00 - 00							
Category: 4000 - Personnel							
57-00-42100	Full-Time	112,837.25	112,837.25	8,644.35	25,933.10	86,904.15	22.98 %
57-00-42200	Part-Time	3,000.00	3,000.00	173.04	519.12	2,480.88	17.30 %
57-00-42300	Overtime	1,500.00	1,500.00	28.41	124.99	1,375.01	8.33 %
57-00-45100	Health Insurance	25,577.32	25,577.32	2,132.38	6,397.06	19,180.26	25.01 %
57-00-45200	Life Insurance	150.00	150.00	2.62	7.89	142.11	5.26 %
57-00-45400	Workers' Compensation	12,200.00	12,200.00	0.00	0.00	12,200.00	0.00 %
57-00-46100	Social Security	8,632.00	8,632.00	628.78	1,889.56	6,742.44	21.89 %
57-00-46300	IMRF	5,529.00	5,529.00	424.91	1,276.74	4,252.26	23.09 %
	Category: 4000 - Personnel Total:	**169,425.57**	**169,425.57**	**12,034.49**	**36,148.46**	**133,277.11**	**21.34%**
Category: 5000 - Contractual Services							
57-00-51100	Building Maintenance	4,500.00	4,500.00	803.50	910.50	3,589.50	20.23 %
57-00-51200	Equipment Maintenance	7,500.00	7,500.00	0.00	410.00	7,090.00	5.47 %
57-00-51300	Vehicle Maintenance	1,000.00	1,000.00	0.00	50.00	950.00	5.00 %
57-00-51700	Grounds Maintenance	5,000.00	5,000.00	0.00	222.00	4,778.00	4.44 %
57-00-53300	Legal Services	1,000.00	1,000.00	264.00	346.50	653.50	34.65 %
57-00-54900	Other Professional Services	2,500.00	2,500.00	3,000.00	18,250.00	-15,750.00	730.00 %
57-00-55100	Postage	50.00	50.00	0.00	0.00	50.00	0.00 %
57-00-55200	Telephone	3,000.00	3,000.00	88.78	595.17	2,404.83	19.84 %
57-00-55400	Printing	200.00	200.00	0.00	0.00	200.00	0.00 %
57-00-56100	Dues	200.00	200.00	0.00	0.00	200.00	0.00 %
57-00-56200	Travel	500.00	500.00	0.00	0.00	500.00	0.00 %
57-00-56300	Training	500.00	500.00	0.00	0.00	500.00	0.00 %
57-00-56600	Conference	500.00	500.00	0.00	0.00	500.00	0.00 %
57-00-57100	Utilities	18,000.00	18,000.00	1,158.72	5,447.07	12,552.93	30.26 %
57-00-59200	General Insurance	11,000.00	11,000.00	30,814.67	32,648.01	-21,648.01	296.80 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
57-00-59500	Property Tax	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
	Category: 5000 - Contractual Services Total:	**62,950.00**	**62,950.00**	**36,129.67**	**58,879.25**	**4,070.75**	**93.53%**
Category: 6000 - Commodities							
57-00-61100	Building Supplies	1,000.00	1,000.00	0.00	17.99	982.01	1.80 %
57-00-61200	Equipment Supplies	3,000.00	3,000.00	242.44	721.86	2,278.14	24.06 %
57-00-61700	Grounds Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
57-00-65100	Office Supplies	300.00	300.00	0.00	306.89	-6.89	102.30 %
57-00-65200	Operating Supplies	150.00	150.00	0.00	0.00	150.00	0.00 %
57-00-65400	Janitorial Supplies	150.00	150.00	0.00	0.00	150.00	0.00 %
57-00-65500	Gasoline/Oil	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
57-00-65600	Aviation Gasoline/Oil	200,000.00	200,000.00	0.00	4,442.83	195,557.17	2.22 %
	Category: 6000 - Commodities Total:	**209,600.00**	**209,600.00**	**242.44**	**5,489.57**	**204,110.43**	**2.62%**
Category: 7000 - Debt Service							
57-00-72000	Interest Expense - GO Bond	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
57-00-72260	Principal Expense	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00 %
	Category: 7000 - Debt Service Total:	**165,000.00**	**165,000.00**	**0.00**	**0.00**	**165,000.00**	**0.00%**
Category: 8000 - Capital Outlay							
57-00-89000	Other Improvements	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	0.00 %
	Category: 8000 - Capital Outlay Total:	**2,000,000.00**	**2,000,000.00**	**0.00**	**0.00**	**2,000,000.00**	**0.00%**
Category: 9000 - Other Expenditures							
57-00-92900	Miscellaneous	2,100.00	2,100.00	193.67	420.59	1,679.41	20.03 %
	Category: 9000 - Other Expenditures Total:	**2,100.00**	**2,100.00**	**193.67**	**420.59**	**1,679.41**	**20.03%**
	Department: 00 - 00 Total:	**2,609,075.57**	**2,609,075.57**	**48,600.27**	**100,937.87**	**2,508,137.70**	**3.87%**
	Expense Total:	**2,609,075.57**	**2,609,075.57**	**48,600.27**	**100,937.87**	**2,508,137.70**	**3.87%**
	Fund: 57 - Airport Surplus (Deficit):	**633,363.43**	**633,363.43**	**4,551.38**	**41,552.04**	**-591,811.39**	**6.56%**
Fund: 58 - Railroad							
Revenue							
Department: 00 - 00							
Category: 3470 - Grants							
58-00-34710	Grant Income	100,000.00	100,000.00	195,202.41	195,202.41	95,202.41	195.20 %
	Category: 3470 - Grants Total:	**100,000.00**	**100,000.00**	**195,202.41**	**195,202.41**	**95,202.41**	**195.20%**
Category: 3700 - Rail Car Fees							
58-00-37010	Capital Fund Revenue	0.00	0.00	34,216.80	72,294.00	72,294.00	0.00 %
58-00-37020	Switch Absorption Fees	837,900.00	837,900.00	33,307.50	71,580.30	-766,319.70	8.54 %
58-00-37030	In/Out Storage Switch Fees	121,000.00	121,000.00	2,680.50	4,422.00	-116,578.00	3.65 %
58-00-37040	Storage Fees	225,100.00	225,100.00	15,337.20	32,438.70	-192,661.30	14.41 %
	Category: 3700 - Rail Car Fees Total:	**1,184,000.00**	**1,184,000.00**	**85,542.00**	**180,735.00**	**-1,003,265.00**	**15.26%**
Category: 3810 - Investment Income							
58-00-38100	Interest Income	15,000.00	15,000.00	630.36	2,180.62	-12,819.38	14.54 %
	Category: 3810 - Investment Income Total:	**15,000.00**	**15,000.00**	**630.36**	**2,180.62**	**-12,819.38**	**14.54%**
Category: 3890 - Miscellaneous Income							
58-00-38900	Other Revenue	26,000.00	26,000.00	0.00	9,181.75	-16,818.25	35.31 %
	Category: 3890 - Miscellaneous Income Total:	**26,000.00**	**26,000.00**	**0.00**	**9,181.75**	**-16,818.25**	**35.31%**
	Department: 00 - 00 Total:	**1,325,000.00**	**1,325,000.00**	**281,374.77**	**387,299.78**	**-937,700.22**	**29.23%**
	Revenue Total:	**1,325,000.00**	**1,325,000.00**	**281,374.77**	**387,299.78**	**-937,700.22**	**29.23%**
Expense							
Department: 00 - 00							
Category: 4000 - Personnel							
58-00-42100	Full-Time	26,000.00	26,000.00	1,600.00	4,915.12	21,084.88	18.90 %
58-00-42200	Part-Time	7,800.00	7,800.00	0.00	0.00	7,800.00	0.00 %
58-00-45100	Health Insurance	17,930.98	17,930.98	121.80	405.90	17,525.08	2.26 %
58-00-46100	Social Security	2,585.70	2,585.70	116.82	350.37	2,235.33	13.55 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
58-00-46300	IMRF	1,274.00	1,274.00	78.40	235.18	1,038.82	18.46 %
	Category: 4000 - Personnel Total:	**55,590.68**	**55,590.68**	**1,917.02**	**5,906.57**	**49,684.11**	**10.63%**
Category: 5000 - Contractual Services							
58-00-51200	Equipment Maintenance	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
58-00-51700	Grounds Maintenance	8,200.00	8,200.00	0.00	0.00	8,200.00	0.00 %
58-00-53200	Engineering Services	25,000.00	25,000.00	0.00	25,712.44	-712.44	102.85 %
58-00-53300	Legal Services	17,000.00	17,000.00	192.50	1,530.50	15,469.50	9.00 %
58-00-53700	Network Administration	27,615.00	27,615.00	2,301.24	6,903.72	20,711.28	25.00 %
58-00-54100	Marketing Expense	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
58-00-54900	Other Professional Services	118,000.00	118,000.00	1,500.00	1,500.00	116,500.00	1.27 %
58-00-54920	Bureau of Railroad Grant Applicatio	0.00	0.00	0.00	1,094.95	-1,094.95	0.00 %
58-00-55100	Postage	100.00	100.00	0.00	0.00	100.00	0.00 %
58-00-56100	Dues	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
58-00-56200	Travel	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
58-00-56300	Training	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
58-00-56600	Conference	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
58-00-57100	Utilities	6,500.00	6,500.00	1,169.47	3,683.74	2,816.26	56.67 %
58-00-59400	Lease or Rentals	4,600.00	4,600.00	0.00	3,780.00	820.00	82.17 %
58-00-59500	Property Tax	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
	Category: 5000 - Contractual Services Total:	**266,515.00**	**266,515.00**	**5,163.21**	**44,205.35**	**222,309.65**	**16.59%**
Category: 6000 - Commodities							
58-00-65100	Office Supplies	300.00	300.00	0.00	0.00	300.00	0.00 %
	Category: 6000 - Commodities Total:	**300.00**	**300.00**	**0.00**	**0.00**	**300.00**	**0.00%**
Category: 8000 - Capital Outlay							
58-00-81000	Land	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
58-00-83000	Equipment	27,000.00	27,000.00	0.00	0.00	27,000.00	0.00 %
58-00-89000	Other Improvements	185,000.00	185,000.00	0.00	0.00	185,000.00	0.00 %
58-00-89330	Rochelle Transload Center	232,000.00	232,000.00	14,798.97	28,571.17	203,428.83	12.32 %
	Category: 8000 - Capital Outlay Total:	**494,000.00**	**494,000.00**	**14,798.97**	**28,571.17**	**465,428.83**	**5.78%**
Category: 9000 - Other Expenditures							
58-00-99901	General Fund Transfer	100,000.00	100,000.00	8,333.33	24,999.99	75,000.01	25.00 %
58-00-99936	Capital Improvement Fund Transfer	448,000.00	448,000.00	0.00	0.00	448,000.00	0.00 %
58-00-99957	Airport Fund Transfer	50,000.00	50,000.00	4,166.67	12,500.01	37,499.99	25.00 %
58-00-99959	Transfer to Golf Course	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00 %
	Category: 9000 - Other Expenditures Total:	**658,000.00**	**658,000.00**	**12,500.00**	**37,500.00**	**620,500.00**	**5.70%**
	Department: 00 - 00 Total:	**1,474,405.68**	**1,474,405.68**	**34,379.20**	**116,183.09**	**1,358,222.59**	**7.88%**
	Expense Total:	**1,474,405.68**	**1,474,405.68**	**34,379.20**	**116,183.09**	**1,358,222.59**	**7.88%**
	Fund: 58 - Railroad Surplus (Deficit):	**-149,405.68**	**-149,405.68**	**246,995.57**	**271,116.69**	**420,522.37**	**-181.46%**
Fund: 59 - Golf Course							
Revenue							
Department: 00 - 00							
Category: 3640 - Golf Fees							
59-00-36400	Golf Rounds	160,000.00	160,000.00	6,595.00	7,295.00	-152,705.00	4.56 %
	Category: 3640 - Golf Fees Total:	**160,000.00**	**160,000.00**	**6,595.00**	**7,295.00**	**-152,705.00**	**4.56%**
Category: 3641 - Season Pass							
59-00-36410	Season Pass	65,000.00	65,000.00	32,460.00	35,960.00	-29,040.00	55.32 %
	Category: 3641 - Season Pass Total:	**65,000.00**	**65,000.00**	**32,460.00**	**35,960.00**	**-29,040.00**	**55.32%**
Category: 3643 - Cart Rentals							
59-00-36430	Cart Rentals	65,000.00	65,000.00	3,683.50	3,683.50	-61,316.50	5.67 %
	Category: 3643 - Cart Rentals Total:	**65,000.00**	**65,000.00**	**3,683.50**	**3,683.50**	**-61,316.50**	**5.67%**
Category: 3810 - Investment Income							
59-00-38100	Interest Income	3,000.00	3,000.00	114.98	277.27	-2,722.73	9.24 %
	Category: 3810 - Investment Income Total:	**3,000.00**	**3,000.00**	**114.98**	**277.27**	**-2,722.73**	**9.24%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 3890 - Miscellaneous Income							
59-00-38900	Miscellaneous Revenue	6,000.00	6,000.00	730.00	990.00	-5,010.00	16.50 %
59-00-38983	Merchandise Sales	15,000.00	15,000.00	814.43	814.43	-14,185.57	5.43 %
Category: 3890 - Miscellaneous Income Total:		**21,000.00**	**21,000.00**	**1,544.43**	**1,804.43**	**-19,195.57**	**8.59%**
Category: 3930 - Intergovenrmental Agreement							
59-00-39300	Contribution from the Park District	235,000.00	235,000.00	5,000.00	15,000.00	-220,000.00	6.38 %
Category: 3930 - Intergovenrmental Agreement Total:		**235,000.00**	**235,000.00**	**5,000.00**	**15,000.00**	**-220,000.00**	**6.38%**
Category: 3990 - Interfund Transfers							
59-00-39919	Transfer from Hotel/Motel Tax	235,000.00	235,000.00	19,583.33	58,749.99	-176,250.01	25.00 %
59-00-39958	Transfer from Railroad	60,000.00	60,000.00	0.00	0.00	-60,000.00	0.00 %
Category: 3990 - Interfund Transfers Total:		**295,000.00**	**295,000.00**	**19,583.33**	**58,749.99**	**-236,250.01**	**19.92%**
Department: 00 - 00 Total:		**844,000.00**	**844,000.00**	**68,981.24**	**122,770.19**	**-721,229.81**	**14.55%**
Revenue Total:		**844,000.00**	**844,000.00**	**68,981.24**	**122,770.19**	**-721,229.81**	**14.55%**
Expense							
Department: 00 - 00							
Category: 4000 - Personnel							
59-00-42100	Full-Time	109,539.23	109,539.23	8,800.80	25,702.40	83,836.83	23.46 %
59-00-45200	Life Insurance	75.00	75.00	3.50	10.50	64.50	14.00 %
59-00-45400	Workers' Compensation	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
59-00-46100	Social Security	16,794.75	16,794.75	934.59	2,686.55	14,108.20	16.00 %
59-00-46300	IMRF	5,367.42	5,367.42	431.23	1,259.39	4,108.03	23.46 %
Category: 4000 - Personnel Total:		**144,776.40**	**144,776.40**	**10,170.12**	**29,658.84**	**115,117.56**	**20.49%**
Category: 8000 - Capital Outlay							
59-00-83000	Equipment	20,000.00	20,000.00	0.00	5,000.00	15,000.00	25.00 %
59-00-89000	Other Improvements	350,000.00	350,000.00	8,600.00	10,496.00	339,504.00	3.00 %
Category: 8000 - Capital Outlay Total:		**370,000.00**	**370,000.00**	**8,600.00**	**15,496.00**	**354,504.00**	**4.19%**
Department: 00 - 00 Total:		**514,776.40**	**514,776.40**	**18,770.12**	**45,154.84**	**469,621.56**	**8.77%**
Department: 20 - Grounds							
Category: 4000 - Personnel							
59-20-42200	Part-Time	50,000.00	50,000.00	288.00	688.00	49,312.00	1.38 %
Category: 4000 - Personnel Total:		**50,000.00**	**50,000.00**	**288.00**	**688.00**	**49,312.00**	**1.38%**
Category: 5000 - Contractual Services							
59-20-51200	Equipment Maintenance	16,000.00	16,000.00	2,393.45	10,212.41	5,787.59	63.83 %
59-20-51700	Grounds Maintenance	0.00	0.00	451.86	451.86	-451.86	0.00 %
59-20-53400	Medical Services	350.00	350.00	207.00	207.00	143.00	59.14 %
59-20-54900	Other Professional Services	4,500.00	4,500.00	216.00	432.00	4,068.00	9.60 %
59-20-57100	Utilities	8,500.00	8,500.00	484.89	1,607.35	6,892.65	18.91 %
Category: 5000 - Contractual Services Total:		**29,350.00**	**29,350.00**	**3,753.20**	**12,910.62**	**16,439.38**	**43.99%**
Category: 6000 - Commodities							
59-20-61700	Grounds Supplies	20,000.00	20,000.00	2,044.43	2,044.43	17,955.57	10.22 %
59-20-65500	Gasoline/Oil	16,000.00	16,000.00	0.00	1,068.15	14,931.85	6.68 %
Category: 6000 - Commodities Total:		**36,000.00**	**36,000.00**	**2,044.43**	**3,112.58**	**32,887.42**	**8.65%**
Department: 20 - Grounds Total:		**115,350.00**	**115,350.00**	**6,085.63**	**16,711.20**	**98,638.80**	**14.49%**
Department: 31 - Pro Shop							
Category: 4000 - Personnel							
59-31-42200	Part-Time	60,000.00	60,000.00	3,128.00	8,728.00	51,272.00	14.55 %
Category: 4000 - Personnel Total:		**60,000.00**	**60,000.00**	**3,128.00**	**8,728.00**	**51,272.00**	**14.55%**
Category: 5000 - Contractual Services							
59-31-53400	Medical Services	450.00	450.00	824.00	824.00	-374.00	183.11 %
59-31-56100	Dues	3,000.00	3,000.00	0.00	175.00	2,825.00	5.83 %
59-31-57100	Utilities	4,000.00	4,000.00	248.24	984.55	3,015.45	24.61 %
59-31-59200	General Insurance	8,000.00	8,000.00	666.66	1,999.98	6,000.02	25.00 %
59-31-59400	Lease or Rentals	35,000.00	35,000.00	0.00	1,000.00	34,000.00	2.86 %
Category: 5000 - Contractual Services Total:		**50,450.00**	**50,450.00**	**1,738.90**	**4,983.53**	**45,466.47**	**9.88%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Category: 6000 - Commodities							
59-31-65200	Operating Supplies	15,000.00	15,000.00	2,069.47	4,238.73	10,761.27	28.26 %
Category: 6000 - Commodities Total:		**15,000.00**	**15,000.00**	**2,069.47**	**4,238.73**	**10,761.27**	**28.26%**
Category: 9000 - Other Expenditures							
59-31-91100	Community Relations	5,000.00	5,000.00	290.00	290.00	4,710.00	5.80 %
59-31-92900	Miscellaneous	3,000.00	3,000.00	15.60	36.52	2,963.48	1.22 %
Category: 9000 - Other Expenditures Total:		**8,000.00**	**8,000.00**	**305.60**	**326.52**	**7,673.48**	**4.08%**
Department: 31 - Pro Shop Total:		**133,450.00**	**133,450.00**	**7,241.97**	**18,276.78**	**115,173.22**	**13.70%**
Expense Total:		**763,576.40**	**763,576.40**	**32,097.72**	**80,142.82**	**683,433.58**	**10.50%**
Fund: 59 - Golf Course Surplus (Deficit):		**80,423.60**	**80,423.60**	**36,883.52**	**42,627.37**	**-37,796.23**	**53.00%**
Fund: 64 - Administrative Services							
Revenue							
Department: 00 - 00							
Category: 3810 - Investment Income							
64-00-38100	Interest Income	2,000.00	2,000.00	429.20	1,094.98	-905.02	54.75 %
Category: 3810 - Investment Income Total:		**2,000.00**	**2,000.00**	**429.20**	**1,094.98**	**-905.02**	**54.75%**
Category: 3890 - Miscellaneous Income							
64-00-38900	Miscellaneous Revenue	2,000.00	2,000.00	71.64	250.88	-1,749.12	12.54 %
Category: 3890 - Miscellaneous Income Total:		**2,000.00**	**2,000.00**	**71.64**	**250.88**	**-1,749.12**	**12.54%**
Category: 3990 - Interfund Transfers							
64-00-39901	Transfer From General Fund	487,435.28	487,435.28	40,619.61	121,858.83	-365,576.45	25.00 %
64-00-39912	Transfer From Insurance	11,000.00	11,000.00	916.67	2,750.01	-8,249.99	25.00 %
64-00-39951	Transfer From Water	104,450.42	104,450.42	8,704.20	26,112.60	-78,337.82	25.00 %
64-00-39952	Transfer From Water Reclamation	121,858.82	121,858.82	10,154.90	30,464.70	-91,394.12	25.00 %
64-00-39954	Transfer From Electric	974,870.57	974,870.57	81,239.25	243,717.75	-731,152.82	25.00 %
64-00-39955	Transfer From Technology Fund	52,225.21	52,225.21	4,352.08	13,056.24	-39,168.97	25.00 %
Category: 3990 - Interfund Transfers Total:		**1,751,840.30**	**1,751,840.30**	**145,986.71**	**437,960.13**	**-1,313,880.17**	**25.00%**
Department: 00 - 00 Total:		**1,755,840.30**	**1,755,840.30**	**146,487.55**	**439,305.99**	**-1,316,534.31**	**25.02%**
Revenue Total:		**1,755,840.30**	**1,755,840.30**	**146,487.55**	**439,305.99**	**-1,316,534.31**	**25.02%**
Expense							
Department: 00 - 00							
Category: 4000 - Personnel							
64-00-42100	Full-Time	1,062,592.00	1,062,592.00	74,624.48	304,027.71	758,564.29	28.61 %
64-00-42200	Part-Time	35,500.00	35,500.00	0.00	1,026.00	34,474.00	2.89 %
64-00-42300	Overtime	500.00	500.00	0.00	137.34	362.66	27.47 %
64-00-45100	Health Insurance	188,000.00	188,000.00	9,056.16	28,556.11	159,443.89	15.19 %
64-00-45200	Life Insurance	400.00	400.00	28.84	90.03	309.97	22.51 %
64-00-46100	Social Security	84,042.29	84,042.29	5,367.22	22,283.28	61,759.01	26.51 %
64-00-46300	IMRF	53,831.01	53,831.01	3,656.46	14,854.72	38,976.29	27.60 %
Category: 4000 - Personnel Total:		**1,424,865.30**	**1,424,865.30**	**92,733.16**	**370,975.19**	**1,053,890.11**	**26.04%**
Category: 5000 - Contractual Services							
64-00-54900	Other Professional Services	45,000.00	45,000.00	1,952.25	11,011.86	33,988.14	24.47 %
64-00-55200	Telephone	3,000.00	3,000.00	223.19	669.57	2,330.43	22.32 %
64-00-55300	Publishing	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
64-00-56100	Dues	2,600.00	2,600.00	250.00	450.00	2,150.00	17.31 %
64-00-56200	Travel	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
64-00-56300	Training	7,000.00	7,000.00	160.00	160.00	6,840.00	2.29 %
64-00-56400	Tuition	6,150.00	6,150.00	0.00	0.00	6,150.00	0.00 %
64-00-56600	Conference	19,000.00	19,000.00	86.47	86.47	18,913.53	0.46 %
Category: 5000 - Contractual Services Total:		**100,250.00**	**100,250.00**	**2,671.91**	**12,377.90**	**87,872.10**	**12.35%**
Category: 6000 - Commodities							
64-00-65100	Office Supplies	8,000.00	8,000.00	1,506.41	1,591.07	6,408.93	19.89 %
64-00-65200	Operating Supplies	400.00	400.00	0.00	224.03	175.97	56.01 %
64-00-65400	Janitorial Supplies	0.00	0.00	108.56	108.56	-108.56	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
64-00-68400	Software	85,000.00	85,000.00	130.78	392.12	84,607.88	0.46 %
	Category: 6000 - Commodities Total:	**93,400.00**	**93,400.00**	**1,745.75**	**2,315.78**	**91,084.22**	**2.48%**
Category: 8000 - Capital Outlay							
64-00-83000	Equipment	6,000.00	6,000.00	0.00	2,473.34	3,526.66	41.22 %
64-00-83010	Equipment - IT	3,825.00	3,825.00	0.00	74.98	3,750.02	1.96 %
64-00-87000	Furniture	3,000.00	3,000.00	979.85	1,129.83	1,870.17	37.66 %
64-00-89000	Other	5,000.00	5,000.00	0.00	-4,351.75	9,351.75	-87.04 %
	Category: 8000 - Capital Outlay Total:	**17,825.00**	**17,825.00**	**979.85**	**-673.60**	**18,498.60**	**-3.78%**
Category: 9000 - Other Expenditures							
64-00-91000	Bad Debt	2,500.00	2,500.00	289.82	1,112.26	1,387.74	44.49 %
64-00-91100	Community Relations	30,000.00	30,000.00	10.45	15,264.78	14,735.22	50.88 %
64-00-91200	Employee Wellness	7,000.00	7,000.00	200.00	402.11	6,597.89	5.74 %
64-00-91300	Safety	75,000.00	75,000.00	9,166.38	18,751.67	56,248.33	25.00 %
64-00-92900	Miscellaneous	5,000.00	5,000.00	1,138.32	618.86	4,381.14	12.38 %
	Category: 9000 - Other Expenditures Total:	**119,500.00**	**119,500.00**	**10,804.97**	**36,149.68**	**83,350.32**	**30.25%**
	Department: 00 - 00 Total:	**1,755,840.30**	**1,755,840.30**	**108,935.64**	**421,144.95**	**1,334,695.35**	**23.99%**
	Expense Total:	**1,755,840.30**	**1,755,840.30**	**108,935.64**	**421,144.95**	**1,334,695.35**	**23.99%**
	Fund: 64 - Administrative Services Surplus (Deficit):	**0.00**	**0.00**	**37,551.91**	**18,161.04**	**18,161.04**	**0.00%**
	Report Surplus (Deficit):	**-19,398,405.11**	**-19,398,405.11**	**1,276,427.64**	**1,795,411.40**	**21,193,816.51**	**-9.26%**

Group Summary

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - General						
Revenue						
Department: 00 - 00						
3110 - Property	2,245,809.00	2,245,809.00	0.00	0.00	-2,245,809.00	0.00%
3150 - Road and Bridge	215,000.00	215,000.00	0.00	0.00	-215,000.00	0.00%
3210 - Liquor	45,000.00	45,000.00	-1,200.00	38,500.00	-6,500.00	85.56%
3250 - Licenses	475,000.00	475,000.00	32,829.30	142,972.92	-332,027.08	30.10%
3260 - Other Licenses	35,500.00	35,500.00	100.00	28,880.00	-6,620.00	81.35%
3310 - Permits	27,000.00	27,000.00	4,684.10	6,663.75	-20,336.25	24.68%
3313 - Building Permits	4,000.00	4,000.00	250.00	500.00	-3,500.00	12.50%
3410 - Income	1,702,169.20	1,702,169.20	95,970.73	419,763.88	-1,282,405.32	24.66%
3420 - Other Taxes	320,000.00	320,000.00	17,751.49	73,938.08	-246,061.92	23.11%
3435 - Miscellaneous	370,000.00	370,000.00	30,802.73	81,650.52	-288,349.48	22.07%
3440 - Sales	3,035,356.38	3,035,356.38	340,431.72	955,948.75	-2,079,407.63	31.49%
3446 - Other Tax	15,208.06	15,208.06	1,092.12	3,719.42	-11,488.64	24.46%
3470 - Grants	360,000.00	360,000.00	1,970.00	76,296.43	-283,703.57	21.19%
3510 - Fines	75,000.00	75,000.00	7,207.52	24,615.80	-50,384.20	32.82%
3635 - Water Rec Solid Waste Charge	50,000.00	50,000.00	4,070.25	14,999.00	-35,001.00	30.00%
3660 - Public Safety Fees	1,786,767.00	1,786,767.00	16,503.52	207,767.10	-1,578,999.90	11.63%
3690 - Street Department Fees	260,000.00	260,000.00	9,230.77	60,286.28	-199,713.72	23.19%
3760 - Cemetery Fees	65,000.00	65,000.00	0.00	7,400.00	-57,600.00	11.38%
3810 - Investment Income	550,000.00	550,000.00	13,123.96	79,264.97	-470,735.03	14.41%
3890 - Miscellaneous Income	60,000.00	60,000.00	3,591.00	26,839.68	-33,160.32	44.73%
3910 - Other Financing Sources	625,000.00	625,000.00	0.00	0.00	-625,000.00	0.00%
3990 - Interfund Transfers	4,004,665.00	4,004,665.00	333,722.08	1,001,166.24	-3,003,498.76	25.00%
Department: 00 - 00 Total:	**16,326,474.64**	**16,326,474.64**	**912,131.29**	**3,251,172.82**	**-13,075,301.82**	**19.91%**
Revenue Total:	**16,326,474.64**	**16,326,474.64**	**912,131.29**	**3,251,172.82**	**-13,075,301.82**	**19.91%**
Expense						
Department: 12 - Mayor & City Council						
4000 - Personnel	25,500.00	25,500.00	1,942.40	5,827.20	19,672.80	22.85%
5000 - Contractual Services	12,550.00	12,550.00	193.05	1,043.05	11,506.95	8.31%
6000 - Commodities	1,500.00	1,500.00	29.48	3,795.63	-2,295.63	253.04%
8000 - Capital Outlay	8,750.00	8,750.00	0.00	2,397.76	6,352.24	27.40%
9000 - Other Expenditures	8,500.00	8,500.00	180.00	687.50	7,812.50	8.09%
Department: 12 - Mayor & City Council Total:	**56,800.00**	**56,800.00**	**2,344.93**	**13,751.14**	**43,048.86**	**24.21%**
Department: 13 - City Clerk						
4000 - Personnel	153,794.00	153,794.00	13,256.04	49,986.05	103,807.95	32.50%
5000 - Contractual Services	45,490.00	45,490.00	268.48	14,425.93	31,064.07	31.71%
6000 - Commodities	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00%
8000 - Capital Outlay	4,750.00	4,750.00	0.00	1,474.98	3,275.02	31.05%
9000 - Other Expenditures	18,500.00	18,500.00	1,152.00	3,592.00	14,908.00	19.42%
Department: 13 - City Clerk Total:	**224,034.00**	**224,034.00**	**14,676.52**	**69,478.96**	**154,555.04**	**31.01%**
Department: 17 - Municipal Building						
5000 - Contractual Services	568,149.00	568,149.00	33,398.55	112,247.35	455,901.65	19.76%
6000 - Commodities	15,500.00	15,500.00	517.63	2,001.53	13,498.47	12.91%
8000 - Capital Outlay	25,000.00	25,000.00	815.16	815.16	24,184.84	3.26%
9000 - Other Expenditures	1,077,435.00	1,077,435.00	77,917.30	258,003.23	819,431.77	23.95%
Department: 17 - Municipal Building Total:	**1,686,084.00**	**1,686,084.00**	**112,648.64**	**373,067.27**	**1,313,016.73**	**22.13%**
Department: 18 - City Attorney						
5000 - Contractual Services	110,000.00	110,000.00	12,806.42	38,650.76	71,349.24	35.14%
Department: 18 - City Attorney Total:	**110,000.00**	**110,000.00**	**12,806.42**	**38,650.76**	**71,349.24**	**35.14%**
Department: 19 - City Manager						
5000 - Contractual Services	32,400.00	32,400.00	-123.20	663.20	31,736.80	2.05%
6000 - Commodities	500.00	500.00	0.00	0.00	500.00	0.00%

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
8000 - Capital Outlay	250.00	250.00	0.00	0.00	250.00	0.00%
9000 - Other Expenditures	8,500.00	8,500.00	0.00	1,219.14	7,280.86	14.34%
Department: 19 - City Manager Total:	**41,650.00**	**41,650.00**	**-123.20**	**1,882.34**	**39,767.66**	**4.52%**
Department: 21 - Police						
4000 - Personnel	5,059,638.00	5,059,638.00	319,165.71	995,056.07	4,064,581.93	19.67%
5000 - Contractual Services	525,600.00	525,600.00	25,870.33	85,981.01	439,618.99	16.36%
6000 - Commodities	291,900.00	291,900.00	8,202.31	21,533.02	270,366.98	7.38%
8000 - Capital Outlay	56,000.00	56,000.00	-20,555.04	25,592.91	30,407.09	45.70%
9000 - Other Expenditures	15,500.00	15,500.00	110.19	110.19	15,389.81	0.71%
Department: 21 - Police Total:	**5,948,638.00**	**5,948,638.00**	**332,793.50**	**1,128,273.20**	**4,820,364.80**	**18.97%**
Department: 22 - Fire						
4000 - Personnel	3,590,188.39	3,590,188.39	226,036.36	742,692.30	2,847,496.09	20.69%
5000 - Contractual Services	241,500.00	241,500.00	14,094.29	36,414.33	205,085.67	15.08%
6000 - Commodities	106,500.00	106,500.00	17,497.66	32,119.82	74,380.18	30.16%
8000 - Capital Outlay	88,200.00	88,200.00	0.00	3,331.13	84,868.87	3.78%
9000 - Other Expenditures	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00%
Department: 22 - Fire Total:	**4,027,388.39**	**4,027,388.39**	**257,628.31**	**814,557.58**	**3,212,830.81**	**20.23%**
Department: 41 - Street						
4000 - Personnel	1,575,873.31	1,575,873.31	137,287.01	412,978.23	1,162,895.08	26.21%
5000 - Contractual Services	313,225.00	313,225.00	23,487.57	55,007.25	258,217.75	17.56%
6000 - Commodities	416,000.00	416,000.00	25,338.83	94,146.28	321,853.72	22.63%
7000 - Debt Service	130,723.00	130,723.00	0.00	0.00	130,723.00	0.00%
8000 - Capital Outlay	848,750.00	848,750.00	14,175.00	22,128.92	826,621.08	2.61%
9000 - Other Expenditures	200.00	200.00	78.37	218.29	-18.29	109.15%
Department: 41 - Street Total:	**3,284,771.31**	**3,284,771.31**	**200,366.78**	**584,478.97**	**2,700,292.34**	**17.79%**
Department: 44 - Community Development						
4000 - Personnel	411,101.00	411,101.00	31,047.52	93,142.56	317,958.44	22.66%
5000 - Contractual Services	98,500.00	98,500.00	1,132.50	3,088.49	95,411.51	3.14%
6000 - Commodities	4,000.00	4,000.00	969.49	969.49	3,030.51	24.24%
8000 - Capital Outlay	2,375.00	2,375.00	190.93	1,688.41	686.59	71.09%
9000 - Other Expenditures	17,000.00	17,000.00	562.46	2,447.46	14,552.54	14.40%
Department: 44 - Community Development Total:	**532,976.00**	**532,976.00**	**33,902.90**	**101,336.41**	**431,639.59**	**19.01%**
Department: 46 - Cemetery						
4000 - Personnel	66,114.28	66,114.28	5,120.80	14,983.07	51,131.21	22.66%
5000 - Contractual Services	65,760.00	65,760.00	1,359.56	4,468.38	61,291.62	6.79%
6000 - Commodities	27,100.00	27,100.00	109.14	406.30	26,693.70	1.50%
8000 - Capital Outlay	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00%
9000 - Other Expenditures	1,000.00	1,000.00	152.94	479.72	520.28	47.97%
Department: 46 - Cemetery Total:	**199,974.28**	**199,974.28**	**6,742.44**	**20,337.47**	**179,636.81**	**10.17%**
Department: 48 - Engineering						
4000 - Personnel	388,946.00	388,946.00	23,821.06	70,084.02	318,861.98	18.02%
5000 - Contractual Services	46,100.00	46,100.00	7,374.20	13,965.43	32,134.57	30.29%
6000 - Commodities	11,050.00	11,050.00	2,968.99	6,131.53	4,918.47	55.49%
8000 - Capital Outlay	21,375.00	21,375.00	0.00	6,624.69	14,750.31	30.99%
9000 - Other Expenditures	400.00	400.00	0.00	0.00	400.00	0.00%
Department: 48 - Engineering Total:	**467,871.00**	**467,871.00**	**34,164.25**	**96,805.67**	**371,065.33**	**20.69%**
Department: 61 - Economic Development						
4000 - Personnel	0.00	0.00	0.24	0.72	-0.72	0.00%
5000 - Contractual Services	22,200.00	22,200.00	0.00	0.00	22,200.00	0.00%
6000 - Commodities	300.00	300.00	0.00	0.00	300.00	0.00%
9000 - Other Expenditures	1,200.00	1,200.00	0.00	1,219.15	-19.15	101.60%
Department: 61 - Economic Development Total:	**23,700.00**	**23,700.00**	**0.24**	**1,219.87**	**22,480.13**	**5.15%**
Expense Total:	**16,603,886.98**	**16,603,886.98**	**1,007,951.73**	**3,243,839.64**	**13,360,047.34**	**19.54%**
Fund: 01 - General Surplus (Deficit):	**-277,412.34**	**-277,412.34**	**-95,820.44**	**7,333.18**	**284,745.52**	**-2.64%**

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 11 - Audit						
Revenue						
Department: 00 - 00						
3110 - Property	32,000.00	32,000.00	0.00	0.00	-32,000.00	0.00%
3810 - Investment Income	10.00	10.00	0.00	0.00	-10.00	0.00%
Department: 00 - 00 Total:	**32,010.00**	**32,010.00**	**0.00**	**0.00**	**-32,010.00**	**0.00%**
Revenue Total:	**32,010.00**	**32,010.00**	**0.00**	**0.00**	**-32,010.00**	**0.00%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	32,255.00	32,255.00	0.00	7,500.00	24,755.00	23.25%
Department: 00 - 00 Total:	**32,255.00**	**32,255.00**	**0.00**	**7,500.00**	**24,755.00**	**23.25%**
Expense Total:	**32,255.00**	**32,255.00**	**0.00**	**7,500.00**	**24,755.00**	**23.25%**
Fund: 11 - Audit Surplus (Deficit):	**-245.00**	**-245.00**	**0.00**	**-7,500.00**	**-7,255.00**	**3,061.22%**
Fund: 12 - Insurance						
Revenue						
Department: 00 - 00						
3110 - Property	455,000.00	455,000.00	0.00	0.00	-455,000.00	0.00%
3810 - Investment Income	100.00	100.00	0.00	0.00	-100.00	0.00%
Department: 00 - 00 Total:	**455,100.00**	**455,100.00**	**0.00**	**0.00**	**-455,100.00**	**0.00%**
Revenue Total:	**455,100.00**	**455,100.00**	**0.00**	**0.00**	**-455,100.00**	**0.00%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	423,500.00	423,500.00	37,721.97	110,740.11	312,759.89	26.15%
9000 - Other Expenditures	11,000.00	11,000.00	916.67	2,750.01	8,249.99	25.00%
Department: 00 - 00 Total:	**434,500.00**	**434,500.00**	**38,638.64**	**113,490.12**	**321,009.88**	**26.12%**
Expense Total:	**434,500.00**	**434,500.00**	**38,638.64**	**113,490.12**	**321,009.88**	**26.12%**
Fund: 12 - Insurance Surplus (Deficit):	**20,600.00**	**20,600.00**	**-38,638.64**	**-113,490.12**	**-134,090.12**	**-550.92%**
Fund: 13 - Illinois Municipal Fund						
Revenue						
Department: 00 - 00						
3110 - Property	115,000.00	115,000.00	0.00	0.00	-115,000.00	0.00%
3420 - Other Taxes	25,352.00	25,352.00	0.00	0.00	-25,352.00	0.00%
3810 - Investment Income	400.00	400.00	0.00	8.84	-391.16	2.21%
Department: 00 - 00 Total:	**140,752.00**	**140,752.00**	**0.00**	**8.84**	**-140,743.16**	**0.01%**
Revenue Total:	**140,752.00**	**140,752.00**	**0.00**	**8.84**	**-140,743.16**	**0.01%**
Expense						
Department: 00 - 00						
4000 - Personnel	160,000.00	160,000.00	12,114.73	37,454.02	122,545.98	23.41%
Department: 00 - 00 Total:	**160,000.00**	**160,000.00**	**12,114.73**	**37,454.02**	**122,545.98**	**23.41%**
Expense Total:	**160,000.00**	**160,000.00**	**12,114.73**	**37,454.02**	**122,545.98**	**23.41%**
Fund: 13 - Illinois Municipal Fund Surplus (Deficit):	**-19,248.00**	**-19,248.00**	**-12,114.73**	**-37,445.18**	**-18,197.18**	**194.54%**
Fund: 14 - Social Security						
Revenue						
Department: 00 - 00						
3110 - Property	320,000.00	320,000.00	0.00	0.00	-320,000.00	0.00%
3810 - Investment Income	25.00	25.00	0.00	0.00	-25.00	0.00%
Department: 00 - 00 Total:	**320,025.00**	**320,025.00**	**0.00**	**0.00**	**-320,025.00**	**0.00%**
Revenue Total:	**320,025.00**	**320,025.00**	**0.00**	**0.00**	**-320,025.00**	**0.00%**

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Expense						
Department: 00 - 00						
4000 - Personnel	297,000.00	297,000.00	23,900.93	74,513.08	222,486.92	25.09%
Department: 00 - 00 Total:	**297,000.00**	**297,000.00**	**23,900.93**	**74,513.08**	**222,486.92**	**25.09%**
Expense Total:	**297,000.00**	**297,000.00**	**23,900.93**	**74,513.08**	**222,486.92**	**25.09%**
Fund: 14 - Social Security Surplus (Deficit):	**23,025.00**	**23,025.00**	**-23,900.93**	**-74,513.08**	**-97,538.08**	**-323.62%**
Fund: 15 - Ambulance						
Revenue						
Department: 00 - 00						
3810 - Investment Income	8,000.00	8,000.00	514.40	1,051.65	-6,948.35	13.15%
3990 - Interfund Transfers	200,000.00	200,000.00	16,666.67	50,000.01	-149,999.99	25.00%
Department: 00 - 00 Total:	**208,000.00**	**208,000.00**	**17,181.07**	**51,051.66**	**-156,948.34**	**24.54%**
Revenue Total:	**208,000.00**	**208,000.00**	**17,181.07**	**51,051.66**	**-156,948.34**	**24.54%**
Expense						
Department: 00 - 00						
7000 - Debt Service	22,130.50	22,130.50	0.00	0.00	22,130.50	0.00%
8000 - Capital Outlay	822,000.00	822,000.00	0.00	0.00	822,000.00	0.00%
Department: 00 - 00 Total:	**844,130.50**	**844,130.50**	**0.00**	**0.00**	**844,130.50**	**0.00%**
Expense Total:	**844,130.50**	**844,130.50**	**0.00**	**0.00**	**844,130.50**	**0.00%**
Fund: 15 - Ambulance Surplus (Deficit):	**-636,130.50**	**-636,130.50**	**17,181.07**	**51,051.66**	**687,182.16**	**-8.03%**
Fund: 16 - Eastern Gateway TIF						
Revenue						
Department: 00 - 00						
3110 - Property	32,177.00	32,177.00	0.00	0.00	-32,177.00	0.00%
3810 - Investment Income	100.00	100.00	0.00	0.00	-100.00	0.00%
Department: 00 - 00 Total:	**32,277.00**	**32,277.00**	**0.00**	**0.00**	**-32,277.00**	**0.00%**
Revenue Total:	**32,277.00**	**32,277.00**	**0.00**	**0.00**	**-32,277.00**	**0.00%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	37,723.00	37,723.00	0.00	0.00	37,723.00	0.00%
Department: 00 - 00 Total:	**37,723.00**	**37,723.00**	**0.00**	**0.00**	**37,723.00**	**0.00%**
Expense Total:	**37,723.00**	**37,723.00**	**0.00**	**0.00**	**37,723.00**	**0.00%**
Fund: 16 - Eastern Gateway TIF Surplus (Deficit):	**-5,446.00**	**-5,446.00**	**0.00**	**0.00**	**5,446.00**	**0.00%**
Fund: 17 - Motor Fuel Tax						
Revenue						
Department: 00 - 00						
3430 - Motor Fuel Tax	431,000.00	431,000.00	36,105.36	111,473.67	-319,526.33	25.86%
3470 - Grants	200,000.00	200,000.00	0.00	0.00	-200,000.00	0.00%
3810 - Investment Income	72,000.00	72,000.00	3,746.69	17,032.85	-54,967.15	23.66%
Department: 00 - 00 Total:	**703,000.00**	**703,000.00**	**39,852.05**	**128,506.52**	**-574,493.48**	**18.28%**
Revenue Total:	**703,000.00**	**703,000.00**	**39,852.05**	**128,506.52**	**-574,493.48**	**18.28%**
Expense						
Department: 00 - 00						
9000 - Other Expenditures	1,365,000.00	1,365,000.00	0.00	0.00	1,365,000.00	0.00%
Department: 00 - 00 Total:	**1,365,000.00**	**1,365,000.00**	**0.00**	**0.00**	**1,365,000.00**	**0.00%**
Expense Total:	**1,365,000.00**	**1,365,000.00**	**0.00**	**0.00**	**1,365,000.00**	**0.00%**
Fund: 17 - Motor Fuel Tax Surplus (Deficit):	**-662,000.00**	**-662,000.00**	**39,852.05**	**128,506.52**	**790,506.52**	**-19.41%**
Fund: 18 - Utility Tax						
Revenue						
Department: 00 - 00						
3130 - Utility Tax	880,000.00	880,000.00	76,598.92	215,384.80	-664,615.20	24.48%

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
3810 - Investment Income	12,000.00	12,000.00	714.16	1,340.52	-10,659.48	11.17%
Department: 00 - 00 Total:	**892,000.00**	**892,000.00**	**77,313.08**	**216,725.32**	**-675,274.68**	**24.30%**
Revenue Total:	**892,000.00**	**892,000.00**	**77,313.08**	**216,725.32**	**-675,274.68**	**24.30%**
Expense						
Department: 00 - 00						
9000 - Other Expenditures	1,190,000.00	1,190,000.00	0.00	0.00	1,190,000.00	0.00%
Department: 00 - 00 Total:	**1,190,000.00**	**1,190,000.00**	**0.00**	**0.00**	**1,190,000.00**	**0.00%**
Expense Total:	**1,190,000.00**	**1,190,000.00**	**0.00**	**0.00**	**1,190,000.00**	**0.00%**
Fund: 18 - Utility Tax Surplus (Deficit):	**-298,000.00**	**-298,000.00**	**77,313.08**	**216,725.32**	**514,725.32**	**-72.73%**
Fund: 19 - Hotel-Motel Tax						
Revenue						
Department: 00 - 00						
3140 - Hotel/Motel Tax	275,000.00	275,000.00	30,629.45	54,775.17	-220,224.83	19.92%
3790 - Other Revenues	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00%
3810 - Investment Income	6,000.00	6,000.00	8.29	97.95	-5,902.05	1.63%
3890 - Miscellaneous Income	20,000.00	20,000.00	1,145.78	2,400.15	-17,599.85	12.00%
Department: 00 - 00 Total:	**311,000.00**	**311,000.00**	**31,783.52**	**57,273.27**	**-253,726.73**	**18.42%**
Revenue Total:	**311,000.00**	**311,000.00**	**31,783.52**	**57,273.27**	**-253,726.73**	**18.42%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	28,000.00	28,000.00	2,624.16	14,966.58	13,033.42	53.45%
8000 - Capital Outlay	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00%
9000 - Other Expenditures	317,000.00	317,000.00	21,558.33	63,395.18	253,604.82	20.00%
Department: 00 - 00 Total:	**355,000.00**	**355,000.00**	**24,182.49**	**78,361.76**	**276,638.24**	**22.07%**
Department: 30 - Railfan Park						
4000 - Personnel	39,392.50	39,392.50	1,940.90	5,822.70	33,569.80	14.78%
5000 - Contractual Services	15,000.00	15,000.00	436.41	2,570.19	12,429.81	17.13%
6000 - Commodities	5,000.00	5,000.00	0.00	1,400.79	3,599.21	28.02%
8000 - Capital Outlay	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00%
9000 - Other Expenditures	10,000.00	10,000.00	1,810.27	5,692.43	4,307.57	56.92%
Department: 30 - Railfan Park Total:	**169,392.50**	**169,392.50**	**4,187.58**	**15,486.11**	**153,906.39**	**9.14%**
Expense Total:	**524,392.50**	**524,392.50**	**28,370.07**	**93,847.87**	**430,544.63**	**17.90%**
Fund: 19 - Hotel-Motel Tax Surplus (Deficit):	**-213,392.50**	**-213,392.50**	**3,413.45**	**-36,574.60**	**176,817.90**	**17.14%**
Fund: 20 - Sales Tax						
Revenue						
Department: 00 - 00						
3440 - Sales	1,995,000.00	1,995,000.00	176,879.29	485,018.05	-1,509,981.95	24.31%
3810 - Investment Income	75,000.00	75,000.00	15,747.40	44,147.96	-30,852.04	58.86%
Department: 00 - 00 Total:	**2,070,000.00**	**2,070,000.00**	**192,626.69**	**529,166.01**	**-1,540,833.99**	**25.56%**
Revenue Total:	**2,070,000.00**	**2,070,000.00**	**192,626.69**	**529,166.01**	**-1,540,833.99**	**25.56%**
Expense						
Department: 00 - 00						
9000 - Other Expenditures	3,025,000.00	3,025,000.00	17,000.00	51,000.00	2,974,000.00	1.69%
Department: 00 - 00 Total:	**3,025,000.00**	**3,025,000.00**	**17,000.00**	**51,000.00**	**2,974,000.00**	**1.69%**
Expense Total:	**3,025,000.00**	**3,025,000.00**	**17,000.00**	**51,000.00**	**2,974,000.00**	**1.69%**
Fund: 20 - Sales Tax Surplus (Deficit):	**-955,000.00**	**-955,000.00**	**175,626.69**	**478,166.01**	**1,433,166.01**	**-50.07%**
Fund: 21 - Lighthouse Pointe TIF						
Revenue						
Department: 00 - 00						
3110 - Property	746,640.00	746,640.00	0.00	0.00	-746,640.00	0.00%

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
3810 - Investment Income	15,000.00	15,000.00	1,711.19	3,690.78	-11,309.22	24.61%
Department: 00 - 00 Total:	**761,640.00**	**761,640.00**	**1,711.19**	**3,690.78**	**-757,949.22**	**0.48%**
Revenue Total:	**761,640.00**	**761,640.00**	**1,711.19**	**3,690.78**	**-757,949.22**	**0.48%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	293,473.00	293,473.00	0.00	165.00	293,308.00	0.06%
7000 - Debt Service	249,250.00	249,250.00	0.00	0.00	249,250.00	0.00%
8000 - Capital Outlay	836,000.00	836,000.00	0.00	0.00	836,000.00	0.00%
Department: 00 - 00 Total:	**1,378,723.00**	**1,378,723.00**	**0.00**	**165.00**	**1,378,558.00**	**0.01%**
Expense Total:	**1,378,723.00**	**1,378,723.00**	**0.00**	**165.00**	**1,378,558.00**	**0.01%**
Fund: 21 - Lighthouse Pointe TIF Surplus (Deficit):	**-617,083.00**	**-617,083.00**	**1,711.19**	**3,525.78**	**620,608.78**	**-0.57%**
Fund: 22 - Foreign Fire Insurance						
Revenue						
Department: 00 - 00						
3120 - Foreign Fire Insurance Tax	45,000.00	45,000.00	0.00	0.00	-45,000.00	0.00%
3810 - Investment Income	500.00	500.00	54.95	163.30	-336.70	32.66%
Department: 00 - 00 Total:	**45,500.00**	**45,500.00**	**54.95**	**163.30**	**-45,336.70**	**0.36%**
Revenue Total:	**45,500.00**	**45,500.00**	**54.95**	**163.30**	**-45,336.70**	**0.36%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	16,000.00	16,000.00	159.86	846.05	15,153.95	5.29%
6000 - Commodities	3,000.00	3,000.00	1,000.00	1,000.00	2,000.00	33.33%
8000 - Capital Outlay	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00%
Department: 00 - 00 Total:	**79,000.00**	**79,000.00**	**1,159.86**	**1,846.05**	**77,153.95**	**2.34%**
Expense Total:	**79,000.00**	**79,000.00**	**1,159.86**	**1,846.05**	**77,153.95**	**2.34%**
Fund: 22 - Foreign Fire Insurance Surplus (Deficit):	**-33,500.00**	**-33,500.00**	**-1,104.91**	**-1,682.75**	**31,817.25**	**5.02%**
Fund: 23 - Downtown & Southern Gateway TIF						
Revenue						
Department: 00 - 00						
3110 - Property	706,433.00	706,433.00	0.00	0.00	-706,433.00	0.00%
3470 - Grants	401,740.00	401,740.00	0.00	0.00	-401,740.00	0.00%
3810 - Investment Income	50,000.00	50,000.00	4,020.29	11,516.75	-38,483.25	23.03%
Department: 00 - 00 Total:	**1,158,173.00**	**1,158,173.00**	**4,020.29**	**11,516.75**	**-1,146,656.25**	**0.99%**
Revenue Total:	**1,158,173.00**	**1,158,173.00**	**4,020.29**	**11,516.75**	**-1,146,656.25**	**0.99%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	186,780.00	186,780.00	115,620.96	123,989.71	62,790.29	66.38%
7000 - Debt Service	230,500.00	230,500.00	0.00	0.00	230,500.00	0.00%
8000 - Capital Outlay	3,700,000.00	3,700,000.00	0.00	13,443.85	3,686,556.15	0.36%
Department: 00 - 00 Total:	**4,117,280.00**	**4,117,280.00**	**115,620.96**	**137,433.56**	**3,979,846.44**	**3.34%**
Expense Total:	**4,117,280.00**	**4,117,280.00**	**115,620.96**	**137,433.56**	**3,979,846.44**	**3.34%**
Fund: 23 - Downtown & Southern Gateway TIF Surplus (Deficit):	**-2,959,107.00**	**-2,959,107.00**	**-111,600.67**	**-125,916.81**	**2,833,190.19**	**4.26%**
Fund: 24 - Overweight Truck Permit						
Revenue						
Department: 00 - 00						
3320 - Overweight Truck Permit Fees	45,000.00	45,000.00	1,097.00	5,560.00	-39,440.00	12.36%
3520 - Overweight Truck Fines	6,000.00	6,000.00	0.00	2,382.50	-3,617.50	39.71%
3810 - Investment Income	2,400.00	2,400.00	178.99	380.75	-2,019.25	15.86%
Department: 00 - 00 Total:	**53,400.00**	**53,400.00**	**1,275.99**	**8,323.25**	**-45,076.75**	**15.59%**
Revenue Total:	**53,400.00**	**53,400.00**	**1,275.99**	**8,323.25**	**-45,076.75**	**15.59%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00%

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
9000 - Other Expenditures	215,000.00	215,000.00	0.00	0.00	215,000.00	0.00%
Department: 00 - 00 Total:	**219,500.00**	**219,500.00**	**0.00**	**0.00**	**219,500.00**	**0.00%**
Expense Total:	**219,500.00**	**219,500.00**	**0.00**	**0.00**	**219,500.00**	**0.00%**
Fund: 24 - Overweight Truck Permit Surplus (Deficit):	**-166,100.00**	**-166,100.00**	**1,275.99**	**8,323.25**	**174,423.25**	**-5.01%**
Fund: 25 - Northern Gateway TIF						
Revenue						
Department: 00 - 00						
3110 - Property	325,398.00	325,398.00	0.00	0.00	-325,398.00	0.00%
3810 - Investment Income	600.00	600.00	330.00	711.76	111.76	118.63%
Department: 00 - 00 Total:	**325,998.00**	**325,998.00**	**330.00**	**711.76**	**-325,286.24**	**0.22%**
Revenue Total:	**325,998.00**	**325,998.00**	**330.00**	**711.76**	**-325,286.24**	**0.22%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	112,780.00	112,780.00	110.00	110.00	112,670.00	0.10%
8000 - Capital Outlay	134,000.00	134,000.00	0.00	0.00	134,000.00	0.00%
Department: 00 - 00 Total:	**246,780.00**	**246,780.00**	**110.00**	**110.00**	**246,670.00**	**0.04%**
Expense Total:	**246,780.00**	**246,780.00**	**110.00**	**110.00**	**246,670.00**	**0.04%**
Fund: 25 - Northern Gateway TIF Surplus (Deficit):	**79,218.00**	**79,218.00**	**220.00**	**601.76**	**-78,616.24**	**0.76%**
Fund: 36 - Capital Improvement						
Revenue						
Department: 00 - 00						
3810 - Investment Income	16,000.00	16,000.00	0.00	0.00	-16,000.00	0.00%
3930 - Intergovenrmental Agreement	1,110,000.00	1,110,000.00	0.00	0.00	-1,110,000.00	0.00%
3990 - Interfund Transfers	7,997,000.00	7,997,000.00	0.00	0.00	-7,997,000.00	0.00%
Department: 00 - 00 Total:	**9,123,000.00**	**9,123,000.00**	**0.00**	**0.00**	**-9,123,000.00**	**0.00%**
Revenue Total:	**9,123,000.00**	**9,123,000.00**	**0.00**	**0.00**	**-9,123,000.00**	**0.00%**
Expense						
Department: 00 - 00						
7000 - Debt Service	829,863.00	829,863.00	0.00	0.00	829,863.00	0.00%
8000 - Capital Outlay	7,961,000.00	7,961,000.00	16,680.00	16,680.00	7,944,320.00	0.21%
Department: 00 - 00 Total:	**8,790,863.00**	**8,790,863.00**	**16,680.00**	**16,680.00**	**8,774,183.00**	**0.19%**
Expense Total:	**8,790,863.00**	**8,790,863.00**	**16,680.00**	**16,680.00**	**8,774,183.00**	**0.19%**
Fund: 36 - Capital Improvement Surplus (Deficit):	**332,137.00**	**332,137.00**	**-16,680.00**	**-16,680.00**	**-348,817.00**	**-5.02%**
Fund: 37 - Stormwater						
Revenue						
Department: 00 - 00						
3642 - Stormwater Management Fee	1,500.00	1,500.00	224.62	294.19	-1,205.81	19.61%
3810 - Investment Income	1,500.00	1,500.00	192.26	423.87	-1,076.13	28.26%
Department: 00 - 00 Total:	**3,000.00**	**3,000.00**	**416.88**	**718.06**	**-2,281.94**	**23.94%**
Revenue Total:	**3,000.00**	**3,000.00**	**416.88**	**718.06**	**-2,281.94**	**23.94%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	4,800.00	4,800.00	0.00	0.00	4,800.00	0.00%
8000 - Capital Outlay	9,500.00	9,500.00	0.00	0.00	9,500.00	0.00%
9000 - Other Expenditures	95,000.00	95,000.00	1,250.00	5,375.00	89,625.00	5.66%
Department: 00 - 00 Total:	**109,300.00**	**109,300.00**	**1,250.00**	**5,375.00**	**103,925.00**	**4.92%**
Expense Total:	**109,300.00**	**109,300.00**	**1,250.00**	**5,375.00**	**103,925.00**	**4.92%**
Fund: 37 - Stormwater Surplus (Deficit):	**-106,300.00**	**-106,300.00**	**-833.12**	**-4,656.94**	**101,643.06**	**4.38%**
Fund: 51 - Water						
Revenue						
Department: 00 - 00						
3530 - Penalties	10,300.00	10,300.00	152.03	608.74	-9,691.26	5.91%

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
3710 - Residential Sales	1,251,534.00	1,251,534.00	111,069.56	324,536.21	-926,997.79	25.93%
3712 - Commercial Sales	1,484,425.00	1,484,425.00	107,399.85	305,648.07	-1,178,776.93	20.59%
3715 - Industrial Sales	1,094,784.00	1,094,784.00	90,805.12	280,118.63	-814,665.37	25.59%
3810 - Investment Income	91,040.00	91,040.00	5,505.68	15,769.50	-75,270.50	17.32%
3890 - Miscellaneous Income	110,659.00	110,659.00	8,287.95	28,387.46	-82,271.54	25.65%
3910 - Other Financing Sources	1,900,000.00	1,900,000.00	176,154.19	463,843.95	-1,436,156.05	24.41%
Department: 00 - 00 Total:	**5,942,742.00**	**5,942,742.00**	**499,374.38**	**1,418,912.56**	**-4,523,829.44**	**23.88%**
Revenue Total:	**5,942,742.00**	**5,942,742.00**	**499,374.38**	**1,418,912.56**	**-4,523,829.44**	**23.88%**
Expense						
Department: 00 - 00						
4000 - Personnel	1,187,447.52	1,187,447.52	77,603.59	237,652.19	949,795.33	20.01%
5000 - Contractual Services	764,124.00	764,124.00	50,341.77	153,142.62	610,981.38	20.04%
6000 - Commodities	428,486.00	428,486.00	36,044.71	107,258.51	321,227.49	25.03%
7000 - Debt Service	475,518.73	475,518.73	0.00	0.00	475,518.73	0.00%
8000 - Capital Outlay	2,254,438.00	2,254,438.00	-180,283.34	89,550.07	2,164,887.93	3.97%
9000 - Other Expenditures	545,001.80	545,001.80	45,546.58	137,750.92	407,250.88	25.28%
Department: 00 - 00 Total:	**5,655,016.05**	**5,655,016.05**	**29,253.31**	**725,354.31**	**4,929,661.74**	**12.83%**
Expense Total:	**5,655,016.05**	**5,655,016.05**	**29,253.31**	**725,354.31**	**4,929,661.74**	**12.83%**
Fund: 51 - Water Surplus (Deficit):	**287,725.95**	**287,725.95**	**470,121.07**	**693,558.25**	**405,832.30**	**241.05%**
Fund: 52 - Water Reclamation						
Revenue						
Department: 50 - 50						
3530 - Penalties	15,450.00	15,450.00	142.70	655.15	-14,794.85	4.24%
3710 - Residential Sales	1,350,918.00	1,350,918.00	121,535.63	355,168.98	-995,749.02	26.29%
3712 - Commercial Sales	1,512,746.00	1,512,746.00	135,255.61	405,928.52	-1,106,817.48	26.83%
3715 - Industrial Sales	1,415,102.00	1,415,102.00	10,246.03	51,853.01	-1,363,248.99	3.66%
3810 - Investment Income	169,950.00	169,950.00	5,937.83	16,979.78	-152,970.22	9.99%
3890 - Miscellaneous Income	157,210.00	157,210.00	15,914.89	54,978.59	-102,231.41	34.97%
3910 - Other Financing Sources	0.00	0.00	0.00	327,614.27	327,614.27	0.00%
Department: 50 - 50 Total:	**4,621,376.00**	**4,621,376.00**	**289,032.69**	**1,213,178.30**	**-3,408,197.70**	**26.25%**
Revenue Total:	**4,621,376.00**	**4,621,376.00**	**289,032.69**	**1,213,178.30**	**-3,408,197.70**	**26.25%**
Expense						
Department: 50 - 50						
4000 - Personnel	1,231,017.84	1,231,017.84	88,694.91	273,605.13	957,412.71	22.23%
5000 - Contractual Services	1,033,933.00	1,033,933.00	72,078.39	232,941.68	800,991.32	22.53%
6000 - Commodities	342,787.00	342,787.00	36,708.39	112,689.19	230,097.81	32.87%
7000 - Debt Service	610,655.75	610,655.75	0.00	0.00	610,655.75	0.00%
8000 - Capital Outlay	711,318.00	711,318.00	6,619.18	41,738.83	669,579.17	5.87%
9000 - Other Expenditures	615,887.80	615,887.80	51,462.03	155,748.54	460,139.26	25.29%
Department: 50 - 50 Total:	**4,545,599.39**	**4,545,599.39**	**255,562.90**	**816,723.37**	**3,728,876.02**	**17.97%**
Expense Total:	**4,545,599.39**	**4,545,599.39**	**255,562.90**	**816,723.37**	**3,728,876.02**	**17.97%**
Fund: 52 - Water Reclamation Surplus (Deficit):	**75,776.61**	**75,776.61**	**33,469.79**	**396,454.93**	**320,678.32**	**523.19%**
Fund: 53 - Solid Waste						
Revenue						
Department: 00 - 00						
3630 - Sanitation Collections	455,269.00	455,269.00	35.00	42,192.83	-413,076.17	9.27%
3810 - Investment Income	170,000.00	170,000.00	15,556.71	45,249.41	-124,750.59	26.62%
3850 - Solid Waste Fees	702,750.00	702,750.00	0.00	330,594.31	-372,155.69	47.04%
Department: 00 - 00 Total:	**1,328,019.00**	**1,328,019.00**	**15,591.71**	**418,036.55**	**-909,982.45**	**31.48%**
Revenue Total:	**1,328,019.00**	**1,328,019.00**	**15,591.71**	**418,036.55**	**-909,982.45**	**31.48%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	576,491.68	576,491.68	45,603.63	110,358.88	466,132.80	19.14%
9000 - Other Expenditures	1,671,136.00	1,671,136.00	59,946.47	181,112.61	1,490,023.39	10.84%

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 00 - 00 Total:	**2,247,627.68**	**2,247,627.68**	**105,550.10**	**291,471.49**	**1,956,156.19**	**12.97%**
Expense Total:	**2,247,627.68**	**2,247,627.68**	**105,550.10**	**291,471.49**	**1,956,156.19**	**12.97%**
Fund: 53 - Solid Waste Surplus (Deficit):	**-919,608.68**	**-919,608.68**	**-89,958.39**	**126,565.06**	**1,046,173.74**	**-13.76%**
Fund: 54 - Electric						
Revenue						
Department: 90 - Administration						
3530 - Penalties	0.00	0.00	1,391.00	4,915.20	4,915.20	0.00%
3710 - Residential Sales	5,580,000.00	5,580,000.00	483,520.15	1,586,220.01	-3,993,779.99	28.43%
3712 - Commercial Sales	5,400,000.00	5,400,000.00	496,558.80	1,545,701.69	-3,854,298.31	28.62%
3715 - Industrial Sales	31,050,000.00	31,050,000.00	2,113,571.46	6,117,968.73	-24,932,031.27	19.70%
3718 - Street Lights	1,950.00	1,950.00	119.83	393.53	-1,556.47	20.18%
3792 - Other Service Charges	40,000.00	40,000.00	3,245.00	10,994.14	-29,005.86	27.49%
3810 - Investment Income	750,000.00	750,000.00	60,710.08	166,857.56	-583,142.44	22.25%
3890 - Miscellaneous Income	517,000.00	517,000.00	46,548.89	145,969.06	-371,030.94	28.23%
3990 - Interfund Transfers	420,578.00	420,578.00	35,048.12	105,144.36	-315,433.64	25.00%
Department: 90 - Administration Total:	**43,759,528.00**	**43,759,528.00**	**3,240,713.33**	**9,684,164.28**	**-34,075,363.72**	**22.13%**
Revenue Total:	**43,759,528.00**	**43,759,528.00**	**3,240,713.33**	**9,684,164.28**	**-34,075,363.72**	**22.13%**
Expense						
Department: 10 - Generation						
4000 - Personnel	599,952.00	599,952.00	36,922.38	113,362.87	486,589.13	18.90%
5000 - Contractual Services	683,200.00	683,200.00	14,827.06	31,106.97	652,093.03	4.55%
6000 - Commodities	724,000.00	724,000.00	16,610.44	21,900.17	702,099.83	3.02%
Department: 10 - Generation Total:	**2,007,152.00**	**2,007,152.00**	**68,359.88**	**166,370.01**	**1,840,781.99**	**8.29%**
Department: 60 - Distribution						
4000 - Personnel	1,812,320.00	1,812,320.00	132,346.61	394,099.22	1,418,220.78	21.75%
5000 - Contractual Services	1,895,186.00	1,895,186.00	142,527.22	189,980.07	1,705,205.93	10.02%
6000 - Commodities	1,162,669.00	1,162,669.00	49,719.23	210,174.31	952,494.69	18.08%
8000 - Capital Outlay	10,810,000.00	10,810,000.00	-533,334.88	1,790,936.56	9,019,063.44	16.57%
9000 - Other Expenditures	25,000.00	25,000.00	359.04	2,639.09	22,360.91	10.56%
Department: 60 - Distribution Total:	**15,705,175.00**	**15,705,175.00**	**-208,382.78**	**2,587,829.25**	**13,117,345.75**	**16.48%**
Department: 70 - Customer Service						
4000 - Personnel	367,300.00	367,300.00	29,078.10	107,200.20	260,099.80	29.19%
5000 - Contractual Services	408,500.00	408,500.00	33,914.36	138,351.37	270,148.63	33.87%
6000 - Commodities	11,500.00	11,500.00	719.93	7,763.12	3,736.88	67.51%
8000 - Capital Outlay	58,500.00	58,500.00	0.00	5,023.79	53,476.21	8.59%
9000 - Other Expenditures	426,000.00	426,000.00	26,607.23	69,557.67	356,442.33	16.33%
Department: 70 - Customer Service Total:	**1,271,800.00**	**1,271,800.00**	**90,319.62**	**327,896.15**	**943,903.85**	**25.78%**
Department: 90 - Administration						
4000 - Personnel	1,296,331.00	1,296,331.00	97,507.75	294,934.15	1,001,396.85	22.75%
5000 - Contractual Services	29,020,650.00	29,020,650.00	2,251,519.64	5,649,834.09	23,370,815.91	19.47%
6000 - Commodities	125,000.00	125,000.00	0.00	256.67	124,743.33	0.21%
7000 - Debt Service	1,926,075.00	1,926,075.00	-12,607.45	-37,504.35	1,963,579.35	-1.95%
8000 - Capital Outlay	3,750.00	3,750.00	0.00	786.23	2,963.77	20.97%
9000 - Other Expenditures	4,594,032.00	4,594,032.00	294,007.34	932,042.66	3,661,989.34	20.29%
Department: 90 - Administration Total:	**36,965,838.00**	**36,965,838.00**	**2,630,427.28**	**6,840,349.45**	**30,125,488.55**	**18.50%**
Expense Total:	**55,949,965.00**	**55,949,965.00**	**2,580,724.00**	**9,922,444.86**	**46,027,520.14**	**17.73%**
Fund: 54 - Electric Surplus (Deficit):	**-12,190,437.00**	**-12,190,437.00**	**659,989.33**	**-238,280.58**	**11,952,156.42**	**1.95%**
Fund: 55 - Tech Center/Advance Communications						
Revenue						
Department: 00 - 00						
3530 - Penalties	0.00	0.00	204.42	218.74	218.74	0.00%
3810 - Investment Income	2,500.00	2,500.00	995.80	2,589.63	89.63	103.59%
3820 - Leases	877,000.00	877,000.00	66,302.88	194,822.36	-682,177.64	22.21%

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
3910 - Other Financing Sources	400,000.00	400,000.00	0.00	0.00	-400,000.00	0.00%
Department: 00 - 00 Total:	**1,279,500.00**	**1,279,500.00**	**67,503.10**	**197,630.73**	**-1,081,869.27**	**15.45%**
Department: 32 - Communications						
3530 - Penalties	0.00	0.00	40.28	79.46	79.46	0.00%
3730 - Advanced Communication Services	246,000.00	246,000.00	27,266.60	82,633.02	-163,366.98	33.59%
Department: 32 - Communications Total:	**246,000.00**	**246,000.00**	**27,306.88**	**82,712.48**	**-163,287.52**	**33.62%**
Revenue Total:	**1,525,500.00**	**1,525,500.00**	**94,809.98**	**280,343.21**	**-1,245,156.79**	**18.38%**
Expense						
Department: 00 - 00						
5000 - Contractual Services	608,534.00	608,534.00	71,326.61	153,132.59	455,401.41	25.16%
6000 - Commodities	12,250.00	12,250.00	0.00	1,955.61	10,294.39	15.96%
7000 - Debt Service	362,400.00	362,400.00	-719.96	-2,159.88	364,559.88	-0.60%
8000 - Capital Outlay	650,500.00	650,500.00	0.00	0.00	650,500.00	0.00%
9000 - Other Expenditures	52,225.00	52,225.00	4,352.08	13,056.24	39,168.76	25.00%
Department: 00 - 00 Total:	**1,685,909.00**	**1,685,909.00**	**74,958.73**	**165,984.56**	**1,519,924.44**	**9.85%**
Department: 32 - Communications						
4000 - Personnel	500.00	500.00	0.00	0.00	500.00	0.00%
5000 - Contractual Services	194,100.00	194,100.00	13,598.26	40,685.93	153,414.07	20.96%
6000 - Commodities	17,250.00	17,250.00	0.00	51.79	17,198.21	0.30%
8000 - Capital Outlay	50,000.00	50,000.00	519.95	1,013.50	48,986.50	2.03%
Department: 32 - Communications Total:	**261,850.00**	**261,850.00**	**14,118.21**	**41,751.22**	**220,098.78**	**15.94%**
Expense Total:	**1,947,759.00**	**1,947,759.00**	**89,076.94**	**207,735.78**	**1,740,023.22**	**10.67%**
Fund: 55 - Tech Center/Advance Communications Surplus (Deficit):	**-422,259.00**	**-422,259.00**	**5,733.04**	**72,607.43**	**494,866.43**	**-17.19%**
Fund: 56 - Network Administration						
Revenue						
Department: 40 - 40						
3810 - Investment Income	5,000.00	5,000.00	821.62	1,942.32	-3,057.68	38.85%
3890 - Miscellaneous Income	0.00	0.00	410.00	410.00	410.00	0.00%
3990 - Interfund Transfers	1,104,594.00	1,104,594.00	92,049.52	276,148.56	-828,445.44	25.00%
Department: 40 - 40 Total:	**1,109,594.00**	**1,109,594.00**	**93,281.14**	**278,500.88**	**-831,093.12**	**25.10%**
Revenue Total:	**1,109,594.00**	**1,109,594.00**	**93,281.14**	**278,500.88**	**-831,093.12**	**25.10%**
Expense						
Department: 40 - 40						
4000 - Personnel	636,094.00	636,094.00	47,395.08	142,528.24	493,565.76	22.41%
5000 - Contractual Services	603,000.00	603,000.00	139,303.99	182,713.42	420,286.58	30.30%
6000 - Commodities	122,500.00	122,500.00	49,423.31	49,473.62	73,026.38	40.39%
8000 - Capital Outlay	48,000.00	48,000.00	1,968.42	8,510.43	39,489.57	17.73%
Department: 40 - 40 Total:	**1,409,594.00**	**1,409,594.00**	**238,090.80**	**383,225.71**	**1,026,368.29**	**27.19%**
Expense Total:	**1,409,594.00**	**1,409,594.00**	**238,090.80**	**383,225.71**	**1,026,368.29**	**27.19%**
Fund: 56 - Network Administration Surplus (Deficit):	**-300,000.00**	**-300,000.00**	**-144,809.66**	**-104,724.83**	**195,275.17**	**34.91%**
Fund: 57 - Airport						
Revenue						
Department: 00 - 00						
3110 - Property	60,244.00	60,244.00	0.00	0.00	-60,244.00	0.00%
3440 - Sales	1,500.00	1,500.00	28.69	200.71	-1,299.29	13.38%
3470 - Grants	700,000.00	700,000.00	28,889.69	28,889.69	-671,110.31	4.13%
3770 - Aviation Fuel	225,000.00	225,000.00	7,843.16	18,371.07	-206,628.93	8.16%
3810 - Investment Income	250.00	250.00	121.50	206.81	-43.19	82.72%
3820 - Leases	205,100.00	205,100.00	12,101.94	82,246.62	-122,853.38	40.10%
3890 - Miscellaneous Income	345.00	345.00	0.00	75.00	-270.00	21.74%
3910 - Other Financing Sources	2,000,000.00	2,000,000.00	0.00	0.00	-2,000,000.00	0.00%
3990 - Interfund Transfers	50,000.00	50,000.00	4,166.67	12,500.01	-37,499.99	25.00%
Department: 00 - 00 Total:	**3,242,439.00**	**3,242,439.00**	**53,151.65**	**142,489.91**	**-3,099,949.09**	**4.39%**
Revenue Total:	**3,242,439.00**	**3,242,439.00**	**53,151.65**	**142,489.91**	**-3,099,949.09**	**4.39%**

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Expense						
Department: 00 - 00						
4000 - Personnel	169,425.57	169,425.57	12,034.49	36,148.46	133,277.11	21.34%
5000 - Contractual Services	62,950.00	62,950.00	36,129.67	58,879.25	4,070.75	93.53%
6000 - Commodities	209,600.00	209,600.00	242.44	5,489.57	204,110.43	2.62%
7000 - Debt Service	165,000.00	165,000.00	0.00	0.00	165,000.00	0.00%
8000 - Capital Outlay	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	0.00%
9000 - Other Expenditures	2,100.00	2,100.00	193.67	420.59	1,679.41	20.03%
Department: 00 - 00 Total:	**2,609,075.57**	**2,609,075.57**	**48,600.27**	**100,937.87**	**2,508,137.70**	**3.87%**
Expense Total:	**2,609,075.57**	**2,609,075.57**	**48,600.27**	**100,937.87**	**2,508,137.70**	**3.87%**
Fund: 57 - Airport Surplus (Deficit):	**633,363.43**	**633,363.43**	**4,551.38**	**41,552.04**	**-591,811.39**	**6.56%**
Fund: 58 - Railroad						
Revenue						
Department: 00 - 00						
3470 - Grants	100,000.00	100,000.00	195,202.41	195,202.41	95,202.41	195.20%
3700 - Rail Car Fees	1,184,000.00	1,184,000.00	85,542.00	180,735.00	-1,003,265.00	15.26%
3810 - Investment Income	15,000.00	15,000.00	630.36	2,180.62	-12,819.38	14.54%
3890 - Miscellaneous Income	26,000.00	26,000.00	0.00	9,181.75	-16,818.25	35.31%
Department: 00 - 00 Total:	**1,325,000.00**	**1,325,000.00**	**281,374.77**	**387,299.78**	**-937,700.22**	**29.23%**
Revenue Total:	**1,325,000.00**	**1,325,000.00**	**281,374.77**	**387,299.78**	**-937,700.22**	**29.23%**
Expense						
Department: 00 - 00						
4000 - Personnel	55,590.68	55,590.68	1,917.02	5,906.57	49,684.11	10.63%
5000 - Contractual Services	266,515.00	266,515.00	5,163.21	44,205.35	222,309.65	16.59%
6000 - Commodities	300.00	300.00	0.00	0.00	300.00	0.00%
8000 - Capital Outlay	494,000.00	494,000.00	14,798.97	28,571.17	465,428.83	5.78%
9000 - Other Expenditures	658,000.00	658,000.00	12,500.00	37,500.00	620,500.00	5.70%
Department: 00 - 00 Total:	**1,474,405.68**	**1,474,405.68**	**34,379.20**	**116,183.09**	**1,358,222.59**	**7.88%**
Expense Total:	**1,474,405.68**	**1,474,405.68**	**34,379.20**	**116,183.09**	**1,358,222.59**	**7.88%**
Fund: 58 - Railroad Surplus (Deficit):	**-149,405.68**	**-149,405.68**	**246,995.57**	**271,116.69**	**420,522.37**	**-181.46%**
Fund: 59 - Golf Course						
Revenue						
Department: 00 - 00						
3640 - Golf Fees	160,000.00	160,000.00	6,595.00	7,295.00	-152,705.00	4.56%
3641 - Season Pass	65,000.00	65,000.00	32,460.00	35,960.00	-29,040.00	55.32%
3643 - Cart Rentals	65,000.00	65,000.00	3,683.50	3,683.50	-61,316.50	5.67%
3810 - Investment Income	3,000.00	3,000.00	114.98	277.27	-2,722.73	9.24%
3890 - Miscellaneous Income	21,000.00	21,000.00	1,544.43	1,804.43	-19,195.57	8.59%
3930 - Intergovenrmental Agreement	235,000.00	235,000.00	5,000.00	15,000.00	-220,000.00	6.38%
3990 - Interfund Transfers	295,000.00	295,000.00	19,583.33	58,749.99	-236,250.01	19.92%
Department: 00 - 00 Total:	**844,000.00**	**844,000.00**	**68,981.24**	**122,770.19**	**-721,229.81**	**14.55%**
Revenue Total:	**844,000.00**	**844,000.00**	**68,981.24**	**122,770.19**	**-721,229.81**	**14.55%**
Expense						
Department: 00 - 00						
4000 - Personnel	144,776.40	144,776.40	10,170.12	29,658.84	115,117.56	20.49%
8000 - Capital Outlay	370,000.00	370,000.00	8,600.00	15,496.00	354,504.00	4.19%
Department: 00 - 00 Total:	**514,776.40**	**514,776.40**	**18,770.12**	**45,154.84**	**469,621.56**	**8.77%**
Department: 20 - Grounds						
4000 - Personnel	50,000.00	50,000.00	288.00	688.00	49,312.00	1.38%
5000 - Contractual Services	29,350.00	29,350.00	3,753.20	12,910.62	16,439.38	43.99%
6000 - Commodities	36,000.00	36,000.00	2,044.43	3,112.58	32,887.42	8.65%
Department: 20 - Grounds Total:	**115,350.00**	**115,350.00**	**6,085.63**	**16,711.20**	**98,638.80**	**14.49%**
Department: 31 - Pro Shop						
4000 - Personnel	60,000.00	60,000.00	3,128.00	8,728.00	51,272.00	14.55%

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
5000 - Contractual Services	50,450.00	50,450.00	1,738.90	4,983.53	45,466.47	9.88%
6000 - Commodities	15,000.00	15,000.00	2,069.47	4,238.73	10,761.27	28.26%
9000 - Other Expenditures	8,000.00	8,000.00	305.60	326.52	7,673.48	4.08%
Department: 31 - Pro Shop Total:	**133,450.00**	**133,450.00**	**7,241.97**	**18,276.78**	**115,173.22**	**13.70%**
Expense Total:	**763,576.40**	**763,576.40**	**32,097.72**	**80,142.82**	**683,433.58**	**10.50%**
Fund: 59 - Golf Course Surplus (Deficit):	**80,423.60**	**80,423.60**	**36,883.52**	**42,627.37**	**-37,796.23**	**53.00%**
Fund: 64 - Administrative Services						
Revenue						
Department: 00 - 00						
3810 - Investment Income	2,000.00	2,000.00	429.20	1,094.98	-905.02	54.75%
3890 - Miscellaneous Income	2,000.00	2,000.00	71.64	250.88	-1,749.12	12.54%
3990 - Interfund Transfers	1,751,840.30	1,751,840.30	145,986.71	437,960.13	-1,313,880.17	25.00%
Department: 00 - 00 Total:	**1,755,840.30**	**1,755,840.30**	**146,487.55**	**439,305.99**	**-1,316,534.31**	**25.02%**
Revenue Total:	**1,755,840.30**	**1,755,840.30**	**146,487.55**	**439,305.99**	**-1,316,534.31**	**25.02%**
Expense						
Department: 00 - 00						
4000 - Personnel	1,424,865.30	1,424,865.30	92,733.16	370,975.19	1,053,890.11	26.04%
5000 - Contractual Services	100,250.00	100,250.00	2,671.91	12,377.90	87,872.10	12.35%
6000 - Commodities	93,400.00	93,400.00	1,745.75	2,315.78	91,084.22	2.48%
8000 - Capital Outlay	17,825.00	17,825.00	979.85	-673.60	18,498.60	-3.78%
9000 - Other Expenditures	119,500.00	119,500.00	10,804.97	36,149.68	83,350.32	30.25%
Department: 00 - 00 Total:	**1,755,840.30**	**1,755,840.30**	**108,935.64**	**421,144.95**	**1,334,695.35**	**23.99%**
Expense Total:	**1,755,840.30**	**1,755,840.30**	**108,935.64**	**421,144.95**	**1,334,695.35**	**23.99%**
Fund: 64 - Administrative Services Surplus (Deficit):	**0.00**	**0.00**	**37,551.91**	**18,161.04**	**18,161.04**	**0.00%**
Report Surplus (Deficit):	**-19,398,405.11**	**-19,398,405.11**	**1,276,427.64**	**1,795,411.40**	**21,193,816.51**	**-9.26%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - General	-277,412.34	-277,412.34	-95,820.44	7,333.18	284,745.52
11 - Audit	-245.00	-245.00	0.00	-7,500.00	-7,255.00
12 - Insurance	20,600.00	20,600.00	-38,638.64	-113,490.12	-134,090.12
13 - Illinois Municipal Fund	-19,248.00	-19,248.00	-12,114.73	-37,445.18	-18,197.18
14 - Social Security	23,025.00	23,025.00	-23,900.93	-74,513.08	-97,538.08
15 - Ambulance	-636,130.50	-636,130.50	17,181.07	51,051.66	687,182.16
16 - Eastern Gateway TIF	-5,446.00	-5,446.00	0.00	0.00	5,446.00
17 - Motor Fuel Tax	-662,000.00	-662,000.00	39,852.05	128,506.52	790,506.52
18 - Utility Tax	-298,000.00	-298,000.00	77,313.08	216,725.32	514,725.32
19 - Hotel-Motel Tax	-213,392.50	-213,392.50	3,413.45	-36,574.60	176,817.90
20 - Sales Tax	-955,000.00	-955,000.00	175,626.69	478,166.01	1,433,166.01
21 - Lighthouse Pointe TIF	-617,083.00	-617,083.00	1,711.19	3,525.78	620,608.78
22 - Foreign Fire Insurance	-33,500.00	-33,500.00	-1,104.91	-1,682.75	31,817.25
23 - Downtown & Southern Gatev	-2,959,107.00	-2,959,107.00	-111,600.67	-125,916.81	2,833,190.19
24 - Overweight Truck Permit	-166,100.00	-166,100.00	1,275.99	8,323.25	174,423.25
25 - Northern Gateway TIF	79,218.00	79,218.00	220.00	601.76	-78,616.24
36 - Capital Improvement	332,137.00	332,137.00	-16,680.00	-16,680.00	-348,817.00
37 - Stormwater	-106,300.00	-106,300.00	-833.12	-4,656.94	101,643.06
51 - Water	287,725.95	287,725.95	470,121.07	693,558.25	405,832.30
52 - Water Reclamation	75,776.61	75,776.61	33,469.79	396,454.93	320,678.32
53 - Solid Waste	-919,608.68	-919,608.68	-89,958.39	126,565.06	1,046,173.74
54 - Electric	-12,190,437.00	-12,190,437.00	659,989.33	-238,280.58	11,952,156.42
55 - Tech Center/Advance Commu	-422,259.00	-422,259.00	5,733.04	72,607.43	494,866.43
56 - Network Administration	-300,000.00	-300,000.00	-144,809.66	-104,724.83	195,275.17
57 - Airport	633,363.43	633,363.43	4,551.38	41,552.04	-591,811.39
58 - Railroad	-149,405.68	-149,405.68	246,995.57	271,116.69	420,522.37
59 - Golf Course	80,423.60	80,423.60	36,883.52	42,627.37	-37,796.23
64 - Administrative Services	0.00	0.00	37,551.91	18,161.04	18,161.04
Report Surplus (Deficit):	**-19,398,405.11**	**-19,398,405.11**	**1,276,427.64**	**1,795,411.40**	**21,193,816.51**

Rochelle, IL

Balance Sheet
Account Summary
As Of 03/31/2026

Account	Name	Balance	
Fund: 01 - General			
Assets			
Category: 1000 - Cash and Investments			
01-00-10110	Petty Cash	800.00	
01-00-10120	Flex Spending	8,207.66	
01-00-10121	Police K-9 Fund	33,686.56	
01-00-10122	Police Bond Fund	850.54	
01-00-10123	Police DUI Fund	44,060.11	
01-00-10124	Police Vehicle Fund	2,861.74	
01-00-10125	Police Drug Enforcement Fund	5,528.38	
01-00-10126	Illinois Funds - Cemetery	145,674.09	
01-00-10127	Illinois Funds - Taxes	3,256,047.36	
01-00-10129	Police E-Citation Fees	3,678.61	
01-00-11101	Allocated Cash	6,037,667.56	
	Total Category 1000 - Cash and Investments:	**9,539,062.61**	
Category: 1210 - Accounts Receivable			
01-00-12130	Ambulance Receivables	259,031.62	
01-00-12131	Miscellaneous Accounts Receivable	528,805.43	
01-00-12161	Accounts Receivable From Other Governn	1,102,269.17	
01-00-12162	Accounts Receivable	29,207.49	
	Total Category 1210 - Accounts Receivable:	**1,919,313.71**	
Category: 1212 - Customer Billing			
01-00-12120	Customer Billing	10,611.06	
01-00-12129	Collections Receivable	2,290.32	
	Total Category 1212 - Customer Billing:	**12,901.38**	
Category: 1600 - Prepaid Expenses			
01-00-16110	Pre Paid Expenses	475.00	
	Total Category 1600 - Prepaid Expenses:	**475.00**	
	Total Assets:	**11,471,752.70**	**11,471,752.70**
Liability			
Category: 2110 - Accounts Payable			
01-00-21211	FICA OASB Tax Payable	0.34	
01-00-21233	Health Insurance Payable	-288,468.30	
01-00-21234	Life Insurance	-1,973.71	
01-00-21250	Donations	80.00	
01-00-21262	Police Bonds Payable	-678.15	
01-00-21264	Dental & Vision Insurance	-11,381.65	
01-00-21300	Accounts Payable Allocation	78,150.62	
01-00-21902	Ambulance Fees Payable (MEDICAID OVE	104,496.66	
	Total Category 2110 - Accounts Payable:	**-119,774.19**	
Category: 2200 - Accrued Payroll			
01-00-22001	Accrued Wages	118,050.56	
	Total Category 2200 - Accrued Payroll:	**118,050.56**	
	Total Liability:	**-1,723.63**	
Equity			
Category: 2900 - Equity			
01-00-29100	Fund Balance (Reserved)	184,091.58	
01-00-29200	Fund Balance (Unreserved)	11,282,051.57	
	Total Category 2900 - Equity:	**11,466,143.15**	
	Total Beginning Equity:	**11,466,143.15**	

Balance Sheet

Account	Name	Balance
Total Revenue		3,251,172.82
Total Expense		3,243,839.64
Revenues Over/Under Expenses		**7,333.18**
	Total Equity and Current Surplus (Deficit):	**11,473,476.33**
	Total Liabilities, Equity and Current Surplus (Deficit):	**11,471,752.70**

Balance Sheet

Account	Name	Balance	
Fund: 11 - Audit			
Assets			
Category: 1000 - Cash and Investments			
11-00-11101	Allocated Cash	-6,104.32	
	Total Category 1000 - Cash and Investments:	**-6,104.32**	
	Total Assets:	**-6,104.32**	**-6,104.32**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
11-00-29100	Fund Balance (Reserved)	1,395.68	
	Total Category 2900 - Equity:	**1,395.68**	
	Total Beginning Equity:	**1,395.68**	
Total Revenue		0.00	
Total Expense		7,500.00	
Revenues Over/Under Expenses		**-7,500.00**	
	Total Equity and Current Surplus (Deficit):	**-6,104.32**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**-6,104.32**

Balance Sheet

Account	Name	Balance	
Fund: 12 - Insurance			
Assets			
Category: 1000 - Cash and Investments			
12-00-11101	Allocated Cash	-318,749.21	
	Total Category 1000 - Cash and Investments:	**-318,749.21**	
Category: 1600 - Prepaid Expenses			
12-00-16000	Prepaid Insurance	296,885.83	
	Total Category 1600 - Prepaid Expenses:	**296,885.83**	
	Total Assets:	**-21,863.38**	**-21,863.38**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
12-00-29100	Fund Balance (Reserved)	91,626.74	
	Total Category 2900 - Equity:	**91,626.74**	
	Total Beginning Equity:	**91,626.74**	
Total Revenue		0.00	
Total Expense		113,490.12	
Revenues Over/Under Expenses		**-113,490.12**	
	Total Equity and Current Surplus (Deficit):	**-21,863.38**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**-21,863.38**

Balance Sheet

Account	Name	Balance	
Fund: 13 - Illinois Municipal Fund			
Assets			
Category: 1000 - Cash and Investments			
13-00-11101	Allocated Cash	-13,353.05	
	Total Category 1000 - Cash and Investments:	**-13,353.05**	
	Total Assets:	**-13,353.05**	**-13,353.05**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
13-00-29100	Fund Balance (Reserved)	24,092.13	
	Total Category 2900 - Equity:	**24,092.13**	
	Total Beginning Equity:	**24,092.13**	
Total Revenue		8.84	
Total Expense		37,454.02	
Revenues Over/Under Expenses		**-37,445.18**	
	Total Equity and Current Surplus (Deficit):	**-13,353.05**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**-13,353.05**

Balance Sheet

Account	Name	Balance	
Fund: 14 - Social Security			
Assets			
Category: 1000 - Cash and Investments			
14-00-11101	Allocated Cash	-102,414.88	
	Total Category 1000 - Cash and Investments:	**-102,414.88**	
	Total Assets:	**-102,414.88**	**-102,414.88**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
14-00-29100	Fund Balance (Reserved)	-27,901.80	
	Total Category 2900 - Equity:	**-27,901.80**	
	Total Beginning Equity:	**-27,901.80**	
Total Revenue		0.00	
Total Expense		74,513.08	
Revenues Over/Under Expenses		**-74,513.08**	
	Total Equity and Current Surplus (Deficit):	**-102,414.88**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**-102,414.88**

Balance Sheet

Account	Name	Balance	
Fund: 15 - Ambulance			
Assets			
Category: 1000 - Cash and Investments			
15-00-10130	Central Bank CD	668,461.33	
15-00-11101	Allocated Cash	332,128.38	
	Total Category 1000 - Cash and Investments:	**1,000,589.71**	
Category: 1210 - Accounts Receivable			
15-00-12108	Interest & Dividends Receivable	8,775.35	
	Total Category 1210 - Accounts Receivable:	**8,775.35**	
	Total Assets:	**1,009,365.06**	**1,009,365.06**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
15-00-29100	Fund Balance (Reserved)	958,313.40	
	Total Category 2900 - Equity:	**958,313.40**	
	Total Beginning Equity:	**958,313.40**	
Total Revenue		51,051.66	
Total Expense		0.00	
Revenues Over/Under Expenses		**51,051.66**	
	Total Equity and Current Surplus (Deficit):	**1,009,365.06**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**1,009,365.06**

Balance Sheet

Account	Name	Balance	
Fund: 16 - Eastern Gateway TIF			
Assets			
Category: 1000 - Cash and Investments			
16-00-11101	Allocated Cash	-16,151.53	
	Total Category 1000 - Cash and Investments:	**-16,151.53**	
	Total Assets:	**-16,151.53**	**-16,151.53**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
16-00-29200	Fund Balance (Reserved)	-16,151.53	
	Total Category 2900 - Equity:	**-16,151.53**	
	Total Beginning Equity:	**-16,151.53**	
Total Revenue		0.00	
Total Expense		0.00	
Revenues Over/Under Expenses		**0.00**	
	Total Equity and Current Surplus (Deficit):	**-16,151.53**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**-16,151.53**

Balance Sheet

Account	Name	Balance	
Fund: 17 - Motor Fuel Tax			
Assets			
Category: 1000 - Cash and Investments			
17-00-10100	Illinois Funds - Motor Fuel Tax	1,152,737.56	
17-00-11101	Allocated Cash	28,437.30	
	Total Category 1000 - Cash and Investments:	**1,181,174.86**	
Category: 1210 - Accounts Receivable			
17-00-12163	Accounts Receivable From Other Governn	38,241.78	
	Total Category 1210 - Accounts Receivable:	**38,241.78**	
	Total Assets:	**1,219,416.64**	**1,219,416.64**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
17-00-29100	Fund Balance (Reserved)	1,090,910.12	
	Total Category 2900 - Equity:	**1,090,910.12**	
	Total Beginning Equity:	**1,090,910.12**	
Total Revenue		128,506.52	
Total Expense		0.00	
Revenues Over/Under Expenses		**128,506.52**	
	Total Equity and Current Surplus (Deficit):	**1,219,416.64**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**1,219,416.64**

Balance Sheet

Account	Name	Balance	
Fund: 18 - Utility Tax			
Assets			
Category: 1000 - Cash and Investments			
18-00-11101	Allocated Cash	461,102.46	
	Total Category 1000 - Cash and Investments:	**461,102.46**	
Category: 1210 - Accounts Receivable			
18-00-12168	Utility Tax Receivable	64,314.21	
	Total Category 1210 - Accounts Receivable:	**64,314.21**	
	Total Assets:	**525,416.67**	**525,416.67**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
18-00-29200	Fund Balance (Reserved)	308,691.35	
	Total Category 2900 - Equity:	**308,691.35**	
	Total Beginning Equity:	**308,691.35**	
Total Revenue		216,725.32	
Total Expense		0.00	
Revenues Over/Under Expenses		**216,725.32**	
	Total Equity and Current Surplus (Deficit):	**525,416.67**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**525,416.67**

Balance Sheet

Account	Name	Balance	
Fund: 19 - Hotel-Motel Tax			
Assets			
Category: 1000 - Cash and Investments			
19-00-10160	Stillman Bank 6 m CD	219,777.62	
19-00-11101	Allocated Cash	5,349.30	
	Total Category 1000 - Cash and Investments:	**225,126.92**	
Category: 1210 - Accounts Receivable			
19-00-12100	Accounts Receivable	20,834.21	
19-00-12108	Interest & Dividends Rreceivable	4,673.13	
	Total Category 1210 - Accounts Receivable:	**25,507.34**	
	Total Assets:	**250,634.26**	**250,634.26**
Liability			
Category: 2110 - Accounts Payable			
19-00-21300	Accounts Payable Allocation	3,948.76	
	Total Category 2110 - Accounts Payable:	**3,948.76**	
Category: 2200 - Accrued Payroll			
19-00-22000	Wage Payable	205.48	
19-00-22010	Accrued Benefits	77.29	
	Total Category 2200 - Accrued Payroll:	**282.77**	
	Total Liability:	**4,231.53**	
Equity			
Category: 2900 - Equity			
19-00-29100	Fund Balance (Reserved)	282,977.33	
	Total Category 2900 - Equity:	**282,977.33**	
	Total Beginning Equity:	**282,977.33**	
Total Revenue		57,273.27	
Total Expense		93,847.87	
Revenues Over/Under Expenses		**-36,574.60**	
	Total Equity and Current Surplus (Deficit):	**246,402.73**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**250,634.26**

Balance Sheet

Account	Name	Balance	
Fund: 20 - Sales Tax			
Assets			
Category: 1000 - Cash and Investments			
20-00-10100	Illinois Funds - Non Home Rule Sales Tax	4,100,865.28	
20-00-11101	Allocated Cash	-2,950,387.06	
	Total Category 1000 - Cash and Investments:	**1,150,478.22**	
Category: 1210 - Accounts Receivable			
20-00-12167	Sales Tax Receivable	485,018.05	
	Total Category 1210 - Accounts Receivable:	**485,018.05**	
	Total Assets:	**1,635,496.27**	**1,635,496.27**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
20-00-29200	Fund Balance (Reserved)	1,157,330.26	
	Total Category 2900 - Equity:	**1,157,330.26**	
	Total Beginning Equity:	**1,157,330.26**	
Total Revenue		529,166.01	
Total Expense		51,000.00	
Revenues Over/Under Expenses		**478,166.01**	
	Total Equity and Current Surplus (Deficit):	**1,635,496.27**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**1,635,496.27**

Balance Sheet

Account	Name	Balance	
Fund: 21 - Lighthouse Pointe TIF			
Assets			
Category: 1000 - Cash and Investments			
21-00-10160	Stillman Bank 6 m CD	549,444.08	
21-00-11101	Allocated Cash	1,104,849.01	
	Total Category 1000 - Cash and Investments:	**1,654,293.09**	
Category: 1210 - Accounts Receivable			
21-00-12108	Interest & Dividends Receivable	11,643.06	
	Total Category 1210 - Accounts Receivable:	**11,643.06**	
	Total Assets:	**1,665,936.15**	**1,665,936.15**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
21-00-29200	Fund Balance (Reserved)	1,662,410.37	
	Total Category 2900 - Equity:	**1,662,410.37**	
	Total Beginning Equity:	**1,662,410.37**	
Total Revenue		3,690.78	
Total Expense		165.00	
Revenues Over/Under Expenses		**3,525.78**	
	Total Equity and Current Surplus (Deficit):	**1,665,936.15**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**1,665,936.15**

Balance Sheet

Account	Name	Balance	
Fund: 22 - Foreign Fire Insurance			
Assets			
Category: 1000 - Cash and Investments			
22-00-10100	Foreign Fire Insurance	35,826.81	
	Total Category 1000 - Cash and Investments:	**35,826.81**	
	Total Assets:	**35,826.81**	**35,826.81**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
22-00-29100	Fund Balance (Reserved)	37,509.56	
	Total Category 2900 - Equity:	**37,509.56**	
	Total Beginning Equity:	**37,509.56**	
Total Revenue		163.30	
Total Expense		1,846.05	
Revenues Over/Under Expenses		**-1,682.75**	
	Total Equity and Current Surplus (Deficit):	**35,826.81**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**35,826.81**

Balance Sheet

Account	Name	Balance	
Fund: 23 - Downtown & Southern Gateway TIF			
Assets			
Category: 1000 - Cash and Investments			
23-00-11101	Allocated Cash	47,048.52	
	Total Category 1000 - Cash and Investments:	**47,048.52**	
Category: 1100 - Restricted Assets			
23-00-11017	Downtown TIF Bond	2,586,043.95	
	Total Category 1100 - Restricted Assets:	**2,586,043.95**	
	Total Assets:	**2,633,092.47**	**2,633,092.47**
Liability			
Category: 2110 - Accounts Payable			
23-00-21300	Accounts Payable Allocation	98,110.70	
	Total Category 2110 - Accounts Payable:	**98,110.70**	
	Total Liability:	**98,110.70**	
Equity			
Category: 2900 - Equity			
23-00-29200	Fund Balance (Reserved)	2,660,898.58	
	Total Category 2900 - Equity:	**2,660,898.58**	
	Total Beginning Equity:	**2,660,898.58**	
Total Revenue		11,516.75	
Total Expense		137,433.56	
Revenues Over/Under Expenses		**-125,916.81**	
	Total Equity and Current Surplus (Deficit):	**2,534,981.77**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**2,633,092.47**

Balance Sheet

Account	Name	Balance	
Fund: 24 - Overweight Truck Permit			
Assets			
Category: 1000 - Cash and Investments			
24-00-10130	Central Bank CD	55,636.86	
24-00-11101	Allocated Cash	115,568.11	
	Total Category 1000 - Cash and Investments:	**171,204.97**	
Category: 1210 - Accounts Receivable			
24-00-12108	Interest & Dividends Receivable	730.37	
	Total Category 1210 - Accounts Receivable:	**730.37**	
	Total Assets:	**171,935.34**	**171,935.34**
Liability			
Category: 9999 - History			
24-00-21902	OTF Overpayments From County	1,765.50	
	Total Category 9999 - History:	**1,765.50**	
	Total Liability:	**1,765.50**	
Equity			
Category: 2900 - Equity			
24-00-29200	Fund Balance (Reserved)	161,846.59	
	Total Category 2900 - Equity:	**161,846.59**	
	Total Beginning Equity:	**161,846.59**	
Total Revenue		8,323.25	
Total Expense		0.00	
Revenues Over/Under Expenses		**8,323.25**	
	Total Equity and Current Surplus (Deficit):	**170,169.84**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**171,935.34**

Balance Sheet

Account	Name	Balance	
Fund: 25 - Northern Gateway TIF			
Assets			
Category: 1000 - Cash and Investments			
25-00-11101	Allocated Cash	213,068.27	
	Total Category 1000 - Cash and Investments:	**213,068.27**	
	Total Assets:	**213,068.27**	**213,068.27**
Liability			
Category: 2110 - Accounts Payable			
25-00-21300	Accounts Payable Allocation	110.00	
	Total Category 2110 - Accounts Payable:	**110.00**	
	Total Liability:	**110.00**	
Equity			
Category: 2900 - Equity			
25-00-29200	Fund Balance (Reserved)	212,356.51	
	Total Category 2900 - Equity:	**212,356.51**	
	Total Beginning Equity:	**212,356.51**	
Total Revenue		711.76	
Total Expense		110.00	
Revenues Over/Under Expenses		**601.76**	
	Total Equity and Current Surplus (Deficit):	**212,958.27**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**213,068.27**

Balance Sheet

Account	Name	Balance	
Fund: 36 - Capital Improvement			
Assets			
Category: 1000 - Cash and Investments			
36-00-11101	Allocated Cash	-1,319,324.64	
	Total Category 1000 - Cash and Investments:	**-1,319,324.64**	
Category: 1100 - Restricted Assets			
36-00-11003	Cash Held at Paying Agent	640,100.00	
	Total Category 1100 - Restricted Assets:	**640,100.00**	
	Total Assets:	**-679,224.64**	**-679,224.64**
Liability			
Category: 2110 - Accounts Payable			
36-00-21100	Accounts Payable	38,160.98	
	Total Category 2110 - Accounts Payable:	**38,160.98**	
	Total Liability:	**38,160.98**	
Equity			
Category: 2900 - Equity			
36-00-29100	Fund Balance (Reserved)	-700,705.62	
	Total Category 2900 - Equity:	**-700,705.62**	
	Total Beginning Equity:	**-700,705.62**	
Total Revenue		0.00	
Total Expense		16,680.00	
Revenues Over/Under Expenses		**-16,680.00**	
	Total Equity and Current Surplus (Deficit):	**-717,385.62**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**-679,224.64**

Balance Sheet

Account	Name	Balance	
Fund: 37 - Stormwater			
Assets			
Category: 1000 - Cash and Investments			
37-00-11101	Allocated Cash	124,137.74	
	Total Category 1000 - Cash and Investments:	**124,137.74**	
	Total Assets:	**124,137.74**	**124,137.74**
Liability			
	Total Liability:	**0.00**	
Equity			
Category: 2900 - Equity			
37-00-29200	Fund Balance (Unreserved)	128,794.68	
	Total Category 2900 - Equity:	**128,794.68**	
	Total Beginning Equity:	**128,794.68**	
Total Revenue		718.06	
Total Expense		5,375.00	
Revenues Over/Under Expenses		**-4,656.94**	
	Total Equity and Current Surplus (Deficit):	**124,137.74**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**124,137.74**

Balance Sheet

Account	Name	Balance	
Fund: 51 - Water			
Assets			
Category: 1000 - Cash and Investments			
51-00-10126	Illinois Funds - Water	1,675,690.77	
51-00-11101	Allocated Cash	90,784.80	
	Total Category 1000 - Cash and Investments:	**1,766,475.57**	
Category: 1100 - Restricted Assets			
51-00-11008	Cash Held at Paying Agent	79,913.13	
	Total Category 1100 - Restricted Assets:	**79,913.13**	
Category: 1210 - Accounts Receivable			
51-00-12130	Miscellaneous Accounts Receivable	2,537.25	
51-00-12140	Lease Receivable	1,027,534.93	
	Total Category 1210 - Accounts Receivable:	**1,030,072.18**	
Category: 1212 - Customer Billing			
51-00-12120	Customer Billing	307,035.85	
51-00-12125	Unbilled Accounts Receivable	67,243.00	
51-00-12129	Collections Receivable	24,817.95	
	Total Category 1212 - Customer Billing:	**399,096.80**	
Category: 1430 - 1430			
51-00-14300	Accum Prov For Uncollectible	-217,370.71	
	Total Category 1430 - 1430:	**-217,370.71**	
Category: 1500 - Capital Assets			
51-00-15100	General Plant	692,799.66	
51-00-15101	Land and Land Rights	257,914.69	
51-00-15102	Water Well # 11	4,537,805.60	
51-00-15103	Dist Reservoirs & Standpipes	953,208.22	
51-00-15104	Services	560,664.29	
51-00-15105	Water Mains	13,254,650.14	
51-00-15106	UPIS-Transportation Equipment	59,363.49	
51-00-15107	Water Valves	241,607.49	
51-00-15108	Water Hydrants	421,495.10	
51-00-15109	Water Well # 4	2,639,352.07	
51-00-15110	Water Well # 10	1,203,126.25	
51-00-15111	Miscellaneous Equipment	131,374.80	
51-00-15112	Water Well # 12	7,621,222.67	
51-00-15113	Water Well # 9	31,639.81	
51-00-15114	Land and Land Rights	14,610.47	
51-00-15115	Meters	887,620.67	
51-00-15116	Communication Equipment	17,599.00	
51-00-15120	Construction Work in Progress	2,413,486.86	
51-00-15122	Completed Const Not Classified	2,730,126.51	
51-00-15123	Accumulated Provision For Depr	-13,793,256.55	
51-00-15124	Water Well #8	256,891.10	
51-00-15306	Intangible Asset	92,569.52	
51-00-15336	Accum Amortization - Intangible Asset	-80,400.27	
51-00-15900	Asset Retirement Obligation	-465,300.00	
	Total Category 1500 - Capital Assets:	**24,680,171.59**	
Category: 1600 - Prepaid Expenses			
51-00-16000	Prepaid Insurance	63,548.22	
	Total Category 1600 - Prepaid Expenses:	**63,548.22**	
Category: 1900 - Deferred Assets			
51-00-19100	Deferred Outflows of Resources	173,759.09	
51-00-19101	Deferred Outflows - OPEB	31,225.00	
51-00-19102	Deferred Outflows - ARO	433,719.54	
	Total Category 1900 - Deferred Assets:	**638,703.63**	
	Total Assets:	**28,440,610.41**	**28,440,610.41**
Liability			

Balance Sheet

Account	Name	Balance
Category: 2110 - Accounts Payable		
51-00-21300	Accounts Payable Allocation	51,960.68
	Total Category 2110 - Accounts Payable:	**51,960.68**
Category: 2200 - Accrued Payroll		
51-00-22000	Wage Payable	6,087.58
51-00-22009	Accrued Vacation	117,899.60
51-00-22010	Accrued Benefits	2,669.14
	Total Category 2200 - Accrued Payroll:	**126,656.32**
Category: 2600 - Deferred Revenues		
51-00-26500	Lessor Deferred Inflow	950,060.44
	Total Category 2600 - Deferred Revenues:	**950,060.44**
Category: 2700 - Long-Term Liabilities		
51-00-27102	IEPA Loan - Well #12 and Tower L174882	2,234,689.29
51-00-27103	IEPA Loan - Well #11 Radium Removal L17	1,903,493.67
51-00-27104	IEPA Loan - Well #12 Radium Removal L17	1,181,140.95
51-00-27303	Interest Payable-IEPA L174882	3,463.77
51-00-27304	Interest Payable-IEPA L175426	12,563.06
51-00-27305	Interest Payable-IEPA L175571	2,037.47
51-00-27403	IMRF Payable - Net Pension Obligation	56,824.22
51-00-27406	OPEB Liability	55,041.00
51-00-27600	Lease Liability	12,268.32
	Total Category 2700 - Long-Term Liabilities:	**5,461,521.75**
Category: 2790 - Deferred Liabilities		
51-00-26300	Deferred Inflows - OPEB	4,651.00
51-00-27905	Deferred Inflows	3,190.50
	Total Category 2790 - Deferred Liabilities:	**7,841.50**
	Total Liability:	**6,598,040.69**
Equity		
Category: 2900 - Equity		
51-00-29100	Fund Balance (Reserved)	389,239.38
51-00-29300	Unappropriated Retained Earnings	20,576,084.04
51-00-29500	Contributions In Aid Of Construction	224,179.33
51-00-29501	Accum Amort of Contribution in Aid of Co	-40,491.28
	Total Category 2900 - Equity:	**21,149,011.47**
	Total Beginning Equity:	**21,149,011.47**
Total Revenue		1,418,912.56
Total Expense		725,354.31
Revenues Over/Under Expenses		**693,558.25**
	Total Equity and Current Surplus (Deficit):	**21,842,569.72**
	Total Liabilities, Equity and Current Surplus (Deficit):	**28,440,610.41**

Balance Sheet

Account	Name	Balance
Fund: 52 - Water Reclamation		
Assets		
Category: 1000 - Cash and Investments		
52-50-10110	Petty Cash	200.00
52-50-10126	Illinois Funds - Water Reclamation	1,676,023.54
52-50-11002	First State Bank CD	308,095.87
52-50-11006	Stillman Bank 6 m CD	3,444,110.18
52-50-11101	Allocated Cash	369,127.30
	Total Category 1000 - Cash and Investments:	**5,797,556.89**
Category: 1100 - Restricted Assets		
52-50-11008	Cash Held at Paying Agent	138,795.88
	Total Category 1100 - Restricted Assets:	**138,795.88**
Category: 1210 - Accounts Receivable		
52-50-12100	Accounts Receivable	258,365.18
52-50-12108	Interest & Dividends Receivable	6,069.62
52-50-12130	Miscellaneous Accounts Receivable	23,175.07
	Total Category 1210 - Accounts Receivable:	**287,609.87**
Category: 1212 - Customer Billing		
52-50-12120	Customer Billing	121,383.82
52-50-12125	Unbilled Accounts Receivable	75,258.00
52-50-12129	Collections Receivable	27,194.49
	Total Category 1212 - Customer Billing:	**223,836.31**
Category: 1290 - Special Assessments		
52-50-12900	Special Assessments - Deferred	40,959.46
	Total Category 1290 - Special Assessments:	**40,959.46**
Category: 1430 - 1430		
52-50-14300	Accum Prov For Uncollectible	-68,212.58
	Total Category 1430 - 1430:	**-68,212.58**
Category: 1500 - Capital Assets		
52-50-15000	Utility Plant in Service	814,519.64
52-50-15124	Utility Plant in Service - General Plant	4,227,742.16
52-50-15125	Utility Plant in Service - Treatment Plant	19,358,830.35
52-50-15126	Utility Plant in Service - Lift Stations	1,526,844.49
52-50-15127	Utility Plant in Service - Manholes	688,586.64
52-50-15128	Treatment Plant Equipment	894,198.59
52-50-15129	Southview Lift Station	10,876.34
52-50-15130	1st Avenue Lift Station	223,073.60
52-50-15131	Wiscold Lift Station	2,366.54
52-50-15132	Route 38 Lift Station	251,712.01
52-50-15133	Akeson Park Lift Station	328,680.00
52-50-15134	Treatment Plant Domestic Lift Station	236,550.00
52-50-15135	Veteran's Parkway Replacement	532,645.50
52-50-15136	Westwood Sewer Extension	945,362.52
52-50-15137	Squires Landing	1,820.19
52-50-15138	Janet Avenue Sewer Replacement	4,500.00
52-50-15139	Sewer Mains	6,597,126.27
52-50-15140	West Side Sewer Interceptor	2,471,888.02
52-50-15141	West Side Sewer Interceptor Manholes	603,934.41
52-50-15142	Intermodal Interceptor	3,000,696.96
52-50-15143	Lakeview Sewer Lining	515,126.63
52-50-15144	First Avenue Upgrade	957,374.12
52-50-15145	Ritchie Court Sewer	103,718.14
52-50-15146	Land and Land Rights	160,938.40
52-50-15147	Structures and Improvements	378,256.52
52-50-15149	Gravity Collection Sewers	23,654.27
52-50-15150	Meters	221,174.17
52-50-15151	Office Furniture and Equipment	8,417.00
52-50-15152	Laboratory Equipment	2,284.97
52-50-15153	Communication Equipment	93,443.89

Balance Sheet

Account	Name	Balance	
52-50-15157	Construction Work in Progress	4,413,803.46	
52-50-15160	SCADA System	7,495.17	
52-50-15161	Membrane - Air Diffusers	6,533.92	
52-50-15162	Pumps and Control Panels	22,689.78	
52-50-15163	One Ton Truck	41,432.31	
52-50-15164	Completed Const Not Classified	7,329,586.38	
52-50-15165	Accumulated Provision For Depr	-32,773,581.14	
52-50-15166	Transportation	55,114.00	
52-50-15300	Intangible Asset	76,447.42	
52-50-15336	Accum Amortization - Intangible Asset	-33,671.50	
	Total Category 1500 - Capital Assets:	**24,332,192.14**	
Category: 1600 - Prepaid Expenses			
52-50-16000	Prepaid Insurance	105,116.40	
	Total Category 1600 - Prepaid Expenses:	**105,116.40**	
Category: 1900 - Deferred Assets			
52-50-19100	Deferred Outflows of Resources	463,071.12	
52-50-19101	Deferred Outflows - OPEB	83,738.00	
	Total Category 1900 - Deferred Assets:	**546,809.12**	
	Total Assets:	**31,404,663.49**	**31,404,663.49**
Liability			
Category: 2110 - Accounts Payable			
52-00-21300	Accounts Payable Allocation	37,857.89	
	Total Category 2110 - Accounts Payable:	**37,857.89**	
Category: 2200 - Accrued Payroll			
52-50-22000	Wage Payable	35,868.77	
52-50-22009	Accrued Vacation	140,250.52	
52-50-22010	Accrued Benefits	3,048.96	
	Total Category 2200 - Accrued Payroll:	**179,168.25**	
Category: 2700 - Long-Term Liabilities			
52-50-27105	IEPA Loan - Askvig L1726800	57,159.04	
52-50-27305	Lease Liability	43,217.08	
52-50-27306	Interest Payable Accrued-IEPA WWTP Up	19,281.16	
52-50-27307	Interest Payable Accrued-IEPA Askvig	178.63	
52-50-27403	IMRF Payable - Net Pension Obligation	147,409.32	
52-50-27406	OPEB Liability	147,612.00	
52-50-27409	IEPA L175516 Water Recl Plant Improvem	3,921,591.19	
52-50-27410	IEPA L174374	613,117.34	
	Total Category 2700 - Long-Term Liabilities:	**4,949,565.76**	
Category: 2790 - Deferred Liabilities			
52-50-26300	Deferred Inflows - OPEB	12,470.00	
52-50-27905	Deferred Inflows	8,453.08	
	Total Category 2790 - Deferred Liabilities:	**20,923.08**	
	Total Liability:	**5,187,514.98**	
Equity			
Category: 2900 - Equity			
52-50-29100	Fund Balance (Reserved)	1,601,039.89	
52-50-29300	Unappropriated Retained Earnings	17,250,888.74	
52-50-29510	Contribution In Aid Of Const	687,662.79	
52-50-29511	CIAC-Pumping Structures	72,130.24	
52-50-29512	CIAC-Treatment Structures	5,130,229.31	
52-50-29513	CIAC-Disposal Structures	257,535.89	
52-50-29514	CIAC-General Plant Structures	1,719,759.69	
52-50-29515	CIAC-Pumping Equipment	6,590.49	
52-50-29516	CIAC-Treatment Equipment	1,463,337.97	
52-50-29517	CIAC-Disposal Equipment	647,356.35	
52-50-29518	CIAC-Distribution Main	11,177.00	
52-50-29550	Acc Amort CAOC-Services	-116,276.00	

Balance Sheet

Account	Name	Balance
52-50-29551	Acc Amort CIAC-Pumping Struct	-17,123.88
52-50-29552	Acc Amort CIAC-Treatmnt Struct	-1,217,941.92
52-50-29553	Acc Amort CIAC-Disposal Struct	-61,140.12
52-50-29554	Acc Amort CIAC-Gen Plt Struct	-408,279.12
52-50-29555	Acc Amort CIAC-Pumping Equip	-3,752.70
52-50-29556	Acc Amort CIAC-Treatment Plant	-833,302.86
52-50-29557	Acc Amort CIAC-Disposal Equip	-368,639.22
52-50-29558	Acc Amort CIAC-Dist Main	-558.96
	Total Category 2900 - Equity:	**25,820,693.58**
	Total Beginning Equity:	**25,820,693.58**
Total Revenue		1,213,178.30
Total Expense		816,723.37
Revenues Over/Under Expenses		**396,454.93**
	Total Equity and Current Surplus (Deficit):	**26,217,148.51**
	Total Liabilities, Equity and Current Surplus (Deficit):	**31,404,663.49**

Balance Sheet

Account	Name	Balance	
Fund: 53 - Solid Waste			
Assets			
Category: 1000 - Cash and Investments			
53-00-10130	Holcomb Bank Money Market	559,835.52	
53-00-10131	Illinois Funds - Solid Waste	4,525,076.44	
53-00-11101	Allocated Cash	-756,135.44	
	Total Category 1000 - Cash and Investments:	**4,328,776.52**	
Category: 1210 - Accounts Receivable			
53-00-12100	Accounts Receivable	371,458.94	
	Total Category 1210 - Accounts Receivable:	**371,458.94**	
Category: 1500 - Capital Assets			
53-00-15167	Land & Land Rights	708,562.77	
53-00-15168	Structures & Improvements	22,694.61	
53-00-15169	Structures & Improvements - Accum Depr	-22,694.61	
53-00-15170	Miscellaneous Equipment	447,076.79	
53-00-15171	Miscellaneous Equipment - Accum Depre	-375,708.30	
53-00-15172	Other Tangible Property	125,386.27	
53-00-15173	Other Tangible Property - Accum Depreci	-125,386.27	
	Total Category 1500 - Capital Assets:	**779,931.26**	
Category: 1600 - Prepaid Expenses			
53-00-16000	Prepaid Insurance	15,674.50	
	Total Category 1600 - Prepaid Expenses:	**15,674.50**	
	Total Assets:	**5,495,841.22**	**5,495,841.22**
Liability			
Category: 2410 - Other Liabilities			
53-00-24100	Investment - General Fund	180,780.61	
	Total Category 2410 - Other Liabilities:	**180,780.61**	
	Total Liability:	**180,780.61**	
Equity			
Category: 2900 - Equity			
53-00-29200	Fund Balance (Unreserved)	5,188,495.55	
	Total Category 2900 - Equity:	**5,188,495.55**	
	Total Beginning Equity:	**5,188,495.55**	
Total Revenue		418,036.55	
Total Expense		291,471.49	
Revenues Over/Under Expenses		**126,565.06**	
	Total Equity and Current Surplus (Deficit):	**5,315,060.61**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**5,495,841.22**

Balance Sheet

Account	Name	Balance
Fund: 54 - Electric		
Assets		
Category: 1000 - Cash and Investments		
54-00-11101	Allocated Cash	11,017,045.85
54-60-10110	Petty Cash	200.00
54-90-10110	Petty Cash	1,150.00
54-90-10126	Illinois Funds - Electric	11,740,987.32
54-90-10133	Central Bank Investment	2,203,903.16
54-90-10144	Stillman Bank 12 m CD	5,711,924.79
	Total Category 1000 - Cash and Investments:	**30,675,211.12**
Category: 1100 - Restricted Assets		
54-90-11010	Other Special Deposits (PJM Collateral)	704,745.52
54-90-11016	2021-2022 Electric Bond	1,763,329.88
	Total Category 1100 - Restricted Assets:	**2,468,075.40**
Category: 1210 - Accounts Receivable		
54-90-12108	Interest & Dividends Receivable	12,777.50
54-90-12131	Miscellaneous Accounts Receivable	86,446.49
54-90-12164	Accounts Receivable from Other Funds	409,044.42
	Total Category 1210 - Accounts Receivable:	**508,268.41**
Category: 1212 - Customer Billing		
54-90-12120	Customer Billing	3,161,199.07
54-90-12121	Unapplied Credits	-218,497.45
54-90-12122	Rochelle City Tax Receivable	-15,870.58
54-90-12123	Public Utilities Tax Receivable	110,353.04
54-90-12124	Hillcrest Tax Receivable	2,709.64
54-90-12125	Unbilled Accounts Receivable	302,869.00
54-90-12126	Contract Payments Receivable	12,530.49
54-90-12129	Collections Receivable	168,535.55
	Total Category 1212 - Customer Billing:	**3,523,828.76**
Category: 1430 - 1430		
54-90-14300	Accum Prov For Uncollectible	-1,335,829.74
	Total Category 1430 - 1430:	**-1,335,829.74**
Category: 1500 - Capital Assets		
54-10-15174	Diesel Prime Movers	193,731.77
54-10-15175	Office Furniture & Eqiupment	573,254.41
54-10-15176	Transportation Equipment	41,296.05
54-10-15177	Diesel Stores Equipment	5,007,871.29
54-10-15178	Completed Construction Not Classified - G	12,792,871.47
54-10-15180	Accumulated Provision For Depr - Genera	-8,540,769.50
54-10-15181	Accumulated Provision For Depr - Peaker	-880,046.15
54-10-15182	Solar Gas Turbine	2,684,186.97
54-10-15183	Accumulated Provision For Depr - Gas Tur	-2,684,187.09
54-10-15184	Completed Construction Not Classified - P	880,045.78
54-60-15184	Land & Land Rights	1,139,470.96
54-60-15185	Structures & Improvements	21,666,875.83
54-60-15186	Equipment	5,137,226.72
54-60-15187	Poles, Towers & Fixtures	5,020,518.11
54-60-15188	Overhead Conductors & Devices	10,556,267.14
54-60-15189	Underground Conductors and Devices	21,300,400.50
54-60-15190	Services	3,482,728.29
54-60-15191	Meters	1,256,151.93
54-60-15192	Security Lights	243,636.42
54-60-15193	Street Lights and Signal System	2,338,793.50
54-60-15194	Structures and Improvements	232,630.77
54-60-15195	Office Furniture and Equipment	299,596.73
54-60-15196	Transportation Equipment	1,683,507.71
54-60-15197	Stores Equipment	10,388.28
54-60-15198	Tools, Shop and Garage Equipment	134,468.59
54-60-15199	Laboratory Equipment	40,630.78

Balance Sheet

Account	Name	Balance	
54-60-15200	Power Operated Equipment	32,981.00	
54-60-15201	Communication Equipment	1,394,050.10	
54-60-15202	Miscellaneous Equipment	5,214.06	
54-60-15203	Other Tangible Property	636,959.63	
54-60-15204	Accum Prov for Depr - Structures & Impro	-3,351,929.10	
54-60-15205	Accum Prov for Depr - Station Equipment	-3,548,330.08	
54-60-15206	Accum Prov for Depr - Poles, Towers & Fi	-4,261,591.84	
54-60-15207	Accum Prov for Depr - Overhead Conduct	-8,745,330.61	
54-60-15209	Accum Prov for Depr - Underground Cond	-13,737,133.88	
54-60-15210	Accum Prov for Depr - Services	-1,772,641.08	
54-60-15211	Accum Prov for Depr - Meters	-1,245,184.97	
54-60-15212	Accum Prov for Depr - Security Lights	-243,636.42	
54-60-15213	Accum Prov for Depr - Street Lights & Sigr	-1,968,577.57	
54-60-15214	Accum Prov for Depr - Structures & Impro	-232,630.77	
54-60-15215	Accum Prov for Depr - Office Furniture & I	-299,596.73	
54-60-15216	Accum Prov for Depr - Transportation Equ	-1,513,545.43	
54-60-15217	Accum Prov for Depr - Stores Equipment	-10,388.28	
54-60-15218	Accum Prov for Depr - Tools, Shop & Gara	-134,468.59	
54-60-15219	Accum Prov for Depr - Laboratory Equipm	-40,630.78	
54-60-15220	Accum Prov for Depr - Power Operated Ec	-32,981.00	
54-60-15221	Accum Prov for Depr - Communication Eq	-983,272.34	
54-60-15222	Accum Prov for Depr - Miscellaneous Equi	-5,214.06	
54-60-15223	Accum Prov for Depr - Other Tangible Pro	-636,959.64	
54-60-15224	Regulatory Asset	1,944,042.36	
54-60-15225	Accum Prov for Depr - Regulatory Asset	-1,944,042.36	
54-60-15301	Intangible Asset	464,216.08	
54-60-15336	Accum Amortization - Intangible Asset	-120,177.70	
54-70-15226	Office Furniture & Equipment	156,820.51	
54-70-15227	Accum Prov for Depr - Office Furniture & I	-49,296.22	
54-90-15001	Construction Work in Progress	2,779,455.28	
54-90-15228	Office Furniture & Equipment	73,661.00	
54-90-15229	Accum Prov for Depr - Office Furniture & I	-24,988.08	
54-90-15230	Utility General Plant	58,805.55	
54-90-15231	Office Furniture & Equipment	84,896.30	
54-90-15232	Other Property	2,000,000.00	
54-90-15233	Completed Const Not Classified	1,305,631.38	
54-90-15234	Accum Prov For Depr - Admin	-1,502,505.19	
	Total Category 1500 - Capital Assets:	**49,143,227.79**	
Category: 1540 - Inventories			
54-60-15400	Inventories	2,226,388.46	
	Total Category 1540 - Inventories:	**2,226,388.46**	
Category: 1600 - Prepaid Expenses			
54-00-16110	Pre Paid Expenses	20,399.00	
54-90-16000	Prepaid Insurance	-6,671.82	
	Total Category 1600 - Prepaid Expenses:	**13,727.18**	
Category: 1900 - Deferred Assets			
54-00-19100	Deferred Outflows of Resources	1,368,456.36	
54-00-19101	Deferred Outflows - OPEB	248,374.00	
	Total Category 1900 - Deferred Assets:	**1,616,830.36**	
	Total Assets:	**88,839,727.74**	**88,839,727.74**
Liability			
Category: 2110 - Accounts Payable			
54-00-21300	Accounts Payable Allocation	477,567.29	
54-90-21265	Rochelle City Tax	-62,440.04	
54-90-21266	Public Utilities Tax	149,536.87	
54-90-21267	Hillcrest Tax	4,770.34	
	Total Category 2110 - Accounts Payable:	**569,434.46**	

Balance Sheet

Account	Name	Balance
Category: 2200 - Accrued Payroll		
54-90-22000	Wage Payable	39,148.33
54-90-22009	Accrued Vacation	350,622.26
54-90-22010	Accrued Benefits	11,519.57
	Total Category 2200 - Accrued Payroll:	**401,290.16**
Category: 2700 - Long-Term Liabilities		
54-00-27406	OPEB Liability	437,829.00
54-60-27305	Lease Liability	344,904.26
54-90-27000	IMRF Payable - Net Pension Obligation	428,597.00
54-90-27204	2023 Revenue Bond Payable	4,335,000.00
54-90-27205	2022 Revenue Bond Payable	6,745,000.00
54-90-27206	2021 Revenue Bond Payable	5,945,000.00
54-90-27211	Bond Premium-2021	626,540.16
54-90-27212	Bond Premium-2022	613,663.71
54-90-27213	Bond Premium-2023	287,695.08
54-90-27308	Interest Payable Accrued-2021	33,291.67
54-90-27309	Interest Payable Accrued - 2022	37,775.00
54-90-27311	Interest Payable Accured - 2023	34,050.00
	Total Category 2700 - Long-Term Liabilities:	**19,869,345.88**
Category: 2790 - Deferred Liabilities		
54-00-26300	Deferred Inflows - OPEB	36,984.00
54-00-27905	Deferred Inflows	24,895.22
	Total Category 2790 - Deferred Liabilities:	**61,879.22**
	Total Liability:	**20,901,949.72**
Equity		
Category: 2900 - Equity		
54-90-29100	Fund Balance (Reserved)	22,103,131.68
54-90-29300	Unappropriated Retained Earnings	46,072,926.92
	Total Category 2900 - Equity:	**68,176,058.60**
	Total Beginning Equity:	**68,176,058.60**
Total Revenue		9,684,164.28
Total Expense		9,922,444.86
Revenues Over/Under Expenses		**-238,280.58**
	Total Equity and Current Surplus (Deficit):	**67,937,778.02**
	Total Liabilities, Equity and Current Surplus (Deficit):	**88,839,727.74**

Balance Sheet

Account	Name	Balance	
Fund: 55 - Tech Center/Advance Communications			
Assets			
Category: 1000 - Cash and Investments			
55-00-11101	Allocated Cash	254,561.72	
	Total Category 1000 - Cash and Investments:	**254,561.72**	
Category: 1100 - Restricted Assets			
55-00-11011	2017A Debt Certificate Principal and Inter	394,083.18	
	Total Category 1100 - Restricted Assets:	**394,083.18**	
Category: 1210 - Accounts Receivable			
55-00-12100	Accounts Receivable	63,014.18	
55-00-12140	Lease Receivable	1,145,428.61	
55-32-12100	Accounts Receivable	23,464.98	
	Total Category 1210 - Accounts Receivable:	**1,231,907.77**	
Category: 1430 - 1430			
55-32-14300	Accum Prov For Uncollectible	-8,970.60	
	Total Category 1430 - 1430:	**-8,970.60**	
Category: 1500 - Capital Assets			
55-00-15235	Land	519,453.00	
55-00-15236	Accum Prov For Depreciation - Tech Cente	-2,719,987.30	
55-00-15237	General Plant Equipment	1,225,285.29	
55-00-15238	RMU Technology Center	4,427,154.42	
55-00-15300	Intangible Asset	18,368.57	
55-00-15336	Accum Amortization - Intangible Asset	-17,872.11	
55-32-15239	Accum Prov For Depreciation - Communic	-3,442,007.71	
55-32-15240	General Plant Equipment	2,292,003.90	
55-32-15241	Telecommunications	99,830.69	
55-32-15242	General Plant Fiber	1,331,829.58	
55-32-15243	Utility System	25,731.00	
55-32-15244	Furniture	5,290.40	
	Total Category 1500 - Capital Assets:	**3,765,079.73**	
Category: 1600 - Prepaid Expenses			
55-00-16000	Prepaid Insurance	5,539.59	
	Total Category 1600 - Prepaid Expenses:	**5,539.59**	
Category: 1900 - Deferred Assets			
55-00-19100	Deferred Outflows of Resources	86,879.56	
55-00-19101	Deferred Outflows - OPEB	42,578.00	
55-00-19106	Loss on Refunding	37,831.87	
55-32-19000	Deferred Outflows of Resources	150,649.10	
	Total Category 1900 - Deferred Assets:	**317,938.53**	
	Total Assets:	**5,960,139.92**	**5,960,139.92**
Liability			
Category: 2110 - Accounts Payable			
55-00-21300	Accounts Payable Allocation	13,329.88	
	Total Category 2110 - Accounts Payable:	**13,329.88**	
Category: 2200 - Accrued Payroll			
55-00-22000	Wage Payable	-125.00	
	Total Category 2200 - Accrued Payroll:	**-125.00**	
Category: 2600 - Deferred Revenues			
55-00-26500	Lessor Deferred Inflow	1,088,968.34	
	Total Category 2600 - Deferred Revenues:	**1,088,968.34**	
Category: 2700 - Long-Term Liabilities			
55-00-27305	Lease Liability	499.80	
55-00-27310	Notes Payable - Intergovernmental Loan	223,490.29	
55-00-27403	IMRF Payable - Net Pension Obligation	28,411.12	
55-00-27406	OPEB Liability	75,057.00	
55-00-27411	2017A Debt Certificates	1,025,000.00	
55-00-27412	2017 Debt Certificate Premium	22,187.88	

Balance Sheet

Account	Name	Balance
55-32-27312	Notes Payable - Intergovernmental Loan	185,554.13
55-32-27403	IMRF Payable - Net Pension Obligation	50,071.24
	Total Category 2700 - Long-Term Liabilities:	**1,610,271.46**
Category: 2790 - Deferred Liabilities		
55-00-26300	Deferred Inflows - OPEB	6,340.00
55-00-27905	Deferred Inflows	1,596.26
55-32-27905	Deferred Inflows	2,777.49
	Total Category 2790 - Deferred Liabilities:	**10,713.75**
	Total Liability:	**2,723,158.43**
Equity		
Category: 2900 - Equity		
55-00-29200	Fund Balance (Unreserved)	2,811,451.95
55-32-29500	Contributed Capital	352,922.11
	Total Category 2900 - Equity:	**3,164,374.06**
	Total Beginning Equity:	**3,164,374.06**
Total Revenue		280,343.21
Total Expense		207,735.78
Revenues Over/Under Expenses		**72,607.43**
	Total Equity and Current Surplus (Deficit):	**3,236,981.49**
	Total Liabilities, Equity and Current Surplus (Deficit):	**5,960,139.92**

Balance Sheet

Account	Name	Balance	
Fund: 56 - Network Administration			
Assets			
Category: 1000 - Cash and Investments			
56-40-11101	Allocated Cash	530,490.25	
	Total Category 1000 - Cash and Investments:	**530,490.25**	
Category: 1500 - Capital Assets			
56-40-15165	Accumulated Provision For Depr	-30,700.17	
56-40-15245	Equipment	39,609.72	
56-40-15246	Furniture	630.26	
	Total Category 1500 - Capital Assets:	**9,539.81**	
	Total Assets:	**540,030.06**	**540,030.06**
Liability			
Category: 2110 - Accounts Payable			
56-00-21300	Accounts Payable Allocation	21,382.32	
	Total Category 2110 - Accounts Payable:	**21,382.32**	
Category: 2200 - Accrued Payroll			
56-40-22000	Wage Payable	5,147.75	
56-40-22009	Accrued Vacation	73,300.58	
56-40-22010	Accrued Benefits	1,664.77	
	Total Category 2200 - Accrued Payroll:	**80,113.10**	
	Total Liability:	**101,495.42**	
Equity			
Category: 2900 - Equity			
56-00-29100	Fund Balance (Reserved)	512,419.86	
56-40-29300	Unappropriated Retained Earnings	30,839.61	
	Total Category 2900 - Equity:	**543,259.47**	
	Total Beginning Equity:	**543,259.47**	
Total Revenue		278,500.88	
Total Expense		383,225.71	
Revenues Over/Under Expenses		**-104,724.83**	
	Total Equity and Current Surplus (Deficit):	**438,534.64**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**540,030.06**

Balance Sheet

Account	Name	Balance	
Fund: 57 - Airport			
Assets			
Category: 1000 - Cash and Investments			
57-00-10100	Illinois Funds - Airport	11,636.28	
57-00-10110	Petty Cash	200.00	
57-00-11101	Allocated Cash	49,593.81	
	Total Category 1000 - Cash and Investments:	**61,430.09**	
Category: 1100 - Restricted Assets			
57-00-11012	Cash Held at Paying Agent	53,371.88	
	Total Category 1100 - Restricted Assets:	**53,371.88**	
Category: 1210 - Accounts Receivable			
57-00-12100	Accounts Receivable	200.71	
57-00-12130	Miscellaneous Accounts Receivable	8,211.32	
57-00-12140	Lease Receivable	703,179.24	
	Total Category 1210 - Accounts Receivable:	**711,591.27**	
Category: 1500 - Capital Assets			
57-00-15247	Land and Land Rights	1,850,682.75	
57-00-15248	Structures and Improvements	3,634,514.82	
57-00-15249	Accum Prov for Depr - Structures & Impro	-1,775,691.54	
57-00-15250	Miscellaneous Equipment	107,303.42	
57-00-15251	Accum Prov for Depr - Miscellaneous Equi	-99,048.60	
57-00-15252	Construction Work in Progress	22,870.02	
57-00-15253	Other Tangible Property	2,134,355.42	
57-00-15254	Accum Prov for Depr - Other Tangible Pro	-1,958,171.52	
	Total Category 1500 - Capital Assets:	**3,916,814.77**	
Category: 1600 - Prepaid Expenses			
57-00-16000	Prepaid Insurance	12,745.28	
57-00-16001	Prepaid Aviation Fuel	63,686.24	
	Total Category 1600 - Prepaid Expenses:	**76,431.52**	
Category: 1900 - Deferred Assets			
57-00-19101	Deferred Outflows - OPEB	9,226.00	
57-00-19109	Loss on Refunding	10,650.02	
	Total Category 1900 - Deferred Assets:	**19,876.02**	
	Total Assets:	**4,839,515.55**	**4,839,515.55**
Liability			
Category: 1212 - Customer Billing			
57-00-12121	Unapplied Credits	4,692.36	
	Total Category 1212 - Customer Billing:	**4,692.36**	
Category: 2110 - Accounts Payable			
57-00-21300	Accounts Payable Allocation	50,455.72	
	Total Category 2110 - Accounts Payable:	**50,455.72**	
Category: 2200 - Accrued Payroll			
57-00-22000	Wage Payable	707.26	
57-00-22009	Accrued Vacation	12,276.35	
57-00-22010	Accrued Benefits	371.87	
	Total Category 2200 - Accrued Payroll:	**13,355.48**	
Category: 2600 - Deferred Revenues			
57-00-26100	Deferred Revenue	9,739.95	
57-00-26500	Lessor Deferred Inflow	663,662.63	
	Total Category 2600 - Deferred Revenues:	**673,402.58**	
Category: 2700 - Long-Term Liabilities			
57-00-27209	2017B GO Bond	220,000.00	
57-00-27313	Interest Payable - 2017B GO Bond	3,371.88	
57-00-27403	IMRF Payable - Net Pension Obligation	15,542.75	
57-00-27406	OPEB Liability	16,262.00	
	Total Category 2700 - Long-Term Liabilities:	**255,176.63**	

Balance Sheet

Account	Name	Balance
Category: 2790 - Deferred Liabilities		
57-00-26300	Deferred Inflows - OPEB	1,373.00
57-00-27900	Deferred Outflows	-50,608.37
57-00-27905	Deferred Inflows	916.83
	Total Category 2790 - Deferred Liabilities:	**-48,318.54**
	Total Liability:	**948,764.23**
Equity		
Category: 2900 - Equity		
57-00-29200	Fund Balance (Unreserved)	1,501,050.82
57-00-29800	Investment - Fixed Assets	2,348,148.46
	Total Category 2900 - Equity:	**3,849,199.28**
	Total Beginning Equity:	**3,849,199.28**
Total Revenue		142,489.91
Total Expense		100,937.87
Revenues Over/Under Expenses		**41,552.04**
	Total Equity and Current Surplus (Deficit):	**3,890,751.32**
	Total Liabilities, Equity and Current Surplus (Deficit):	**4,839,515.55**

Balance Sheet

Account	Name	Balance	
Fund: 58 - Railroad			
Assets			
Category: 1000 - Cash and Investments			
58-00-10100	Capital Projects Fund	412,965.58	
58-00-11101	Allocated Cash	-102,962.86	
	Total Category 1000 - Cash and Investments:	**310,002.72**	
Category: 1210 - Accounts Receivable			
58-00-12105	Accounts Receivable	104,374.75	
58-00-12190	Grant Receivable	169,489.97	
	Total Category 1210 - Accounts Receivable:	**273,864.72**	
	Total Assets:	**583,867.44**	**583,867.44**
Liability			
Category: 2110 - Accounts Payable			
58-00-21300	Accounts Payable Allocation	1,361.97	
	Total Category 2110 - Accounts Payable:	**1,361.97**	
Category: 2200 - Accrued Payroll			
58-00-22000	Wage Payable	-17,684.03	
58-00-22010	Accrued Benefits	69.65	
	Total Category 2200 - Accrued Payroll:	**-17,614.38**	
Category: 2600 - Deferred Revenues			
58-00-26000	Deferred Revenue	169,489.97	
	Total Category 2600 - Deferred Revenues:	**169,489.97**	
	Total Liability:	**153,237.56**	
Equity			
Category: 2900 - Equity			
58-00-29200	Fund Balance (Unreserved)	159,513.19	
	Total Category 2900 - Equity:	**159,513.19**	
	Total Beginning Equity:	**159,513.19**	
Total Revenue		387,299.78	
Total Expense		116,183.09	
Revenues Over/Under Expenses		**271,116.69**	
	Total Equity and Current Surplus (Deficit):	**430,629.88**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**583,867.44**

Balance Sheet

Account	Name	Balance	
Fund: 59 - Golf Course			
Assets			
Category: 1000 - Cash and Investments			
59-00-10100	Central Bank Deposit Account	102,543.85	
59-00-10110	Petty Cash	600.00	
59-00-11101	Allocated Cash	-32,189.37	
	Total Category 1000 - Cash and Investments:	**70,954.48**	
Category: 1600 - Prepaid Expenses			
59-00-16000	Prepaid Insurance	24,433.98	
	Total Category 1600 - Prepaid Expenses:	**24,433.98**	
	Total Assets:	**95,388.46**	**95,388.46**
Liability			
Category: 2110 - Accounts Payable			
59-00-21200	Tax Collections Payable	115.33	
59-00-21300	Accounts Payable Allocation	2,872.25	
	Total Category 2110 - Accounts Payable:	**2,987.58**	
Category: 2200 - Accrued Payroll			
59-00-22000	Wage Payable	1,982.84	
59-00-22010	Accrued Benefits	455.28	
	Total Category 2200 - Accrued Payroll:	**2,438.12**	
	Total Liability:	**5,425.70**	
Equity			
Category: 2900 - Equity			
59-00-29200	Fund Balance (Unreserved)	47,335.39	
	Total Category 2900 - Equity:	**47,335.39**	
	Total Beginning Equity:	**47,335.39**	
Total Revenue		122,770.19	
Total Expense		80,142.82	
Revenues Over/Under Expenses		**42,627.37**	
	Total Equity and Current Surplus (Deficit):	**89,962.76**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**95,388.46**

Balance Sheet

Account	Name	Balance	
Fund: 64 - Administrative Services			
Assets			
Category: 1000 - Cash and Investments			
64-00-11101	Allocated Cash	277,120.01	
	Total Category 1000 - Cash and Investments:	**277,120.01**	
Category: 1210 - Accounts Receivable			
64-00-12139	Trash Accounts Receivable	47,186.61	
	Total Category 1210 - Accounts Receivable:	**47,186.61**	
Category: 1212 - Customer Billing			
64-00-12129	Collections Receivable	8,661.47	
	Total Category 1212 - Customer Billing:	**8,661.47**	
Category: 1500 - Capital Assets			
64-00-15255	General Plant	282,355.15	
64-00-15256	Accum Provision For Depreciation	-137,499.31	
64-00-15257	Equipment	42,060.57	
64-00-15259	Furniture	2,253.86	
	Total Category 1500 - Capital Assets:	**189,170.27**	
Category: 1600 - Prepaid Expenses			
64-00-16110	Pre Paid Expenses	230.00	
	Total Category 1600 - Prepaid Expenses:	**230.00**	
	Total Assets:	**522,368.36**	**522,368.36**
Liability			
Category: 2110 - Accounts Payable			
64-00-21210	Contracts Payable-Trash	193,955.56	
64-00-21300	Accounts Payable Allocation	-4,074.50	
	Total Category 2110 - Accounts Payable:	**189,881.06**	
Category: 2200 - Accrued Payroll			
64-00-22000	Wage Payable	45,028.63	
64-00-22009	Accrued Vacation	105,897.47	
64-00-22010	Accrued Benefits	7,811.53	
	Total Category 2200 - Accrued Payroll:	**158,737.63**	
	Total Liability:	**348,618.69**	
Equity			
Category: 2900 - Equity			
64-00-29100	Fund Balance (Reserved)	170,301.00	
64-00-29300	Unappropriated Retained Earnings	-14,712.37	
	Total Category 2900 - Equity:	**155,588.63**	
	Total Beginning Equity:	**155,588.63**	
Total Revenue		439,305.99	
Total Expense		421,144.95	
Revenues Over/Under Expenses		**18,161.04**	
	Total Equity and Current Surplus (Deficit):	**173,749.67**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**522,368.36**

File Attachments for Item:

2. A Resolution Authorizing a Development Agreement Between Midwest Power Investors, LLC and the City of Rochelle

ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING

SUBJECT: A Resolution authorizing a development agreement between Midwest Power Investors, LLC and the City of Rochelle

Staff Contact: Sam Tesreau, Interim City Manager

Summary:

Since the beginning of 2025 the former City Manager, City Attorney and staff have been working on a development agreement for a potential data center located north of Steward Road, west of the BNSF RR and south of I-88. Subsequently on March 3, 2025 City Council approved an amendment to the Zoning ordinance to define and further allow a Data Center in an I1, I2 and I3 zoning district. After months of developing said agreement, City and RMU staff along with the City attorney and the developer held a public informational meeting in November 2025 to discuss the proposed project. In February 2026 City and RMU staff presented the draft agreement as a City council discussion item with a follow-up business action item to occur in the near future.

Summary items of the agreement are as follows:

Phase I

- Construction of Phase I Electrical Improvements, including substation upgrades, dedicated feeder, primary metering (City constructs and paid by Midwest)
- Midwest funds all Phase I Electrical work up to $4.1M Cap and overages if they occur
- Midwest must purchase all electricity for Phase I from City until costs are recovered
- City must make up to 48 MW available upon completion of the improvements
- Midwest funds all Phase I water and sewer infrastructure estimated at $2.8M with surety being required before construction begins. Up to 50,000 GPD to the subject site along with fiber optic service.
- Midwest funds all roadway improvements to Steward Road, along property frontage, including design, planning, widening, drainage, lighting, ROW and easemens plus escrow or surety at 110% of approved estimated costs
- Phase I impact fee is $50,000 due when 48 MW power is available to the site

Phase II

- Midwest may expand facility capacity to an additional 100 MWs which will require a tripartite agreement with MW, City and ComEd

Phase III

- Midwest may expand facility capacity beyond 150 MWs which will require a tripartite agreement with MW, City and ComEd

Additional site development conditions

- City has reasonable approval over the appearance of the development as well as suppression measures to reduce sound that are generated from the subject property
- Midwest shall not construct a data center storage facility on the portion of the subject property lying north of I88 for Phase I, II or III
- RMU has incorporated conditions that all increases in capacity charges, NITS charges, Transmission charges, above our current levels, will be the responsibility of the developer and DC occupants.

City/RMU benefits

- expanded infrastructure along Steward Road including electrical upgrades, water and sewer extensions, roadway and pedestrian path improvements
- Additional revenue to RMU in excess of $1M and the UTF of about $400K annually.
- Additional property tax to the community taxing bodies even if the EZ is abated.
- Additional revenue will help defray costs associated with RMU Integrated Resource Plan to be completed over the next 12 months.

Revenue Sources:

Source:	Budgeted Amount:	Proposed Expenditure
N/A	N/A	N/A

Strategic Goal Application:

Community and Economic Development

Recommendation:

Consider approval of a Resolution authorizing a development agreement between Midwest Power Investors, LLC and the City of Rochelle

DEVELOPMENT AGREEMENT

This Development Agreement (the "***Agreement***") is made and entered into as of this ___ day of March, 2026 ("***Effective Date***"),[1] by and between **Midwest Power Investors, LLC**, an Illinois limited liability company ("***Midwest***"), and the **City of Rochelle, Ogle and Lee Counties, Illinois**, an Illinois municipal corporation (the "***City***"), each a "***Party*****"** and collectively the "***Parties***," and is based on the following recitals:

RECITALS

A. The City is duly organized and existing under the laws of the State of Illinois as a non-home rule municipality.

B. Midwest is a limited liability company in good standing with the Illinois Secretary of State.

C. Midwest is the record owner of commercial real estate located at the northeast corner of Steward Road and South Main Street, Rochelle, Illinois 61068, Ogle County, Illinois ("***Subject Property***"), as more particularly described in Exhibit 1.

D. Midwest intends to improve the Subject Property by facilitating development of a large-scale data center/data storage facility (the "***Facility***"), to be developed in one or more separate phases where the first phase ("***Phase I***") will require an initial electrical load of 48 Megawatts ("***MWs***").

E. The City operates the Rochelle Municipal Utilities ("***RMU***"), which provides retail electric and distribution service to commercial and industrial customers, and which, upon completion, will include the Facility for anticipated commercial operations.

F. To accommodate the development and anticipated electric capacity needs of Phase I of the Facility once operational, the City and Midwest are entering into this Agreement to set forth the terms and conditions for (i) the proposed modifications to RMU's existing electric distribution facilities located at the adjacent distribution substation commonly known as the Ritchie Substation ("***Substation***"), (ii) installation of dedicated distribution feeder to the Subject Property necessary to connect the Substation to the Facility, and (iii) installation of primary metering equipment to the Subject Property for RMU to provide electric distribution service to the Facility, as more particularly described in Exhibit 2 (the "***Project***").

G. The City will undertake the design, procurement and installation of the Project, including the new, dedicated electrical distribution power lines (collectively, the "***Phase I Electrical Improvements***"). Based on engineering estimates, the total estimated costs (the "***Phase I Costs***") of the Phase I Electrical Improvements for the Project are estimated to be four million forty-three thousand nine hundred

[1] To be the date of ratification by the City.

dollars ($4,043,900) (the "***Phase I Costs Cap***"), as more particularly detailed on Exhibit 2.

H. The City wishes to foster the development of the Subject Property by granting the licenses and permits, subject to all applicable fees and costs, specified in this Agreement or as reasonably required for operation of the Facility, as the case may be, and by undertaking the Phase I Electrical Improvements.

I. The City is entering into this Agreement pursuant to its non-home rule powers and its determination that the Project contemplated by this Agreement will enhance the City's businesses and redevelopment of its downtown area.

J. The City has determined that it is essential to the economic and social welfare of the City that the Project contemplated by this Agreement are necessary to foster economic development.

K. The City finds that the powers to be exercised hereunder are in furtherance of a public use and essential to the public interest.

L. The Mayor and City Council of the City have determined that entering into this Agreement is in the best interests of the City and its residents.

M. Midwest has full right, power and authority to enter into this Agreement and acknowledges and consents to its terms and conditions.

NOW, THEREFORE, in consideration of TEN DOLLARS ($10.00) and the promises, covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Midwest agree as follows:

SECTION ONE.
RECITALS

The foregoing Recitals are hereby incorporated herein as if fully set forth below.

SECTION TWO.
UTILITY SERVICE

A. Electrical Service.

(i) The City, which owns and operates RMU as its electrical service utility, agrees that it will, at Midwest's expense, increase the electrical service and distribution by constructing the Phase I Electrical Improvements, as provided herein. Midwest agrees to pay all of the Phase I Costs for the Phase I Electrical Improvements, up to a maximum (the "***Phase I Costs Cap***") of Four Million Forty-Three Thousand Nine Hundred Dollars ($4,043,900.00), as provided herein. If the Phase I Costs exceed the Phase I Costs Cap, the City will (A)

provide notice to Midwest of the amount of additional Phase I Costs and (B) Midwest shall pay the same so as to complete the Phase I Electrical Improvements. The amount of the Phase I Costs and the Phase I Costs Cap will then be adjusted upward to reflect the increase in the Phase I Costs.

(ii) The City shall provide, at Midwest's expense, all equipment necessary to construct the Phase I Electrical Improvements, which will include the equipment necessary for RMU to provide distribution service to be received to the Subject Property at 34.5kV for Phase I of the Facility operations and the City shall be reimbursed for the total equipment costs (without markup) as set forth in Exhibit 2.

(iii) Midwest acknowledges that the City is expending the Phase I Costs to enhance the distribution service specifically for Phase I of the Facility. Subject to, and without waiving any rights under, state and federal law, Midwest shall cause the Subject Property (and all users and occupants of the Subject Property requiring electrical service) to procure all of its electricity needs from or through the City for Phase I of the Facility at the City's applicable rates, determined in good faith by the City or RMU, until the earlier of (a) the Phase I Costs are recovered by the City (whether from payments made by Midwest, a user of the Subject Property or any third party deriving the benefits of the Phase I Electrical Improvements) by the inclusion of a surcharge on the electric bills for the Subject Property that consists of sixty (60) equal monthly payments of the Phase I Electrical Improvement Costs, commencing with the first electric bill issued for the Subject Property, but in no case later than twelve (12) months after the completion of the Phase I Electrical Improvements, or (b) Midwest pays the City an amount sufficient to pay the Phase I Costs that, at the time of such payment, have not been recovered by the purchase of electricity from the City.

(iv) Until the Phase I Costs are fully recovered by the City in accordance with sub-section (iii) above, Midwest shall not, and shall ensure that the users and occupants of the Subject Property do not, without the City Council's approval of any other such generation source, such approval not to be unreasonably withheld, conditioned, or delayed, use third-party electrical providers or any other generation source, including, but not limited to on-site solar generation, any form of reusable generation, or any other form of generation that would reduce, augment, supplement, or replace the electrical load, provided, however, the foregoing shall not (a) be construed as a waiver of Midwest's rights under state and federal law and regulation or (b) be deemed to limit or restrict the right of Midwest, or any user or occupant of the Subject Property, to utilize an on-site back-up generator solely for occasions when the City is unable to provide power to the Subject Property.

(v) In addition to the foregoing, if Midwest or any user or occupant of the Subject Property elects to participate in the City's demand response program, then

Midwest or any such user or occupant will (i) use the City's then-chosen demand response service vendor and (ii) not use a third-party demand response service vendor.

(vi) If Midwest or any user or occupant of the Subject Property declines to participate in the City's demand response program, the Parties acknowledge that the City will incur incremental excess capacity, excess transmission, including NITS charges, coincident-peak, or other peak-demand-related charges (collectively, "***Excess Charges***") from its upstream utility or wholesale power supplier as a result of Midwest's (or such user's or occupant's) electric load. In order that residents of the City do not experience increased electric rates as a consequence of the Subject Property's contribution to system peak, any such incremental Excess Charges that would *not* have been incurred but for Midwest's (or such user's or occupant's) electric load, shall be borne solely by Midwest, such user or occupant, whichever is causing such incremental Excess Charges to be incurred. So long as Midwest (or such user or occupant) pays all Excess Charges resulting from Midwest's (or such user's or occupant's) electric load, Midwest (or such user or occupant) shall not be required to curtail load, shed load, participate in mandatory demand response, or accept any operational flexibility obligation. Nothing in this Agreement shall be interpreted or applied in a manner that would impose any such load curtailment requirement, so long as Midwest (or such user or occupant) pays for all Excess Charges. The obligations under this sub-section (vi) are solely financial in nature and shall not impair or interfere with the right of Midwest (or such user or occupant) to continuous operations. Midwest's (or such user's or occupant's) electrical service may be disconnected if Midwest (or such user or occupant) fails to pay Excess Charges for which Midwest (or such user or occupant) is responsible as provided herein.

B. Other Utility Service.

(i) Midwest acknowledges that the City will need to construct, or cause RMU to construct, additional municipal utility services. Such services include water and water reclamation/sewer improvements (the "***Phase I Water and Water Reclamation Improvements***") to service the needs of the Subject Property. The Phase I Water and Water Reclamation Improvements are estimated, as of the Effective Date, to cost approximately Two Million Eight Hundred Thousand Dollars ($2,800,000.00). The Phase I Water and Water Reclamation Improvements that exclusively serve the Facility shall be the financial responsibility of Midwest, and Midwest shall reimburse the City for the cost of all such improvements. If and to the extent that Midwest has borne the cost of the Phase I Water and Water Reclamation Improvements and other properties make use of the Phase I Water and Water Reclamation Improvements for which Midwest has paid, the City will undertake commercially reasonable benefits to recapture from these properties the costs borne by Midwest and reimburse Midwest in the amount of these recaptured costs.

(ii) The City shall not incur any costs of the Phase I Water and Water Reclamation Improvements or any non-electrical utilities or infrastructure that would be the obligation of Midwest under this Section 2.B without Midwest's prior written consent. Promptly following delivery of Midwest's express written approval to proceed with the Phase I Water and Water Reclamation Improvements, Midwest shall deliver to the City a payment or performance bond or a letter of credit naming the City as beneficiary thereunder (the ***"Water and Water Reclamation Security***"). It is presently anticipated that the Water and Water Reclamation Security will be in the amount of one hundred percent (100%) of the cost of the Phase I Water and Water Reclamation Improvements required to be made for the Subject Property. The Water and Water Reclamation Security will be adjusted (a) upward, to reflect any increase in costs not covered by the budget for the Phase I Water and Water Reclamation Improvements, and (b) downward, to reflect any payment of the costs of the Phase I Water and Water Reclamation Improvements. Upon completion of the Phase I Water and Water Reclamation Improvements (and payment in full of the costs of same), the Water and Water Reclamation Security held by the City shall be returned to Midwest. Midwest acknowledges that the City will not proceed with making the Phase I Water and Water Reclamation Improvements or providing necessary permits for the development of the Facility until the Water and Water Reclamation Security has been posted in accordance with this sub-section (ii).

(iii) In connection with development and use of the Subject Property, the City will make reasonable accommodations to enable the Subject Property to receive up to 50,000 gallons of water per day (and corresponding water reclamation), as well as fiber optic service. For the avoidance of doubt, all terms, conditions and rates for providing utility services will be the prevailing terms, conditions, and rates set forth in the applicable published RMU rate schedule. Furthermore, the City will provide support for the installation and maintenance of gas pipeline facilities necessary to connect the Facility, without expense to the City, to the local retail gas distribution network, including access by authorized third parties as required.

C. Perimeter and Road Improvements.

(i) Midwest acknowledges that the City will need to construct perimeter and offsite road improvements and street lights satisfying Illinois Department of Transportation (IDOT) standards and City requirements for a Class II industrial/truck route along Steward Road ("***Roadway Improvements***") to service the needs of the Subject Property. Midwest, at its sole cost and expense, shall be responsible for the cost of engineering, design, plans, specifications and construction of the Roadway Improvements. The Parties anticipate that the Roadway Improvements shall (a) run from the westerly boundary of the Subject Property or from the end of the existing urbanized curb and gutter terminus located approximately five hundred feet east of South Main Street, (b) include

a roadway widening of approximately 1,280 feet and a minimum width of twelve feet with curbs and gutters, RCCP storm sewer drainage system with drainage structures, and a separate HMA or PCC pedestrian path of no less than 10 feet in width and (c) satisfy Illinois Department of Transportation (IDOT) standards and City requirements, in the latter case as reasonably interpreted by the City Engineer. At the election of the City, the "***Roadway Improvements***" will include (I) an additional right-of-way to be dedicated to the City along the north side of Steward Road as required by City Engineer, and (II) an exclusive easement granted to the City of not less than thirty (30) feet in width along Steward Road. These dedications shall be made through the preliminary and final plat process to be approved by the City Council.

(ii) The Roadway Improvements shall be the financial responsibility of Midwest, and, (a) if the City constructs or causes the construction of the Roadway Improvements, Midwest shall reimburse the City for the cost of all such Roadway Improvements, and (b) if Midwest constructs or causes the construction of the Roadway Improvements, Midwest shall pay for the cost of all such Roadway Improvements. The City shall not incur any costs of the Roadway Improvements without Midwest's prior written consent. Promptly following delivery of the City's and Midwest's express written approval to proceed with the Roadway Improvements, Midwest shall, prior to the commencement of the Roadway Improvements, (i) if the Roadway Improvements are to be constructed by the City fund an escrow account (the ***"Roadway Improvements Escrow***"), to be maintained by an independent third party escrow agent satisfactory to the City and Midwest, in the amount of one hundred ten percent (110%) of the estimated cost of the Roadway Improvements required to be made for the Subject Property, and (ii) if the Roadway Improvements are to be constructed by Midwest, deliver to the City a payment or performance bond or letter of credit (the ***"Roadway Improvements Security***") in the amount of one hundred ten percent (110%) of the estimated cost of the Roadway Improvements required to be made for the Subject Property. The Roadway Improvements Escrow and the Roadway Improvements Security will be adjusted from time to time (a) upward, to reflect any increase in costs not covered by the budget for the Roadway Improvements, and (b) downward, to reflect any payment of the costs of the Roadway Improvements. Upon completion of the Roadway Improvements (and payment in full of the costs of same), then subject to the provisions of sub-section (iii) below, the Roadway Improvements Security held by the City and the funds held in the Roadway Improvements Escrow shall be returned to Midwest. Midwest acknowledges that the City will not proceed with making the Roadway Improvements (or permitting Midwest to make the Roadway Improvements) or providing necessary permits for the development of the Facility until either the Roadway Improvements Escrow or the Roadway Improvements Security, as applicable, has been posted in accordance with this sub-section (ii).

(iii) Upon completion of the Roadway Improvements, (a) the City will retain ten percent (10%) of the Roadway Improvements Security or (b) ten percent (10%) of the Roadway Improvements Escrow shall remain in escrow with the escrow agent, until the second (2^{nd}) anniversary of completion and acceptance of the Roadway Improvements by the City Engineer, in accordance with the Rochelle Municipal Code.

D. Phase II Option. The City agrees and acknowledges that following Phase I, Midwest may subsequently expand the Facility's capacity up to an additional 100 MWs (such expansion, the "***Phase II Option***"), for an aggregate total of approximately 150 MWs. Accordingly, for the period of time commencing on the Completion Date (as defined in Section 3 below) up until thirty-six (36) full calendar months thereafter, and subject to the availability of electricity on the City's electric distribution system and Commonwealth Edison's transmission system delivering electricity to the City's distribution system, Midwest upon notice to the City may elect to proceed with the Phase II Option, whereupon the City, Midwest, and Commonwealth Edison shall promptly negotiate a tripartite development agreement covering upgrades to the transmission system, Substation, and other impacts to the electric distribution system, *provided,* the terms of such agreement shall be on economic terms no less favorable to Midwest than agreed to by the City in this Agreement for the Phase I Electrical Improvements. Midwest shall pay any and all fees and costs associated with any studies, professional fees, and infrastructure costs and equipment costs required for the Phase II Option, including any charges from Commonwealth Edison to the City that are incurred as a result of designing, building, commissioning, and placing into operation the Phase II Option electrical infrastructure improvements.

E. Phase III Option. The City agrees and acknowledges that following Phase I and/or Phase II, Midwest may subsequently expand the Facility's capacity beyond 150 MWs (such expansion, the "***Phase III Option***"). Accordingly, for the period of time commencing on the Completion Date up until sixty (60) full calendar months thereafter, and subject to the availability of electricity on the City's electric distribution system and Commonwealth Edison's transmission system delivering electricity to the City's distribution system, Midwest upon notice to the City may elect to proceed with the Phase III Option, whereupon the City, Commonwealth Edison and Midwest shall negotiate a tripartite development agreement covering upgrades to the transmission system, Substation and impacts to the electric distribution system, *provided,* the terms of such agreement shall be on economic terms no less favorable to Midwest than agreed to by the City in this Agreement for the Phase I Electrical Improvements. Furthermore, the City shall notify Midwest in advance of reasonably anticipated circumstances that could materially increase the cost to Midwest of subsequent distribution system upgrades, or otherwise adversely affect the ability to increase the electric capacity for the Facility for the Phase III Option. Provided that Midwest has provided its prior written approval, Midwest shall pay any and all out-of-pocket fees and costs associated with any studies, professional fees, and infrastructure costs and equipment costs required for the Phase III Option, including any charges from Commonwealth Edison

to the City that are incurred as a result of designing, building, commissioning, and placing into operation the Phase III Option electrical infrastructure improvements.

SECTION THREE.
OBLIGATIONS OF THE CITY FOR THE PROJECT

The City agrees to design, procure and construct the Phase I Electrical Improvements in accordance with the specifications set forth in Exhibit 2. The City shall use commercially reasonable efforts to complete the Phase I Electrical Improvements within twelve (12) months from the Effective Date. At such time as the Phase I Electrical Improvements have been completed (the "***Completion Date***"), the City shall cause RMU to make available to the Facility an electrical load of not less than 48 MWs, and Midwest shall pay for such electricity at rates then established by RMU pursuant to a Power Purchase Agreement (as defined in Section 14.B). Midwest shall have a period of twenty-four (24) months following the Completion Date (the "***Start-Up Date***") to enter into a Power Purchase Agreement for the electrical power made available to the Facility by RMU. The City acknowledges that RMU has the right and obligation to deliver 48 MWs of electrical power to the Facility, and neither the City nor RMU shall allocate this capacity to another user or users unless Midwest (or a user of Facility) does not enter into a Power Purchase Agreement by the Start-Up Date.

SECTION FOUR.
IMPACT FEE

Midwest recognizes and acknowledges that the City has utilized extensive staff, legal, and consulting resources to enter into this Agreement, and as such agrees to pay an Impact Fee to the City's general fund to compensate the City for said resources as follows:

Phase I Impact Fee: $50,000 within thirty (30) days of the Completion Date (*i.e.*, the date on which an initial electrical load of 48 MWs is available to Midwest's property).

Phase II Impact Fee $100,000 at the time an additional electrical load of 100 MWs is available to Midwest's property for an aggregate total of approximately 150 MWs.

Phase III Impact Fee: $150,000 at the time an additional electrical load in excess of 150 MWs is available to Midwest's property for an aggregate total of approximately 300 MWs.

SECTION FIVE.
APPROVALS, PERMITS AND CONSENTS

Subject to the payment of all applicable fees and costs by Midwest, the City agrees to provide approvals, permits and consents to Midwest as reasonably required for Midwest's construction and operation of the Facility, upon appropriate petitions and requests by Midwest (including, for avoidance of doubt, such municipal utility services as requested under Section 2.C).

However, the City shall have reasonable approval over the appearance of the development, as well as the suppression measures to reduce sound levels that are generated from the Subject Property. The Parties will meet and confer regarding the reasonableness of the sound suppression measures needed, the location of any equipment that generates excessive noise (*e.g.*, cooling fans and electric generators), and any other elements of the development that in the City's reasonable judgment can be deemed a nuisance for surrounding properties. The issuance of any permits, licenses or certificates by the City for the construction and operation of the Facility will be evidence of the City's approval.

Notwithstanding the foregoing or anything to the contrary contained herein, Midwest shall not construct a large-scale data center/data storage facility on the portion of the Subject Property lying north of Interstate Highway 88 for Phases I, II, or III.

SECTION SIX.
MAINTENANCE

Except to the extent caused by the City's negligence or willful and wanton conduct, Midwest, at its sole cost and expense, shall maintain and repair the improvements to the Subject Property, including the development of the Facility, in accordance with all federal, state and local codes and regulations.

SECTION SEVEN.
INSURANCE

The City agrees to cause contractors and subcontractors performing the Phase I Electrical Improvements (and any subsequent improvements performed pursuant to the Phase II Option and the Phase III Option) to maintain commercial general liability and property damage insurance with an insurance company qualified and licensed to do business in Illinois with limits of not less than two million dollars ($2,000,000.00) for bodily injury or death to any one person, four million dollars ($4,000,000.00) for bodily injury or death to more than one person, and five hundred thousand dollars ($500,000.00) for damage to the Subject Property, during the construction of the Phase I Electrical Improvements. The City and Midwest will be named as an additional insured on these contractors' policies and shall be provided thirty (30) days' advance notice prior to the cancellation of any such policies. Certificates of such insurance, evidencing the foregoing coverages shall be delivered to the City Clerk and Midwest within thirty (30) days prior to the commencement of any work on Phase I.

SECTION EIGHT.
COMPLIANCE WITH LAW

Midwest will at its own expense, comply with all federal, state and local laws, ordinances of the United States, State of Illinois and the City, and rules and regulations now or later in force which may be applicable to its operations in the City at the Subject Property. Midwest will obtain and pay for all permits, licenses, variations, and other authorizations which may be required for the improvements and its activities contemplated by this Agreement. The City agrees that it will, and will cause RMU to, construct, operate and maintain the Phase I Electrical Improvements in accordance with required Federal and State operational requirements, including the latest version of the National Electric Code.

SECTION NINE.
WAIVER

No waiver by either the City or Midwest of any default on the part of the other Party in the performance of any of the terms, covenants, or conditions of this Agreement to be performed, kept, or observed by the defaulting Party shall be or be construed to be a waiver by the non-defaulting Party of any other or subsequent default in the performance of any terms, covenants, or conditions of this Agreement to be performed, kept or observed by the defaulting Party.

SECTION TEN.
AMENDMENT

This Agreement may be modified or amended in whole or in part only by a written instrument executed by the City and Midwest.

SECTION ELEVEN.
REMEDIES

Either Party may exercise any rights or remedies available at law or equity in connection with this Agreement; *provided however*, in the event of litigation brought by either Party against the other Party for material breach or default, the prevailing Party shall be entitled to recover its reasonable costs and expenses for such litigation, including reasonable attorneys' fees, expert witness fees and other costs.

This Agreement may be terminated only by mutual written agreement of the Parties. Upon termination or expiration of this Agreement, the Parties shall be relieved of their obligations under this Agreement except for the following obligations which shall survive termination or expiration: (i) the obligation to pay or refund amounts owed to the City or Midwest under this Agreement; (ii) any other obligations which the Agreement specifically or by implication indicates shall survive termination or expiration. Upon termination, the City agrees to relinquish any remaining Letter of Credit or Bond in accordance with the terms of such instrument.

SECTION TWELVE.

INDEMNIFICATION

To the fullest extent permitted by law, except to the extent caused by negligence or intentional misconduct of the City, Midwest shall defend, indemnify and hold the City harmless from and against any and all claims, causes of action, liability, loss, damage, costs and expenses (including reasonable attorneys' fees) for injury to person or death or property damage arising out of or resulting from (i) Midwest's use of the Subject Property and the Facility or (ii) Midwest's breach of any provision of this Agreement.

SECTION THIRTEEN.
NOTICE

All notices and other communications shall be in writing and shall be deemed properly served if delivered in person to the Party to whom it is addressed two (2) days after deposit in the U. S. mail if sent postage prepaid by United States registered or certified mail, return receipt requested, addressed as follows:

All notices to the City of Rochelle shall be sent to:

City Manager
City of Rochelle
420 North 6th Street
Rochelle, Illinois 61068

Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.
Attn: Dominick Lanzito
2441 Warrenville Road – Ste. 310
Lisle, Illinois 60532

All notices to Midwest shall be sent to:

Midwest AG Investors, LLC
145 Avenue of the Americas
Floor 7
New York, New York 10013
Attention: Zach La Motta

With a copy to:
White & Case LLP
Suite 5100
111 South Wacker Drive
Chicago, Illinois 60606
Attention: Eugene J.M. Leone (1906477-0002)

or to such other address as the City and/or Midwest may designate for one another by notice given from time to time to the other in the manner provided herein.

SECTION FOURTEEN.
PERFORMANCE SECURITY AND MAINTENANCE

A. **Phase I Costs.** Within thirty (30) days of the Effective Date, Midwest shall provide a payment or performance bond or letter of credit (the ***"Performance Security***"), naming

the City as beneficiary thereunder, equal to one hundred (100%) of the Phase I Costs Cap (as more particularly set forth in Exhibit 2). If, at any time, the Phase I Costs Cap is adjusted pursuant to Section 2.A(i) to reflect an increase in the Phase I Costs, the amount of the Performance Security shall be similarly adjusted (within thirty (30) days of determination that such an adjustment must be made). In addition, the amount of the Performance Security shall be adjusted (a) upward or downward, within thirty (30) days of completion of the Phase I Electrical Improvements, to reflect the actual amount of the Phase I Costs, and (b) downward, on or before February 15th of each year, to reflect the recovery by the City of the Phase I Costs paid to the City during the prior calendar year pursuant to Section 2.A(iii). In addition, the Performance Security will be released, relinquished, and returned to Midwest upon any termination of this Agreement.

B. **Power Purchase Agreement.** If Midwest elects to negotiates and executes a power purchase agreement (a "***Power Purchase Agreement***") to supply the energy for Phase I, Phase II and/or Phase III to be delivered to the City's electric distribution system, or if the City negotiates and executes a Power Purchase Agreement to supply the energy for Phase I, Phase II and/or Phase III to be delivered to the City's electric distribution system, setting forth the principal terms on which the energy for Phase I, Phase II and/or Phase III, then the payments set forth in the Power Purchase Agreement shall be secured by a payment or performance bond or a letter of credit naming the City as beneficiary thereunder (the ***"Power Performance Security***"). It is presently anticipated that (i) the Power Performance Security will be in the amount of one hundred percent (100%) of the cost of the energy to be delivered to the City's electrical distribution system pursuant to the Power Purchase Agreement covering Phase I, Phase II and/or Phase III, and (ii) the amount of the Power Performance Security shall be adjusted annually to reflect the remaining payments of the cost of energy pursuant to the remaining term of a Power Purchase Agreement. Nothing herein shall obligate Midwest to enter into a Power Purchase Agreement with any energy provider, and this Section 14.B shall only apply if and to the extent Midwest or the City enter into a Power Purchase Agreement for Phase I, Phase II and/or Phase III, as applicable.

SECTION FIFTEEN.
RESERVED

SECTION SIXTEEN.
BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the Subject Property, the City, Midwest and occupants of the Property, and their respective successors and assigns. Either Party may assign this Agreement, in whole or in part, without prior consent of the other Party, including any collateral assignment by either Party. No person or entity that is not a Party to this Agreement shall be deemed a third party beneficiary hereof or have any right to enforce this Agreement.

SECTION SEVENTEEN.
ENTIRE AGREEMENT

This Agreement and the exhibits to this Agreement contain all the representations and the entire agreement between the Parties with respect to the subject matter of this Agreement. Any prior correspondence, memoranda or agreements are superseded in total by this Agreement and the exhibits to this Agreement. No Party has relied on any representations, written or verbal, of the other Party other than those express written representations made within this Agreement.

SECTION EIGHTEEN.
MISCELLANEOUS

All exhibits attached hereto are incorporated by reference and made a part of this Agreement.

[Signature page follows]

The Parties have executed this Agreement as of the day and year first above written.

THE CITY OF ROCHELLE, an Illinois municipality

By:_____
Name:_____
Its:_____

MIDWEST POWER INVESTORS, LLC, an Illinois limited liability company

By:
Name:_____
Its:_____

Exhibit 1 – Description of the Subject Property

Permanent Index Nos. 25-31-100-006 and 25-31-200-015.

Section 1.1 TRACT 1:
THE WEST 1/2 OF THE NORTH EAST 1/4 OF SECTION 31; (EXCEPTING THE RIGHT-OF-WAY OF THE CHICAGO, BURLINGTON & QUINCY RAIL ROAD); AND THE NORTH WEST FRACTIONAL 1/4 OF SECTION THIRTY-ONE (31), TOWNSHIP FORTY (40) NORTH, RANGE TWO (2) EAST OF THE THIRD (3RD) PRINCIPAL MERIDIAN, OGLE COUNTY, ILLINOIS, SUBJECT TO All EASEMENTS AND RESTRICTIONS OF RECORD, ROADS AND HIGHWAYS, FEEDERS AND LATERALS AND EASEMENTS OR CLAIMS OF EASEMENTS, NOT SHOWN ON THE PUBLIC RECORDS; AND EXCEPTING, HOWEVER, THE FOLLOWING DESCRIBED TRACTS:

A.) ALL THAT PORTION OF SAID WEST 1/2 OF THE NORTH EAST 1/4 OF SECTION 31 WHICH LIES EASTERLY OF THE WESTERLY RIGHT-OF-WAY LINES OF THE RAILROADS KNOWN OR FORMERLY KNOWN AS THE CHICAGO, BURLINGTON & QUINCY RAIL ROAD, THE CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY, AND THE GREAT NORTHERN PACIFIC AND BURLINGTON LINES; AND WHICH ALSO LIES NORTHERLY OF THE NORTHERLY RIGHT OF WAY LINE OF F.A.I. ROUTE 88 (FORMERLY) KNOWN AS THE EAST-WEST TOLLWAY EXTENSION).

B.) A TRACT DESCRIBED AS FOLLOWS, TO-WIT: BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHWEST ¼ OF SECTION 31, THENCE NORTH 18 RODS, THENCE EAST 22 RODS, THENCE SOUTH 18 RODS, AND THENCE WEST 22 RODS TO THE PLACE OF BEGINNING, CONTAINING ABOUT 2-1/2 ACRES, AS DISCLOSED BY WARRANTY DEED FROM HIRAM P. SPAULDING AND ROANA F. SPAULDING, HIS WIFE, TO ENOCH HOADLEY DATED APRIL 22, 1857, RECORDED APRIL 23, 1857 IN BOOKS OF DEEDS, PAGE 403.

C.) PREMISES DEDICATED FOR PUBLIC HIGHWAY PURPOSES BY DEED RECORDED IN RIGHT OF WAY BOOK 8, PAGE 338 IN OGLE COUNTY, ILLINOIS.

D.) PREMISES CONVEYED BY DEED RECORDED OCT. 25, 1943, IN BOOK 184 OF DEEDS PAGE *555* IN OGLE COUNTY, ILLINOIS, AND

E.) PART OF THE WEST HALF (W 1/2) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION THIRTY-ONE (31) TOWNSHIP FORTY (40) NORTH, RANGE TWO (2) EAST OF THE THIRD (3RD) PRINCIPAL MERIDIAN, BOUNDED AS FOLLOWS, TO-WIT: BEGINNING AT THE POINT OF INTERSECTION OF THE WESTERLY RIGHT OF WAY LINE OF THE C. B. & Q. RAILROAD COMPANY WITH THE NORTH LINE OF SAID SECTION 31; SAID POINT OF INTERSECTION BEING 2123.4 FEET EASTERLY,

MEASURED ALONG SAID NORTH LINE, FROM THE SECTION CORNER OF SECTION 30 AND 31, T. 40 N. R. 2 E., AND SECTIONS 25 AND 36, T. 40 N., R. 1 E; THENCE SOUTHEASTERLY ALONG SAID C. B. & Q. RIGHT OF WAY LINE 2020 FEET, MORE OR LESS, TO THE EAST LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 31, THENCE SOUTH ALONG SAID QUARTER, QUARTER LINE TO A POINT 40 FEET WESTERLY MEASURED AT RIGHT ANGLES FROM SAID WESTERLY RIGHT OF WAY LINE; THENCE NORTHWESTERLY PARALLEL TO SAID WESTERLY RIGHT OF WAY LINE TO THE NORTH LINE OF SAID SECTION 31; THENCE EAST ALONG SAID NORTH LINE TO THE PLACE OF BEGINNING; CONTAINING 1.88 ACRES MORE OR LESS.

F.) BEGINNING ON THE WEST LINE OF SAID SECTION 31 AT A POINT 152.26 FEET SOUTHEASTERLY OF THE CENTERLINE OF A HIGHWAY KNOWN AS THE EAST-WEST TOLLWAY EXTENSION AS SAID CENTERLINE IS SURVEYED AND STAKED OUT BY THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY AND RECORDED IN BOOK G-1 OF PLAT SURVEY RECORDS, PAGE 11, IN THE RECORDER'S OFFICE OF OGLE COUNTY; THENCE NORTHERLY ALONG THE SAID WEST LINE OF SAID SECTION 31 WHICH INTERSECTS THE SAID CENTERLINE AT STATION 4073+00 TO A POINT 152.88 FEET NORTHWESTERLY OF SAID CENTERLINE; THENCE NORTHEASTERLY TO A POINT 150.00 FEET NORTHWESTERLY OF STATION 4074+00 OF SAID CENTERLINE; THENCE NORTHEASTERLY ALONG A LINE PARALLEL WITH SAID CENTERLINE TO A POINT 150.00 FEET NORTHWESTERLY OF STATION 4097+78.40 OF SAID CENTERLINE, SAID POINT LYING ON THE WESTERLY RIGHT-OF-WAY LINE OF THE CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY AND THE GREAT NORTHERN PACIFIC AND BURLINGTON LINES, INC. RIGHT-OF-WAY AND A TRACT DESCRIBED IN THE TRUSTEE'S DEED RECORDED IN BOOK 262 OF DEEDS, PAGE 628 RECORDED AS DOCUMENT #380322; THENCE SOUTHEASTERLY ALONG SAID RAILROAD RIGHT-OF-WAY LINE TO A POINT 150 FEET SOUTHEASTERLY OF TOLLWAY CENTERLINE STATION 4098+23.44; THENCE SOUTHWESTERLY ALONG A LINE 150 FEET SOUTHEASTERLY OF AND PARALLEL TO SAID TOLLWAY CENTERLINE TO A POINT 150 FEET SOUTHEASTERLY OF TOLLWAY CENTERLINE STATION 4080+09.52; THENCE SOUTHWESTERLY TO A POINT 150 FEET SOUTHEASTERLY OF TOLLWAY CENTERLINE STATION 40744+00; THENCE SOUTHWESTERLY TO THE POINT OF BEGINNING.

G.) BEGINNING ON THE WEST LINE OF SAID SECTION 31 AT A POINT 152.26 FEET SOUTHEASTERLY OF THE CENTERLINE OF A HIGHWAY KNOWN AS THE EAST-WEST TOLLWAY EXTENSION AS SAID CENTERLINE IS SURVEYED AND STAKED OUT BY THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY AND RECORDED IN BOOK G-1 OF PLAT SURVEY RECORDS, PAGE 11 IN THE RECORDER'S OFFICE IN OGLE COUNTY; THENCE NORTHEASTERLY TO A POINT 150 FEET SOUTHEASTERLY OF STATION 4074+00 OF SAID CENTERLINE; THENCE SOUTH 9°19'59" WEST FOR A DISTANCE OF 316.61 FEET TO THE CENTERLINE OF COUNTY HIGHWAY 17; THENCE NORTHWESTERLY ALONG THE SAID CENTERLINE OF. COUNTY HIGHWAY 17 TO

THE POINT OF BEGINNING.

H.) BEGINNING ON THE WEST LINE OF SAID SECTION 31 AT A POINT 152.88 FEET NORTHWESTERLY OF THE CENTERLINE OF A HIGHWAY KNOWN AS THE EAST-WEST TOLLWAY EXTENSION AS SAID CENTERLINE IS SURVEYED AND STAKED OUT BY THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY AND RECORDED IN BOOK G-1 OF PLAT SURVEY RECORDS, PAGE 11 IN THE RECORDER'S OFFICE OF OGLE COUNTY; THENCE NORTHERLY ALONG THE SAID WEST LINE OF SAID SECTION 31, A DISTANCE OF 449.73 FEET; THENCE EASTERLY ALONG A LINE PERPENDICULAR TO THE SAID WEST LINE OF SAID SECTION 31, A DISTANCE OF 40 FEET; THENCE SOUTHEASTERLY TO A POINT 150 FEET NORTHWESTERLY OF STATION 4074+00 OF SAID CENTERLINE; THENCE SOUTHWESTERLY TO THE POINT OF BEGINNING.

I.) THAT PART DEEDED TO OGLE COUNTY BY WARRANTY DEED RECORDED OCTOBER 8, 2008, AS DOCUMENT 200800809334.

(i) TRACT 2:

PART OF THE SOUTHEAST QUARTER (SE 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION THIRTY-ONE (31), TOWNSHIP FORTY (40) NORTH, RANGE TWO (2) EAST OF THE THIRD (3RD) PRINCIPAL MERIDIAN, OGLE COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS, TO WIT:

BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER (SE 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SAID SECTION THIRTY-ONE (31); THENCE EASTERLY, ALONG THE SOUTH LINE THEREOF, A DISTANCE OF 222.06 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF THE BURLINGTON NORTHERN RAILROAD; THENCE NORTHWESTERLY, ALONG SAID WESTERLY RIGHT OF WAY UNE BEING THE ARC OF A CURVE CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 16787.32 FEET, AND WHOSE CHORD FORMS AN ANGLE OF 73 DEGREES 19 MINUTES 47 SECONDS AS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, AN ARC DISTANCE OF 754.18 FEET TO A POINT ON THE WEST LINE OF THE SOUTHEAST QUARTER (SE 1/4) OF SAID NORTHEAST QUARTER (NE 1/4); THENCE SOUTHERLY, ALONG SAID WEST LINE, AT AN ANGLE OF 17 DEGREES 07 MINUTES 31 SECONDS AS MEASURED CLOCKWISE FROM THE LAST DESCRIBED CHORD, A DISTANCE OF 722.45 FEET TO THE POINT OF BEGINNING.

EXCEPT THAT PART DEEDED TO OGLE COUNTY BY WARRANTY DEED RECORDED OCTOBER 8, 2008 AS DOCUMENT 200800809334.

Exhibit 2 – Certain Project Details

BHMG ENGINEERS
Consulting Engineers

Project Scope

Project Crossroads Electric Feed

Rochelle Municipal Utilities

Project Details

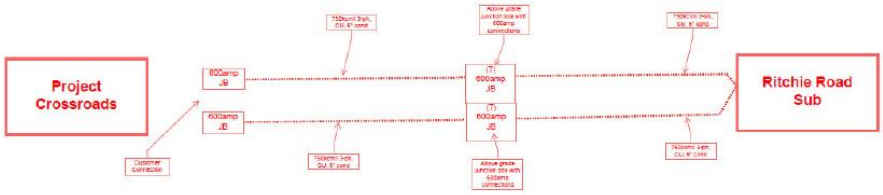
1. 34.5kV, 50mva, 837amps
2. 13.8kV, 50mva = 2,092amps
3. 37.5/50/62.5MVA xfmr
4. (2) - 750kcmil CU cables = 440amps ea., or 880amps @ 34.5kV, or 52.5MVA

Description

Proposed data center, 50MVA initial load, then planned growth to 150MVA. Initial feed would be 34.5kV, then switch to a 138kV connection

Project Details:

1. 34.5kV, 50mva, 837amps
2. 13.8kV, 50mva = 2,092amps
3. 37.5/50/62.5MVA xfmr
4. (2) - 750kcmil CU cables = 440amps ea., or 880amps @ 34.5kV, or 52.5MVA
5. Project length is 3.51ft



BHMG ENGINEERS
Consulting Engineers

Project Budget Summary

Project Crossroads Electric Feed

Rochelle Municipal Utilities

#	Description	Budget
1	Proposed Electrical Upgrades	$3,493,900.00
8	Engineering/Permitting/Construction Admin	$550,000.00
	Total Project Estimate	**$4,043,900.00**

Engineering Cost Estimate

Project No.: **Rochelle Municipal Utilities** Estimated By: **JFJ**

Project **Project Crossroads** Checked By:

Description **Electric Service Upgrades** Date: **02/06/25**

Item #	Item Description	Material Qty.	Material Unit	Material Unit Cost	Labor Qty.	Labor Unit	Labor Unit Cost	Equipment Qty.	Equipment Unit	Equipment Unit Cost	Total
1	Substation exit	2	ea.	$ 4,500.00	32	hr.	$ 150.00				$ 20,460.00
2	Revenue Meter at Swgr	2	ea.	$ 3,500.00	20	hr.	$ 150.00				$ 14,300.00
3	750kcmil cable terms at sub	6	ea.	$ 1,050.00	4	hr.	$ 150.00				$ 10,890.00
4	6-inch conduit with 3x750kcmil CU Cables	10630	l.f.	$ 136.00	0.585	hr.	$ 150.00	1	ea.	$ 7,500.00	$ 2,624,558.75
5	600amp elbow terminations	96	ea.	$ 250.00	4	hr.	$ 150.00				$ 89,760.00
6	15kV 600amp Junction Boxes	16	ea.	$ 3,500.00	32	hr.	$ 150.00	1	ea.	$ 5,000.00	$ 151,580.00
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	Contingency	20	%								$ 582,309.75
	Totals This Sheet										**$ 3,493,858.50**

Exhibit 2 - 2

Engineering Cost Estimate

Project No.: **Rochelle Municipal Utilities** Estimated By: **JFJ**

Project **Project Crossroads** Checked By:

Description **Engineering** Date: **02/06/25**

Item #	Item Description	Material			Labor			Equipment			Total
		Qty.	Unit	Unit Cost	Qty.	Unit	Unit Cost	Qty.	Unit	Unit Cost	
1	Engineering, permitting, testing	1			1	l.s.	$ 400,000.00				$ 400,000.00
2	Construction admin/observation	1			1	l.s.	$ 100,000.00				$ 100,000.00
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	Contingency	10	%								$ 50,000.00
	Totals This Sheet										**$ 550,000.00**

Exhibit 2 - 3

THE CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION
NO.

A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT WITH MIDWEST POWER INVESTORS, LLC

JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk

TOM McDERMOTT
BIL HAYES
KATE SHAW-DICKEY
DAN McDERMOTT
ROSAELIA ARTEAGA
BEN VALDIVIESO
City Council

Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle
Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. – City Attorneys
2441 Warrenville Road, Suite 310, Lisle, Illinois 60532

CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION NO.
Date Passed:

A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT WITH MIDWEST POWER INVESTORS, LLC

WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle, Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to "pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities." 65 ILCS 5/1-2-1; and

WHEREAS, while "non-home rule municipalities have the authority to enact ordinances, such ordinances may in no event conflict with state law or prohibit what a state statute expressly permits ... A local ordinance may impose more rigorous or definite regulations in addition to those enacted by the state legislature so long as they do not conflict with the statute." *(Village of Wauconda* v. *Hutton,* 291 Ill. App. 3d 1058, 1060 (1997)); and

WHEREAS, Midwest Power Investors, LLC ("Developer") is the owner of commercial real estate identified as PIN numbers: 25-31-100-006 and 25-31-200-015. ("Subject Property") located within the City of Rochelle; and

WHEREAS, Developer intends to improve the Subject Property by facilitating the development of a large-scale data center/data storage facility; and

WHEREAS, the City operates Rochelle Municipal Utilities ("RMU") which provides retail electric and distribution service to commercial and industrial customers; and

WHEREAS, the City wishes to foster the development of the Subject Property as it will promote economic development, enhance the City's tax base, create jobs and support the growth of technology in the area; and

WHEREAS, the City and Developer have come up with a mutually beneficial Development Agreement attached herein as Exhibit A; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interests of the City and its residents to authorize and enter into a Development Agreement with Midwest Power Investors, LLC.

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Rochelle, Ogle County, Illinois, as follows:

SECTION ONE: The foregoing recitals shall be, and are hereby, incorporated into and made a part of this Resolution as if fully set forth in this Section One.

SECTION TWO: That the Mayor and City Council of the City of Rochelle hereby approve the Development Agreement with Midwest Power Investors, LLC, attached hereto as Exhibit A, and the City Manager is hereby authorized to execute said Agreement and any ancillary documents necessary to memorialize said Agreement, subject to review and revision as to form by the City Attorney.

SECTION THREE: If any provision of this Resolution or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Resolution is severable.

SECTION FOUR: Where the conditions imposed by any provisions of this Resolution are more restrictive than comparable provisions imposed by Resolution in any other local law, ordinance, resolution, rule or regulation, the regulations of this Resolution will govern.

SECTION FIVE: The City Clerk shall publish this Resolution in pamphlet form.

SECTION SIX: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED THIS 27th day of April, 2026.

AYES:

NAYS:

ABSENT

ATTEST:

_____ _____

City Clerk Mayor

STATE OF ILLINOIS)
) SS.
COUNTY OF OGLE)

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. _____, “A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT WITH MIDWEST POWER INVESTORS, LLC,” which was adopted by the Mayor and City Council of the City of Rochelle on April 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of April 2026.

_____
CITY CLERK

EXHIBIT A
DEVELOPMENT AGREEMENT

This Development Agreement (the "***Agreement***") is made and entered into as of this ___ day of March, 2026 ("***Effective Date***"),[1] by and between **Midwest Power Investors, LLC**, an Illinois limited liability company ("***Midwest***"), and the **City of Rochelle, Ogle and Lee Counties, Illinois**, an Illinois municipal corporation (the "***City***"), each a "***Party*****"** and collectively the "***Parties***," and is based on the following recitals:

RECITALS

A. The City is duly organized and existing under the laws of the State of Illinois as a non-home rule municipality.

B. Midwest is a limited liability company in good standing with the Illinois Secretary of State.

C. Midwest is the record owner of commercial real estate located at the northeast corner of Steward Road and South Main Street, Rochelle, Illinois 61068, Ogle County, Illinois ("***Subject Property***"), as more particularly described in Exhibit 1.

D. Midwest intends to improve the Subject Property by facilitating development of a large-scale data center/data storage facility (the "***Facility***"), to be developed in one or more separate phases where the first phase ("***Phase I***") will require an initial electrical load of 48 Megawatts ("***MWs***").

E. The City operates the Rochelle Municipal Utilities ("***RMU***"), which provides retail electric and distribution service to commercial and industrial customers, and which, upon completion, will include the Facility for anticipated commercial operations.

F. To accommodate the development and anticipated electric capacity needs of Phase I of the Facility once operational, the City and Midwest are entering into this Agreement to set forth the terms and conditions for (i) the proposed modifications to RMU's existing electric distribution facilities located at the adjacent distribution substation commonly known as the Ritchie Substation ("***Substation***"), (ii) installation of dedicated distribution feeder to the Subject Property necessary to connect the Substation to the Facility, and (iii) installation of primary metering equipment to the Subject Property for RMU to provide electric distribution service to the Facility, as more particularly described in Exhibit 2 (the "***Project***").

G. The City will undertake the design, procurement and installation of the Project, including the new, dedicated electrical distribution power lines (collectively, the "***Phase I Electrical Improvements***"). Based on engineering estimates, the total estimated costs (the "***Phase I Costs***") of the Phase I Electrical Improvements for the Project are estimated to be four million forty-three thousand nine hundred

[1] To be the date of ratification by the City.

dollars ($4,043,900) (the "***Phase I Costs Cap***"), as more particularly detailed on Exhibit 2.

H. The City wishes to foster the development of the Subject Property by granting the licenses and permits, subject to all applicable fees and costs, specified in this Agreement or as reasonably required for operation of the Facility, as the case may be, and by undertaking the Phase I Electrical Improvements.

I. The City is entering into this Agreement pursuant to its non-home rule powers and its determination that the Project contemplated by this Agreement will enhance the City's businesses and redevelopment of its downtown area.

J. The City has determined that it is essential to the economic and social welfare of the City that the Project contemplated by this Agreement are necessary to foster economic development.

K. The City finds that the powers to be exercised hereunder are in furtherance of a public use and essential to the public interest.

L. The Mayor and City Council of the City have determined that entering into this Agreement is in the best interests of the City and its residents.

M. Midwest has full right, power and authority to enter into this Agreement and acknowledges and consents to its terms and conditions.

NOW, THEREFORE, in consideration of TEN DOLLARS ($10.00) and the promises, covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Midwest agree as follows:

SECTION ONE.
RECITALS

The foregoing Recitals are hereby incorporated herein as if fully set forth below.

SECTION TWO.
UTILITY SERVICE

A. Electrical Service.

(i) The City, which owns and operates RMU as its electrical service utility, agrees that it will, at Midwest's expense, increase the electrical service and distribution by constructing the Phase I Electrical Improvements, as provided herein. Midwest agrees to pay all of the Phase I Costs for the Phase I Electrical Improvements, up to a maximum (the "***Phase I Costs Cap***") of Four Million Forty-Three Thousand Nine Hundred Dollars ($4,043,900.00), as provided herein. If the Phase I Costs exceed the Phase I Costs Cap, the City will (A)

provide notice to Midwest of the amount of additional Phase I Costs and (B) Midwest shall pay the same so as to complete the Phase I Electrical Improvements. The amount of the Phase I Costs and the Phase I Costs Cap will then be adjusted upward to reflect the increase in the Phase I Costs.

(ii) The City shall provide, at Midwest's expense, all equipment necessary to construct the Phase I Electrical Improvements, which will include the equipment necessary for RMU to provide distribution service to be received to the Subject Property at 34.5kV for Phase I of the Facility operations and the City shall be reimbursed for the total equipment costs (without markup) as set forth in Exhibit 2.

(iii) Midwest acknowledges that the City is expending the Phase I Costs to enhance the distribution service specifically for Phase I of the Facility. Subject to, and without waiving any rights under, state and federal law, Midwest shall cause the Subject Property (and all users and occupants of the Subject Property requiring electrical service) to procure all of its electricity needs from or through the City for Phase I of the Facility at the City's applicable rates, determined in good faith by the City or RMU, until the earlier of (a) the Phase I Costs are recovered by the City (whether from payments made by Midwest, a user of the Subject Property or any third party deriving the benefits of the Phase I Electrical Improvements) by the inclusion of a surcharge on the electric bills for the Subject Property that consists of sixty (60) equal monthly payments of the Phase I Electrical Improvement Costs, commencing with the first electric bill issued for the Subject Property, but in no case later than twelve (12) months after the completion of the Phase I Electrical Improvements, or (b) Midwest pays the City an amount sufficient to pay the Phase I Costs that, at the time of such payment, have not been recovered by the purchase of electricity from the City.

(iv) Until the Phase I Costs are fully recovered by the City in accordance with sub-section (iii) above, Midwest shall not, and shall ensure that the users and occupants of the Subject Property do not, without the City Council's approval of any other such generation source, such approval not to be unreasonably withheld, conditioned, or delayed, use third-party electrical providers or any other generation source, including, but not limited to on-site solar generation, any form of reusable generation, or any other form of generation that would reduce, augment, supplement, or replace the electrical load, provided, however, the foregoing shall not (a) be construed as a waiver of Midwest's rights under state and federal law and regulation or (b) be deemed to limit or restrict the right of Midwest, or any user or occupant of the Subject Property, to utilize an on-site back-up generator solely for occasions when the City is unable to provide power to the Subject Property.

(v) In addition to the foregoing, if Midwest or any user or occupant of the Subject Property elects to participate in the City's demand response program, then

Midwest or any such user or occupant will (i) use the City's then-chosen demand response service vendor and (ii) not use a third-party demand response service vendor.

(vi) If Midwest or any user or occupant of the Subject Property declines to participate in the City's demand response program, the Parties acknowledge that the City will incur incremental excess capacity, excess transmission, including NITS charges, coincident-peak, or other peak-demand-related charges (collectively, "***Excess Charges***") from its upstream utility or wholesale power supplier as a result of Midwest's (or such user's or occupant's) electric load. In order that residents of the City do not experience increased electric rates as a consequence of the Subject Property's contribution to system peak, any such incremental Excess Charges that would *not* have been incurred but for Midwest's (or such user's or occupant's) electric load, shall be borne solely by Midwest, such user or occupant, whichever is causing such incremental Excess Charges to be incurred. So long as Midwest (or such user or occupant) pays all Excess Charges resulting from Midwest's (or such user's or occupant's) electric load, Midwest (or such user or occupant) shall not be required to curtail load, shed load, participate in mandatory demand response, or accept any operational flexibility obligation. Nothing in this Agreement shall be interpreted or applied in a manner that would impose any such load curtailment requirement, so long as Midwest (or such user or occupant) pays for all Excess Charges. The obligations under this sub-section (vi) are solely financial in nature and shall not impair or interfere with the right of Midwest (or such user or occupant) to continuous operations. Midwest's (or such user's or occupant's) electrical service may be disconnected if Midwest (or such user or occupant) fails to pay Excess Charges for which Midwest (or such user or occupant) is responsible as provided herein.

B. Other Utility Service.

(i) Midwest acknowledges that the City will need to construct, or cause RMU to construct, additional municipal utility services. Such services include water and water reclamation/sewer improvements (the "***Phase I Water and Water Reclamation Improvements***") to service the needs of the Subject Property. The Phase I Water and Water Reclamation Improvements are estimated, as of the Effective Date, to cost approximately Two Million Eight Hundred Thousand Dollars ($2,800,000.00). The Phase I Water and Water Reclamation Improvements that exclusively serve the Facility shall be the financial responsibility of Midwest, and Midwest shall reimburse the City for the cost of all such improvements. If and to the extent that Midwest has borne the cost of the Phase I Water and Water Reclamation Improvements and other properties make use of the Phase I Water and Water Reclamation Improvements for which Midwest has paid, the City will undertake commercially reasonable benefits to recapture from these properties the costs borne by Midwest and reimburse Midwest in the amount of these recaptured costs.

(ii) The City shall not incur any costs of the Phase I Water and Water Reclamation Improvements or any non-electrical utilities or infrastructure that would be the obligation of Midwest under this Section 2.B without Midwest's prior written consent. Promptly following delivery of Midwest's express written approval to proceed with the Phase I Water and Water Reclamation Improvements, Midwest shall deliver to the City a payment or performance bond or a letter of credit naming the City as beneficiary thereunder (the ***"Water and Water Reclamation Security***"). It is presently anticipated that the Water and Water Reclamation Security will be in the amount of one hundred percent (100%) of the cost of the Phase I Water and Water Reclamation Improvements required to be made for the Subject Property. The Water and Water Reclamation Security will be adjusted (a) upward, to reflect any increase in costs not covered by the budget for the Phase I Water and Water Reclamation Improvements, and (b) downward, to reflect any payment of the costs of the Phase I Water and Water Reclamation Improvements. Upon completion of the Phase I Water and Water Reclamation Improvements (and payment in full of the costs of same), the Water and Water Reclamation Security held by the City shall be returned to Midwest. Midwest acknowledges that the City will not proceed with making the Phase I Water and Water Reclamation Improvements or providing necessary permits for the development of the Facility until the Water and Water Reclamation Security has been posted in accordance with this sub-section (ii).

(iii) In connection with development and use of the Subject Property, the City will make reasonable accommodations to enable the Subject Property to receive up to 50,000 gallons of water per day (and corresponding water reclamation), as well as fiber optic service. For the avoidance of doubt, all terms, conditions and rates for providing utility services will be the prevailing terms, conditions, and rates set forth in the applicable published RMU rate schedule. Furthermore, the City will provide support for the installation and maintenance of gas pipeline facilities necessary to connect the Facility, without expense to the City, to the local retail gas distribution network, including access by authorized third parties as required.

C. Perimeter and Road Improvements.

(i) Midwest acknowledges that the City will need to construct perimeter and offsite road improvements and street lights satisfying Illinois Department of Transportation (IDOT) standards and City requirements for a Class II industrial/truck route along Steward Road ("***Roadway Improvements***") to service the needs of the Subject Property. Midwest, at its sole cost and expense, shall be responsible for the cost of engineering, design, plans, specifications and construction of the Roadway Improvements. The Parties anticipate that the Roadway Improvements shall (a) run from the westerly boundary of the Subject Property or from the end of the existing urbanized curb and gutter terminus located approximately five hundred feet east of South Main Street, (b) include

a roadway widening of approximately 1,280 feet and a minimum width of twelve feet with curbs and gutters, RCCP storm sewer drainage system with drainage structures and (c) satisfy Illinois Department of Transportation (IDOT) standards and City requirements, in the latter case as reasonably interpreted by the City Engineer. At the election of the City, the "***Roadway Improvements***" will include (I) an additional right-of-way to be dedicated to the City along the north side of Steward Road as required by City Engineer, and (II) an exclusive easement granted to the City of not less than thirty (30) feet in width along Steward Road. These dedications shall be made through the preliminary and final plat process to be approved by the City Council.

(ii) The Roadway Improvements shall be the financial responsibility of Midwest, and, (a) if the City constructs or causes the construction of the Roadway Improvements, Midwest shall reimburse the City for the cost of all such Roadway Improvements, and (b) if Midwest constructs or causes the construction of the Roadway Improvements, Midwest shall pay for the cost of all such Roadway Improvements. The City shall not incur any costs of the Roadway Improvements without Midwest's prior written consent. Promptly following delivery of the City's and Midwest's express written approval to proceed with the Roadway Improvements, Midwest shall, prior to the commencement of the Roadway Improvements, (i) if the Roadway Improvements are to be constructed by the City fund an escrow account (the "***Roadway Improvements Escrow***"), to be maintained by an independent third party escrow agent satisfactory to the City and Midwest, in the amount of one hundred ten percent (110%) of the estimated cost of the Roadway Improvements required to be made for the Subject Property, and (ii) if the Roadway Improvements are to be constructed by Midwest, deliver to the City a payment or performance bond or letter of credit (the "***Roadway Improvements Security***") in the amount of one hundred ten percent (110%) of the estimated cost of the Roadway Improvements required to be made for the Subject Property. The Roadway Improvements Escrow and the Roadway Improvements Security will be adjusted from time to time (a) upward, to reflect any increase in costs not covered by the budget for the Roadway Improvements, and (b) downward, to reflect any payment of the costs of the Roadway Improvements. Upon completion of the Roadway Improvements (and payment in full of the costs of same), then subject to the provisions of sub-section (iii) below, the Roadway Improvements Security held by the City and the funds held in the Roadway Improvements Escrow shall be returned to Midwest. Midwest acknowledges that the City will not proceed with making the Roadway Improvements (or permitting Midwest to make the Roadway Improvements) or providing necessary permits for the development of the Facility until either the Roadway Improvements Escrow or the Roadway Improvements Security, as applicable, has been posted in accordance with this sub-section (ii).

(iii) Upon completion of the Roadway Improvements, (a) the City will retain ten percent (10%) of the Roadway Improvements Security or (b) ten percent (10%)

of the Roadway Improvements Escrow shall remain in escrow with the escrow agent, until the second (2nd) anniversary of completion and acceptance of the Roadway Improvements by the City Engineer, in accordance with the Rochelle Municipal Code.

D. Phase II Option. The City agrees and acknowledges that following Phase I, Midwest may subsequently expand the Facility's capacity up to an additional 100 MWs (such expansion, the "***Phase II Option***"), for an aggregate total of approximately 150 MWs. Accordingly, for the period of time commencing on the Completion Date (as defined in Section 3 below) up until thirty-six (36) full calendar months thereafter, and subject to the availability of electricity on the City's electric distribution system and Commonwealth Edison's transmission system delivering electricity to the City's distribution system, Midwest upon notice to the City may elect to proceed with the Phase II Option, whereupon the City, Midwest, and Commonwealth Edison shall promptly negotiate a tripartite development agreement covering upgrades to the transmission system, Substation, and other impacts to the electric distribution system, *provided*, the terms of such agreement shall be on economic terms no less favorable to Midwest than agreed to by the City in this Agreement for the Phase I Electrical Improvements. Midwest shall pay any and all fees and costs associated with any studies, professional fees, and infrastructure costs and equipment costs required for the Phase II Option, including any charges from Commonwealth Edison to the City that are incurred as a result of designing, building, commissioning, and placing into operation the Phase II Option electrical infrastructure improvements.

E. Phase III Option. The City agrees and acknowledges that following Phase I and/or Phase II, Midwest may subsequently expand the Facility's capacity beyond 150 MWs (such expansion, the "***Phase III Option***"). Accordingly, for the period of time commencing on the Completion Date up until sixty (60) full calendar months thereafter, and subject to the availability of electricity on the City's electric distribution system and Commonwealth Edison's transmission system delivering electricity to the City's distribution system, Midwest upon notice to the City may elect to proceed with the Phase III Option, whereupon the City, Commonwealth Edison and Midwest shall negotiate a tripartite development agreement covering upgrades to the transmission system, Substation and impacts to the electric distribution system, *provided*, the terms of such agreement shall be on economic terms no less favorable to Midwest than agreed to by the City in this Agreement for the Phase I Electrical Improvements. Furthermore, the City shall notify Midwest in advance of reasonably anticipated circumstances that could materially increase the cost to Midwest of subsequent distribution system upgrades, or otherwise adversely affect the ability to increase the electric capacity for the Facility for the Phase III Option. Provided that Midwest has provided its prior written approval, Midwest shall pay any and all out-of-pocket fees and costs associated with any studies, professional fees, and infrastructure costs and equipment costs required for the Phase III Option, including any charges from Commonwealth Edison to the City that are incurred as a result of designing, building, commissioning, and placing into operation the Phase III Option electrical infrastructure improvements.

SECTION THREE.
OBLIGATIONS OF THE CITY FOR THE PROJECT

The City agrees to design, procure and construct the Phase I Electrical Improvements in accordance with the specifications set forth in Exhibit 2. The City shall use commercially reasonable efforts to complete the Phase I Electrical Improvements within twelve (12) months from the Effective Date. At such time as the Phase I Electrical Improvements have been completed (the "***Completion Date***"), the City shall cause RMU to make available to the Facility an electrical load of not less than 48 MWs, and Midwest shall pay for such electricity at rates then established by RMU pursuant to a Power Purchase Agreement (as defined in Section 14.B). Midwest shall have a period of twenty-four (24) months following the Completion Date (the "***Start-Up Date***") to enter into a Power Purchase Agreement for the electrical power made available to the Facility by RMU. The City acknowledges that RMU has the right and obligation to deliver 4 MWs of electrical power to the Facility, and neither the City nor RMU shall allocate this capacity to another user or users unless Midwest (or a user of Facility) does not enter into a Power Purchase Agreement by the Start-Up Date.

SECTION FOUR.
IMPACT FEE

Midwest recognizes and acknowledges that the City has utilized extensive staff, legal, and consulting resources to enter into this Agreement, and as such agrees to pay an Impact Fee to the City's general fund to compensate the City for said resources as follows:

Phase I Impact Fee: $50,000 within thirty (30) days of the Completion Date (*i.e.*, the date on which an initial electrical load of 48 MWs is available to Midwest's property).

Phase II Impact Fee $100,000 at the time an additional electrical load of 100 MWs is available to Midwest's property for an aggregate total of approximately 150 MWs.

Phase III Impact Fee: $150,000 at the time an additional electrical load in excess of 150 MWs is available to Midwest's property for an aggregate total of approximately 300 MWs.

SECTION FIVE.
APPROVALS, PERMITS AND CONSENTS

Subject to the payment of all applicable fees and costs by Midwest, the City agrees to provide approvals, permits and consents to Midwest as reasonably required for Midwest's construction and operation of the Facility, upon appropriate petitions and requests by Midwest (including, for avoidance of doubt, such municipal utility services as requested under Section 2.C).

However, the City shall have reasonable approval over the appearance of the development, as well as the suppression measures to reduce sound levels that are generated from the Subject Property. The Parties will meet and confer regarding the reasonableness of the sound suppression measures needed, the location of any equipment that generates excessive noise (*e.g.*, cooling fans

and electric generators), and any other elements of the development that in the City's reasonable judgment can be deemed a nuisance for surrounding properties. The issuance of any permits, licenses or certificates by the City for the construction and operation of the Facility will be evidence of the City's approval.

Notwithstanding the foregoing or anything to the contrary contained herein, Midwest shall not construct a large-scale data center/data storage facility on the portion of the Subject Property lying north of Interstate Highway 88 for Phases I, II, or III.

SECTION SIX.
MAINTENANCE

Except to the extent caused by the City's negligence or willful and wanton conduct, Midwest, at its sole cost and expense, shall maintain and repair the improvements to the Subject Property, including the development of the Facility, in accordance with all federal, state and local codes and regulations.

SECTION SEVEN.
INSURANCE

The City agrees to cause contractors and subcontractors performing the Phase I Electrical Improvements (and any subsequent improvements performed pursuant to the Phase II Option and the Phase III Option) to maintain commercial general liability and property damage insurance with an insurance company qualified and licensed to do business in Illinois with limits of not less than two million dollars ($2,000,000.00) for bodily injury or death to any one person, four million dollars ($4,000,000.00) for bodily injury or death to more than one person, and five hundred thousand dollars ($500,000.00) for damage to the Subject Property, during the construction of the Phase I Electrical Improvements. The City and Midwest will be named as an additional insured on these contractors' policies and shall be provided thirty (30) days' advance notice prior to the cancellation of any such policies. Certificates of such insurance, evidencing the foregoing coverages shall be delivered to the City Clerk and Midwest within thirty (30) days prior to the commencement of any work on Phase I.

SECTION EIGHT.
COMPLIANCE WITH LAW

Midwest will at its own expense, comply with all federal, state and local laws, ordinances of the United States, State of Illinois and the City, and rules and regulations now or later in force which may be applicable to its operations in the City at the Subject Property. Midwest will obtain and pay for all permits, licenses, variations, and other authorizations which may be required for the improvements and its activities contemplated by this Agreement. The City agrees that it will, and will cause RMU to, construct, operate and maintain the Phase I Electrical Improvements in accordance with required Federal and State operational requirements, including the latest version of the National Electric Code.

SECTION NINE.
WAIVER

No waiver by either the City or Midwest of any default on the part of the other Party in the performance of any of the terms, covenants, or conditions of this Agreement to be performed, kept, or observed by the defaulting Party shall be or be construed to be a waiver by the non-defaulting Party of any other or subsequent default in the performance of any terms, covenants, or conditions of this Agreement to be performed, kept or observed by the defaulting Party.

SECTION TEN.
AMENDMENT

This Agreement may be modified or amended in whole or in part only by a written instrument executed by the City and Midwest.

SECTION ELEVEN.
REMEDIES

Either Party may exercise any rights or remedies available at law or equity in connection with this Agreement; *provided however*, in the event of litigation brought by either Party against the other Party for material breach or default, the prevailing Party shall be entitled to recover its reasonable costs and expenses for such litigation, including reasonable attorneys' fees, expert witness fees and other costs.

This Agreement may be terminated only by mutual written agreement of the Parties. Upon termination or expiration of this Agreement, the Parties shall be relieved of their obligations under this Agreement except for the following obligations which shall survive termination or expiration: (i) the obligation to pay or refund amounts owed to the City or Midwest under this Agreement; (ii) any other obligations which the Agreement specifically or by implication indicates shall survive termination or expiration. Upon termination, the City agrees to relinquish any remaining Letter of Credit or Bond in accordance with the terms of such instrument.

SECTION TWELVE.
INDEMNIFICATION

To the fullest extent permitted by law, except to the extent caused by negligence or intentional misconduct of the City, Midwest shall defend, indemnify and hold the City harmless from and against any and all claims, causes of action, liability, loss, damage, costs and expenses (including reasonable attorneys' fees) for injury to person or death or property damage arising out of or resulting from (i) Midwest's use of the Subject Property and the Facility or (ii) Midwest's breach of any provision of this Agreement.

SECTION THIRTEEN.
NOTICE

All notices and other communications shall be in writing and shall be deemed properly served if delivered in person to the Party to whom it is addressed two (2) days after deposit in the U. S. mail if sent postage prepaid by United States registered or certified mail, return receipt requested, addressed as follows:

All notices to the City of Rochelle shall be sent to:

City Manager
City of Rochelle
420 North 6th Street
Rochelle, Illinois 61068

Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.
Attn: Dominick Lanzito
2441 Warrenville Road – Ste. 310
Lisle, Illinois 60532

All notices to Midwest shall be sent to:

Midwest AG Investors, LLC
145 Avenue of the Americas
Floor 7
New York, New York 10013
Attention: Zach La Motta

With a copy to:
White & Case LLP
Suite 5100
111 South Wacker Drive
Chicago, Illinois 60606
Attention: Eugene J.M. Leone (1906477-0002)

or to such other address as the City and/or Midwest may designate for one another by notice given from time to time to the other in the manner provided herein.

SECTION FOURTEEN.
PERFORMANCE SECURITY AND MAINTENANCE

A. **Phase I Costs.** Within thirty (30) days of the Effective Date, Midwest shall provide a payment or performance bond or letter of credit (the ***"Performance Security***"), naming

the City as beneficiary thereunder, equal to one hundred (100%) of the Phase I Costs Cap (as more particularly set forth in Exhibit 2). If, at any time, the Phase I Costs Cap is adjusted pursuant to Section 2.A(i) to reflect an increase in the Phase I Costs, the amount of the Performance Security shall be similarly adjusted (within thirty (30) days of determination that such an adjustment must be made). In addition, the amount of the Performance Security shall be adjusted (a) upward or downward, within thirty (30) days of completion of the Phase I Electrical Improvements, to reflect the actual amount of the Phase I Costs, and (b) downward, on or before February 15th of each year, to reflect the recovery by the City of the Phase I Costs paid to the City during the prior calendar year pursuant to Section 2.A(iii). In addition, the Performance Security will be released, relinquished, and returned to Midwest upon any termination of this Agreement.

B. **Power Purchase Agreement.** If Midwest elects to negotiates and executes a power purchase agreement (a "***Power Purchase Agreement***") to supply the energy for Phase I, Phase II and/or Phase III to be delivered to the City's electric distribution system, or if the City negotiates and executes a Power Purchase Agreement to supply the energy for Phase I, Phase II and/or Phase III to be delivered to the City's electric distribution system, setting forth the principal terms on which the energy for Phase I, Phase II and/or Phase III, then the payments set forth in the Power Purchase Agreement shall be secured by a payment or performance bond or a letter of credit naming the City as beneficiary thereunder (the ***"Power Performance Security***"). It is presently anticipated that (i) the Power Performance Security will be in the amount of one hundred percent (100%) of the cost of the energy to be delivered to the City's electrical distribution system pursuant to the Power Purchase Agreement covering Phase I, Phase II and/or Phase III, and (ii) the amount of the Power Performance Security shall be adjusted annually to reflect the remaining payments of the cost of energy pursuant to the remaining term of a Power Purchase Agreement. Nothing herein shall obligate Midwest to enter into a Power Purchase Agreement with any energy provider, and this Section 14.B shall only apply if and to the extent Midwest or the City enter into a Power Purchase Agreement for Phase I, Phase II and/or Phase III, as applicable.

SECTION FIFTEEN.
RESERVED

SECTION SIXTEEN.
BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the Subject Property, the City, Midwest and occupants of the Property, and their respective successors and assigns. Either Party may assign this Agreement, in whole or in part, without prior consent of the other Party, including any collateral assignment by either Party. No person or entity that is not a Party to this Agreement shall be deemed a third party beneficiary hereof or have any right to enforce this Agreement.

SECTION SEVENTEEN.
ENTIRE AGREEMENT

This Agreement and the exhibits to this Agreement contain all the representations and the entire agreement between the Parties with respect to the subject matter of this Agreement. Any prior correspondence, memoranda or agreements are superseded in total by this Agreement and the exhibits to this Agreement. No Party has relied on any representations, written or verbal, of the other Party other than those express written representations made within this Agreement.

SECTION EIGHTEEN.
MISCELLANEOUS

All exhibits attached hereto are incorporated by reference and made a part of this Agreement.

[Signature page follows]

The Parties have executed this Agreement as of the day and year first above written.

THE CITY OF ROCHELLE, an Illinois municipality

By:_____
Name:_____
Its:_____

MIDWEST POWER INVESTORS, LLC, an Illinois limited liability company

By:
Name:_____
Its:_____

Exhibit 1 – Description of the Subject Property

Permanent Index Nos. 25-31-100-006 and 25-31-200-015.

Section 1.1 TRACT 1:
THE WEST 1/2 OF THE NORTH EAST 1/4 OF SECTION 31; (EXCEPTING THE RIGHT-OF-WAY OF THE CHICAGO, BURLINGTON & QUINCY RAIL ROAD); AND THE NORTH WEST FRACTIONAL 1/4 OF SECTION THIRTY-ONE (31), TOWNSHIP FORTY (40) NORTH, RANGE TWO (2) EAST OF THE THIRD (3RD) PRINCIPAL MERIDIAN, OGLE COUNTY, ILLINOIS, SUBJECT TO All EASEMENTS AND RESTRICTIONS OF RECORD, ROADS AND HIGHWAYS, FEEDERS AND LATERALS AND EASEMENTS OR CLAIMS OF EASEMENTS, NOT SHOWN ON THE PUBLIC RECORDS; AND EXCEPTING, HOWEVER, THE FOLLOWING DESCRIBED TRACTS:

A.) ALL THAT PORTION OF SAID WEST 1/2 OF THE NORTH EAST 1/4 OF SECTION 31 WHICH LIES EASTERLY OF THE WESTERLY RIGHT-OF-WAY LINES OF THE RAILROADS KNOWN OR FORMERLY KNOWN AS THE CHICAGO, BURLINGTON & QUINCY RAIL ROAD, THE CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY, AND THE GREAT NORTHERN PACIFIC AND BURLINGTON LINES; AND WHICH ALSO LIES NORTHERLY OF THE NORTHERLY RIGHT OF WAY LINE OF F.A.I. ROUTE 88 (FORMERLY) KNOWN AS THE EAST-WEST TOLLWAY EXTENSION).

B.) A TRACT DESCRIBED AS FOLLOWS, TO-WIT: BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHWEST ¼ OF SECTION 31, THENCE NORTH 18 RODS, THENCE EAST 22 RODS, THENCE SOUTH 18 RODS, AND THENCE WEST 22 RODS TO THE PLACE OF BEGINNING, CONTAINING ABOUT 2-1/2 ACRES, AS DISCLOSED BY WARRANTY DEED FROM HIRAM P. SPAULDING AND ROANA F. SPAULDING, HIS WIFE, TO ENOCH HOADLEY DATED APRIL 22, 1857, RECORDED APRIL 23, 1857 IN BOOKS OF DEEDS, PAGE 403.

C.) PREMISES DEDICATED FOR PUBLIC HIGHWAY PURPOSES BY DEED RECORDED IN RIGHT OF WAY BOOK 8, PAGE 338 IN OGLE COUNTY, ILLINOIS.

D.) PREMISES CONVEYED BY DEED RECORDED OCT. 25, 1943, IN BOOK 184 OF DEEDS PAGE *555* IN OGLE COUNTY, ILLINOIS, AND

E.) PART OF THE WEST HALF (W 1/2) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION THIRTY-ONE (31) TOWNSHIP FORTY (40) NORTH, RANGE TWO (2) EAST OF THE THIRD (3RD) PRINCIPAL MERIDIAN, BOUNDED AS FOLLOWS, TO-WIT: BEGINNING AT THE POINT OF INTERSECTION OF THE WESTERLY RIGHT OF WAY LINE OF THE C. B. & Q. RAILROAD COMPANY WITH THE NORTH LINE OF SAID SECTION 31; SAID POINT OF INTERSECTION BEING 2123.4 FEET EASTERLY,

MEASURED ALONG SAID NORTH LINE, FROM THE SECTION CORNER OF SECTION 30 AND 31, T. 40 N. R. 2 E., AND SECTIONS 25 AND 36, T. 40 N., R. 1 E; THENCE SOUTHEASTERLY ALONG SAID C. B. & Q. RIGHT OF WAY LINE 2020 FEET, MORE OR LESS, TO THE EAST LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 31, THENCE SOUTH ALONG SAID QUARTER, QUARTER LINE TO A POINT 40 FEET WESTERLY MEASURED AT RIGHT ANGLES FROM SAID WESTERLY RIGHT OF WAY LINE; THENCE NORTHWESTERLY PARALLEL TO SAID WESTERLY RIGHT OF WAY LINE TO THE NORTH LINE OF SAID SECTION 31; THENCE EAST ALONG SAID NORTH LINE TO THE PLACE OF BEGINNING; CONTAINING 1.88 ACRES MORE OR LESS.

F.) BEGINNING ON THE WEST LINE OF SAID SECTION 31 AT A POINT 152.26 FEET SOUTHEASTERLY OF THE CENTERLINE OF A HIGHWAY KNOWN AS THE EAST-WEST TOLLWAY EXTENSION AS SAID CENTERLINE IS SURVEYED AND STAKED OUT BY THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY AND RECORDED IN BOOK G-1 OF PLAT SURVEY RECORDS, PAGE 11, IN THE RECORDER'S OFFICE OF OGLE COUNTY; THENCE NORTHERLY ALONG THE SAID WEST LINE OF SAID SECTION 31 WHICH INTERSECTS THE SAID CENTERLINE AT STATION 4073+00 TO A POINT 152.88 FEET NORTHWESTERLY OF SAID CENTERLINE; THENCE NORTHEASTERLY TO A POINT 150.00 FEET NORTHWESTERLY OF STATION 4074+00 OF SAID CENTERLINE; THENCE NORTHEASTERLY ALONG A LINE PARALLEL WITH SAID CENTERLINE TO A POINT 150.00 FEET NORTHWESTERLY OF STATION 4097+78.40 OF SAID CENTERLINE, SAID POINT LYING ON THE WESTERLY RIGHT-OF-WAY LINE OF THE CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY AND THE GREAT NORTHERN PACIFIC AND BURLINGTON LINES, INC. RIGHT-OF-WAY AND A TRACT DESCRIBED IN THE TRUSTEE'S DEED RECORDED IN BOOK 262 OF DEEDS, PAGE 628 RECORDED AS DOCUMENT #380322; THENCE SOUTHEASTERLY ALONG SAID RAILROAD RIGHT-OF-WAY LINE TO A POINT 150 FEET SOUTHEASTERLY OF TOLLWAY CENTERLINE STATION 4098+23.44; THENCE SOUTHWESTERLY ALONG A LINE 150 FEET SOUTHEASTERLY OF AND PARALLEL TO SAID TOLLWAY CENTERLINE TO A POINT 150 FEET SOUTHEASTERLY OF TOLLWAY CENTERLINE STATION 4080+09.52; THENCE SOUTHWESTERLY TO A POINT 150 FEET SOUTHEASTERLY OF TOLLWAY CENTERLINE STATION 40744+00; THENCE SOUTHWESTERLY TO THE POINT OF BEGINNING.

G.) BEGINNING ON THE WEST LINE OF SAID SECTION 31 AT A POINT 152.26 FEET SOUTHEASTERLY OF THE CENTERLINE OF A HIGHWAY KNOWN AS THE EAST-WEST TOLLWAY EXTENSION AS SAID CENTERLINE IS SURVEYED AND STAKED OUT BY THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY AND RECORDED IN BOOK G-1 OF PLAT SURVEY RECORDS, PAGE 11 IN THE RECORDER'S OFFICE IN OGLE COUNTY; THENCE NORTHEASTERLY TO A POINT 150 FEET SOUTHEASTERLY OF STATION 4074+00 OF SAID CENTERLINE; THENCE SOUTH 9°19'59" WEST FOR A DISTANCE OF 316.61 FEET TO THE CENTERLINE OF COUNTY HIGHWAY 17; THENCE NORTHWESTERLY ALONG THE SAID CENTERLINE OF. COUNTY HIGHWAY 17 TO

THE POINT OF BEGINNING.

H.) BEGINNING ON THE WEST LINE OF SAID SECTION 31 AT A POINT 152.88 FEET NORTHWESTERLY OF THE CENTERLINE OF A HIGHWAY KNOWN AS THE EAST-WEST TOLLWAY EXTENSION AS SAID CENTERLINE IS SURVEYED AND STAKED OUT BY THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY AND RECORDED IN BOOK G-1 OF PLAT SURVEY RECORDS, PAGE 11 IN THE RECORDER'S OFFICE OF OGLE COUNTY; THENCE NORTHERLY ALONG THE SAID WEST LINE OF SAID SECTION 31, A DISTANCE OF 449.73 FEET; THENCE EASTERLY ALONG A LINE PERPENDICULAR TO THE SAID WEST LINE OF SAID SECTION 31, A DISTANCE OF 40 FEET; THENCE SOUTHEASTERLY TO A POINT 150 FEET NORTHWESTERLY OF STATION 4074+00 OF SAID CENTERLINE; THENCE SOUTHWESTERLY TO THE POINT OF BEGINNING.

I.) THAT PART DEEDED TO OGLE COUNTY BY WARRANTY DEED RECORDED OCTOBER 8, 2008, AS DOCUMENT 200800809334.

(i) TRACT 2:

PART OF THE SOUTHEAST QUARTER (SE 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION THIRTY-ONE (31), TOWNSHIP FORTY (40) NORTH, RANGE TWO (2) EAST OF THE THIRD (3RD) PRINCIPAL MERIDIAN, OGLE COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS, TO WIT:

BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER (SE 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SAID SECTION THIRTY-ONE (31); THENCE EASTERLY, ALONG THE SOUTH LINE THEREOF, A DISTANCE OF 222.06 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF THE BURLINGTON NORTHERN RAILROAD; THENCE NORTHWESTERLY, ALONG SAID WESTERLY RIGHT OF WAY UNE BEING THE ARC OF A CURVE CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 16787.32 FEET, AND WHOSE CHORD FORMS AN ANGLE OF 73 DEGREES 19 MINUTES 47 SECONDS AS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, AN ARC DISTANCE OF 754.18 FEET TO A POINT ON THE WEST LINE OF THE SOUTHEAST QUARTER (SE 1/4) OF SAID NORTHEAST QUARTER (NE 1/4); THENCE SOUTHERLY, ALONG SAID WEST LINE, AT AN ANGLE OF 17 DEGREES 07 MINUTES 31 SECONDS AS MEASURED CLOCKWISE FROM THE LAST DESCRIBED CHORD, A DISTANCE OF 722.45 FEET TO THE POINT OF BEGINNING.

EXCEPT THAT PART DEEDED TO OGLE COUNTY BY WARRANTY DEED RECORDED OCTOBER 8, 2008 AS DOCUMENT 200800809334.

Exhibit 2 – Certain Project Details

BHMG ENGINEERS
Consulting Engineers

Project Scope

Project Crossroads Electric Feed

Rochelle Municipal Utilities

Project Details

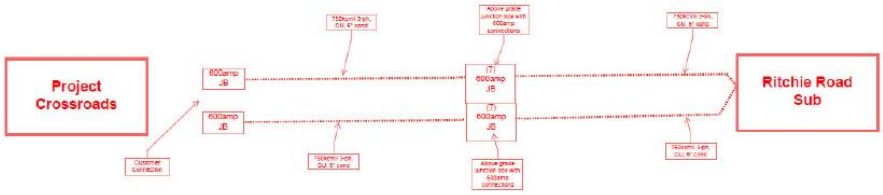
1. 34.5kV, 50mva, 837amps
2. 13.8kV, 50mva = 2,092amps
3. 37.5/50/62.5MVA xfmr
4. (2) - 750kcmil CU cables = 440amps ea., or 880amps @ 34.5kV, or 52.5MVA

Description

Proposed data center, 50MVA initial load, then planned growth to 150MVA. Initial feed would be 34.5kV, then switch to a 138kV connection

Project Details:

1. 34.5kV, 50mva, 837amps
2. 13.8kV, 50mva = 2,092amps
3. 37.5/50/62.5MVA xfmr
4. (2) - 750kcmil CU cables = 440amps ea., or 880amps @ 34.5kV, or 52.5MVA
5. Project length is 3.51ft



BHMG ENGINEERS
Consulting Engineers

Project Budget Summary

Project Crossroads Electric Feed

Rochelle Municipal Utilities

#	Description	Budget
1	Proposed Electrical Upgrades	$3,493,900.00
8	Engineering/Permitting/Construction Admin	$550,000.00
	Total Project Estimate	**$4,043,900.00**

BHMG Engineering Cost Estimate

Project No.: Rochelle Municipal Utilities
Project: Project Crossroads
Description: Electric Service Upgrades
Estimated By: JFJ
Checked By:
Date: 02/06/25

Item #	Item Description	Material Qty.	Material Unit	Material Unit Cost	Labor Qty.	Labor Unit	Labor Unit Cost	Equipment Qty.	Equipment Unit	Equipment Unit Cost	Total
1	Substation exit	2	ea.	$ 4,500.00	32	hr.	$ 150.00				$ 20,460.00
2	Revenue Meter at Swgr	2	ea.	$ 3,500.00	20	hr.	$ 150.00				$ 14,300.00
3	750kcmil cable terms at sub	6	ea.	$ 1,050.00	4	hr.	$ 150.00				$ 10,890.00
4	6-inch conduit with 3x750kcmil CU Cables	10630	l.f.	$ 136.00	0.585	hr.	$ 150.00	1	ea.	$ 7,500.00	$ 2,624,558.75
5	600amp elbow terminations	96	ea.	$ 250.00	4	hr.	$ 150.00				$ 89,760.00
6	15kV 600amp Junction Boxes	16	ea.	$ 3,500.00	32	hr.	$ 150.00	1	ea.	$ 5,000.00	$ 151,580.00
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	Contingency	20	%								$ 582,309.75
	Totals This Sheet										**$ 3,493,858.50**

Exhibit 2 - 2

Engineering Cost Estimate

Project No.: **Rochelle Municipal Utilities** Estimated By: **JFJ**

Project **Project Crossroads** Checked By:

Description **Engineering** Date: **02/06/25**

Item #	Item Description	Material			Labor			Equipment			Total
		Qty.	Unit	Unit Cost	Qty.	Unit	Unit Cost	Qty.	Unit	Unit Cost	
1	Engineering, permitting, testing	1			1	l.s.	$ 400,000.00				$ 400,000.00
2	Construction admin/observation	1			1	l.s.	$ 100,000.00				$ 100,000.00
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	Contingency	10	%								$ 50,000.00
	Totals This Sheet										**$ 550,000.00**

Exhibit 2 - 3

File Attachments for Item:

3. An Ordinance Waiving Competitive Bidding Requirements and Authorizing a Purchase of Four Transformers from Wesco Distribution Under Sourcewell Contract 091422-WES

ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING

SUBJECT: An Ordinance Waiving Competitive Bidding Requirements and Authorizing a Purchase of 4 transformers from Wesco Distribution.

Staff Contact: Blake Toliver Superintendent of Electric Operations

Summary: Staff is requesting approval to purchase the following transformers from Wesco through the Sourcewell cooperative purchasing program:

- Two (2) 1500 kVA transformers
- Two (2) 2500 kVA transformers

Sourcewell is a competitively solicited cooperative purchasing program that satisfies local bidding requirements and allows RMU to procure equipment at favorable pricing without conducting a separate bid process.

These transformers will be maintained as stock inventory to replace units that have been installed on recent and ongoing projects, ensuring adequate backup equipment is available for system reliability.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:
Electric Funds	$10,400,000	$267,962

Strategic Plan Goal Application: Core Service Delivery

Recommendation: Approve an Ordinance Waiving Competitive Bidding Requirements Authorizing a Purchase of 4 transformers from Wesco Distribution.

MATERIAL QUOTE

QUICK SERVICE QUOTATION

This quotation constitutes an offer to sell which offer expressly limits acceptance to the terms of this offer on the back of this quotation. This offer shall be firm for a period of thirty (30) business days from the date of this offer. Subject to Buyers credit worthiness, the return of this form with a Purchase Order number or any other reasonable manner of acceptance will be sufficient to form an agreement on the terms and conditions on the back of this quotation.

WESCO DISTRIBUTION℠

WESCO Distribution

2401 International
Woodridge, Il 60517
Phone: 630-327-7017
Fax: 630-633-2026

DATE:	3/30/26	TO:	CITY OF ROCHELLE
PROJECT NAME:	LARGE TRANSFORMERS		
QUOTE#	SOURCEWELL CONTRACT 091422WES	ATTENTION:	BLAKE TOLIVER
SALESPERSON:	MATT BOGGS		

Item	Qty	DESCRIPTION	UNIT PRICE	U/M	TOTAL
1	2	HITACHI 2500KVA TRANSFORMER 13,800V/7970 GDY	$97,427.00	E	$194,854.00
		PRI, 480Y/277 V SECONDARY COPPER WINDINGS			
2	2	HITACHI 1500KVA TRANSFORMER 13,800V/7970 GDY	$36,554.00	E	$73,108.00
		PRI, 480Y/277 V SECONDARY ALUMINUM WINDINGS			
		PER ATTACHED BOM			
3	15	25KVA POLE MOUNT 138007970 GRY PRIMARY, 120/240SEC	$9,068.00	E	$136,020.00
4	5	15KVA POLE MOUNT 138007970 GRY PRIMARY, 120/240SEC	$7,997.00	E	$39,985.00
		ITEMS1-2: 18-22 WEEKS			
		ITEMS3-4: 20 WEEKS			

If you have any questions,

please call me at (630) 327-7017.

Thank You.

GRAND TOTAL $443,967.00

MATT BOGGS

UUSCO OF ILLINOIS

Universal Utility Supply Co.

395 Industrial Drive Units A & B
West Chicago, Illinois 60185
Phone (630) 231-1680 Fax (630) 231-1688

March 11, 2026

Attn: Andy Rogde

Re: Padmount Transformers RFQ

UUSCO is pleased to offer the following for your consideration and confidentiality to be purchased by Rochelle Municipal Utilities only.

ITEM #1 – Three Phase 2500 KVA Pad Mount – (QTY 1)

Product Type: Reconditioned

Specifications:

KVA: 2500
HV: 13800GRDy/7970
TAPS: 2 x 2 ½ % +/-

Phase: 3
LV: 480Y/277

Warranty: 36 Month Guarantee

Accessories:

- Primary Bushings, Dead Front, Loop Feed
- Secondary Bushings, Standard Spade Connectors
- Oil Level Gauge
- Temperature Gauge
- Pentahead Entry Assembly
- Non-PCB Label
- Bell Green Paint
- 8.3/14.4 KV Wells with Inserts
- Bayonet Fusing
- Pressure/Vacuum Gauge
- Pressure Relief Device
- Mineral Oil (standard)
- Drain Valve with Sampler
- Undercoating

Notes:

AL WINDINGS

Electrical Tests:

1. Transformer Turns Ratio Test
2. Polarity and Phase Relation Test
3. DC HYPOT TEST
   Performed at Two Times Rated Line Voltage Plus 1000 Volts
   a. HV to LV
   b. HV to Ground
   c. LV to Ground
4. Core Loss and Excitation Test
5. Load and No Load Testing
6. Induced Potential Test at 400 Hertz for 7200 Cycles

Estimated lead time 10-12 weeks ARO

PRICE: $69,200.00 EA.

ITEM #2 – Three Phase 2500 KVA Pad Mount – (QTY 2)

Product Type: Rewind

Specifications

KVA: 2500
HV: 13800GRDy/7970
TAPS: 2 x 2 ½ % +/-

Phase: 3
LV: 480Y/277

Warranty: 36 Month Guarantee

Accessories:

- Primary Bushings, Dead Front, Loop Feed
- Secondary Bushings, Standard Spade Connectors
- Oil Level Gauge
- Temperature Gauge
- Pentahead Entry Assembly
- Non-PCB Label
- Bell Green Paint
- 8.3/14.4 KV Wells with Inserts
- Bayonet Fusing
- Pressure/Vacuum Gauge
- Pressure Relief Device
- Mineral Oil (standard)
- Drain Valve with Sampler
- Undercoating

Notes:

NEW COPPER WINDINGS

Electrical Tests:

1. Transformer Turns Ratio Test
2. Polarity and Phase Relation Test
3. DC HYPOT TEST
   Performed at Two Times Rated Line Voltage Plus 1000 Volts
   a. HV to LV
   b. HV to Ground
   c. LV to Ground
4. Core Loss and Excitation Test
5. Load and No Load Testing
6. Induced Potential Test at 400 Hertz for 7200 Cycles

Estimated lead time 38-40 weeks ARO

PRICE: $116,600.00 EA.

ITEM #3 – Three Phase 1500 KVA Pad Mount – (QTY 2)

Product Type: Reconditioned

Specifications:

KVA: 1500
HV: 13800GRDY/7970
TAPS: 2 x 2 ½ % +/-

Phase: 3
LV: 480/277

Warranty: 36 Month Guarantee

Accessories:

- Primary Bushings, Dead Front, Radial Feed
- Secondary Bushings, Standard Spade Connectors
- Oil Level Gauge
- Temperature Gauge
- Pentahead Entry Assembly
- Non-PCB Label
- Bell Green Paint
- 8.3/14.4 KV Wells with Inserts
- Bayonet Fusing
- Pressure/Vacuum Gauge
- Pressure Relief Device
- Mineral Oil (standard)
- Drain Valve with Sampler
- Undercoating

Notes:

AL WINDINGS

Electrical Tests:

1. Transformer Turns Ratio Test
2. Polarity and Phase Relation Test
3. DC HYPOT TEST
   Performed at Two Times Rated Line Voltage Plus 1000 Volts
   a. HV to LV
   b. HV to Ground
   c. LV to Ground
4. Core Loss and Excitation Test
5. Load and No Load Testing
6. Induced Potential Test at 400 Hertz for 7200 Cycles

Estimated lead time 10-12 weeks ARO

PRICE: $48,650.00 EA.

Terms & Conditions

This proposal is in accordance with supplier's standard terms and conditions.

Freight is included in quoted price to ship via next available truck coming to your area. Units can ship immediately upon completion for additional charge via common carrier.

Pricing is valid for 15 days.

Terms: Net 30 days with approved credit.

Please give me a call if you have any questions.

Sincerely,

Colton Guy
UUSCO of Illinois
630-231-1680

SUNBELT SOLOMON
UNPARALLELED POWER SOLUTIONS

Quote: **Q-134619** | Sale
Date: March 16, 2026
Change Order: No | Revision: 0
Project:

Sunbelt Solomon remanufactured (REMAN) transformers are BABA Certified
Consult with your sales rep to confirm if this applies to the unit(s) within your quote

Andy Rogde
Rochelle Municipal Utilities
arogde@rmu.net

Dana Allen
Inside Sales
dana.allen@sunbeltsolomon.com | +1 4235068823

PRODUCT	QTY	EACH
Three Phase Pad Mount 1500 KVA KVA: 1500 KVA @ 65°C | 60Hz | Impedance: Standard HV: 13800GrdY/7970 (95 KV BIL) | Loop Feed | LV: 480Y/277 (30 KV BIL) Primary Taps: 2-2.5% FCAN & BN 200 A Dead Front Wells & 15 kV Inserts 6-Hole Spade LV Bushing Bayonet Fusing Bayonet Drip Guard Liquid Temperature Gauge Liquid Level Gauge Pressure Vacuum Gauge Drain Valve + Sampler IFD Non-PCB Mineral Oil Exterior labels stating the KVA, Primary Voltage, Secondary Voltage, and Three Phase IC# 125089643,125125986	2	$42,000

Exception to DOE Efficiency Standards. No guarantee to meet and nameplates will not be labeled as complying.
Exception to vacuum processing of all core and coils.
Exception to tank requirement. Using units previously manufactured by various OEMS. May not meet all aspects of tank construction requirements.
Exception to guaranteed losses. Average loss data available
General Exceptions.
Impulse, Temperature Rise, Partial Discharge and Sound Level testing not available.
No guarantee transformers will meet NEMA TR-1 Sound level standards

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All REMAN Units are Completely Reconditioned to Nameplate Specifications

Ask your sales rep about volume discounts

Destination: | **FOB:** Origin | **Shipping & Handling:** Prepaid & Allowed
Shipment: 5 Weeks | **Warranty:** 3 Years | **Terms:** Net 30 with approved credit.

Offer to sell valid for 30 days. Price is subject to re-evaluation after 15 days. Units subject to availability.

Please note any changes to the specifications on this quotation form and reference the quotation number on your Purchase Order. Sunbelt Solomon ('Supplier") will use your Purchase Order to proceed with manufacturing when terms and conditions are finalized. Please note that changes made after the manufacturing process begins may result in additional charges and potential delays in production. Production of units that are contingent on the approval/receipt of drawings will begin the manufacturing process after the final sign off on the specified drawings by the customer. Please contact your sales representative for the estimated drawing lead time associated with this quote.

All sales, rental and services are subject to Supplier's Terms and Conditions for Sales and Rentals of Equipment and/or Services ("Terms and Conditions") unless otherwise mutually agreed in writing by officer of Supplier as evidenced by such

officer's signature. Acceptance of a Buyer purchase order by Supplier-does not constitute acceptance of Buyer terms and conditions. As orders are time sensitive and it is cost prohibitive to review and negotiate terms and conditions between parties, Supplier Terms and Conditions apply to quotes/orders: 1) with a value before tax of $25,000 or less, 2) emergency services or services completed before issuance of a purchase order, and 3) rush orders for sales and rental that are to ship within three (3) days regardless of submission of terms and conditions by Buyer. If the Quotation is for Company to perform evaluation services on Customer-owned equipment (e.g. for Company to determine how/if the piece of equipment failed and/or whether it can be repaired), then the provisions of terms and conditions will apply which include (among other provisions) risk of loss remaining with Customer and Company only being liable for damage to this equipment to the extent of its gross negligence or willful misconduct. In no event does Supplier accept consequential damages or agree to Prime/Owner contract terms and conditions.

Price does not include tax. If applicable, tax will be added to the invoice. If order is tax exempt, please provide a copy of your exemption certificate. Unit(s) quoted are for normal service conditions as defined by ANSI/IEEE Standards. Notify Supplier at time of quotation should the unit(s) be subject to harmonics, motor starting, shovel duty, or other special service conditions.

Schedules

All Delivery dates are estimates and under no circumstances does Company guarantee date of delivery. Company shall not be responsible or liable for any damage or loss which occurs during transportation and/or shipment of the Equipment. Company is not liable or responsible for any costs of Customer caused by any delays in transportation or delivery.

Company reserves the right to manufacture and ship any items in advance of the acknowledged shipping schedule, unless expressly forbidden by the Customer at the time of the order entry.

Cancellation or Revision of Order

Any Purchase Order may be cancelled or revised by Customer only upon written approval by an authorized representative of the Company, and at the Company's sole discretion. Should Company approve cancellation or revision of a Purchase Order, Customer shall pay the cancellation or revision charges specified in said approval. Cancellation or revision charges will include expenses previously incurred, commitments made pursuant to or in reliance upon such Purchase Order, whether or not such commitments are legally binding on Company, and any other factors considered relevant by Company. In the event that Company does not approve cancellation or revision, Customer shall remain liable to Company for the full price of the Equipment, Rental and/or Services ordered.

Cancellation charges are calculated for each unit cancelled per its individual status.

Standard Cancellation Charges:

Cancellation Charges:	% of PO Price
Upon Purchase Order acceptance	25
After materials are ordered	50
After production begins for Equipment	75
Once production is complete for Equipment	100

Company reserves the right to re-quote both price and lead time for any request to revise an order. If it is determined that a revision will incur an additional revision charge, charges are calculated for each unit revised per its individual status.

Standard Revision Charges:

Revision Charges:	% of Selling Price
Before Engineering Review / Scheduling	0
Before Production Begins	35
After Production Begins	100

Sunbelt Solomon remanufactured (REMAN) transformers are BABA Certified
Consult with your sales rep to confirm if this applies to the unit(s) within your quote

Andy Rogde
Rochelle Municipal Utilities
arogde@rmu.net

Dana Allen
Inside Sales
dana.allen@sunbeltsolomon.com | +1 4235068823

PRODUCT	QTY	EACH
Three Phase Pad Mount 2500 KVA	2	$86,500

AL/AL Units
Misc. Taps 13800 Delta
(14100,13800,13500,13200,12900)
KVA: 2500 KVA @ 65°C | 60Hz | Impedance: Standard
HV: 13800GrdY/7970 (95 KV BIL) | Loop Feed | LV: 480Y/277 (30 KV BIL)
Primary Taps: w/ Taps

200 A Dead Front Wells & 15 kV Inserts HV Bushings
10-Hole Spade LV Bushings w/ Support
Bayonet Fusing w/ Drip Shield
Liquid Temperature Gauge
Liquid Level Gauge
Pressure Vacuum Gauge
Drain Valve + Sampler
IFD
Non-PCB Mineral Oil
Exterior labels stating the KVA, Primary Voltage, Secondary Voltage, and Three Phase

IC 125152979, 125170481,125152978

PRODUCT	QTY	EACH
Three Phase Pad Mount 2500 KVACopper/Copper Windings	2	$94,200

KVA: 2500 KVA @ 65°C | 60Hz | Impedance: Standard
HV: 13800GrdY/7970 (95 KV BIL) | Loop Feed | LV: 480Y/277 (30 KV BIL)
Primary Taps: 2-2.5% FCAN & BN

200 A Dead Front Wells & 15 kV Inserts HV Bushings
10-Hole Spade LV Bushings w/ Support
Bayonet Fusing w/ Drip Shield
Bayonet Drip Guard
Standard Tap Changer
Liquid Temperature Gauge
Liquid Level Gauge
Pressure Vacuum Gauge
Drain Valve + Sampler
IFD
Non-PCB Mineral Oil
Exterior labels stating the KVA, Primary Voltage, Secondary Voltage, and Three Phase

Exception to DOE Efficiency Standards. No guarantee to meet and nameplates will not be labeled as complying.
Exception to vacuum processing of all core and coils.
Exception to tank requirement. Using units previously manufactured by various OEMS. May not meet all aspects of tank construction requirements.
Exception to guaranteed losses. Average loss data available
General Exceptions.

Impulse, Temperature Rise, Partial Discharge and Sound Level testing not available.
No guarantee transformers will meet NEMA TR-1 Sound level standards

---

All REMAN Units are Completely Reconditioned to Nameplate Specifications

Ask your sales rep about volume discounts

Destination: | **FOB:** Origin | **Shipping & Handling:** Prepaid & Allowed
Shipment: See Above | **Warranty:** 3 Years | **Terms:** Net 30 with approved credit.

Offer to sell valid for 30 days. Price is subject to re-evaluation after 15 days. Units subject to availability.

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Standard Cancellation Charges:

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Standard Revision Charges:

Revision Charges:	**% of Selling Price**
Before Engineering Review / Scheduling	0
Before Production Begins	35
After Production Begins	100

(Anixter) wesco

QUOTE

Anixter Inc.
51 Prairie Pkwy
Gilberts, IL 60136
Phone: (800) 323-6606
Fax:

ORDERED BY	QUOTE DATE	QUOTE NO.
	03/30/26	6730929-00
P.O. DATE	P.O. NUMBER	PAGE NO.
03/30/26	3 ph pads	1 of 1
SALES REP	TAKEN BY	FREIGHT OUT
MAXF	MYXH	NO

REL/JOB#: Sourcewell 091422-WES

CUST #: 3100601

BILL TO: CITY OF ROCHELLE
ACCOUNTS PAYABLE
PO BOX 456
ROCHELLE, IL 61068-0456

SHIP TO: CITY OF ROCHELLE
1030 S SEVENTH ST.
ROCHELLE, IL 61068-0456

INSTRUCTIONS	SHIP POINT	VIA	SHIPPED	TERMS
	Anixter - MWPP/2143	Frt Allowed		Net 30

LINE NO.	PRODUCT AND DESCRIPTION	ORDERED	BO	SHIPPED	UM	PRICE		NET AMOUNT

Rel/Job# Sourcewell 091422-WES

Terms & Conditions:

. Rubber goods, grounds and jumpers are non-returnable.
. All other material is non-returnable unless an approved RMA document is provided and is subject to a 25% restock fee or the fee direct from the manufacturer.
. Freight: Prepaid and charge.Unless otherwise noted.
. Bulk put-ups: Cuts are subject to an additional charge. Tolerances may apply.
. Quotes valid for 7 days, subject to metals escalation and de-escalation.
. Building Wire (THHN, XHHW, and Bare Copper) are subject to daily pricing adjustments.
. Stock levels and availability are subject to change prior to sale.
. Customer is responsible for reviewing all plans and specs to fulfill the job requirements as Wesco may not be able to quote all material required to complete the job in its entirety.
. Cut/spec sheets are available upon request.
. Copper Base: $ ___ / lb. Prices are subject to the price of metals at time of order placement.

1	QRKE689 PAD MOUNT TRANS 2500KVA 13800/7970GRY **LEAD TIME 24 WEEKS**	2 277/480		2	each	78788.48		157576.96
2	QRKE690 PAD MOUNT TRANS 1500KVA 13800/7970GRY **LEAD TIME 24 WEEKS**	2 277/480		2	each	37003.14		74006.28
2 Lines Total		Qty Shipped Total		4			Total	231583.24
							Invoice Total	231583.24

Last Page

All sales are subject to the Anixter Terms & Conditions of Sale found at www.anixter.com/termsandconditions. Product safety data sheets may be found on the same website. Wesco may charge you storage and transportation fees if you do not take possession or accept delivery of the above products within ninety (90) days or agreed upon time from su... products being available for delivery or pick-up.
BY ACCEPTING THIS QUOTE, YOU AGREE THE WESCO TERMS & CONDITIONS PUBLISHED AT WWW.WESCO.COM/TERMSOFSALE ARE EXPRESSLY INCORPORAT... INTO AND GOVERN THIS TRANSACTION. Storage & transport fees may apply if delivery isn't accepted w/in 90 days of availability. Price subject to change based on duties, frei... tariffs, or supplier increases.

MATERIAL QUOTE

QUICK SERVICE QUOTATION

This quotation constitutes an offer to sell which offer expressly limits acceptance to the terms of this offer on the back of this quotation. This offer shall be firm for a period of thirty (30) business days from the date of this offer. Subject to Buyers credit worthiness, the return of this form with a Purchase Order number or any other reasonable manner of acceptance will be sufficient to form an agreement on the terms and conditions on the back of this quotation.

WESCO DISTRIBUTION℠

WESCO Distribution

2401 International
Woodridge, Il 60517
Phone: 630-327-7017
Fax: 630-633-2026

DATE:	3/30/26	TO:	CITY OF ROCHELLE
PROJECT NAME:	LARGE TRANSFORMERS		
QUOTE#	SOURCEWELL CONTRACT 091422WES	ATTENTION:	BLAKE TOLIVER
SALESPERSON:	MATT BOGGS		

Item	Qty	DESCRIPTION	UNIT PRICE	U/M	TOTAL
1	2	HITACHI 2500KVA TRANSFORMER 13,800V/7970 GDY	$97,427.00	E	$194,854.00
		PRI, 480Y/277 V SECONDARY COPPER WINDINGS			
2	2	HITACHI 1500KVA TRANSFORMER 13,800V/7970 GDY	$36,554.00	E	$73,108.00
		PRI, 480Y/277 V SECONDARY ALUMINUM WINDINGS			
		PER ATTACHED BOM			
3	15	25KVA POLE MOUNT 138007970 GRY PRIMARY, 120/240SEC	$9,068.00	E	$136,020.00
4	5	15KVA POLE MOUNT 138007970 GRY PRIMARY, 120/240SEC	$7,997.00	E	$39,985.00
		ITEMS1-2: 18-22 WEEKS			
		ITEMS3-4: 20 WEEKS			

If you have any questions,

please call me at (630) 327-7017.

Thank You.

GRAND TOTAL $443,967.00

MATT BOGGS

OF ILLINOIS

Universal Utility Supply Co.

395 Industrial Drive Units A & B
West Chicago, Illinois 60185
Phone (630) 231-1680 Fax (630) 231-1688

March 11, 2026

Attn: Andy Rogde

Re: Padmount Transformers RFQ

UUSCO is pleased to offer the following for your consideration and confidentiality to be purchased by Rochelle Municipal Utilities only.

ITEM #1 – Three Phase 2500 KVA Pad Mount – (QTY 1)

Product Type: Reconditioned

Specifications:

KVA: 2500
HV: 13800GRDy/7970
TAPS: 2 x 2 ½ % +/-

Phase: 3
LV: 480Y/277

Warranty: 36 Month Guarantee

Accessories:

- Primary Bushings, Dead Front, Loop Feed
- Secondary Bushings, Standard Spade Connectors
- Oil Level Gauge
- Temperature Gauge
- Pentahead Entry Assembly
- Non-PCB Label
- Bell Green Paint
- 8.3/14.4 KV Wells with Inserts
- Bayonet Fusing
- Pressure/Vacuum Gauge
- Pressure Relief Device
- Mineral Oil (standard)
- Drain Valve with Sampler
- Undercoating

Notes:

AL WINDINGS

Electrical Tests:

1. Transformer Turns Ratio Test
2. Polarity and Phase Relation Test
3. DC HYPOT TEST
   Performed at Two Times Rated Line Voltage Plus 1000 Volts
   a. HV to LV
   b. HV to Ground
   c. LV to Ground
4. Core Loss and Excitation Test
5. Load and No Load Testing
6. Induced Potential Test at 400 Hertz for 7200 Cycles

Estimated lead time 10-12 weeks ARO

PRICE: $69,200.00 EA.

ITEM #2 – Three Phase 2500 KVA Pad Mount – (QTY 2)

Product Type: Rewind

Specifications

KVA: 2500
HV: 13800GRDy/7970
TAPS: 2 x 2 ½ % +/-

Phase: 3
LV: 480Y/277

Warranty: 36 Month Guarantee

Accessories:

- Primary Bushings, Dead Front, Loop Feed
- Secondary Bushings, Standard Spade Connectors
- Oil Level Gauge
- Temperature Gauge
- Pentahead Entry Assembly
- Non-PCB Label
- Bell Green Paint
- 8.3/14.4 KV Wells with Inserts
- Bayonet Fusing
- Pressure/Vacuum Gauge
- Pressure Relief Device
- Mineral Oil (standard)
- Drain Valve with Sampler
- Undercoating

Notes:

NEW COPPER WINDINGS

Electrical Tests:

1. Transformer Turns Ratio Test
2. Polarity and Phase Relation Test
3. DC HYPOT TEST
   Performed at Two Times Rated Line Voltage Plus 1000 Volts
   a. HV to LV
   b. HV to Ground
   c. LV to Ground
4. Core Loss and Excitation Test
5. Load and No Load Testing
6. Induced Potential Test at 400 Hertz for 7200 Cycles

Estimated lead time 38-40 weeks ARO

PRICE: $116,600.00 EA.

ITEM #3 – Three Phase 1500 KVA Pad Mount – (QTY 2)

Product Type: Reconditioned

Specifications:

KVA: 1500
HV: 13800GRDY/7970
TAPS: 2 x 2 ½ % +/-

Phase: 3
LV: 480/277

Warranty: 36 Month Guarantee

Accessories:

- Primary Bushings, Dead Front, Radial Feed
- Secondary Bushings, Standard Spade Connectors
- Oil Level Gauge
- Temperature Gauge
- Pentahead Entry Assembly
- Non-PCB Label
- Bell Green Paint
- 8.3/14.4 KV Wells with Inserts
- Bayonet Fusing
- Pressure/Vacuum Gauge
- Pressure Relief Device
- Mineral Oil (standard)
- Drain Valve with Sampler
- Undercoating

Notes:

AL WINDINGS

Electrical Tests:

1. Transformer Turns Ratio Test
2. Polarity and Phase Relation Test
3. DC HYPOT TEST
    Performed at Two Times Rated Line Voltage Plus 1000 Volts
        a. HV to LV
        b. HV to Ground
        c. LV to Ground
4. Core Loss and Excitation Test
5. Load and No Load Testing
6. Induced Potential Test at 400 Hertz for 7200 Cycles

Estimated lead time 10-12 weeks ARO

PRICE: $48,650.00 EA.

Terms & Conditions

This proposal is in accordance with supplier's standard terms and conditions.

Freight is included in quoted price to ship via next available truck coming to your area. Units can ship immediately upon completion for additional charge via common carrier.

Pricing is valid for 15 days.

Terms: Net 30 days with approved credit.

Please give me a call if you have any questions.

Sincerely,

Colton Guy
UUSCO of Illinois
630-231-1680

SUNBELT SOLOMON
UNPARALLELED POWER SOLUTIONS

Quote: **Q-134619** | Sale
Date: March 16, 2026
Change Order: No | Revision: 0
Project:

Sunbelt Solomon remanufactured (REMAN) transformers are BABA Certified
Consult with your sales rep to confirm if this applies to the unit(s) within your quote

Andy Rogde
Rochelle Municipal Utilities
arogde@rmu.net

Dana Allen
Inside Sales
dana.allen@sunbeltsolomon.com | +1 4235068823

PRODUCT	QTY	EACH
Three Phase Pad Mount 1500 KVA KVA: 1500 KVA @ 65°C | 60Hz | Impedance: Standard HV: 13800GrdY/7970 (95 KV BIL) | Loop Feed | LV: 480Y/277 (30 KV BIL) Primary Taps: 2-2.5% FCAN & BN 200 A Dead Front Wells & 15 kV Inserts 6-Hole Spade LV Bushing Bayonet Fusing Bayonet Drip Guard Liquid Temperature Gauge Liquid Level Gauge Pressure Vacuum Gauge Drain Valve + Sampler IFD Non-PCB Mineral Oil Exterior labels stating the KVA, Primary Voltage, Secondary Voltage, and Three Phase IC# 125089643,125125986	2	$42,000

Exception to DOE Efficiency Standards. No guarantee to meet and nameplates will not be labeled as complying.
Exception to vacuum processing of all core and coils.
Exception to tank requirement. Using units previously manufactured by various OEMS. May not meet all aspects of tank construction requirements.
Exception to guaranteed losses. Average loss data available
General Exceptions.
Impulse, Temperature Rise, Partial Discharge and Sound Level testing not available.
No guarantee transformers will meet NEMA TR-1 Sound level standards

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All REMAN Units are Completely Reconditioned to Nameplate Specifications

Ask your sales rep about volume discounts

Destination: | **FOB:** Origin | **Shipping & Handling:** Prepaid & Allowed
Shipment: 5 Weeks | **Warranty:** 3 Years | **Terms:** Net 30 with approved credit.

Offer to sell valid for 30 days. Price is subject to re-evaluation after 15 days. Units subject to availability.

Please note any changes to the specifications on this quotation form and reference the quotation number on your Purchase Order. Sunbelt Solomon ('Supplier") will use your Purchase Order to proceed with manufacturing when terms and conditions are finalized. Please note that changes made after the manufacturing process begins may result in additional charges and potential delays in production. Production of units that are contingent on the approval/receipt of drawings will begin the manufacturing process after the final sign off on the specified drawings by the customer. Please contact your sales representative for the estimated drawing lead time associated with this quote.

All sales, rental and services are subject to Supplier's Terms and Conditions for Sales and Rentals of Equipment and/or Services ("Terms and Conditions") unless otherwise mutually agreed in writing by officer of Supplier as evidenced by such

officer's signature. Acceptance of a Buyer purchase order by Supplier-does not constitute acceptance of Buyer terms and conditions. As orders are time sensitive and it is cost prohibitive to review and negotiate terms and conditions between parties, Supplier Terms and Conditions apply to quotes/orders: 1) with a value before tax of $25,000 or less, 2) emergency services or services completed before issuance of a purchase order, and 3) rush orders for sales and rental that are to ship within three (3) days regardless of submission of terms and conditions by Buyer. If the Quotation is for Company to perform evaluation services on Customer-owned equipment (e.g. for Company to determine how/if the piece of equipment failed and/or whether it can be repaired), then the provisions of terms and conditions will apply which include (among other provisions) risk of loss remaining with Customer and Company only being liable for damage to this equipment to the extent of its gross negligence or willful misconduct. In no event does Supplier accept consequential damages or agree to Prime/Owner contract terms and conditions.

Price does not include tax. If applicable, tax will be added to the invoice. If order is tax exempt, please provide a copy of your exemption certificate. Unit(s) quoted are for normal service conditions as defined by ANSI/IEEE Standards. Notify Supplier at time of quotation should the unit(s) be subject to harmonics, motor starting, shovel duty, or other special service conditions.

Schedules

All Delivery dates are estimates and under no circumstances does Company guarantee date of delivery. Company shall not be responsible or liable for any damage or loss which occurs during transportation and/or shipment of the Equipment. Company is not liable or responsible for any costs of Customer caused by any delays in transportation or delivery.

Company reserves the right to manufacture and ship any items in advance of the acknowledged shipping schedule, unless expressly forbidden by the Customer at the time of the order entry.

Cancellation or Revision of Order

Any Purchase Order may be cancelled or revised by Customer only upon written approval by an authorized representative of the Company, and at the Company's sole discretion. Should Company approve cancellation or revision of a Purchase Order, Customer shall pay the cancellation or revision charges specified in said approval. Cancellation or revision charges will include expenses previously incurred, commitments made pursuant to or in reliance upon such Purchase Order, whether or not such commitments are legally binding on Company, and any other factors considered relevant by Company. In the event that Company does not approve cancellation or revision, Customer shall remain liable to Company for the full price of the Equipment, Rental and/or Services ordered.

Cancellation charges are calculated for each unit cancelled per its individual status.

Standard Cancellation Charges:

Cancellation Charges:	% of PO Price
Upon Purchase Order acceptance	25
After materials are ordered	50
After production begins for Equipment	75
Once production is complete for Equipment	100

Company reserves the right to re-quote both price and lead time for any request to revise an order. If it is determined that a revision will incur an additional revision charge, charges are calculated for each unit revised per its individual status.

Standard Revision Charges:

Revision Charges:	% of Selling Price
Before Engineering Review / Scheduling	0
Before Production Begins	35
After Production Begins	100

Sunbelt Solomon remanufactured (REMAN) transformers are BABA Certified
Consult with your sales rep to confirm if this applies to the unit(s) within your quote

Andy Rogde
Rochelle Municipal Utilities
arogde@rmu.net

Dana Allen
Inside Sales
dana.allen@sunbeltsolomon.com | +1 4235068823

PRODUCT	QTY	EACH
Three Phase Pad Mount 2500 KVA	2	$86,500

AL/AL Units
Misc. Taps 13800 Delta
(14100,13800,13500,13200,12900)
KVA: 2500 KVA @ 65°C | 60Hz | Impedance: Standard
HV: 13800GrdY/7970 (95 KV BIL) | Loop Feed | LV: 480Y/277 (30 KV BIL)
Primary Taps: w/ Taps

200 A Dead Front Wells & 15 kV Inserts HV Bushings
10-Hole Spade LV Bushings w/ Support
Bayonet Fusing w/ Drip Shield
Liquid Temperature Gauge
Liquid Level Gauge
Pressure Vacuum Gauge
Drain Valve + Sampler
IFD
Non-PCB Mineral Oil
Exterior labels stating the KVA, Primary Voltage, Secondary Voltage, and Three Phase

IC 125152979, 125170481,125152978

PRODUCT	QTY	EACH
Three Phase Pad Mount 2500 KVACopper/Copper Windings	2	$94,200

KVA: 2500 KVA @ 65°C | 60Hz | Impedance: Standard
HV: 13800GrdY/7970 (95 KV BIL) | Loop Feed | LV: 480Y/277 (30 KV BIL)
Primary Taps: 2-2.5% FCAN & BN

200 A Dead Front Wells & 15 kV Inserts HV Bushings
10-Hole Spade LV Bushings w/ Support
Bayonet Fusing w/ Drip Shield
Bayonet Drip Guard
Standard Tap Changer
Liquid Temperature Gauge
Liquid Level Gauge
Pressure Vacuum Gauge
Drain Valve + Sampler
IFD
Non-PCB Mineral Oil
Exterior labels stating the KVA, Primary Voltage, Secondary Voltage, and Three Phase

Exception to DOE Efficiency Standards. No guarantee to meet and nameplates will not be labeled as complying.
Exception to vacuum processing of all core and coils.
Exception to tank requirement. Using units previously manufactured by various OEMS. May not meet all aspects of tank construction requirements.
Exception to guaranteed losses. Average loss data available
General Exceptions.

Impulse, Temperature Rise, Partial Discharge and Sound Level testing not available.
No guarantee transformers will meet NEMA TR-1 Sound level standards

---

All REMAN Units are Completely Reconditioned to Nameplate Specifications

Ask your sales rep about volume discounts

Destination: | **FOB:** Origin | **Shipping & Handling:** Prepaid & Allowed
Shipment: See Above | **Warranty:** 3 Years | **Terms:** Net 30 with approved credit.

Offer to sell valid for 30 days. Price is subject to re-evaluation after 15 days. Units subject to availability.

Please note any changes to the specifications on this quotation form and reference the quotation number on your Purchase Order. Sunbelt Solomon ('Supplier") will use your Purchase Order to proceed with manufacturing when terms and conditions are finalized. Please note that changes made after the manufacturing process begins may result in additional charges and potential delays in production. Production of units that are contingent on the approval/receipt of drawings will begin the manufacturing process after the final sign off on the specified drawings by the customer. Please contact your sales representative for the estimated drawing lead time associated with this quote.

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Price does not include tax. If applicable, tax will be added to the invoice. If order is tax exempt, please provide a copy of your exemption certificate. Unit(s) quoted are for normal service conditions as defined by ANSI/IEEE Standards. Notify Supplier at time of quotation should the unit(s) be subject to harmonics, motor starting, shovel duty, or other special service conditions.

Schedules
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Company reserves the right to re-quote both price and lead time for any request to revise an order. If it is determined that a revision will incur an additional revision charge, charges are calculated for each unit revised per its individual status.

Standard Revision Charges:

Revision Charges:	**% of Selling Price**
Before Engineering Review / Scheduling	0
Before Production Begins	35
After Production Begins	100

(Anixter) wesco

QUOTE

Anixter Inc.
51 Prairie Pkwy
Gilberts, IL 60136
Phone: (800) 323-6606
Fax:

ORDERED BY	QUOTE DATE	QUOTE NO.
	03/30/26	6730929-00
P.O. DATE	P.O. NUMBER	PAGE NO.
03/30/26	3 ph pads	1 of 1
SALES REP	TAKEN BY	FREIGHT OUT
MAXF	MYXH	NO

REL/JOB#: Sourcewell 091422-WES

CUST #: 3100601

BILL TO: CITY OF ROCHELLE
ACCOUNTS PAYABLE
PO BOX 456
ROCHELLE, IL 61068-0456

SHIP TO: CITY OF ROCHELLE
1030 S SEVENTH ST.
ROCHELLE, IL 61068-0456

INSTRUCTIONS	SHIP POINT	VIA	SHIPPED	TERMS
	Anixter - MWPP/2143	Frt Allowed		Net 30

LINE NO.	PRODUCT AND DESCRIPTION	ORDERED	BO	SHIPPED	UM	PRICE		NET AMOUNT

Rel/Job# Sourcewell 091422-WES

Terms & Conditions:

- Rubber goods, grounds and jumpers are non-returnable.
- All other material is non-returnable unless an approved RMA document is provided and is subject to a 25% restock fee or the fee direct from the manufacturer.
- Freight: Prepaid and charge.Unless otherwise noted.
- Bulk put-ups: Cuts are subject to an additional charge. Tolerances may apply.
- Quotes valid for 7 days, subject to metals escalation and de-escalation.
- Building Wire (THHN, XHHW, and Bare Copper) are subject to daily pricing adjustments.
- Stock levels and availability are subject to change prior to sale.
- Customer is responsible for reviewing all plans and specs to fulfill the job requirements as Wesco may not be able to quote all material required to complete the job in its entirety.
- Cut/spec sheets are available upon request.
- Copper Base: $ ___ / lb. Prices are subject to the price of metals at time of order placement.

1	QRKE689 PAD MOUNT TRANS 2500KVA 13800/7970GRY **LEAD TIME 24 WEEKS**	2 277/480		2	each	78788.48		157576.96
2	QRKE690 PAD MOUNT TRANS 1500KVA 13800/7970GRY **LEAD TIME 24 WEEKS**	2 277/480		2	each	37003.14		74006.28
2 Lines Total		Qty Shipped Total		4			Total	231583.24
							Invoice Total	231583.24

Last Page

All sales are subject to the Anixter Terms & Conditions of Sale found at www.anixter.com/termsandconditions. Product safety data sheets may be found on the same website. Wesco may charge you storage and transportation fees if you do not take possession or accept delivery of the above products within ninety (90) days or agreed upon time from su... products being available for delivery or pick-up.
BY ACCEPTING THIS QUOTE, YOU AGREE THE WESCO TERMS & CONDITIONS PUBLISHED AT WWW.WESCO.COM/TERMSOFSALE ARE EXPRESSLY INCORPORAT... INTO AND GOVERN THIS TRANSACTION. Storage & transport fees may apply if delivery isn't accepted w/in 90 days of availability. Price subject to change based on duties, frei... tariffs, or supplier increases.

THE CITY OF ROCHELLE
Ogle County, Illinois

ORDINANCE
NO. _____

AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING THE PURCHASE OF FOUR TRANSFORMERS FROM WESCO DISTRIBUTION UNDER SOURCEWELL CONTRACT 091422-WES

JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk

TOM McDERMOTT
BIL HAYES
KATE SHAW-DICKEY
DAN McDERMOTT
ROSAELIA ARTEAGA
BEN VALDIVIESO

City Council

Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle
Ottosen, DiNolfo, Hasenbalg & Castaldo, Ltd., City Attorneys
2441 Warrenville Road, Suite 310, Lisle, Illinois 60532

CITY OF ROCHELLE
Ogle County, Illinois

ORDINANCE NO. ____

AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING THE PURCHASE OF FOUR TRANSFORMERS FROM WESCO DISTRIBUTION UNDER SOURCEWELL CONTRACT 091422-WES

WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle, Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to "pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities." 65 ILCS 5/1-2-1; and

WHEREAS, while "non-home rule municipalities have the authority to enact ordinances, such ordinances may in no event conflict with state law or prohibit what a state statute expressly permits . . . A local ordinance may impose more rigorous or definite regulations in addition to those enacted by the state legislature so long as they do not conflict with the statute." (*Village of Wauconda v. Hutton,* 291 Ill. App. 3d 1058, 1060 (1997)); and

WHEREAS, the City of Rochelle, through Rochelle Municipal Utilities (RMU), is seeking to purchase four new transformers; and

WHEREAS, the Electric Department has received a quote for two (2) 1500 kVA transformers and two (2) 2500 kVA transformers from Wesco using SourceWell competitive bid pricing (contract 091422-WES) in the amount of $267,962, a copy of which is attached herein as Exhbit A; and

WHEREAS, obtaining products through Sourcewell competitive bid pricing ensures fair, transparent, and competitive pricing for goods; and

WHEREAS, the City may waive competitive bidding requirements by a two-thirds vote of the City Council pursuant to 65 ILCS 5/8-9-1 of the Illinois Municipal Code and Section 2-371 of the Rochelle Municipal Code; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interest of the City and its residents to waive competitive bidding and purchase four transformers in the amount of $267,962 from Wesco Distribution.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHELLE, ILLINOIS:

SECTION ONE: That the City hereby incorporates all of the recitals above into this Ordinance as if fully set forth herein.

SECTION TWO: The Mayor and City Council of the City of Rochelle hereby waive competitive bidding requirements and approve the purchase of four transformers in the amount of $267,962 from Wesco Distribution through Sourcewell contract 091422-WES.

SECTION THREE: If any provision of this Ordinance or application thereof to any person or circumstance 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 FOUR: Where the conditions imposed by any provisions of this Ordinance are more restrictive than comparable provisions imposed elsewhere in any other local law, ordinance, resolution, rule or regulation, the regulations of this Ordinance will govern.

SECTION FIVE: The City Clerk shall publish this Ordinance in pamphlet form.

SECTION SIX: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

APPROVED THIS 27th day of April 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No._____, "AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING THE PURCHASE OF FOUR TRANSFORMERS FROM WESCO DISTRIBUTION UNDER SOURCEWELL CONTRACT 091422-WES," which was adopted by the Mayor and City Council of the City of Rochelle on April 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of April 2026.

_____
CITY CLERK

File Attachments for Item:

4. A Resolution Authorizing a Vehicle Sales Agreement with Enterprise Fleet Management

ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING

SUBJECT: A Resolution authorizing a Vehicle Sales Agreement with Enterprise Fleet Management

Staff Contact:
Blake Toliver

Summary:
The Electric Department seeks approval for the sale of City of Rochelle 2011 Ford F750 Super Duty Pickup through Enterprise Fleet Management.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:

Strategic Plan Goal Application:
N/A

Recommendation:
To approve the Resolution authorizing the sale of City of Rochelle 2011 Ford F750 Super Duty Pickup through Enterprise Fleet Management.

THE CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION
NO. _____

A RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY PURSUANT TO A VEHICLE SALES AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT, INC.

JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk

TOM McDERMOTT
BIL HAYES
KATE SHAW-DICKEY
DAN McDERMOTT
ROSAELIA ARTEAGA
BEN VALDIVIESO
City Council

Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle
Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. – City Attorneys
2441 Warrenville Road, Suite 310, Lisle, Illinois 60532

CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION NO._____
Date Passed:

A RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY PURSUANT TO A VEHICLE SALES AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT, INC.

WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle, Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to "pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities." 65 ILCS 5/1-2-1; and

WHEREAS, while "non-home rule municipalities have the authority to enact ordinances, such ordinances may in no event conflict with state law or prohibit what a state statute expressly permits . . . A local ordinance may impose more rigorous or definite regulations in addition to those enacted by the state legislature so long as they do not conflict with the statute." (*Village of Wauconda v. Hutton,* 291 Ill. App. 3d 1058, 1060 (1997)); and

WHEREAS, Section 11-76-4 of the Illinois Municipal Code (65 ILCS 5/11-76-4), provides that corporate authorities may determine by a simple majority that personal property is no longer necessary, useful to, or beneficial to the municipality; and

WHEREAS, on June 10, 2024, the City approved a R24-0038, which authorized a consignment agreement with Enterprise Fleet Management ("Enterprise") to assist the City in disposing of its surplus vehicles; and

WHEREAS, the City has determined the following vehicle is surplus property and is no longer useful or beneficial to the City: 2011 Ford F750 Super Duty Pickup; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interest of the City and its residents to approve the sale of said surplus property and authorize the City Manager to execute a Vehicle Sales Agreement Certificate for the aforementioned vehicle.

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Rochelle, Ogle County, Illinois, as follows:

SECTION ONE: The foregoing recitals shall be, and are hereby, incorporated into and made a part of this Resolution as if fully set forth in this Section One.

SECTION TWO: That the Mayor and City Council of the City of Rochelle hereby approve the sale of 2011 Ford F750 Super Duty Pickup by Enterprise Fleet Management and the City Manager is hereby authorized to execute a Vehicle Sales Agreement Certificate and any ancillary

documents necessary for Enterprise to dispose of said surplus property, subject to review and revision as to form by the City Attorney.

SECTION THREE: If any provision of this Resolution or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Resolution is severable.

SECTION FOUR: Where the conditions imposed by any provisions of this Resolution are more restrictive than comparable provisions imposed by Resolution in any other local law, ordinance, resolution, rule or regulation, the regulations of this Resolution will govern.

SECTION FIVE: The City Clerk shall publish this Resolution in pamphlet form.

SECTION SIX: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED THIS 27th day of April 2026.

AYES:

NAYS:

ABSENT:

APPROVED THIS 27th day of April 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

STATE OF ILLINOIS)
) SS.
COUNTY OF OGLE)

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. _____, “A RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY PURSUANT TO A VEHICLE SALES AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT, INC” which was adopted by the Mayor and City Council of the City of Rochelle on April 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of April 2026.

_____
CITY CLERK

File Attachments for Item:

5. A Resolution Authorizing Adoption of the Amended City of Rochelle Safety Compliance Program

ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING

SUBJECT:

A Resolution Authorizing Adoption of the Amended City of Rochelle Safety Compliance Program

Staff Contact:

Britt Zick

Summary:

The City of Rochelle's Safety Compliance Program was created in 2020. This written program encompasses all departments and outlines the City's overall safety strategy, while departmental safety manuals and SOPs/SOGs provide detailed procedures specific to work tasks within a department. To ensure regulatory compliance and to reflect new and safer techniques and technologies, the City collaborated with Fehr Graham to assist in reviewing, revising, and adding to our current safety programs.

Considering this, the following programs were reviewed and/or revised to address regulatory updates and program deficiencies:

Personal Protective Equipment, Hearing Conservation, Fire Prevention Plan, Respiratory Protection, Electrical Safety, Confined Space Entry, Hazard Communication, Bloodborne Pathogens, Accident/Illness Investigation and Reporting, Excavation and Trenching, Hot Work Safety, Control of Hazardous Energy (LOTO), OSHA Recordkeeping, Powered Industrial Truck, and Fall Protection and Ladder Safety

Safety programs added include:

Respirable Crystalline Silica Safety Program and Exposure Control Plan, Job Hazard Assessment & Job Briefing Policy, Extreme Temperature Exposure Control Plan, First Aid and Medical Record Access, and a Contractor Safety Handbook

Significance of these programs:

These written programs provide a roadmap for a safe workplace by transforming safety practices from reactive to proactive.

Once approved, these programs will be available on the ESS platform and in the HR Department.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:

Strategic Plan Goal Application:

Recommendation:

To approve the Resolution Authorizing Adoption of the Amended City of Rochelle Safety Compliance Program.

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Personal Protective Equipment

OSHA 29 CFR 1910.133, .135, .136, and .138

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM			
Program Name	Personal Protective Equipment Version 1.0		
Regulatory Reference	OSHA 29 CFR 1910.133, .135, .136 and .138		
Date Created	June 27, 2025		
Latest Revision	July 1, 2025	**Latest Review**	July 1, 2025
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

Program Contents

1.0 Objective and Purpose 1
2.0 PPE Requirements and Availability 1
3.0 Training and Information 6
4.0 Employee Owned Personal Protective Equipment 7
5.0 Program Audit 7
6.0 Revision Log 8

Attachments

Attachment B - Hazard Assessment Form
Attachment C - PPE Requirement Matrix
Attachment E - Operating Procedures
Attachment F - Training

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM		
Program Name	Personal Protective Equipment	Version 1.0

1.0 OBJECTIVE AND PURPOSE

The objective of the City of Rochelle Personal Protective Equipment (PPE) Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. PPE is not a substitute for good engineering, administrative controls, or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. PPE will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness. This program addresses eye, face, head, foot, and hand protection.

The purpose of this program is to protect employees of City of Rochelle and to comply with 29 CFR 1910.132, .133, .135-138.

2.0 PPE REQUIREMENTS AND AVAILABILITY

The Department Designee monitors the selection, use, maintenance and replacement of personal protective equipment. The City provides and pays for Personal Protective Equipment (PPE) required by this program at no cost to our employees*:*

- Standard safety-toe footwear.
- Prescription safety glasses.
- Work Gloves

Outside consultation, manufacturer's assistance, and other recognized authorities will be consulted if there is any doubt regarding proper selection and use. These detailed procedures are included as Attachments E to this program.

This program covers the following types of PPE:

- Eye and face protection (1910.133)
- Head Protection (1910.135)
- Foot Protection (1910.136)
- Hand Protection (1910.138)

Although Hearing Conservation and Respiratory Protection are covered under separate programs, the requirements are listed in Attachment E.

2.1 Hazard Assessment

The first critical step in developing a comprehensive safety and health program is to identify physical and health hazards in the workplace. This process is known as a “hazard assessment.” Potential hazards may be physical or health-related, and a comprehensive hazard assessment should identify hazards in both categories. Examples of physical hazards include moving objects, fluctuating temperatures, high-intensity lighting, rolling or pinching objects, electrical connections, and sharp edges. Examples of health hazards include overexposure to harmful dusts, chemicals, or radiation.

IL-OSHA requires employers to conduct hazard assessments of the workplace to determine the need for PPE and to help in selecting the proper PPE for each task performed. For each job position and/or task

performed, a hazard assessment must be completed which lists the findings of the assessment and the specific protective equipment required to protect against the hazards.

The purpose of this assessment is to determine the type of workplace exposures that exist within the Organization's operations and subsequently identify the appropriate types of personal protective equipment, if any. The categories of hazards assessed are:

- Impact Hazards
- Penetration Hazards
- Compression Hazards
- Chemical Hazards
- Heat/Cold Hazards
- Harmful Dust Hazards
- Optical Radiation Hazards (Light)

The assessment includes an indication of the level of risk within each category. This assessment is updated whenever operations change, equipment is added or deleted or whenever different hazards may be introduced. Hazard assessments of company facilities are ongoing. The Hazard Assessment Form is provided in Attachment B. A summary of the hazard assessments is provided in Attachment C - PPE Requirement Matrix.

2.2 Personal Protective Equipment Selection

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) will be procured or accepted for use. Newly purchased PPE must conform to updated ANSI standards which have been incorporated into the IL-OSHA PPE regulations as follows:

- Eye and Face Protection – ANSI Z87.1-1989
- Head Protection – ANSI Z89.1 -7986
- Foot Protection – ASTM F2413-05 (used to be ANSI Z.41)
- Hand Protection – selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.

Careful consideration will be given to comfort and fit of PPE to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

The Department Designee is responsible for making protective equipment available that provides adequate protection from the hazards identified in the Hazard Assessment. Defective or damaged PPE shall not be used. The following are general selection guidelines for specific types of protective equipment. Attachment E includes the specific PPE requirements adopted by the City.

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Program Name	Personal Protective Equipment

2.2.1 Eye and Face Protection

Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area. To provide protection for these personnel, Supervisors of such areas shall procure a sufficient quantity of eye protectors which afford the maximum amount of protection possible. If personnel wear personal glasses, they shall be provided with suitable eye protection to wear over them.

Each affected employee uses appropriate eye and face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

General safety guidelines for prescription eyewear are as follows:

- Many hazards, which may pose immediate and potentially irreversible eye damage, exist within a work environment. Whenever the use of safety glasses is required; such use will be strictly enforced.
- Goggles and face shields shall be used when there is a hazard from chemical splash.
- Face shields shall only be worn over primary eye protection (safety glasses or goggles).
- For employees who wear prescription lenses, eye protectors shall either incorporate the prescription in the design or fit properly over the prescription lenses.
- Equipment fitted with appropriate filter lenses shall be used to protect against light radiation. Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
- Welders/cutters shall select protective eye wear in accordance with applicable standards.
- Any employee whose eyes may be exposed to electric arc while assisting a welder shall wear eye protection equivalent to that of the welder.
- All contractors or visitors who enter the areas outlined above for any purpose will be required to wear same eye and face protection as employees.
- Eye and face protection shall be inspected regularly for integrity, and defective or damaged eye and face protection shall be immediately removed from service.

2.2.1 Prescription Eyewear

For employees who wear prescription eyewear, the City will bear the cost of one pair of ANSI approved prescription safety glasses not to exceed $250.00 annually. Replacement will be authorized when an employee reports in writing to their supervisor or superintendent that their prescription safety glasses have been damaged on the job or when their prescription has changed. Employees are responsible for the cost of eye examination if required. Safety glasses must meet the requirements of ANSI Z87.1. Non-prescription safety eyewear is available as described in Attachment E.

2.2.1 Head Protection

The purpose of head protection policies is to prevent injury to the head which may result from falling objects, electric shock, and burn. Wherever there is a potential for injury to the head from falling objects, each affected employee wears a protective helmet. Employees exposed to electrical hazards, if

any, wear a protective helmet that is designed to reduce the electric shock hazard when near an exposed electrical conductor.

Head protection meets the requirements of ANSI Z89.1. Head protection must meet ANSI/ISEA either Type I or II, and Class G or C, based on anticipated hazards. Head Protection is required to be worn as directed by the PPE Hazard Assessment (See Attachment E). Head protection is permitted to be worn in reverse at the option of the user, such as for improved visibility, provided the hard hat is designed for reverse donning, is marked with the logo for reverse donning , and is properly adjusted.

General safety guidelines for head protection is as follows:

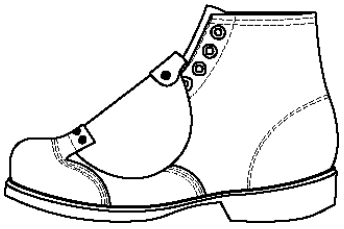
- Head protection will be worn in areas identified by the PPE hazard assessment.
- Facility issued hard hats are not to be drilled or cut. This may result in weakening the mechanical strength and dielectric strength of the hard hat.
- Wearing baseball caps under the hard hat invalidates the integrity of the suspension and shall not be worn.
- It is the individual's responsibility to inspect the hard hat and the suspension prior to each use. If either is found to be defective, it shall be replaced without delay.
- This Organization provides ANSI Z89.1 approved Type I, Class N, G, or C hardhats to all employees who are expected to wear head protection.

2.2.2 Foot Protection

Each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards, if any.

For employees who are required to wear footwear with protective toes and metatarsal guards, the City will purchase one pair of boots with metatarsal guards annually. All new hires will receive all new protective equipment immediately upon start. Protective toe footwear meets the requirements of ASTM F2413 and is available as described in Attachment E.

The metatarsal guard must be an integral part of the shoe, incorporated into the shoe during manufacture of the shoe to meet ASTM F2413 test requirements and the ASTM F2413 Standard. There are many types of metatarsal footwear available. Shown below you will find the basic external metatarsal design. Other designs available are; external with leather covered, internal, and attachable met-guards.



General safety guidelines for foot protection are as follows:

- All safety footwear shall comply with ANSI Z41-1991, "American National Standards for Personal Protection – Protective Footwear."
- Where potential exposure to chemical hazards and/or temperature extremes exist, employees will be provided with and required to wear suitable boots or overshoes.
- Under no circumstances are cloth or tennis shoes, sandals, or high-heeled shoes to be permitted in the plant areas as leather/vinyl shoes must be worn in this area.
- To prevent slips and/or falls, shoes with slip resistant soles (such as neoprene soles) must be worn.

2.2.3 Hand Protection

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, durations of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warning on chemical container labels and Safety Data Sheets (SDSs) before working with any chemical. Recommended glove types are often listed in the section for PPE.

Chemicals eventually permeate all glove materials. However, they can be used safely for limited time periods if specific use and other characteristic (i.e., thickness and permeation rate and time) are known. The Department Designee can assist in determining the specific type of glove material that should be worn for a particular chemical.

Employees are required to use appropriate hand protection when their hands are exposed to hazards such as those from:

- Skin absorption of harmful substances
- Severe cuts or lacerations
- Severe abrasions
- Punctures
- Chemical burns
- Thermal burns
- Harmful temperature extremes.

Selection of the appropriate hand protection is based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified. See Attachment E. To avoid hand injuries from chemicals, heat, abrasive surfaces or sharp objects, employees are required to wear appropriate hand protection while performing the following duties:

- Welding gloves while performing cutting and welding operations.

- Rubber gloves while changing and servicing batteries.
- Chemical resistant gloves for handling chemicals (make sure the glove used is impervious to the chemicals).
- Electrically insulated gloves with leather overs must be worn when working directly with electrical systems that cannot be locked out.
- Cut resistant gloves when handling sheet metal or sharp objects.

Gloves are available as described in Attachment E. City of Rochelle provides all team members with work gloves.

2.2.4 Body Protection

Any employee close to traffic or construction equipment must wear bright, highly visible apparel meeting the requirements of ANSI 107. The garments shall be either fluorescent orange-red or fluorescent yellow-green and shall be designed to clearly identify the wearer as a person. The standard offers three performance classes for garment or background and vehicular traffic and speed conditions. In addition, any employee operating any type of vehicle (i.e., car, truck, forklift, etc.) must wear a seat belt at all times.

2.3 Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned and maintained at regular intervals so that the PPE provides the requisite protection. PPE shall not be shared between employees until it has been properly cleaned and sanitized.

3 TRAINING AND INFORMATION

Employees required to use protective equipment are provided with training. This training includes but is not limited to the following information:

- When protective equipment is necessary
- What protective equipment is necessary
- How to properly don, adjust, and wear protective equipment
- The limitations of protective equipment
- The proper care, maintenance, useful life and disposal of protective equipment.

As a part of this training, each employee demonstrates an understanding of the training and the ability to use protective equipment properly.

This training is repeated per the City training schedule or under the following circumstances:

- It is believed that a previously trained employee does not have the understanding and skill required.
- Changes in the workplace render previous training obsolete.

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- Inadequacies in an affected employee's knowledge or use of assigned protective equipment indicate that the employee's knowledge or use of assigned protective equipment indicate that the employee has not retained the requisite understanding or skill.

Training Rosters found in Attachment F can be used to document training. The roster contains the employee's name, the date(s) of training, and an identification of the subjects trained on. Documentation of training will be retained in the Human Resources Department.

4 EMPLOYEE-OWNED PERSONAL PROTECTIVE EQUIPMENT

Where employees provide their own protective equipment, the City of Rochelle is responsible to assure its adequacy, including proper maintenance, and proper sanitation of such equipment. As a result, the City retains the right to inspect and approve all protective equipment provided by employees. Any employee found in violation of these requirements will be subject to disciplinary action.

5 PROGRAM AUDIT

This Personal Protective Program is audited regularly to determine the continued effectiveness of the program. The Program Coordinator, Managers, and Supervisors inspect all areas where protective equipment is used to ensure compliance with the protective equipment program. The program is formally audited annually by the Department Designee and revisions are made as necessary.

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6.0 REVISION LOG

Date	Revision Number	Description of change	Initials
6.23.2025	0	Original Issue	JJA
7.1.2025	1	Updated language to reflect the changes requested by B. Zick to reflect current policies and procedures.	JJA/Rochelle

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Excavation & Trenching

OSHA 29 CFR 1926 Subpart P

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program			
Program Name	Excavation & Trenching		
Regulatory Reference	OSHA 29 CFR 1926 Subpart P, as adopted by Illinois Department of Labor		
Date Created	March 16, 2020		
Latest Revision	January 17, 2025	**Latest Review**	January 17, 2025
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

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Attachments

Attachment A – Definitions
Attachment B – Soil Classification and Soil Analysis Checklist
Attachment C – Daily Excavation Inspection Sheet
Attachment D – List of Competent Persons
Attachment E – Training Information

City of Rochelle Safety Compliance Program	
Program Name	Excavation & Trenching

1.0 POLICY AND SCOPE

The City of Rochelle implemented this Excavation & Trenching Program to ensure the safety of workers who work in or around excavations or trenches as part of their job duties. This Program establishes guidelines and procedures for use on excavations or trenches created on City property, by City personnel or by a contractor under City control.

Trenching and excavation work presents serious hazards to all workers involved and potentially the general public. Cave-ins pose the greatest risk and are more likely than some other excavation-related incidents to result in worker fatality. Other potential hazards associated with excavations and trenching work include falling loads, hazardous atmospheres, and hazards from mobile equipment.

This program has been established to set the minimum requirements and to provide guidance to ensure employees are aware of potential hazards and mitigation strategies to ensure work in or around excavations and trenches at any City of Rochelle facility or job site is completed safely.

This program covers all employees of City of Rochelle. It applies to any and all operations and/or activities where excavation or trenching occurs, regardless of purpose or duration of the activity.

2.0 HAZARDS ADDRESSED BY OTHER PROGRAMS

Excavation work may involve safety hazards not addressed by this Program. Other safety compliance Programs that may need to be referenced during excavation work may include confined space, hazard communication, control of hazardous energy, respiratory protection, as well as any other safety programs or procedures deemed essential for employee protection, are to be used in conjunction with this Program.

3.0 ROLES & RESPONSIBILITIES

3.1 Program/Safety Coordinator

Program/Safety Coordinator will ensure the following:

- Evaluate excavation checklists for completion.
- Coordinate the training and assigning of employees to their designated level of responsibility.
- Ensure Competent Persons are authorized and willing to take corrective actions.
- Ensure overall compliance with this Program.

3.2 Competent Person

Each Competent Person is authorized to take prompt action to eliminate existing and predictable hazards or to cease all operations until hazards are mitigated in or around any excavation or trenching operation. Each competent person is responsible for the following actions:

- Identification of Hazards
- Soil Classification – **See Attachment B**
- Inspecting of Excavations and Trenches
- Knowledgeable of Protective Systems
- Monitoring any water removal equipment.
- Authority to Correct and Eliminate Hazards

The Competent Person will always keep the safety of entrants the number one priority. See Section 5.1 for further training requirements of a competent person.

3.3 Workers

Each worker has the responsibility to follow established procedures, follow direction of the established competent person, enter an excavation only after receiving training and must demonstrate a complete understanding of the safe work practices to be followed while working in or around an excavation or trench. Each worker involved in an excavation or trenching site is responsible for the following actions:

- Follow Safety Protocols
- Operate Equipment
- Assist with Site Preparation
- Proper Soil Handling
- Communicate with Competent Person and Program Coordinator
- Assist with Installation of Protective Systems
- Site Maintenance

These responsibilities help ensure that excavation projects are completed safely and effectively.

3.4 Contractors

Contractors performing excavation work for the City must coordinate their work with the City to ensure that related activities such as underground location and utility shutdown are addressed. Contractors are expected to comply with applicable federal, state, or local regulation while working on our property. If a contract involves the need for a contractor to enter an excavation, the Program Coordinator will coordinate this process through a pre-construction discussion.

4.0 COMPLIANCE

Compliance with this Program requires:

a) Initial inspections to evaluate site hazards are conducted by a Competent Person.
b) Placing a call to the Joint Utility Locating Information for Excavators (JULIE) by dialing 811 no less than 2 business days but not more than 10 business days prior to excavation or trenching operations are to begin. See Section 6.0.
c) Elimination or control of all potential hazards. (See Section 7.0)
d) Protection provided against potential cave-ins using either sloping or benching systems or support systems.
e) Inspections that are conducted daily or as conditions occur that may affect or create hazards. (Such as rain fall or snow)
f) The wearing of hardhats by all personnel involved in or in the vicinity of the excavation work.

5.0 TRAINING

All personnel involved in excavation or trenching work are trained in accordance with the requirements of this Program. Training is provided before the worker is assigned any excavation or trenching related duties.

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5.1 Competent Person

“Competent Person" means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

A Competent Person receives training to include:

a) Requirements contained in OSHA 29 CFR 1926 Subpart P Excavations, as adopted by IL-OSHA
b) Identification of Hazards: The competent person must be capable of identifying existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to workers.
c) Soil Classification: They must classify soil and rock deposits as Stable Rock, Type A, Type B, or Type C soil. See Attachment B.
d) Inspection Duties: They are required to inspect trenches daily and as conditions change to ensure the elimination of excavation hazards.
e) Protective Systems: The competent person must be knowledgeable about protective systems (sloping, benching, shoring, and shielding) and ensure they are used correctly to prevent cave-ins.
f) Authority: They must have the authority to take prompt corrective measures to eliminate identified hazards.
g) Understanding Program and emergency procedures.
h) Understand additional requirements and hazards applicable Programs such as Mobile Equipment Operations, Confined Space and Fall Protection.
i) Refresher training as needed to remain aware of changes in excavation safety requirements. (Refresher training recommended at five periodic intervals or if deficiencies are found.) Training documentation is provided in **Attachment E**.

5.2 Site Worker

Personnel who conduct work within or in the vicinity of excavations or trenches but are not assigned as Competent Persons must receive training prior to beginning work involving excavation or trenching. The training includes:

a) Requirements of the OSHA Excavations standard, as adopted by IL-OSHA;
b) Follow Safety Protocols: Adhere to all safety guidelines and regulations, including wearing appropriate personal protective equipment (PPE) such as helmets, gloves, and safety boots.
c) Procedures for Soil Handling: Properly handle and dispose of excavated materials. This includes loading and unloading soil, rocks, and debris.
d) Procedures for Communication: Maintain clear communication with supervisors and other team members to ensure tasks are completed efficiently and safely.
e) Procedures for Inspection and Reporting: Regularly inspect the excavation site for hazards and report any unsafe conditions or incidents to the supervisor.

f) If Assigned, Applications to Safely Assist with Installations: Help with the installation of structures, utilities, and other components as required by the project.
g) Site Maintenance: Keep the work area clean and organized, removing any hazardous materials and ensuring tools and equipment are properly stored.
h) Understand Requirements of this Program.
i) Emergency and non-entry rescue procedures.
j) Understand additional requirements and hazards applicable Programs such as Mobile Equipment Operations, Confined Space and Fall Protection.
k) Refresher training as needed to remain aware of changes in excavation safety requirements. (Refresher training recommended at five periodic intervals or if deficiencies are found.) Training documentation is provided in **Attachment E**.

6.0 ILLINOIS UNDERGROUND UTILITY FACILITIES DAMAGE PREVENTION ACT REQUIREMENTS

Per the 2025 Illinois Underground Utility Facilities Damage Prevention Act (220 ILCS 50/1), the following must be completed prior to any excavation or trenching activity:

- Notice must be given by calling JULIE at 811 a minimum 2 business days but not more than 10 business days prior to beginning any excavation or trenching activity. Dig by date expires at midnight of the 10th day after the day of the notice. Extensions are allowed from the 20th with the expiration on the 25th day. Note that weekend days do not count in these timelines. Up to 2 additional days advance notice may be requested by a JULIE member to respond to locate and mark, or provide a no conflict response, when notice volume in a particular place exceeds the reasonable control measurement of the JULIE member
- Excavation or trench sites must be pre-marked before calling JULIE by physically marking the proposed excavation or route with white spray paint / white marking flags, or with verbal pre-marking when the description provided is explicit enough to limit markings to the actual excavation area.
- The use of an electronic positive response system, offered through JULIE, will be required by excavators and facility owners or operators no later than January 1, 2026. Training on how to use the new electronic positive response system and its codes will be forthcoming.

7.0 HAZARDS

7.1 Surface Encumbrances

All equipment, materials, supplies, permanent installations (e.g., buildings, roadways), trees, brush, boulders, and other objects at the surface that could present a hazard to workers working in the excavation are removed or supported, as necessary, to protect workers.

7.2 Underground Installations

Prior to excavation, the locations of sewer, telephone, fuel, electric, water lines, and other underground installations are identified and clearly marked. Refer to **Section 6.0** for specific notification requirements. The Competent Person coordinates with the appropriate utility agencies to ensure the

protection, removal, shutdown, or relocation of underground installations, as needed. Excavation activities will be conducted in a manner that safeguards both the underground installations and the workers performing the tasks. Where utilities are left in place, protective measures such as barricades, shoring, or suspension may be utilized to protect workers and prevent utility contact.

7.3 Access and Egress

OSHA requires employers to provide ladders, steps, ramps, or other safe means of egress for workers working in trench excavations 4 feet or deeper. The means of egress must be located so as not to require workers to travel more than 25 feet laterally within the trench.

Structural Ramps

Any structural ramps used solely for worker access or egress must be designed by a competent person. Structural ramps used for access or egress of equipment must be designed by a competent person qualified in structural design. Also, structural members used for ramps or runways must be uniform in thickness and joined in a manner to prevent tripping or displacement.

7.4 Vehicular Traffic and / or Pedestrian Traffic

Workers exposed to vehicular traffic are provided with, and will wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material. In areas where workers are exposed to moving being struck-by vehicles work zones are used in an approved direction and are typically identified by signs, cones, barrels, and barriers and may utilize flaggers to designate a hazardous work area. Coordination may be needed with appropriate local authorities to determine traffic flow and if local law enforcement will assist with appropriate pedestrian or traffic control.

7.5 Falling Loads

No worker will be permitted underneath loads handled by lifting or digging equipment. Workers will be required to stand away any vehicle being loaded or unloaded. Vehicle operators may remain in the cabs of vehicles being loaded or unloaded when the vehicle provides adequate protection for the operator during loading and unloading operations.

7.6 Mobile Equipment

When mobile equipment is operated adjacent to the edge of an excavation or must approach the edge of the excavation, a warning system will be used when the operator does not have a clear and direct view of the edge of the excavation. The warning system will consist of barricades, hand, or mechanical signals, or stop logs. If possible, the surface grade will slope away from the excavation.

7.7 Hazardous Atmospheres

a) Atmospheric testing is conducted in excavations over four feet deep where hazardous atmospheres could reasonably be expected to exist as determined by the Competent Person (e.g. landfill areas, near hazardous substance storage, gas pipelines).

b) Adequate precautions will be taken to prevent worker exposure to atmospheres containing less than 19.5 percent oxygen or other hazardous atmospheres. These precautions include providing appropriate respiratory protection or forced ventilation. Forced ventilation or other effective means will be used to prevent exposure to an atmosphere containing a flammable gas in excess

of 10 percent of the lower flammable limit. Where needed, respiratory protection will be used in accordance with the City of Rochelle Respiratory Protection Program.

c) Atmospheric monitoring will be performed using a properly calibrated direct reading instrument with audible and visual alarms.

d) Monitoring will be continuous where controls are used to reduce the level of atmospheric contaminants. Monitors will be maintained and calibrated in accordance with manufacturer's specifications.

7.8 Water Accumulation

a) Workers will not work in excavations that contain or are accumulating water unless precautions have been taken to protect workers from hazards posed by water accumulation. The precautions taken could include, for example, special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines.

b) If water is controlled or prevented from accumulating using water removal equipment, a person trained in the use of the equipment monitors the water removal equipment and operation.

c) If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means will be used to prevent surface water from entering the excavation. Precautions will also be taken to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains are re-inspected by the Competent Person to determine if additional precautions should be taken.

7.9 Adjacent Structures

Support systems (such as shoring, bracing, or underpinning) will be used to ensure the stability of structures and the protection of workers where excavation operations could affect the stability of adjoining buildings, walls, or other structures.

7.10 Loose Rock or Soil

a) Adequate protection is provided to protect workers from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection will consist of scaling to remove loose material, installation of protective barricades (such as wire mesh or timber, at appropriate intervals on the face of the slope to stop and contain falling material) or benching sufficient to contain falling material.

b) Excavation personnel will not be permitted to work above one another where the danger of falling rock or earth exists.

c) Workers are protected from excavated materials, equipment or other materials that could pose a hazard by falling or rolling into excavations. Protection will be provided by keeping such materials or equipment at least 2 feet from the edge of excavations, by the use of restraining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

7.11 Fall Protection

a) Barricades, walkways, lighting and posting are provided as necessary prior to the start of excavation operations.

b) A standard railing or other suitable guard or barricade is provided at or near the edge of an excavation as soon as possible, except where installation of the safeguard will interfere with the excavation or other work.

c) Wells, holes, pits, shafts, and all similar excavations are effectively barricaded or covered and posted as necessary to prevent unauthorized access. All temporary excavations of this type will be backfilled as soon as possible.

d) Walkways or bridges protected by standard guardrails are provided where workers and the general public are permitted to cross over excavations. Where workers in the excavation may pass under these walkways or bridges, a standard guardrail and toe board is used.

7.12 Night Guarding

All excavations to which persons may be exposed at night are provided with yellow warning lights placed at un-barricaded points and along the exposed side where the excavation adjoins a public thoroughfare or sidewalk. The Rochelle Police Department must be notified if any open excavations remain at night in any public roadway.

7.13 Solitary Employment

Working alone in any trench, shaft, tunnel, caisson or appurtenance over 4 feet in depth without another person being present at the surface is not allowed.

8.0 INSPECTIONS

8.1 Daily Inspections

A Competent Person will conduct daily inspections of excavations, adjacent areas, and protective systems for evidence of a situation that could result in possible cave-ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection will be conducted by the Competent Person prior to the start of work and as needed throughout the shift. Inspection logs should be provided to the Program Coordinator at the end of the workday (see Attachment C).

8.2 Additional Inspections Required

Inspections are also made after each hazard-changing event (e.g., rainstorm). These inspections are required when the excavation will be or is occupied by workers. See Attachment C.

8.3 Response to Hazardous Situations

Where the Competent Person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed workers shall be removed from the hazardous area until all necessary precautions have been taken to ensure their safety.

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9.0 PROTECTION

9.1 Protection Requirements

Each worker in an excavation is protected from cave-ins by using either an adequate sloping and benching system or an adequate support or protective system. Exceptions to this are limited to:

a) Excavations made in stable rock; or
b) Excavations less than four feet in depth where examination of the ground by a Competent Person provides no indication of a potential cave-in.

Protective systems in use are capable of resisting all loads that could reasonably be expected to be applied to the system.

9.2 Sloping and Benching

The slope and configuration of sloping and benching systems shall be selected and constructed by the Competent Person in accordance with Appendix B of OSHA 29 CFR 1926 Subpart P, as adopted by IL-OSHA.

Workers are not permitted to work above other workers on the faces of sloped or benched systems except when workers at the lower levels are protected from the hazard of falling, rolling, or sliding material or equipment.

9.3 Support Systems

The Competent Person ensures that support systems, shield systems, and other protective systems are selected and constructed in accordance with Appendices C, D, E and F of OSHA 29 CFR 1926 Subpart P, as adopted by IL-OSHA.

9.4 Protective Equipment Available

The City has the following protective devices available:

- Shield systems
- Support systems
- Ladders
- Ropes
- Lanyards
- Harnesses
- Air monitors

10.0 EMERGENCY RESPONSE

The Competent Person is responsible to ensure that site personnel can readily contact local emergency personnel (ambulance, police, fire department, etc.) through the posting of emergency numbers and the availability of communication devices (such as mobile telephones). See Emergency Action and Fire Prevention Plans Program for further information.

City of Rochelle Safety Compliance Program	
Program Name	Excavation & Trenching

11.0 PROGRAM AUDIT

This Program is audited on an ongoing basis by all Rochelle employees, supervisors, and managers. On an annual basis, this Program is formally audited by the Program Coordinator, or his/her designee and any corrections are made as a result of this audit.

12.0 REVISION LOG

Date	Revision Number	Description	Initials
1.17.2025	1	Updated language and formatting. Added information on revised Illinois Underground Utility Facilities Damage Prevention law.	JJA/EMD

Attachment A – Definitions

“Accepted engineering practices" means those requirements which are compatible with standards of practice required by a registered professional engineer.

"Aluminum Hydraulic Shoring" means a pre-engineered shoring system comprised of aluminum hydraulic cylinders (cross-braces) used in conjunction with vertical rails (uprights) or horizontal rails (wales). Such system is designed specifically to support the sidewalls of an excavation and prevent cave-ins.

"Bell-bottom pier hole" means a type of shaft or footing excavation, the bottom of which is made larger than the cross section above to form a belled shape.

"Benching (Benching system)" means a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

"Cave-in" means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

"Competent person" means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

"Cross braces" mean the horizontal members of a shoring system installed perpendicular to the sides of the excavation, the ends of which bear against either uprights or wales.

"Excavation" means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

"Faces" or "sides" means the vertical or inclined earth surfaces formed as a result of excavation work.

"Failure" means the breakage, displacement, or permanent deformation of a structural member or connection so as to reduce its structural integrity and its supportive capabilities.

"Hazardous atmosphere" means an atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful, may cause death, illness, or injury.

"Kickout" means the accidental release or failure of a cross brace.

"Protective system" means a method of protecting employees from cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

"Ramp" means an inclined walking or working surface that is used to gain access to one point from another and is constructed from earth or from structural materials such as steel or wood.

"Registered Professional Engineer" means a person who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer, registered in any state is deemed to be a "registered professional engineer" within the meaning of this standard when approving designs for "manufactured protective systems" or "tabulated data" to be used in interstate commerce.

"Sheeting" means the members of a shoring system that retain the earth in position and in turn are supported by other members of the shoring system.

"Shield (Shield system)" means a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within the structure. Shields can be permanent structures or can be designed to be portable and moved along as work progresses. Additionally, shields can be either premanufactured or job-built in accordance with 1926.652(c)(3) or (c)(4). Shields used in trenches are usually referred to as "trench boxes" or "trench shields."

"Shoring (Shoring system)" means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

"Sides". See "Faces."

"Sloping (Sloping system)" means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

"Stable rock" means natural solid mineral material that can be excavated with vertical sides and will remain intact while exposed. Unstable rock is considered to be stable when the rock material on the side or sides of the excavation is secured against caving-in or movement by rock bolts or by another protective system that has been designed by a registered professional engineer.

"Structural ramp" means a ramp built of steel or wood, usually used for vehicle access. Ramps made of soil or rock are not considered structural ramps.

"Support system" means a structure such as underpinning, bracing, or shoring, which provides support to an adjacent structure, underground installation, or the sides of an excavation.

"Tabulated data" means tables and charts approved by a registered professional engineer and used to design and construct a protective system.

"Trench (Trench excavation)" means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

"Trench box." See "Shield.

"Trench shield." See "Shield."

"Uprights" means the vertical members of a trench shoring system placed in contact with the earth and usually positioned so that individual members do not contact each other. Uprights placed so that individual members are closely spaced, in contact with or interconnected to each other, are often called "sheeting."

"Wales" means horizontal members of a shoring system placed parallel to the excavation face whose sides bear against the vertical members of the shoring system or earth.

Attachment B – Soil Analysis Checklist

Organization Name		Date	
Project Name		Job Number	
Project Location		Weather	
Competent Person			
Where was the sample taken from			
Excavation length, depth and width	L:	D:	W:

VISUAL TEST					
Particle type	Fine Grained (Cohesive)	Granular (sand/silt or gravel)	Other:		
Water Conditions	Wet	Dry	Seeping Water	Surface Water present	Submerged
Notes					

Yes	No	N/A	Description
			Layered Soils Dipping Into excavation? If yes, describe:
			Excavation exposed to vibrations? If yes, describe:
			Previously disturbed soils?
			Crack-like openings or sprawlings observed?
			Underground utilities? If yes, what type:
			Layered soils? (Note: the least stable layer controls the soil type)

MANUAL TEST					
Plasticity	Cohesive	Non-cohesive	Dry Strength	Cohesive (broken w/ difficulty)	Granular
Wet Shake	Water comes to surface (granular material)		Surface remains dry (clay material)		

THUMB TEST **Note: Used to estimate unconfined compression strength of cohesive soil.**			
Test Performed	Yes	No	N/A, Explain:
Soil indented by thumb with very great effort?			Type A
Soil indent by thumb with some effort?			Type B
Soil easily penetrated several inches by thumb with little or no effort. NOTE: If soil is submerged, seeping water, subjected to surface water, runoff, exposed to wetting.			Type C

PENETROMETER or SHEARVANE TEST Note: Used to estimate unconfined compressive strength of cohesive soils.			
Test Performed	Yes	No	Device Used / Serial Number:
Soil with unconfined compressive strength of 1.5 tsf of greater			Type A
Soil with unconfined compressive strength of greater than 0.5 tsf and less than 1.5 tsf.			Type B
Soil with unconfined compressive strength of 0.5 tsf or less. Note: if the soil is submerged, seeping water, subjected to surface water, runoff, exposed to wetting.			Type C

No soil is Type A if fissured, subject to vibration, previously disturbed, layered dipping into excavation on a slope of 4h:1v

SOIL CLASSIFICATION			
Stable Rock	Type A	Type B	Type C
SELECTION OF PROTECTIVE SYSTEM (Refer to Appendix F of 29CFR1926)			
Sloping (Appendix B) Specify angle:	Timber Shoring (Appendix C)	Trench Shield Max depth in this soil:	Hydraulic Shoring (Appendix D)

Keep one copy of each Soil Analysis Checklist on site for project duration - Forward original to the Program Coordinator.

Attachment B – Soil Analysis Procedures from OSHA Subpart P

(a) Scope and application -

(1) Scope. This appendix describes a method of classifying soil and rock deposits based on site and environmental conditions, and on the structure and composition of the earth deposits. The appendix contains definitions, sets forth requirements, and describes acceptable visual and manual tests for use in classifying soils.

(2) Application. This appendix applies when a sloping or benching system is designed in accordance with the requirements set forth in 1926.652(b)(2) as a method of protection for employees from cave-ins. This appendix also applies when timber shoring for excavations is designed as a method of protection from cave-ins in accordance with appendix C to subpart P of part 1926, and when aluminum hydraulic shoring is designed in accordance with appendix D. This Appendix also applies if other protective systems are designed and selected for use from data prepared in accordance with the requirements set forth in 1926.652(c), and the use of the data is predicated on the use of the soil classification system set forth in this appendix.

(b) Definitions. The definitions and examples given below are based on, in whole or in part, the following; American Society for Testing Materials (ASTM) Standards D653-85 and D2488; The Unified Soils Classification System; The U.S. Department of Agriculture (USDA) Textural Classification Scheme; and The National Bureau of Standards Report BSS-121.

"Cemented soil" means a soil in which the particles are held together by a chemical agent, such as calcium carbonate, such that a hand-size sample cannot be crushed into powder or individual soil particles by finger pressure.

"Cohesive soil" means clay (fine grained soil), or soil with a high clay content, which has cohesive strength. Cohesive soil does not crumble, can be excavated with vertical sideslopes, and is plastic when moist. Cohesive soil is hard to break up when dry and exhibits significant cohesion when submerged. Cohesive soils include clayey silt, sandy clay, silty clay, clay and organic clay.

"Dry soil" means soil that does not exhibit visible signs of moisture content.

"Fissured" means a soil material that has a tendency to break along definite planes of fracture with little resistance, or a material that exhibits open cracks, such as tension cracks, in an exposed surface.

"Granular soil" means gravel, sand, or silt (coarse grained soil) with little or no clay content. Granular soil has no cohesive strength. Some moist granular soils exhibit apparent cohesion. Granular soil cannot be molded when moist and crumbles easily when dry.

"Layered system" means two or more distinctly different soil or rock types arranged in layers. Micaceous seams or weakened planes in rock or shale are considered layered.

Attachment B – Soil Analysis Procedures from OSHA Subpart P

"Moist soil" means a condition in which a soil looks and feels damp. Moist cohesive soil can easily be shaped into a ball and rolled into small diameter threads before crumbling. Moist granular soil that contains some cohesive material will exhibit signs of cohesion between particles.

"Plastic" means a property of a soil that allows the soil to be deformed or molded without cracking, or appreciable volume change.

"Saturated soil" means a soil in which the voids are filled with water. Saturation does not require flow. Saturation, or near saturation, is necessary for the proper use of instruments such as a pocket penetrometer or sheer vane.

"Soil classification system" means, for the purpose of this subpart, a method of categorizing soil and rock deposits in a hierarchy of Stable Rock, Type A, Type B, and Type C, in decreasing order of stability. The categories are determined based on an analysis of the properties and performance characteristics of the deposits and the characteristics of the deposits and the environmental conditions of exposure.

"Stable rock" means natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed.

"Submerged soil" means soil which is underwater or is free seeping.

"Type A" means cohesive soils with an unconfined, compressive strength of 1.5 ton per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are: clay, silty clay, sandy clay, clay loam and, in some cases, silty clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However, no soil is Type A if:

(i) The soil is fissured; or

(ii) The soil is subject to vibration from heavy traffic, pile driving, or similar effects; or

(iii) The soil has been previously disturbed; or

(iv) The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or greater; or

(v) The material is subject to other factors that would require it to be classified as a less stable material.

"Type B" means:

(i) Cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa); or

(ii) Granular cohesionless soils including: angular gravel (similar to crushed rock), silt, silt loam, sandy loam and, in some cases, silty clay loam and sandy clay loam.

(iii) Previously disturbed soils except those which would otherwise be classed as Type C soil.

(iv) Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or

(v) Dry rock that is not stable; or

(vi) Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B.

"Type C" means:

(i) Cohesive soil with an unconfined compressive strength of 0.5 tsf (48 kPa) or less; or

(ii) Granular soils including gravel, sand, and loamy sand; or

(iii) Submerged soil or soil from which water is freely seeping; or

(iv) Submerged rock that is not stable, or

(v) Material in a sloped, layered system where the layers dip into the excavation or a slope of four horizontal to one vertical (4H:1V) or steeper.

"Unconfined compressive strength" means the load per unit area at which a soil will fail in compression. It can be determined by laboratory testing, or estimated in the field using a pocket penetrometer, by thumb penetration tests, and other methods.

"Wet soil" means soil that contains significantly more moisture than moist soil, but in such a range of values that cohesive material will slump or begin to flow when
vibrated. Granular material that would exhibit cohesive properties when moist will lose those cohesive properties when wet.

(c) Requirements -

(1) Classification of soil and rock deposits. Each soil and rock deposit shall be classified by a competent person as Stable Rock, Type A, Type B, or Type C in accordance with the definitions set forth in paragraph (b) of this appendix.

(2) Basis of classification. The classification of the deposits shall be made based on the results of at least one visual and at least one manual analysis. Such analyses shall be conducted by a competent person using tests described in paragraph (d) below, or in other recognized methods of soil classification and testing such as those adopted by the American Society for Testing Materials, or the U.S. Department of Agriculture textural classification system.

(3) Visual and manual analyses. The visual and manual analyses, such as those noted as being acceptable in paragraph (d) of this appendix, shall be designed and conducted to provide sufficient quantitative and qualitative information as may be necessary to identify properly the properties, factors, and conditions affecting the classification of the deposits.

(4) Layered systems. In a layered system, the system shall be classified in accordance with its weakest layer. However, each layer may be classified individually where a more stable layer lies under a less stable layer.

(5) Reclassification. If, after classifying a deposit, the properties, factors, or conditions affecting its classification change in any way, the changes shall be evaluated by a competent person. The deposit shall be reclassified as necessary to reflect the changed circumstances.

(d) Acceptable visual and manual tests. -

(1) Visual tests. Visual analysis is conducted to determine qualitative information regarding the excavation site in general, the soil adjacent to the excavation, the soil forming the sides of the open excavation, and the soil taken as samples from excavated material.
(i) Observe samples of soil that are excavated and soil in the sides of the excavation. Estimate the range of particle sizes and the relative amounts of the particle sizes. Soil that is primarily composed of fine-grained material is cohesive material. Soil composed primarily of coarse-grained sand or gravel is granular material.

(ii) Observe soil as it is excavated. Soil that remains in clumps when excavated is cohesive. Soil that breaks up easily and does not stay in clumps is granular.

(iii) Observe the side of the opened excavation and the surface area adjacent to the excavation. Crack-like openings such as tension cracks could indicate fissured material. If chunks of soil spall off a vertical side, the soil could be fissured. Small spalls are evidence of moving ground and are indications of potentially hazardous situations.

(iv) Observe the area adjacent to the excavation and the excavation itself for evidence of existing utility and other underground structures, and to identify previously disturbed soil.

(v) Observed the opened side of the excavation to identify layered systems. Examine layered systems to identify if the layers slope toward the excavation. Estimate the degree of slope of the layers.

(vi) Observe the area adjacent to the excavation and the sides of the opened excavation for evidence of surface water, water seeping from the sides of the excavation, or the location of the level of the water table.

(vii) Observe the area adjacent to the excavation and the area within the excavation for sources of vibration that may affect the stability of the excavation face.

(2) Manual tests. Manual analysis of soil samples is conducted to determine quantitative as well as qualitative properties of soil and to provide more information in order to classify soil properly.

(i) Plasticity. Mold a moist or wet sample of soil into a ball and attempt to roll it into threads as thin as 1/8-inch in diameter. Cohesive material can be successfully rolled into threads without crumbling. For example, if at least a 2-inch (50 mm) length of 1/8-inch thread can be held on one end without tearing, the soil is cohesive.

(ii) Dry strength. If the soil is dry and crumbles on its own or with moderate pressure into individual grains or fine powder, it is granular (any combination of gravel, sand, or silt). If the soil is dry and falls into clumps that break up into smaller clumps, but the smaller clumps can only be broken up with difficulty, it may be clay in any combination with gravel, sand, or silt. If the dry soil breaks into clumps which do not break up into small clumps and which can only be broken with difficulty, and there is no visual indication the soil is fissured, the soil may be considered unfissured.

(iii) Thumb penetration. The thumb penetration test can be used to estimate the unconfined compressive strength of cohesive soils. (This test is based on the thumb penetration test described in American Society for Testing and Materials (ASTM) Standard designation D2488 - "Standard Recommended Practice for Description of Soils (Visual - Manual Procedure). Type A soils with an unconfined compressive strength of 1.5 tsf can be readily indented by the thumb; however, they can be penetrated by the thumb only with very great effort. Type C soils with an unconfined compressive strength of 0.5 tsf can be easily penetrated several inches by the thumb and can be molded by light finger pressure. This test should be conducted on an undisturbed soil sample, such as a large clump of spoil, as soon as practicable after excavation to keep to a minimum the effects of exposure to drying influences. If the excavation is later exposed to wetting influences (rain, flooding), the classification of the soil must be changed accordingly.

(iv) Other strength tests. Estimates of unconfined compressive strength of soils can also be obtained by use of a pocket penetrometer or by using a hand-operated shearvane.

(v) Drying test. The basic purpose of the drying test is to differentiate between cohesive material with fissures, unfissured cohesive material, and granular material. The procedure for the drying test involves drying a sample of soil that is approximately one inch thick (2.54 cm) and six inches (15.24 cm) in diameter until it is thoroughly dry:

(A) If the sample develops cracks as it dries, significant fissures are indicated.

(B) Samples that dry without cracking are to be broken by hand. If considerable force is necessary to break a sample, the soil has significant cohesive material content. The soil can be classified as an unfissured cohesive material and the unconfined compressive strength should be determined.

(C) If a sample breaks easily by hand, it is either a fissured cohesive material or a granular material. To distinguish between the two, pulverize the dried clumps of the sample by hand or by stepping on them.

If the clumps do not pulverize easily, the material is cohesive with fissures. If they pulverize easily into very small fragments, the material is granular.

Attachment C – Daily Inspection Checklist

Organization Name		**Date**	
Project Name		**Approx. Temp.**	
Project Location		**Approx. Wind Dir.**	
Job Number		**Competent Pers.**	
Excavation Depth & Width		**Soil Classification**	
Protective System Used			
Activities In Excavation			
Competent Person			

Excavation > 4 feet deep? ___Yes ___No

NOTE: **Trenches over 4 feet in depth are considered excavations. Any items marked *NO* on this form *MUST* be remediated prior to any employees entering the excavation.**

YES	NO	N/A	DESCRIPTION
			GENERAL
			Employees protected from cave-ins & loose rock/soil that could roll into the excavation
			Spoils, materials & equipment set back at least 2 feet from the edge of the excavation.
			Engineering designs for sheeting &/or manufacturer's data on trench box capabilities on site
			Adequate signs posted and barricades provided
			Training (toolbox meeting) conducted w/ employees prior to entering excavation
			UTILITIES
			JULIE notified 2 business days prior and/or utilities already located and marked.
			Overhead lines located, noted and reviewed with the operator
			Utility locations reviewed with the operator, & precautions taken to ensure contact does not occur
			Utilities crossing the excavation supported, and protected from falling materials
			Underground installations protected, supported or removed when excavation is open
			WET CONDITIONS
			Precautions taken to protect employees from water accumulation (continuous dewatering)
			Surface water or runoff diverted /controlled to prevent accumulation in the excavation
			Inspection made after every rainstorm or other hazard increasing occurrence
			HAZARDOUS ATMOSPHERES
			Air in the excavation tested for oxygen deficiency, combustibles, other contaminants
			Ventilation used in atmospheres that are oxygen rich/deficient &/or contains hazardous substances
			Ventilation provided to keep LEL below 10 %
			Emergency equipment available where hazardous atmospheres could or do exist
			Safety harness and lifeline used
			Supplied air necessary (if yes, contact safety department)
			ENTRY AND EXIT
			Exit (i.e. ladder, sloped wall) no further than 25 feet from ANY employee
			Ladders secured and extend 3 feet above the edge of the trench
			Wood ramps constructed of uniform material thickness, cleated together at the bottom
			Employees protected from cave-ins when entering or exiting the excavation

KEEP 1 COPY OF EACH DAILY EXCAVATION CHECKLIST ON SITE FOR THE PROJECT DURATION, AND FORWARD THE ORIGINAL TO THE PROGRAM COORDINATOR

Attachment D – Competent Persons

D- 1

The individuals listed below are designated as Excavation Competent Persons.

Name	Job Title	Department	Date Trained

Attachment E – City of Rochelle
Training Session Documentation Form

E-1

Course Name: ***Excavation Site Worker - Awareness***

Course Date(s): _ Start Time: _____ End Time: _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: *Fehr Graham*

Location of Training: _____

Detailed Outline of Course Content:

a) Requirements of the OSHA Excavations standard.	*b)* Methods of protection for excavation hazards.
c) Requirements of this program.	*d)* Use of Personal Protective Equipment.
e) Safe work practices.	*f)* Procedures regarding hazardous atmospheres.
g) Hazards relating to excavation work.	*h)* Emergency and non-entry rescue procedures.

Participants:

Name	***Signature***	**Department/Job Title**	**Water/WW Operator # (if applicable)**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

Attachment E – City of Rochelle
Training Session Documentation Form E-2

Course Name: ***Excavation Competent Person***

Course Date(s): _____ Start Time: _____ End Time: _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: _____

Location of Training: _____

Detailed Outline of Course Content:

a) Requirements contained in OSHA 29 CFR 1926 Subpart P Excavations.

b) Sloping, benching, shoring, and shielding.

c) Methods of evaluating the site and conducting inspections according to this program.

d) Ensuring compliance with this program.

e) Evaluation and selection of protection methods.

f) Emergency procedures.

g) Soil Analysis (See Attachment B) and Compliance with 811 (& IL: JULIE) prior to excavation.

h) Requirements under additional applicable programs such as Confined Space and Fall Protection.

Participants:

Name	***Signature***	**Department/Job Title**	**Water/WW Operator # (if applicable)**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Confined Space Entry

OSHA 29 CFR 1910.146

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 North 6th Street
Rochelle, IL 61068

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM			
Program Name	Confined Space Entry		
Regulatory Reference	OSHA 29 CFR 1910.146, as adopted by the Illinois Department of Labor		
Date Created	April 27, 2020		
Latest Revision	May 22, 2025	**Latest Review**	January 15, 2025
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

Program Contents

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Attachments

Attachment A - Definitions
Attachment B - Confined Space Evaluations
Attachment C - Permit Space List
Attachment D - Confined Space Rescue Decision Matrix
Attachment E - Confined Space Permit
Attachment F - Reclassifiable Space Guidelines
Attachment G - Hot Work Permit
Attachment H - Use of Contractors Guidance Document
Attachment I - Entry Rescue Procedure
Attachment J - Rescue Service Evaluation
Attachment K - Training Documentation
Attachment L - Program Evaluation/Annual Permit Review
Attachment M - Worker Designations

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Confined Space Entry

1.0 POLICY AND SCOPE

It is the policy of City of Rochelle that all "Permit Required Confined Spaces" only be entered by trained employees in accordance with this procedure. All "confined spaces" are considered "permit required" unless otherwise designated. This procedure applies to all employees, visitors, vendors, and contractors.

Working in confined spaces can involve hazards that typically are not encountered in other situations. These may include such things as oxygen deficiency, the potential for engulfment, unsafe footing, and inadequate lighting. Unfortunately, confined space hazards often are unrecognized or unappreciated because "there never have been any problems before." Familiarity with a reoccurring situation can lead to complacency and a lack of critical thinking about what could go wrong. Past experience is no guarantee of what may happen the next time a job is performed.

This program covers all employees of City of Rochelle. It applies to any and all operations and/or activities where entry into a confined space occurs, regardless of purpose or duration of entry.

2.0 PURPOSE

The purpose of this program is to ensure that all individuals entering confined spaces adhere to established safety practices and use required confined space entry equipment. This program complies with regulations set forth by the Illinois Department of Labor Occupational Safety and Health Administration (IL-OSHA) 29 CFR 1910.146.

This program has been prepared to make employees aware of the potential hazards and to ensure that confined space work is done safely. The program establishes the minimum requirements and provides guidance for working in confined spaces at any of the City of Rochelle's facilities.

3.0 GENERAL REQUIREMENTS

Confined spaces can be divided into two broad categories: (1) permit-required spaces, and (2) non-permit spaces. Furthermore, permit-required confined spaces can be separated into two groups: (1) those that always must be treated as permit spaces, and (2) those that may be reclassified temporarily to non-permit status if certain conditions are met. Thus, there effectively are three types of confined spaces: "non-permit", "permit-required", and "reclassifiable."

Non- Permit - Non-permit confined spaces may be entered without special procedures, provided that the work to be done in those spaces does not introduce any of the hazards that would require those spaces to be treated as permit-required confined spaces.

Permit Required - Permit-required confined spaces may be entered only in accordance with approved, written procedures and a permit system that takes into account the specific hazards of the spaces to be entered. Permit-required confined spaces that will not be entered for any reason still must be posted or otherwise marked to indicate that entry is prohibited, and employees must be instructed to not enter them.

Reclassifiable - Reclassifiable confined spaces may be entered under non-permit conditions if the required steps are taken prior to entry to eliminate the existing hazards and make them safe.

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Confined Space Entry

The City of Rochelle has identified confined spaces within its facilities and job sites. Some of these spaces meet the criteria of a permit-required confined space as defined in **Attachment A**. The results of each space evaluation are provided in **Attachment B**. A listing of all confined spaces and permit required confined spaces can be found in **Attachment C** – Confined Space Inventory.

The City of Rochelle informs employees of the presence of permit required confined spaces by posting danger signs reading "DANGER—PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER" or by any other equally effective means.

When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the City of Rochelle reevaluates that space and, if necessary, reclassifies it as a permit-required confined space. If this occurs, the City of Rochelle will make corrections based on the requirements of this program.

3.1 Workplace Evaluation

The first step in developing a confined space entry program at a particular facility is to identify and document all confined spaces. After that, it must be determined what hazards exist in each confined space. Then, based on the identified hazards, each space must be categorized (*i.e.*, non-permit, permit-required, or reclassifiable). **Attachment D** of this written program is a guidance document that acts as a decision tree for making these determinations.

Confined Space Inventory: Using the definition of "confined space" shown in **Attachment A** of this written program, inspect all areas of the facility for structures or enclosures that fit this definition. Look for accessible spaces that are large enough to bodily enter, are restricted with regard to ease of entering or leaving, and are not designed to be occupied during normal use or operation. This would include such things as tanks, bins, silos, sumps, vaults, railcars, ducts, hoppers, tunnels, manholes, *etc*. Upon identifying such spaces, prepare an inventory list of them. **Attachment C** of this written program contains an inventory of confined spaces to be used for this purpose.

Based on the evaluation of confined spaces, it was determined that there are some permit spaces under the control of City of Rochelle. The list in **Attachment C** identifies which spaces are considered permit spaces.

The City of Rochelle informs exposed employees of the presence of permit- required confined spaces by posting danger signs or by any other equally effective means.

When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the City of Rochelle reevaluates that space and, if necessary, reclassifies it as a permit-required confined space.

3.2 Permit System

An entry permit must be prepared and all specified conditions must be satisfied before anyone may enter any permit-required confined space. The permit is used to authorize entry and to ensure that proper precautions are taken. The completed permit must be made available to all authorized entrants at the time of entry and at the entry point so they may review it. All authorized entrants must sign the permit The entry permit form is shown in **Attachment E** of this written program.

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3.2.1 Permit Content

At minimum, entry permits must include all the information shown in **Attachment E**. Furthermore, at those facilities, a copy of the written entry procedure must be kept with the completed permit at the job site to fully comply with IL-OSHA requirements.

3.2.2 Permit Duration

A permit may be issued for the time necessary to complete the entry job or for a period up to 24 hours, whichever is less. If work needs to continue beyond 24 hours, a new permit must be issued by following the same procedure of testing the atmosphere, verifying acceptable equipment and conditions, and obtaining authorization for entry. The entry supervisor must terminate the entry and cancel the permit when either the entry operations covered by the permit have been completed or the time period of the permit has elapsed.

3.2.3 Changes to Permit Conditions

The conditions of the entry job always must match the information on the permit. If any significant changes occur after the permit has been approved, the permit must be updated to reflect these changes including:

- Changes in personnel involved with the job;
- Changes in the work being done within the confined space;
- Changes in the materials, equipment, or control devices being used;
- Changes in work area conditions that could affect the entrants.

3.2.4 Documentation

Canceled permits must be kept on file for at least one year to facilitate the required annual review of the program and permits. Problems encountered during an entry operation must be recorded on the permit so appropriate review and revision of programs may occur.

4.0 ENTRY GUIDELINES

4.1 Employee Entry

Before an employee enters the space, the internal atmosphere is tested with a calibrated direct-reading instrument for oxygen content, flammable gases and vapors, and potential toxic air contaminants, in that order. These devices must meet criteria set in Section 4.4.

4.2 Acceptable Atmospheric Levels

The following atmospheric levels must be present to authorize entry into permit-required confined spaces:

a) Oxygen content between 19.5 percent - 23.5 percent; and
b) Flammable gases and vapors below 10 percent of the Lower Flammable Limit; and
c) Toxic air contaminants as follows:
    1. Carbon monoxide levels below 35 parts per million (ppm); and/or
    2. Hydrogen sulfide levels below 10 ppm.

4.3 Reclassifying Permit-Required Spaces to Non-Permit Status

Permit-required confined spaces may be reclassified temporarily to non-permit status if the following steps are taken.

1) All potential for atmospheric hazards must be eliminated completely both inside the space and outside of the space. Simply controlling atmospheric hazards to acceptable levels by ventilation or other means is not sufficient.
2) All non-atmospheric hazards within the space must be eliminated completely (*e.g.*, draining, lockout/tagout, *etc.*).
3) All hazards must remain eliminated while non-permit entry is occurring. If hazards develop during entry, employees must leave the space and the space must be reevaluated to determine whether a permit is now needed.
4) The work to be performed inside the confined space must not introduce a hazard that would require the confined space to be categorized as permit-required. In other words, the work must not involve a dangerous activity and must not introduce even the potential for a hazardous atmosphere.
5) A written certification must be prepared for each entry of this type. The certification must document how it was determined that all hazards have been eliminated. This document must include the date, the location of the space, and the signature of the person making the determination. It must be available to the person(s) entering the space. The Reclassification Certificate can be found under **Attachment F** of this written program.
6) Spaces that have been reclassified to non-permit status may be entered without restriction upon satisfying the conditions shown above. However, if entry is necessary either to eliminate the hazards or to verify that they have been eliminated, such entry must be done under permit conditions. Once elimination or verification is complete, non-permit status may be granted.

4.4 Sampling Device

4.4.1 Device Requirements

A direct readout device is used which simultaneously tests for the levels of the substances listed in section 4.2, without manual switching. This device is equipped with an audible and visible warning device that indicates when an atmosphere of a confined space has:

1) An oxygen content of less than 19.5 percent or greater than 23.5 percent;
2) A combustible gas content of 10 percent or more of the lower explosive limit (LEL);
3) A hydrogen sulfide content of 10 ppm or more, or a carbon monoxide content of 35 ppm or more.

4.4.2 Calibration and Bump Testing

The device is calibrated per the manufacturer's recommendation or at least every six months and before each use. Calibration records are kept at the City of Rochelle Maintenance Shop, in the main office.

The device is calibrated relative to the oxygen content of ambient air at the time of the sampling. Calibration of the sampling device relative to the oxygen content is to be performed where the 20.9

percent natural content of oxygen in the air is most likely to occur. This calibration is not to be performed near the opening of a confined space.

Sampling devices with a zero set are zeroed in a clean atmosphere before each sampling.
Sampling devices must also be bump tested prior to each use. The bump test is a qualitative function check in which a challenge gas is passed over the sensor(s) at a concentration and exposure time sufficient to activate all alarm settings. This ensures the device sensors will respond to the target gas when exposed.

4.4.3 Use

Testing must be conducted in accordance with procedures outlined in section 5.2. The sampling device or an attached, non-sparking probe is used to sample the confined space prior to entry. When entry is through a manhole, a probe is inserted through the pick hole of the cover or the manhole is pried open on the downwind side to allow just enough room for insertion of the probe or the device.

3.5 Ventilation

If a confined space does not meet the requirements listed under 4.2, the space is ventilated and is entered only when atmospheric sampling indicates an atmosphere within acceptable limits. The atmosphere within the space is then continuously tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. See section 5.4 for ventilation procedures.

4.6 Supplied Air

If the space cannot be brought within the limits specified at section 4.2, the space may be entered if a self-contained positive pressure-breathing apparatus is used. A Type C air line respirator with an escape air tank, with an adequate supply of air to exit the confined space, and a maximum of 300 feet of air line hose, may also be used. An approved air-purifying respirator may be used in atmospheres that do not have the potential to be immediately dangerous to life or health. All respirator use is subject to provisions of the City of Rochelle Respiratory Protection Safety Program.

4.7 Entry Prohibited Condition

A confined space with an atmosphere that is not within the limits specified at point 4.2 is not to be entered even if a respirator is used.

5.0 ENTRY PROCEDURES

The following are general entry requirements. Space specific procedures/permits have been created and can be found in **Attachment E**.

5.1 Performing Entry Into or Work in a Permit-Required Space

5.1.1 Confined Space Entry Permit Guidelines

1) The process begins by obtaining a confined space entry permit. If work to be performed produces sparks or heat, a hot work permit **(Attachment G**) must be filled out as part of the permit process.

2) All employees who have a function in the process must be listed on the permit, and the entry supervisor must sign the permit. All persons listed on the permit must sign in their own handwriting.
3) The completed entry permit must be posted near the location of all entries.
4) The permit is valid until the job is completed or the work crews or shifts change. A new work crew must complete their own permit before entering the confined space.
5) All equipment used for the confined space entry must be inspected/tested prior to entry to ensure that it is in working order.
6) The completed permits must be retained on file for a minimum of one year.
7) As part of the process, a pre-entry briefing should be held to ensure that all employees participating are knowledgeable about the entire procedure and the conditions that are present at the time of entry.
8) If there are multiple employers working in a confined space they must coordinate their efforts and exchange information so that the work of one does not create a hazard for another.

5.1.2 Air Testing and Evalution

The air inside permit-required confined spaces and non-permit spaces must be tested and evaluated before entry, even if no atmospheric problems are anticipated.

Based on the results, the air inside a space will be classified either as "safe" or "hazardous." If initial readings show the air to be hazardous, steps can be taken to improve air quality (*e.g.*, ventilation) and attain safe classification. Until tested, the air in a space is presumed to be hazardous. If air quality cannot be improved and a hazardous atmosphere must be entered, additional authorization from the Program Coordinator is required (See confined space entry permit form in **Attachment E**).

5.1.2.1 Oxygen

The oxygen content of a confined space shall be measured, and this shall be done first. A properly calibrated and explosion proof oxygen analyzer shall be used.

The normal concentration of oxygen in air is 20.9 percent by volume. For confined space entry, the acceptable range is 19.5 percent to 23.5 percent. Anything outside this range is considered to be unsafe and would constitute a hazardous atmosphere. Even so, any measured value other than 20.9 percent should be treated with concern and investigated prior to entry. A higher or lower value could indicate some type of hazardous process taking place.

Reduced oxygen concentrations can occur by two mechanisms: depletion and displacement. Oxygen depletion takes place when some type of activity uses up the available oxygen in a space. This includes such things as metal rusting, bacterial decomposition of organic matter, combustion, and chemical absorption. Oxygen displacement happens when a gas or vapor infiltrates a space and forces the normal air (including oxygen) out of it. Thus, a slightly low oxygen concentration could be an indication that one of these potentially hazardous processes is occurring inside a space.

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Elevated oxygen concentrations in a confined space are most likely due to a leak of oxygen from a specific source such as a utility gas pipe or a compressed gas cylinder.

5.1.2.2 Flammable Vapors and Gases

The air in confined spaces shall be checked for the presence of flammable gases or vapors using a properly calibrated and explosion proof gas test meter. The flammable gas concentration must be equal to or less than 10 percent of its LEL for the atmosphere to be considered safe.

For this measurement to be made accurately, the space must have the normal oxygen content of 20.9 percent by volume. That is why the oxygen content must be checked first.

Even though the limit for flammable vapors and gases is 10 percent of LEL, any reading above 0 percent should be a concern and be investigated prior to entry. A positive reading could be an indication of an active leak that could cause conditions to get worse during entry.

UNDER NO CIRCUMSTANCES should anybody enter or remain in a confined space when the explosive gas concentration exceeds 10 percent of its LEL. Gas or vapor at this level indicates a serious problem that must be eliminated before work can proceed.

5.1.2.3 Toxic Contaminants

Excessive concentrations of airborne dusts, mists, fumes, vapors, or gases (hydrogen sulfide, carbon dioxide, and carbon monoxide) can cause adverse health effects when inhaled. If toxic airborne contaminants are, or may be present, special tests must be performed to determine whether they pose a hazard. The concentration of an airborne contaminant must be below the levels specified in the definition of "hazardous atmosphere" for the air to be considered safe. When no Permissible Exposure Limit or recommended limit exists, the Program Coordinator or a qualified industrial hygiene consultant must be contacted to evaluate the extent of the hazard based on other available information.

Where the capability exists (*e.g.*, multi-gas meter or detector tubes), trained members of supervision may perform these tests to evaluate the space. Otherwise, the Program Coordinator or a qualified industrial hygiene consultant must complete this testing..

5.1.2.4 Combustible Dusts

Certain types of dusts are explosive when dispersed in air at the correct concentrations and exposed to a source of ignition. These include such things as coal dust, wood dust, cotton dust, lint, grain dust, and many types of organic chemical dusts. If combustible dusts are present, the air and the activities to be performed in the confined space shall be evaluated for ignition potential. Generally, meters are not reliable or economically feasible for making these determinations. Therefore, the assessment of risk is made visually. Visibility through suspended combustible dust must be more than 10 feet for the air to be considered safe.

UNDER NO CIRCUMSTANCES should anyone enter or remain in a confined space when the airborne combustible dust concentration is such that visibility is obscured at 10 feet or less.

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5.2 Testing Procedures

For safety reasons, the air in a confined space should be tested from outside the space if possible. Avoid getting too close to the opening and breathing air that may escape from the opening during testing. If entry is needed to complete testing, use an extension wand on the meter hose and proceed slowly from one area of acceptable air quality to the next as testing proceeds. Entering the confined space to complete testing would have to be done as a permit entry. Depending on the contaminants that could be present, respiratory protection also may be needed.

Conduct the tests before the air in the space is disturbed so the initial "baseline" conditions can be determined. If the air is disturbed before testing, a potential problem may go undetected. Open the entry door, lid or cover only as little as needed to insert the test hose or wand.

Test all levels of the space (top, middle, and bottom) to determine the atmospheric conditions. Gasses and vapors can stratify at different levels in a confined space if there is little air movement in the space. Test all levels so nothing is missed.

Test the entire portion of the space to be occupied. If the spaces are deep, have odd shapes, or include remote areas, these areas also should be tested using a probe or extension. For remote areas, entrants may need to take the atmospheric testing equipment into the space. As discussed above, this testing must be done progressively so that personnel are aware of any deteriorating conditions as they move to remote areas of the space.

If a ventilation system is used to improve the air quality in a confined space, then subsequent testing must be performed with the ventilation system turned on, or after it has been used, to ensure that contaminants are removed and oxygen concentration is normal.

Retesting the air is required whenever there is a change in work conditions or work activity that could introduce new atmospheric hazards in the space. At minimum, the air must be retested at the start of each permit period, at the start of each workshift, whenever there is a change of work crew, and whenever the confined space and immediate area have been vacated for more than a few minutes.

Continuous monitoring is required when a permit space has the potential for developing a hazardous atmosphere (*e.g.*, sewer), when generation of a hazardous atmosphere may result from work procedures *(e.g.*, welding), and when exhaust ventilation is used to keep air quality within acceptable limits.

Proceed slowly from one area of acceptable air quality to the next as testing proceeds. Entering the confined space to complete testing must be done as a permit entry. Depending on the contaminants that could be present, respiratory protection also may be required.

Test all levels of the space (top, middle, and bottom) to determine the atmospheric conditions. Test the entire portion of the space to be occupied. If the spaces are deep, have odd shapes, or include remote areas, these areas also should be tested using a probe or extension. For remote areas, entrants may need to take the atmospheric testing equipment into the space.

If a ventilation system is used to improve the air quality in a confined space, then subsequent testing must be performed with the ventilation system turned on, or after it has been used, to ensure that contaminants are removed, and oxygen concentration is normal.

Retesting the air is required whenever there is a change in work conditions or work activity that could introduce new atmospheric hazards in the space. At minimum, the air must be retested at the start of each permit period, at the start of each work shift, whenever there is a change of work crew, and whenever the confined space and immediate area have been vacated for more than 30 minutes.

Air monitors must be worn by entrants in the confined space so that continuous monitoring may be performed during entry. Readings from the meter must be recorded on the confined space entry permit every hour during entry.

5.3 Testing Equipment

Portable, direct reading instruments are needed to evaluate air quality in confined spaces. Such meters must be capable of measuring oxygen content and flammable gas content. These instruments must be certified as explosion proof and/or intrinsically safe. They also should have the capacity to draw an air sample from the space to the detector (*i.e.*, built in or added on air pump), as it may not always be possible to place the instrument in the space to make the measurements.

Anyone using these types of instruments must be trained, in advance, to operate them correctly and must have a clear understanding of their limitations and how to interpret the information they provide. All instruments must be used in accordance with the manufacturers' instructions.

Testing for contaminants that cannot be evaluated by multi-gas meter or by detector tube can be accomplished by other methods such as industrial hygiene monitoring. Any special needs of this sort should be directed to the Program Coordinator.

5.4 Ventilation

Air may not be able to move freely in and out of a confined space due to the design of the space. Deadly gases may be trapped inside or the oxygen level may not be sufficient to support life. For these reasons, forced ventilation often is an important part of doing confined space work safely.

5.4.1 Situations Requiring Ventilation

Forced ventilation of confined spaces is required when:

- Atmospheric testing indicates an existing hazardous atmosphere due to toxic contaminants, flammable gases or vapors, combustible dusts, and/or oxygen content not being within acceptable ranges.
- There is a recognized potential for atmospheric conditions to move out of the acceptable range.
- Generation of a hazardous atmosphere is possible as a result of work being performed, such as welding, cutting, painting, chemical cleaning, *etc*.

5.4.2 Performance Requirements For Ventilating Equipment

Examples of ventilation systems include blowers, fans, air eductors, and other air movers. The size of the confined space opening, the specific air contaminants to be removed, and the source of make up air govern the choice of equipment and the ventilation method. Generally, the atmosphere in a confined space can be ventilated more efficiently by blowing fresh air into the space than by trying to draw the contaminated air out of the space. Also, use of flexible ducts allows the fresh air to be directed at the exact work location in the space for most effective employee protection. However, for some jobs where contaminants are being generated at a specific point (e.g., welding), exhaust ventilation should be used.

When blower-type ventilation systems are used to supply fresh air to a confined space, care must be taken to ensure the air intake is placed at a location where clean air will be drawn in. Also, it must be placed to avoid recirculating discharged air back into the space. When an exhaust ventilator is used to draw contaminated air out of a confined space, care must be taken not to discharge the contaminated air toward employees in adjacent areas.

The ventilation system should provide some type of audible or visual warning to signal when there is a ventilation failure. Hanging thin plastic strips in front of the air discharge can create a simple visual indicator.

Ventilation systems used to exhaust an actual or potentially explosive or combustible atmosphere must be explosion proof or intrinsically safe.

5.5 Entering Confined Spaces

1) The atmosphere within the authorized entrant's immediate area is continuously monitored for oxygen, carbon monoxide, LEL, and H^2S.
2) Signals from the monitoring device will immediately indicate when the atmosphere is not within the air quality limits specified in section 4.2.
3) While in a confined space, if the air quality falls outside any of the air quality limits specified in section 4.2 or if air monitoring equipment alarms for any reason, all entrants are to immediately exit the confined space An investigation will be conducted to dermine the source of the alarm and entry will not resume until hazards have been identified and mitigated.
4) Ventilation is <u>not</u> used in lieu of monitoring devices. An employee may not enter the space until forced ventilation has eliminated any hazardous atmosphere. When forced air ventilation is used, it is so directed as to ventilate the immediate areas where an authorized entrant is or will be present within the space and will continue until all entrants have left the confined space. The air supply for forced air ventilation is from a clean source and may not increase the hazards in the confined space. (Note: in a combustible atmosphere, static discharge from forced ventilation could become an ignition source)
5) No employee may enter a confined space without at least one attendant stationed at the entrance of the confined space. A flagman who is directing traffic will not be assigned as an attendant. The attendant must be in place for the duration of the entry.

6) When entry into a confined space is by means of a top opening (manhole), which is more than 5 feet deep, a mechanical retrieval device is available for rescue attempts prior to entry.
7) While in a confined space, the attendant has voice or other means of communication with the entrant.
8) An authorized entrant entering vertically into a confined space wears a full body harness secured to a retrieval line.

5.6 Work Involving Multiple Employers

5.6.1 Contractor Entry

When the City arranges to have employees of another employer (contractor) perform work that involves permit space entry, the City:

1) Informs the contractor that the workplace contains permit required spaces and that permit space entry is allowed only through compliance with a permit required space program meeting the requirements of the Standard;
2) Apprises the contractor of the elements, including the hazards identified and the City's experience with the space, that make the space in question a permit required space;
3) Apprises the contractor of any precautions or procedures that the City has implemented for the protection of employees in or near permit required spaces where contractor personnel will be working;
4) Coordinates entry operations with the contractor, when both City personnel and contractor personnel will be working in or near permit required spaces;
5) Debriefs the contractor at the conclusion of entry operations to determine if the permit required space program was followed and if not where gaps in the program may exist. This debriefing is also to determine of any previously unidentified hazards were found or created during entry operations so that those hazards may be accounted for and mitigated.

Attachment H of this written program provides guidance for the use of contractors for confined space entry.

5.6.2 Contractor Responsibilities

Each contractor who is retained to perform permit space entry operations must:

1) Obtain any available information regarding permit required space hazards and entry operations from the City;
2) Coordinate entry operations with the City, when both City personnel and contractor personnel will be working in or near required permit spaces; and
3) Informs the City of the permit required space program that the contractor will follow, notifying the organization of any hazards confronted or created in permit required spaces, either through a debriefing or during the entry operation.

4) Provides the City with proof of training in permit required confined space entry for all authorized personnel.
5) Arrange for adequate rescue to be available throughout entry.
6) Provides the City with a copy of all entry permits after entry concludes for record retention purposes.

5.7 Other Requirements

1) Personal protective equipment required under this Program is provided by the Employer and used by affected personnel. Use is mandatory.
2) Smoking within 10 feet of a confined space is prohibited.
3) When entrance covers are removed, the opening is promptly guarded by a railing, temporary cover, or other temporary barrier, that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
4) Sampling devices and equipment is intrinsically safe for use in combustible atmospheres.
5) Self-contained positive pressure-breathing apparatus used in confined spaces has at least a 30-minute air supply rating. A Type C air line respirator used in confined spaces is equipped with an escape air tank with an adequate supply of air to exit the confined space and a maximum of 300 feet of air line hose.

5.8 Working in Public Roadways

Work at confined spaces that are located in public roadways is performed in accordance with the following:

1) A vehicle's beacon and 4-way flashers are activated upon approach to an entrance of a confined space.
2) A vehicle is parked to permit traffic to flow in an unobstructed manner and, where possible, to provide protection for employees.
3) A vehicle is parked so vehicle exhaust cannot accumulate in the confined space. If this is not possible, the vehicle's exhaust pipe is to be extended away from the confined space.

6.0 RESCUE

When non-entry rescue is appropriate, the rescue procedure is provided on the permit for the space. See the space-specific permits in Attachment E. If the space may require entry rescue, separate rescue procedures have been completed and are included in **Attachment I**.

Attachment J contains information on the outside rescue service and the evaluation of this service by the City using the criteria set forth in Appendix F of 1910.146.

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7.0 TRAINING

7.1 General

Setting up and conducting a confined space entry job in a safe manner requires a comprehensive understanding of all the factors involved: potential safety and health hazards, atmospheric testing and ventilation procedures, space preparation, entry and work procedures, permit system, emergency response actions, *etc*. Training on this program and its related procedures is essential to ensure the safety of ALL employees involved with confined space work, not just those who actually enter the spaces.

The level of training a person needs will depend on their involvement with confined space entry. Entrants, attendants, and job supervisors need the authorized level training, which is described below. Confined space rescuers need the same authorized level training, but also need advanced training and drilling. This is described below as well.

Training is mandatory for all types of confined space entry, permit-required as well as reclassified and non-permit. Even in non-permit spaces, employees must understand the potential hazards and the limitations upon the work they are allowed to perform in those circumstances. It is management's responsibility to identify all affected employees (*i.e.*, anyone who may be directly involved in any fashion with an entry job) and ensure that they receive the appropriate training for the work they will be doing. Management also must have a means to identify personnel changes that would trigger additional training needs.

7.2 Entrants, Attendants, and Entry Supervisors

Regardless of role, all employees participating in confined space entry (which includes all aspects of assessment and decision making) must:

- Be trained on the written program and its requirements;
- Learn to use air monitoring instruments effectively;
- Learn to use body harnesses, retrieval lines, tripods and winches, and any other special protective equipment that will be used;
- Be trained on the use and limitations of personal protective equipment;
- Learn the typical hazards that may be encountered and the consequences of exposure;
- Learn to recognize the signs and symptoms of exposure to hazards;
- Understand the duties specific to their role in permit space entry work as well as the duties of others who are involved;
- Learn how to evaluate and prepare a confined space for entry;
- Be trained on using the permit system;
- Know the methods and importance of maintaining communication between entrants and attendants;
- Be trained on the conditions that require evacuation of a confined space;
- Be trained on the importance and requirements for maintaining site control;
- Learn the requirements for concluding an entry job;
- Learn how to initiate rescue procedures.

The confined space training program covers all the above topics.

7.3 Rescue Team Members

It is recognized that employees who serve as confined space rescue team members at work may participate off the job in other emergency response operations as fire fighters, hazardous materials technicians, medical first responders, etc. To the extent that the specified training items for confined space entry have been covered adequately via other training programs, they need not be repeated for this program. However, documentation of such other training must be provided and retained with the training documentation from this program.

Training for confined space rescuers must include all items shown above for authorized level confined space entry training. In addition to that, the following requirements apply.

- At least once per year, each member of the team must participate in rescue simulations under realistic and representative conditions using dummies, manikins, or actual people.
- Rescue team members must be trained in basic first aid and cardiopulmonary resuscitation (CPR). At least one of the responding team members must hold current certification in first aid and CPR.
- Team members must satisfy any other training and practice requirements that may apply as a result of other specific programs and procedures that affect confined space rescue (*e.g.*, lockout/tagout).

7.4 Refresher Training

Employees must receive refresher training if a knowledge or performance deficiency is indicated (*e.g.*, procedures not followed, incident during an entry job, *etc.*). Periodic refresher training also is recommended if employees do not perform confined space entry work often. Refresher training does not necessarily need to consist of repeating the full initial training. It could consist of reviewing selected portions of the initial training based on need or it could consist of small employee groups working through desktop scenarios with follow-up discussion.

7.5 Awareness Training

All employees who work in areas where confined spaces exist receive awareness level training on this topic. Though they may not get involved with confined space work, they should be aware of the basic hazards and the restrictions on entering such spaces. Basic awareness training can be completed in 15 minutes or less via a safety meeting or other suitable forum.

7.6 Training Documentation

All training must be documented. **Attachment K** can be used to document the authorized level confined space entry training, as well as rescue training, awareness training, and refresher training.

7.7 Training Content

Affected employees are trained and equipped to recognize, understand, and control the hazards that may be encountered in confined spaces. This training includes:

1) Training on the entry procedure established by the Program.
2) Training on the implementation and use of required respiratory protection as well as the training requirements in the City of Rochelle Respiratory Protection Program.
3) At least one rescuer certified in first aid and CPR (IL-OSHA).

4) The duties of their assigned job - Authorized entrant, attendant, and/or entry supervisor (See section 7.0).
5) The contents of this Program.

7.8 Training Requirements/Schedule

The training is conducted in a manner that establishes employee proficiency in the duties required by this Program and will introduce new or revised procedures, as necessary, for compliance with this Program. Training is provided:

1) Before an employee is first assigned duties covered by this Program.
2) Before there is a change in assigned duties covered by this Program.
3) Whenever there is a change in confined space operations that presents a hazard about which an employee has not previously been trained.
4) At least once every 12 months by conducting practice by means of simulated rescue operations.

Training related information is contained in **Attachment K**.

7.9 Permit Space Identification

Employees must be made aware of the existence, location, and danger of permit-required confined spaces. This can be done by posting signs at the accessible entrances to the permit spaces. The signs must contain a warning that a permit is required for entry. For example:

If signs are not posted, other equally effective means must be used to inform the exposed employees of these hazards. Employees shall be trained to recognize and understand these signs.

8.0 ROLES AND RESPONSIBILITIES

Only employees who successfully have completed the required confined space entry training program provided by City of Rochelle or who have completed a comprehensive training course offered through a recognized and qualified organization (*e.g.*, technical college, consulting firm, *etc.*) and have provided proof of such training may participate in confined space work at Rochelle. This covers all aspects of confined space work including preparation, entry, safety watch, job supervision, and rescue.

8.1 Duties of Authorized Entrants

1) Know the hazards which may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

2) Maintain contact with the attendant on permit entry jobs and be alert to signals and warnings and be able to respond to attendant's instructions immediately;
3) Properly use all personal protective equipment including respirators, harnesses, and lifelines;
4) Properly use all confined space equipment including forced air ventilation devices and air monitoring devices
5) Keep all lifelines, air hoses, and equipment orderly within the space;
6) Communicate with the attendant as necessary to enable the attendant to alert entrants of the need to evacuate the space;
7) Alert the attendants whenever:
    a) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation; or
    b) The entrant detects a prohibited condition; and
7) Exit from the confined space as quickly as possible whenever:
    a) An order to evacuate is given by the attendant or the entry supervisor;
    b) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
    c) The entrant detects a prohibited condition; or
    d) An evacuation alarm is activated.

8.2 Duties of Attendants

1) Know the hazards which may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
2) Know the signs, symptoms, and consequences of exposure;
3) Be alert to behavioral effects of exposure that the entrant may exhibit.
4) Continuously maintains an accurate count of authorized entrants in the confined space and ensures that the means used to identify authorized entrants accurately identifies who is in the space;
5) Maintains visual contact with entrants, if entrants must work out of sight, use audible signals, voice communication equipment, rope signals or other established means to maintain contact;
6) Remains outside the confined space during entry operations until relieved by another attendant;
7) Communicates with authorized entrants as necessary to monitor entrant status and alert entrants of the need to evacuate the confined space;
8) Monitors activities inside and outside the confined space to determine if it is safe for authorized entrants to remain in the space and orders the entrants to evacuate the space immediately under any of the following conditions:
    a) If the attendant detects a prohibited condition;
    b) If the attendant detects the behavioral effects of hazards exposure in an authorized entrant;

c) If the attendant detects a situation outside of the confined space that could endanger the authorized entrants; or
d) If the attendant cannot effectively and safely perform all the duties required;

9) Summon rescue and other emergency services as soon as the attendant determines that authorized entrants need assistance to escape from confined space hazards;
10) Takes the following actions when unauthorized persons approach or enter a confined space while entry is underway:
    a) Warn the unauthorized person that they must stay away from the confined space;
    b) Advise the unauthorized person that they must exit immediately if they have entered the confined space; and
    c) Inform authorized entrants and the entry supervisor if unauthorized persons have entered the confined space;
11) Perform non-entry rescues as specified by the rescue procedure; and
12) Performs no duties or actions (personal electronic device use, distractions, etc.) that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

8.3 Duties of Entry Supervisors

1) Know the hazards which may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
2) Verifies, by checking that the appropriate entries have been made on the permit, that all entrants have signed the permit in their own handwriting, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
3) Terminates the entry when the entry operations have been completed or when a prohibited condition arises in or near the confined space;
4) Verifies that rescue services are available and that the means for summoning them are operable;
5) Removes unauthorized individuals who enter or attempt to enter the confined space during entry operations; and
6) Determines, whenever responsibility for entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with the terms of this Program.

8.4 Program Coordinator

1) Overall coordination of the confined space entry program
2) Technical assistance on confined space issues
3) Training assistance
4) Program audits
5) Develop site-specific entry procedures
6) Obtain and ensure use of necessary equipment

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Confined Space Entry

7) Ensure availability of resuce team when permit-entry is performed
8) Ensure all confined spaces are identified as such and evaluations are completed.

8.0 EMPLOYEE PARTICIPATION

City of Rochelle has consulted with affected employees and their authorized representatives on the development and implementation of all aspects of this permit-required confined space program.

All affected employees and their authorized representatives have access to this program at any time. The program is located on ESS.

9.0 PROGRAM AUDIT

All personnel audit compliance with this program on an ongoing basis and any deficiencies should be reported to the Safety Coordinator. Annually, the Superintendent or his/her designee, using canceled permits, conducts a formal audit. The formal audit consists of a review of the confined space inventory and hazard profiles to ensure they are complete and correct. If necessary, they must be updated to account for any new confined spaces as well as any changes in the uses or configurations of existing confined spaces. New procedures are to be prepared and existing procedures are to be updated when needed. The results of this review are contained in **Attachment L**. In addition to the above, any of the following would trigger further review and possible revision of the program and/or procedures.

- Unauthorized entry of a permit space;
- Detection of a hazard not covered by the procedure or permit;
- Detection of a condition prohibited by the procedure or permit;
- Occurrence of an accident, incident or near miss during an entry;
- A change in the use or configuration of a confined space;
- Employee complaints or concerns about program effectiveness.

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Confined Space Entry

10.0 REVISION LOG

Date	Revision Number	Description	Initials
1.15.2025	1	Updated language and personnel listings.	JJA/EMD
5.22.2025	2	Updated Program and Alternate Coordinators and added an employee to Attachment M, also updated language on Attachment E per B. Zick.	JJA

Attachment E – Space Specific Entry Permit

Permit # 1

Space Name:		
Location:		
Date Created:	**Latest Revision Date:**	**Revision Number:** 0

1. Basic Entry Information		**2. Purpose of Entry**
Date Issued:		**Describe Purpose of Entry *:**
Time Issued:	AM or PM (circle one)	
Date Expires:		
Time Expires:	AM or PM (circle one)	
Entry Supervisor:		

* **If "hot work" is to be done, complete and attach a "Hot Work Permit" to this form.**

3. General Equipment Checklist

Mandatory Equipment	**Optional Equipment**
Verify that equipment is available and ready for use	*Check those is use*
❑ Atmospheric monitor *(Name)*	❑ Ventilation blower
❑ Rescue buoy or ring with 90Ft. of rescue rope placed at the tank platform	❑ Non-sparking tools
❑ Class 2 Hi-Visibility Full Body Harness PFD	❑ Non-sparking tools
❑ Rescue/retrieval lifeline properly attached to the rear D-Ring of the harness must be worn by the entrant.	❑ Class 1 division 1 electrical equipment
❑ Hard hat for entrant(s)	❑ Other Personal protective equipment
❑ Safety glasses for entrant(s)	
❑ Portable extension ladder	❑

4. Rescue (Non-Entry)

Rescue Equipment Checklist	Rescue Process
Verify that equipment is available and ready for use	***Verify that the following has been done***
❑ Tripod with winch	❑ *(Test radio to ensure that contact with office can be made)*
❑ Class 2 Hi-Visibility Full Body Harness PFD for each entrant	❑ Name of Contact:
❑ *(Two-way radio)* for summoning assistance	❑ Inform *(Office?)* of location of entry
❑ Self-contained breathing apparatus	❑ Inform *(Office?)* that you will contact them in emergency
❑ Ladder for entry and exit	

Attachment E – Space Specific Entry Permit

Permit # 1

General Rescue Procedure

Entrant(s) must don class 2 hi-visibility full body harness with a rescue/retrieval lifeline properly attached to the rear D-ring of the harness. Upon discovery of a problem, the attendant will call 9-1-1. The Emergency Responder will alert local rescue personnel to summon the ambulance to the space. Winch the entrant out of the space as fast as possible.

5. Personnel List

Entrant(s)			Attendant(s)		
Name	**Number**	**Trained?**	**Name**	**Number**	**Trained?**
		Yes No			Yes No
		Yes No			Yes No

How will entrant(s) and attendant(s) communicate?

6. Atmospheric Monitoring

❑ **Gas monitor was tested/calibrated in fresh air prior to use.**

List where monitor will be during entry:

Purpose	Time	Oxygen 19.5-23.5%	Comb < 10% LFL	CO <35 ppm	H_2S <10ppm	Tester Signature
Initial:	AM or PM					
After Ventilation:	AM or PM					
	AM or PM					

7. Hazard Abatement

Check off each hazard as it is abated

		Hazard	Abatement Method
1.	❑	Engulfment by water	Keep entrant(s) attached to retrieval line at all times
2.	❑	Atmospheric condition	Initial and continuous monitoring (See Step 6)
3.	❑	Hazardous configuration, piping, wires, covering and moving parts.	Keep entrant attached to retrieval line at all times.
4.	❑	Fall and hazardous energy	Follow proper lockout procedures before entering space and wear fall protection.

8. Approval

I have reviewed all work authorized by this permit and the information contained herein.Written instructions and safety procedures have been received and understood. All personnel involved in this entry have been given the opportunity to review this permit. This permit is not valid unless all applicable items are completed.

Entry Supervisor Signature:	**Date:**	**Time:**

Attachment E – Space Specific Entry Permit

Permit # 1

9. Permit Cancellation		
❑ No problems were encountered during this entry. ❑ Problems were encountered during entry. Notify Program Coordinator and attach comments to this permit		
Entry Supervisor Signature:	**Date:**	**Time:**

Keep permit near space entrance. When the entry is done, send the completed permit to (Who?)

Attachment M – Worker Designations

Name	Title	Entrant	Attendant	Entry Supv.
Adam Lanning	Superintendent of Water/Water Reclamation	☐	☐	☒
Jeffrey Musselman		☒	☒	☒
Daniel Keller		☒	☒	☒
Kyle Bridgeman		☒	☒	☐
Tod Luxton		☒	☒	☐
Dwayne Rangel		☒	☒	☐
Justine Medine		☒	☒	☐
Ryan Miller		☒	☒	☐
Eric Cech		☒	☒	☐
Chad Judd		☒	☒	☐
Zachary Cassidy		☒	☒	☐
Andrew Cunningham		☒	☒	☐
		☐	☐	☐

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Hazard Communication

OSHA 29 CFR 1910.1200

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program			
Program Name	Hazard Communication		
Regulatory Reference	OSHA 29 CFR 1910.1200		
Date Created	April 23, 2020		
Latest Revision	May 22, 2025	**Latest Review**	March 12, 2025
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

Program Contents

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Attachments

Attachment A – SDS Index
Attachment B – Location of Workplace Hazard Communication Binders
Attachment C – Secondary Container Labeling
Attachment D - Training Roster and Course Content
Attachment E - Safety Data Sheet (SDS) Approval Form

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Hazard Communication

1.0 APPLICABILITY

This program applies to all work operations at City of Rochelle where employees may be exposed to a hazardous chemical under normal working conditions, during non-routine tasks or during an emergency.

Under this Program, individuals potentially exposed to hazardous substances are informed of the requirements of the Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals.

On May 20, 2024, The Occupational Health and Safety Administration (OSHA) revised the Hazard Communication standard to be consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS), Revision 7. The final rule took effect on July 19, 2024, with a deadline for compliance in 2026. IDOL/IL-OSHA has adopted all provisions of 29 CFR 1910.1200, the updated 2024 standards will be used for the following:

- Primary Container Labeling – Chemical manufacturers must comply with the 2024 Hazardous Communication GHS standard for labeling by 2026 for pure substances and 2027 for mixtures. This means that employees may see both 2012 GHS label standards as well as 2024 GHS label standards. Employees will be trained to recognize both.
- Secondary Container Labeling - Currently the City of Rochelle uses the NFPA for secondary container labeling. This is allowed as long as the labels remain consistent with the most current Hazard Communication standard. Employees will be trained in these labeling requirements.
- Safety Data Sheets (SDS) – The terminology used in the Hazard Communication Standard is SDS, which requires a formal 16 section format. The 2024 standard requires more information to be added to SDS sheets with final compliance due by 2027. Employees may continue to see SDS sheets that comply with 2012 standards as well as 2024 standards.

2.0 SAFETY DATA SHEETS

2.1 Index of Safety Data Sheets

Chemical Inventory Index: A hazardous chemical inventory index has been compiled by the City of Rochelle and can be found in each department housing chemicals. A Master Index list of products must be maintained (a list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate SDS; the list may be compiled for the workplace as a whole or for individual work areas). (**Attachment A**)

Chemical Inventory Index must contain a list of products used at the location. The Chemical Inventory Index must be maintained and kept in the front of the SDS binder.

The Chemical Inventory Index (**Attachment A**) must contain the following:

a. Product Name
b. Manufacturer or Supplier
c. The latest revision date of the SDS.

d. The location where the product is used. (If product is used in more than one location, it is a best practice to list the product once for each separate location.)

Example:

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM
Hazard Communication

Chemical Inventory Index

SDS #	Product Name	Manufacturer	Date	Location(s)	CAS Number
i.e	Ammonium Bisulfite 68% High Purity	Hydrite Chemical Co.	3/19/2015	(Example)	10192-30-0
001					
002					
003					
004					

When a new hazardous material is purchased or brought onto the worksite, the department desginee will ensure the product is approved utilizing **Attachment E**, added to the Chemical Inventory Index and the SDS Binder.

To reduce the number of products listed on the inventory:

a. Regularly dispose of products no longer used and place the product of the Archived SDS Index and place the SDS wherever archived SDSs are stored (electronic or binder).
b. Purchase the same product for replacement of the existing product.
c. Replace the product with a non-hazardous product.

2.2 Approval for Use of Hazardous Chemicals

To establish a standardized process for reviewing and approving chemicals proposed for on-site use, ensuring compliance with safety, environmental, and regulatory requirements, the department designee or their designee will oversee the SDS approval process and the use of hazardous chemicals.

All requesters shall submit a Safety Data Sheet Approval Form (**Attachment E**) along with the corresponding SDS, which includes the chemical information, hazards, intended use, quantity, and justification for use. The department desginee will review the submitted information, evaluate the chemical for site compatibility, conduct hazard assessments, and coordinate any necessary regulatory, departmental, or management input before granting authorization, ensuring compliance with site-specific policies and regulatory standards.

2.3 Outdated or Obsolete SDS

Obsolete SDS Index and Binder: Product SDSs no longer used at the location shall be placed on the Obsolete Chemical Inventory Index and placed in the Obsolete SDS binder. In addition, older versions of SDS should be archived as newer versions become available. Obsolete SDSs must be maintained for a minimum of 30 years from the date of discontinued use. Archived files may be stored in their respective departments or electroniccaly in a known file.

2.4 Responsibility for Obtaining SDS

The department designee is responsible for ensuring that an SDS and approval is obtained for each new hazardous material purchased (**Attachment E**). The department designee is responsible for assuring that these materials and the corresponding SDSs are included on the Chemical Inventory Index and filed as indicated previously.

Facility audits are conducted as described in section 7.0 in an effort to identify any materials that were inadvertently received without an SDS. An SDS request is then sent to the product manufacturer or the SDS is obtained from the manufacturer's website.

2.5 Sample Materials

The City of Rochelle does not accept samples of hazardous materials unless approved by the department designee and they are accompanied by an SDS in order to avoid the possibility of having a hazardous material onsite without a corresponding SDS.

In the event sample materials are received for use on a trial basis, the department designee will obtain an SDS from the vendor prior to the first use of the material. This SDS will be reviewed to determine product hazards, necessary protective measures, and shall be kept on file with the other SDSs. Upon conclusion of the trial, if it is deemed successful, the SDS will be incorporated into the active SDS binder with the other current SDSs. If the trial is unsuccessful, the SDS will be archived and retained for a period of 30 years from the date the product is discontinued.

2.6 Household Consumer Products

OSHA does not require that SDSs be provided to purchasers of household consumer products when the products are used in the workplace in the same manner that a consumer would use them, i.e.; where the duration and frequency of use (and therefore exposure) is not greater than what the typical consumer would experience and the manner in which the product is used is consistent with normal consumer use. This exemption in OSHA's regulation is based, however, not upon the chemical manufacturer's intended use of his product, but upon how it actually is used in the workplace.

Employees who are required to work with hazardous chemicals in a manner that differs from intended use or results in a duration and frequency of exposure greater than what a normal consumer would experience have a right to know about the properties of those hazardous chemicals.

SDSs for household consumer products, used in the manner described above, are not maintained at this facility. If household consumer product use exceeds the duration and frequency of exposure greater than what a typical consumer would experience, an SDS will be obtained using the procedure listed in 3.2 of this program.

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
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2.7 Availability of Safety Data Sheets

Safety Data Sheet (SDS) Binders: A copy of the Safety Data Sheet for each product must be available in the binder and be listed on the Chemical Inventory Index. The SDS must not be older than five years from the data of preparation or last date of revision.
SDS Binder Location and Availability: Copies of the required safety data sheets for each hazardous chemical and shall be readily accessible during each work shift to employees when they are in their work area(s) (electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options).

Attachment B contains a list of locations where binders containing SDSs can be found . Copies of individual SDSs are available by contacting the department designee or Alternate Coordinator.

2.8 Process for Maintaining Binders of SDSs at Work Locations

SDSs shall be kept in close proximity of locations where chemicals are stored (see **Attachment B** for locations).

The binder shall be labeled as follows:

a. Safety Data Sheets
b. Department Name (ex. Rochelle Municipal Utilities, City of Rochelle Street Department, etc.)
c. Location (Description Building, Floor, Room Number; ex. City Maintenance Shop)

The beginning of the binder shall have a copy of the Chemical Inventory Index.

SDSs shall be filed in the binder by product name, such that the SDS is placed behind the tab corresponding to the first letter in the product name (e.g. acetone would be behind the “A” tab). Numbering SDSs on the index and filing in that order can assist with organization as well.

Where there are SDSs for several products having names starting with the same letter, the SDSs shall be filed in alphabetical order according to the subsequent letters in the product name (e.g. “acetone” would be filed behind “acetic acid”).

A SDS shall be added to the binder each time a new SDS is received for a product.

When a SDS is added to the binder:

a. the chemical inventory for the location must be updated (see “Chemical Inventory Record Keeping Requirements”),
b. any older version of the SDS for the product shall be removed and placed in the Obsolete Safety Data Sheet Binder and Index.

Should any alphanumeric tab divider be empty (due to there being no products having names beginning with that letter), a sheet shall be inserted that states “NO PRODUCTS IN THIS TAB”.

The department designee at least once per year, at the time of reviewing and updating the location-specific inventory (see "Chemical Inventory Record Keeping Requirements"), the contents of the SDS binder must be reconciled against the inventory, and any inconsistencies must be remedied, so that the contents of the SDS binder match the up-to-date inventory.

3.0 LABELS AND OTHER FORMS OF WARNING

Labels are affixed to each container of hazardous materials unless it is a portable container intended for immediate and complete usage by the worker who originally filled the container.

The City of Rochelle ensures that labels or other forms of warning are legible, in English, and prominently displayed on the container. Should the City of Rochelle have employees who speak languages other than English, information in their language may be added to the material presented, as long as the information is presented in English as well.

3.1 Secondary Container Labeling

Rochelle uses the GHS Labeling System for labeling secondary containers or containers that do not have an adequate label from the manufacturer and will transition to the new labeling system outlined in the revised hazard communication standard when required to do so.

A sample label is provided at Attachment C. These labels can be obtained from any supervisor or the Program Coordinator.

3.2 Signs in Lieu of Labels

Signs will not be substituted for labels at the City of Rochelle.

3.3 Unlabeled Pipes

Workers are informed of the nature and hazard of materials in unlabeled piping within the City of Rochelle facilities as part of hazard communication training. The following is a list of items that flow through unlabeled piping within the City of Rochelle facilities:

- Natural Gas

4.0 HAZARDS OF NON-ROUTINE OR EMERGENCY TASKS

It is unlikely that City workers would have increased chemical exposure due to a non-routine or emergency tasks. Should this situation arise, workers who are required to perform non-routine tasks or who may be exposed to chemicals in an emergency situation (such as a spill, fire, etc.), will consult with their supervisor prior to the initiating task, and will be provided with additional training and information about the hazardous materials involved and how they can reduce or avoid exposure. This training will include a review of the appropriate SDS for the materials involved. The Supervisor or designee will conduct this training.

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5.0 TRAINING

5.1 Initial Training

Everyone who is potentially exposed to hazardous chemicals receives initial training on the Standard and the safe use of those materials by the Program Coordinator or designated qualified safety personnel prior to exposure.

Temporary workers are considered employees for the purpose of this plan and therefore must receive training as listed above. Temporary employees obtained through an outside Employment Agency will receive training by the agency's personnel. It is the supervising employer's responsibility to ensure that this training has taken place. The employee's direct supervisor will verify the information below and document that the training has taken place.

The training is delivered in a structured classroom setting that combines lectures, interactive discussions, and review questions to ensure comprehension. Key topics covered during the training includes:

- The requirements of the OSHA Hazard Communication Standard, as adopted by IL-OSHA, including updated GHS components;
- Any operations in their work area where hazardous chemicals are present;
- The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and SDSs required by the Standard;
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
- The physical and health hazards of the chemicals in the work area;
- The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and
- The details of the hazard communication program developed by the employer, including an explanation of the labeling system, pictograms, and the SDS, and how employees can obtain and use the appropriate hazard information.

Training attendance forms and content overview may be found in Attachment D.

5.2 Retraining

Retraining is provided whenever there is a change in the hazards of chemicals in use, whenever new chemical hazards are introduced, an incident involving a chemical has occurred, or if during daily operations or formal audits of this Program, it appears that employees do not have sufficient knowledge to work safely with chemicals.

5.3 Additional Information

All employees, or their designated representatives, can obtain further information on this Program, the OSHA Hazard Communication Standard, applicable SDSs, and chemical information by contacting a supervisor or the Program Coordinator.

6.0 CONTRACTOR EMPLOYEES

The department designee communicates with any contractors whose employees may be exposed to hazardous chemicals while working on City property.

The information provided includes the nature of materials they may encounter while on City property, the labeling system in use, suggested protective measures, safe handling procedures, and the location of SDSs for these products.

Contractors bringing hazardous materials on site must supply the City with similar information. This will be requested by the department designee prior to arrival at the facility.

7.0 PROGRAM AUDIT

All City of Rochelle employees, supervisors and managers, audit this Program on an ongoing basis. On an annual basis, the department designee formally audits this Program and any corrections made as a result of this audit.

8.0 RECORDKEEPING

8.1 Training Records

Training records are completed for each employee upon completion of training. The Safety Coordinator ensures that these records are retained for at least three years.

The training records include:

a. The dates of the training sessions;
b. The contents or a summary of the training sessions;
c. The names of persons conducting the training;
d. The names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative. Such requests should be addressed to the Human Resources Department.

8.2 Audit Records

Audit records are completed and stored for each annual audit completed. The department designee ensures that these records are retained for at least three years.

The audit records should include at a minimum:

a. The date of the audit;
b. The contents or a summary of the audit;
c. The names and titles of persons conducting the audit;

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Hazard Communication

d. Any deficiencies and corrective actions found listed from the audit.

9.0 REVISION LOG

Date	Revision Number	Description	Initials
1.17.2025	1	Updated language.	JJA/EMD
5.22.2025	2	Updated titles and responsibilities, locations of binders, Attachment A and E.	JJA

Attachment A – SDS Index

The Chemical Inventory Index may be found in the front of the SDS binders in the locations referenced in Attachment B.

All Current Safety Data Sheets to be stored behind this tab. Obsolete Safety Data Sheets are to be archived electronically.

FEHR GRAHAM ENGINEERING & ENVIRONMENTAL	Attachment E - Safety Data Sheet (SDS) Approval F			
	Document Number:		**Effective Date:**	
	Process Owner:			Rev #: **1**

Product Name: _____

Manufacturer Name: _____

Is this product replacing an existing product? (Circle) YES / NO

Name of the product being replaced? _____

Manufacturer of the product being replaced _____

Is this product a trial product? (Circle) YES / NO Note: Trial is good for 90 days. **Expiration Date**: _____

Mark the GHS pictograms shown on the SDS.

Explanation Point	Health Hazard	Corrosion	Flame	Flame Over Circle	Exploding Bomb	Skull & Crossbones	Gas Cylinder

Intended Location of Use: _____

Intended Use of Product: _____

Approval requires work instructions for PPE, fire response, storage considerations, and exposure controls. See page 2.

Description of product package quantity (e.g., 32oz tube, 1 gal jug): _____

Estimated annual usage of product (e.g., 200 x 32 oz. tube): _____

Anticipated Start Date of Use: _____

Requested By: _____ **Date:** _____
(print name)

If trial, request for permanent approval is required. Is this permanent request? YES / NO

Requested By: _____ **Date:** _____
(print name)

[ ] **Accept** [ ] **Reject** **Comments/Reason for rejection:** _____

Environmental Approval: _____
(print name) **(signature)** **(date)**

Safety Approval: _____
(print name) **(signature)** **(date)**

****Note that no product will be brought on the premises and/or into the building without prior approval by program coordinator. Any violation of this may result in disciplinary action. ****

SDS must be attached to this form

FEHR GRAHAM ENGINEERING & ENVIRONMENTAL	Attachment E - Safety Data Sheet (SDS) Approval F			
	Document Number:		**Effective Date:**	
	Process Owner:			Rev #: **1**

To be completed by department designee for Safety Approval:

Note: Special PPE, Handling, etc.

To be completed by Environmental for Environmental Approval:

CWA RQ in 40 CFR 302 ☐ Yes ☐ No If yes, list RQ: _____
Hazardous waste per 40 CFR 261 ☐ Yes ☐ No If yes, list EPA codes: _____
Extremely Hazardous Substance per 40 CFR 355 ☐ Yes ☐ No If yes, list TPQ and RQ: _____
Tier II criteria: ☐ Immediate ☐ Delayed ☐ Fire ☐ Reactive ☐ Sudden Release
TRI reportable per 40 CFR 372 ☐ Yes ☐ No
Listed in 6 CFR 27, App A ☐ Yes ☐ No If yes, note criteria: _____
FIFRA registered ☐ Yes ☐ No

Note any special handling or considerations:

References:

Distribution:

Revision	Date	Section	Revision Description

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Bloodborne Pathogens

OSHA 29 CFR 1910.1030

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, IL 61068

City of Rochelle Safety Compliance Program			
Program Name	Bloodborne Pathogens		
Regulatory Reference	OSHA 29 CFR 1910.1030, as adopted by the Illinois Department of Labor		
Date Created	March 16, 2020		
Latest Revision	January 28, 2025	**Latest Review**	January 13, 2025
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

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City of Rochelle Safety Compliance Program	
Program Name	Bloodborne Pathogens

1.0 POLICY

The City of Rochelle is committed to providing a safe and healthy work environment for all employees. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

2.0 PROGRAM ADMINISTRATION

The Program Coordinator does the following:

- Implement this ECP;
- Maintain, review, and update this ECP at least annually, and whenever necessary to include new or modified tasks and procedures. (See section 11);
- Maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red biohazard bags as required by the Standard;
- Ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes;
- Ensure that all medical actions required are performed and that appropriate employee health and OSHA records are maintained;
- Ensure that training and documentation of training are completed as required by the Standard; and
- Makes this written ECP available to employees and Illinois Department of Labor (IDOL) personnel.

The Program Coordinator and the alternate Coordinator can be contacted as described in **Attachment B**.

3.0 EMPLOYEE EXPOSURE DETERMINATION

3.1 Employee Exposure Categories

Exposure determination has been made without regard to the use of PPE (i.e., employees are exposed even if they wear PPE).

An evaluation of the potential exposure to blood or other potentially infectious materials (OPIM) has been made for all employees. Tasks of employees were evaluated to determine into which of the following three categories their exposure level falls.

1. Exposure is expected on a regular (daily) basis or could be expected to occur due to regular involvement in medical emergencies;
2. Exposure could occur as the result of a collateral duty (providing first aid or assisting an injured person); or
3. The potential for exposure is minimal.

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An employee list is provided in **Attachment C** that identifies the classification of each employee. For category 1 and 2 employees, the work task(s) that cause them to be in this category is identified as well.

3.2 Other Than Full-Time Employee Exposure

Part-time, temporary, contract and per diem employees (if any) are generally considered to be in category three. If part-time, temporary, contract or per diem employees have category 1 or 2 exposure while performing work for the City, the City requires the individual's employer to ensure compliance with these requirements including regarding post exposure procedures. The Program Coordinator will:

- Confirm the individual's status regarding knowledge and information about bloodborne pathogens as well as their hepatitis B vaccination status (that they were offered it by their employer) – the individual's employer will be expected to fill any gaps identified;
- Make the worker aware of the related supplies available at City facilities; and
- Document any exposure incident per the procedures outlined in this ECP.

4.0 METHODS OF IMPLEMENTATION AND CONTROL

4.1 Universal Precautions

All employees utilize universal precautions to prevent contact with bloodborne pathogens and OPIM. Under circumstances in which the differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious materials.

4.2 Exposure Control Plan

Employees covered by the Bloodborne Pathogens standard receive an explanation of this ECP during their initial training session. It is also reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting the Program Coordinator. If requested, a copy of this ECP will be provided to an employee at no cost to them and within 15 days of the request. Requests may be submitted to the Program Coordinator.

4.3 Engineering Controls and Work Practices

Engineering controls and work practice controls are used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below.

4.3.1 Hand Washing

When hand-washing facilities are not available, an antiseptic hand cleaner is provided.

4.3.2 Modification of Engineering and Work Practice Controls

The City identifies the need for changes in engineering controls and work practices and evaluates new procedures or products through the review of injury/illness records, feedback from workers and an annual program audit conducted by the Program Coordinator or his designee. The Program Coordinator ensures effective implementation of these recommendations.

4.4 Personal Protective Equipment (PPE)

PPE is provided to employees at no cost to them. Training is provided in the use of the appropriate PPE for the tasks or procedures employees perform. A list of available PPE and where these items can be obtained is provided in **Attachment D**.

All employees using PPE must observe the following precautions:

a) Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
b) Remove PPE after it becomes contaminated, and before leaving the work area.
c) Dispose of used PPE in red biohazard bags (if appropriate).
d) Wear appropriate, disposable hypoallergenic latex gloves, when it can be reasonably anticipated that there may be hand contact with blood or OPIM and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
e) Never wash or decontaminate disposable gloves for reuse.
f) Wear appropriate face and eye protection when splashes, sprays, splatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
g) Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

All PPE used by employees is one use/disposable in nature and is disposed of as described at item c) above.

4.5 Regulated Waste

Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see section 4.8) and closed prior to removal to prevent spillage or protrusion of contents during handling. Regulated waste will be handled by the maintenance department.

4.6 Broken Glassware

Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dustpan.

4.7 Laundry

All garments that are penetrated by blood are removed immediately or as soon as feasible. All PPE and contaminated clothing is removed prior to leaving the work area. When PPE and contaminated clothing is removed, it is placed in an appropriately designated area or container for disposal. All contaminated laundry is cleaned, laundered, and disposed of by the employer at no cost to the employees.

4.8 Labels

The following labeling method(s) is used at these facilities:

- City employees use red biohazard bags and labels to identify blood-contaminated materials.
- The Program Coordinator ensures that warning labels are affixed or red biohazard bags are used as required if regulated waste or contaminated equipment is brought into the facility.

- Employees are to notify the Program Coordinator or Alternate Coordinator if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

5.0 HEPATITIS B VACCINATION

The Program Coordinator arranges for training of potentially exposed employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The Hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the Exposure Determination section (Section 3.0) of this Plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is not recommended. Each affected employee completes the form provided at **Attachment E**, to indicate whether they have accepted or declined the hepatitis B vaccine. Each affected employee completes the form provided at **Attachment E**, to indicate whether they have accepted or declined the hepatitis B vaccine. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the office of the Program Coordinator.

Employees who have ongoing contact with blood and are at ongoing risk for injuries with sharp instruments or needlesticks will be tested for antibody to Hepatitis B surface antigen, one to two months after the completion of the three-dose vaccination series. Employees who do not respond to the primary vaccination series must be revaccinated with a second three-dose vaccine series and retested. Non-responders must be medically evaluated.

Vaccination is provided by the organization listed in **Attachment F**.

Following Hepatitis B vaccinations, the health care professional's written opinion is limited to whether the employee requires the Hepatitis Vaccine, and whether the vaccine is administered.

6.0 POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, the Program Coordinator or the Alternate Coordinator must be contacted.

Within 24 hours, a confidential medical evaluation and follow-up is conducted by the organization identified in **Attachment G**. Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities are performed:

a) Document the routes of exposure and how the exposure occurred.
b) Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
c) Within 24 hours, obtain consent and arrange to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider. If consent is not obtained, the City will establish that legally required consent cannot be obtained.

d) If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.

e) Ensure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).

f) After obtaining consent, arrange to have the healthcare provider collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV, HCV, and HIV serological status.

g) If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, request that the healthcare provider preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, have testing performed as soon as feasible.

7.0 ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Program Coordinator ensures that:

- The health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard;
- The health care professional evaluating an employee after an exposure incident receives the following:
  - a description of the employee's job duties relevant to the exposure incident;
  - route(s) of exposure;
  - circumstances of exposure;
  - if possible, results of the source individual's blood test; and
  - relevant employee medical records, including vaccination status.
- The employee is provided with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation. This written opinion should only include: whether hepatitis vaccination was recommended for the exposed worker; whether or not the worker received vaccination, and that the healthcare provider informed the worker of the results of the evaluation and any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment.
- **Attachment H**: Post-Exposure Evaluation Form may be used to assist in documenting post-exposure evaluation and follow-up procedure, if alternative measures are not available.

8.0 PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Program Coordinator reviews the circumstances of all exposure incidents to determine:

a) Engineering controls in use at the time;

b) Work practices followed;
c) A description of any devices being used;
d) Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.);
e) Location of the incident;
f) Procedure being performed when the incident occurred
g) Employee's training status.

If it is determined that revisions need to be made, the Program Coordinator ensures that appropriate changes are made to this ECP.

9.0 EMPLOYEE TRAINING

The City of Rochelle has instituted a training program and ensures employee participation in the program. Training is provided to each employee with occupational exposure (See section 3.0) in accordance with the requirements of this plan. Such training is provided at no cost to the employee and during working hours. The Program Coordinator coordinates training. Trainer qualifications are included as **Attachment J**.

9.1 Training Frequency

Training is provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.

9.2 Training Content

For employees who have occupational exposure, the training program covers, at a minimum, the following elements:

a) An accessible copy of the regulatory text of this standard and an explanation of its contents;
b) A general explanation of the epidemiology and symptoms of bloodborne diseases;
c) An explanation of the modes of transmission of bloodborne pathogens;
d) An explanation of the employer's ECP and the means by which the employee can obtain a copy;
e) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIM;
f) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE;
g) Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE;
h) An explanation of the basis for selection of PPE;
i) Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered at no cost;

j) Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
k) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
l) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
m) An explanation of the signs and labels and/or color coding required by the Standard; and
n) An opportunity for interactive questions and answers with the person conducting the training session.

Attachment M contains information on training documentation.

10.0 RECORDKEEPING

10.1 Training Records

Training records are completed for each employee upon completion of training. The Program Coordinator ensures that these records are retained for at least three years.

The training records include:

a) The dates of the training sessions;
b) The contents or a summary of the training sessions;
c) The names and qualifications of persons conducting the training;
d) The names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Program Coordinator.

10.2 Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The medical records include:

a) The name and social security number of the employee;
b) A copy of the employee's Hepatitis B vaccination status, booster doses, or declination of the vaccine, including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive the vaccination;
c) For post-exposure evaluations a copy of all results of examinations, medical testing, and follow-up procedures;
d) For post-exposure evaluations the employer's copy of the evaluating healthcare professional's written opinion as to whether an employee should receive, or has been given the Hepatitis B vaccine;
e) For exposure incidents a copy of the information provided to the healthcare provider (see **Attachment F**).

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The Program Coordinator is responsible for maintenance of the required medical records. These **confidential** records are kept in the Human Resources office for at least the **duration of employment plus 30 years**.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Program Coordinator.

10.3 Recordkeeping

An exposure incident is evaluated to determine if the case meets Recordkeeping Requirements (29 CFR 1904). The Program Coordinator does this determination and the recording activities.

If the exposure incident involved an employee being stuck by a needle or other contaminated sharp object, a sharps log must be maintained. The OSHA 300 Injury Log may be used as the sharps log so long as information such as the type of sharp involved is recorded and the record is maintained in a fashion that segregates or easily separates sharps injuries from other types of work-related injuries and illnesses. A separate sharps log is provided as **Attachment J** in this program.

11.0 PROGRAM AUDIT

All personnel audit compliance with this program on an ongoing basis and any deficiencies should be reported to the Program Coordinator. Annually, the Program Coordinator or his/her designee conducts a formal audit. This audit includes a review and update of all elements described in this ECP.

12.0 REVISION LOG

Date	Revision Number	Description of Change	Initials
	0	Original Issue	
1/13/2025	1	Updated language, updated personnel listings	JJA/MD
1/28/2025	1	Updated Section 4.3.1 regarding handwashing facilities, no handwashing facilities will be listed per Rochelle. Rochelle also updated Attachment D.	JJA/Rochelle

Attachment A – Definitions Applicable to Bloodborne Pathogens

Blood means human blood, human blood components, and products made from human blood.

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Clinical Laboratory means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry means laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Director means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

"Engineering Controls" means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing Facilities means a facility providing an adequate supply of running potable water, soap and single use towels or hot air-drying machines.

Licensed Healthcare Professional is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

HBV means hepatitis B virus.

HCV means hepatitis C virus.

HIV means human immunodeficiency virus.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Attachment A – Definitions Applicable to Bloodborne Pathogens

Other Potentially Infectious Materials means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and 3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Production Facility means a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Research Laboratory means a laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Attachment B – Coordinator Contact Information

	Name	Title	Emergency Number
1	Brittney Zick	Program Coordinator/HR Risk & Safety Coordinator	815-561-2091
2	Jillian Condon	Alternate Coordinator/Human Resources Director	815-561-2029

Attachment C – Exposure Assessment

Name	Title	Exposure Category[1]	Exposure Task	Vaccine Status[2]	Vaccine Completed	Last Training
						See training records.

*Categories for exposure level:

1. Exposure is expected on a regular (daily) basis or could be expected to occur due to regular involvement in medical emergencies
2. Exposure could occur as the result of a collateral duty (providing first aid or assisting an injured person)*;* or
3. The potential for exposure is minimal

**A=Accepted, D=Declined

Attachment D – Personal Protective Equipment

Location	PPE Equipment	Contact
All City locations where there is potential for exposure to blood or bodily fluids.	Gloves, disposable gowns, masks, eye protection, and face shields	Program Coordinator or Department Designee

Attachment E – Hepatitis B Vaccination Information

E-1

SAMPLE FORM

Print Name _____ Date _____

CHECK ONE OF THE FOLLOWING FOUR OPTIONS:

☐ **I do not want the vaccine now or I am undecided**

Sign the following declination statement. Please note that if you sign this statement now, you can change your mind at any time and elect to have the vaccine.

DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature _____ Date _____

☐ **Antibody testing reveals that I have immunity and I will provide documentation of this to my employer.**

Date of Determination: _____

☐ **I will take the vaccine**

☐ **I have had the complete vaccine series from another source**

Please provide the following information:

Name of Organization			
	Vaccination 1	Vaccination 2	Vaccination 3
Date of Vaccinations			
Signature			

Attachment F – Provider of Hepatitis B Vaccinations

Name:	Rochelle Community Hospital on The Go Healthcare Clinic
Contact:	Clinic Staff
Address:	900 Petro Drive Rochelle, Illinois 61068
Phone:	815.561.1283
Fax:	815.562.6647
Email:	occhealth@rcha.net

Attachment G – Provider of Post Exposure Evaluation and Follow-Up

Name: Rochelle Community Hospital on The Go Healthcare Clinic

Contact: Clinic Staff

Address: 900 Petro Drive
Rochelle, Illinois

Phone: 815.561.1283

Fax: 815.562.6647

Email: occhealth@rcha.net

Date Provided with 1910.1030: _____

Attachment H – Post-Exposure Follow-Up Procedures

Phase I: The following steps must be taken following an exposure incident:

- Employee reports exposure incident to their Department Head or Program Coordinator.
- The Program Coordinator will direct the employee to the healthcare provider identified in Attachment H.
- The following must be provided to the Health Care Professional:
  - Copy of Bloodborne Pathogen Standard (if not done previously);
  - Copy of standard job description of the employee;
  - Incident Report
  - Source employees identity (if known)
  - Employee's Hepatitis B vaccination status and other relevant medical information.
- Document events on OSHA 300 log (If recordable).

Phase II: The Health Care Professional will perform the following, confidentially:

- Evaluate exposure incident.
- Arrange for testing of exposed employee and source employee (if known and consent obtained) to determine HIV, HCV, and HBV infectivity. If the source individual is already known to be HIV, HCV, and/or HBC positive, new testing not required.
- Notify exposed employee of testing results. Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- Provides counseling.
- Provides post-exposure Prophylaxis, if medically indicated.
- Evaluate reported illnesses.
- Provide Health Care Professional's written opinion to the Employer. The written opinion should include documentation that the exposed employee was informed of evaluation results and the need for further follow-up.

Phase III: The Program Coordinator will perform the following:

- Provide the Health Care Professional's written opinion to the exposed employee within 15 days of the completed evaluation.
- One copy of the medical evaluation and the Health Care Professional's written opinion must be placed in exposed employee's confidential medical report.

Attachment H – Post-Exposure Follow-Up Procedures

Record the Following:

Exposed Employee Name _____

Job Title _____

Exposure Date _____

Specific description of the incident and circumstances out of which exposure occurred:

_____

_____

_____

_____

What was the route of exposure into the body (Where exposure occurred on the body)?

_____

_____

Name of Source Individual (If Known) _____

Signature of Exposed Employee _____

TO THE PERSON COMPLETING THIS FORM:

Please check each item below to confirm that it was completed. By signing below, you are confirming that each item was done.

- o A copy of this confidential report was sent to the health care professional identified in Attachment H
- o A copy of this confidential report was placed into the exposed employee's worker's compensation file
- o A copy of the exposed employee's vaccination record included in worker's compensation file

---

Printed Name Title

Signature Date

Attachment I – Procedures for Handling Specific Exposures

Below are safe work practices that are used to minimize exposure to potential Bloodborne Pathogens:

Workplace Condition	Safe Work Practice
Clogged Toilet	Break a 1-inch hole through plastic trash bag and slide the plunger handle through it. Place plunger into toilet and the bag over bowl. Clear clog. With plunger still in toilet, add bleach (10% solution) to properly disinfect. Remove bag and all equipment when completed.
Sewer Jet Hose	The sewer jet hose will be cleaned with water and bleach (10% solution) using a sponge. Long Rubber Gloves must be worn at all times to prevent exposure to blood and OPIM.
Items Covered with Feces	Soak sponge in water and bleach (10% solution) and place sponge on feces. Soak feces and properly discard. Clean surrounding area. Long rubber gloves must be worn at all times.
First aid	Immobilize the blood source by using gauze pads when rendering first aid. All blood spills will be cleaned with water and bleach. Gloves, goggles, and a dust mask will be worn at all times when employees may be potentially exposed to blood or other OPIM.
Street Cleanup	All blood or other OPIM soaked debris should be cleaned with water and bleach. Properly discard disinfected material. Procedures outlined in Section 4.6 should be followed when cleaning up broken glass. Streets and sidewalks that have blood or other OPIM on it should be washed with water and bleach. Care should be given to prevent further contamination by using sponges or mops. Long rubber gloves should always be worn. Aprons, goggles, and dust mask may be needed during certain situations.

Attachment J – Sharps Log

Date	Type of Sharp (i.e., needle, lancet)	Work Area Where Injury Occurred	Description of how injury occurred	Change Made to Exposure Plan (yes/no)

**Record all work-related needlesticks/lancet injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infection materials (as defined by OSHA 29 CFR 1910.1030).*

Attachment L – City of Rochelle
Training Session Documentation Form

Course Name: **Bloodborne Pathogens**

Course Date(s): _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: Fehr Graham

Location of Training: _____

Detailed Outline of Course Content:

See Reverse

Participants:

Name	Signature	Department/Job Title	Water/WW Operator # (if applicable)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Fire Prevention and Protection Plan, Liquified Petroleum Gas

OSHA 29 CFR 1910.39, 1910.110, and 1910.157, .158, .159

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 North 6th Street
Rochelle, Illinois 61068

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM			
Program Name	Fire Prevention Plan and Liquified Petroleum Gas		
Regulatory Reference	OSHA 29 CFR 1910.39, 1910.110, and 1910.157,.158, .159, *as adopted by the Illinois Department of Labor*		
Date Created	March 16, 2020		
Latest Review		**Latest Revision**	March 6, 2025
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

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Attachment B – Fire Hazards, Controls and Ignition Sources
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Note: You may wish to add attachments for records related to the employee alarm system.

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM			
Program Name	Fire Prevention Plan and Handling and Storage of Liquified Petroleum Gas		
Regulatory Reference	OSHA 29 CFR 1910.39, 1910.110, 1910.155-.165, as adopted by the Illinois Department of Labor		
Date Created	March 16, 2020		
Latest Review		**Latest Revision**	March 6, 2025
Program Coordinator			
Alternate Coordinator			

1.0 PURPOSE AND SCOPE

This Fire Prevention Plan is designed to protect employees and facilities within the City of Rochelle from the dangers of fire, in compliance with OSHA 29 CFR 1910.39, 29 CFR 1910.110A (Storage and Handling of Liquefied Petroleum Gases), and other applicable regulations as adopted by the Illinois Department of Labor. It outlines fire prevention strategies, training requirements, and responsibilities for maintaining fire safety systems, including the safe storage, handling, and use of liquefied petroleum gas (LPG) and adherence to local fire codes and state-mandated safety protocols.

1.1 OSHA Standards Associated with Fire Prevention

- Emergency Response Program — OSHA 29 CFR 1910.38
- Hazardous Communication — OSHA 29 CFR 1910.1200
- Hot Work — OSHA 29 CFR 1910.252-255
- General Workspaces, Housekeeping — OSHA 29 CFR 1910.141

1.2 National Fire Protection Association Standards Associated with Fire Prevention

- Fire Code – NFPA 1
- Life Safety Code – NFPA 101
- Flammable & Combustible Liquids – NFPA 30
- Liquefied Petroleum Gas (LPG) Safety – NFPA 58
- Portable Fire Extinguishers – NFPA 10
- Automatic Sprinkler Systems – NFPA 13
- Fire Alarm & Detection Systems – NFPA 72
- Fire Doors & Other Opening Protectives – NFPA 80
- Hot Work (Welding & Cutting Safety) – NFPA 51B
- Ventilation & Fire Protection in Commercial Kitchens – NFPA 96
- Emergency Preparedness & Disaster Planning – NFPA 1600

2.0 ASSIGNMENT OF RESPONSIBILITY

Department designee is responsible for:

- Overseeing fire prevention measures.
- Ensuring compliance with OSHA and local fire codes.
- Coordinating inspections and maintenance of fire safety equipment.
- Maintaining inspection records.

Supervisors are responsible for:

- Ensuring employees receive proper fire safety training.
- Monitoring flammable material handling and storage.
- Enforcing fire safety policies.

Employees are responsible for:

- Following fire safety guidelines.
- Reporting fire hazards to supervisors.
- Participating in required fire safety training.

3.0 FIRE HAZARD AND CONTROLS

The City of Rochelle uses a variety of combustibles and some flammable liquids. The Supervisor is responsible for work site inspections to ensure compliance with the City Fire Prevention Plan and handling and storage of liquified petroleum gas. These inspections should address housekeeping issues, proper storage of chemicals, access to fire extinguishers and emergency evacuation routes. Always store these materials away from ignition sources, heat producing equipment, and out of direct sunlight. Large quantities of flammable liquids will be stored in a flammable-safe cabinet.

3.1 Hazard Identification and Control

See **Attachment B**. Eliminate all non-essential ignition sources where flammable materials are used or stored.

- A list and location of major workplace fire hazards
- Potential ignition sources
- Ignition source control
- Applicable fire protection equipment

For example:

- Control ignition sources: Open flames, welding, electrical systems, and static sparks.
- Properly store flammable materials: Oils, gases, chemicals, paper, and wood.
- Identify incompatible materials: Oxidizers and organic peroxides must be stored separately.
- Do not cut or weld equipment containing flammable liquids unless the equipment has been emptied and purged with a neutral gas such as nitrogen.
- Prohibit chemical ignition sources (such as DC motors, switches and circuit breakers) in areas where flammable materials are stored or handled.
- Use only non-sparking tools in areas where flammables are stored or handled.
- Eliminate the possibility of static sparks caused by electron transfer between two contacting surfaces-in flammable storage or handling areas.
- Avoid electrical system failures such as improper ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.
- Where smoking is prohibited and identified by NO SMOKING signs.
- Require hot work permits and fire watches in accordance to Hot Work Policy for any cutting, grinding and brazing.

Additional fire prevention guidelines:

NFPA Industrial and Chemical Hazards

3.2 Housekeeping

Good housekeeping is the responsibility of ALL employees:

- Waste materials are to be discarded in their proper places.
  - Oily rags, solvent-soaked materials, and other combustible waste must be placed in covered, fire-resistant containers,
- Operators are to pick up and sweep any debris on a regular basis
- All aisles and exits must be kept clear.
- All areas around fire extinguishers must be kept clear for access.

3.3 Incompatible Materials

Store materials such as oxidizers and organic peroxides, which produce large amounts of oxygen when they decompose, in an area separate from flammable materials.

4.0 EMERGENCY PROCEDURES

- Fire Reporting: Immediately activate the nearest alarm and notify a supervisor.
- Evacuation: Follow designated exit routes and meet at the assembly area.
- Fire Extinguisher Use: Only trained personnel should attempt to use fire extinguishers on small fires.
- Accountability: Supervisors must account for all employees after evacuation.
- Reporting & Investigation: The Rochelle Fire Department will document and investigate all fire incidents.

5.0 LIQUIFIED PETROLEUM GAS SAFETY

5.1 Storage

City properties may store propane in cylinders within maintenance buildings (not frequented by the public), with a storage limit of 300 lbs. If a facility has dedicated storage buildings or rooms, the maximum allowable propane storage is 10,000 lbs., provided the storage area complies with NFPA 58 ventilation and fire protection requirements.

5.2 Cylinder Storage Requirements (NFPA 58, 6.5.2.1 & 6.8.2)

- Storage rooms must be well-ventilated to prevent gas accumulation.
- Cylinders cannot be stored near exits, stairways, entryways, or high-traffic areas (OSHA).
- LPG cylinders must not be stored within 20 feet of combustible materials unless separated by fire barriers.
- Propane cylinders must never be stored or placed in an area of excessive heat (120 degrees or higher) or near a heat source.
- Outdoor storage is required for non-in-use cylinders in a secure cage, or open-air unit storage unit with a protective roof at least 20 feet from other buildings.
- They should be stored in cylinder safety cages or cabinets in flat areas that do not collect water. They should be placed off the ground, on top of a surface that will not burn.

- Fire extinguishers (minimum 10 lbs., rated B:C or ABC) must be within 50 feet of LPG storage areas.

5.3 Cylinder Positioning & Protection (NFPA 58, 6.9.3.1)

- Grill cylinders must be stored vertically with the relief valve in direct contact with the vapor space:
  - Grill cylinders should be stored vertically.
  - Forklift cylinders can be stored vertically or horizontally. When they are horizontal, the relief device must be located at the 12 o'clock position.
- Container valves must be protected while in storage by setting them into the container's recess to prevent the possibility of being struck if the container is dropped, or by fastening to the container a ventilated cap or collar that is constructed so that a blow would not be transmitted to a valve or other connection.
- Cylinders must be secured with chains or adequate supports to prevent tipping. Consider securing each cylinder separately to prevent them all from falling when only one is removed from storage.
- Inspect cylinder dates regularly to ensure they are within their requalification period (OSHA.
- Cylinders must be checked for leaks, rust, or damage and replaced if they are compromised.
- The dates on the cylinder collar should be checked periodically to ensure that the cylinder is not past its requalification date and to replace or exchange cylinders that are out of date.
- Cylinders need to be checked for leaks and signs of rust and wear—even if they are under their requalification date, they may still need to be replaced if they are in poor condition.

5.4 Cylinder Use

Proper handling of propane is essential for workplace safety. Employees must follow manufacturer instructions and regulatory standards to prevent hazards.

General Usage Requirements (OSHA 1910.110, NFPA 58)

- Only trained and authorized personnel may replace LPG containers (OSHA.
- Always follow the manufacturer's instructions for any propane powered equipment.
- PPE, including face and eye protection and gloves (loose fitting, such as insulated neoprene), must be worn when handling LPG (OSHA).
- Do not use metal tools when changing cylinders to prevent sparks.
- Do not roll, drag, or drop cylinders or allow them to bang against other objects.
- When not in use, LPG valves must remain closed to prevent leaks.

5.5 Leak Detection and Equipment Inspection (NFPA 58, 6.16.2.1)

- Inspect propane cylinders regularly for cuts, dents, gouges, or rust. Replace if necessary.
- Never use matches or a flame to check for leaks—instead, use a 50/50 dish soap and water solution; bubbles indicate a leak.

- Shut off the propane source immediately if a leak is found, tighten hose connections, and recheck for leaks.
- Smoking and ignition sources (e.g., electrical tools, flames) are strictly prohibited in propane-handling areas.
- Do not modify or repair propane cylinders, valves, or regulators—only certified professionals may do so (OSHA).

5.6 LPG-Powered Equipment Guidelines (NFPA 58, 11.13.3.1)

- LPG-powered trucks must not be parked near heat sources, stairways, exits, or busy areas.
- Turn off the service valve when parking LPG-powered trucks for long periods.
- Empty LPG cylinders require the same safety precautions as full ones due to residual gas.

5.7 Transportation

Propane cylinders are designed to withstand high pressure and are built for durability. However, they require careful handling during transportation to prevent potential damage, as even minor defects or impacts can compromise their integrity. Despite their rugged construction, cylinders remain vulnerable to leaks, structural failures, or accidental ignition if mishandled. To ensure safety, propane cylinders must be securely positioned, properly ventilated, and transported with extreme caution to minimize the risk of leaks, fires, or explosions.

Transportation Safety Guidelines (NFPA 58, 6.10.3.3 & 6.10.4.1)

- Cylinders must be transported upright and secured to prevent movement or tipping.
- The cylinder valve must be closed and, if required, sealed with a plug, even if the cylinder is empty.
- Cylinders cannot be left inside a closed vehicle, especially in hot weather, as temperatures can rise quickly.
- Ventilation is required when transporting LPG to prevent gas buildup.
- Smoking is strictly prohibited during handling or transportation.
- During unloading, the transport truck must not be parked on public thoroughfares and must be at least 5 feet from storage containers, positioned so that shutoff valves are readily accessible.

6.0 INSPECTION AND MAINTENANCE RESPONSIBILITIES

Department designee shall maintain that all installed fire detection systems are in an operable condition except during repairs or maintenance.

6.1 Fire Detection Systems

Department designee shall assure that fire detectors and fire detection systems are tested and adjusted as often as needed to maintain proper reliability and operating condition except that factory calibrated detectors need not be adjusted after installation.

- New Installations: Pneumatic and hydraulic operated detection systems installed or upgraded are equipped with supervised systems.

- The department designee shall assure that the servicing, maintenance and testing of fire detection systems, including cleaning and necessary sensitivity adjustments are performed by a trained person knowledgeable in the operations and functions of the system.
- Monthly Inspections: Conducted by the department designee or designated personnel.
- Quarterly Inspections: Includes a full review of fire extinguishers, emergency exits, and suppression systems.
- Annual Inspections: Conducted by a certified fire safety professional.
- The department designee shall also assure that fire detectors that need to be cleaned of dirt, dust, or other particulates in order to be fully operational are cleaned at regular periodic intervals.
- All inspections must be documented, including findings and corrective actions.

6.1.1 Protection and Location of Fire Detectors

1. Fire detection equipment installed outdoors or in the presence of corrosive atmospheres be protected from corrosion.
    a. Provide a canopy, hood, or other suitable protection for detection equipment requiring protection from the weather.
2. Locate or otherwise protect detection equipment so that it is protected from mechanical or physical impact which might render it inoperable.
3. Detectors are supported independently of their attachment to wires or tubing.
4. The number, spacing and location of fire detectors is based upon design data obtained from field experience, or tests, engineering surveys, the manufacturer's recommendations, or a recognized testing laboratory listing.

6.1.2 Response Time

1. Fire detection systems installed for the purpose of actuating fire extinguishment or suppression systems shall be designed to operate in time to control or extinguish a fire.
2. Fire detection systems installed for the purpose of employee alarm and evacuation is designed and installed to provide a warning for emergency action and safe escape of employees.
3. No employee, or other individual will delay alarms or devices initiated by fire detector actuation for more than 30 seconds unless such delay is necessary for the immediate safety of employees. When a delay is necessary, it will be addressed in the **City of Rochelle Emergency Action Plan**.

6.2 Fire Suppression Systems

- Fire extinguishers: Inspected monthly, serviced annually.
- Sprinkler systems: Checked quarterly, tested annually.
- Alarm systems: Inspected semi-annually by a licensed professional.
- Fire doors and emergency exits: Inspected monthly to ensure accessibility.

6.2.1 Fire Suppression Components

1. Weight and pressure of refillable containers are checked at least semi-annually. If the container shows a loss in net content or weight of more than 5 percent, or a loss in pressure of more than

10 percent, it shall be subjected to maintenance. Factory charged nonrefillable containers which have no means of pressure indication are weighed at least semi-annually. If a container shows a loss in net weight or more than 5 percent, it shall be replaced.

2. Fire suppression system components and agents shall be designed and approved for use on the specific fire hazards they are expected to control or extinguish.
3. If for any reason the system becomes inoperable, the Supervisor shall notify employees and take the necessary temporary precautions to assure their safety until the system is restored to operating order. Any defects or impairments shall be properly corrected by trained personnel.
4. Provide effective safeguards to warn employees against entry into discharge areas where the atmosphere remains hazardous to employee safety or health.
5. Post hazard warning or caution signs at the entrance to, and inside of, areas protected by fixed extinguishing systems which use agents in concentrations known to be hazardous to employee safety and health.
6. Inspection and maintenance dates are recorded on the container, on a tag attached to the container, or in a central location. A record of the last semi-annual check shall be maintained until the container is checked again or for the life of the container, whichever is less.

6.3 Recordkeeping Requirements

- Inspection and maintenance records must be retained for at least five years.
- The department designee is responsible for organizing and storing all records.

7.0 FIRE EXTINGUISHERS

Portable fire extinguishers can be very effective for fighting fires in their incipient stages. A person who is well-trained in fire extinguisher use can save both lives and property. Portable fire extinguishers must be available even when other firefighting measures are available. For extinguishers to be effective in a fire situation, proper selection, inspection and maintenance are essential.
Ensure all fire extinguishers are placed in conspicuous locations, including emergency exits, clearly visible and are easily accessible. Fire extinguishers must also be inspected monthly to verify fully charged, operable and in their proper locations at all times.

***NOTE:** Use of fire extinguishers is based on department policy regarding employee firefighting in your Emergency Action Plan.*

7.1 Fire Extinguisher Use

The City of Rochelle expects each worker to understand fire extinguisher safety. Safety sensitive personnel have received classroom and hands-on instruction regarding the care and use of fire extinguishers. Only trained personnel are authorized to operate fire extinguishers. Fire extinguishers must only be used for fires that are within the incipient stage. Fire extinguishers shall not be used on any fires involving chemicals.

If a fire extinguisher is discharged, either intentionally or accidentally, employees are required to report the incident to the department designee. The discharged fire extinguisher must be removed from service immediately pending investigation and servicing by a licensed contractor.

7.1.1 General Rules

1. Fire extinguishers shall be mounted and identified so they are readily accessible.
2. Only approved extinguishers have been selected for the various areas and hazard types.
3. Fire extinguishers shall be fully charged and operable and kept in their designated location at all times except during or after use.
4. After a fire extinguisher has been used, it shall be placed in a “used” location and a “spare” must be available for use.
5. Never block fire extinguishers, hoses, or sparkler valves. A clear path to fire extinguishers, hoses, and sprinklers valves must be maintained.

7.1.2 Selection and Distribution

1. The City of Rochelle has selected a firm to identify appropriate types and locations based on workplace operations and classes of anticipated workplace fires.
2. Maximum travel distance shall apply, and extinguishers shall be not relocated without approval.
    a. Class A (combustibles like wood and paper): 75 feet
    b. Class B (flammable liquids like grease, gasoline and oil): 50 feet
    c. Class C (electrically energized): Distance based on Class A and B Hazards
    d. Class D (flammable metals): 75 feet.

7.1.3 Inspection, Maintenance, and Testing

» Extinguishers will be visually inspected monthly and recorded on the fire extinguisher tag.
- Ensure extinguisher is in designated location.
- Verify the extinguisher is visible and unobstructed.
- Check that the pressure gauge is in the operable range (green zone).
- Confirm the pull pin is intact, and the tamper seal is unbroken.
- Inspect the extinguisher body for dents, corrosion, or damage.
- Ensure the hose/nozzle is free from cracks, blockages, or damage.
- Check for any leaks or discharge residue.
- Verify that the extinguisher label is legible, and instructions are readable.

» Fire extinguishers are annually maintained annually by a qualified technician.
- Perform all monthly inspection items.
- Verify extinguisher weight matches manufacturer specifications.
- Check for internal corrosion or damage (if applicable).
- Shake dry chemical extinguishers to prevent powder compaction.
- Test the operation of the pull pin and handle (without discharging).
- Ensure the service tag is updated with the inspection date and technician’s name.

» Hydrostatically testing frequency intervals (5 years for CO_2, water, wet chemical; 12 years for dry chemical, Halon, etc.) are maintained according to extinguisher type.
- Verify last hydrostatic test date.
- Perform hydrostatic testing per NFPA 10 intervals:
    - Water, Wet Chemical, Foam (Every 5 Years)

- CO_2 Extinguishers (Every 5 Years)
- Dry Chemical (Every 12 Years)
- Halogenated Agent Extinguishers (Every 12 Years)
- Dry Powder for Combustible Metals (Every 12 Years)

- Check for leaks, structural integrity, and pressure retention.
- Re-label extinguisher with updated hydrostatic test date.

» 6-Year Internal Maintenance testing (Stored-Pressure Extinguishers) are maintained according to extinguisher type.

- Extinguisher is emptied and internal components are checked.
- Extinguisher is cleaned and refilled with the proper extinguishing agent.
- New service label affixed, indicating internal maintenance was performed.
- Verify weight and pressure match manufacturer requirements.
- Reattach hose, nozzle, and all fittings securely.
- Required for:
  - Stored-Pressure Dry Chemical Extinguishers (ABC, BC types)
  - Stored-Pressure Wet Chemical Extinguishers (Class K)
  - Stored-Pressure Water-Based Extinguishers (Water, Foam)
- Not Required for:
  - Carbon Dioxide (CO_2) Extinguishers – Require hydrostatic testing every 5 years, but no 6-year maintenance.
  - Cartridge-Operated Dry Chemical Extinguishers – Require hydrostatic testing every 12 years, but not 6-year maintenance.
  - Halogenated (Clean Agent) Extinguishers – Require hydrostatic testing every 12 years, but not 6-year maintenance.
  - Stored-Pressure Water Mist Extinguishers – Require hydrostatic testing every 5 years, but no 6-year maintenance.

It is the responsibility of the department designee to ensure fire extinguishers are maintained monthly, annually at interval according to extinguisher type.

8.0 EMERGENCY EXITS

Every exit must be clearly visible, or the path to it conspicuously identified in such a manner that every occupant of the building will know the best way to get out of the building in a fire or other emergency. Exits must never be obstructed. Any door or passageway that is not an exit or path to an exit must be identified with a sign that reads “Not an Exit” or a sign that indicates its actual use, such as storage. All exit signs must either be self-illuminating or illuminated by a reliable external light source.

9.0 EMERGENCY LIGHTING

NFPA 101 (Section 7.9.1.1) requires emergency lighting for:

» All exit routes (hallways, stairwells, doorways).

» Rooms or spaces larger than 200 square feet with no windows or skylights.

- Storage areas, electrical rooms, mechanical spaces, and restrooms used by employees.

9.1 Duration of Emergency Lighting

NFPA 101 (Section 7.9.2.1) states:

- Emergency lighting must remain fully operational for at least 90 minutes after a power failure.
- The illumination level must be at least 1 foot-candle (10.8 lux) at floor level throughout the exit path.

9.2 Testing & Maintenance Requirements

NFPA outlines inspection and maintenance intervals for emergency lighting:

- Monthly Tests – Emergency lighting must be tested for at least 30 seconds every month.
- Annual Tests – A 90-minute full-function test must be conducted once a year.
- Recordkeeping – Results of all tests must be documented and retained for at least three years.

NFPA outlines inspection and maintenance intervals for fire alarms:

- Annual Tests - Fire alarms must be tested annually by a certified fire protection technician.
- Recordkeeping – Results of all tests must be documented and retained for at least three years.

10.0 FIRE EMERGENCY PROCEDURES

Portable fire extinguishers for employee use are provided in the workplace. As a result, the City provides an educational program to familiarize selected employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

Documentation and Frequency for Emergency Procedures and Fire Extinguisher Training is maintained by the Safety Coordinator.

11.0 TRAINING REQUIREMENTS

Fire safety training must include:

- Identification of fire hazards.
- Safe handling and storage of flammable materials.
- Emergency procedures, including evacuation routes according to Emergency Action Plan.
- Responsibilities of personnel in fire prevention.

Employees designated to inspect, maintain, operate, or repair fixed extinguishing systems must annually review their training to ensure they remain up-to-date on the functions they are required to perform.

Below outlines licensure and training requirements for individuals responsible for fire protection system inspection, testing, maintenance (ITM), and repair in Illinois. It includes state-mandated licenses, NFPA standards, and OSHA compliance requirements to ensure proper qualifications for personnel. If City of

Rochelle personnel are responsible for the activities below, confirm licensure and training licensure prior to conducting activity.

11.1 Portable Fire Extinguisher Training, Maintenance and Hydrostatic Testing

Portable fire extinguishers for employee use are provided in the workplace. As a result, the City provides an educational program to familiarize selected employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

This training is provided upon initial assignment and annually thereafter, or expectation is that employee will immediately evacuate and call for assistance.

Requirement	Licensure & Certification	Training Requirements	Applicable Standard
Annual Inspection, Recharging & Maintenance	Illinois Fire Equipment Distributor License (41 IAC Part 251)	Training required before performing maintenance & refresher every 3 years	NFPA 10 (7.3.1.1); OSHA 1910.157
Hydrostatic Testing & Requalification	Illinois Fire Equipment Distributor License	Certified technician training required for hydrostatic testing	NFPA 10 (8.1.2.3)
Employee Fire Extinguisher Use Training	No license required	Required upon hiring & annually for employees expected to use extinguishers	OSHA 1910.157(g)

- Reference **Attachment D** for Training Documentation**.**
- Fire extinguisher technicians must work under a licensed fire equipment distributor in Illinois.
- Hands-on employee training in fire extinguisher use is required annually.
- Reference **Attachment A - City of Rochelle Emergency Action Plan** for Training Documentation for Emergency Procedures and Fire Extinguisher Training.

11.2 Automatic Sprinkler & Standpipe System ITM

Requirement	Licensure & Certification	Training Requirements	Applicable Standard
Inspection, Testing, & Maintenance (ITM)	Illinois Fire Sprinkler Contractor License (225 ILCS 317)	Technician training required before performing maintenance & refresher every 3 years	NFPA 25 (4.3.1); OSHA 1910.159
Fire Pump Testing & Maintenance	Licensed Illinois Fire Sprinkler Contractor	Fire pump operator training required annually	NFPA 25 (8.1.2)
Standpipe & Hose System Testing (5-Year Hydrostatic Test)	Illinois Fire Sprinkler Contractor License	Training required before performing testing	NFPA 25 (6.3.2)

- Only licensed Illinois fire sprinkler contractors may perform ITM on sprinkler systems.
- Fire pump operators must be trained annually in system functionality and testing.

11.3 Fire Alarm System Installation, Testing & Maintenance

Requirement	Licensure & Certification	Training Requirements	Applicable Standard
Fire Alarm System Installation & Testing	Illinois Private Alarm Contractor License (225 ILCS 447)	Manufacturer certification or accredited NFPA training required	NFPA 72 (10.5.3.3)
Fire Alarm Control Panel Programming	Licensed Alarm Contractor Required	Hands-on training required for control panel operation	NFPA 72 (10.5.3.2)
Smoke & Heat Detector Sensitivity Testing	Licensed Alarm Contractor Required	Technician training required before performing maintenance	NFPA 72 (14.4.5.3)

- Fire alarm technicians must be licensed under the Illinois Department of Financial & Professional Regulation (IDFPR).
- Hands-on training in alarm panel programming and detector testing is required.

11.4 Fire Doors & Emergency Exit Systems

Requirement	Licensure & Certification	Training Requirements	Applicable Standard
Fire Door Inspection & Maintenance	Certified Fire Door Inspector (CFDI) Recommended	Training required before performing inspections & refresher every 3 years	NFPA 80 (5.2.1.1)
Emergency Exit & Lighting Maintenance	No license required	Training required upon hiring & annually	NFPA 101 (7.9.3.1)

- Fire door inspectors are recommended to obtain CFDI certification, though it is not required by Illinois law.
- Emergency exit lighting technicians must be trained in functional testing but do not require a license.

11.5 Liquefied Petroleum Gas (LPG) System Maintenance

Requirement	Licensure & Certification	Training Requirements	Applicable Standard
LPG Cylinder Inspection & Leak Testing	Illinois Propane Gas License (430 ILCS 25) for commercial services	Technician training required before performing maintenance	NFPA 58 (6.16.2.1); OSHA 1910.110(g)(3)
LPG Storage & Handling Safety Training	No license required for in-house handling	Required upon hiring & refresher every 3 years	NFPA 58 (4.4.1)

- Only licensed Illinois propane distributors can perform commercial LPG maintenance.
- All employees handling LPG must receive safety training before performing work.

11.6 Portable & Fixed Fire Suppression System ITM

Requirement	Licensure & Certification	Training Requirements	Applicable Standard
Kitchen Hood Fire Suppression System ITM (If applicable)	Illinois Fire Equipment Distributor License	Technician training required before maintenance & every 3 years	NFPA 96; Illinois Fire Equipment Distributor Licensing Act
Clean Agent (Halon/FM-200) Fire Suppression ITM	Certified Fire Suppression System Technician Required	Manufacturer-specific training required	NFPA 2001

- Technicians performing kitchen hood suppression system maintenance must be licensed.
- Clean agent system maintenance requires manufacturer training or NFPA certification.

12.0 TRAINING RECORDKEEPING

- Records of all training sessions shall be maintained for a minimum of five years or in accordance with City retention policy.
- Documentation includes employee names, training dates, instructor names, and content covered.
- Human Resources is responsible for training records retention.

Training documentation is provided in **Attachment C**.

13.0 PROGRAM AUDIT

Compliance with this program is audited on an ongoing basis by all personnel and any deficiencies should be reported to the Safety Coordinator.

- This Fire Prevention Plan will be reviewed annually and updated as necessary.
- Employees will be informed of any significant changes.
- The latest version of this document will be accessible to all employees.

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CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Fire Prevention Plan and Handling and Storage of Liquified Petroleum Gas

1.0 REVISION LOG

Date	Revision Number	Description	Initials
3/6/2025	1	Created standalone Fire Prevention Plan, removed from Emergency Action and Fire Prevention Plan Program.	JJA
5.22.2025	2	Added Program and Alternate Coordinators, updated language as request by B. Zick, removed populated information from Attachment B Fire Hazards and Controls, and Attachment C, requested to leave table blank.	JJA

Attachment A – Definitions

Automatic Sprinkler System - A network of piping, valves, and sprinkler heads designed to distribute water automatically upon detecting a fire. Governed by NFPA 13 (Standard for the Installation of Sprinkler Systems).

Combustible Liquid - Any liquid with a flash point at or above 100°F (37.8°C) but below 200°F (93.3°C). Categorized under NFPA 30 (Flammable and Combustible Liquids Code).

Emergency Action Plan (EAP) - A written plan that outlines procedures for evacuation, fire response, and employee safety during emergencies. Required under OSHA 29 CFR 1910.38.

Emergency Lighting - A battery-backed or generator-powered lighting system that activates when regular power fails, ensuring visibility along exit routes and in key areas. Regulated by NFPA 101 (Life Safety Code, Section 7.9).

Exit Route - A continuous and unobstructed path from any point in a building to a place of safety outside. Includes exit doors, corridors, and stairwells. Defined in OSHA 29 CFR 1910.36-37.

Fire Alarm System - A network of alarms, smoke detectors, and communication devices used to detect and warn occupants of a fire. Must comply with NFPA 72 (National Fire Alarm and Signaling Code).

Fire Door - A fire-resistant-rated door that helps contain fire and smoke. Must remain unobstructed and self-closing as per NFPA 80 (Standard for Fire Doors and Other Opening Protectives).

Fire Extinguisher (Portable) - A handheld device that releases an extinguishing agent (e.g., dry chemical, CO_2, water) to control fires. Required in workplaces under OSHA 1910.157 and classified by NFPA 10 (Standard for Portable Fire Extinguishers).

Fire Hazard - A condition that increases the likelihood of fire, such as flammable materials, faulty electrical systems, or hot work activities. Governed by NFPA 1 (Fire Code, Chapter 10).

Fire Prevention Plan (FPP) - A written document outlining fire prevention measures, hazard control, employee responsibilities, and maintenance of fire protection equipment. Required under OSHA 29 CFR 1910.39.

Fire Watch - A designated person or team responsible for monitoring hot work areas and ensuring no fire hazards remain after welding, cutting, or brazing. Required under NFPA 51B (Standard for Fire Prevention in Welding and Cutting).

Flammable Liquid - A liquid with a flash point below 100°F (37.8°C) that can ignite easily under normal conditions. Governed by NFPA 30 (Flammable and Combustible Liquids Code).

Incipient Stage Fire - A fire that is in the initial or beginning stage and that can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems, without the need for protective clothing or breathing apparatus.

Hot Work - Operations such as welding, cutting, grinding, or brazing that produce heat, sparks, or flames. NFPA 51B and OSHA 1910.252 require hot work permits and fire watches in certain areas.

Attachment A – Definitions

Liquefied Petroleum Gas (LPG) - A compressed gas (e.g., propane, butane) used for fuel, which must be stored, handled, and transported under strict fire safety guidelines. Governed by NFPA 58 (Liquefied Petroleum Gas Code) and OSHA 1910.110.

Lockout/Tagout (LOTO) - A safety procedure to disconnect and lock power sources before performing maintenance on electrical or gas-powered systems. Required under OSHA 1910.147.

NFPA (National Fire Protection Association) - A nonprofit organization that develops and publishes fire safety codes and standards, including NFPA 1 (Fire Code), NFPA 10 (Fire Extinguishers), NFPA 13 (Sprinkler Systems), and NFPA 101 (Life Safety Code).

OSHA (Occupational Safety and Health Administration) - A federal agency responsible for regulating workplace safety, including fire prevention, emergency preparedness, and hazardous materials management.

Portable Fire Extinguisher Inspection - A monthly check and annual maintenance process to ensure that fire extinguishers are operable, fully charged, and accessible. Required under NFPA 10 and OSHA 1910.157.

Propane Cylinder - A pressurized tank containing liquefied propane gas (LPG), which must be stored, handled, and transported safely under NFPA 58 (6.5.2.1 & 6.8.2) and OSHA 1910.110.

Standpipe System -
A fixed piping system that supplies water to fire hoses in large buildings. Required for certain structures under NFPA 14 (Standard for the Installation of Standpipes and Hose Systems).

Sprinkler Head Clearance - A required 18-inch minimum clearance below all sprinkler heads to prevent water discharge obstruction. Regulated under NFPA 13 (9.5.1.1).

Storage Tank Venting - A system to prevent excessive pressure buildup in flammable liquid tanks. Required under NFPA 30 (21.4.3.2, 21.4.3.4).

Ventilation (LPG & Flammable Storage) - A requirement to ensure adequate airflow in propane and flammable liquid storage areas to prevent gas accumulation. NFPA 58 (6.5.3.2) and NFPA 30 (9.6.1, 9.6.2) provide ventilation guidelines.

Attachment B – Fire Hazards, Controls and Ignition Sources

Fire Hazards and Controls

Hazard	Location	Controls
5x50 lbs. bags of Polyphosphate	Well #4 - 120 North 7th Street	Class C Extinguisher
10x150 lbs. Cylinders of C12	Well #4 - 120 North 7th Street	Class C Extinguisher
2x55 Gal H2SiF6	Well #4 - 120 North 7th Street	Class C Extinguisher
5x50 lbs. bags of Polyphosphate	Well #8 - 1015 S Caron Rd.	Class C Extinguisher
10x150 lbs. Cylinders of C12	Well #8 - 1015 S Caron Rd.	Class C Extinguisher
2x55 Gal H2SiF6	Well #8 - 1015 S Caron Rd.	Class C Extinguisher
5x50 lbs. bags of Polyphosphate	Well #10 - 200 Southview Dr.	Class C Extinguisher
600 Gal of NaClO	Well #10 - 200 Southview Dr.	Class C Extinguisher
2x55 Gal H2SiF6	Well #10 - 200 Southview Dr.	Class C Extinguisher
5x50 lbs. of Polyphosphate	Well #11 - 1451 Flagg Rd.	Class C Extinguisher
600 Gal of NaClO	Well #11 - 1451 Flagg Rd.	Class C Extinguisher
2x55 Gal H2SiF6	Well #11 - 1451 Flagg Rd.	Class C Extinguisher
1500 Gal of HMO	Well #11 - 1451 Flagg Rd.	Class C Extinguisher
50x50 lbs. bags of Polyphosphate	Well #12 - 3188 Hayes Rd.	Class C Extinguisher
10x15 lbs. Cylinders of C12	Well #12 - 3188 Hayes Rd.	Class C Extinguisher
2x55 Gal H2SiF6	Well #12 - 3188 Hayes Rd.	Class C Extinguisher
1300 lbs. Cylinder of C12	Water Treatment Plant 888 Elliot's Way	Class C Extinguisher
330 Gal PAA	Water Treatment Plant 888 Elliot's Way	Class C Extinguisher
250 Gal H2SO4 Bisulfate	Water Treatment Plant 888 Elliot's Way	Class C Extinguisher
3200 lbs. Polyphosphate	Maintenance Shop 860 S. 7th Street	Class C Extinguisher

Potential Ignition Sources

Hazard	Location	Controls
Electrical Equipment	Throughout Facility	Class C Extinguisher
Hot Work/Welding	Throughout Facility	Class C Extinguisher
Static Electricity	Throughout Facility	Class C Extinguisher
Mechanical Sparks	Throughout Facility	Class C Extinguisher
Open Flame	Heat Treat	Sprinkler System

Attachment B – Fire Hazards, Controls and Ignition Sources

Hazard	Location	Controls
Heating Systems	Furnace Room	Sprinkler System
Tools	Throughout Facility	Class C Extinguisher
Vehicles	Outdoors	Class C Extinguisher
Maintenance	Throughout Facility	Sprinkler System
Solvents	Throughout Facility	Sprinkler System
Trash Bins	Throughout Facility	Class A,B,C Extinguisher
Oily Rags & Debris	Throughout Facility	Class C Extinguisher
Chemicals	Chemical Room	Sprinkler System
Forklift	Throughout Facility	Class C Extinguisher
Flammable Gas	Inside	Sprinkler System
Flammable Gas	Outside	911
Diesel-powered generator	Outside	911

Attachment C – Fire Prevention Equipment Maintenance Schedule C-1

Type of Equipment	Maintained by	Frequency of Inspections	Address	Phone

Attachment D – City of Rochelle Training Documentation Form

D-1

Client: ***City of Rochelle***

Course Name: **Fire Prevention Plan Training**

Course Date(s): _____ Start Time: _____ End Time: _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: _____

Location of Training: _____

Detailed Outline of Course Content:

Familiarization of attendees with the general principles of:

- Understand the purpose and requirements of the Fire Prevention Plan (FPP).
- Identify fire hazards in the workplace and implement prevention measures.
- Learn fire safety protocols and employee responsibilities.
- Understand installed fire systems and fire protection system maintenance expectations.

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Attachment E – General Fire Prevention Checklist

Client: ***City of Rochelle***

Start Time: _____ End Time: _____

Staff Involved: _____

_____

_____

Location of Inspection: _____

Use this checklist to ensure fire prevention measures follow with the general fire prevention requirements.
Mark Yes, No, or N/A

#	General Requirements:	NFPA Reference	YES	NO	N/A
1	Is the local fire department acquainted with the facility, its location, and specific hazards?	NFPA 1 (10.12.1-3), NFPA 101 (4.8.2.1, 7.9.3.1)	☐	☐	☐
2	Does the facility have a fire alarm system?	NFPA 72 (14.4.3.2, 14.2.2.1, 14.6.1)	☐	☐	☐
3	If so, are fire alarm systems tested at least annually?	NFPA 72 (14.4.3.2, 14.2.2.1, 14.6.1)	☐	☐	☐
4	If equipped with a standpipe system, is it inspected per NFPA frequency?	NFPA 25 (6.2.1-5, 6.3.1-3, 13.3.2)	☐	☐	☐
5	Is the facility equipped with outside private fire hydrants?	NFPA 25 (7.2.1, 7.2.2, 7.3.1, 4.3.1)	☐	☐	☐
6	If so, is there a routine preventive maintenance schedule and are hydrants flushed at least once a year?	NFPA 25 (7.2.1, 7.2.2, 7.3.1, 4.3.1)	☐	☐	☐
7	Are fire doors and shutters in good operating condition?	NFPA 80 (6.1.4)	☐	☐	☐
8	Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?	NFPA 80 (6.1.4)	☐	☐	☐
9	Does the facility have an automatic sprinkler system?	NFPA 25 (4, 13)	☐	☐	☐
10	If so, are inspections and testing conducted, documented, and at required intervals (e.g., weekly, monthly, quarterly, annually)?	NFPA 25 (4, 13)	☐	☐	☐

Attachment E – General Fire Prevention Checklist

#	General Requirements:	NFPA Reference	YES	NO	N/A
11	Has responsibility for maintaining the automatic sprinkler system been assigned to an employee or contractor?	NFPA 25 (4.3.1)	☐	☐	☐
12	Are sprinkler heads protected by metal guards in locations such as storage rooms, gymnasiums, parking garages, and areas with heavy equipment or high foot traffic?	NFPA 13 (9.3.1.11)	☐	☐	☐
13	Is a minimum clearance of 18 inches maintained below all sprinkler heads to prevent obstruction of water spray?	NFPA 13 (9.5.1.1)	☐	☐	☐
14	Are portable fire extinguishers provided in sufficient quantity to cover all areas based on occupancy, floor size, and hazard classification?	NFPA 10 (6.1.3.1)	☐	☐	☐
15	Are fire extinguishers visible and mounted in readily accessible locations?	NFPA 10 (6.1.3.4)	☐	☐	☐
16	Mounting height requirements: **≤ 40 lbs:** Top of extinguisher ≤ 5 feet from the ground. **> 40 lbs:** Top of extinguisher ≤ 3.5 feet from the ground. **Bottom clearance** ≥ 4 inches.	NFPA 10 (6.1.3.4)	☐	☐	☐
17	Are monthly fire extinguisher inspections performed?	NFPA 10 (7.2.1)	☐	☐	☐
18	Are annual fire extinguisher maintenance inspections performed by a certified technician?	NFPA 10 (7.3.1.1)	☐	☐	☐
19	Are fire extinguishers hydrostatically tested and refilled by a licensed fire protection provider at designated intervals (typically 5 years), with the date noted on the inspection tag?	NFPA 10 (8.3.1)	☐	☐	☐
20	Are employees periodically instructed in the use of extinguishers and fire protection procedures?	NFPA 10 (4.2.1)	☐	☐	☐

Comments:

Corrective Actions:

Attachment F – Exits Checklist

Client: ***City of Rochelle***

Start Time: _____ End Time: _____

Staff Involved: _____

_____

_____

Location of Inspection: _____

Use this checklist to evaluate compliance on standard on emergency exit routes.
Mark Yes, No, or N/A

#	General Requirements:	NFPA Reference	YES	NO	N/A
1	Is each exit marked with an exit sign and illuminated by a reliable light source?	NFPA 101, 7.10.1.2	☐	☐	☐
2	Are the directions to exits, when not immediately apparent, marked with visible signs?	NFPA 101, 7.10.1.5	☐	☐	☐
3	Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked “NOT AN EXIT” or an appropriate marking?	NFPA 101, 7.10.8.1	☐	☐	☐
4	Are exit signs provided with the word “EXIT” in letters at least 5 inches high and with lettering at least 1 inch wide?	NFPA 101, 7.10.6.1	☐	☐	☐
5	Are exit doors side-hinged as required?	NFPA 101, 7.2.1.4	☐	☐	☐
6	Are all exits kept free of obstructions?	NFPA 101, 7.1.10.1	☐	☐	☐
7	Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?	NFPA 101, 7.4.1.1	☐	☐	☐
8	Is the number of exits from each floor of a building and from the building itself appropriate for the occupancy type? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there are sufficient exits.)	NFPA 101, 7.4.1.1 & 7.2.1.5	☐	☐	☐

Attachment F – Exits Checklist

9	Are exit stairways enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings over four stories high)?	NFPA 101, 7.2.2.5.1	☐	☐	☐
10	Are the slopes of ramps used as part of emergency building exits limited to 1 foot vertical per 12 feet horizontal?	NFPA 101, 7.2.5.2.1	☐	☐	☐
11	Are glass doors or storm doors fully tempered and do they meet the safety requirements for human impact?	NFPA 101, 7.2.1.4.2	☐	☐	☐
12	Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?	NFPA 101, 7.2.1.5.3	☐	☐	☐
13	Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?	NFPA 101, 7.2.1.5.7	☐	☐	☐
14	Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?	NFPA 101, 7.2.1.6	☐	☐	☐
15	Are doors that swing in both directions and are located between rooms with frequent traffic equipped with glass viewing panels?	NFPA 101, 7.2.1.5.9	☐	☐	☐

Comments:

Corrective Actions:

Attachment G – Flammable and Combustible Material Checklist

Client: ***City of Rochelle***

Start Time: _____ End Time: _____

Staff Involved: _____

_____

_____

Location of Inspection: _____

Use this checklist to evaluate compliance on flammable and combustible materials.
Mark Yes, No, or N/A

#	General Requirements:	NFPA Reference	YES	NO	N/A
1	Are combustible scrap, debris, and waste materials such as oily rags stored in covered metal receptacles and removed from the worksite promptly?	NFPA 1 (19.2.1.3), NFPA 30 (4.8.2)	☐	☐	☐
2	Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?	NFPA 30 (9.4.1, 9.4.3, 9.4.4)	☐	☐	☐
3	Are all connections on drums and combustible liquid piping vapor and liquid tight?	NFPA 30 (21.4.1.5, 21.4.2.1)	☐	☐	☐
4	Are all flammable liquids kept in closed containers when not in use?	NFPA 30 (9.4.3, 9.5.1.1)	☐	☐	☐
5	Are metal drums of flammable liquids electrically grounded during dispensing?	NFPA 30 (18.5.2, 18.5.3)	☐	☐	☐
6	Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?	NFPA 30 (9.6.1, 9.6.2)	☐	☐	☐
7	Are NO SMOKING signs posted on liquefied petroleum gas (LPG) tanks?	NFPA 58 (6.26.5), NFPA 1 (69.3.9.1)	☐	☐	☐
8	Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?	NFPA 30 (9.5.1.2), NFPA 1 (19.2.1.4)	☐	☐	☐
9	Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?	NFPA 654 (8.2.2), NFPA 1 (19.5.1.1)	☐	☐	☐
10	Are fuel gas cylinders and oxygen cylinders separated by required distances or fire-resistant barriers while in storage?	NFPA 55 (7.1.5.2, 7.1.5.3)	☐	☐	☐

Attachment G – Flammable and Combustible Material Checklist

11	Are fire extinguishers appropriate for the materials in the areas where they are mounted?	NFPA 10 (5.2.1, 5.5.2)	☐	☐	☐
12	Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?	NFPA 10 (6.2.1.2, 6.3.1)	☐	☐	☐
13	Are fire extinguishers free from obstruction or blockage?	NFPA 10 (6.1.3.1)	☐	☐	☐
15	Are all extinguishers fully charged and in their designated places?	NFPA 10 (7.3.1.2)	☐	☐	☐
16	Where sprinkler systems are installed, are the nozzle heads arranged so water will not spray into operating electrical switchboards and equipment?	NFPA 13 (8.15.10.1)	☐	☐	☐
17	Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?	NFPA 30 (6.7.2), NFPA 1 (19.3.3)	☐	☐	☐
18	Are safety cans utilized for dispensing flammable or combustible liquids at the point of use?	NFPA 30 (9.4.1.2, 9.4.3.1)	☐	☐	☐
19	Are all spills of flammable or combustible liquids cleaned up promptly?	NFPA 30 (9.5.1.3)	☐	☐	☐
20	Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure due to filling, emptying, or temperature changes?	NFPA 30 (21.4.3.2, 21.4.3.4)	☐	☐	☐

*(NOTE: Use of fire extinguishers is based on individual facility department policy regarding employee firefighting in your Emergency Action Plan.)

Comments:

Corrective Actions:

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Accident/Illness Investigation and Reporting

OSHA 29 CFR 1904
OSHA 29 CFR 1960.29

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program			
Program Name	Accident / Illness Investigation and Reporting		
Regulatory Reference	OSHA 29 CFR 1910.1030, as adopted by the Illinois Department of Labor		
Date Created	March 16, 2020		
Latest Revision	June 2, 2025	**Latest Review**	January 13, 2025
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

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Attachments

Attachment A – First Report of Accident or Incident Form
Attachment B – Accident Investigation Steps
Attachment C – Five Whys
Attachment D – Causal Factors and Root Cause Worksheet
Attachment E – Injury-Illness Flow Chart
Attachment E – Workman's Comp Flow Chart
Attachment F – Safety Inspection Checklists

City of Rochelle Safety Compliance Program	
Program Name	Accident / Illness Investigation and Reporting

1.0 POLICY

The City of Rochelle's policy is to provide safe working conditions for all personnel and promote continuing safety awareness. The purpose of this policy is to ensure that accidents/incidents are prevented, and when they do occur are promptly reported, investigated, and recorded. The primary purpose for performing an investigation is to identify the root cause(s) of the accident/incident and take appropriate measures to eliminate the chances of recurrence.

All accidents, incidents, property damage, close calls, near misses, or unsafe conditions involving City of Rochelle employees, contractors, or visitors shall be reported in accordance with this policy. All workers have a right to report work-related injuries or illnesses without fear of retaliation.

2.0 SCOPE

This policy applies to all personnel of the City of Rochelle, their sub-contractors, other hired, single purpose trade personnel, and visitors.

- It is the responsibility of all City of Rochelle's personnel, visitors, vendors, and contractors' employees to follow the procedures regarding the prevention of incidents/injuries and actively participate in the reporting and recording of accidents/incidents.

3.0 DEFINITIONS

- Incident – Is defined as any unplanned mishap/damage to equipment, property, for example: fires, chemical spills, etc.
- Accident – Is an injury/illness suffered by an employee in the course of their work at The City of Rochelle or on The City of Rochelle's property. The injury may be minor, such as a cut or major, which would require medical treatment.
- Potential Hazard – Is defined as any unsafe working conditions that may cause injury, illness, and/or death.
- Near Miss –An unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

4.0 ACCIDENT / INCIDENT PREVENTION MEASURES

No employee is required to work a job known to be unsafe or dangerous to his or her health. Cooperation from everyone is necessary in detecting hazards, reporting dangerous conditions, and controlling workplace hazards as a condition of employment. All operations must be planned to prevent accidents.

4.1 Safety and Health Programs

Safety and Health Programs, procedures, safe work practices and work instructions, including safety procedures, have been established at the City of Rochelle. All established safety and health programs may be found in the City of Rochelle Written Safety Programs Manual, located on ESS. These programs have been established and are to be followed by all City of Rochelle personnel in order to prevent

injuries/incidents. These programs are designed to meet requirements of many OSHA regulations that are applicable to The City of Rochelle. Some of these programs include:

Hazard Communication	Working from Heights
Personal Protective Equipment	Fire Prevention
Lockout Tagout Procedures	Electrical Safety
Material Handling Equipment	Chemical Spill Control
Medical & First Aid Procedures	Cranes, Hoists & Slings
Hearing Conservation	Walking & Working Surfaces

4.2 Training

Training is an important element of any Accident/Incident prevention program. Training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies, and put the accident/incident prevention program into action. OSHA requires employers to train employees on numerous applicable safety programs, and procedures. Some of these include:

- The City of Rochelle Safety Orientation program
- Safe Job procedures specific to your work
- The proper use, care, and limitation of personal protective equipment
- Emergency Response
- Lockout/Tagout procedures
- Accident/Incident reporting
- Hazard Communication
- Hazardous waste handling etc.

Training is conducted upon initial orientation or whenever an incident has occurred, or a gap has been identified that requires a change in the program. Refresher training is provided annually.

A class attendance form is signed by all trainees and is kept on file. This training form includes the following: Instructor's name, the date and time the training was conducted, the training topic, and the location of the training.

4.3 Participation in Committee Meetings

The City of Rochelle has an established a committee that encourages participation by employees. The committee performs the following: reviews accident/incident reports to determine if there are any trends occurring, discusses new hazards in the workplace, conducts quarterly safety walk-throughs, and responds with possible corrective actions and discusses new programs/policies.

- Committee minutes from quarterly meetings are available for review in Human Resources Department.

4.4 Safety Audits and Inspections

- Each Department will conduct annual audits as requested by the safety committee are conducted by the safety committee, Safety Coordinator or other designated safety representative:
    1. Lockout / tagout procedures and skill assessment
    2. Personal Protective Equipment
    3. Confined space evaluation
    4. Trenching and Excavation
- Safety inspections are conducted in each Department at least every six (6) months. A safety inspection checklist has been established for department managers/lead persons to use. This can be found in the Supervisor's EH&S Training Folder. Deficiencies found should be abated immediately if possible. Deficiencies requiring outside department assistance will be noted and a corrective action item will be turned into the appropriate department manager, facility manager, or entered into the preventative maintenance system. Sample inspection checklists are available using **Attachment F**.

5.0 ACCIDENT/INCIDENT REPORTING PROCEDURES

All injuries, no matter how minor, must be reported to a supervisor, manager, or the Safety Coordinator immediately so that arrangements can be made for medical, or first aid treatment and investigation is not delayed. The immediate supervisor of the employee(s) involved in the accident / incident will investigate the situation immediately.

5.1 Reporting

When an accident / incident is reported these steps will be taken:

- Ensure prompt first aid and / or medical care if required for any injured employees. Refer to Attachment E for an injury / incident flow chart to help with decision making.
- Secure the scene to prevent further incidents if necessary. Take photos of area conditions and record equipment settings. Perform lockout functions to prevent equipment use if the accident is severe or if there is visible or suspected equipment damage.
- Complete the entire Accident/Incident First Report form (Attachment A). See Section 5.3 for further instructions.
- Forward the Accident / Incident Report to the Human Resources Department to ensure prompt processing for worker's compensation or insurance if necessary.
- If the accident involves any of the following circumstances, immediate reporting to state and federal agencies is required:
    - Any incident resulting in fatality must be reported within 8 hours of occurrence. Any incident resulting in amputation, eye loss, or inpatient hospitalization must be reported within 24 hours of occurrence. This must be done by calling IL-OSHA at 217-782-7860 with the following information:
        A. The establishment name;
        B. The location of the incident;

C. The time of the incident;
D. The number of fatalities or hospitalized employees;
E. The names of any injured employees;
F. The employer's contact person and his or her phone number; and
G. A brief description of the incident.

- Accidental release of hazardous chemicals requires immediate telephone notification under the following circumstances:
  1. When the release is equal to or exceeds the reportable quantity or a CERCLA hazardous substance is released.
  2. If the release results in a fatality or injury requiring hospitalization to a member of the general public
  3. An authorized official of an emergency agency recommends an evacuation of the area by the general public
  4. Fire, breakage, release, or suspected contamination occurs involving an etiologic agent.
  5. Any release of petroleum (or oil) that produces a sheen on a nearby surface water and / or threatens navigable waters
  6. Any spill or overfill of petroleum that results in a release that exceeds 25 gallons

In such incidents, telephone notifications are to be made to the following:

1. Illinois Emergency Management Agency (IEMA)/State Emergency Response Commission (SERC) at 1-800-782-7860
2. Ogle County Emergency Management Agency @ 815-732-1101
3. National Response Center (NRC) at 1-800-424-8802 (if the substance is a CERCLA hazardous substance).

Please Note: Transportation-related incidents only require 9-1-1 notification.

5.2 Conducting the Accident/Incident Investigation

» The investigation will consist of a series of interviews that include the employee and any witnesses. Interviews must occur immediately upon knowledge of an accident / incident. Please note that if witnesses are not City of Rochelle employees such as contractors, members of the general public, or any other person, permission must be obtained from the Program Coordinator before interviewing

» Take pictures, make notes immediately upon notification.

5.3 Completing the Accident/Incident Investigation Form

» Complete the entire Accident/Incident Investigation form.

» Use Accident Investigation Steps, Attachment B, for reference on completing the Investigation.

» Do not leave any blanks. And make sure to let the injured, and witnesses do the speaking.

- Be specific. Have injured employee give as many details about the accident/incident as possible.
- Make sure you indicate all physical and personal causes. Remember all incidents happen for a reason. Make sure to document it.
- Use 5 Why Form, Attachment C.
- Use Attachment D "Casual Factors & Root Causes Worksheet" to aid in identifying Root Cause.
- Document the actions taken or will be taken to prevent the accident from occurring again. An unacceptable "action" would be for example, took employee to immediate care. It must be an action that will prevent the re-occurrence of the accident/incident.
- Indicate the date and time all actions were completed.
- If additional follow-up is needed, indicate it on the form. This is done in cases where an outside person is necessary to help determine causes but should only be done when all other avenues have been exhausted
- Be sure to obtain the proper signatures and forward to the appropriate personnel listed at the bottom of the form.
- Records of accident/incident investigations will be kept on file for at least 1 year.
- If the accident is an OSHA recordable injury or illness, it will be kept along with the supplementary records, such as the OSHA Form No. 301 for a period of 5 years in the Human Resources Department. It is recommended the forms be retained for 10 years.
- If the accident is Department of Transportation (DOT) reportable (fatality, tow away from scene) then a DOT Accident Register must be completed and retained for 3 years. This is applicable to all commercial driver's license holders.

6.0 DISCIPLINARY ACTIONS

The City of Rochelle retains the right to impose whatever disciplinary action it deems appropriate depending on the individual circumstances and the severity of any safety violations that may have contributed to the accident / incident.
Use of disciplinary action for retaliation purposes or to inhibit employees from reporting accidents, incidents, near misses, or property damages is strictly prohibited.

7.0 ADMINISTRATION

It is the responsibility of the authorized Safety Coordinator to ensure proper training, investigating, and reporting of safety and health activities are occurring.

8.0 REVISION LOG

Date	Revision Number	Description of Change	Initials
	0	Original Issue	
1/13/2025	1	Updated language, updated personnel listings	MD/JJA

City of Rochelle Safety Compliance Program	
Program Name	Accident / Illness Investigation and Reporting

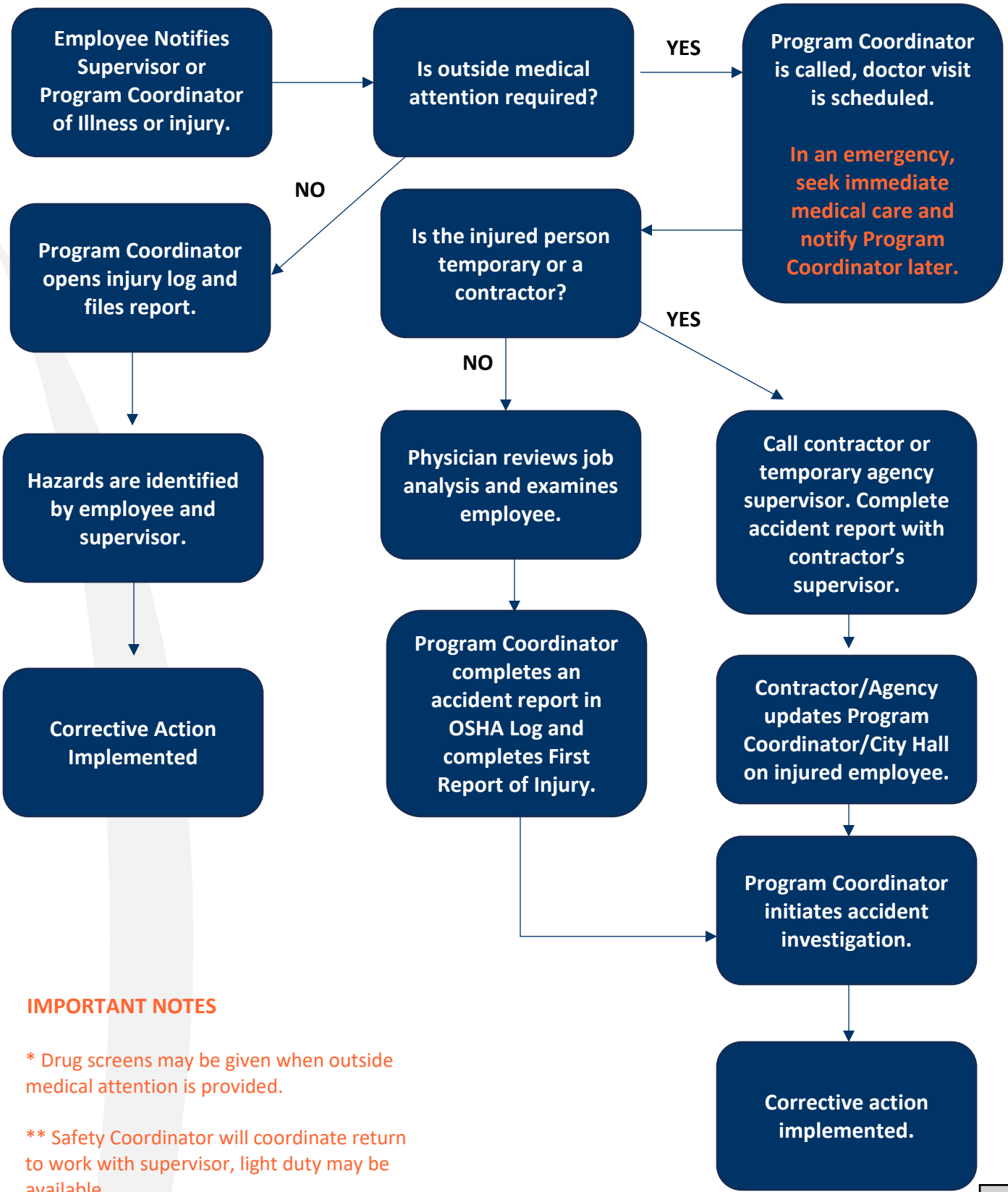
Date	Revision Number	Description of Change	Initials
6/2/2025	2	Updated Program coordinator and alternate, added location of safety programs, updated committee meeting timing, and added an additional audit type, updated language on Attachment B, E, and F.	JJA

Attachment B – Accident Investigation Steps

The following steps should be taken after a report has been submitted.

1. An accident is any unplanned event that results in personal injury or property damage.
2. The failure of people, equipment, supplies, or surroundings to behave or react as expected causes most accidents.
3. Accident investigations determine how and why these failures occur.
4. Documents containing normal operating procedures, flow diagrams, maintenance harts, or reports of difficulties or abnormalities are particularly useful.
5. Keep complete and accurate notes.
6. Record pre-accident conditions, the accident sequence, and post-accident conditions.
7. Document the location of victims, witnesses, machinery, energy sources, and hazardous materials.
8. Conduct accident investigations with accident prevention in mind – investigations are NOT to place blame. Investigate as if the employee was not involved.
9. Identify the distinctive features of the change.
10. List the possible causes.
11. Select the most likely causes.

Attachment E – Injury/Illness Flow Charts



IMPORTANT NOTES

* Drug screens may be given when outside medical attention is provided.

** Safety Coordinator will coordinate return to work with supervisor, light duty may be available.

Attachment F – Safety Inspection Checklists

Safety Inspections and Sample Safety Inspection Checklists

Even if safety inspections were not strongly recommended, they are an excellent way for the department to reference the commitment to safe work practices, provide practical training in safety awareness and minimize hazards at the workplace. These inspections provide a systematic method for involving supervisors, employees, safety coordinators, and/or safety committees in the process of eliminating workplace hazards.

Types of Safety Inspections

There are several ways to perform safety inspections of a workplace, task or job. The most popular ways include using checklists, general knowledge, and risk mapping. To be effective, safety inspections must be individualized or tailored to meet the needs of a specific workplace, task or job.

Safety Checklist Inspections

A checklist is very good for the regular inspection of specific items. However, they may not be as useful in identifying previously unrecognized hazards.

Many different checklists are available from a variety of sources. Unfortunately, since these ready- made checklists are generic, they rarely meet the needs of a specific workplace, task or job. However, you may find them useful to inspect a part of your area. For instance, the owner's manual for a table saw may have a checklist that works perfectly for inspecting the saw in a department shop. Taking parts of several ready-made checklists and putting them together may be an easy method of beginning the development of your customized checklist.

Included in this attachment are three sample checklists one for offices, one for general work areas, and one for laboratories. These are only examples. They will need to be modified to fit your specific work areas, tasks or jobs.

General Knowledge Safety Inspections

Another way of conducting inspections is to use the information imagined and observe the worksite. You do not use a pre-made checklist for this type of inspection. This method encourages observations of new hazards and prevents complacency. However, the effectiveness of this inspection method is dependent on the individual's level of knowledge about workplace related safety practices. It is important to document the results of the inspection and any action taken in resolving or addressing safety hazards.

Risk Mapping Safety Inspections

The third inspection method is called risk mapping. It is a good method to use at a safety meeting where everyone there is familiar with the workplace or process. This technique uses a map/drawing of the workplace or a list of steps in a process. People in the group then tell the leader the hazards they recognize and where they are located in the workplace or process. The leader uses different colors or symbols to identify different types of hazards on the map or list of steps. This type of inspection is valuable for involving all employees in identifying and resolving safety hazards.

Attachment F – Safety Inspection Checklists

What should you include in your inspections?
When you do your inspections make sure you are looking at your entire operation's safety program. Remember to evaluate:

- Processes equipment
- Workplace environment
- Employee training
- Emergency plans

How often should you do inspections?

Safety inspections should be conducted at least every six months, or as conditions or processes change in Departments.

Who should do the inspections?

Inspections should be conducted by someone who is familiar with the workplace, task or job. It is recommended to have a supervisor or lead and a worker from the department or area inspect the work area together.

What should you do with your inspection findings?
Address Findings Promptly – Corrective actions should be implemented immediately or assigned with a clear timeline. Each action should have a designated responsible individual, with follow-ups to ensure accountability and tracking. Avoid unnecessary delays in addressing issues.

Identify and Address Trends – Regularly review inspection reports to identify recurring issues. Persistent problems may indicate underlying causes that need to be resolved to prevent future occurrences. Take proactive measures to eliminate the root cause, not just the symptoms.

Resources
When creating or refining safety inspection procedures, consider utilizing the following resources:

- **Input from Supervisors and Employees** – Leverage firsthand knowledge from those directly involved in daily operations.
- **Incident and Accident Reports** – Analyze past incidents across departments to identify patterns and areas for improvement.
- **Regulatory and Policy Reviews** – Ensure compliance by referencing relevant state and federal safety standards, as well as organizational policies and procedures.
- **Guidance from Safety Program Coordinators and Committees** – Incorporate insights from safety professionals and committee members to enhance inspection effectiveness.

Safety Coordinator can provide paper/electronic copies of the generic checklists included in this attachment. Safety Coordinator also can conduct a departmental review, a walk-through, and assist with customization of the generic checklists upon request. A team of safety committee members is encouraged to visit each Department on a scheduled basis.

Sample Risk Mapping

First develop a symbol/color key for the hazards. Collecting hazards into groups like the ones below simplify the mapping process. Next review the worksite map or the process steps and mark the hazards. *(A sample floor plan with the hazard symbols added is on the facing page.)*

Risk Mapping Groups

Physical Hazards

Examples:

- noise
- heat
- ventilation
- light
- machines
- vibration

Chemicals

Examples:

- dusts
- liquids
- gases
- mists
- vapors

Other

Examples:

- germs
- radiation

Ergonomics

Examples:

- positions
- loads
- effort
- fatigue
- repetition

Stress

Examples:

- shift work
- over-supervision
- responsibility
- lack of control

Attachment F – Safety Inspection Checklists

Risk Mapping Sample

Example of a Risk Mapping Sample with hazard locations based on sample labeled areas in a municipal garage layout and with risk annotations, including physical hazards, ergonomic risks, chemical exposure, and other potential safety concerns. Once complete, Risk Maps should be turned into Human Resources for retention.

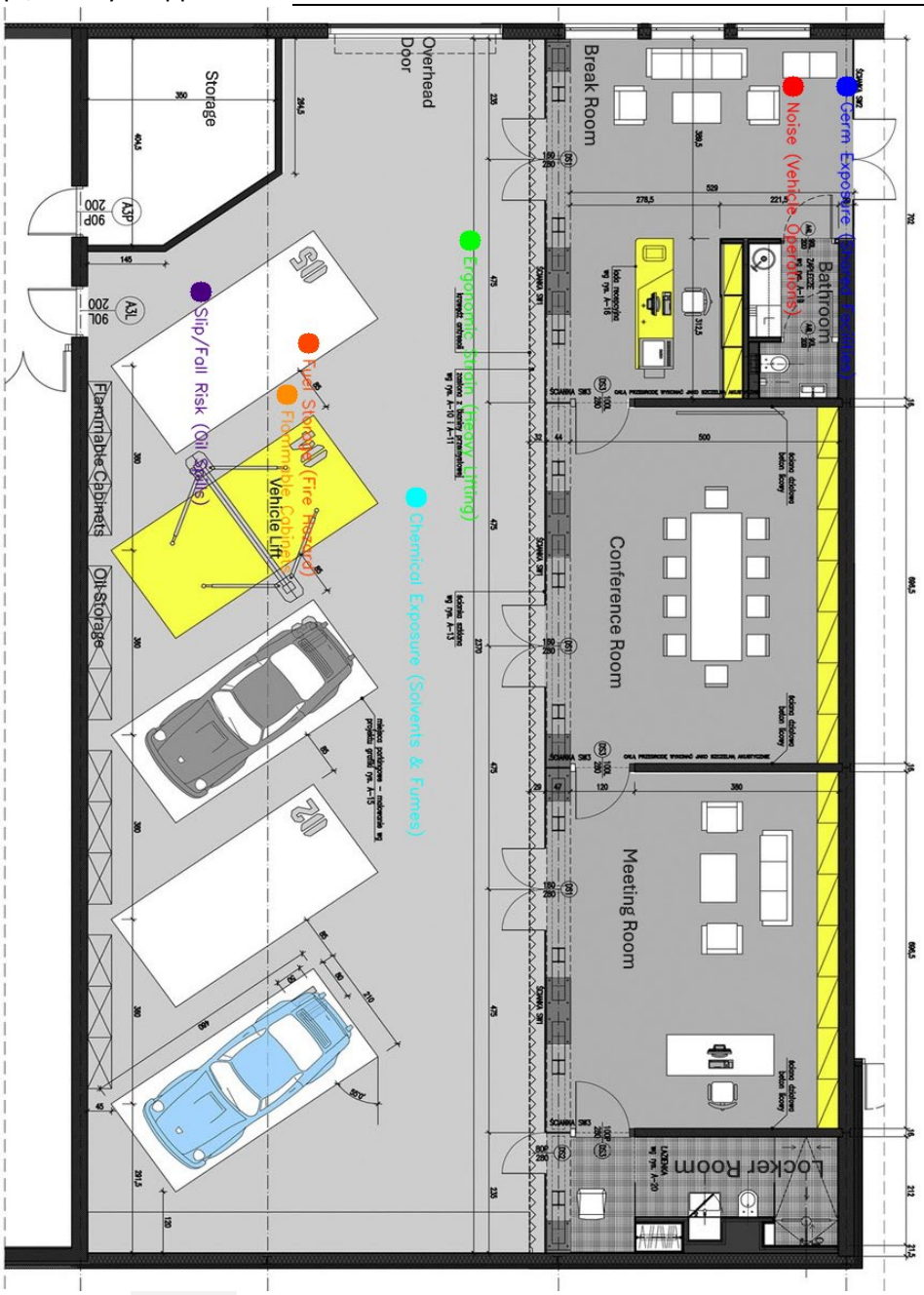
This is to be turned into Human Resources once completed.

Date & Time of Created _____

Name of Employee: _____

Job Title _____ Dept. Name _____

Dept/Facility Mapped: _____



Attachment F – Safety Inspection Checklists

F-5

OFFICE SAFETY INSPECTION CHECKLIST

Office Safety Inspection Form	**Inspection Date:**
Building:	**Inspector:**
Room Number:	**Supervisor:**
Department/Unit:	**Phone:**

Y=Satisfactory N=Needs Improvement NA=Not Applicable

Y	N	NA	Administrative	Comments	Correction Date
			1. Is the Safety Plan in a location known and accessible to all employees?		
			2. Is there a Safety Corner/Bulletin Board established with the following displayed (in terminology and language understood by the employees)?		
			a. IL-OSHA Posters (available from Safety Coordinator)?		
			b. The Emergency Phone Number poster?		
			c. Other health and safety material/information posted?		
			3. Are training records maintained and available for review by employees, and outside agencies?		
			4. Are departmental safety inspection reports and corrections maintained and available for review by employees, and outside agencies?		
			5. Are Safety Data Sheets (SDSs) and an inventory sheet of all office products used in the workplace on file and accessible to employees?		
			6. Does the Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation site, procedures, and routes? Are employees/students instructed in emergency procedures (i.e., location of exits, location and use of fire extinguishers)?		
Y	**N**	**NA**	**General Safety Concerns**	**Comments**	**Correction Date**
			7. Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?		

Attachment F – Safety Inspection Checklists

Y	N	NA	General Safety Concerns (cont.)	Comments	Correction Date
			8. Are the fire doors closed securely at all times?		
			9. Are light fixtures working and are diffuses installed?		
			10. Have all loose rugs or mats been secured or removed?		
			11. Have missing or loose ceiling tiles been repaired?		
Y	**N**	**NA**	**Electrical Cords and Outlets**	**Comments**	**Correction Date**
			12. Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?		
			13. Are extension cords at a minimum 14 gauge (heavy-duty) and servicing only one appliance or fixture?		
			14. Are cords in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched?		
			15. Are employees instructed not to use extension cords in place of permanent wiring?		
			a. Are extension cords prevented from running through walls, ceilings, or doors?		
			16. Are extension cords grounded when servicing a grounded appliance or fixture?		
			17. Are cord guards provided across an aisle or other passageway?		
			18. Does the multiple outlet strip have a circuit breaker? (no daisy-chaining)		
			19. Are multiple outlet strip cords 6' or under?		
			20. Is clear access (36" clearance) provided to electrical panels?		
			21. Are electrical cover plates provided on all electrical switches or outlets?		
Y	**N**	**NA**	**Heaters and Fans**	**Comments**	**Correction Date**
			22. No unapproved space heaters (i.e., UL-rated, equipped with a working tipover switch)?		
			23. Are combustibles kept 24" from all sides and tops of heaters?		
			24. Are fine finger guards provided on fans?		
			25. Are all electric space heaters plugged directly into the wall?		
			26. Are all fans below head level or secured?		

Attachment F – Safety Inspection Checklists

Y	N	NA	Storage and Warehousing	Comments	Correction Date
			27. Are furnishings more than four feet high braced or secured to prevent tipping? (This includes file cabinets, bookcases, desk hutches, etc.)		
			28. Is all shelving secured?		
			29. Are projection screens, maps, blackboards, etc., fastened with a closed hook system or bolted to walls?		
			30. Is overhead storage of heavy items prevented or secured to prevent displacement?		

Comments:

Team Review Sign-off/Complete: (This area to be used by others)	Comments	Date:

Attachment F – Safety Inspection Checklists

Workplace Inspection Form	Inspection Date:
Building:	Inspector:
Room Number:	Supervisor:
Department/Unit:	Phone:

Y=Satisfactory N=Needs Improvement N/A=Not Applicable

Y	N	NA	General	Comments	Correction Date
			31. Workplace clean and orderly?		
			32. Exits cleared of obstructions and accessible?		
			33. Stored materials secured and limited in height to prevent collapse?		
			34. Suitable Warning signs and tags utilized?		
			35. A hazard assessment has been completed and the appropriate personal protective equipment has been identified for each specific job?		
Y	**N**	**NA**	**Training**	**Comments**	**Correction Date**
			36. Safety training and inspections held for new employees on a regular basis?		
			37. First Aid (and CPR) trained individuals available for medical emergencies?		
			38. Personnel familiar with the hazards of chemicals and trade products and have read the applicable Safety Data Sheets (SDSs)?		
			39. All personnel familiar with documented emergency evacuation plan?		
			40. Fire extinguisher familiarization provided?		
			41. Personnel are trained in the proper selection, use and maintenance of personal protective equipment?		
Y	**N**	**NA**	**Safe Lifting**	**Comments**	**Correction Date**
			42. Workers trained on and using safe lifting techniques?		
			a. Size up / test load		

			b. Avoid heavy loads - split into small loads or ask for help		
Y	**N**	**NA**	**Safe Lifting**	**Comments**	**Correction Date**
			c. Bend knees to take pressure off back when lifting		
			d. Consciously firm up abdominals when lifting		
			e. Never twist while lifting or holding a load		
			43. Mechanical lift assist utilized when available?		
Y	**N**	**NA**	**Fire**	**Comments**	**Correction Date**
			44. Emergency exit signs identifiable and readily visible?		
			45. Fire alarm pull stations and portable fire extinguishers visible and unobstructed?		
			46. Stairway doors are not kept open (unless equipped with a self-closing device?		
			47. 18-inch vertical clearance maintained from all sprinkler heads?		
Y	**N**	**NA**	**Storage and Warehousing**	**Comments**	**Correction Date**
			48. Bookcases, filing cabinets, shelves, racks, cages, storage cabinets, and similar items over four feet tall are all secure?		
			49. Shelves have lips or other seismic restraints?		
			50. Portable machines or equipment secured against movement (unless actually being moved) by chains, lockable castors, straps, or other means where appropriate?		
			51. Top-heavy equipment of apparatus bolted down or secured to withstand accelerations typically expected in an earthquake?		
			52. Large and heavy objects stored on lower shelves or storage areas?		
			53. Valuable equipment sensitive to shock damage, such as instruments, computers, and glassware are stored in latched cabinets or otherwise secured to prevent falling?		
			54. Storage areas uncluttered - providing clear evacuation routes in the event of an emergency?		
			55. Cabinets and lockers containing hazardous materials equipped with positive latching or sliding doors?		

Y	N	NA	Equipment	Comments	Correction Date
			56. Electrical Equipment		
			a. Clean and working properly		
			b. Properly grounded		
			c. Proper clearances kept from combustibles (paper, cardboard, or combustible liquids)		
			d. Adequately ventilated		
			e. Approved extension cords, extension cords with breakers, and multiple connectors used properly (e.g., not as fixed wiring)		
			f. Frayed or damaged electric cords replaced		
			57. Machinery		
			a. Clean and working properly		
			b. Proper clearances kept from combustibles		
			c. Adequately ventilated		
			d. Emergency stop mechanisms identified and in working order		
			e. Mechanical safeguards in place and in working order		
Y	**N**	**NA**	**Personal Protective Equipment**	**Comments**	**Correction Date**
			58. Employees provided with and trained in the proper use and selection of respiratory protection		
			59. Employees provided with and using hearing protection for noise hazardous equipment (noise level above 85 dBA)		
			60. Employees provided with and using safety goggles/face shields when needed		
			61. Employees provided with and using protective clothing (e.g., gloves, coats, aprons, coveralls)		
			62. Steel-toed safety shoes worn when required		
Y	**N**	**NA**	**Hazardous Materials**	**Comments**	**Correction Date**
			63. Do you have any hazardous materials in your work area?		
			64. If you have hazardous materials, are the SDSs available?		
			65. If you have hazardous materials, have they been inventoried within the last year?		

Attachment F – Safety Inspection Checklists

Y	N	NA	Hazardous Materials (cont.)	Comments	Correction Date
			66. When transferring chemical materials from the original container to a secondary container are the secondary containers labeled with the proper name and hazard warnings, including target organs affected by an exposure?		
			67. Please list any hazardous materials (by name and quantity) missing from any chemical inventories for this work area.		

Comments:

Team Review Sign-off/Complete: (This area to be used by others)	Comments	Date:

Control of Hazardous Energy

OSHA 29 CFR 1910.147

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program			
Program Name	Control of Hazardous Energy		
Regulatory Reference	OSHA 29 CFR 1910.147*, as adopted Illinois Department of Labor*		
Date Created	June 20, 2025		
Latest Revision		**Latest Review**	
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

Program Contents

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Attachments

Attachment A – Definitions
Attachment B – Energy Control Procedures
Attachment C – Worker Access to Procedures
Attachment D – Devices
Attachment E – Periodic Certification Form
Attachment F – Training

City of Rochelle Safety Compliance Program	
Program Name	Control of Hazardous Energy

1.0 OVERVIEW

This Program consists of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment is isolated from the energy source and rendered inoperative.

2.0 APPLICATION

This Program applies to the control of energy during servicing and/or maintenance of machines and equipment. Normal production operations are not covered by this Program. Servicing and/or maintenance which takes place during normal production operations is covered by this Program only if:

a) An employee is required to remove or bypass a guard or other safety device; or
b) An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

Note: Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this Program if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures that provide effective protection.

This Program does not apply to the following:

a) Work on cord and plug-connected electric equipment for which exposure to the hazards of unexpected energization or start-up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.
b) Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water, or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that continuity of service is essential; shutdown of the system is impractical; and documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

3.0 LOCKOUT/TAGOUT

3.1 Tagout

Lockout is used instead of tagout whenever possible. If an energy-isolating device is not capable of being locked out, a tagout system is used.

3.1.1 Full Employee Protection

Although undesirable, if a tagout device is used on an energy isolating device which is capable of being locked out, the tagout device must be attached at the same location that the lockout device would have been attached, and it must be demonstrated that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.

City of Rochelle Safety Compliance Program	
Program Name	Control of Hazardous Energy

To demonstrate that a level of safety is achieved in the tagout program which is equivalent to the level of safety obtained by using a lockout program, Rochelle will demonstrate full compliance with all tagout-related provisions of the Standard together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device. Additional means which are considered as part of the demonstration of full employee protection include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization. These requirements, if any, are documented in the written energy control procedures contained in Attachment B.

3.2 Lockout

If an energy-isolating device is capable of being locked out, lockout is used.

3.3 Installation of New Equipment

Whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment will be designed to accept a lockout device.

3.4 Hazardous Energy Control Procedures

3.4.1 Use

Lockout or tagout is performed only by the authorized employees who are performing the servicing or maintenance activity.

3.4.2 Written Procedures

Written procedures have been developed, documented and are utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this Program. These procedures are provided in Attachment B and available to authorized users in locations specified in Attachment C.

3.4.3 Exceptions to the Written Procedure Requirement

Written procedures may not have been prepared where the following conditions exist:

a) The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees;
b) The machine or equipment has a single energy source which can be readily identified and isolated;
c) The isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment;
d) The machine or equipment is isolated from that energy source and locked out during servicing or maintenance;
e) A single lockout device will achieve a locked-out condition;
f) The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance;
g) The servicing or maintenance does not create hazards for other employees; and
h) The employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

3.5 Devices

3.5.1 Durability

3.5.1.1 General

Lockout and tagout devices selected are capable of withstanding the environment to which they are exposed for the maximum period that exposure is expected.

3.5.1.2 Tagout Devices

Tagout devices are constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible. Tags are selected so that they will not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

3.5.2 Programmed Devices

Lockout and tagout devices are programmed within the City. Standardized lockout and tagout devices are used as depicted in Attachment D of this Program.

3.5.3 Substantial Devices

3.5.3.1 Lockout Devices

Lockout devices are substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

3.5.3.2 Tagout devices

Tagout devices, including their means of attachment, are substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means are of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

3.5.4 Identifiable Devices

3.5.4.1 Lockout Devices

Lockout devices and tagout devices indicate the identity of the employee applying the device(s).

3.5.4.2 Tagout Devices

Tagout devices warn against hazardous conditions if the machine or equipment is energized and include a legend such as the following: "Do Not Start; Do Not Open; Do Not Close; Do Not Energize; Do Not Operate."

4.0 TRAINING AND COMMUNICATION

Training is provided to ensure that the purpose and function of the energy control Program are understood by City employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training includes the following:

4.1 Authorized Employees

Each authorized employee receives training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

4.2 Affected Employees

Each affected employee is instructed in the purpose and use of energy control procedures.

4.3 Other Employees

All other employees whose work operations are or may be in an area where energy control procedures may be utilized, are instructed about the procedures, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out. Employees not designated as Authorized or Affected are considered Other Employees.

4.4 Additional Information Regarding Tagout

Employees are also trained in the following limitations of tags:

a) Tags are essentially warning devices affixed to energy isolating devices, and do not provide physical restraint on those devices that is provided by a lock.
b) Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
c) Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace.
d) Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control Program.
e) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

4.5 Employee Retraining

Retraining is provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

Additional retraining is also conducted whenever a periodic inspection under section 9.0 of this Program reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of energy control procedures.

Retraining is intended to reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

4.6 Certification of Training

A certificate of all training sessions is prepared. The certification contains at least each employee's name and dates of training. See Attachment G.

5.0 OUTSIDE PERSONNEL (CONTRACTORS, ETC.)

Whenever outside servicing personnel are to be engaged in activities covered by this program, the City and the outside employer inform each other of their respective lockout or tagout procedures.

The City will ensure that employees understand and comply with the restrictions and prohibitions of the outside employer's energy control Program.

6.0 GROUP LOCKOUT OR TAGOUT

When servicing and/or maintenance is performed by a crew, craft, department, or other group, they utilize a procedure that affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

Each authorized employee involved in the procedure attaches his or her lock and tag. The Department Designee attaches a “master” lock to the hasp. When work is completed and all Authorized employees have removed their locks, the “master” lock will be the last removed.

7.0 SHIFT OR PERSONNEL CHANGES

Specific procedures are utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.

In the event that one authorized employee needs to take the place of another, the authorized employee that is leaving will not remove their lock until the oncoming authorized employee is there to place their lock or locks the energy isolating device(s). When work shifts do not overlap, the Authorized person may remove their lock(s) and use Tagout procedures pending arrival of the oncoming authorized employee.

8.0 AUTHORIZED EMPLOYEE NOT AVAILABLE TO REMOVE LOCK/TAG

If the authorized employee who applied the lock or tag is not available to remove the device, the supervisor will take the following steps:

1. Verify that the authorized employee who locked or tagged out the equipment is not on City property.
2. Attempt to contact the authorized employee to inform him/her that his/her lock or tag will be removed.
3. Remove the lock or tag.
4. Arrange notification to the employee that his/her lock or tag has been removed.

9.0 PERIODIC INSPECTION

A periodic inspection of the energy control procedures is conducted at least annually to ensure that the procedures and the requirements of this Program are being followed. This periodic inspection is performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected and is conducted to correct any deviations or inadequacies identified.

9.1 Lockout Inspection

Where lockout is used for energy control, the periodic inspection includes a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

City of Rochelle Safety Compliance Program	
Program Name	Control of Hazardous Energy

9.2 Tagout Inspection

Where tagout is used for energy control, the periodic inspection includes a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in section 4.4 of this Program.

9.3 Inspection Certification

The periodic inspections are certified in writing. The certification identifies the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

The form located in Attachment E is used for documentation of the periodic inspection(s).

City of Rochelle Safety Compliance Program	
Program Name	Control of Hazardous Energy

10.0 REVISION LOG

Date	Revision Number	Description	Initials
2025-08-01	0	Original Issue	JJA

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Hearing Protection

OSHA 29 CFR 1910.95

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program			
Program Name	Occupational Noise Exposure		
Regulatory Reference	OSHA 29 CFR 1910.95, as adopted by the Illinois Department of Labor		
Date Created	June 20, 2025		
Latest Revision		**Latest Review**	
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

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City of Rochelle Safety Compliance Program	
Program Name	Occupational Noise Exposure

1.0 POLICY

It is the policy of City of Rochelle to provide protection against the effects of noise exposure when the sound levels exceed those prescribed by OSHA 29 CFR 1910.95. When employees are subjected to sound exceeding those listed in Table G-16 of 29 CFR 1910.95 (See attachment D), feasible administrative or engineering controls are utilized. When such controls fail to reduce sound levels within the levels of Table G-16, personal protective equipment, as part of a comprehensive hearing conservation program, is provided and used to reduce sound levels within the levels of the table.

2.0 HEARING CONSERVATION PROGRAM

City of Rochelle administers a continuing, effective hearing conservation program, as described in sections 2.1 through 2.6 of this Program, whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent.

City of Rochelle's policy is to include in the Hearing Conservation Program a baseline audiogram and annual audiogram for all employees working in the departments listed below. Employees working in these departments are exposed to noise levels that are anticipated to exceed the OSHA Action Level as determined through noise dosimetry.

The departments that fall under these conditions at Rochelle are:

- Generation Plant

2.1 Monitoring

Monitoring has revealed that employee exposure may equal or exceed an 8-hour time-weighted average of 85 decibels in some areas or during some tasks, at least one day of the year; as a result, a monitoring program has been established.

2.1.1 Sampling Strategy

The sampling strategy is designed to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors. Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, representative personal sampling is used to comply with the monitoring unless it can be shown that area sampling produces equivalent results. Regarding sampling methods:

a) All continuous, intermittent and impulsive sound levels from 80 decibels to 130 are integrated into the noise measurements;
b) Instruments used to measure employee noise exposure are calibrated to ensure measurement accuracy; and
c) Monitoring is repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:
    i. Additional employees may be exposed at or above the action level; or
    ii. The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements of section 2.3.3 of this Program.

2.1.2 Employee Notification

Each employee exposed at or above an 8-hour time-weighted average of 85 decibels is notified of the results of the monitoring by posting signs in the area.

Attachment H may be used to notify employees of individual sampling results.

2.1.3 Observation of monitoring

Affected employees will be provided with an opportunity to observe any noise measurements conducted in their area on days that monitoring is underway. The Monitor will introduce themselves, explain the process, and reveal the results if able.

2.1.4 Monitoring Results

The results of the most recent noise monitoring are included in Attachment A.

2.2 Audiometric Testing Program

Audiometric testing is available to all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels. These audiograms:

a) Are provided at no cost to employees;
b) Are performed by properly certified personnel employed by the organization identified in Attachment B; and
c) Meet the requirements of Appendix C of 29 CFR 1910.95 - "Audiometric Measuring Instruments."

2.2.1 Baseline Audiogram

A valid baseline audiogram will be obtained within 1 year of an employee's first exposure at or above the action level. If this baseline audiogram is obtained more than 6 months after the employee's first exposure at or above the action level, employees will be required to wear hearing protectors for any periodic exceeding six months after first exposure until the gram can be obtained.

2.2.1.1 14 Hours of Quiet

Testing to establish a baseline audiogram is preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise. Employees are notified of the need to avoid high levels of non-occupational noise exposure during the 14 hours immediately preceding the audiometric examination. The notice provided to employees regarding this requirement is provided as Attachment C.

2.2.2 Annual Audiogram

At least annually after obtaining the baseline audiogram, a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels is obtained.

This City uses employee audiograms, along with the recommendations of the audiometric testing organization listed in Attachment B to determine whether any employee is experiencing work-related or work-aggravated hearing loss, and to determine if any reaction is needed to address workplace noise exposures. The City evaluates audiograms using the criteria in the following paragraph and follows OSHA

Recordkeeping guidelines to record 10-decibel shifts from the employee's baseline hearing test when they also result in an overall hearing level of 25 decibels.

2.2.2.1 Evaluation of Audiogram

Each employee's annual audiogram is compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred.

A standard threshold shift is defined as a change in hearing threshold relative to the baseline audiogram for that employee, of an average of 10 decibels (dB) or more averaged at 2000, 3000, and 4000 Hz in one or both ears. Normally, the audiometric testing agency provides the results of this comparison in writing.

In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in Appendix F to OSHA 29 CFR 1910.95 - "Calculation and Application of Age Correction to Audiograms."

If an employee's audiogram reveals that the employee has experienced a work-related or work-aggravated Standard Threshold Shift in hearing in one or both ears, and; if the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS without applying an age correction factor, then;

The City retests employees experiencing an STS within 30 calendar days and records the case by checking the "hearing loss" column on the OSHA 300 log within seven calendar days of the retest. If a decision is made not to retest the employee, the hearing loss is promptly recorded on the OSHA form 300 log.

The results of the retest may be considered as the annual audiogram and revised baseline. If an STS is found to occur in only one ear, the baseline audiogram will be revised only for that ear.

If the employee is retested within 30 days of the first test and the retest does not confirm the STS, the hearing loss does not require recording. If the retest confirms the STS, the hearing loss (illness) is recorded within seven calendar days of the retest.

An audiologist, otolaryngologist, or physician will review problem audiograms to determine whether there is a need for further evaluation. The person performing this evaluation is provided with the following information:

a) A copy of the requirements for hearing conservation as set forth in paragraphs (c) through (n) of OSHA 29 CFR 1910.95 (see Attachment D).
b) The baseline audiogram and most recent audiogram of the employee to be evaluated;
c) Measurements of background sound pressure levels in the audiometric test room as required in Appendix D of 29 CFR 1910.95 - "Audiometric Test Rooms".
d) Records of audiometer calibrations required by paragraph (h)(5) of OSHA 29 CFR 1910.95.

2.2.3 Follow-up Procedures

If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift has occurred, the employee is informed of this fact in writing, within 21 days of the determination.

Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the City ensures that the following steps are taken when a standard threshold shift occurs:

a) Employees not using hearing protectors are fitted with hearing protectors, trained in their use and care, and required to use them;
b) Employees already using hearing protectors are refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary;
c) The employee is referred for a clinical audiological evaluation or an ontological examination, as appropriate, if additional testing is necessary or if the City suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors; and
d) The employee is informed of the need for an ontological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

The form provided as Attachment E is used to document this follow-up process.

If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, the City:

a) Informs the employee of the new audiometric interpretation;
b) Discontinues the required use of hearing protectors for that employee.
c) Lines out the entry on the OSHA 300 Log.

2.2.4 Revised Baseline

An annual audiogram may be substituted for the baseline audiogram when, in the judgment of the audiologist, otolaryngologist or physician who is evaluating the audiogram:

a) The standard threshold shift revealed by the audiogram is persistent; or
b) The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram.

2.2.5 Audiometric Test Requirements

The provider identified at Attachment B has indicated that all testing is performed per the requirements contained in OSHA 29 CFR 1910.95(h).

2.3 Hearing Protectors

2.3.1 Availability

Hearing protectors are available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees. Hearing protectors are replaced as necessary. Attachment F lists the location and type of hearing protectors available.

Employees are allowed to select their hearing protectors from a variety of suitable hearing protectors provided by the City.

Proper fit and correct use of all hearing protectors is discussed during New Employee Orientation, and annually during Hearing Conservation Training.

2.3.2 Use

Hearing protectors are worn by any employee who:

a) Is required by Section 1.0 of this policy to wear personal protective equipment;
b) Has experienced a standard threshold shift.

2.3.3 Hearing Protector Attenuation

The City evaluates hearing protector attenuation in an effort to ensure that protectors attenuate employee exposure at least to an 8-hour time-weighted average of 90 decibels and, for employees who have experienced a standard threshold shift, that hearing protectors attenuate employee exposure to an 8-hour time-weighted average of 85 decibels or below.

2.3.4 Evaluation

The adequacy of hearing protector attenuation is re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation. The City will provide more effective hearing protectors where necessary.

2.4 Training Program

All employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels, are required to participate in this training program.

2.4.1 Scheduling

The training program is repeated annually for each employee included in the hearing conservation program. Information provided in the training is updated to be consistent with changes in protective equipment and work processes.

2.4.2 Content

The training program includes the following information:

a) The effects of noise on hearing;
b) The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care;
c) The purpose of audiometric testing, and an explanation of the test procedures; and,
d) The contents of this Program.

2.5 Access to Information and Training Materials

The City makes available to affected employees or their representatives copies of OSHA 29 CFR 1910.95 as well as any other related materials provided by the Assistant Secretary of Labor as requested*)* and posts a copy of the Standard in the breakroom of the Generation Plant. A copy of 29 CFR 1910.95 is also provided in Attachment D.

The City will provide, upon request, all materials related to the employer's training and education program pertaining to this standard to the Assistant Secretary of Labor and the Director of OSHA.

City of Rochelle Safety Compliance Program	
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2.6 Recordkeeping

2.6.1 Exposure Measurements

An accurate record of all employee exposure measurements is maintained. See attachment A.

2.6.2 Audiometric Tests

The City retains all employee audiometric test records discussed in section 2.2 of this Program electronically and paper copy. Contact HR for copies. Each record includes the following:

a) Name and job classification of the employee;
b) Date of the audiogram;
c) The examiner's name;
d) Date of the last acoustic or exhaustive calibration of the audiometer; and
e) Employee's most recent noise exposure assessment.

Additionally, measurements of the background sound pressure levels in audiometric test rooms are retained.

2.6.3 Hearing Loss

Hearing Loss may be recordable on the injury and illness log (OSHA form 300). See paragraph on Annual Audiograms to make this determination.

2.6.4 Record Retention

a) Noise exposure measurement records are retained for two years.
b) Audiometric test records are retained for the duration of the affected employee's employment plus 30 years.

2.6.5 Access to Records

All records required by this program will be provided upon request to employees, former employees, representatives designated by the individual employee, and the Assistant Secretary. It is understood that the provisions of OSHA 29 CFR 1910.1020 (a)-(e) and (g)-apply to access to records created as a part of this Program.

2.6.6 Transfer of Records

If the City ceases to do business, all records required by this program to be maintained will be transferred to the successor, and the successor's employer must retain them for the remainder of the period prescribed in section 2.6.3 of this Program.

3.0 PROGRAM AUDIT

All personnel audit compliance with this Program on an ongoing basis and any deficiencies should be reported to the Program Coordinator. Annually, the Program Coordinator or his/her designee conducts a formal audit.

City of Rochelle Safety Compliance Program	
Program Name	Occupational Noise Exposure

4.0 REVISION LOG

Date	Revision Number	Description	Initials
2025-07-24	0	Original issue	JJA

Attachment A – Noise Monitoring Results – Sound Level Meter Survey

Time-weighted average noise exposure measurements have been conducted. Noise Level Surveys have been completed at the Generation Plant, Public Works, Electric Operations, and Water and Water Reclamation facilities. The location description, employee tasks, and noise level results are contained in the Noise Level Surveys conducted. The Surveys are kept on file in the Human Resources/Risk Management Department.

Attachment B – Audiogram Provider

Name: Occupational Health Clinic

Address: 900 Petro Drive

Rochelle, IL

Phone: 815.561.1283

Fax: 815.562.6647

Email: occhealth@rcha.net

Attachment C – 14 Hours of Quiet Notice

NOTICE

Hearing tests (audiograms) will be conducted as listed below. You must have 14 hours of "quiet" before you take your hearing test. If you are at work, wear hearing protection prior to your hearing test even if you normally would not. If you are at home prior to your test (or on your way to work), do not expose yourself to any loud noise (music, motorcycles, shooting, etc.) without hearing protection. You will not get a valid test if you are exposed to loud noise.

Date(s) of Testing: _____

Estimated Start Time of Testing: _____

Location of Testing: _____

Person to Contact with Questions Regarding Testing: _____

Date Posted: _____

- Post on Bulletin board(s)
- Copy to Program binder

Attachment D – OSHA 29 CFR 1910.95

(a)
Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in Table G-16 when measured on the A scale of a standard sound level meter at slow response. When noise levels are determined by octave band analysis, the equivalent A-weighted sound level may be determined as follows:

FIGURE G-9 - Equivalent A-Weighted Sound Level

Equivalent sound level contours. Octave band sound pressure levels may be converted to the equivalent A-weighted sound level by plotting them on this graph and noting the A-weighted sound level corresponding to the point of highest penetration into the sound level contours. This equivalent A-weighted sound level, which may differ from the actual A-weighted sound level of the noise, is used to determine exposure limits from Table 1.G-16.

(b)

(b)(1)
When employees are subjected to sound exceeding those listed in Table G-16, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of Table G-16, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.

(b)(2)
If the variations in noise level involve maxima at intervals of 1 second or less, it is to be considered continuous.

TABLE G-16 - PERMISSIBLE NOISE EXPOSURES (1)

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

Footnote (1) When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. If the sum of the following fractions: C(1)/T(1) + C(2)/T(2)
C(n)/T(n) exceeds unity, then, the mixed exposure should be considered to exceed the limit value. Cn indicates the total time of exposure at a specified noise level, and Tn indicates the total time of exposure permitted at that level. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

(c)
"Hearing conservation program."

(c)(1)
The employer shall administer a continuing, effective hearing conservation program, as described in paragraphs (c) through (o) of this section, whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent. For purposes of the hearing conservation program, employee noise exposures shall be computed in accordance with appendix A and Table G-16a, and without regard to any attenuation provided by the use of personal protective equipment.

(c)(2)
For purposes of paragraphs (c) through (n) of this section, an 8-hour time-weighted average of 85 decibels or a dose of fifty percent shall also be referred to as the action level.

(d)
"Monitoring."

(d)(1)
When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, the employer shall develop and implement a monitoring program.

(d)(1)(i)
The sampling strategy shall be designed to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors.

(d)(1)(ii)
Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, the employer shall use representative personal sampling to comply with the monitoring requirements of this paragraph unless the employer can show that area sampling produces equivalent results.

(d)(2)

(d)(2)(i)
All continuous, intermittent and impulsive sound levels from 80 decibels to 130 decibels shall be integrated into the noise measurements.

(d)(2)(ii)
Instruments used to measure employee noise exposure shall be calibrated to ensure measurement accuracy.

(d)(3)
Monitoring shall be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:

(d)(3)(i)

Additional employees may be exposed at or above the action level; or

(d)(3)(ii)
The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements of paragraph (j) of this section.

(e)
"Employee notification." The employer shall notify each employee exposed at or above an 8-hour time-weighted average of 85 decibels of the results of the monitoring.

(f)
"Observation of monitoring." The employer shall provide affected employees or their representatives with an opportunity to observe any noise measurements conducted pursuant to this section.

(g)
"Audiometric testing program."

(g)(1)
The employer shall establish and maintain an audiometric testing program as provided in this paragraph by making audiometric testing available to all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels.

(g)(2)
The program shall be provided at no cost to employees.

(g)(3)
Audiometric tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and checking calibration and proper functioning of the audiometers being used. A technician who operates microprocessor audiometers does not need to be certified. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist, or physician.

(g)(4)
All audiograms obtained pursuant to this section shall meet the requirements of Appendix C: "Audiometric Measuring Instruments."

(g)(5)
"Baseline audiogram."

(g)(5)(i)
Within 6 months of an employee's first exposure at or above the action level, the employer shall establish a valid baseline audiogram against which subsequent audiograms can be compared.

(g)(5)(ii)
"Mobile test van exception." Where mobile test vans are used to meet the audiometric testing obligation, the employer shall obtain a valid baseline audiogram within 1 year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or above the action level, employees shall wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.

(g)(5)(iii)
Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.

(g)(5)(iv)
The employer shall notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.

(g)(6)
"Annual audiogram." At least annually after obtaining the baseline audiogram, the employer shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.

(g)(7)
"Evaluation of audiogram."

(g)(7)(i)
Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift as defined in paragraph (g)(10) of this section has occurred. This comparison may be done by a technician.

(g)(7)(ii)
If the annual audiogram shows that an employee has suffered a standard threshold shift, the employer may obtain a retest within 30 days and consider the results of the retest as the annual audiogram.

(g)(7)(iii)
The audiologist, otolaryngologist, or physician shall review problem audiograms and shall determine whether there is a need for further evaluation. The employer shall provide to the person performing this evaluation the following information:

(g)(7)(iii)(A)
A copy of the requirements for hearing conservation as set forth in paragraphs (c) through (n) of this section;

(g)(7)(iii)(B)
The baseline audiogram and most recent audiogram of the employee to be evaluated;

(g)(7)(iii)(C)
Measurements of background sound pressure levels in the audiometric test room as required in Appendix D: Audiometric Test Rooms.

(g)(7)(iii)(D)
Records of audiometer calibrations required by paragraph (h)(5) of this section.

(g)(8)
"Follow-up procedures."

(g)(8)(i)
If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift as defined in paragraph (g)(10) of this section has occurred, the employee shall be informed of this fact in writing, within 21 days of the determination.

(g)(8)(ii)
Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the employer shall ensure that the following steps are taken when a standard threshold shift occurs:

(g)(8)(ii)(A)
Employees not using hearing protectors shall be fitted with hearing protectors, trained in their use and care, and required to use them.

(g)(8)(ii)(B)
Employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.

(g)(8)(ii)(C)
The employee shall be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the employer suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

(g)(8)(ii)(D)

The employee is informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

(g)(8)(iii)
If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, the employer:

(g)(8)(iii)(A)
Shall inform the employee of the new audiometric interpretation; and

(g)(8)(iii)(B)
May discontinue the required use of hearing protectors for that employee.

(g)(9)
"Revised baseline." An annual audiogram may be substituted for the baseline audiogram when, in the judgment of the audiologist, otolaryngologist or physician who is evaluating the audiogram:

(g)(9)(i)
The standard threshold shift revealed by the audiogram is persistent; or

(g)(9)(ii)
The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram.

(g)(10)
"Standard threshold shift."

(g)(10)(i)
As used in this section, a standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear.

(g)(10)(ii)
In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in Appendix F: "Calculation and Application of Age Correction to Audiograms."

(h)
"Audiometric test requirements."

(h)(1)
Audiometric tests shall be pure tone, air conduction, hearing threshold examinations, with test frequencies including as a minimum 500, 1000, 2000, 3000, 4000, and 6000 Hz. Tests at each frequency shall be taken separately for each ear.

(h)(2)
Audiometric tests shall be conducted with audiometers (including microprocessor audiometers) that meet the specifications of, and are maintained and used in accordance with, American National Standard Specification for Audiometers, S3.6-1969, which is incorporated by reference as specified in Sec. 1910.6.

(h)(3)
Pulsed-tone and self-recording audiometers, if used, shall meet the requirements specified in Appendix C: "Audiometric Measuring Instruments."

(h)(4)
Audiometric examinations shall be administered in a room meeting the requirements listed in Appendix D: "Audiometric Test Rooms."

(h)(5)
"Audiometer calibration."

(h)(5)(i)
The functional operation of the audiometer shall be checked before each day's use by testing a person with known, stable hearing thresholds, and by listening to the audiometer's output to make sure that the output is free from distorted or unwanted sounds. Deviations of 10 decibels or greater require an acoustic calibration.

(h)(5)(ii)
Audiometer calibration shall be checked acoustically at least annually in accordance with Appendix E: "Acoustic Calibration of Audiometers." Test frequencies below 500 Hz and above 6000 Hz may be omitted from this check. Deviations of 15 decibels or greater require an exhaustive calibration.

(h)(5)(iii)
An exhaustive calibration shall be performed at least every two years in accordance with sections 4.1.2; 4.1.3.; 4.1.4.3; 4.2; 4.4.1; 4.4.2; 4.4.3; and 4.5 of the American National Standard Specification for Audiometers, S3.6-1969. Test frequencies below 500 Hz and above 6000 Hz may be omitted from this calibration.

(i)
"Hearing protectors."

(i)(1)
Employers shall make hearing protectors available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees. Hearing protectors shall be replaced as necessary.

(i)(2)
Employers shall ensure that hearing protectors are worn:

(i)(2)(i)

By an employee who is required by paragraph (b)(1) of this section to wear personal protective equipment; and

(i)(2)(ii)
By any employee who is exposed to an 8-hour time-weighted average of 85 decibels or greater, and who:

(i)(2)(ii)(A)
Has not yet had a baseline audiogram established pursuant to paragraph (g)(5)(ii); or

(i)(2)(ii)(B)
Has experienced a standard threshold shift.

(i)(3)
Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by the employer.

(i)(4)
The employer shall provide training in the use and care of all hearing protectors provided to employees.

(i)(5)
The employer shall ensure proper initial fitting and supervise the correct use of all hearing protectors.

(j)
"Hearing protector attenuation."

(j)(1)
The employer shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. The employer shall use one of the evaluation methods described in Appendix B: "Methods for Estimating the Adequacy of Hearing Protection Attenuation."

(j)(2)
Hearing protectors must attenuate employee exposure at least to an 8-hour time-weighted average of 90 decibels as required by paragraph (b) of this section.

(j)(3)
For employees who have experienced a standard threshold shift, hearing protectors must attenuate employee exposure to an 8-hour time-weighted average of 85 decibels or below.

(j)(4)
The adequacy of hearing protector attenuation shall be re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation. The employer shall provide more effective hearing protectors where necessary.

(k)
"Training program."

(k)(1)
The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels, and shall ensure employee participation in such program.

(k)(2)
The training program shall be repeated annually for each employee included in the hearing conservation program. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes.

(k)(3)
The employer shall ensure that each employee is informed of the following:

(k)(3)(i)
The effects of noise on hearing;

(k)(3)(ii)
The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and

(k)(3)(iii)
The purpose of audiometric testing, and an explanation of the test procedures.

(l)
"Access to information and training materials."

(l)(1)
The employer shall make available to affected employees or their representatives copies of this standard and shall also post a copy in the workplace.

(l)(2)
The employer shall provide to affected employees any informational materials pertaining to the standard that are supplied to the employer by the Assistant Secretary.

(l)(3)
The employer shall provide, upon request, all materials related to the employer's training and education program pertaining to this standard to the Assistant Secretary and the Director.

(m)
"Recordkeeping" -

(m)(1)

"Exposure measurements." The employer shall maintain an accurate record of all employee exposure measurements required by paragraph (d) of this section.

(m)(2)
"Audiometric tests."

(m)(2)(i)
The employer shall retain all employee audiometric test records obtained pursuant to paragraph (g) of this section:

(m)(2)(ii)
This record shall include:

(m)(2)(ii)(A)
Name and job classification of the employee;

(m)(2)(ii)(B)
Date of the audiogram;

(m)(2)(ii)(C)
The examiner's name;

(m)(2)(ii)(D)
Date of the last acoustic or exhaustive calibration of the audiometer; and

(m)(2)(ii)(E)
Employee's most recent noise exposure assessment.

(m)(2)(ii)(F)
The employer shall maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

(m)(3)
"Record retention." The employer shall retain records required in this paragraph (m) for at least the following periods.

(m)(3)(i)
Noise exposure measurement records shall be retained for two years.

(m)(3)(ii)
Audiometric test records shall be retained for the duration of the affected employee's employment.

(m)(4)

"Access to records." All records required by this section shall be provided upon request to employees, former employees, representatives designated by the individual employee, and the Assistant Secretary. The provisions of 29 CFR 1910.20 (a)-(e) and (g)-

(m)(4)(i)
apply to access to records under this section.

(m)(5)
"Transfer of records." If the employer ceases to do business, the employer shall transfer to the successor employer all records required to be maintained by this section, and the successor employer shall retain them for the remainder of the period prescribed in paragraph (m)(3) of this section.

(n)
"Appendices."

(n)(1)
Appendices A, B, C, D, and E to this section are incorporated as part of this section and the contents of these appendices are mandatory.

(n)(2)
Appendices F and G to this section are informational and are not intended to create any additional obligations not otherwise imposed or to detract from any existing obligations.

(o)
"Exemptions." Paragraphs (c) through (n) of this section shall not apply to employers engaged in oil and gas well drilling and servicing operations.

(p)
"Startup date. "Baseline audiograms required by paragraph (g) of this section shall be completed by March 1, 1984.

Attachment E – STS Follow-Up Form

Documentation of Follow-up after a Confirmed Standard Threshold Shift

Employee Name: _____ Date: _____

1. Does the employee wear hearing protection at work? ❑ Yes ❑ No
   a) Refitted? ❑ Yes ❑ No
   b) Trained? ❑ Yes ❑ No
   c) Required to wear hearing protection? ❑ Yes ❑ No
2. Do hearing protectors have a Noise Reduction Rating (NRR) to protect against the level of noise exposure? ❑ Yes ❑ No

   NRR: _____ Noise Exposure: _____
3. Was employee referred for an evaluation? ❑ Yes ❑ No

Person completing form with employee:

_____ _____

Printed Name Signature

Employee Signature: _____

Attachment F – Hearing Protectors

Department/Location	Description	NRR
Citywide	Corded and Uncorded single-use foam earplugs	33 dB
Citywide	Earmuffs	26 dB

City of Rochelle
Attachment G – Training Session Documentation Form

G-1

Course Name: ***Hearing Conservation***

Course Date(s): _____ Start Time: _____ End Time: _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: *Fehr Graham*

Location of Training: _____

Detailed Outline of Course Content:

The effects of noise on hearing; the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; the purpose of audiometric testing, and an explanation of the test procedures; and how to obtain a copy of the Standard.

Participants:

Name	***Signature***	**Department/Job Title**	**Water/WW Operator # (if applicable)**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Attachment H –
Employee Notification of Hygiene Sampling Results H-1

Employee Name:	Employee ID#:
Employee Job Title:	Sampling Date:
Task Performed:	
Collected by:	Firm: Fehr Graham
Analysis Performed by:	
Filter Media:	Exp. Date:
Supplied by:	

Thank you for your participation in the industrial hygiene survey that was conducted in your work area. The personal sampling device that you wore collected exposure data in your work area. Analysis of the collected data produced the following results:

Dosimeter Serial Number	Time (min)	LZ Peak (dB)	TWA 8-HR (dB)	OSHA Noise Action Level (dBA)	OSHA PEL (dBA)

The Occupational Safety & Health Administration (OSHA) establishes a Permissible Exposure Limit (PEL) for physical agents, such as noise, that are known to cause adverse health effects. These exposure limits, enforceable by OSHA, are regulatory limits with which employers must meet compliance. The 8-hour, time-weighted-average PEL for physical agents represents exposure levels to which workers may be repeatedly exposed for eight (8) hours per day, forty (40) hours per week, with minimal risk for experiencing adverse chronic health effects. The PEL for noise, averaged over an eight-hour period, is 90 decibels (dB).
OSHA has also established an Action Level for occupational noise exposure. A Hearing Conservation Program is required whenever employee noise exposure equals or exceeds the Action Level. For a standard 8-hour shift, the TWA Action Level is 85 dB.

Please contact management if you have any additional questions or concerns regarding these results.

Employee acknowledgement:

I have received a copy of this summary of the results of my personal monitoring results and have had an opportunity to ask questions regarding the results.

Review Date:	Comments:
Employee Print Name:	
Signature:	
Supervisor/Management Print Name:	
Management Signature:	

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Injury and Illness Prevention Program and OSHA Recordkeeping

OSHA 29 CFR 1904
OSHA Publication 3885

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM			
Program Name	Injury and Illness Prevention Program and OSHA Recordkeeping		
Regulatory Reference	OSHA 29 CFR 1901, OSHA Recommended Practices for Safety and Health Programs - OSHA Publication 3885		
Date Created	August 13, 2025		
Latest Revision	--	**Latest Review**	--
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

Program Contents

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Attachments

Attachment A - Management Leadership
Attachment B - Worker Participation
Attachment C - Hazard Identification and Assessment
Attachment D - Hazard Prevention and Control
Attachment E – Education And Training
Attachment F - Near Miss Incident Investigation

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Injury and Illness Prevention Program and OSHA Recordkeeping

1.0 COMPANY SAFETY POLICY STATEMENT

It is the policy of City of Rochelle that injury and illness prevention be considered of primary importance in all phases of operations and administration. It is the intention of the City to provide safe and healthy working conditions for their employees, and to establish and insist upon safe practices from everyone at all times.

The prevention of injury and illness is an objective affecting all areas of the City of Rochelle and its activities. For this reason, it is a requirement that each supervisor/department head make the safety of City of Rochelle employees an integral part of their daily duties. It is equally the duty of each employee to accept and follow the safety regulations and procedures set forth by the City.

Every effort will be made to provide adequate training for all employees, however; if an employee is ever in doubt on how to do a job safely, it is their duty to ask a supervisor/department head for assistance.

All employees are expected to assist in the prevention of injuries and illnesses by taking responsibility of housekeeping duties in and around the workplace, reporting unsafe working conditions, assisting fellow employees when asked to do so and following proper guidelines and training in general safe work practices as well as pertaining to individual tasks.

Any injury that occurs on the job, even if an employee feels it is very minor (slight cut, strain, etc.) must be reported to a supervisor/department head as soon as possible. In no circumstance, except in an emergency, should an employee leave work without reporting that an injury has occurred.

Please work safely, it's best for everyone!

_____

(signature of program coordinator)

_____

(date)

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Injury and Illness Prevention Program

2.0 SCOPE

This injury and illness prevention program applies to all employees, contractors, and temporary personnel performing work for the City. It covers all tasks and operations where workplace hazards may exist, including hazard identification, prevention, training, and incident reporting, and applies during both routine and emergency activities.

This OSHA Recordkeeping program applies to all City operations subject to 29 CFR Part 1904. It includes the recording, reporting, and posting of all work-related injuries and illnesses, as well as the maintenance of OSHA-required forms and records, for all covered employees at every work location.

3.0 MANAGEMENT COMMITMENT AND ASSIGNMENT OF RESPONSIBILITIES

The City of Rochelle shall maintain a log, supplementary record, and summary of all recordable cases. Each recordable injury or illness shall be entered within seven (7) calendar days after receiving notification of the occurrence. For this purpose, the OSHA 300 log and the 301 forms (or equivalent) shall be used.

The following requirements are necessary to maintain and retain the occupational injury and illness log and supplementary report:

- Maintain a copy of the log and report for each place of employment.
- Update the log within seven days after being informed of the injury or illness.
- Conduct accident/illness (incident) investigations.
- Post the annual summary (300 A) from February 1 to April 30 each year.
- Keep the records for five years plus the current calendar year.
- Make the log and reports available to every employee.
- Report any catastrophic incident within 8 hours to OSHA.
- Develop a procedure for employees to report all accidents and illnesses and train them on the procedure.

For compliance with OSHA recordkeeping, management must:

- Preserve and maintain accurate medical and exposure records for each employee.
- Inform workers of the existence, location, and availability of those medical and exposure records.
- Give employees any informational material regarding this standard that OSHA makes available to you. Make records available to employees, their designated representatives, and to OSHA, as required.
- Make records available to employees, their designated representatives, and to OSHA, as required.

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Injury and Illness Prevention Program

3.1 Safety Goal

3.1.1 Management Commitment

The City of Rochelle accepts the responsibility for leadership of the injury and illness prevention program, not only for its effectiveness and improvement, but to help provide the safeguards required to ensure safe working conditions.

Supervisors/Department Heads are responsible for having a proper attitude toward safety and health, and in helping to develop the same attitude in those they supervise. They are also responsible for ensuring all operations are performed with highest regard to the safety and health of all personnel.

City of Rochelle Management personnel are responsible for, but not limited to:

- Developing safety policies, programs and procedures.
- Developing a thorough understanding of applicable compliance regulations.
- Implementing an effective training program covering hazards essential to all job tasks and those unique to each worker they supervise.
- Scheduling and conducting regular safety training meetings with all employees.
- Providing necessary Personal Protective Equipment (PPE) and instructions for use and care.
- Developing and implementing safe operating rules for use of mechanical and electrical equipment consistent with regulations and manufacturer requirements.
- Ensuring all hazardous chemicals are labeled and stored properly in appropriate containers.
- Conducting scheduled and unscheduled inspections to identify and correct hazards, as well as unsafe working conditions.
- Maintaining documentation pertaining to training, periodic inspections, reported hazards and corrective actions.

3.1.2. Employee Commitment

Every employer is required to provide a safe and healthy workplace for their employees. The City of Rochelle is committed to fulfilling this requirement and considers it one of the highest priorities. However; since the City cannot anticipate every workplace hazard, it is the responsibility of every employee to assist in making it a success.

City of Rochelle employees are responsible for, but not limited to:

- Focusing on awareness of their safety and work environment at all times.
- Studying the guidelines outlined in this program.
- Discussing unsafe or hazardous workplace concerns with management.
- Attending required company training and safety meetings.
- Maintaining a clean and clutter-free work area:
  - Ensuring exit doors are not blocked;
  - Keeping aisles and stairways clear of debris;
  - Abstain from storing items near electrical panels or emergency equipment such as fire extinguishers;

- Do not store items on top of cabinets, lockers, or other high places; and
- Spills should be contained and wiped up promptly

» Wearing proper personal protective equipment required for tasks performed.
» Following proper electrical and mechanical guidelines when using or maintaining equipment.
» Understanding the hazards of chemicals you are working with.
» Knowing proper procedures for emergency situations and the locations of evacuation meeting points and shelters.
» Using proper lifting techniques and guidelines. Asking for help when lifting or moving a heavy object.
» Ensuring the use of personal equipment such as fans, heaters, coffee pots, radios have been approved by a supervisor/department head before use and following the proper guidelines when using.
» Participating in accident investigations when/if necessary.
» Accepting responsibility for the safety of others.
» When using tools or items such as scissors, staplers, letter openers, etc. they are used for intended purposes only and not be misused as hammers, screw drivers, pry bars, etc. Misuse can cause damage to the equipment and possible injury to the user or fellow employees.
» Contact your supervisor/department head if you ever feel you are not adequately trained for a task or if you feel a task is unsafe.

4.0 SAFETY COMMUNICATION SYSTEM

4.1 Open Communication

City of Rochelle recognizes that lateral communication between all personnel regarding safety and health issues is essential to minimizing injuries and illnesses. All employee's suggestions are considered important, and we encourage everyone to actively participate in the Injury and Illness Prevention Program.

4.2 Employee Safety Suggestions

Employees are encouraged to express safety concerns or suggestions at any time. This can be done through participation in safety meetings, or private discussions with a supervisor/department or the Safety Coordinator.

All suggestions will be reviewed and taken seriously.

4.3 Safety Meetings

The City of Rochelle has periodic safety meetings to communicate safety information related to changes in employee job tasks, the work environment, or the company as a whole. The format of most meetings will be to review work hazards, workplace incidents, safety data sheets, and how changes will affect employees.

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Injury and Illness Prevention Program

Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety effectiveness. Employee attendance will be considered mandatory and a roster will be accompanied for employee signatures. Documentation used for the meeting will be filed and available either at the time of the meeting or as requested.

Each month supervisors /department heads will review a safety topic with their employees. The content for this topic may be information regarding a portion of the injury and illness prevention program, or changes/additions to job tasks or any other safety related topics.

4.4 Medical and Exposure Record Access

Access means the right to examine and copy medical and exposure records. As an employee, you have the right to access exposure and medical records and analyses based on these records that concern your employment. An employer must permit employees and, in certain circumstances their designated representatives, to access exposure and medical records relevant to the employee, free of charge, within a reasonable period of time. As an employee, you and your designated representatives may access your medical and exposure records in one of three ways:

a. The employer may give you a copy of the document, or
b. The employer may provide facilities for you to copy the document, or
c. The employer may loan you the document to copy it offsite.

Employees may access any employee exposure records that show the measuring/monitoring of the employee's own exposure to a toxic substance or harmful physical agent. If the employer does not have any records specific to a certain employee, the employee may review the measuring/monitoring exposure records for an employee in a similar job with similar tasks. Employee exposure records include the following:

- Monitoring results of workplace air or measurements of tox substances or harmful physical agents in the workplace, including personal, area, grab, wipe or other forms of sampling results.
- Biological monitoring results, such as blood or urine test results.
- SDSs containing information about a substance's hazards to human health.

Employees may also access any employee medical records concerning their health status and that were created or maintained by a physician, nurse, health care professional, or technician. Employee medical records include the following:

- Medical and employment questionnaires and histories.
- Results of medical examinations and laboratory tests.
- Medical opinions, diagnoses, progress notes, and recommendations.
- First-Aid Records.
- Descriptions of treatments and prescriptions.
- Employee medical complaints.

5.0 ASSURING COMPLIANCE WITH SAFE WORK PRACTICES

5.1 Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

- That the success of the City of Rochelle's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the company.
- Employee's immediate supervisor/department head will review safe work procedures unique to an individual's job task(s), and how safe work procedures protect against the risks and dangers.
- Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- Each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors/Department Heads are key figures in making the City of Rochelle's injury and illness prevention program a success and are responsible for ensuring the safety and health of their employees. They will do so by implementing the injury and illness prevention program, especially as it relates directly to the workplace. They will be familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of the hazards and the rules and procedures for maintaining a safe workplace. Supervisors/Department heads will relay this information to employees and will investigate accidents according to accident investigation policies contained in this manual.

5.2 Employee Training

Teaching safety is a two-way street. The City can preach safety, but only employees can practice safety by putting the training they received into action.

Meetings to discuss components of the injury and illness prevention program, along with discussions on general safety rules/suggestions, or rules pertaining to specific safety.

The following general rules apply to everyone and in all situations:

- No employee should undertake a job that appears to be unsafe.
- No employee is expected to undertake a job until he/she has received adequate safety instructions and is authorized to perform the task.
- No employee should use chemicals without fully understanding their physical and health hazards and without the knowledge required to work safely with the specific chemicals required for their job.
- Mechanical and electrical safeguards must be kept in place.
- Employees must report any unsafe conditions to a supervisor/department head.
- Any work-related injury or illness must be reported to a supervisor/ department head.

- Personal protective equipment must be used when and where required, and all equipment maintained.

There are times that retraining may be needed. Below are possible scenarios in which re-training should occur:

- High turnover.
- An increase in near misses which could have resulted in injuries or illnesses.
- An increase in reported injuries or illness incidences.
- Expansion of operation.

5.3 Employee Responsibility in Accident Prevention

Each employee has a personal responsibility to their family, friends, fellow workers and their employer to prevent accidents. Employees are expected to follow safe practice rules relating to their work tasks and the work tasks of others to avoid such situations.

Your responsibilities include the following:

- Incorporating safety into every job task. No job is done efficiently unless it is done safely.
- Knowing that violations of safety rules may result in disciplinary action.
- Reporting all injuries immediately, no matter how slight you feel the injury may be.
- Cautioning fellow workers when they perform unsafe acts.
- Not taking chances.
- Asking questions when there is any doubt concerning safety.
- Not tampering with anything you do not understand.
- Reporting all unsafe conditions or equipment to your supervisor/department head immediately.

5.4 Safety Rules for All Employees

It is the policy of the City of Rochelle that action is taken to protect you from accidents, injuries and/or occupational diseases while on the job whenever feasible. Safety is a cooperative effort requiring an ever-present safety consciousness on the part of every employee.

If an employee is injured, action must be taken promptly to see that the employee receives adequate treatment. No one wants to have a fellow co-worker injured by an accident. Therefore; all operations must be planned out in advance to prevent accidents.

To carry out this policy, the following rules will apply:

- All employees shall follow the safe practices and rules contained in this program and such other programs and practices of the City.
- All employees shall report all unsafe conditions or practices to their immediate supervisor/department head.

- Supervisors/department heads must implement these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe workplace and safe work habits.
- Good housekeeping must be practiced at all times.
- Suitable personal protective equipment will be worn (i.e.: hardhats, respirators, eye protection, safety shoes) for tasks that require it.
- All employees will participate in safety meetings provided by the company and those provided by their supervisor or department head.
- Any employees operating powered industrial equipment will be trained accordingly and will follow operating guidelines.
- When lifting heavy objects, employees should use safe lifting practices. If an object is too awkward or heavy, ask for assistance.
- Employees will verify that all guards and other protective devices are in place and properly adjusted prior to performing any work. Deficiencies found must be reported promptly to a supervisor/department head.
- Employees shall not handle or tamper with any electrical equipment, machinery, or air/water lines in a manner not within the scope of their duties. Only employees that have received specific instruction and training are allowed to perform these tasks.
- There will be no consumption of alcohol or illicit drugs on City premises or work sites.
- Anyone under the influence of intoxicating alcohol or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job.
- No one shall be permitted to work if their ability or alertness is so impaired by fatigue, illness or other causes that it might expose the employee or others to injury.
- Horseplay, scuffling and any other acts which tend to have an adverse influence on safety or wellbeing of other employees are prohibited.
- All injuries must be reported to a supervisor/department head so that arrangements can be made to ensure proper first aid or medical treatment.

6.0 INSPECTIONS AND EVALUATIONS

6.1 Hazard Identification and Correction

The City of Rochelle's injury and illness prevention program is put in place to identify and assess workplace hazards so they can be corrected in a timely matter. Safety is everyone's responsibility and when taken seriously it will help to reduce injuries and illnesses, and in some cases save lives.

6.2 Workplace Inspections

Workplace inspections will be conducted by a supervisor/department head.

If deficiencies are found during an inspection the Program Coordinator will assess the severity of the hazards identified. Hazards that can be corrected immediately will be. Hazards that cannot be corrected immediately will be ranked according to severity. Priorities will be determined and the progress of correction will be tracked.

Daily work area inspections are to be performed by employees to ensure proper safety and health guidelines are being followed. Should any significant hazards or concerns stem from this inspection, the employee should notify their supervisor/ department head.

Besides scheduled inspections the Department Designee is responsible for conducting safety inspections anytime conditions change, or a new process or procedure is implemented.
Observation of any unsafe conditions can be communicated through written documentation. All communications will identify the hazard, job task or workplace adjustments needed to avoid danger until the hazard can be corrected. Should an employee be unclear or unsure of the significance of the written communication, a supervisor/department head should be contacted so that they can review the document with the employee and plan actions accordingly before starting the task. It is better to wait and fully understand what is being communicated, than to proceed and possibly cause an injury to yourself or others.

7.0 INCIDENT INVESTIGATION

Incident investigation is an essential element of the Injury and Illness Prevention Program. The purpose of the investigation is to determine what factors, conditions, and/or work practices contributed to the event, so that appropriate action can be taken to prevent a recurrence. Minor or “near miss” incidents will be investigated because they are a warning sign of a potential hazard.

To ensure that meaningful data will be obtained, all management personnel should be familiar with the investigation process. In particular, each supervisor/department head should be well versed in the procedures, as well as being the key person in the incident investigation.

All incidents or “near miss” will be investigated by the City of Rochelle. The investigation will be documented on the Report of Injury or Exposure Form. The Employee’s Report of Injury or Exposure will be completed by the employee.

Below are the basic rules for an injury and illness investigation:

- Finding the cause of injury is the purpose of an investigation, not finding who is at fault. An unbiased approach is necessary to obtain objective findings.
- Visit the scene of the incident as soon as possible (when it is safe to do so) to get important details from witnesses while the information is fresh in their minds.
- If possible, interview the injured employee at the scene.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the injury and illness even if they did not witness it.
- Consider taking signed statements in certain cases where facts are unclear or there is disagreement about the facts.
- Use graphics to document details such as sketches, diagrams, and photos. Measurements are also a good idea when/where appropriate.
- If a third party or defective product contributed to the injury, save the evidence. It could be critical to the recovery of claim costs.

- Focus on the causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented.
- Determine what caused the incident itself, not just the injury to determine control necessary to prevent a recurrence.
- Additional safety training may be needed and should be scheduled accordingly.
- Always include an action plan.

Serious injuries, illnesses, or death of an employee **must** be reported to OSHA within **8 hours of the incident.** Serious injury or illness means that which requires:

- Inpatient hospitalization for more than 24 hours for reasons other than observation;
- A loss of any member of the body; or
- Any serious degree of permanent disfigurement.

8.0 CORRECTIVE ACTION PROCESS

All City of Rochelle employees are responsible for conducting safety inspections of their work environment on a daily basis and for reporting any violations to a supervisor/department head.

When a hazard has been identified, the following process will occur:

- The supervisor/department head for the area in which the hazard was reported, will notify/ report the hazard in writing to their manager and the maintenance department.
- If possible, maintenance personnel will correct the hazard immediately. If the hazard cannot be corrected immediately, maintenance personnel will create a work plan for correcting the hazard, including correction steps and an estimated time of completion.
- Once corrected, the supervisor/department head, their manager, and maintenance personnel will conduct an inspection to approve the corrective method. If agreed upon, all three (3) parties will sign the Corrective Action Form, and the form will be filed accordingly.

9.0 SAFETY RECORDKEEPING AND DOCUMENTATION

City of Rochelle maintains and files the following safety and injury illness documents:

- Employee training
- Safety meetings
- Facility Inspections in house or outside resource
- Injury/Illness investigations
- Employee/Employer claim forms
- OSHA-required forms (OSHA 300)
- Disciplinary actions

Every year, a summary of all reported injuries and illnesses will be posted no later than February 1, for one month, until March 1, on the OSHA 300 log.

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Injury and Illness Prevention Program

A city executive must certify that he/she has examined the OSHA 300 Log, and that he/she reasonably believes, based on his/her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

10.0 DISCIPLINARY PROCEDURES FOR SAFETY VIOLATIONS

The success of City of Rochelle's Injury and Illness Prevention Program is dependent upon the willing participation of its employees. Accident prevention is the key goal of this program. Our City has established certain safety rules and processes designed to prevent accidents and injuries. Compliance with these rules is mandatory.

11.0 REVISION LOG

Date	Revision Number	Description	Initials
2025-08-15	0	Original Issue	JJA

Attachment A – City of Rochelle Management Leadership

The following specific activities are undertaken in support of the Management Leadership element of our Injury and Illness Prevention Program.

Activity	How Implemented
Establishing responsibilities of managers, supervisors, and employees for safety and health in the workplace and holding them accountable for carrying out those responsibilities;	• A Safety and Health Policy has been developed to project that our commitment to providing a safe and healthful workplace is a core organizational value. • Regularly communicate and coach workers to value their own safety and the safety of others. • Each manager's safety performance is evaluated annually. • Periodic facility safety audits are completed by a safety consultant. Results are reported to our Safety Coordinator and department managers.
Leading by influence and example, through comparing and benchmarking safety performance through direct discussions with our employees, through peer visits to other facilities, participation through active inquiry about industry practices.	• Consistently adhere to our safety policies. • Consider safety and health in all business decisions. • Highly visible to the workers they lead. • Inclusive of other workers in leadership activities. • Responsive to workers' safety-related requests, listening and evaluating worker recommendations for safety program improvement.
Receiving and responding to reports about workplace safety and health conditions and, where appropriate, to initiate corrective action. The Safety Coordinator will be accountable for this effort.	• Encourage reporting injuries without retaliation. • Encourage and value all suggestions about safety improvement. • Participate in hazard and mishap investigations.

Attachment A – City of Rochelle Management Leadership

Activity	How Implemented
Providing managers, supervisors, and employees with authority, access to relevant information, training, and resources they need to carry out their safety and health responsibilities.	• Adopt the most recent edition of the APPA Safety Manual • Maintain written safety compliance programs such as: » Control of Hazardous Energy (Lockout Tag Out - LOTO). » Hearing Conservation » Excavation » Confined Space Entry » Respiratory Protection » Bloodborne Pathogens » Fire Prevention Program » Hazard Communication (SDS) » Personal Protective Equipment (PPE) including fire-rated clothing » Fall Protection • Evaluate and implement technology, software, and other methods that ensure effective and efficient communication. • Ensure that leaders are empowered to make decisions affecting safety within their department. • Assist workers in obtaining funding for education, training, and equipment as budgets and priorities allow. • Ensure that best practices are communicated throughout our workforce. • Complete periodic assessment and training on electrical arc flash hazards, traffic control, power operated lift truck operation, fire extinguisher use, CPR and first aid, machine guarding, random drug and alcohol testing, and fitness for duty procedures.

Attachment B – City of Rochelle I2P2 Worker Participation

The following specific activities are undertaken in support of the Employee Participation element of the Injury and Illness Prevention Program.

The City safeguards employee participation in this program by encouraging employee feedback, valuing participation in making recommendations about fatalities, injuries, illnesses, incidents, or hazards in the workplace. We encourage employees to otherwise participate in the workplace safety and health program.

Activity	How Implemented
Regularly communicating with employees about workplace safety and health matters;	» Employees participate in meetings with leaders to review status of safety in their job and work area. » Leaders listen to recommendations and are accountable to follow-up with actions taken as a result of shop talks and discussions.
Providing employees with access to information relevant to the program;	» Workers are accountable to know how to locate safety policies, written programs, forms, and Safety Data Sheets applicable to their jobs. » Leaders ensure that all applicable documentation is accessible to every worker through email or hard copies when requested.
Providing ways for employees to become involved in hazard identification and assessment, prioritizing hazards, training, and program evaluation;	» Workers recognize and prevent hazards from occurring on a daily basis through job briefings using a form provided by the City. An open discussion is conducted to ensure that any concerns are addressed and that each task is performed in a safe manner. » Workers participate in safety walkthrough visits with leaders or safety business partners. » Leaders ensure that workers have the education and training to recognize, report, and correct hazards.
Establishing a way for employees to report job-related fatalities, injuries, illnesses, incidents, and hazards promptly and to make recommendations about appropriate ways to control those hazards	» Leaders develop injury and illness reporting procedures and fit-for-duty processes, and encourage worker participation in the reporting process, without retaliation. » Workers inform leaders of injuries, illnesses, and fitness for duty concerns. » Leaders provide a process for workers to employ in reporting hazards.
Providing prompt responses to such reports and recommendations.	» Leaders and workers together assess and prioritize hazard correction and prevention based on risk assessments. » Leaders provide resources for hazard correction.

Attachment C – Hazard Identification and Assessment

The following specific activities are undertaken by the City in support of the Hazard Identification and Assessment element of the Injury and Illness Prevention Program.

Activity	How Implemented
Hazard Assessment	Any hazards identified or reported by any employee are investigated by department managers and supervisors and approached from a risk assessment standpoint to determine and apply prompt corrective action.

Attachment D – Hazard Prevention and Control

The following specific activities are undertaken by the City in support of the Hazard Prevention and Control element of the Injury and Illness Prevention Program.

Activity	How Implemented
Ex. Job briefing	Workers conduct job briefings using a specific form. An open discussion is conducted to ensure that any concerns are addressed and that each task is performed in a safe manner.

Attachment E – Education and Training

The following specific activities are undertaken in support of the Education and Training element of the Injury and Illness Prevention Program.

Activity	How Implemented
New Employee Orientation	Provided for all newly assigned employees within 30 days of hiring.
Monthly Safety Compliance Training	All employees are scheduled to attend monthly trainings which encompass Illinois Department of Labor safety and health programs. A makeup session is provided through video-recording for new employees or anyone unable to attend.
First Aid/CPR/AED Training	All workers are provided an opportunity to participate in a certified American Heart Association Heartsaver First Aid/CPR/AED course.
Excavation Competent Person	Select individuals are provided this training to ensure that safe excavation work is conducted.
Powered Industrial Vehicles	Select individuals are provided this training to ensure that forklift-type equipment is operated properly.
Mobile Elevating Work Platforms (MEWPs)	Select individuals are provided this training to ensure that MEWPs are operated properly.
Fire Extinguishers	Training is provided at least once for each employee who is expected to operate a fire extinguisher.
Electrical Arc Flash	An electrical arc flash evaluation was completed on the electric distribution system and training provided to employees and supervisors exposed to distribution system electrical arc flash hazards.
Work Zone Safety	Employees responsible for working in traffic are trained on the application of the Manual for Uniform Traffic Control Devices (MUTCD) every five years, nominal.

Attachment F - Safety Coordinator's Near Miss Incident Investigation

F-1

Date and Time of Incident: Dept.: Shift:

Employee(s) Involved:

Exact location of incident:

Witness(es):

Describe in detail what happened.

Describe the potential injury and/or property damage (Check Near Miss Category on reverse side).

What was the cause of the incident (Check Cause(s) on reverse side and comment here)?

What should be done and by whom to prevent recurrence of this type of incident?

What action are you taking to see that this is done?

Supervisor's Signature _____Date of Report _____

Attachment F - Safety Coordinator's Near Miss Incident Investigation

Near Miss Category:

- ☐ Potential for Injury
- ☐ Potential for Property Damage
- ☐ Potential for Both Injury and Property Damage

Incident Cause Analysis:

Environmental

- ☐ Inadequate Safeguards – lack of handling or safety devices; unsafe design; unguarded equipment
- ☐ Improper or Defective Equipment – poorly maintained; worn, cracked, broken, rough, slippery agencies.
- ☐ Hazards of Location – poor layout; congestion; insufficient space for storage; poor lighting; etc.
- ☐ Poor Housekeeping
- ☐ Other -

Personal

- ☐ Physical Conditions – emotional upset; fatigue; intoxication; illness; poor vision; strength; etc.
- ☐ Lack of Skill or Knowledge – improper/no training; inexperienced; uninformed; unaware; etc.
- ☐ Adequate Skill or Knowledge but Failure to Execute – chance taking; unauthorized or unnecessary use of equipment or tools; failure to use control devices; deliberately making safety or control devices ineffective; failure to do what should have been done.
- ☐ Improper Apparel – not using required or suggested personal protective equipment; improper attire (unrestrained hair; long loose sleeves; torn clothing; etc.)
- ☐ Other - _____

Rochelle Safety Coordinator_____ Date _____

Comments:_____

Note: From the Director's report you should be able to write a short and concise statement on who was involved, what equipment or tools were involved, how, where and why the incident occurred and whether or not the corrective action is adequate enough to prevent recurrence.

This information should be shared with all workers to prevent recurrence of similar incidents in other areas.

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Hot Work Safety

OSHA 29 CFR 1910.52

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program			
Program Name	Hot Work Program		
Regulatory Reference	OSHA 29 CFR 1910.252		
Date Created	June 20, 2025		
Latest Revision	--	**Latest Review**	--
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

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Attachments

Attachment A- Definitions
Attachment B- Hot Work Permit
Attachment C- Authorized Employees
Attachment D- Training Roster
Attachment E- Hot Work Quiz
Attachment F- Hot Work 35-Foot Rule Explained

City of Rochelle Safety Compliance Program	
Program Name	Hot Work Program

1.0 OBJECTIVE

Managing hot work and minimizing the risk of property loss caused by hot work activities involves educating management, employees, and contractors about the causes of hot work fires and explosions and the factors that make them severe. Management, employees, and contractors must accept full responsibility for controlling hot work operations. A hot work program is only effective if it is properly maintained, continuously reviewed and updated as needed.

Many hot work operations are contracted including, but not limited to, grinding, cutting, welding, joint soldering, thawing pipe, paint removal, re-roofing, etc. The tendency is to relax rigid procedures for contractors assuming they know their jobs and how to perform them safely. This practice has proved devastating as more than 50% of hot work-related accidents are caused by contractors.

Hot work process management and loss prevention consists of minimizing combustibles (fuel) near the hot work operation, providing vigilance during and after the operation, and communicating the operation to employees and contractors effectively.

2.0 SCOPE

The objective of the hot work guidance document is to prevent occupational injuries and property losses by educating associates and creating a uniform standard for the application and performance of temporary hot work operations at City of Rochelle facilities.

This program is provided as a summary of the following national standards and regulations:

- NFPA 51B: Fire Prevention during Welding, Cutting, and Other Hot Work.
- 29 CFR 1910.252: Welding, Cutting, and Brazing General Requirements (Fire prevention and protection).
- 1910.146(f)(14) Confined Space.

The hot work program provides the minimum requirements for implementing an effective program to manage temporary hot work operations. City of Rochelle believes that all occupational injuries and property losses caused by hot work as an ignition source are preventable. The hot work program has two major components:

- Operations and maintenance;
- Hot work permit systems and Attachment B – Hot Work Permit.

3.0 TRAINING

Only those listed in Attachment C whose job duties are involved in Hot Work shall be covered under this program. Employees who may be expected to perform hot work operations shall be instructed in the provisions of this program and annually have refresher training.

Training shall include:

- Responsibilities for conducting hot work operations.
- Where hot work is authorized to be conducted.
- City of Rochelle Hot Work Safety policy.

- Hot work permit system and Attachment B – Hot Work Permit.
- Procedures for fire watch.
- Procedure for conducting hot work operations.
- Quizzed on understanding of the hot work system

See the following forms to assist in Hot Work training:

- Attachment D – Hot Work Training Roster
- Attachment E – Hot Work Quiz
- Attachment F – Hot Work 35-foot Rule Explained

4.0 RESPONSIBILITIES

4.1 Management

- Shall be responsible for the safe operation of hot work activity.
- Management shall establish permissible areas for hot work.
- Management shall designate a permit-authorizing individual (PAI).
- Management shall ensure that only approved apparatus, such as torches, manifolds, regulators or pressure reducing valves, be used.
- Management shall ensure that all individuals involved in hot work operations, including contractors, are familiar with the provisions of this program, and have received training on the hot work process.

4.2 Permit Authorizing Individual (PAI)

In conjunction with management, the PAI shall be responsible for the safe operation of hot work activities.

- The PAI shall evaluate all hot work locations to determine potential fire hazards and hazardous processes likely to be present in the work location.
- Verify that the protection of combustibles from ignition can be met.
- Verify that fire protection equipment is located at the hot work site.
- See that a fire watch is set up where needed.
- Issue hot work permit after verification of above criteria and cancel upon completion of the hot work activity.

4.3 Hot Work Operator

- Shall be familiar with this program and receive training on the hot work process.
- Shall have the PAI's approval prior to starting hot work activities.
- Shall cease hot work activities and notify management if unsafe conditions develop.

4.4 Fire Watch

- Ensure that safe conditions are maintained during hot work activities.
- Will stop hot work activities if unsafe conditions develop.

- Have fire-extinguishing equipment readily available and be trained on its use.
- Shall watch for fires in all exposed areas and try to extinguish them only when they are within the capacity of the available equipment.

5.0 HOT WORK LOCATIONS

5.1 Permissible Areas

Hot work shall be allowed only in areas that are or have been made fire safe. Hot work shall be performed in either designated areas or permit required areas.

Designated Areas – A specific area designed or approved for hot work, such as a maintenance shop or a detached outside location that is of noncombustible or fire-resistive construction, essentially free of combustible and flammable contents, and suitably segregated from adjacent areas.

Permit-Required Areas – An area that is made fire safe by removing or protecting combustibles from ignition sources.

5.2 Non-Permissible Areas

Hot work shall not be allowed in any of the following locations under any circumstances:

- Any area not authorized by management.
- In sprinklered buildings while such protection is impaired.
- In the presence of explosive atmospheres or where explosive atmospheres can develop.
- Inside uncleaned or improperly prepared drums, tanks, or other containers and equipment that have previously contained flammable gases, vapors, liquids, or dusts.

6.0 HOT WORK POLICY AND PROCEDURES

Hot work may only be performed if no other suitable (or safer) means can be found to produce the desired result.

Consider the alternatives to hot work during the planning stage of the project rather than as a last-minute change. Hot work should be authorized as a last resort. Some alternatives to hot work include:

- Bolting mechanical clamps instead of welding
- Hydraulic shears or reciprocal saw, rather than torch or radial saw cutting
- Threaded final pipe or tube connections versus torch soldered joints
- Roof covering system that is not torch applied
- Hand filing instead of mechanical grinding

No other safe location can be found to do the hot work and the person(s) doing the hot work is knowledgeable in the safe hot work operations and have complied with the permitting process including all precautions and required follow-up actions.

City of Rochelle Safety Compliance Program	
Program Name	Hot Work Program

6.1 Hot Work Permit Procedure

The following procedure shall be used when it has been determined that work will include temporary hot work operations.

1. Once it has been determined that hot work is necessary, the PAI confirms the permit's checklist of precautions have been taken. See the example hot work permit (Attachment B). This should include:
   - Sprinkler protection, if provided, is in service and fully operational.
   - Hot work equipment to be used is in satisfactory operating condition and good repair. Contractor's equipment should be inspected to ensure it is in suitable condition prior to allowing it to be used on site.
   - All combustibles are relocated at least 35 ft horizontally from the work site. Where relocation is impractical, combustibles shall be protected by a fire-retardant cover, shield, or curtain.
   - Loose combustible materials such as paper clippings, wood shavings, textile fibers, which are on the floor, shall be swept clean for a radius of 35 feet from the work site.
   - Openings or cracks in walls, floors, or ducts within 35 feet of the site shall be tightly covered with non-combustible or fire-retardant material.
   - Non-combustible or fire-retardant tarpaulins are suspended under hot work conducted at heights.
   - Hot work is prohibited on partitions, walls, ceilings, or roofs with combustible coverings (i.e. expanded plastic insulation).
   - Hot work is scheduled during shut-down periods if possible.
   - Based on local conditions, the PAI shall determine the length of the period for which the permit is valid.

2. The PAI identifies on the permit:
   - The location and nature of the work.
   - Whether it will be done by a City of Rochelle employee or a contractor, and those individual names and titles.
   - Expiration date and time (never more than a 24-hour period).
   - Emergency notification procedures.

3. The PAI signs and issues the permit, operator signs and hanging the permit in a visible place near the work area.
4. The area shall be inspected by the PAI at least once per day while the hot work permit is in effect to ensure that it is a fire-safe area.
5. While the hot work proceeds, the fire watch (if necessary) remains vigilant (even during employee breaks), and is ready to provide initial fire response.
6. Once work is completed, the fire watch remains on-site for a minimum of 60 minutes and carefully inspects the work area for smoldering fires. Once clear, the fire watch signs the permit and leaves it posted.

7. After the 1-hour fire watch is completed, the fire watch or assigned responsible person will monitor the area (e.g. occasional walk-through) for 3 hours.
8. The fire watch or assigned responsible person then conducts a final inspection of the area and signs the permit. The permit is removed and sent to the Department Designee for a record of the work.

6.2 Fire Watch

A fire watch shall be required by the PAI when hot work is performed in a location where other than a minor fire might develop, or where the following conditions exist:

1. Combustible materials in building construction or contents are closer than 35 feet to the point of operation.
2. Combustible materials are more than 35 feet away but are easily ignited by sparks.
3. Wall or floor openings within a 35 feet radius expose combustible materials in adjacent areas, including concealed spaces in walls and floors.

A fire watch must be maintained for at least 60 minutes after completion of the hot work activity in order to detect and extinguish smoldering fires.

7.0 DOCUMENTATION

Accurate records shall be maintained regarding Hot Work occurring at the workplace. Training records shall include all initial and refresher Hot Work courses and will be maintained by the Program Coordinator.

City of Rochelle Safety Compliance Program	
Program Name	Hot Work Program

8.0 REVIEW LOG

Date	Revision Number	Description	Initials
2025-08-06	0	Original Issue	JJA

Attachment A – Definitions

Designated Area - Permanent location designed or approved for hot work operations to be performed regularly.

Hot Work - Any temporary operation involving open flames or producing heat and/or sparks through the performance of brazing, cutting, grinding, soldering, arc welding, torch applications, etc.

Permit Authorizing Individual (PAI) - The individual designated by management to authorize hot work. The PAI cannot be the hot work operator.

Welding and Allied Processes - Those processes such as arc welding, oxy-fuel gas welding, open-flame soldering, brazing, thermal spraying, oxygen cutting, and arc cutting.

Attachment B —Hot Work Permit

CAN THIS JOB BE DONE WITHOUT HOT WORK, OR A DESIGNATED SAFE PLACE?
IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, and Welding.

Instructions

The Permit Authorizing Individual must:

A) Verify precautions listed at right (or do not proceed with the work)
B) Complete and retain this page

Who, When, and Where?

Hot Work Being Done By

□ Employee

□ Contractor

_____
Date **Job/work Order#**

_____
Location/Building and Floor

_____
Nature of Job/Object

_____
Name of Person(s) Doing Hot Work (Welder)

_____
Name of Person(s) Doing Hot Work (Fire Watch)

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and the

Permit Expiration

am pm
_____
Expiration Date **Expiration Time**

_____
Name of Assigned Fire Watch

THIS PERMIT IS GOOD FOR 24 HOURS ONLY!

Required Precautions Checklist

□ Hot Work equipment in good repair

Assess 35 ft radial "sphere" of work for potential fire hazards:

* Floors, work level and <u>below</u>, cleaned or protected.
□ All other combustibles removed or shielded from sparks.
  - Clean horizontal surfaces (eg. Building structures, equipment, ducts, cable trays, etc.) <u>above</u> and <u>below</u> where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
□ Transmission or conveying of sparks to adjacent areas eliminated or protected.
  - Tightly cover wall/floor openings with fire-retardant material.
  - Where openings cannot be sealed, suspend fire retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
□ Explosive atmosphere eliminated or potential not present.

Work on walls, ceilings or enclosed equipment:

□ Construction materials verified as noncombustible and without combustible covering or insulation
□ Combustibles on other side of walls relocated or protected.
□ Enclosed equipment cleaned and protected from all combustibles.
□ Containers purged of flammable liquids/vapors.

Fire watch/hot work area monitoring requirements:

□ Continuous fire watch provided during and for at least 60 minutes after hot work, including all breaks.
□ Fire watch supplied with suitable extinguishers/hoses.
□ Fire watch trained in the use of fire equipment and sounding alarm.
□ Area to be monitored hourly for a minimum of 3 hours after job is completed, or longer if required.

Other precautions that may be required:

□ Fire watch provided for adjoining areas, above, or below.
□ Confined Space or Lockout-Tagout required/used.
□ Area smoke or heat detection disabled to eliminate false trip.
□ Other: _____

Comments:_____

Attachment C – Authorized Employees

Name	Job Title	Hot Work Operator	Fire Watch	PAI
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

Fire Watch – The individual designated by management to maintain surveillance of areas where hot work has occurred.

Hot Work Operator – The individual designated by management to perform the hot work.

Permit Authorizing Individual (PAI) - The individual designated by management to authorize hot work. The PAI cannot be the hot work operator during hot work operations.

City of Rochelle
Attachment D – Training Session Documentation Form

D-1

Course Name: **Hot Work Program and Procedures**

Course Date(s): _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: Fehr Graham

Location of Training:

Detailed Outline of Course Content:

1. Responsibilities for conducting hot work operations.
2. Where hot work is authorized to be conducted.
3. Hot work policy.
4. Hot work permit system.
5. Procedures for fire watch.
6. Procedure for conducting hot work operations.
7. 35-foot rule - explained.
8. Quiz and question and answer period.

Participants:

Name	*Signature*	Department/Job Title	Water/WW Operator # (if applicable)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

Name	*Signature*	Department/Job Title	Water/WW Operator # (if applicable)
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21.			
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50.			
51.			

Attachment E – Quiz: Hot Work Permits

E-1

1. A Hot Work Permit is a valuable tool to manage hot work conducted by employees and contractors.

   ☐True ☐False

2. A Hot Work Permit requires that combustible materials must be cleared away or protected from the hot work at a distance of at least _____ in all directions.

   ☐35 feet ☐50 feet ☐3 feet

3. Shrink Wrapping with a torch in an undesignated area is an example of an operation that requires a hot work permit.

   ☐True ☐False

4. A Hot Work Permit requires that a Fire Watch be conducted during and for _____ after the work is complete.

   ☐30 minutes
   ☐45 minutes
   ☐60 minutes
   ☐90 minutes

5. The Fire Watch and Final Checkup monitoring of the hot work area is required for a total of 4 hours.

   ☐True ☐False

6. Sprinkler systems may be disengaged during hot work by the Hot Work Operator to prevent false alarms.

   ☐True ☐False

7. The employer requires Hot Work Permits to be used on Company property by:

   ☐Company employees only
   ☐Contractors only
   ☐Suppliers only
   ☐Any person conducting hot work

8. The PAI (Permit Authorizing Individual) can not be the Hot Work Operator.

   ☐True ☐False

9. The expiration date on a Hot Work Permit may never exceed 24 hours.

   ☐True ☐False

10. Once a work order has been issued for hot work, alternatives to hot work should not be considered.

    ☐True ☐False

Employee's Signature _____Date_____

ANSWER Key:

Hot Work Permits

1. True
2. 35 feet
3. True
4. 60 minutes.
5. True
6. False (answer to who is authorized is site specific)
7. Any person conducting hot work
8. True
9. True
10. False, alternatives should always be considered.

Attachment F – Hot Work 35-Foot Rules Explained

Within 35 feet (11 meters) of any hot work activity in all directions is a critical area that must be kept clear of all combustible materials.

This means that you must:

- Shield combustible flooring with wet sand, fire-retardant tarpaulins, or sheet metal.
- Clean up the area, especially of oily deposits and trash.
- Cover any storage or other combustibles that cannot be moved out. Block off any duct openings. Ductwork provides an easy path for sparks to travel to other areas of the facility or to ignite deposits or linings within the ductwork.
- Cover or fill any openings in exposed walls, the floor, and the ceiling with non-combustible material.
- Move away any combustibles on the other sides of walls being worked on. Clean dust and deposits outside and inside enclosures and ducts.
- Provide fire retardant covering under the hot work where hot work will occur at a height. Examples: on building framing, the ceiling, or the underside of a roof.
- Close all doors and fire doors. First, check to be sure there is no significant gap under the door or along its sides. Sparks can roll under a closed door and ignite combustible material outside the hot work area.

The alternative to the 35-foot (11-meter) rule is to designate an area only for hot work. This assumes the item being worked on can be moved into this area. Isolate the area from the rest of the facility using noncombustible screens or partitions. Never let it become a temporary storage area.

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First Aid and Medical Record Access

OSHA 29 CFR 1910.151

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program			
Program Name	First Aid/CPR Program and Medical Record Access		
Regulatory Reference	OSHA 29 CFR 1910.151		
Date Created	July 14, 2025		
Latest Revision	--	**Latest Review**	--
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

Project Contents

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Attachments

Attachment A - Definitions
Attachment B - First Aid CPR Equipment
Attachment C - Training Roster
Attachment D - First Aid Kit Guidance

City of Rochelle Safety Compliance Program	
Program Name	First Aid/CPR and Medical Record Access

1.0 OBJECTIVE

The objective of the First Aid Program is to ensure adequate supplies and properly trained personnel are available for employees and visitors of City of Rochelle should an injury occur in accordance with 29 CFR 1910.151. Since there is no infirmary, clinic, or hospital in near proximity as is defined by OSHA, City of Rochelle has determined the need for trained first aid providers within its facility.

It is the policy of Rochelle to have a safe work environment for employees, visitors, and those conducting business at its facilities. Emphasis is placed on the prevention of accidents and injuries but accidents may occur. Prompt and knowledgeable treatment of injured persons will in many cases, prevent minor injuries from becoming major ones.

City of Rochelle will train designated personnel in basic first aid and bloodborne pathogens exposure. These trained people will respond to medical problems and medical emergencies. In the absence of a clinic or hospital near the workplace, a person or persons must be adequately trained to render first aid. First aid supplies shall be readily available at all locations corresponding to the hazards which can be reasonably expected to occur in the workplace. Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

2.0 SCOPE

This program is designed to provide prompt medical attention in the case of any injury or illness. The provisions of this Policy are applicable to all employees, single-purpose trade employees, and those contracted to City of Rochelle where applicable. This Policy applies to all personnel who work with or whose job responsibilities require them to be familiar with the contents of this Policy. Should City of Rochelle's employees work offsite at alternate locations, and the client's policies or procedures be more stringent than Rochelle's, then the more stringent policy or procedure should be considered. This is of course subject to evaluation and written approval by the Program Coordinator and as reasonably practicable, so long as it does not endanger the employee's life or health, nor endanger the environment or general public.

The Program Coordinator will review and evaluate this Policy on an ongoing basis, or when operational changes within a facility occur that require revision. The Department Designee will review the types and amounts of first-aid supplies that are needed and ensure the supplies are maintained. This written Policy shall be communicated to all personnel that are affected by it, and supersedes any similar policy.

3.0 TRAINING

First-aid training shall be conducted using the conventional methods of training such as lecture, demonstration, practical exercise and examination (both written and practical). The length of training must be sufficient to assure that trainees understand the concepts of first aid and can demonstrate their ability to perform the various procedures contained in the outline below.

Various OSHA and local standards require the presence of first aid trained personnel. First aid and CPR training is required for all authorized entrants and attendants under under OSHA 29 CFR 1910.146 for Permit-required confined spaces. Furthermore, 29 CFR 1910.269(b)(1) applies to employees who are employed in operations or maintenance of any system or activity that exists, directly or indirectly, for

the sole purpose of generating, transmitting, or distributing electric power. Employees covered under this standard that are potentially exposed to 50 volts or more must be trained under the scope of the first aid/CPR program.

The first element of a first-aid training program, as outlined by OSHA, is teaching methods which incorporate the following principles:

- basing a curriculum on a consensus of scientific evidence;
- developing "hands-on" skills;
- having appropriate first-aid supplies;
- using visual aids to expose trainees to various situations;
- including resources for both during and after training;
- allowing enough time for emphasis on common situations;
- emphasizing skills training and confidence-building; and
- emphasizing quick response.

The second element of a first-aid training program is preparing to respond to a health emergency. The training program should instruct trainees in the following areas:

- prevention as a strategy;
- interacting with EMS;
- maintaining emergency telephone numbers that are accessible to all;
- understanding the legal aspects of first-aid care;
- understanding the effects of stress, fear, and panic on a situation; and
- learning the importance of precautions, such as body substance isolation to protect from bloodborne pathogens and other infectious materials.

The third element is assessing the scene and victim(s). The training program should include:

- instruction in assessing the scene;
- prioritizing care when several people are injured;
- assessing each victim for responsiveness;
- taking a victim's history at the scene;
- performing head-to-toe check for injuries;
- continuously monitoring the victim; and
- providing methods for safely moving and rescuing victims and repositioning victims to prevent further injury.

The fourth element of the program is responding to life-threatening emergencies. First-aid instruction should be given in the following areas:

- establishing responsiveness;
- establishing and maintaining an open and clear airway;
- performing rescue breathing;

- treating airway obstruction; performing CPR;
- using an AED;
- recognizing signs and symptoms of shock and addressing the correct first-aid;
- controlling bleeding;
- dealing with poisons;
- recognizing and treating asphyxiation; and
- responding to other medical emergencies such as chest pain, stroke, breathing problems, seizures, impaled object, pregnancy complications, and more.

The fifth and final element of the training program involves responding to non-life-threatening emergencies. The training program should include instruction on wounds, burns, temperature extremes, musculoskeletal injuries, eye injuries, mouth and teeth injuries, and bites and stings.

4.0 RESPONSIBILITES

4.1 First Responders

No workers at the City of Rochelle's job duties or designation as a first responder require them to administer first aid or to respond to medical emergencies. Employees who have been trained in CPR, but are not required to respond to medical emergencies or to administer first aid would do so as "Good Samaritans" only. "Good Samaritans," however, should provide basic first aid and/or CPR to their level of training.

4.2 Emergency Numbers

It is the responsibility of the Emergency Management Director or other Management Designee, to conspicuously post emergency telephone numbers of a physician, hospital, ambulance and local authorities, and train all personnel on the location of the postings.

5.0 ENGINEERING CONTROLS

If it is reasonably anticipated that employees will be exposed to blood or other potentially infectious materials while using first aid supplies, City of Rochelle will provide appropriate personal protective equipment (PPE) in compliance with the provisions of the Occupational Exposure to Bloodborne Pathogens standard, 1910.1030(d)(3) (56 FR 64175). This standard lists appropriate PPE for this type of exposure, such as gloves, gowns, face shields, masks and eye protection. A listing of PPE and first aid supplies can be found in Attachment B. For additional guidance on site specific Bloodborne Pathogen concerns, please refer to the City of Rochelle's Bloodborne Pathogens Written Program.

6.0 PROCEDURES

The City of Rochelle employees will report work-related injuries and illnesses as soon as possible to their supervisor or other persons as necessary.

In the event of a medical emergency, there are employees trained in First Aid, AED, and CPR, and can be contacted to render assistance in case of a medical emergency at the Rochelle divisional locations. First Aid, AED, and CPR certified employees will also contact the Emergency Services for all medical emergencies.

6.1 First Aid Kits

First aid supplies are readily available to employees for their use. The use of the supplies are to be reported for tracking and trending purposes. These supplies and equipment consist of the following:

- First Aid Kits, (bandages, antiseptic, pain relief, etc.)
- AED
- CPR Masks

First aid supplies are found in the First Aid Room located in the main office building and are re-stocked as needed.

First Aid Rooms are to be established as a hygienic room for First Aid only. The room is to be kept clean and not repurposed for other reasons such as storage.

ANSI First Aid Kit standards can be found in Attachment D of this written program.

6.2 Eye Wash Stations

Where the eyes or body of any employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body will be provided within the work area for immediate emergency use. This will include but is not limited to portable and fixed emergency eyewash stations. Where installed, eyewash stations will be periodically inspected to ensure proper emergency operation.

6.3 Automated External Defribillators (AEDs)

Effective AED programs are designed to deliver a shock to a victim within three to five minutes after the person collapses. Use a three-minute response time as a guideline to help determine how many AEDs are needed and where they should be placed. It is important to do a weekly or monthly visual inspection of the AED to ensure it is in working order. The Program Coordinator or other designated person can do the inspections. The inspector should utilize a written checklist to ensure the readiness of the AED and supplies. In addition, follow any more detailed inspection recommended by the manufacturer and be sure to get the latest information regarding software updates or upgrades.

7.0 DOCUMENTATION

Accurate records shall be maintained at all locations regarding personal injuries occurring at the workplace. Training records shall include all initial and refresher first aid and CPR courses and will be maintained by the Program Coordinator. An annual review of this written program will include a review of local infirmaries, clinics, and hospitals to see if response time falls within OSHA’s near proximity definition.

8.0 RIGHT TO MEDICAL RECORD ACCESS

Employees who may have been exposed to toxic substances or harmful physical agents in the workplace, OSHA's regulation may help you detect, prevent, and treat occupational disease. Employees have the right to access relevant exposure and medical records and to know how OSHA's standard covers them if they are any of the following:

- A current or former employee who is or may have been exposed to toxic substances or harmful physical agents.
- An employee who was assigned or transferred to work involving toxic substances or harmful physical agents.
- The legal representative of a deceased or legally incapacitated employee who was or may have been exposed to toxic substances or harmful physical agents.

Employees may access any employee medical records concerning your health status that were created or maintained by a physician, nurse, health care professional, or technician. Employee medical records include the following:

- Medical and employment questionnaires or histories.
- Results of medical examinations and laboratory tests.
- Medical opinions, diagnoses, progress notes, and recommendations.
- First-aid records.
- Descriptions of treatments and prescriptions.
- Employee medical complaints.

Designated employee representatives may access employee medical or exposure records and analyses created from those records only in very specific circumstances. Designated employee representatives include any individual or organization to whom an employee has given written authorization to exercise a right of access.

9.0 TRAINING

Initial training to all employees will be provided to ensure medical and first aid procedures are followed in accordance with this procedure. Prevention of exposure to blood and other bodily fluids will be stressed. Training on the Right to Medical Record Access is completed annually. Records of employee attendance at safety training will be maintained.

10.0 IMPLEMENTATION

All supervisors and employees are responsible for ensuring safe and timely response to medical and first aid incidents. Prompt reporting by employees and recording of injuries by the first aid office representative will occur for the successful implementation of this procedure.

11.0 ADMINISTRATION

It is the responsibility of each facility's Safety Champion to ensure medical supplies are readily available for facility employees and necessary training is conducted.

City of Rochelle Safety Compliance Program	
Program Name	First Aid/CPR and Medical Record Access

12.0 REVIEW LOG

Date	Revision Number	Description	Initials
7/14/2025	0	Original Issue	JJA

Attachment B – First Aid/CPR Equipment

First Aid/CPR Equipment	Location	Contact
First aid kit and AED	In a conspicuous area at each City of Rochelle facility.	Safety Coordinator or Department Designee at 815.561.2091.

* PPE includes but is not limited to disposable gloves, gowns, booties, eye/face protection, CPR mask, cleanup materials and red bags.

Attachment C – City of Rochelle
Training Session Documentation Form

Course Name: **First Aid/CPR**

Course Date(s): _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: Northern Illinois CPR and First Aid

Location of Training: City of Rochelle

Detailed Outline of Course Content:

See Reverse

Participants:

Name	Signature	Department/Job Title	Water/WW Operator # (if applicable)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Attachment C – City of Rochelle
Training Session Documentation Form

1. The definition of first aid.
2. Legal issues of applying first aid (Good Samaritan Laws).
3. Basic anatomy.
4. Patient assessment and first aid for the following:
    a. Respiratory arrest.
    b. Cardiac arrest.
    c. Hemorrhage.
    d. Lacerations/abrasions.
    e. Amputations.
    f. Musculoskeletal injuries.
    g. Shock.
    h. Eye injuries.
    i. Burns.
    j. Loss of consciousness.
    k. Extreme temperature exposure (hypothermia/hyperthermia)
    l. Paralysis
    m. Poisoning.
    n. Loss of mental functioning (psychosis/hallucinations, etc.).
    o. Artificial ventilation.
    p. Drug overdose.
5. CPR.
6. Application of dressings and slings.
7. Treatment of strains, sprains, and fractures.
8. Immobilization of injured persons.
9. Handling and transporting injured persons.
10. Treatment of bites, stings, or contact with poisonous plants or animals.

Attachment D – First Aid Guidance

OSHA does not have a minimum requirement but references ANSI Z308.1-2003 *Minimum Requirements for Workplace First Aid Kits*. The listed items are intended to be the minimum for a workplace first aid kit. Depending on the potential for injury, a more complete kit may be necessary. OSHA recommendations do not include an automated external defibrillator (AED), but current emergency cardiac care guidelines from the American Heart Association recommend AEDs in most public places.

Class A*		
Qty	**Basic Kit – Minimum Contents**	**Size**
16	Adhesive Bandages	1×3 inches
1	Adhesive Tape	2.5 yards total
10	Antibiotic Applications	.14 fl. ounces
10	Antiseptic	.14 fl. ounces
1	Breathing Barrier	NA
1	Burn Dressing	Gel Soaked and 4×4 inches
10	Burn Treatment	1/32 ounces
1	Cold Pack	4×5 Inches
2	Eye Covering with means of attachment	2.9 sq. inches
1	Eye/Skin Wash	1 fl. ounce
1	First Aid Guide	NA
6	Hand Sanitizer	1/32 ounces
2	Medical Exam Gloves	Pairs
1	Roller Bandage	2 Inches x 4 yards
1	Scissors	NA
2	Sterile Pad	3×3 inches
2	Trauma Pad	5×9 inches
1	Triangular Bandage	40x40x56 inches

Class B**		
Qty	**Basic Kit – Minimum Contents**	**Size**
50	Adhesive Bandages	1×3 inches
2	Adhesive Tape	2.5 yards total
25	Antibiotic Applications	1/57 fl. ounces
50	Antiseptic	1/57 fl. ounces
1	Breathing Barrier	NA
2	Burn Dressing	Gel Soaked and 4×4 inches
25	Burn Treatment	1/32 ounces
2	Cold Pack	4×5 Inches
2	Eye Covering with means of attachment	2.9 sq. inches
1	Eye/Skin Wash	4 fl. ounce
1	First Aid Guide	NA
10	Hand Sanitizer	0.9g ounces
4	Medical Exam Gloves	Pairs
2	Roller Bandage	2 Inches x 4 yards
1	Roller Bandage	4 inches x 4 yards
1	Scissors	NA

*Class A kits are designed to deal with most common workplace injuries, such as minor cuts, abrasions and sprains.
** Class B are designed to include a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments.

Attachment D – First Aid Guidance

Class B**		
Qty	**Basic Kit – Minimum Contents**	**Size**
1	Splint	Min. 4 x 24 inches
4	Sterile Pad	3×3 inches
1	Tourniquet	NA
4	Trauma Pad	5×9 inches
2	Triangular Bandage	40x40x56 inches

Adhesive Bandage - Each adhesive bandage shall consist of a non-adherent absorbent pad attached to the central area of a strip of adhesive material 3.0 in. ± 1/16 in. (76 mm ± 1.6 mm) by 1.0 in. ± 1/32 in. (25.4 mm ± 0.8 cm).

Adhesive Tape - Adhesive tape shall be at least 3/8 in. (9.5 mm) wide and a minimum of 2.5 yd (2.3 m) long and meet the applicable requirements for adhesive tape as defined in the current edition of the USP/NF.

Antibiotic Application - Each antibiotic application shall meet the applicable requirements as defined in the current edition of the USP/NF.

Antiseptic - Each antiseptic shall meet the requirements of all applicable Food and Drug Administration (FDA) requirements and shall be contained in an individual-use, non-reusable application containing at least 1/57 oz (0.5 g) of antiseptic.

Breathing Barrier - The breathing barrier shall be a single use disposable medical device listed with the U.S. FDA and have a current valid 510 (k) with the purpose of delivering ventilations by a responder to a non-breathing victim (e.g., rescue breaths and CPR ventilations).

Burn Dressing (gel soaked) - Burn dressings shall be a sterile, gel-soaked pad made of a material that prevents fibers from becoming embedded in the burn wound. Gel material shall be water-soluble.

Burn Treatment - Each burn treatment shall be a water-soluble compound packaged in individual-use applications containing at least 1/32 oz (0.9 g).

Cold Pack - Each cold pack shall be at least 4 x 5 in. (10 x 12.5 cm) in size and shall reach a temperature between 20 - 40˚F (-6 - 4˚C) within 10 seconds of activation and shall maintain this temperature for a period of at least 10 minutes.

Eye Covering with means of attachment - Eye covering(s) shall have the ability to cover both eyes, an area of at least 2.9 sq. in. (19 sq. cm) per eye and conform to each eye cavity.

Eye/Skin Wash - A sterile, isotonic, buffered solution as specified in FDA regulation 21 CFR 349 shall be contained in at least 0.5 fl. oz. (15 ml) individual-use applications.

First Aid Guide - Guidance for immediate care given to a victim of injury or sudden illness until arrival of more advance care, if needed, shall be included in the kits.

*Class A kits are designed to deal with most common workplace injuries, such as minor cuts, abrasions and sprains.
** Class B are designed to include a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments.

Attachment D – First Aid Guidance

Hand Sanitizer - Hand sanitizers shall be water-soluble with a minimum 62 percent ethyl alcohol as the active ingredient.

Medical Exam Gloves - Gloves shall meet the requirements of FDA regulation 21 CFR 800.20 for medical grade gloves.

Roller Bandage (2-inch, 4 inch) - Each bandage shall be constructed from a material at least the equivalent strength of Type I USP 28-NF23 (44/36) gauze as defined by the current edition of USP/NF. Each bandage shall be individually packaged and sealed.

Scissors - Scissors shall be autoclavable, at least 3.5 in. long (8.9 cm), capable of cutting through clothing, feature a blunt end to protect a person from accidental injury, and of medical professional quality.

Splint - Each splint shall be padded, made of malleable material and shall be at least 4.0 in. x 24 in. (10.2 cm x 61.0 cm).

Sterile Pad - Each sterile pad shall be at least 3 x 3 in. (7.5 x 7.5 cm) in size and shall have at least the absorbency of absorbent gauze as defined by the current edition of the USP/NF.

Tourniquet - Each tourniquet shall be at least 1 in. (2.5 cm) wide.

Trauma Pad - Each trauma pad shall be at least 45 sq. in. (290.33 sq cm) with no side smaller than 5 in. (12.7 sq cm) and shall have at least the absorbency of absorbent gauze as defined by the current edition of the USP/NF.

Triangular Bandage - Each bandage shall be made from muslin at least 60/48 weave or a material of equivalent mechanical strength.

First aid kit marking and labeling - All labeling and markings shall be legible and permanent. Where adhesive labels are used, they shall not be easily removed. Each kit and/or location shall be visibly marked as a place where first aid supplies are located.

*Class A kits are designed to deal with most common workplace injuries, such as minor cuts, abrasions and sprains.
** Class B are designed to include a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments.

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Respirable Crystalline Silica Safety Program and Exposure Control Plan

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM			
Program Name	Silica		
Regulatory Reference	OSHA 29 CFR 1926.1153 and 1910.1053		
Latest Review	--	Latest Revision	--
Date Created	August 21, 2025		
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

Program Contents

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6.0 Alternative Exposure Control Methods 13
7.0 Housekeeping 13
8.0 Procedures Used to Restrict Access to Work Area 14

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
Program Name	Silica

1.0 PURPOSE

The purpose of this document is to establish and implement a written silica exposure control plan that identifies tasks involving silica exposure and methods used to protect employees. City of Rochelle management and employees are required to implement the components of the Silica Exposure Control Plan to ensure compliance with the following applicable state and federal regulations. The Construction Standard 29 CFR 1926.1153 Occupational Safety and Health Administration (OSHA) standards are applicable for respirable crystalline silica.

2.0 SCOPE

The Silica Exposure Control Plan applies to all City of Rochelle employees who are expected to be exposed to respirable crystalline silica as outlined in section 4; or through other means, which are determined by the Silica Competent Person or their supervisor.

This Respirable Crystalline Silica Program applies to all employees who have the potential to be exposed to Respirable Crystalline Silica when performing construction related activities that have the potential to generate silica dust during operations.

The specifications in this Silica Exposure Control Plan apply to the use of powered tools or equipment that are used to cut, grind, core, or drill masonry or concrete materials. All work involving chipping, cutting, drilling, grinding, or similar activities on masonry or concrete materials containing crystalline silica can lead to the release of respirable-sized particles of crystalline silica (i.e., Respirable Crystalline Silica). Exposure can occur during common construction tasks such as using masonry saws; grinders; drills; Jackhammers; handheld powered chipping tools; tuckpointing; operating vehicle-mounted drilling rigs; milling; operating crushing machines; using heavy equipment for demolition or certain other tasks.

Masonry Material - for purposes of these specifications, “masonry material” includes, concrete block, brick, stones (natural and man-made), terra cotta tile, mortar, and concrete made by mixing cement and water with sand and aggregate such as gravel or crushed stone. Material that is apparently stone-like in appearance and texture shall be presumed to be concrete or masonry material, unless otherwise indicated by evidence presented by the employer that the mixture does not include cement, sand, gravel, stone, clay, or aggregate material containing silica.

3.0 RESPONSIBILITIES

3.1 Employees

Comply with this Plan and any further safety recommendations provided by supervisors and/or the Silica Competent Person regarding the Silica Exposure Control Plan. Contact supervisor or the Silica Competent Person to request technical assistance and to evaluate health and safety concerns in their department.

4.0 ENGINEERING CONTROL, WORK PRACTICES, AND RESPIRATORS

4.1 Engineering Controls for Dust Control

Engineering is used to reduce and keep employee exposure to respirable crystalline silica at or below the Permissable Exposure Limit (PEL) of 50 µg/m3, unless the employer can demonstrate that such controls are not feasible. If feasible engineering and work practice controls are not able to reduce employee exposures to or below the PEL, employers must still use feasible controls to reduce exposures to the

lowest possible level and then use respiratory protection along with those controls. The main types of engineering controls for silica are wet methods and local exhaust ventilation. Isolation is another engineering control.

4.1.1 Manufacturer's Instructions for Minimizing Dust

As part of full and proper implementation, many Table 1 tasks require the employer to operate and maintain tools according to manufacturers' instructions for minimizing dust emissions.

Manufacturer's instructions for minimizing dust can include:

- Water flow rates,
- Vacuum equipment air flow rate and capacity,
- Rotation of the blade (speed, direction),
- Maintaining and changing blades, and
- Frequency for changing water.

4.1.2 Wet Methods

Wet methods involve applying water or foam at the point of dust generation to keep dust from getting into the air. An example is an integrated water delivery system on a stationary masonry saw.

4.1.3 Water Delivery Systems

For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust.

Integrated water delivery systems are required for several types of equipment in Table 1. Integrated water systems must be developed specifically for the type of tool in use so they will apply water at the appropriate dust emission points based on tool configuration and do not interfere with other tool components or safety devices. Water systems designed for blade cooling also suppress dust and meet the requirements for Table 1.

The water must be applied at flow rates sufficient to minimize release of visible dust. Effective control of the dust depends on factors such as dust particle size, dust particle velocity, spray nozzle size and location, use of surfactants or other binders, and environmental factors (water hardness, humidity, weather, etc.), all of which must be considered when using wet methods.

The appropriate water flow rates for controlling silica dust emissions can vary; therefore, it is necessary to follow manufacturers' instructions when determining the required flow rate for dust suppression systems on a given worksite.

Any slurry generated when using water to suppress dust should be cleaned up to limit secondary exposure to silica dust when the slurry dries following procedures described in the Written Exposure Control Plan. When working in cold temperatures, where there is a risk of water freezing, additional work practices such as insulating drums, wrapping drums with gutter heat tape or adding environmentally friendly antifreeze additives to water may be needed.

4.1.4 Local Exhaust Ventilation

Local exhaust ventilation removes dust by capturing it at or near the point where it is created. An example is a dust collector for a handheld grinder.

4.1.5 Dust Collection Systems

Commercially available dust collection systems (i.e., Local Exhaust Ventilation) are required for several types of equipment in Table 1. This requirement ensures that employers use equipment that is designed to effectively capture dust generated by the tool being used and does not introduce new hazards such as obstructing or interfering with safety mechanisms. The “commercially available” limitation is meant only to eliminate on-site improvisations of equipment by the employer.

Employers can use products that are made by aftermarket manufacturers (someone other than the original tool manufacturer) that are intended to fit the make and model of the tool. This includes custom-designed products made to meet the particular needs and specifications of the employer purchasing the product. These systems are designed to work effectively with the equipment and not introduce new hazards such as obstructing or interfering with safety mechanisms.

When employers use methods other than commercially available systems for dust suppression, they must conduct exposure assessments and comply with the PEL. Some Table 1 entries for dust collection systems specify use of cyclonic pre-separators and filter cleaning mechanisms to prevent buildup of debris on filters that result in less dust capture. A cyclonic pre-separator collects large debris before the air reaches the filters. A filter cleaning mechanism prevents the need for manually cleaning filters to prevent buildup of debris (caking). Some vacuums are equipped with a gauge indicating filter pressure or an equivalent device (e.g., timer to periodically pulse the filter) to help employees in determining when it is time to run a filter cleaning cycle.

Dust Collection and Disposal. Short periods of exposure to dust during filter cleaning or disposal can lead to high exposures of silica dust, therefore respirators shall be worn during these activities.

Dust shall be contained and disposed of in bags that can effectively hold dust without breaking. Work surfaces and clothing shall be cleaned with vacuums and not by dry sweeping or the use of compressed air. Respirators shall be worn when changing out bags or handling dust.

4.2 Isolation

Another engineering control is isolation. Isolation separates employees from the dust source by containing the dust or isolating employees. An example is a properly ventilated cab on heavy equipment.

4.2.1 Enclosed Cabs

Enclosed cabs or booths are specified for rock drilling, crushers, and heavy equipment. Employers must ensure that the enclosed cab or booth is:

- Maintained as free as practicable from settled dust;
- Has door seals and closing mechanisms that work properly;
- Has gaskets and seals that are in good condition and work properly;

- Is under positive pressure maintained through continuous delivery of filtered air; Has intake air that is filtered through a prefilter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better); and
- Has heating and cooling capabilities.

The controls for enclosed cabs lower the potential for dust to be re-suspended inside the cab or enter the enclosed cab or booth. They also ensure that the filtered air provided to the employee does not contain silica particles and that the working conditions in the cab are comfortable so that employees are less likely to open windows and be exposed. The procedures for maintaining and cleaning the cab or booth, and for frequent and regular inspections of the cabs and booths, must be addressed through the employer's Written Exposure Control Plan and Competent Person requirements described below.

4.3 Work Practice Controls

Work practice controls involve performing a task in a way that reduces the likelihood or levels of exposure. Work practice controls are often used with engineering controls to protect employees. Employees must know the appropriate work practices for maximizing the effectiveness of controls and minimizing exposures. Examples of work practice controls include:

- Inspecting and maintaining controls to prevent or fix malfunctions that would result in increased exposures;
- Making sure that nozzles spray water at the point of dust generation for wet method controls;
- Making sure that hoses are not kinked on a tool used with a dust collector;
- Wetting down silica dust before sweeping it up; and scheduling work so that tasks that involve high exposures are performed when no other employees are in the area.

4.4 Respirators

Respirators can be another effective way to protect employees. However, respirators may be less practical or effective than engineering controls for the following reasons:

- They must be selected for each worker, fitted, occasionally refitted, and regularly maintained (including replacing filters and other parts as necessary).
- Employees have to consistently and correctly use properly fitted respirators but may resist wearing them because respirators can be uncomfortable, especially in hot weather.
- Respirators may put a physical strain on employees' bodies, as a result of the respirator's weight and because they increase breathing resistance. Employees with some health conditions cannot wear respirators because the physical strain of wearing the respirator increases their risk of illness, injury, and even death.

Respirators can create safety concerns because they interfere with workers' ability to hear, see, smell, and communicate. Respirators only protect the employees wearing them.

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM	
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Where respiratory protection is required by this program, each employee will be provided with an appropriate respirator that complies with the requirements of the company's Respiratory Protection Program and the OSHA Respiratory Protection Standard (29 CFR 1910.134).

Respiratory protection is required where specified by:

- The OSHA Construction Silica Standard Table 1,
- For silica dust generating tasks not listed in Table 1, or
- Where the company has not fully and properly implemented the engineering controls, work practices, and respiratory protection described in Table 1.

4.4.1 Use of Respiratory Protection with Minimum "Assigned Protection Factor" (APF)

Several entries in Table 1 have requirements for the use of respiratory protection with a minimum APF. Paragraph (d)(3)(i)(A) of the Respiratory Protection standard (29 CFR 1910.134) includes a table that can be used to determine the type or class of respirator that will provide employees with a particular APF, and it can help employers determine the type of respirator that would meet the required minimum APF specified by Table 1.

Employers have the flexibility to provide a more protective respirator to those employees who request one or require the employees to use a more protective respirator. See section on Determining Task Duration and Requirements for Respirator Use for information on how to measure task duration to determine respiratory protection requirements for employees doing one or more Table 1 task.

4.4.1.2 Table 1 Respirators

Certain tasks in Table 1 require three different respirators of a minimum specified APF (Assigned Protection Factor) as follows:

- APF 10 – either a:
  - Half mask/Dust mask or a
  - Half Mask Elastomeric Respirator with HEPA Cartridges
- APF 25 – either a:
  - Loose Fitting Powered Air Purifying Respirator (PAPR) or a
  - Hood Powered Air Purifying Respirator (PAPR)
- APF 50 – Full Facepiece Elastomeric Respirator with HEPA Cartridges

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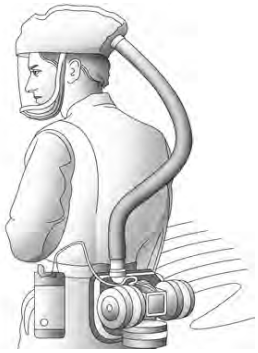
Half mask/Dust mask
APF=10

Half mask (Elastomeric)
APF=10



Loose-Fitting Powered
Air-Purifying Respirator (PAPR)
APF= 25

Hood Powered Air-Purifying Respirator
(PAPR)
APF= 25

Full Facepiece (Elastomeric)
APF=50

Full Facepiece Abrasive Blasting Continuous
Flow
APF=1,000

Employers must provide employees with appropriate respirators where required by the silica standard. The respirators must comply with requirements of the silica standard and with OSHA's Respiratory Protection standard (29 CFR 1910.134).

Employers who follow the specified exposure control methods listed in Table 1 must provide respiratory protection where required by Table 1. Employers who follow alternative exposure control methods must provide respiratory protection:

- Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls;
- Where exposures exceed the PEL during tasks, such as some maintenance and repair tasks, for which engineering and work practice controls are not feasible;
- During tasks in which the employer has implemented all feasible engineering and work practice controls but exposures remain above the PEL.

Where respirator use is required, employers must implement a respiratory protection program in accordance with the respiratory protection standard. The respiratory protection program ensures that respirators are properly used in the workplace and are effective in protecting employees.

If an employer following the specified exposure control methods fully and properly implements the engineering controls, work practices, and respiratory protection required in Table 1, the employer will be considered to be in compliance with the requirements of the silica standard and the respiratory protection standard for identifying and evaluating respiratory hazards and providing each employee with an appropriate respirator.

Employers following Table 1 must comply with all other requirements of the Respiratory Protection standard. See Respiratory Protection Compliance Program.

4.4.2 Voluntary Use of Respirators

Employers may provide respirators at the request of employees or let employees use their own respirators when respirators are not required under the silica standard. Voluntary use of a respirator is strongly encouraged.

5.0 SPECIFIED EXPOSURE CONTROL METHODS

When possible and applicable, activities with potential Silica exposure will be conducted to be consistent with OSHA's Construction Silica Standard Table 1: Specified Exposure Control Methods When Working with Materials Containing Crystalline Silica. Supervisors will ensure each employee under their supervision and engaged in a task identified on OSHA's Construction Standard Table 1 have fully and properly implemented the engineering controls, work practices, and respiratory protection specified for the task on Table 1 (unless Company has assessed and limited the exposure of the employee to Respirable Crystalline Silica in accordance with the Alternative Exposure Control Methods Section of this program).

The silica standard for construction provides a flexible approach for construction employers to achieve compliance. The standard includes Table 1, which lists 18 common tasks using various types of tools or equipment found at construction sites. For each employee engaged in a task in Table 1, employers who choose to follow the Table for that task are required to fully and properly implement the engineering controls, work practices, and respiratory protection specified in Table 1. Employers who comply with Table 1 are not required to conduct exposure assessments or comply with a PEL for those employees.

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5.1 Employees Engaged in the Table 1 Task

Employees engaged in the Table 1 task means the equipment operator; helpers, laborers and other employees who are assisting with the task; or any other employee responsible for completing the task. For example, an employee operating a walk-behind saw and another employee helping the operator guide the saw are both engaged in the task. An employee operating a jackhammer would be engaged in the task, but another employee directing traffic near the employee jackhammering would not be engaged in the task. When Table 1 requires respiratory protection, employers must provide respirators mandatorily to all employees engaged in the task. Employers must describe procedures for restricting access of employees not engaged in the task as part of its Written Exposure Control Plan.

5.2 Fully and Properly Implemented Table 1

Fully and properly implemented means that controls are in place, are properly operated and maintained, and employees understand how to use them. Several factors required for full and proper implementation of controls are listed in the discussion for each Table 1 entry below.

The presence of large amounts of visible dust generally indicates that controls are not fully and properly implemented. A small amount of dust can be expected from equipment that is operating as intended by the manufacturer; however, a noticeable increase in dust generation during the task is a sign that the dust controls are not operating correctly. The difference between the small amounts of dust generated when control measures are working properly and the large amount of dust generated during tasks when control measures are not used or not operated effectively is easily observed. When this happens, prompt corrective actions are required.

For each employee working with materials containing crystalline silica and engaged in a task using the equipment and machines listed below, the employer shall fully and properly implement the engineering controls, work practices, and respiratory protection specified.

If you’re exposed to respirable crystalline silica and engaged in a task using equipment and machines not identified in the list below, contact the Silica Competent Person for an exposure assessment to determine the engineering controls, work practices, and respiratory protection requirements to safely do your job.

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Equipment/Task covered in Table 1: Silica Exposure Control
1. Stationary masonry saws
2. Handheld power saws (any blade diameter)
3. Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)
4. Walk-behind saws
5. Drivable saws
6. Rig-mounted core saws or drills
7. Handheld and stand mounted drills (including impact and rotary hammer drills)
8. Dowel drilling rigs for concrete
9. Vehicle-mounted drilling rigs for rock and concrete
10. Jackhammers and handheld powered chipping tools
11. Handheld grinders for mortar removal (i.e., tuckpointing)
12. Handheld grinders for uses other than mortar removal
13. Walk-behind milling machines and floor grinders
14. Small drivable milling machines (less than half-lane)
15. Large drivable milling machines (half-lane and larger)
16. Crushing machines
17. Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials
18. Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica containing materials

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1. Stationary masonry saws

- **Engineering Control:** Water Continuously fed to the blade
- **Respiratory Protection:** None required
- **Work Practices:** Follow manufacturer instruction

2. Handheld power saws (any blade diameter)

- **Engineering Control:** Water continuously fed to the blade
- **Respiratory Protection (less than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: None Required
- **Respiratory Protection (more than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: N95 Dust Mask
- **Work Practices:** Follow manufacturer instruction

3. Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)

- **Engineering Control:** Water continuously fed to the blade
- **Respiratory Protection (less than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: None Required
- **Respiratory Protection (more than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: N95 Dust Mask
- **Work Practices:** Follow manufacturer instruction

4. Walk-behind saws

- **Engineering Control:** Water continuously fed to the blade
- **Respiratory Protection (less than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: None Required
- **Respiratory Protection (more than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: None Required
- **Work Practices:** Follow manufacturer instruction

5. Drivable saws

- **Engineering Control:** Water continuously fed to the blade
- **Respiratory Protection:**
  - Enclosed Area: Can Not Use Saw in Enclosed Areas
  - Outside Area: None Required
- **Work Practices:** Follow manufacturer instruction

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Program Name	Silica

6. Rig-mounted core saws or drills

- **Engineering Control:** Water continuously fed to the cutting surface
- **Respiratory Protection:** None Required
- **Work Practices:** Follow manufacturer instruction

7. Handheld and stand mounted drills (including impact and rotary hammer drills)

- **Engineering Control:** Commercial shroud or cowling with dust collection system
- **Respiratory Protection:** None Required
- **Work Practices:** Follow manufacturer instruction

8. Dowel drilling rigs for concrete

- **Engineering Control:** Commercial shroud or cowling with dust collection system
- **Respiratory Protection (less than 4 hours per shift):**
  - Enclosed Area: Can Not Use Drill in Enclosed Areas
  - Outside Area: N95 Dust Mask
- **Respiratory Protection (more than 4 hours per shift):**
  - Enclosed Area: Can Not Use Drill in Enclosed Areas
  - Outside Area: N95 Dust Mask
- **Work Practices:** Follow manufacturer instruction

9. Vehicle-mounted drilling rigs for rock and concrete

- **Engineering Control**: Use dust collection system with close capture hood. – OR – Shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. – OR – Operate from within an enclosed cab and use water for dust suppression on drill bit.
- **Respiratory Protection**: None Required
- **Work Practices:** Follow manufacturer instruction

10. Jackhammers and handheld powered chipping tools

- **Engineering Control:** Water continuously fed to the point of impact – OR – Commercial shroud or cowling with dust collection system
- **Respiratory Protection (less than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: None Required
- **Respiratory Protection (more than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: N95 Dust Mask
- **Work Practices:** Follow manufacturer instruction

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Program Name	Silica

11. Handheld grinders for mortar removal (i.e., tuckpointing)

- **Engineering Control:** Commercial shroud or cowling with dust collection system
- **Respiratory Protection (less than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: N95 Dust Mask
- **Respiratory Protection (more than 4 hours per shift):**
  - Enclosed Area: Full Face Air Purifying Respirator
  - Outside Area: Full Face Air Purifying Respirator
- **Work Practices**: Follow manufacturer instruction

12. Handheld grinders for uses other than mortar removal

- **Engineering Control:** Water continuously fed to the grinding surface – OR – Commercial shroud or cowling with dust collection system
- **Respiratory Protection (less than 4 hours per shift):**
  - Enclosed Area: None Required
  - Outside Area: None Required
- **Respiratory Protection (more than 4 hours per shift):**
  - Enclosed Area: N95 Dust Mask
  - Outside Area: None Required
- **Work Practices:** Follow manufacturer instruction

13. Walk-behind milling machines and floor grinders

Engineering Control: Water continuously fed to the point of impact – OR – Commercial shroud or cowling with dust collection system
Respiratory Protection: None Required
Work Practices: Follow manufacturer instruction

14. Small drivable milling machines (less than half-lane)
Engineering Control: Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant.
Respiratory Protection: None Required
Work Practices: Follow manufacturer instruction

15. Large drivable milling machines (half-lane and larger)
Engineering Control: Use a machine equipped with exhaust ventilation on drum enclosure and supplemental water spray designed to suppress dust. – OR – Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant.
Respiratory Protection: None Required
Work Practices: Follow manufacturer instruction

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16. Crushing machines **Engineering Control**: Use equipment designed to deliver water spray or mist at crusher and other points where dust is generated. – AND – Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station. **Respiratory Protection:** None Required **Work Practices:** Follow manufacturer instruction
17. Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials **Engineering Control:** Operate equipment from within an enclosed cab. – AND – When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions. **Respiratory Protection:** None Required **Work Practices**: Follow manufacturer instruction
18. Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica containing materials **Engineering Control:** Apply water and/or dust suppressants as necessary to minimized dust emissions. – OR – When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab. **Respiratory Protection:** None Required **Work Practices:** Follow manufacturer instruction

6.0 ALTERNATIVE EXPOSURE CONTROL METHODS

The City of Rochelle does not currently have any equipment that generates silica dust outside of Table 1. If a situation arises that would require additional equipment outside of table 1, the alternative exposure control methods approach will involve assessing employee exposure to respirable crystalline silica and limiting exposure to the PEL using feasible engineering and work practice control methods, and respiratory protection when necessary.

7.0 HOUSEKEEPING

The housekeeping requirements in the silica standard apply only where cleaning “could contribute to employee exposure to respirable crystalline silica”. This phrase clarifies that employers have to follow the housekeeping requirements of the silica standard only where employees could be exposed to the very small (respirable) crystalline silica particles created by high energy tasks such as drilling, cutting, grinding, or crushing crystalline-silica containing materials. Employers are not required to follow these housekeeping requirements when cleaning ordinary soil, large debris, and non-silica-containing materials, such as sawdust.

The employer shall not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica:

- Use Wet Sweeping
- Use HEPA-Filtered Vacuuming
- The employer shall not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to respirable crystalline silica.

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This section of the written plan would include cleaning methods that are acceptable (e.g., wet sweeping), cleaning methods that are unacceptable because acceptable cleaning methods are feasible (e.g., dry sweeping), and special instructions (e.g., use local exhaust ventilation if compressed air must be used). Hygiene-related subjects, such as not using compressed air to clean clothing, could also be addressed in this section of the written exposure control plan.

8.0 PROCEDURES USED TO RESTRICT ACCESS TO WORK AREA

The plan must include a description of the procedures used to restrict access to work areas, when necessary, to limit the number of employees exposed to respirable crystalline silica and the levels to which they are exposed, including exposures generated by other employers or self-employed workers.

This section of the plan must describe how the employer restricts access to prevent exposures, such as:
Scheduling certain tasks when others are not around,
Telling employees to stay out of areas where dust is generated,
Moving employees to an area where they are not exposed to dust, or
Posting warning signs.

Employers following the alternative exposure control methods approach must restrict access where an exposure assessment shows that exposures are above the PEL. When following Table 1, employers must restrict access when employees are engaged in tasks that require respirator use under Table 1.

For example, if an employer following Table 1 has an employee who is jackhammering for more than four hours and is therefore wearing a respirator, the employer or the competent person must make sure that an employee directing traffic (not engaged in the task), is positioned away and upwind from the employee who is jackhammering.

The employer or competent person must also restrict access, when needed, for exposures generated by another employer or self-employed person. Such a situation might occur if the other employer of self-employed person is conducting a task that generates clearly visible dust.

Signage, barricades, enclosures, spotters, work when area is cleared of other contractors to reduce risk of exposure.

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Powered Industrial Truck
OSHA 29 CFR 1910.178

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N 6th Street
Rochelle, Illinois 61068

CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM			
Program Name	Powered Industrial Truck		
Regulatory Reference	OSHA 29 CFR 1910.178		
Date Created	September 4, 2025		
Latest Revision	--	**Latest Review**	--
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

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Attachments

Attachment A – Definitions
Attachment B - Daily Inspection Form
Attachment C – PIT Phase I Training Roster
Attachment D – PIT Phase II Training Roster
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City of Rochelle Safety Compliance Program	
Program Name	Powered Industrial Truck

1.0 PURPOSE

Powered industrial trucks (PITs) are valuable assets that support the many production and maintenance operations. However, if operated improperly, PITs are capable of causing significant damage to property and injury to personnel, including death. Statistics show that numerous PIT accidents occur each year throughout industry. Injuries typically involve employees being struck by lift trucks, falling from elevated platforms, or being crushed during tip-overs. Property damage often involves such things as overhead sprinkler systems, storage racks, building columns, walls, machinery, and other vehicles. Unfortunately, most injuries and damage to property can be attributed to lack of procedures, inadequate training, and lack of safety rule enforcement.

This program identifies the basic requirements for operating PITs and provides guidance on developing City-specific PIT programs. The ultimate goal is to prevent occupational accidents, injuries, and property damage by educating employees on the safe operation of powered industrial trucks. The purpose of this program is to protect operators and all affected personnel from preventable PIT accidents. This program allows City of Rochelle to be in compliance with OSHA statute 29 CFR 1910.178. This statute outlines the topics that need to be covered in PIT training and how the training program is to be conducted in order for an employee to become a PIT authorized employee. As with any program, the effectiveness of the PIT program depends on the active support and involvement of all personnel. Any questions or concerns regarding this program may be directed to the Program Coordinator.

The Program Coordinator in collaboration with the Department Designee is responsible for the specific policies and procedures pertaining to the operations and maintenance of the Powered Industrial Vehicle Program. The Program Coordinator shall implement a training program based on this program and periodically review the effectiveness of the program.

2.0 CLASSES OF POWERED INDUSTRIAL TRUCKS

The Powered Industrial Vehicle Program applies to the types of PITs used to carry, push, pull, stack, tier, or retrieve materials. This includes the following categories and types of vehicles.

Class I – Electric Motor, Sit-down Rider, Counter-Balanced Trucks (Solid or Pneumatic Tires)
Example: Typical electric forklift

Class II – Electric Motor Narrow Aisle Trucks (Solid Tires)
Example: Order pickers, reach-type outrigger trucks, turret trucks

Class III – Electric Motor Hand Truck or Hand/Rider Truck (Solid Tires)
Example: Walking pallet trucks, stand-up riding tugger, walking transtacker

Class IV – Internal Combustion Engine Truck (Solid Tires)
Example: Typical gasoline or propane forklift

Class V – Internal Combustion Engine Truck (Pneumatic Tires)
Example: Typical gasoline or propane forklift

Class VI – Electric and Internal Combustion Engine Tractors (Solid or Pneumatic Tires)
Example: Indoor tow tractors, lawn-style tractors, industrial tow tractors

Class VII – Rough Terrain Forklift Trucks (Pneumatic Tires)
Example: Heavy-duty straight mast forklift, heavy-duty extended reach forklift

NOTE: Compressed air and nonflammable compressed gas-operated industrial trucks, golf carts, scooters, vehicle-mounted elevating and rotating work platforms, farm vehicles, and vehicles intended primarily for earth moving or over-the-road hauling (even when modified to accept forks) are not covered by the PIT program.

3.0 PHYSICAL REQUIREMENTS FOR POWERED INDUSTRIAL TRUCK OPERATORS

Any person who will operate a PIT must meet the following basic medical requirements:

- No adverse vision problems that cannot be corrected by glasses or contacts (i.e., must complete an eye examination successfully with visual acuity of 20/40 Snellen equivalent or better, minimally in one eye, corrected or uncorrected).
- No physical impairments and/or medical conditions that would hinder safe operation of the PIT.
- No neurological disorders that affect balance or consciousness.
- Not taking any drug or medication that affects mental perception, level of consciousness, vision, or physical abilities.
- Able to mount and dismount the vehicle safely and able to turn head in the direction of travel.

4.0 POWERED INDUSTRIAL TRUCK TRAINING

4.1 Initial Training

Each person who will operate a PIT must be trained, regardless of prior experience. This includes full-time, part-time, seasonal, substitute, and occasional operators. The PIT training program at each facility should be tailored for the conditions at that location. Employees will get more benefit from training that addresses their specific work processes than from watching or listening to generic programs. The training program must require demonstration of knowledge, skills, and abilities to operate PITs.

In all cases and at all locations, the training shall consist of three phases as follows (unless the regulations of a particular country specifically require otherwise).

4.2 Phase I Basic Powered Industrial Truck Training (Classroom Training)

This initial training includes general instruction on the principles of operation, typical hazards, and methods of safe operation for powered industrial trucks. It may be done via a classroom type presentation that includes such elements as lecture, videotape, and printed handouts or via a self-paced computer interactive training module.

A PIT Operator Training Test shall be given at the end of the Phase I training class to evaluate the trainee's comprehension of the material being presented. A test that can be used for this purpose is provided in training document Attachment C.

Successful completion of Phase I training must be documented. Training form documentation can be found in Attachment B.

City of Rochelle Safety Compliance Program	
Program Name	Powered Industrial Truck

4.3 Phase II (Hands on Training)

The Phase II training includes vehicle-specific instruction and demonstrations by a qualified trainer as well as actual practice with the vehicle by the trainee. This shall be done for each vehicle the employee will operate. Training shall continue until the trainer believes the trainee is able to operate the PIT safely and effectively.

During this training, the trainee may operate a powered industrial vehicle only:

1. Under the direct supervision of a trainer who has the knowledge, training, and experience to train operators and evaluate their competence; and
2. Where such operation does not endanger the trainee or other employees.

Successful completion of Phase II training must be documented. Training documentation can be found in Attachment D.

4.4 Phase III (Operator Certification)

The final segment of training consists of the qualified trainer evaluating the operator's performance with the vehicle in the workplace. The evaluation determines the effectiveness of the training and the ability of the employee to operate the PIT safely. It essentially is the “driver’s test”. Upon successful completion of the evaluation, the trainer certifies that the operator is qualified to operate the vehicle. This must be done for each vehicle the employee will operate. Operator certification can be documented on the evaluation form found in Attachment E.

It is recommended that certified PIT operators be given an operator's license to show that they have been trained. This enables easy verification of who is or is not permitted to operate a PIT. The certificate shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation. Attachment F of this written program can be used to list certified operators.

Recertification: After initial Phase III certification, the operator must be re-evaluated and recertified at least once every three years for each vehicle he/she operates. The re-evaluation must take place in the workplace so the evaluator can observe the operator under actual job conditions. Operators also must be re-evaluated and recertified following any required refresher training. (See below). Recertification must be documented as described above. Sample documentation can be found in Attachment E.

Refresher Training: Refresher training shall be provided as needed to ensure that employees continue to operate powered industrial trucks safely. It may, but doesn’t necessarily have to, consist of repeating the full Phase I and/or Phase II training. As an alternative, refresher training may be done as a combination of observation, questioning, instruction, and demonstration that is focused on the areas of deficiency. The training program outline can be used as a guide.

At minimum, refresher training on the appropriate topics is required whenever:

- The operator has been observed operating a vehicle in an unsafe manner.
- The operator has been involved in an accident or near-hit incident.

- The operator is assigned to drive a different type of vehicle on which he/she is not trained.
- A condition in the workplace changes in a manner that could affect safe operation of the vehicle.
- The operator has received an evaluation that reveals that the operator is not operating the truck safely.

Trainer Qualifications: PIT training and evaluations shall be conducted only by people who have the knowledge, training, and experience to perform those duties. Each person who will instruct operators or evaluate their performance must be trained as an instructor. Simply assigning these duties to an experienced operator is not adequate. Trainers must know how to teach and must have theoretical knowledge of safety hazards and how to avoid them.

5.0 INSPECTING A POWERED INDUSTRIAL TRUCK BEFORE USE

Powered industrial trucks shall be examined each shift before use to ensure they are in proper condition and can be operated safely. When a PIT is found to have a condition that adversely affects safety, it shall not be placed into service until it is repaired. Deficiencies shall be noted on the inspection checklist, reported and corrected. The department that services PITs must keep copies of completed checklists for at least one week or until deficiencies are corrected, whichever is longer. A sample inspection checklist is shown in Attachment H.

6.0 OPERATING RULES FOR POWERED INDUSTRIAL TRUCKS

6.1 General Requirements

- Ensure that aisles are marked, free of obstructions, and wide enough for safe truck operation.
- All PITs (except pallet jacks) should have a multi-purpose, dry chemical fire extinguisher.
- Turn off the engine when refueling a PIT.
- When a PIT will be unattended, turn it off, neutralize the controls and engage the parking brake (if so equipped). On fork and platform trucks, lower the forks/platform to the ground as well.
- In addition to setting the brake, place chocks or blocks under at least two wheels on opposite sides of the vehicle if a PIT is being parked on an incline.
- Report all accidents, regardless of fault and severity, to management.
- Stunt driving and horseplay are not permitted under any circumstances.
- Keep arms and legs within the running lines of the vehicle (for riding type vehicles).
- Never stand or pass under the elevated portion of any PIT, whether loaded or empty. Use a load backrest extension if there is a possibility that part of a load could fall rearward.
- Never ride on the forks or other portion of a powered industrial vehicle that is not specifically designed for a passenger.
- Maintain a safe distance from the edges of ramps, platforms and other elevated surfaces.
- Do not use PITs for opening or closing freight doors.
- Do not park PITs where they may block fire aisles, access to stairways, eyewash stations, electrical panels or fire equipment.

6.2 Loading and Unloading

- Lift capacity will be marked on all PITs. Make sure the load does not exceed the rated capacity. NOTE: There must be a capacity plate rating for each type of attachment that the PIT uses.
- Handle only stable or safely arranged loads. Special precautions and rigging may be needed for off-center loads that cannot be balanced easily.
- Place forks or lift platforms under the load as far as possible; on a forklift, tilt the mast back slightly to stabilize the load.
- Use great care when tilting a load forward or backward, particularly when tiering an elevated load. Tilting forward is permitted only when picking up a load or when depositing a load directly onto a rack or stack.
- When placing a load:
    - Make sure you have sufficient clearance.
    - Square the load to the target area.
    - Raise the load so that it clears the stack or rack and drive forward slowly.
    - With the load positioned over the set point, tilt the mast forward until it is vertical.
    - Lower the load slowly until it comes to rest.
    - Lower the forks slightly to free them and back out carefully.
    - Inspect the stack or rack to ensure stability of the load.

6.3 Traveling

- Travel at a speed that will permit you to stop safely, keeping control of the load.
- Comply with all traffic regulations, including speed limits.
- When following another PIT, remain at least three vehicle lengths behind the lead vehicle.
- Do not attempt to pass another vehicle at an intersection, blind spot, or other hazardous location.
- Pedestrians have the right-of-way. Yield to them.
- Slow down and sound the horn at aisle crossings, corners and other areas where vision is obstructed.
- If the load obstructs the forward view, drive in reverse and turn to face that direction.
- Cross railroad tracks diagonally wherever possible. Do not park closer than 8 feet to the center of railroad tracks.
- Ascend and descend inclines slowly. When ascending or descending, loaded trucks shall be driven with the load up-grade.
- On all grades, tilt the load back slightly (if applicable) and raise it only as far as necessary to clear the road surface.

6.4 Entering Trailers and Elevators

- Check the flooring of trucks and trailers for breaks and weaknesses before driving on.
- Use dock plates when loading rail cars and trailers. Make sure dock plates are in good condition and are secured effectively.

- Before driving onto or into a trailer, secure the trailer in place by putting wheel chocks under two wheels at opposite sides of the trailer or by engaging the trailer with a dock locking mechanism. If the truck is still attached to the trailer, set the truck's brakes too.
- Before driving into a railroad car, secure the car in place with wheel chocks on both sides of at least one wheel.
- When applicable, follow the established dock lock procedures (e.g., red/green light system).
- Use fixed jacks to support a trailer and prevent up-ending during loading or unloading if the trailer is not coupled to a truck.
- Check elevator load capacity before entering and ensure the capacity is not exceeded.
- Approach elevators slowly and enter squarely with the load end forward.
- Once on the elevator, neutralize the controls, shut off power and set the brakes.

7.0 CHANGING LIQUID PROPANE GAS (LPG) CYLINDERS

Many PITs run on propane. Propane is plentiful, easy to use and fairly economical. However, propane is a highly combustible fuel that can explode if handled improperly. Consider the following guidelines when changing LPG cylinders.

7.1 General Considerations

- Do not smoke while changing propane cylinders.
- Change propane cylinders outside when possible.

7.2 Procedure

- Park the PIT, engage the parking brake, lower the forks (if present), and put the controls in neutral. Leave the engine running.
- Don the appropriate personal protective equipment (PPE), including at least rubber gloves and safety glasses with side shields.
- Turn the propane cylinder valve to the "off" position.
- When the PIT stalls, turn the key off and then try to restart the engine. Turn the key back to "off".
- Disconnect the hose from the propane cylinder.
- Unbuckle and remove the propane cylinder from the bracket.
- Place the full propane cylinder into the bracket and buckle it in. Make sure the cylinder is aligned with the locator pin.
- Reconnect the hose to the cylinder and tighten firmly.
- Open the propane valve slowly and assure a proper seal.

8.0 CHANGING, CHARGING, AND SERVICING BATTERIES

Batteries are an efficient and clean method of providing power to a lift truck. However, like any energy source, batteries can cause damage and severe injury if handled improperly. Follow these guidelines when changing PIT batteries. Resources shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from off-gassing batteries.

- Location battery charging installations in areas that are designated specifically for that purpose.
- Provide battery charging areas with:
  - Fire extinguishers or other means for fire protection.
  - Barriers or other means to protect the chargers from damage by vehicles.
  - Adequate ventilation to remove or disperse gases from charging area.
  - Appropriate chemicals to neutralize electrolyte spills such as sodium bicarbonate.
- Provide a conveyor, overhead hoist, or similar equipment to handle batteries safely.
- Make sure reinstalled batteries are positioned and secured properly in the vehicles
- Apply the vehicle brakes before attempting to change or charge a battery.
- Make sure that battery vent caps are functioning properly. Keep the battery or compartment cover open during the charging to dissipate heat.
- Do not smoke in the charging area. Post “No Smoking” signs in all battery service areas.
- Take precautions to prevent open flames, sparks, or electric arcs in battery charging areas.
- Keep tools and other metallic objects away from the posts and jumper cables of uncovered batteries.
- Make sure battery cable insulation is in good condition.
- When servicing a battery, take the following additional precautions:
  - Wear personal protective equipment such as an apron, rubber gloves, and a face shield.
  - Use a carboy tilter or siphon for transferring electrolyte.
  - Add acid into water; never add water into acid.

9.0 ELEVATING A PERSON WITH A POWERED INDUSTRIAL TRUCK

Class II PITs (i.e., order pickers) are the only PITs specifically designed to elevate a person. Some other types of material handling PITs can be fitted with platforms to lift personnel. When this is done, the guidelines shown below must be followed.

NOTE: **If the manufacturer states that a vehicle is not designed for or is not to be used for lifting personnel, then the vehicle must not be used to lift a person** (even if it is fitted with a platform that meets the following requirements).

9.1 Platform Design Requirements

All platforms used to elevate personnel on a PIT that is designed and intended for handling materials must have:

- A slip-resistant floor.
- A minimum floor space of 18 in x 18 in (46 cm x 46 cm) per platform occupant.
- Guarding that protects personnel on the platform from moving parts on the truck that present a hazard.
- A standard guardrail around the entire perimeter of the platform that is 42 in high, has a mid-rail, and can withstand 200 lb (91 kg) lateral force. (The guardrail may be equipped with an access gate that is hinged or removable.)
- A toe plate around the entire perimeter that is at least 4 in (10 cm) high.
- An anchorage point affixed to the platform floor (not to the guardrails) to which fall protection equipment can be attached.
- A chain or other means to attach the platform securely to the lifting carriage or forks of the PIT.
- A tag or sign that displays the following information prominently:
    1. The maximum load rating (lbs or kg), **which includes personnel and equipment**.
    2. The weight of the empty platform.
    3. The minimum load capacity for a PIT on which the platform may be used.

9.2 Requirements for Using a Platform

When PITs are used to elevate personnel, these requirements must be followed.

- Lower the platform for employees to enter and exit. Climbing on the PIT is not permitted.
- Keep the mast vertical at all times.
- If the PIT is equipped with side-shift, keep the platform centered at all times.
- Only use the platform when the PIT is on firm and level footing.
- Operate mast controls smoothly, with caution, and only at the request of the person being elevated.
- Never travel with people on the platform. The PIT may be moved slowly for minor horizontal adjustments when someone is on the platform.
- If the PIT is equipped with a rotator, mechanically secure it to prevent movement.
- Make sure the combined weight of the platform, personnel, and any equipment being lifted **does not exceed half of the load capacity specified on the PIT nameplate**.
- Make sure the personnel on the platform are wearing full-body harnesses and that the harnesses are connected to the platform fall protection anchorage point via appropriate lanyards with safety clips.
- Keep feet on the platform floor. Do not use railings, planks, ladders, etc. on the platform to achieve additional reach.
- Never leave the PIT controls while another associate is elevated.

City of Rochelle Safety Compliance Program	
Program Name	Powered Industrial Truck

10.0 MODIFICATIONS OF POWERED INDUSTRIAL TRUCKS

Modifications or additions to vehicles that could affect capacity and/or safe operation must not be performed without the manufacturer's prior written approval. If changes are made, capacity, operation, and maintenance instruction plates, tags, or decals must be changed accordingly.

11.0 PROGRAM AUDIT

All personnel audit compliance with this program on an ongoing basis and any deficiencies should be reported to the Program Coordinator. Annually, the Program Coordinator or Department Designee conducts a formal audit. This audit includes a review and update of all elements described in this Written Program.

City of Rochelle Safety Compliance Program	
Program Name	Powered Industrial Truck

12.0 REVISION LOG

Date	Revision Number	Description of Change	Initials
9/4/2025	0	Original Issue	JJA

Attachment A– Definitions

Authorized Employee: A company employee, who has satisfactorily completed classroom, on the job operational training, and a PIT specific performance review may operate PITs.

Carriage: the part of the mast where the forks and backrest are mounted.

Counterbalance Forklifts: Designed for both indoor and outdoor use, counterbalance weights are used with wheels as their center of gravity and can be powered by battery, propane, and gasoline or diesel fuel.

Full-tapered Forks: Forks that gradually increase in thickness from the tip of the fork all the way to the forks heel (rear).

Identification Plate: Contains information about the truck's design and capacity including information about the truck's engine, load capacity, serial number, weight and the truck's type designation. The identification plate may also contain additional information specific to that type of truck.

Lift Cylinders: Hydraulically operated single acting cylinders used to lift the carriage.

Load Center: The distance from the heels of the forks to the load's center of gravity.

Mast: The mechanism on the truck that raises and lowers the load. The mast is made up of a set of tracks that house bearings and chains.

Material Handling: Any activity that involves picking up and moving materials, parts and/or finished products.

Powered Industrial Truck: An industrial vehicle used to carry, push, pull, lift or stack material that is powered by an electric motor or an internal combustion engine. Included are vehicles that are commonly referred to as forklift trucks, rider trucks, motorized or powered hand trucks, pallet trucks and tugs. Not included is compressed air or nonflammable compressed gas-operated industrial trucks, farm vehicles or vehicles intended primarily for earth moving or over the road hauling, including scissors lifts and other mobile elevating work platforms.

Powered Pallet Jack: A type of PIT designed to move palletized materials.

Overhead Guard: A guard over the operator's head that protects the operator from falling debris. **Note:** The overhead guard is not designed to withstand the full impact of falling objects.

Rated Capacity: The maximum weight that the truck is designed to lift as determined by the manufacturer. To lift the maximum rated capacity, the load must be as close as possible to the drive wheels. The rated capacity of a truck can be found on the *Identification Plate* on the vehicle and/or in the manufacture's operator manual.

Side Stability: Refers to the truck's ability to resist tipping sideways under various loaded and unloaded conditions.

Tilt Cylinders: Hydraulically operated double acting cylinders used to tilt the backrest and forks. Tilt cylinders work in both forward and backward directions.

Type designation: Refers to the truck's power source (diesel, gas, electric or liquefied propane gas) and if the truck is equipped with any additional safeguards to the exhaust, fuel and /or electrical systems. The designation will also indicate any locations where the truck may not be used, such as in atmospheres containing vapors or dust.

Center of Gravity: Is a point on an object at which all of the object's weight can be considered to be concentrated.

Counterweight: Is the weight that is part of the truck's basic structure that is used to offset the load's weight and to maximize the vehicle's resistance to tipping over.

Fulcrum: The truck's axis of rotation when it tips over.

Grade: Surface's slope that is usually measured as the number of feet of rise or fall over a hundred-foot horizontal distance (measured as a percent).

Lateral Stability: A truck's resistance to tipping over sideways.

Line of Action: An imaginary line through an object's center of gravity.

Load Center: The horizontal distance from the load's edge (or the forks or other attachment's vertical face) to the line of action through the load's center of gravity.

Longitudinal Stability: The truck's resistance to overturning forward or rearward.

Track: The distance between wheels on the vehicle's same axle.

Wheelbase: The distance between the centerline of the vehicle's front and rear wheels

Attachment B – Operator's Daily Checklist (Sample Checklist)

Internal Combustion Engine Industrial Truck – Gas/LPG/Diesel Truck

Record of Fuel Added

Date		**Operator**		**Fuel**	
Truck#		**Model#**		**Engine Oil**	
Department		**Serial#**		**Radiator Coolant**	
Shift		**Hour Meter**		**Hydraulic Oil**	

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a **qualified** mechanic correct all problems.

Engine Off Checks	**OK**	**Maintenance**
Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Check Condition		
Load Backrest – Securely Attached		
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually		
Overhead Guard – Attached		
Finger Guards – Attached		
Propane Tank (LP Gas Truck) – Rust Corrosion, Damage		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Check Water/Electrolyte Level and Charge		
All Engine Belts – Check Visually		
Hydraulic Fluid Level – Check Level		
Engine Oil Level – Dipstick		
Transmission Fluid Level – Dipstick		
Engine Air Cleaner – Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
Fuel Sedimentor (Diesel)		
Radiator Coolant – Check Level		
Operator's Manual – In Container		
Nameplate – Attached and Information Matches Model, Serial Number and Attachments		
Seat Belt – Functioning Smoothly		
Hood Latch – Adjusted and Securely Fastened		
Brake Fluid – Check Level		
Engine On Checks – Unusual Noises Must Be Investigated Immediately	OK	Maintenance
Accelerator or Direction Control Pedal – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn and Lights – Functioning		
Cab (if equipped) – Heater, Defroster, Wipers – Functioning		
Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors – Functioning		

Operator's Daily Checklist - Electric Industrial Truck

Record of Fluid Added

Date		**Operator**		**Battery Water**	
Truck#		**Model#**		**Hydraulic Oil**	
Department		**Serial#**			
Shift		**Drive Hour Meter Reading**		**Hoist Hour Meter Reading**	

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

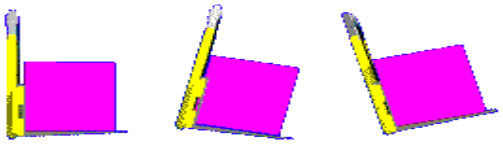
Have a **qualified** mechanic correct all problems.

Motor Off Checks	**OK**	**Maintenance**
Leaks – Hydraulic Oil, Battery		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel -- Condition		
Load Backrest Extension – Attached		
Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually		
Finger Guards – Attached		
Overhead Guard – Attached		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Water/Electrolyte Level and Charge		
Hydraulic Fluid Level – Dipstick		
Transmission Fluid Level – Dipstick		
Operator's Manual in Container		
Capacity Plate Attached – Information Matches Model, Serial Number and Attachments		
Battery Restraint System – Adjust and Fasten		
Operator Protection Sitdown Truck - Seat Belt – Functioning Smoothly Man-up Truck – Fall protection/Restraining means - Functioning		
Brake Fluid – Check level		
Motor On Checks (Unusual Noises Must Be Investigated Immediately)	**OK**	**Maintenance**
Accelerator Linkage – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn – Functioning		
Lights & Alarms (where present) – Functioning		
Hour Meter – Functioning		
Battery Discharge Indicator – Functioning		
Instrument Monitors – Functioning		

ALL OPERATORS MUST BE TRAINED AND EVALUATED ON THE TYPES OF INDUSTRIAL TRUCKS AND ATTACHMENTS THEY WILL BE OPERATING.

Attachment C – Powered Industrial Truck Quiz (Answer Key)

NAME (print clearly) DATE



Of the three load positions illustrated above, which is the most stable? 1 2 3

1. When approaching pedestrians from the rear on a fork truck you should:

   A. Speed up to get past them as quickly as possible
   B. Drive closely behind them but don't try to pass
   C. Slow down, sound horn, swing wide to pass
   D. Keep moving and force them to the side where they belong

2. Who is allowed to operate a PIT?

   A. Employees with valid driver's licenses
   B. Foremen and supervisors
   C. Any employee as long as he/she is watched closely
   D. Trained and authorized employees only

3. The rating that specifies the maximum weight a PIT can carry at a specified load center.

   A. Center of gravity
   B. Counterweight
   C. Load capacity
   D. Balance point

4. PIVs usually have what type of suspension?

   A. Four-point
   B. Three-point
   C. Leaf springs
   D. Coil springs

5. Personnel may pass under an elevated load:

   A. If they are wearing hard hats
   B. If there is no other passage through the area
   C. Never
   D. If their supervisor approves it

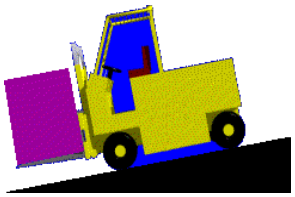
6. During a PIT turnover, you should jump clear of a stand-up, narrow aisle truck but you should brace yourself and remain in the seat of a sit-down fork truck.

True False

7. Who has primary responsibility for checking the security of a trailer before entering on a PIT?

A. The trailer truck driver
B. The PIT operator
C. The foreman or supervisor of the area

8. What is wrong in this illustration?



A. Driving in the wrong direction
B. Load is too high
C. Nothing

9. When fueling:

A. The motor should be shut off and parking brake set
B. The motor may be left running and the parking brake set
C. It doesn't matter if the motor is on or off

10. Which situations require that you operate a PIT at a slower speed?

A. Pedestrians and other vehicles in the area
B. Awkward load or slick surfaces
C. Approaching blind spot or intersection
D. All of the above

11. Forks on an empty and parked PIT must be:

A. Six inches from the floor
B. Lowered onto the floor
C. Raised above head level

12. If your front view is blocked by the load you are carrying:

A. Drive in reverse at a slower speed
B. Stick your head outside the cage and look around the load
C. Drive forward while beeping the horn constantly
D. Stand-up and drive forward

13. Trailer wheels must be chocked or a dock-lock must be engaged before entering a trailer with a PIT.

True False

14. Raising the load while traveling and turning is the proper approach for placing the load on a rack.

True **False**

15. When approaching intersections or other areas where vision is obstructed, the PIT operator should:

    A. Stay to the right and keep moving
    B. Slow down, sound horn, proceed cautiously
    C. Find another route

16. What can decrease the stability of your PIT?

    A. Size, weight, shape, and position of the load
    B. The height to which the load is elevated
    C. Acceleration, braking, turning, operating on uneven surfaces or an incline
    D. All of the above

17. Powered industrial vehicles are considered to be unattended when the operator is more than _____ feet away or the vehicle is not in clear _____ of the operator.

    A. 10 / access
    B. 15 / control
    C. 25 / view

18. The proper way to drive a forklift onto an elevator is to:

    A. Back on
    B. Tilt forks down and drive on quickly
    C. Check elevator capacity; drive in forward and slowly with forks tilted back slightly

19. A pre-start inspection must be done before every shift.

    True False

20. The following distance behind another PIT should be at least 3 vehicle lengths.

    True False

21. Material may be stacked or stored in aisles and roadways:

    A. If room is left to walk around it
    B. Only if there is nowhere else to put it
    C. Never

22. When traveling with a load on a fork truck, the mast should be tilted back slightly.

    True False

23. The safety belt restraint system is required to be used only when you are traveling with a load.

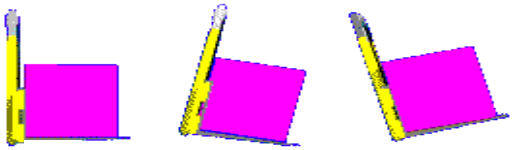
    True **False**

24. It is an acceptable practice to operate a PIT with a defective horn provided your supervisor is informed and a work order has been submitted.

    True **False**

Attachment C – Powered Industrial Truck Quiz

NAME (print clearly) DATE



1 2 3

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   A. If they are wearing a hardhat
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Attachment C – Powered Industrial Truck Quiz

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   A. The trailer truck driver
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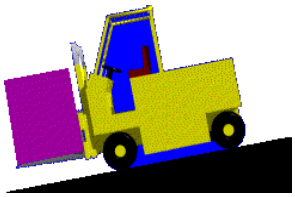

   A. Driving in the wrong direction
   B. Load is too high
   C. Nothing

10. When fueling:

    A. The motor should be shut off and parking brake set
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    A. Six inches from the floor
    B. Lowered onto the floor
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    A. Drive in reverse at a slower speed
    B. Stick your head outside the cage and look around the load
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14. Trailer wheels must be chocked or a dock-lock must be engaged before entering a trailer with a PIT.

    True False

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Attachment C – Powered Industrial Truck Quiz

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17. What can decrease the stability of your PIT?

    A. Size, weight, shape, and position of the load
    B. The height to which the load is elevated
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    A. Back on
    B. Tilt forks down and drive on quickly
    C. Check elevator capacity; drive in forward and slowly with forks tilted back slightly

20. A pre-start inspection must be done before every shift.

    True False

21. The following distance behind another PIT should be at least 3 vehicle lengths.

    True False

22. Material may be stacked or stored in aisles and roadways:

    A. If room is left to walk around it
    B. Only if there is nowhere else to put it
    C. Never

23. When traveling with a load on a fork truck, the mast should be tilted back slightly.

    True False

24. The safety belt restraint system is required to be used only when you are traveling with a load.

    True False

25. It is an acceptable practice to operate a PIT with a defective horn provided your supervisor is informed and a work order has been submitted.

    True False

Attachment E – Phase III Forklift Operator Evaluation Form

E-1

POWERED INDUSTRIAL TRUCK EVALUATION

Employee Name (print): _____ **Date:** _____

Model: A) _____

B) _____

C) _____

A	B	C		
			1.	Pre-operation checks completed/documented, including locating ID plate and capacity
			2.	Three-point contact when mounting
			3.	Seat belt properly fastened
			4.	Shows familiarity with truck controls
			5.	Gave proper signals when turning
			6.	Slowed down at intersections
			7.	Sounded horn at intersections (and before backing if no backup alarm)
			8.	Obeyed signs
			9.	Kept a clear view of direction of travel
			10.	Turned corners correctly - aware of rear end swing
			11.	Yielded to pedestrians if any
			12.	Drove under control and within proper traffic aisles
			13.	Traveled on slopes properly
			14.	Crossed railroad tracks properly if any
			15.	Approached load properly
			16.	Lifted load properly
			17.	Inserted forks under load all the way
			18.	Load balanced properly
			19.	Traveled with load at proper height
			20.	Maneuvered properly
			21.	Lowered load smoothly and completely
			22.	Carried Parts/stock in approved containers
			23.	Checked bridge plates/ramps, if any
			24.	Placed loads within marked area
			25.	Stacked loads evenly and neatly
			26.	Drove backwards when required
			27.	Checked load weights
			28.	Placed forks on the floor when parked, controls in neutral, brake set, power off
			29.	Post-operation check completed

Trainer Name:	**Trainer Signature:**	**Pass**	**Fail**
Comments:			
Operator Signature:			
This evaluation was conducted for training purposes. It is the responsibility of the employer to ensure that operators perform their tasks in a safe manner. A certification card is being issued and provided to the employer. This card should be issued to the operator when the employer verifies that the operator has received sufficient hands-on experience to operate the equipment and perform all skills safely.			

Attachment F – Certified Forklift Operators

Name	Title	Certification Expiration Date
See HR for Safety Records		

Attachment G – PIT Inventory

PIT Name	PIT Number	Powered by	Location
See HR for Vehicle and Equipment Schedules			

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Respiratory Protection

OSHA 29 CFR 1910.134, as adopted by the Illinois Department of Labor

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program	
Program Name	Respiratory Protection Program
Regulatory Reference	OSHA 29 CFR 1910.134
Date Created	August 18, 2025
Latest Revision	--
Latest Review	--
Program Coordinator	Safety Coordinator
Alternate Coordinator	Director of Human Resources
Program Administrator	

Program Contents

1.0 Control of Airborne Contaminants 1
2.0 Program Administrator 1
3.0 Program Elements 1
4.0 Program Evaluation 8
5.0 Revision Log 9

Attachments

Attachment A –	Definitions
Attachment B –	Program Administrator Qualifications
Attachment C –	Hazard Assessment
Attachment D –	Information for Voluntary Users (OSHA Appendix D)
Attachment E –	Identity of PLHCP
Attachment F –	Info for PLHCP
Attachment G –	User Seal Check Procedures
Attachment H –	Maintenance, Inspection and Care Procedures
Attachment I –	Annual and Quarterly Review
Attachment J –	Medical Questionnaire
Attachment K –	End of Service Life Change Schedule and Data
Attachment L –	Training Roster
Attachment M –	Supplied Air Respirators and Compressors
Attachment N –	Cleaning and Cartridge Record

City of Rochelle Safety Compliance Program		
Program Name	Respiratory Protection Program	Version 2.0

1.0 CONTROL OF AIRBORNE CONTAMINANTS

The primary objective of this City respiratory protection program is to prevent or control atmospheric contamination that may negatively affect the health of our employees. This is accomplished as far as feasible in the following priority:

- Engineering Controls: When a hazardous task or condition is recognized that could potentially expose employees to an inhalation hazard, feasible controls are implemented to reduce the hazard to an acceptable level through accepted engineering control measures, such as product substitution, process improvement, or improved ventilation.
- Administrative Controls: When effective engineering controls are not feasible, or while they are being instituted, affected employees are trained to recognize specific health hazards in their work environment and apply control measures such as avoiding contact or inhaling hazardous particles, fumes, or vapors.
- Protective Equipment: When other methods are not feasible, appropriate respirators are provided and may be required to be worn by employees to control exposures that could result in occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. Employees are trained in the proper use, care, and storage of all protective equipment in accordance with this program and our Personal Protective Equipment program.

This respiratory protection program is established to ensure that employees are capable of understanding respirators, properly wearing and maintaining any assigned respiratory protection equipment. Workers must know what each type of respirator will protect you from. The program covers each employee required to use a respirator for any purpose.

2.0 PROGRAM ADMINISTRATOR

The City has designated the “Program Coordinator” in caption on top of page 1 of this program in collaboration with the “Department Designee,” to function as the Program Administrator. Attachment B provides details on the qualifications of this individual.

3.0 PROGRAM ELEMENTS

3.1 General Requirements

3.1.1 Respirator Selection

3.1.1.1 General Selection Criteria

Only respirators certified by the National Institute for Occupational Safety and Health (NIOSH) are used by our employees, in compliance with the conditions of their certification. Appropriate respirators are selected and provided based on the respiratory hazard(s) to which the worker is exposed, and workplace and user factors that affect respirator performance and reliability.

Respiratory hazard(s) are evaluated to identify a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Where the exposure cannot be identified or reasonably estimated, the atmosphere is considered Immediately Dangerous to Life and Health (IDLH).

A copy of the Respiratory Hazard Assessment used to determine this selection criteria can be found on Attachment C.

Respirators are selected from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.

3.1.1.3 Respirators for Atmospheres that are not Immediately Dangerous to Life and Health (IDLH)

All respirators provided are adequate to protect the health of our employees and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations. Selection of these respirators will use the following criteria:

- The respirator selected is appropriate for the chemical state and physical form of the contaminant.
- For protection against gases and vapors, the City provides:
    - An atmosphere-supplying respirator, or
    - An air-purifying respirator, provided that:
        - The respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or
        - If there is no ESLI appropriate for conditions in the workplace, the City will implement a change schedule for canisters and cartridges based on objective information or data to ensure that canisters and cartridges are changed before the end of their service life.

Attachment K describes the information and data relied upon and the basis for the canister and cartridge change schedule and the basis for reliance on the data.

- For protection against particulates, the City provides:
    - An atmosphere-supplying respirator; or
    - An air-purifying respirator equipped with a filter certified by NIOSH under 30 CFR part 11 as a high efficiency particulate air (HEPA) filter, or
    - An air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR part 84; or
    - For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least 2 micrometers, an air-purifying respirator equipped with any filter certified for particulates by NIOSH.
- Assigned Protection Factors (APF). Respirators are selected to meet or exceed the required level of associate protection. The assigned protection factor of selected respirators is appropriate for the mode of operation in which the respirator is being used.
- Maximum-use concentration (MUC). Respirators are selected to maintain the user's exposure to the hazardous substance at level equal to or below the MUC, when measured outside the respirator.

3.2 Medical Evaluation

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. The following is the medical evaluation that is used to determine an employee's ability to use a respirator.

3.2.1 General

Before any required use of a respirator by our employees, a medical evaluation is provided to determine the affected employee's ability to successfully wear a respirator without negative effects on their health. If an employee is no longer required to use a respirator, the medical evaluation process is terminated.

3.2.2 Medical Evaluation Procedures

The medical evaluation is completed by a physician or licensed health care provider (PLHCP) conducts employee medical evaluations. Follow-up medical examinations, when needed, will include any medical tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination of the employee's ability to wear a respirator. The evaluation can be completed using an evaluation form included in this program, or a form consistent with the requirements of this program.

Contact information for the PLHCP we have selected to provide our medical evaluations can be found at Attachment E.

A (sample) medical evaluation form is provided at Attachment J.

3.2.3 Administration of the Medical Questionnaire and Examinations

The medical questionnaire and examinations are administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire is administered in a manner that ensures that the employee understands its content. Employees are provided with an opportunity to discuss the questionnaire and examination results with the PLHCP.

3.2.4 Supplemental information for the PLHCP

The following is provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator.

- The type and weight of the respirator to be used by the employee;
- The duration and frequency of respirator use (including use for rescue and escape);
- The expected physical work effort;
- Additional protective clothing and equipment to be worn; and
- Temperature and humidity extremes that may be encountered.

A form for providing this information to the PLHCP can be found at Attachment F.

Any supplemental information provided previously to the PLHCP regarding an employee will not be provided for a subsequent medical evaluation if the information and the PLHCP remain the same.

All PLHCP's used by the City are provided with a copy of this written respiratory protection program and will ensure that the PLHCP has access to a copy of OSHA Standard 29 CFR 1910.134.

3.2.5 Medical Determination

In determining the employee's ability to use a respirator, the City will obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation will provide only the following information:

- Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator is used, including whether or not the employee is medically able to use a respirator;
- The need, if any, for follow-up medical evaluations; and
- A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.

Note: If the PLHCP finds that wearing a tight-fitting respirator may place the employee's health at increased risk if the respirator is used, a loose-fitting respirator, such as a supplied air or powered air purifying respirator (PAPR) will be considered as an alternative provided if the PLHCP's medical evaluation finds that the employee can use such a respirator. If a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then the City retains the right to replace the PAPR with a suitable negative pressure respirator.

3.2.6 Additional Medical Evaluations

At a minimum, additional medical evaluations are provided if:

- An employee reports medical signs or symptoms that are related to ability to use a respirator;
- A PLHCP, supervisor, or the respirator program administrator determines that an employee needs to be reevaluated;
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation; or
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

3.3 Fit Testing

Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting facepiece, the employee must successfully complete a fit test wearing the same make, model, style, and size of respirator that will be used by the employee. Fit testing is performed using an OSHA acceptable protocol (Qualitative - QLFT or Quantitative - QNFT) as outlined in Appendix A of OSHA 29 CFR 1910.134. Fit testing when using respirators voluntarily is not required.

3.4 Use of Respirators

3.4.1 Facepiece Seal Protection

When wearing a respirator is required, respirators with tight-fitting facepieces are not to be worn by employees who have:

- Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function; or
- Any condition that interferes with the face-to-facepiece seal or valve function.

3.4.2 Use with Glasses or Other PPE

Employees wearing corrective glasses or goggles or other personal protective equipment, must ensure that such equipment is worn in a manner that does not interfere with the seal of the facepiece to the face of the user. For employees needing prescription spectacle inserts, such special devices are provided by at no expense to the employee, however, at the employee's expense, they shall schedule an eye exam or obtain their current optical prescription from their optometrist and provide a copy of their optical prescription to their supervisor.

3.4.3 User Seal Check

For all tight-fitting respirators, the employer shall ensure that employees perform a user seal check each time they put on the respirator using the procedures provided in Attachment G.

3.4.4 Continuing Respirator Effectiveness

All personnel in respirator use areas should report any changes in work area conditions, degree of employee exposure, or physical stress to the Program Administrator or Department Designee so that the continued effectiveness of respirators can be reevaluated. If reevaluation determines, changes to the program will be made accordingly.

3.4.5 Conditions that Require Leaving the Respirator Use Area

Respirator users are required to leave the respirator use area under the following conditions:

- To wash their faces and respirator facepieces as necessary to prevent eye or skin irritation associated with respirator use;
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece; (Note: If this occurs, the respirator will be replaced or repaired before allowing the employee to return to the work area.); or
- To replace the respirator or filter, cartridge, or canister elements.

3.4.6 Procedures for IDLH atmospheres

The following procedures will be followed for all IDLH atmospheres:

- One employee or, when needed, more than one employee is located outside the IDLH atmosphere;
- Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;
- The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue;
- The employer or designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue;

- The employer or designee authorized to do so by the employer, once notified, provides necessary assistance appropriate to the situation;
- Employee(s) located outside the IDLH atmospheres are equipped with pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either
    - Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or
    - Equivalent means for rescue where retrieval equipment is not required as indicated in the previous item.

3.5 Maintenance, Inspection and Care of Respirators

Procedures for maintenance, inspection and care of respirators currently in use are contained in Attachment H.

3.6 Breathing Air Quality and Use

The City complies with the "Breathing Air Quality and Use" requirements in Attachment M of this program.

3.7 Training and Information

3.7.1 Training Content

Effective training is provided to employees who are required to use respirators. This training is conducted so that each employee understands and can demonstrate knowledge of at least the following:

- Conditions that necessitate the use of a respirator;
- How improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- Limitations and capabilities of the respirator are;
- Effective use of a respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to properly inspect, put on and remove, use, and check the seals of the respirator;
- Procedures for maintenance and storage of the respirator;
- Recognizing medical signs and symptoms that may limit or prevent the effective use of respirators; and
- General requirements of OSHA Standard 29 CFR 1910.134.

3.7.2 Training Frequency

Training is provided prior to requiring an employee to wear a respirator in the workplace. Refresher training will occur annually and when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;

- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.

3.8 Recordkeeping

The following records are maintained as part of this Program. Written materials required to be retained under this Program are made available upon request to affected employees and to OSHA for examination and copying.

3.8.1 Medical Evaluation

Records of medical evaluations required by this section are retained and made available in accordance with 29 CFR 1910.1020.

3.8.2 Fit Testing

The fit test records will include:

A. The name or identification of the employee tested;
B. Type of fit test performed;
C. Specific make, model, style, and size of respirator tested;
D. Date of test; and
E. The pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.

Fit test records are retained for respirator users until the next fit test is administered.

3.9 Voluntary Use of Respirators

Voluntary (non-mandatory) use of respirators will be permitted so long as this use does not in itself create a hazard. Employees who desire to voluntarily use respirators other than filtering facepieces (dust masks) are first required to successfully complete a medical evaluation following the guidelines established by this program to ensure that the respirator can be worn without any negative health effects.

If determined medically able to wear a respirator. Whether the respirator is provided by the employer or the employee, the City retains the right to assure that the respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the user. Fit testing for respirators used voluntarily is not required. Although not prohibited, facial hair is discouraged as a sound industrial hygiene practice when voluntarily using a respirator.

The basic advisory information on respirators, as presented in Appendix D of the OSHA Standard, is provided to employees who voluntarily wear respirators is not required under this Program.

When employees are informed about the requirements for voluntary use of respirators, a form for documenting the receipt of this information is provided at Attachment D.

City of Rochelle Safety Compliance Program	
Program Name	Respiratory Protection Program

4.0 PROGRAM EVALUATION

Annual evaluations of the workplace are conducted to ensure that the written respiratory protection program is being properly implemented, and to consult employees to ensure that they are using the respirators properly. The purpose of this evaluation is to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

As a part of this evaluation, employees required to use respirators are regularly consulted to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment are corrected. Factors to be assessed include, but are not limited to

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);
- Appropriate respirator selection for the hazards to which the employee is exposed;
- Proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

(Sample) forms for recording periodic evaluations are provided in Attachment I.

Additionally, this program is reviewed at least annually by the Program Administrator in collaboration with the Department Designee, and any needed updates to the program or attachments are completed at that time.

Note: The Respiratory Protection Program may be directly linked to the Confined Space Program CFR 1910.146 and/or lockout or tagout program CFR 1910.147.

City of Rochelle Safety Compliance Program	
Program Name	Respiratory Protection Program

5.0 REVISION LOG

Date	Revision Number	Description	Initials
2025-08-18	0	Original Issue	JJA

Attachment A – Definitions

The following definitions are important terms used in the respiratory protection standard in this section.

Air-purifying respirator - a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Assigned protection factor (APF) - the workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees when the employer implements a continuing, effective respiratory protection program as specified by this section.

Atmosphere-supplying respirator - a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

Canister or cartridge - a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Demand respirator - an atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

Emergency situation - any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.

Employee exposure - exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

End-of-service-life indicator (ESLI) - a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.

Escape-only respirator - a respirator intended to be used only for emergency exit.

Filter or air purifying element - a component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering facepiece (dust mask) - a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Fit factor - a quantitative estimate of the fit of a particular respirator to a specific individual that typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Fit test - the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)

Helmet - a rigid respiratory inlet covering that also provides head protection against impact and penetration.

Attachment A – Definitions

High efficiency particulate air (HEPA) filter - a filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.

Hood - a respiratory inlet covering that completely covers the head and neck and may also cover portions of the shoulders and torso.

Immediately dangerous to life or health (IDLH) - an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Interior structural firefighting - the physical activity of fire suppression, rescue, or both, inside of buildings and/or enclosed structures which are involved in a fire situation beyond the incipient stage. (See 29 CFR 1910.155)

Loose-fitting facepiece - a respiratory inlet covering that is designed to form a partial seal with the face.

Maximum use concentration (MUC) - the maximum atmospheric concentration of a hazardous substance from which an employee can be expected to be protected when wearing a respirator and is determined by the assigned protection factor of the respirator or class of respirators and the exposure limit of the hazardous substance. The MUC can be determined mathematically by multiplying the assigned protection factor specified for a respirator by the required OSHA permissible exposure limit, short-term exposure limit, or ceiling limit. When no OSHA exposure limit is available for a hazardous substance, an employer must determine a MUC on the basis of relevant available information and informed professional judgment.

Negative pressure respirator (tight fitting) - a respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator.

Oxygen deficient atmosphere - an atmosphere with an oxygen content below 19.5% by volume.

Physician or other licensed health care professional (PLHCP) - an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some, or all of the health care services required by paragraph (e) of this section.

Positive pressure respirator - a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered air-purifying respirator (PAPR) - an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Pressure demand respirator - a positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation.

Qualitative fit test (QLFT) - a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Attachment A – Definitions

Quantitative fit test (QNFT) - an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Respiratory inlet covering - that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a facepiece, helmet, hood, suit, or a mouthpiece respirator with nose clamp.

Self-contained breathing apparatus (SCBA) - an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Service life - the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

Supplied-air respirator (SAR) or airline respirator - an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

This section - this respiratory protection standard.

Tight-fitting facepiece - a respiratory inlet covering that forms a complete seal with the face.

User seal check - an action conducted by the respirator user to determine if the respirator is properly seated to the face.

Attachment B – Respiratory Hazard Assessment

Potential Hazard	Occupational Exposure Levels	Employee Exposure Task	Particulate	Gas/Vapor	Biological	SDS Available	IH Conducted
			☒	☒	☐	☒	☐
			☒	☒	☐	☒	☐
			☒	☒	☐	☒	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐

Insert any Industrial Hygiene Sampling Reports done in conjunction with this program in this tab.

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Attachment B – Respiratory Hazard Assessment

The respiratory protection standard allows organizations to use many approaches for estimating worker exposures to respiratory hazards. The following guidance shall be followed to ascertain if the respiratory program is mandatory or voluntary.

Sampling. OSHA calls personal exposure monitoring the "gold standard" for determining employee exposures because it is the most reliable approach for assessing how much and what type of respiratory protection is required in each circumstance. To comply with the standard, sampling should:

- Use methods appropriate for contaminants;
- Present the worst-case exposures; or
- Represent enough shifts and operations to determine the range of exposure.

Objective Information. OSHA identifies different kinds of information as acceptable. For example:

- Information and data that indicate that use or handling of a product or material cannot, under worst-case conditions, release concentrations of a respiratory hazard above a level that would trigger the need for respirator use or require use of a more protective respirator.
- Data on the physical and chemical properties of air contaminants, combined with information on room dimensions, air exchange rates, contaminant release rates, and other pertinent data, including exposure patterns and work practices, to estimate the maximum exposure that could be anticipated in the workplace.
- Data from industry-wide surveys by trade associations for use by their members, as well as from stewardship programs operated by manufacturers for their customers, are often useful in assisting employers, particularly small business owners, to obtain information on employee exposures in their workplaces.

OSHA points out that when assessing respiratory hazard exposure, Organizations need to account for potential variation in exposure by using exposure data collected with a strategy that recognizes exposure variability, or by using worst-case assumptions and estimation techniques to evaluate the highest foreseeable employee exposure levels.

The following table provides general guidance regarding methods used to select respirators.

Attachment B – Respiratory Hazard Assessment

Hazard	Concentration * Less Than or Equal To	Respirator **
Particulate	5xPEL	Single use respirator ***
Particulate	10xPEL	Any dust respirator ***
Particulate	50xPEL	Full face piece respirator with high efficiency filter(s) or self-contained breathing apparatus with full face piece operated in the demand mode
Particulate	2000xPEL	Supplied-air respirator with full face piece operated in any positive pressure mode
Particulate	>2000xPEL	Self-contained breathing apparatus with full face piece operated in the pressure demand mode or a supplied-air respirator with full face piece operated in any positive pressure mode with an auxiliary self-contained breathing apparatus
Known gas or vapor contaminant****	50xPEL	Chemical cartridge respirator with full face piece and cartridges approved for the specific contaminant(s) or a full face-piece self-contained breathing apparatus operated in the demand mode
Known gas or vapor contaminant***	2000xPEL	Supplied-air respirator with full face piece operated in any positive pressure mode
Known gas or vapor contaminant****	>2000xPEL	Self-contained breathing apparatus with full face piece operated in the pressure-demand mode or combination supplied-air respirator with full face piece operated in any positive pressure mode with an auxiliary self-contained breathing apparatus
Combination of particulates & gases or vapors ****	50xPEL	A full-face piece combination respirator approved for dusts and mists and the specific contaminant(s) (gases or vapors)
Combination of particulates & gases or vapors ****	1000xPEL	Powered air-purifying full-face piece combination respirator with high efficiency filter and chemical cartridge approved for the specific gas or vapor
Combination of particulates & gases or vapors ****	2000xPEL	Supplied-air respirator with full face piece operated in any positive pressure mode
Combination of particulates & gases or vapors ****	>2000xPEL	Self-contained breathing apparatus with full face piece operated in the pressure-demand mode or combination supplied-air respirator with full face piece operated in any positive pressure mode with an auxiliary self-contained breathing apparatus

Attachment B – Respiratory Hazard Assessment

Hazard	Concentration * Less Than or Equal To	Respirator **
Unknown contaminant	Undetermined	Self-contained breathing apparatus with full face piece operated in the positive pressure mode or a supplied-air respirator with full face piece operated in a positive pressure mode with an auxiliary self-contained breathing apparatus
Inert and other atmospheres where the oxygen level is below 17%	-----	Self-contained breathing apparatus with full face piece operated in the pressure demand mode or a combination supplied air respirator with full face piece operated in any positive pressure mode with an auxiliary self-contained breathing apparatus
Emergency entry	Unknown	Self-contained breathing apparatus with full face piece operated in the pressure demand mode or a combination supplied-air respirator with full face piece operated in any positive pressure mode with an auxiliary self-contained breathing apparatus

* If the concentration forms a flammable atmosphere only the self-contained breathing apparatus with full face piece operated in the pressure-demand mode may be used.

** Any respirator recommended for a higher concentration may be used at a lower concentration.

*** These respirators may not be used if the toxic material is carcinogenic.

**** If the concentration forms an atmosphere which is immediately dangerous to life then only the self-contained breathing apparatus operated in the pressure mode or the combination supplied-air respirator with full face piece operated in any positive mode with an auxiliary self-contained breathing apparatus may be used.

Appendix D to Section 1910.134 (Mandatory)- Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposure to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

_____

Name Date

_____

Signature

Attachment E – Physician or Other Licensed Health Care Provider

Name: See records for Health Care Provider used.

Address

Phone:

Email:

Date Program Sent:

Attachment F – Respirator Data Form for PLHCP (Sample Form)

F-1

Employer Name: _____

Employee Name: _____ **Date:** _____

We are considering placing the employee named above in a position that will require respirator use as detailed below. Please evaluate his/her physiological ability to wear this respirator as required by OSHA 29 CFR 1910.134 and our Respiratory Protection Program. The following is the information we are required to provide.

1) The type and weight of the respirator to be used by the employee:

2) The duration and frequency of respirator use (including use for rescue and escape):

3) The expected physical work effort:

4) Additional protective clothing and equipment to be worn:

5) Temperature and humidity extremes that may be encountered:

6) Supplemental Information:

_____

Upon Completion of your evaluation of this employee, please provide us with a report that indicates:

A. Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator is used, including whether or not the employee is medically able to use the respirator;
B. The need, if any, for follow-up medical evaluations; and a statement that you have provided the employee with a copy of these written recommendations.

Attachment G – User Seal Check Procedures

The individual who uses a tight-fitting respirator is to perform a user seal check to ensure that an adequate seal is achieved each time the respirator is put on. Either the positive and negative pressure checks listed in this appendix, or the respirator manufacturer's recommended user seal check method shall be used. User seal checks are not substitutes for qualitative or quantitative fit tests.

I. Facepiece Positive and/or Negative Pressure Checks

A. ***Positive pressure check.*** Close off the exhalation valve and exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage of air at the seal. For most respirators, this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

B. ***Negative pressure check.*** Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

II. Manufacturer's Recommended User Seal Check Procedures

The respirator manufacturer's recommended procedures for performing a user seal check may be used instead of the positive and/or negative pressure check procedures provided that the employer demonstrates that the manufacturer's procedures are equally effective.

Attachment H – Respirator Maintenance, Inspection, and Care Procedures

Respirator users are responsible for keeping their respirators clean and sanitary, and when not in use, stored in a manner that prevents contamination. Respirators are maintained according to the manufacturer's instructions provided with the respirator. Filters and cartridges are replaced according to the End-of-Service-Life indicator, or when determined by the user to be no longer effective.

When manufacturer's instructions are not available, respirators will be cleaned as follows:

Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure- demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

A) Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.

B) Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.

C) When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:

    1) Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,

    2) Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,

    3) Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.

D) Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

E) Components should be hand-dried with a clean lint-free cloth or air-dried.

F) Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.

G) Test the respirator to ensure that all components work properly.

Attachment I – Annual Program Evaluation Form

Respirator Administrator Program Review Questionnaire

Date: _____ Location: _____

Facilitator Name: _____

Facilitator Signature: _____

Facilitator Company: _____

_____ _____

Administrator Name **Job Title**

	Yes	No
A written respiratory protection program is in place.	☐	☐
The workplace hazard assessment has been evaluated for employee exposures to determine respirator use is still sufficient.	☐	☐
The program includes up to date procedures for selecting respirators.	☐	☐
Medical evaluations are done for employees required to wear respirators.	☐	☐
Fit testing procedures are in place and fit tests are being conducted as required.	☐	☐
Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and maintaining respirators are in place.	☐	☐
Training is being conducted annually that covers the respiratory hazards at this facility and the proper use and maintenance of respirators.	☐	☐
The written program has been updated as necessary to account for changes in the workplace affecting respirator use.	☐	☐
Equipment, training, and medical evaluations have been provided to affected employees at no cost.	☐	☐

***Comment on any No answers:** _____

_____

_____

_____

_____

_____

Program Administrator Signature **Date**

*Note: Completed reviews will be placed under Attachment I of the Written Program.

Attachment J – OSHA Respirator Medical Evaluation Questionnaire (Sample Form)

The Physician or Licensed Health Care Provider selected to conduct the medical evaluation should be consulted to determine whether the provider prefers that you use their own form, and if so, this form is provided as either an optional form as agreed upon in advance, or for reference as to the questions likely to be asked during the medical evaluation.

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:

Can you read (circle one): Yes/No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Sex (circle one): Male/Female
5. Your height: _____ ft. _____ in.
6. Your weight: _____ lbs.
7. Your job title: _____
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
9. The best time to phone you at this number: _____
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No

Attachment J – OSHA Respirator Medical Evaluation Questionnaire (Sample Form)

11. Check the type of respirator you will use (you can check more than one category):
    a. _____ N, R, or P disposable respirator (filter-mask, non- cartridge type only).
    b. _____ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator (circle one): Yes/No

    If "yes", what type(s): _____

    _____

Part A. Section 2. (Mandatory) Questions 1 - 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: Yes/No

2. Have you ever had any of the following conditions?
    a. Seizures (fits): Yes/No
    b. Diabetes (sugar disease): Yes/No
    c. Allergic reactions that interfere with your breathing: Yes/No
    d. Claustrophobia (fear of closed-in places): Yes/No
    e. Trouble smelling odors: Yes/No

3. Have you ever had any of the following pulmonary or lung problems?
    a. Asbestosis: Yes/No
    b. Asthma: Yes/No
    c. Chronic bronchitis: Yes/No
    d. Emphysema: Yes/No
    e. Pneumonia: Yes/No
    f. Tuberculosis: Yes/No
    g. Silicosis: Yes/No
    h. Pneumothorax (collapsed lung): Yes/No
    i. Lung cancer: Yes/No
    j. Broken ribs: Yes/No
    k. Any chest injuries or surgeries: Yes/No
    l. Any other lung problem that you have been told about: Yes/No

Attachment J – OSHA Respirator Medical Evaluation Questionnaire (Sample Form)

4. Do you currently have any of the following symptoms of pulmonary or lung illness?

   a. Shortness of breath: Yes/No
   b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
   c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
   d. Must stop for breath when walking at your own pace on level ground: Yes/No
   e. Shortness of breath when washing or dressing yourself: Yes/No
   f. Shortness of breath that interferes with your job: Yes/No
   g. Coughing that produces phlegm (thick sputum): Yes/No
   h. Coughing that wakes you early in the morning: Yes/No
   i. Coughing that occurs mostly when you are lying down: Yes/No
   j. Coughing up blood in the last month: Yes/No
   k. Wheezing: Yes/No
   l. Wheezing that interferes with your job: Yes/No
   m. Chest pain when you breathe deeply: Yes/No
   n. Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you ever had any of the following cardiovascular or heart problems?

   a. Heart attack: Yes/No
   b. Stroke: Yes/No
   c. Angina: Yes/No
   d. Heart failure: Yes/No
   e. Swelling in your legs or feet (not caused by walking): Yes/No
   f. Heart arrhythmia (heart beating irregularly): Yes/No
   g. High blood pressure: Yes/No
   h. Any other heart problem that you've been told about: Yes/No

6. Have you ever had any of the following cardiovascular or heart symptoms?

   a. Frequent pain or tightness in your chest: Yes/No
   b. Pain or tightness in your chest during physical activity: Yes/No
   c. Pain or tightness in your chest that interferes with your job: Yes/No
   d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
   e. Heartburn or indigestion that is not related to eating: Yes/ No
   f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No

Attachment J – OSHA Respirator Medical Evaluation Questionnaire (Sample Form)

7. Do you currently take medication for any of the following problems?

   a. Breathing or lung problems: Yes/No
   b. Heart trouble: Yes/No
   c. Blood pressure: Yes/No
   d. Seizures (fits): Yes/No

8. If you have used a respirator, have you ever had any of the following problems? (If you have never used a respirator, check the following space, and go to question 9:)

   a. Eye irritation: Yes/No
   b. Skin allergies or rashes: Yes/No
   c . Anxiety: Yes/No
   d. General weakness or fatigue: Yes/No
   e. Any other problem that interferes with your use of a respirator: Yes/No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently): Yes/No

11. Do you currently have any of the following vision problems?

   a. Wear contact lenses: Yes/No
   b. Wear glasses: Yes/No
   c. Color blind: Yes/No
   d. Any other eye or vision problem: Yes/No

12. Have you ever had an injury to your ears, including a broken ear drum: Yes/No

13. Do you currently have any of the following hearing problems?

   a. Difficulty hearing: Yes/No
   b. Wear a hearing aid: Yes/No

c. Any other hearing or ear problem: Yes/No

14. Have you ever had a back injury: Yes/No

15. Do you currently have any of the following musculoskeletal problems?

a. Weakness in any of your arms, hands, legs, or feet: Yes/No
b. Back pain: Yes/No
c. Difficulty fully moving your arms and legs: Yes/No
d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
e. Difficulty fully moving your head up or down: Yes/No
f. Difficulty fully moving your head side to side: Yes/No
g. Difficulty bending at your knees: Yes/No
h. Difficulty squatting to the ground: Yes/No
i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes/No
j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B
Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

   If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

   If "yes", name the chemicals if you know them: _____

   _____

   _____

   _____

Attachment J – OSHA Respirator Medical Evaluation Questionnaire (Sample Form)

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

   a. Asbestos: Yes/No
   b. Silica (e.g., in sandblasting): Yes/No
   c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No
   d. Beryllium: Yes/No
   e. Aluminum: Yes/No
   f. Coal (for example, mining): Yes/No
   g. Iron: Yes/No
   h. Tin: Yes/No
   i. Dusty environments: Yes/No
   j. Any other hazardous exposures: Yes/No

   If "yes", describe these exposures: _____
   _____
   _____

4. List any second jobs or side businesses you have: _____
   _____

5. List your previous occupations: _____
   _____

6. List your current and previous hobbies: _____
   _____

7. Have you been in the military services? Yes/No

   If "yes", were you exposed to biological or chemical agents (either in training or combat): Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

Attachment J – OSHA Respirator Medical Evaluation Questionnaire (Sample Form)

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

   If "yes", name the medications if you know them: _____

10. Will you be using any of the following items with your respirator(s)?

    a. HEPA Filters: Yes/No
    b. Canisters (for example, gas masks): Yes/No
    c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

    a. Escape only (no rescue): Yes/No
    b. Emergency rescue only: Yes/No
    c. Less than 5 hours per week: Yes/No
    d. Less than 2 hours per day: Yes/No
    e. 2 to 4 hours per day: Yes/No
    f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

    a. Light (less than 200 kcal per hour): Yes/No
       If "yes", how long does this period last during the average shift:
       _____ hrs. _____ mins.
       Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines.

    b. Moderate (200 to 350 kcal per hour): Yes/No
       If "yes", how long does this period last during the average shift: _____ hrs. _____ mins.
       Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

Attachment J – OSHA Respirator Medical Evaluation Questionnaire (Sample Form)

c. Heavy (above 350 kcal per hour): Yes/No
If "yes", how long does this period last during the average shift: _____ hrs. _____ mins.
Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you are using your respirator: Yes/No
If "yes", describe this protective clothing and/or equipment: _____
_____

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you will be doing while you are using your respirator(s):
_____
_____

17. Describe any special or hazardous conditions you might encounter when you are using your respirator(s) (for example, confined spaces, life-threatening gases):
_____
_____

18. Provide the following information, if you know it, for each toxic substance that you will be exposed to when you are using your respirator(s):

Name of the first toxic substance: _____
Estimated maximum exposure level per shift: _____
Duration of exposure per shift: _____
Name of the second toxic substance: _____
Estimated maximum exposure level per shift: _____
Duration of exposure per shift: _____
Name of the third toxic substance: _____
Estimated maximum exposure level per shift: _____
Duration of exposure per shift: _____

Attachment J – OSHA Respirator Medical Evaluation Questionnaire (Sample Form)

The name of any other toxic substances that you will be exposed to while using your respirator: _____

_____

_____

_____

19. Describe any special responsibilities you will have while using your respirator(s) that may affect the safety and wellbeing of others (for example, rescue, security):

_____

_____

_____

Attachment K – Service Life Change Schedule – Respirator Use Procedure List

Respirator Use Procedures

Respirator	Cartridge	Cartridge Change Procedure	Fit Test Procedure	Maintenance/ Cleaning Procedure	Inspection

Attachment L – Training Session Documentation Form (Sample Roster Form)

L-1

Course Name: **Respiratory Protection**

Course Date(s): _____ Start Time: _____ End Time: _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: _____

Location of Training: _____

Detailed Outline of Course Content:

See Reverse

Participants:

Name	*Signature*	Department/Job Title
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Attachment L – Training Session Documentation Form (Sample Roster Form)

Course Content

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
2. What the limitations and capabilities of the respirator are;
3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
4. How to inspect, put on and remove, use, and check the seals of the respirator;
5. What the procedures are for maintenance and storage of the respirator;
6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
7. The general requirements of the OSHA Regulation

Attachment M – Supplied Air Respirators and Compressors

1. *(Position)* _____ will ensure that the breathing gas for all atmosphere-supplying respirators (from the compressor) is of the highest quality and meets the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989.
2. Specific procedures for the use of supplied air respirators, and for the maintenance of air compressors and the associated safety equipment are included in this program.
3. Compressed breathing air supplied directly from an air compressor will comply with the following minimum specifications:
    a) Air will at least meet the requirements for Type 1 - Grade D breathing air described in ANSI / Compressed Gas Association Commodity Specification for Air, G-7.1-1989 or more recent.
    b) The oxygen content (v/v) must be between 19.5% and 23.5%.
    c) The hydrocarbon (condensed) content must be 5 milligrams per cubic meter of air (mg/m^3) or less.
    d) The carbon monoxide (CO) content must be 10 ppm or less.
    e) The carbon monoxide (CO_2) content must be 1,000 ppm or less.
    f) There must be no noticeable odor.
4. Compressed oxygen will not be used in any systems.
5. All atmosphere supplying respirators will be marked and used in accordance with the NIOSH respirator certification standard 42 *CFR* part 84.
6. All breathing air couplings will be incompatible with outlets for non-respirable worksite air or other gas systems.
7. No asphyxiating substance will be introduced into breathing air lines.
8. Compressors used to supply breathing air will be inspected on a regular basis by *(Position)* _____ to ensure that they are constructed, situated, and operated to:
    a) Prevent entry of contaminated air into the air-supply stream.
    b) Minimize moisture content so that the dew point at 1 atmosphere pressure is 10° F (5.56° C) below the ambient temperature.
    c) Have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters will be maintained, replaced, or refurbished periodically following manufacturer's instructions. The respirator program administrator will maintain a record of maintenance and changeover.
    d) A tag will be maintained on the compressor indicating the most recent change date and the signature of the person authorized by the employee to perform the change.
    e) Carbon monoxide (CO) levels will not exceed 10 ppm.

(i) **For compressors that are not oil lubricated:** The program administrator will ensure that the carbon monoxide (CO) levels in the breathing air do not exceed 10 ppm;

(ii) **For compressors that are oil lubricated:** the compressor will have a high-temperature alarm, a carbon monoxide (CO) alarm or both. If only a high-temperature alarm is used, the air supply will be monitored at intervals sufficient to prevent carbon monoxide (CO) in the breathing air from exceeding 10 ppm.

9. Supplied air respirators will be fit tested in the negative pressure mode regardless of the mode of operation.

a) Qualitative fit testing will be accomplished by temporarily converting the respirator user's actual facepiece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator facepiece with the same sealing surfaces as a surrogate for the atmosphere supplying or powered air purifying respirator facepiece.

b) Quantitative fit testing of these respirators will be accomplished by modifying the facepiece to allow sampling inside the facepiece in the breathing zone of the user, midway between the nose and mouth. This requirement will be accomplished by installing a permanent sampling probe onto a surrogate facepiece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the facepiece.

c) Any modifications to the respirator facepiece for fit testing will be completely removed and the facepiece restored to NIOSH approved configuration, before that facepiece can be used in the workplace.

Attachment M – Supplied Air Respirators and Compressors

Additional Provisions for SCBA

1. *(Position)* _____ will ensure that the breathing gas for all atmosphere-supplying respirators (SCBA) is of the highest quality. Compressed and liquid oxygen shall meet the United States Pharmacopeia requirements for medical or breathing oxygen.
2. Compressed breathing air in cylinders will comply with the following minimum specifications:
    a) The oxygen content (v/v) must be between 19.5% and 23.5%.
    b) The hydrocarbon (condensed) content must be 5 milligrams per cubic meter of air (mg/m^3) or less.
    c) The carbon monoxide (CO) content must be 10 ppm or less.
    d) The carbon dioxide (CO_2) content must be 1,000 ppm or less.
    e) There must be no noticeable odor.
3. Compressed oxygen will not be used in any atmosphere supplying respirator that has previously used compressed air.
4. Air cylinders used for SCBA will not be accepted from suppliers nor used unless all of the following requirements are met:
    a) The cylinder is tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 *CFR* part 173 and 178); and
    b) Cylinders of purchased breathing air have a certificate of analysis from the supplier indicating that the breathing air meets the requirements for Type 1 - Grade D breathing air; and
    c) The Moisture content in the cylinder does not exceed a dew point of -50°F (-45.6°C) at 1 atmosphere pressure.
5. All breathing gas containers and atmosphere supplying respirators will be marked and used in accordance with the NIOSH respirator certification standard 42 *CFR* part 84.
6. Supplied air respirators will be fit tested in the negative pressure mode regardless of the mode of operation.
    a) Qualitative fit testing will be accomplished by temporarily converting the respirator user's actual facepiece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator facepiece with the same sealing surfaces as a surrogate for the atmosphere supplying or powered air purifying respirator facepiece.
    b) Quantitative fit testing of these respirators will be accomplished by modifying the facepiece to allow sampling inside the facepiece in the breathing zone of the user, midway between the nose and mouth.

c) Any modifications to the respirator facepiece for fit testing will be completely removed and the facepiece restored to NIOSH approved configuration, before that facepiece can be used in the workplace.

7. Self-contained breathing apparatus (SCBA) will be inspected monthly. Air cylinders will be maintained in a fully charged state and will be removed from service and recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. The regulator and warning devices will be routinely inspected, and the program administrator will ensure that they function properly.

Attachment M – Supplied Air Respirators and Compressors

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    b) Minimize moisture content so that the dew point at 1 atmosphere pressure is 10° F (5.56° C) below the ambient temperature.
    c) Have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters will be maintained, replaced, or refurbished periodically following manufacturer's instructions. The respirator program administrator will maintain a record of maintenance and changeover.
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(i) **For compressors that are not oil lubricated:** The program administrator will ensure that the carbon monoxide (CO) levels in the breathing air do not exceed 10 ppm;

(ii) **For compressors that are oil lubricated:** the compressor will have a high-temperature alarm, a carbon monoxide (CO) alarm or both. If only a high-temperature alarm is used, the air supply will be monitored at intervals sufficient to prevent carbon monoxide (CO) in the breathing air from exceeding 10 ppm.

9. Supplied air respirators will be fit tested in the negative pressure mode regardless of the mode of operation.

a) Qualitative fit testing will be accomplished by temporarily converting the respirator user's actual facepiece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator facepiece with the same sealing surfaces as a surrogate for the atmosphere supplying or powered air purifying respirator facepiece.

b) Quantitative fit testing of these respirators will be accomplished by modifying the facepiece to allow sampling inside the facepiece in the breathing zone of the user, midway between the nose and mouth. This requirement will be accomplished by installing a permanent sampling probe onto a surrogate facepiece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the facepiece.

c) Any modifications to the respirator facepiece for fit testing will be completely removed and the facepiece restored to NIOSH approved configuration, before that facepiece can be used in the workplace.

Attachment M – Supplied Air Respirators and Compressors

Additional Provisions for SCBA

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    e) There must be no noticeable odor.
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4. Air cylinders used for SCBA will not be accepted from suppliers nor used unless all of the following requirements are met:
    a) The cylinder is tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 *CFR* part 173 and 178); and
    b) Cylinders of purchased breathing air have a certificate of analysis from the supplier indicating that the breathing air meets the requirements for Type 1 - Grade D breathing air; and
    c) The Moisture content in the cylinder does not exceed a dew point of -50°F (-45.6°C) at 1 atmosphere pressure.
5. All breathing gas containers and atmosphere supplying respirators will be marked and used in accordance with the NIOSH respirator certification standard 42 *CFR* part 84.
6. Supplied air respirators will be fit tested in the negative pressure mode regardless of the mode of operation.
    a) Qualitative fit testing will be accomplished by temporarily converting the respirator user's actual facepiece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator facepiece with the same sealing surfaces as a surrogate for the atmosphere supplying or powered air purifying respirator facepiece.
    b) Quantitative fit testing of these respirators will be accomplished by modifying the facepiece to allow sampling inside the facepiece in the breathing zone of the user, midway between the nose and mouth.

c) Any modifications to the respirator facepiece for fit testing will be completely removed and the facepiece restored to NIOSH approved configuration, before that facepiece can be used in the workplace.

7. Self-contained breathing apparatus (SCBA) will be inspected monthly. Air cylinders will be maintained in a fully charged state and will be removed from service and recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. The regulator and warning devices will be routinely inspected, and the program administrator will ensure that they function properly.

Attachment N – Respirator User – Cleaning and Cartridge Record (Sample Form)

N-1

Name: _____

Respirator Type:			
Mfr:	**Size:**	**Date Placed in Service**	

Date	Cleaned	**Cartridge Changed**	Comments
(EXAMPLE) 11/1/16	*X*	***X***	*All okay. Placed back in service1012*

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Electrical Safety

29CFR 1910.137, 331-335, NFPA 70E-2024-Article 110.5

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program	
Program Name	Electrical Safety for General Industry
Regulatory Reference	IL_OSHA 29 CFR 1910.137, 331-335; NFPA 70E-2024 – Article 110.5
Date Created	March 16, 2020
Latest Revision	March 3, 2026
Latest Review	--
Program Coordinator	Safety Coordinator
Alternate Coordinator	Director of Human Resources
Electrical Safety Manager	Superintendent or Director Onsite

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Attachment A - Energized Electrical Work Permit and Job Briefing Guide
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Attachment C - Approach Boundaries to Energized Parts (Limits of Approach)
Attachment D - Tools, Specialized Protective Devices, and Testing Requirements
Attachment E - Electrical Equipment Care, Maintenance and Calibration
Attachment F - Field Marking of Electrical Panels (Labels)
Attachment G - Training
Attachment H - Glossary of Terms

Note: This program is intended for use by General Industry workers. The American Public Power Association (APPA) Manual should be referenced for electric utility, power distribution, line crews, substation operators and meter techs. It is available through the program coordinator.

City of Rochelle Safety Compliance Program	
Program Name	Electrical Safety for General Industry
Regulatory Reference	29 CFR 1910.137, 331-335; NFPA 70E-2024 – Article 110.5

1.0 OVERVIEW

This program has been established by City of Rochelle to address recognized conditions or actions that could lead to the potential exposure of employees to an electrical hazard. This program provides policies, procedures and controls to achieve our objectives through training, auditing, and enforcement.

2.0 OBJECTIVES

Preventing employee injuries and damage to equipment are the primary objectives of this program. Understanding and applying appropriate safe work practices will help us to achieve these objectives. City of Rochelle uses a hierarchy of controls to protect employees by eliminating or controlling electrical hazards, by deenergizing energy sources through our program for Control of Hazardous Energy (lockout/tagout) and further by establishing electrically safe work conditions when equipment cannot be deenergized. A risk assessment approach is used to evaluate and manage electrical hazards.

2.1 Electrical Safety Program Elements

The City of Rochelle maintains an Electrical Safety Program in accordance with NFPA 70E-2024 to provide direction for the control of electrical hazards in the workplace. This program establishes the principles, procedures, and controls necessary to protect employees from electrical shock, arc flash, and arc blast hazards. The Program includes the following elements:

- Management commitment and employee involvement
- Electrical hazard identification and risk assessment procedures
- Establishment of an electrically safe work condition
- Job safety planning and job briefing requirements
- Energized electrical work authorization procedures
- Shock and arc flash protection requirements
- Selection and use of personal protective equipment
- Contractor coordination procedures
- Incident investigation and corrective action
- Training and qualification of employees
- Program auditing and continuous improvement

Electrical safety principles and procedures contained in this program apply to all City facilities where employees may be exposed to electrical hazards. This does not apply to electric utility, power distribution, line crews, substation operators and/or meter techs.

3.0 PURPOSE AND SCOPE

This policy applies to all Rochelle facilities and provides guidance for employees working within our facilities. These policies and procedures are considered appropriate for the voltage, energy level, circuit conditions, and work tasks encountered within the City's facilities.

City of Rochelle Safety Compliance Program	
Program Name	Electrical Safety

4.0 DESIGNATED PERSONNEL

4.1 General

A **Qualified Person,** as defined by OSHA 29 CFR 1910.399 is one who has received training in and has demonstrated skills and knowledge in the construction and operation of electrical equipment and installations and the hazards involved.

An **Unqualified Person**, as defined by OSHA 29 CFR 1910.399 is one who has not received the training necessary to be considered a Qualified Person under 29 CFR 1910.322.

Employees designated as **Other** Person are individuals who are not qualified electrical workers but may be present in the area where electrical work is being performed.

Only Qualified Persons as described in this program may perform work on exposed, energized electric circuits or parts of equipment operating at 50 volts or higher that have not been placed in an electrically safe work condition. Any person not essential to the task will not visit, observe, or linger in areas where electrical circuits or conductors are exposed.

4.2 Electrical Safety Manager

The person designated on the cover page of this program as Electrical Safety Manager is the lead Qualified employee, who oversees the technical aspects of this program, and works closely with all other employees to observe and provide coaching on safe work practices.

4.3 Qualified Person

A Qualified Person, as defined by OSHA in 29 CFR 1910.399 is one who has received training in and has demonstrated skills and knowledge in the construction and operation of

A person designated by City as potentially exposed to shock, burn and arc hazards while working within the limited approach boundary of an energized conductor or circuit part in conjunction with their job assignment.

The training requirements for a Qualified Person are listed in Section 16.0.

4.4 Unqualified Person

A person who is not a Qualified person, but who has been designated to perform work on, near or with installations where electrical risks may be present.

The training requirements for Unqualified persons are listed in Section 16.0.

4.5 Other Personnel

All employees or other personnel not designated to perform work covered by this program.

5.0 ELECTRICAL SAFETY POLICY

The goal of this City policy is to enhance safety by controlling risks involved in the installation, operation and maintenance of equipment. National consensus standards and Federal Regulations were considered in the formation of this policy.

City of Rochelle Safety Compliance Program	
Program Name	Electrical Safety

5.1 Disciplinary Policy

Failure to comply with electrical safe work practices will jeopardize the safety and health of employees and endanger lives by increasing risks at City facilities and City workers. Each employee is responsible to report observed non-compliance with procedures specified by this program. The Program Coordinator or Alternate, with assistance of the Electrical Safety Manager, will investigate all incidents involving observed or reported cases of intentional or unintended program violations, and when warranted, will administer appropriate disciplinary action, up to and including termination of employment.

5.2 Electrically Safe Work Condition

Hazard elimination is our first priority for electrical safety. Achieving this state requires that all hazardous conductors or parts be placed and maintained in a deenergized state. Beyond our program for Control of Hazardous Energy, an electrically safe work condition will be achieved by a Qualified person further interrupting, disconnecting, testing for the absence of voltage, and whenever possible visibly verifying that electrical conductors or circuit parts have been disconnected from energized parts, and grounded if determined necessary.

Energized conductors and circuit parts operating at equal to or greater than 50 volts must be put into an electrically safe work condition before performing any work that places the employee within the limited approach boundary; or where interaction with equipment creates an increased likelihood of an injury from an electrical hazard even though the energized conductors or parts are not exposed.

5.3 Energized Work Policy

Appropriate safety-related work practices will be determined before any person is exposed to energized electrical hazards. Where an electrical safety hazard exists, work on exposed energized circuits or parts operating at or over 50 volts will be performed only under the following conditions:

a) A determination has been made that it is infeasible to establish an electrically safe (de-energized) condition prior to the work being performed;
b) A risk assessment of hazards and control methods is performed prior to work being performed;
c) The risk assessment determined that the hazard cannot feasibly be eliminated, substituted, controlled through engineering methods, or other administrative controls.
d) The risk assessment is used to determine specific work procedures and practices, including control of hazardous energy;
e) Protective equipment determined necessary as a result of the evaluation is provided and worn;
f) Appropriate tools and equipment needed to protect against electrical hazards are provided and used correctly;
g) An Energized Work Permit has been issued and a Job Safety Briefing has been completed.
h) Employees performing the work have received appropriate training and demonstrated a responsibility for their own self-discipline.

5.4 Justification for Energized Work

The need to work on electrical conductors or parts while energized will be assessed prior to commencing any task involving direct or indirect exposure to employees, and will be authorized in advance by a written Energized Work Permit:

a) When an electrically safe work condition cannot be achieved;
b) When it has been determined that de-energizing introduces additional or increased hazards (i.e. shutdown of critical alarm or ventilation systems);
c) When de-energizing is infeasible due to equipment design or operational limitations (startup, diagnostics, troubleshooting).

Energized parts that operate at less than 50 volts to the ground are not required to be de-energized, provided there is no increase in exposure to electrical burns or explosion due to electric arcs. Authorized employees under the City's program for Control of Hazardous Energy are allowed to perform servicing or maintenance on electrical systems while energized at less than 50 volts, such as control circuitry and battery-powered equipment.

5.5 Energized Electrical Work Permit

Only Qualified persons will perform Energized Work. A written Energized Work Permit will be issued, and a Job Safety Planning and a Job Safety Briefing will be completed. No person is authorized to cross the Limited Approach Boundary until both the energized work permit and job safety plan and briefing have been completed.

When performing work as described in the Energized Work paragraph of this section, an energized work permit is issued and documented under any of the following conditions:

1. Work is performed withing the restricted approach boundary.
2. When interacting with equipment when the circuit parts are not exposed, but an increased likelihood of injury from exposure to an arc flash exists.

Energized Electrical Work Permits and Job Safety Planning/Briefing Guides are found at Attachment A.

5.6 Exemptions to Energized Electrical Work Permit

A written Energized Electrical Work Permit is not required when work is performed by Qualified Employees using safe work practices and appropriate personal protective equipment for tasks related to:

1. Testing, troubleshooting, or voltage measuring,
2. Entering and existing an energized work area if no electrical work is being performed and if the restricted approach boundary is not crossed, and
3. When the restricted boundary is not crossed while performing thermographic, ultrasound, and visual inspections, general housekeeping, and miscellaneous non-electrical tasks.

5.7 Establishing an Electrically Safe Work Condition

Electrical conductors and circuit parts shall be placed into an Electrically Safe Work Condition whenever employees are exposed to electrical hazards unless energized work is justified and authorized.

City of Rochelle Safety Compliance Program	
Program Name	Electrical Safety

The following procedure shall be used to establish an electrically safe work condition:

1. Identify all possible sources of electrical supply to the equipment.
2. Interrupt the load current and open the disconnecting device(s) for each source.
3. Visually verify, where possible, that all blades of disconnecting devices are fully open or that drawout circuit breakers are withdrawn.
4. Apply lockout/tagout devices in accordance with the City's Control of Hazardous Energy (LOTO) Program.
5. Release or block stored electrical energy, including capacitors or induced voltages.
6. Verify the absence of voltage using an adequately rated test instrument. The test instrument shall be verified on a known live source both before and after testing (live-dead-live method).
7. Apply temporary protective grounding, where necessary, to protect employees from induced voltage or stored energy.

Equipment is considered to be in an Electrically Safe Work Condition only after all steps above have been completed.

6.0 PRINCIPLES

Anytime work is performed on or near electrical equipment, the City follows a principle-based work approach to ensure a safe work environment. The following principles form the foundation of our electrical safety culture:

a) Safe work performance is a condition of employment, and employees are recognized and held accountable for quality of work and safe work performance.
b) Each job is pre-planned and documented the first time it is performed in order to minimize hazardous exposures. Unexpected events are anticipated.
c) Safety-related work practices are implemented to safeguard employees from injury while they are exposed to electrical hazards.
d) Training is provided promptly whenever safety is affected by changes in equipment, tools, or safe work procedures.
e) Qualified workers are provided and use appropriate personal protective equipment and tools necessary to perform their work.
f) Condition of equipment due to past maintenance practices will be considered before performing electrical work.
g) Any defect that compromises electrical insulation or equipment integrity is reported and promptly repaired, permanently disconnected, or isolated until repairs can be made.
h) Abilities of each affected employee are assessed. Suspected shortfalls are investigated.
i) Self-discipline is emphasized, and horseplay is never tolerated.
j) Ongoing communication with employees is critical to maintaining a safe and healthy work environment.

6.1 Human Performance Factors

The City recognizes that human performance factors can contribute to electrical incidents. Conditions such as time pressure, fatigue, distractions, unfamiliar tasks, poor communication, and complacency can increase the likelihood of errors.

During job safety planning and job briefings, employees and supervisors shall evaluate human performance factors that could affect the safe execution of electrical work. When such conditions are identified, appropriate controls such as additional supervision, job briefing detail, or postponement of work shall be implemented.

7.0 CONTROLS

All electrical work will be carried out under the following controls established to ensure the City objective of safe work performance:

a) All conductors and equipment are considered energized until verified otherwise.
b) Tools are designed, rated, and serviceable for the work being performed.
c) Tools, test equipment and protective equipment are inspected before and after use.
d) Cord and plug equipment is visually inspected prior to and after use and removed from service if defects are noted such as missing ground pins, defective insulation, burns, or if run over by a vehicle.
e) Electrical receptacles are protected from overloading by connecting only a single device to a receptacle.
f) Ground fault circuit interrupters (GFCI) are utilized with temporary wiring and portable power tools used outdoors or in any wet area.
g) De-energizing an electrical conductor or circuit and making it safe to work on is in itself a potentially hazardous task.
h) Voltage testing of conductors or circuit parts necessary to establish an electrically safe condition in conjunction with equipment lockout or tagout is essentially considered as working on energized parts.
i) A circuit or part is considered energized until the diagnostic equipment used for verification testing is confirmed to be operational prior to and following the test.
j) Electrical conductors or parts of electrical equipment that have been de-energized but have not been verified as de-energized are treated as energized parts.
k) Electrical conductors or parts of electrical equipment that have been deenergized but have not been locked out are treated as energized parts.
l) Only Qualified Persons are permitted to temporarily defeat or bypass an electrical safety interlock while working on equipment.
m) Electrical panels and equipment are labeled, and field marked with the voltage, arc flash boundary, and either the available incident energy or PPE category.
n) Electrical panels are kept closed and are maintained accessible and clear of obstructions.
o) Electrical panels and equipment are inspected, cleaned and a thermal scan is performed as designated by the department head.

p) Exposed electrical hazards are physically guarded, marked or barricaded to provide hazard notification.
q) Incidents related to intentional or unintentional violations of the principles and controls established in this program are always investigated and documented, and changes to this program are made accordingly.
r) City employees likely to respond to an electrical injury mishap are trained in First Aid, CPR, and use of automated external defibrillators.

8.0 SHOCK AND ARC FLASH HAZARD RISK ASSESSMENTS

Risk Assessments are used as the basis for estimating the likelihood and severity of an injury or damage to health from an electrical incident. Risk assessments are used to determine the minimum approach boundaries for electric shock, arc flash, and arc blast hazards at City facilities.

Risk assessments prescribe the minimum task-specific protective clothing, equipment, and specialized tools used by employees. Each task where employees may be exposed to energized work at 50 volts or higher is evaluated to determine the most effective method to minimize the potential hazards and the resulting injuries or death that can occur from shock, flash, and arc blast hazards. When circumstances create a difference between approach distances and the flash protection boundaries, the greater distance will apply.

Prior to performing work where electrical hazards may exist, a risk assessment shall be performed to determine the likelihood and severity of potential injury or damage to health.

The risk assessment shall include the following steps:

- Identify the electrical hazard.
- Estimate the severity of potential injury or damage to health.
- Estimate the likelihood of occurrence of a hazardous event.
- Determine if risk reduction is required.
- Apply the hierarchy of risk control methods, including:
  - Elimination
  - Substitution
  - Engineering controls
  - Awareness controls
  - Administrative controls
  - Personal protective equipment

The results of the risk assessment shall be used to determine the required work practices, protective boundaries, and personal protective equipment.

8.1 Shock Risk Assessment

No Shock Risk Assessment has been performed at City Facilities.

8.2 Arc Flash Risk Assessment

(Table Approach – 70E Table 130.5(C). Until such time that a detailed incident energy analysis is conducted at Rochelle, the likelihood of potential arc flash hazards and arc flash protection boundaries are assessed using the table method prescribed in NFPA 70E-2024 (130.5(C). The table approach is recognized as an assumption based on known conditions.

The table approach is used to determine the estimated likelihood of occurrence and potential severity of injury or damage to health based on the design of equipment, including overcurrent protection devices and operating condition and condition of maintenance.

Arc flash risk assessments and any related drawings or diagrams are located in Attachment B.

9.0 WORKING WHILE EXPOSED TO ELECTRICAL HAZARDS

9.1 Preparation for Approach

As the distance between a person and an exposed, energized conductor or circuit part decreases, the potential for an electrical mishap increases. Exposed employees will observe and adhere to the minimum safe approach boundaries and requirements identified in the hazard/risk evaluation.

When work is performed by Qualified workers within reaching distance of exposed energized electrical parts, each worker will, at a minimum:

1. Be trained in the hazards of electric shock and arc flash; and
2. Remove or all exposed conductive articles. Examples include: eyeglasses with conductive frames, keys, conductive jewelry such as finger rings, watches, chains or earrings, and other conductive items including belt buckles, pens, etc.; and
3. Not wearing clothing that when exposed to flames resulting from arc flash or arc blast could increase the extent of injury sustained by the worker.

9.2 Shock Protection Boundaries (See 70E 2024 Table 130.4(E)(a) and (b)

When personnel are approaching energized electrical conductors, protective boundaries are established for shock protection. At Rochelle, boundaries were established using risk assessments. Shock boundaries are described as:

a) Limited Approach Boundary: This is an approach limit at a distance from an exposed energized electrical conductor or circuit part within which a shock hazard exists.
b) Restricted Approach Boundary: This is an approach limit at a distance from an exposed energized electrical conductor or circuit part within which there is an increased risk of shock due to electrical arc-over combined with inadvertent movement, for personnel working in close proximity to the energized electrical conductor or circuit part.

9.3 Arc Flash Protection Boundary

When an arc flash hazard exists, the arc flash protection boundary will be the approach limit at a distance from a prospective arc source within which a person could receive a second-degree burn if an electrical arc flash were to occur. If the flash protection boundary is to be crossed, appropriate, arc-rated protective equipment must be utilized.

Either of the following methods are used, but not both on the same piece of equipment to determine the arc flash boundary:

a) When a detailed incident hazard analysis has been performed, the arc flash boundary will be calculated and field labeled on the component or panel.
b) When the table method has been used, the distance will be estimated using NFPA 70E table 130.7(C)(15).

9.4 Unqualified Persons, Safe Approach Distance

Before Unqualified Persons are allowed to work near exposed, energized conductors, a Qualified Person must advise them of the hazards involved including approach boundaries, and continuously escort the Unqualified Person, unless the conductors have been placed in an electrically safe condition. Additionally:

a) Unqualified Persons will not cross the Arc Flash Protection Boundary unless they are wearing appropriate personal protection equipment.
b) Unqualified Persons who are working on the ground, or in an elevated position near overhead lines, will remain located so that they do not come closer to any unguarded, energized power line than the Limited Approach Boundary.
c) Unqualified Persons are at all times prohibited from crossing the Restricted Approach Boundary.

9.5 Qualified Persons, Safe Approach Distance

a) Qualified Persons will cross the Arc Flash Protection Boundary only when wearing appropriate clothing and personal protective equipment as determined using the arc flash hazard risk assessment.
b) Qualified persons will cross the Limited Approach Boundary only if trained and qualified on the task to be performed.
c) Qualified Persons may approach or take conductive objects closer than the Restricted Approach Boundary when energized electrical conductors and circuit parts are operating at 50 volts or higher, only when:
    1. The Qualified Person is insulated or guarded from the energized conductor or part, and no un-insulated part of their body crosses the Restricted Approach Boundary.
    2. The energized conductor or circuit part is insulated from the Qualified Person and any other conductive object of a different potential. Insulation includes protective shields, protective barriers, or insulating materials.
    3. The Qualified Person is insulated from other conductive objects.

The Limits of Approach are provided in NFPA 70E Informative Annex C. A copy of Annex C is provided in Attachment C of this program.

10.0 EQUIPMENT LABELING

Electrical equipment likely to require examination, adjustment, servicing, or maintenance while energized shall be field marked with a label containing the following information.

- Nominal system voltage
- Arc flash boundary
- One of the following:
  - Available incident energy and working distance
  - Minimum arc rating of clothing
  - Required personal protective equipment category
  - Site-specific personal protective equipment requirements

Labels shall be applied in accordance with NFPA 70E-2024 and shall be updated whenever the electrical system is modified or when a new arc flash study is performed.

10.1 Job Safety Planning

Prior to beginning work involving electrical hazards, the employee in charge shall complete job safety planning. Job safety planning ensures that hazards are identified and appropriate controls are implemented before work begins.

Job safety planning shall include the following:

- Identification of the task to be performed
- Identification of electrical hazards involved
- Determination of shock and arc flash boundaries
- Selection of appropriate personal protective equipment
- Identification of safe work procedures
- Identification of energy sources and lockout requirements
- Identification of special precautions or environmental conditions

Job safety planning shall be documented through the Job Briefing and Planning forms provided in Attachment A.

11.0 ENERGIZED TASK PROCEDURES

Tasks involving risk of exposure to electrical shock or arc flash are not performed until the following are determined and concerns are abated:

a) Exposed circuit or parts are infeasible to be deenergized
b) Purpose of the task
c) Qualifications and number of employees involved
d) Limitations imposed by location, weather, or other factors
e) Limits of Approach
f) Safe work practices, including barriers and LOTO procedures

g) Protective equipment and clothing requirements
h) Insulating material
i) Availability of electrical specifications and diagrams
j) Testing, measuring, or other equipment requirements
k) Fire protection requirements (proper type, size, and class of extinguisher)
l) Potential for unanticipated or unexpected events
m) Grounding requirements.

In conjunction with Energized Electrical Work Permit, specific task procedures are determined by completing the Job Briefing and Planning checklist which can be found as program Attachment A.

11.1 Job Briefing Requirements

A job briefing shall be conducted before the start of each job involving electrical hazards. The employee in charge shall ensure that all affected employees understand the work to be performed and the hazards involved.

The job briefing shall address the following:

- Description of the job
- Electrical hazards associated with the job
- Shock and arc flash boundaries
- Safe work procedures
- Personal protective equipment requirements
- Special precautions and energy source controls

The level of detail required in the job briefing shall be determined by the complexity of the work and associated hazards.

Job briefings may be:

- Routine Briefing – used for simple or repetitive tasks.
- Detailed Briefing – required for complex or hazardous work.
- Additional Briefing – required if hazards change during the work.
- Repeat Briefing – required when work extends beyond a single shift.

12.0 TEST INSTRUMENTS, TOOLS, AND EQUIPMENT

The Department Head is responsible for the selection, care and maintenance of specialized electrical shock protection equipment, including insulated gloves, mats, or other devices.

Test instruments, equipment and their accessories must be rated for the circuits or equipment to which they will be connected.

The Department Head or Department Designee is responsible for the selection, care, maintenance, and calibration of specialized electrical test equipment, such as meters or oscilloscopes used during troubleshooting, adjusting, repairs and lockout verification.

Portable Electric Equipment that is connected by cord and plug is to be handled in a manner that will not cause damage to the outer jacket, insulation, or end connections. Flexible cords will not be used to raise or lower the equipment.

Ground fault protection will be incorporated into equipment design, installed as a permanently mounted circuit protector or receptacle, or incorporated into temporary equipment by use of extension cords with built in ground fault protection.

Extension cords will not be used for installations expected to remain in place for over 90 days. Computer power strips are used only for low-wattage devices such as computers, printers, and fax machines, and never for high-wattage appliances such as refrigerators or microwave ovens. Power strips will not be connected (daisy-chained) together to multiply the number of available receptacles.

13.0 PROTECTIVE CLOTHING AND EQUIPMENT

General personal protective equipment (PPE) requirements, such as safety glasses, traffic safety vests, and standard work gloves are found in City*'s* certified personal protective equipment hazard assessment.

Employees working in areas where electrical hazards are present are provided with and are required to use arc-rated protective equipment that is designed and constructed for the specific part of the body to be protected. All parts of the body inside of the Arc Flash Protection Boundary must be protected.

When arc-rated clothing is worn it must cover all ignitable clothing and must allow for movement and visibility. All types of clothing worn must not increase the extent of injury that would be sustained by the employee when exposed to flames or electrical arcs. Clothing, including any over garments (for example, rain jackets) must also be of the Arc-rated type when specified in the arc flash hazard analysis.

Clothing, including undergarments made from acetate, nylon, polyester, and rayon, either alone or in blends, is prohibited when work is performed within the flash protection boundary.

13.1 Standard Arc-Rated Work Uniform

Certain job classifications within the City have routine and frequent exposure to energized electrical parts. When specified, employees will wear clothing that complies with the requirements of this section as their standard work uniform.

13.2 Provision of Clothing

a) Undergarments meeting the requirement listed in this section are the responsibility of the employee;
b) All arc-rated clothing required under this Policy will be paid for and provided by the City.
c) Employees are not permitted to provide their own FR clothing.

13.3 Arc-rated Clothing Selection

Arc-rated and other work clothing worn by City employees is appropriate for the level of exposure to arc flash hazards. The Department Head is responsible for the selection of electrical protective clothing.

13.4 Arc-rated Clothing Maintenance

Arc-rated clothing will be laundered in either the City's laundry facilities or the employee's resident according to acceptable industry practices and per manufacturers' instructions.

13.9 Replacement

Arc-rated clothing will be serviced or replaced as necessary, to ensure that it retains its protective capabilities. Employees must inform their supervisor of any problems with fit, movement, serviceability, or size.

14.0 INSPECTIONS

As the City is responsible to assure a safe and healthful workplace, the City retains the right to inspect the adequacy of all tools, test equipment, personal protective equipment, and protective clothing in use. If such equipment or clothing is found to be inadequate or in such a state of disrepair as to present an immediate injury hazard to the employee, the employee will be withdrawn from the work activity and prohibited from performing any tasks involving electrical exposures until the situation is corrected.

The Department Head will evaluate any occurrence involving failure to properly wear, adjust, or maintain protective clothing or other equipment. Counseling, remedial training, and if necessary, disciplinary action will be considered.

Electrical equipment shall be maintained in accordance with manufacturer instructions and applicable industry standards. Maintenance shall be performed to ensure that protective devices operate correctly and that electrical equipment remains in safe operating condition.
Applicable maintenance standards may include:

- NFPA 70B – Standard for Electrical Equipment Maintenance
- Manufacturer maintenance recommendations
- Industry testing stands such as International Electrical Testing Association (NETA)

Failure to properly maintain electrical equipment can increase the likelihood of an arc flash or electrical failure.

15.0 CONTRACTORS

Electrical Safe Work Practices apply to all persons working on our premises, whether a Rochelle employee or contract employee. It is Rochelle expectation that contractors will utilize Qualified Persons as defined in this policy to perform contract work.

Whenever outside personnel are engaged in activities covered by federal, state or local safety standards, Rochelle and the contractor inform each other of existing hazards, personal protective equipment/clothing requirements, safe work practice procedures, and emergency/evacuation procedures applicable to the work performed. This coordination takes place during pre-contract meetings or negotiations.

16.0 TRAINING

16.1 Safety Training

Rochelle employees who may be exposed to electrical hazards that are not in an electrically safe work condition are trained to recognize, understand, and avoid the specific hazards associated with electrical energy. They are trained in safety-related work practices and procedural requirements as necessary to provide protection from the electrical hazards associated with their respective job or task assignments. Employees are trained to evaluate risks and implement controls to reduce the risks of injury. Employees who are Authorized or Affected by LOTO procedures receive additional training on these safe work practices through the City's program for Control of Hazardous Energy.

16.2 Training Methods

Training is provided as a combination of classroom, and on-the-job task training. The length and degree of training provided is based on the ability of the employee to successfully learn to perform the work in a safe manner.

16.3 Emergency Procedures

All employees designated as Qualified or Unqualified receive training in methods of release of victims from contact with exposed energized conductors or circuit parts.

Employees expected to respond to medical emergencies are certified and maintain skills through regular participation in a nationally recognized course in First Aid and Cardiopulmonary Resuscitation (CPR) and in the use of Rochelle's Automated External Defibrillator (AED).

16.4 Designated Employee Training

16.4.1 Qualified Employees

Employees designated as Qualified are trained and knowledgeable of the construction and operation of equipment encountered at our facilities. They understand the electrical hazards associated with the scheduled work tasks and are trained to recognize and reduce risks involving electrical hazards that might be present with respect to that equipment or work method. Qualified Persons are familiar with the contents of this program, including proper use of special precautionary techniques, energized work permit procedures, personal protective equipment, insulating and shielding materials, and insulated tools and test equipment.

Employees working under the direct supervision of a Qualified Person while undergoing on-the-job training are considered to be Qualified while performing duties in the course of such training, provided that they have demonstrated an ability to perform duties safely at his/her level of training.

16.4.2 Limited Approach

Qualified employees permitted to work within limited approach of exposed energized conductors and circuit parts are additionally trained in all of the following:

a) The skills and techniques necessary to distinguish exposed energized parts from other parts of electric equipment;
b) The skills and techniques necessary to determine the nominal voltage of exposed energized parts;

c) The hazards of voltages and electrical arcs to which the qualified person may be exposed, and the corresponding approach distances specified in the hazard risk evaluation.
d) The decision-making process necessary to determine the degree and extent of the hazard and the personal protective equipment and job planning necessary to perform the task safely;

16.4.3 Within Approach Boundaries

Training in the hazards of electric shock and arc flash, and requirements to use protective clothing and other protective equipment will be provided before working on exposed energized electrical conductors or circuit parts. Training will be repeated as necessary to ensure competency.

16.4.4 Unqualified Persons

Unqualified persons are trained in and familiar with any electrical safety-related practices that might not be addressed specifically but are necessary for their safety.

Documentation of training is maintained electronically on our server or cloud-based document storage site.

17.0 ELECTRICAL INCIDENT INVESTIGATION

All electrical incidents, including electrical shock, arc flash events, and near-miss incidents involving electrical hazards, shall be investigated. The purpose of the investigation is to:

- Determine root causes
- Identify contributing factors
- Implement corrective actions
- Prevent recurrence

Investigations shall be documented per City Policies and reviewed by the Electrical Safety Manager and Program Coordinator. Lessons learned shall be communicated to affected employees and incorporated into future training and program improvements.

18.0 PROGRAM AUDIT

Rochelle recognizes that technology is constantly changing, and the Electrical Safety Manager will consider ongoing improvements to existing electrical systems, layout, design as well as component upgrades, improved clothing, and work practices. The Program Coordinator and Alternate Coordinator will evaluate all recommendations to ensure a safe and healthful workplace, and that necessary changes are implemented promptly.

Rochelle supervisors and managers, as well as employees who could be exposed to a source of electrical energy either directly with any part of the body, or indirectly through some other conductive object, perform ongoing audits of this program and notify the Electrical Safety Manager of any recommendations as they occur. Recommendations and rationale for all changes made, postponed or disapproved, are documented, and these documents are retained by the Program Coordinator for review during the next annual program audit.

City of Rochelle Safety Compliance Program	
Program Name	Electrical Safety

On an annual basis, the Electrical Safety Manager and his/her designee, formally audits this Program. Energized Work Permits that have been completed during the review period are reviewed to consider whether engineering or other process improvements would result in hazard reduction or reduced exposure.

City of Rochelle Safety Compliance Program	
Program Name	Electrical Safety

19.0 REVISION LOG

Date	Revision Number	Description of Change	Initials
2026.03.26	0	Original Issue	JJA

Attachment A – Energized Electrical Work Permit
SAMPLE PERMIT

A-1

PART 1: TO BE COMPLETED BY THE REQUESTER:

Job/Work Order Number _____

(1) Description of circuit/equipment/job location:

_____

_____

(2) Description of work to be done:

_____

(3) Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage:

_____

_____

_____ _____

Requester/Title Date

PART II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS *DOING* THE WORK:

Check When Complete

(1) Detailed job description procedure to be used in performing the above detailed work: ☐

_____

_____

(2) Description of the Safe Work Practices to be employed: ☐

_____

(3) Results of the Shock Hazard Analysis: ☐

_____

(4) Determination of Shock Protection Boundaries: ☐

_____

(5) Results of the Flash Hazard Analysis: ☐

_____

(6) Determination of the Flash Protection Boundary: ☐

_____

(7) Necessary personal protective equipment to safely perform the assigned task: ☐

_____

(8) Means employed to restrict the access of unqualified persons from the work area: ☐

_____

(9) Evidence of completion of a Job Briefing including discussion of any job-related hazards: ☐

_____

(10) Do you agree the above described work can be done safely? No ☐ (If *no*, return to requester) Yes ☐

_____ _____

Electrically Qualified Person(s) Date

_____ _____

Electrically Qualified Person(s) Date

PART III: APPROVAL(S) (2 minimum) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED:

_____ _____

Production Manager Maintenance/Engineering Manager

_____ _____

Electrical Safety Manager Electrically Knowledgeable Person

_____ _____

General Manager Date

Note: When work is completed, forward this form to the Electrical Safety Manager for review and retention.

Attachment B – Energized Electrical Work Permit

Identify and Discuss	Comments or Specific Plans/Procedures:
□ The hazards_____ □ The voltage levels involved _____ □ Skills required _____ □ Any "foreign" (secondary source) voltage source □ Unusual work conditions □ Number of people needed to do the job □ The shock protection boundaries □ The available incident energy □ Potential for arc flash (Conduct an arc flash risk assessment) □ Arc Flash protection boundary □ Any evidence of impending failure?	
Ask □ Can the equipment be de-energized and locked out? □ Are backfeeds of the circuits to be worked on possible? □ Is an Energized Work Permit required? □ Is a "standby person" required? □ Is the equipment properly installed and maintained?	
Check □ Job plans □ Single-line diagrams and vendor prints □ Status board □ Information on plant and vendor resources is up to date □ Safety procedures □ Vendor Information □ Individuals are familiar with the facility	
Know □ What the job is □ Who else needs to know – Communicate! □ Who is in charge	
Think □ About the unexpected event…What if? □ Lock – Tag – Test – Try □ Test for voltage – FIRST □ Use the right tools and equipment, including PPE □ Install and remove temporary grounding equipment □ Install barriers and barricades □ What else…?	
Prepare for an emergency □ Is the standby person CPR/AED trained? □ Is the required emergency equipment available? Where is it? □ Where is the nearest telephone? □ Where is the fire alarm? □ Is confined space rescue available? □ What is the exact work location? □ How is the equipment shut off in an emergency? □ Are the emergency telephone numbers known? □ Where is the fire extinguisher? □ Are radio communications available?	

Briefing Conducted by: _____
Others attending: _____

Additional Items Discussed:

Attachment B – Shock and Arc Flash Hazard/Risk Assessment

Documentation of the shock and arc flash risk assessments is kept in this Attachment.

- Incident Energy Analysis
- One Line drawings
- NFPA 70E Table method
- Other assessments

Attachment C – Approach Boundaries to Energized Parts *(to be used with risk assessment)*

Information from NFPA 70E-2024 Annex C Limits of Approach

This annex is provided in edited format for informational purposes ONLY. It is not a part of the requirements of NFPA 70E. For complete information, see NFPA 70E.

C.1 Preparation for Approach to Energized Electrical Conductors or Circuit Parts.

Observing safe approach distances from exposed energized electrical conductors or circuit parts is an essential element of electrical safety. As the distance between a person and exposed energized conductors or circuit parts decreases, the potential for electric shock and arc flash injury increases.

Prior to approaching exposed energized electrical conductors or circuit parts operating at 50 volts or more, a **shock risk assessment** shall be performed in accordance with NFPA 70E Article 130.4 to determine the voltage to which personnel will be exposed, the approach boundaries, and the necessary protective measures.

Where a potential for an arc flash hazard exists, an **arc flash risk assessment** shall also be performed in accordance with NFPA 70E Article 130.5 to determine the arc flash boundary and appropriate personal protective equipment (PPE).

C.1.1 Unqualified Persons, Approach Limits.

Unqualified persons shall not be permitted to approach exposed energized electrical conductors or circuit parts operating at 50 volts or more closer than the **Limited Approach Boundary** unless escorted by a qualified person and advised of the potential hazards.

Under no circumstances shall an unqualified person cross the **Restricted Approach Boundary**.

Where unqualified persons may be exposed to electrical hazards, safeguards such as insulating barriers, barricades, or attendants shall be used to prevent access to areas within the Limited Approach Boundary.

C.1.2 Qualified Persons, Approach to Energized Parts.

Only **qualified persons** shall be permitted to cross the Limited Approach Boundary and approach exposed energized electrical conductors or circuit parts.

Qualified persons shall perform a **shock risk assessment** and **arc flash risk assessment** prior to performing work within approach boundaries to determine:

- The voltage to which personnel will be exposed
- The Limited and Restricted Approach Boundaries
- The Arc Flash Boundary
- The required protective equipment and safe work practices

Qualified persons crossing the **Restricted Approach Boundary** shall:

1. Use appropriate shock protection techniques and equipment
2. Use insulated tools and equipment rated for the voltage involved
3. Minimize the likelihood of inadvertent contact with exposed energized conductors or circuit parts
4. Use personal protective equipment rated for the voltage and incident energy present

Where work on energized electrical conductors or circuit parts is required, the work shall comply with the energized electrical work requirements of NFPA 70E Article 130.

C.1.2.1

Qualified persons shall perform a shock risk assessment and arc flash risk assessment prior to performing work within approach boundaries to determine:

- The voltage to which personnel will be exposed
- The Limited and Restricted Approach Boundaries
- The Arc Flash Boundary
- The required protective equipment and safe work practices

Attachment C – Approach Boundaries to Energized Parts *(to be used with risk assessment)*

C.1.2.2

For a person to cross the Limited Approach Boundary and enter the limited space, a person should meet the following criteria:

(1) Use appropriate shock protection techniques and equipment

(2) Use insulated tools and equipment rated for the voltage involved

(3) Minimize likelihood ofinadvertent contact with exposed energized conductors or circuit parts

(4) Use PPE rated for the voltage and incident energy present.

(5) Be able to identify the hazards and associated risks to be performed

C.1.2.3

To cross the Restricted Approach Boundary and enter the restricted space, qualified persons must meet the following criteria:

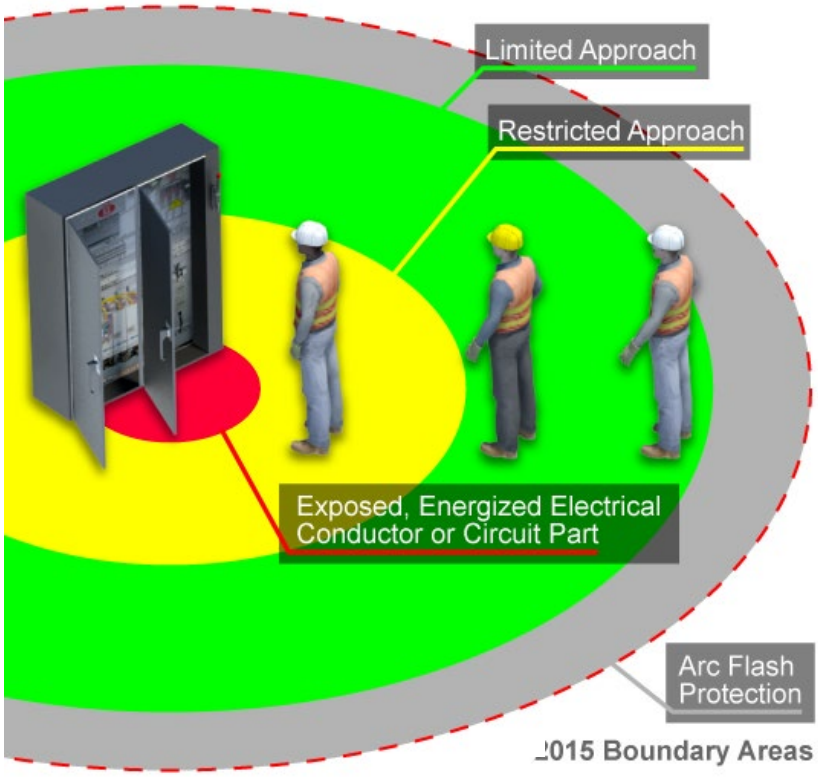
(1) Energized electrical work shall be permitted only when it can be demonstrated that de-energizing introduces additional hazards or increased risk, or when it is infeasible due to equipment design or operational limitations.

When required by NFPA 70E Article 130, an **Energized Electrical Work Permit (EEWP)** shall be completed and approved prior to performing work within the Restricted Approach Boundary.

(2) Use personal protective equipment that is rated for the voltage and energy level involved

(3) Minimize the likelihood of bodily contact with exposed energized conductors and circuit parts from inadvertent movement by keeping as much of the body out of the restricted space as possible and using only protected body parts in the space as necessary to accomplish the work.

(4) Use insulated tools and test equipment.



Attachment C – Approach Boundaries to Energized Parts *(to be used with risk assessment)*

C.2 Basis for Distance Values in Table 130.4(E)(a) and 130.4(E)(b).

C.2.1 General Statement.

Columns 2 through 5 of Table 130.4(E)(a) and (b)below show various distances from the exposed energized electrical conductors or circuit parts. They include dimensions that are added to a basic minimum air insulation distance. The basic minimum air insulation distances for voltages 72.5 kV and under are based on IEEE 4, Standard techniques for High Voltage Testing. Appendix 2B; and voltages over 72.5kV are based on IEEE 516, Guide for Maintenance Methods on Energized Power Lines.

Approach Boundaries - NFPA 70E establishes approach boundaries to protect workers from electrical shock hazards. These boundaries include:

Limited Approach Boundary – The distance from an exposed energized conductor or circuit part within which a shock hazard exists. Unqualified persons may not cross this boundary unless escorted by a qualified person.

Restricted Approach Boundary – The distance from exposed energized conductors or circuit parts within which there is an increased risk of shock due to electrical arc-over combined with inadvertent movement. Only qualified persons using appropriate shock protection techniques and PPE may cross this boundary.

Arc Flash Boundary – The distance at which incident energy equals 1.2 cal/cm², which is the onset of a second-degree burn. Appropriate arc-rated PPE must be worn when crossing this boundary. Approach boundaries shall be determined as part of the **Shock Risk Assessment** required by NFPA 70E Article 130.4.

The minimum air insulation distances that are required to avoid flashover for Alternating Current Systems are as follows:

Shock Protection Approach Boundaries for AC Systems (NFPA 70E Table 130.4(E)(a))

	Limited Approach Boundary		Restricted Approach Boundary
Nominal phase-to-phase voltage	Exposed Moveable Conductor	Exposed fixed part	Includes Inadvertent Movement Adder
Less than 50V	Not specified	Not specified	Not specified
50V-150V	10ft 0 in	3ft 6in	1ft 0in
151V – 750V	10ft 0in	3ft 6in	2ft 2 in
751V-15kV	10ft 0 in	5ft 0in	2ft 9in
15.1kV-36kV	10ft 0 in	6ft 0in	2ft 9in
36.1kV-46kV	10ft 0 in	8ft 0in	3ft 6in

Boundaries for voltages higher than shown, and Direct Current systems are listed in NFPA70E.

C.2.1.1 Column 1.

The voltage ranges have been selected to group voltages that require similar approach distances based on the sum of the electrical withstand distance and an inadvertent movement factor. The value of the upper limit for a range is the maximum voltage for highest nominal voltage in the range, based on ANSI C84.1 *Electric Power Systems and Equipment – Voltage Ratings (60 Hz).* For single-phase systems, select the range that is equal to the system's maximum phase-to-ground voltage times 1.732.

C.2.1.2 Column 2.

The distances in this column are based on OSHA's rule for unqualified persons to maintain a 3.05-m (10-ft) clearance for all voltages up to 50 kV (voltage-to-ground), plus 102 mm (4.0 in.) for each 1 kV over 50 kV.

C.2.1.3 Column 3.

The distances are based on the following:

(1) ≤750 V: Use *NEC* Table 110.26(A)(1), Working Spaces, Condition 2 for 151 V–600 V range.

(2) >750 V ≤145 kV: Use *NEC* Table 110.34(A), Working Space, Condition 2.

(3) >145 kV: Use OSHA's 3.05-m (10-ft) rules as used in Column 2.

C.2.1.4 Column 4.

The distances are based on adding to the flashover dimensions shown in C.2.1 the following inadvertent movement distance:

≤300 V: Avoid contact.

Based on experience and precautions for household 120/240 V systems:

>300 V ≤750 V: Add 304.8 mm (1 ft 0 in.) inadvertent movement.

These values have been found to be adequate over years of use in ANSI C2, *National Electrical Safety Code,* in the approach distances for communication workers.

>72.5 kV: Add 304.8 mm (1 ft 0 in.) for inadvertent movement.

These values have been found to be adequate over years of use in ANSI IEEE C, *National Electrical Safety Code* in the approach distances for communication workers.

72.5 kV: Add 304.8mm (1 ft 0 in) for inadvertent movement.

These values have been found to be adequate over years of use in ANSI/IEEE C2, *National Electrical Safety Code,* in the approach distances for supply workers.

Attachment D – Tools, Specialized Protective Devices, and Testing Requirements

ELECTRICAL PROTECTIVE DEVICES

A. Design Requirements

Insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber shall meet the following requirements:

1.) Manufacture and marking

Blankets, gloves, and sleeves shall be produced by a seamless process. Each item shall be clearly marked as follows:

- Class 00 equipment shall be marked Class 00.
- Class 0 equipment shall be marked Class 0.
- Class 1 equipment shall be marked Class 1.
- Class 2 equipment shall be marked Class 2.
- Class 3 equipment shall be marked Class 3.
- Class 4 equipment shall be marked Class 4.
- Non-ozone-resistant equipment other than matting shall be marked Type I.
- Ozone-resistant equipment other than matting shall be marked Type II.
- Other relevant markings, such as the manufacturer's identification and the size of the equipment, may also be provided.

Markings shall be non-conducting and shall be applied in such a manner as not to impair the insulating qualities of the equipment. Markings on gloves shall be confined to the cuff portion of the glove.

2.) Electrical requirements

Equipment shall be capable of withstanding the proof-test voltage specified in OSHA 1910.137.

3.) Workmanship and finish

Equipment shall be free of harmful physical irregularities that can be detected by the tests or inspections required under this section.

Surface irregularities that may be present on all rubber goods because of imperfections on forms or molds or because of inherent difficulties in the manufacturing process and that may appear as indentations, protuberances, or imbedded foreign material are acceptable under the following conditions:

- The indentation or protuberance blends into a smooth slope when the material is stretched.
- Foreign material remains in place when the insulating material is folded and stretches with the insulating material surrounding it.

B. In-Service Care and Use

Electrical protective equipment shall be maintained in a safe and reliable condition. The following specific requirements apply to insulating blankets, covers, line hoses, gloves, and sleeves made of rubber:

1.) Maximum use voltages shall conform to those listed in OSHA 1910.137 (for reference, see Table 1 of this Attachment)

2.) Insulating equipment shall be inspected for damage before each day's use and immediately following any incident that can reasonably be suspected of having caused damage. Insulating gloves shall be given an air test, along with the inspection.

Insulating equipment with any of the following defects may not be used:

- A hole, tear, puncture, or cut;
- Ozone cutting or ozone checking (the cutting action produced by ozone on rubber under mechanical stress into a series of interlacing cracks);
- An embedded foreign object;
- Any of the following texture changes: swelling, softening, hardening, or becoming sticky or inelastic; or
- Any other defect that damages the insulating properties.

Insulating equipment found to have other defects that might affect its insulating properties shall be removed from service and returned for testing under paragraph B(2) of this section.

3.) Insulating equipment shall be cleaned as needed to remove foreign substances.

4.) Insulating equipment shall be stored in such a location and in such a manner as to protect it from light, temperature extremes, excessive humidity, ozone, and other injurious substances and conditions.

5.) Protector gloves shall be worn over insulating gloves, except as follows:

- Protector gloves need not be used with Class 00 gloves, under limited-use conditions, where small equipment and parts manipulation necessitate unusually high finger dexterity.

- Protector gloves need not be used with Class 0 gloves, under limited-use conditions where voltage does not exceed 250VAC or 375VDC, where small equipment and parts manipulation necessitate unusually high finger dexterity.
- Protector gloves need not be used with other classes of gloves, under limited use conditions, provided that the employer can demonstrate that the possibility of damage is small, and the glove class is 1 higher than needed.
- Any other class of glove may be used for similar work without protector gloves if the employer can demonstrate that the possibility of physical damage to the gloves is small and if the class of glove is one class higher than that required for the voltage involved.
- Insulating gloves that have been used without protector gloves may not be used at a higher voltage until they have been tested under the provisions of paragraph B(2) of this section.
- Leather gloves or over-gloves shall not be worn except over rubber gloves. Their use shall conform to the following table:

Minimum Distances Between Protector Gauntlet and Cuff of Rubber Glove
(Reference: APPA Safety Manual)

Class of Rubber Glove	Minimum Distance (inches)
0	1
1	1
2	2
3	3
4	4

Note: Extra care is needed in the visual examination of the glove and in the avoidance of handling sharp objects.

6.) Electrical protective equipment shall be subjected to periodic electrical tests. Test voltages and the maximum intervals between tests shall be in accordance with OSHA 1910.137. (for reference see Table 2 of this Attachment).

7.) Insulating equipment failing to pass inspections or electrical tests may not be used by employees, except as follows:

- Rubber insulating line hose may be used in shorter lengths with the defective portion cut off.
- Rubber insulating blankets may be repaired using a compatible patch that results in physical and electrical properties equal to those of the blanket.

- Rubber insulating blankets may be salvaged by severing the defective area from the undamaged portion of the blanket. The resulting undamaged area may not be smaller than 22 inches by 22 inches (560 mm by 560 mm) for Class 1, 2, 3, and 4 blankets.
- Rubber insulating gloves and sleeves with minor physical defects, such as small cuts, tears, or punctures, may be repaired by the application of a compatible patch. Also, rubber-insulating gloves and sleeves with minor surface blemishes may be repaired with a compatible liquid compound. The patched area shall have electrical and physical properties equal to those of the surrounding material. Repairs to gloves are permitted only in the area between the wrist and the reinforced edge of the opening.

Repaired insulating equipment shall be retested before it may be used by employees.

8.) The employer shall certify that equipment has been tested in accordance with the requirements of paragraph B(2) of this section. The certification shall identify the equipment that passed the test and the date it was tested.

Note: Marking of equipment and entering the results of the tests and the dates of testing onto logs are two acceptable means of meeting this requirement.

Table 1
Rubber Insulating Equipment Voltage Requirements

Class of Equipment	Maximum Use Voltage* ac, rms	Retest Voltage** ac, rms	Retest Voltage** dc, avg
00	500	2,500	10,000
0	1,000	5,000	20,000
1	7,500	10,000	40,000
2	17,000	20,000	50,000
3	26,500	30,000	60,000
4	36,000	40,000	70,000

*The maximum use voltage is the ac voltage (rms) classification of the protective equipment that designates the maximum nominal design voltage of the energized system that may be safely worked. The nominal design voltage is equal to the phase-to-phase voltage on multiphase circuits. However, the phase-to-ground potential is considered to be the nominal design voltage:

- If there is no multiphase exposure in a system area and if the voltage exposure is limited to the phase-to-ground potential, or
- If the electrical equipment and devices are insulated or isolated or both so that the multiphase exposure on a grounded wye circuit is removed.

**The proof-test voltage shall be applied continuously for at least 1 minute, but no more than 3 minutes.

Table 2
Rubber Insulating Equipment Test Intervals

Type of Equipment	When to Test
Rubber insulating line hose	Upon indication that insulating value is suspect and after repair.
Rubber insulating line hose	Upon indication that insulating value is suspect and after repair.
Rubber insulating covers	Upon indication that insulating value is suspect and after repair.
Rubber insulating blankets	Before first issue and every 12 months thereafter;[1] upon indication that insulating value is suspect; and after repair.
Rubber insulating gloves	Before first issue and every 6 months thereafter;[1] upon indication that insulating value is suspect; after repair; and after use without protectors.
Rubber insulating sleeves	Before first issue and every 12 months thereafter;[1] upon indication that insulating value is suspect; and after repair.

Note 1: If the insulating equipment has been electrically tested but not issued for service, it may not be placed into service unless it has been electrically tested within the previous 12 months.

Attachment E – Test Equipment Care, Maintenance and Calibration SAMPLE FORM

E-1

Type of Equipment	Meter	Meter	Meter	Meter
Manufacturer				
Model				
Rating/Cat/Class				
Serial Number				
Issued To				
Maintained by				
Frequency of Inspections				
Calibrated By				
Address				
Phone				

Type of Equipment	Meter	Meter	Meter	Meter
Manufacturer				
Model				
Rating/Cat/Class				
Serial Number				
Issued To				
Maintained by				
Frequency of Inspections				
Calibrated By				

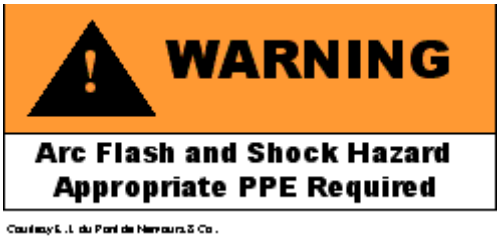
Attachment E – Test Equipment Care, Maintenance and Calibration SAMPLE FORM

E-2

Type of Equipment	Meter	Meter	Meter	Meter
Address				
Phone				
Daily Care				
Cleaning				

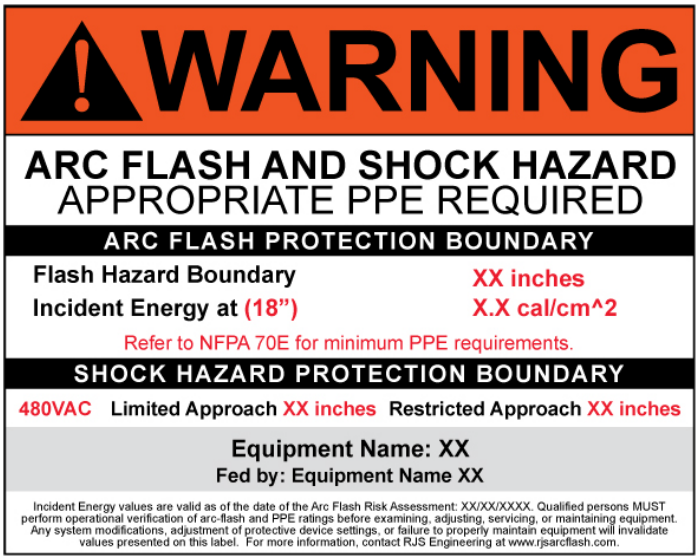
Attachment F – Field Marking of Electrical Panels (Labels)

Example of label meeting NEC Article 110.16. This label provides the minimum Arc Flash and Shock Hazard Warning:



Where a shock and arc flash risk assessment has been performed, the label will also include the voltage, arc flash boundary, and either the incident energy or personal protective equipment, but not both. As a best practice, the label may also include additional information such as equipment identification and power source (fed from). Following is an example:

Example of a label meeting both NEC Article 110.16 and the requirements of NFPA 70E:



Attachment G – Training Session Documentation
SAMPLE FORM

G-1

Course Name: ***Electrical Safety Training - Program Orientation***

Course Date(s): _____ Start Time _____ End Time _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: _____

Location of Training: _____

Detailed Outline of Course Content:

Overview of site-specific program, including electrical safety principles, qualified and unqualified persons, electric shock and arc flash and blast hazards. Review program attachments including shock and arc flash risk assessment. Discuss arc-rated PPE and test equipment.

Participants:

Name	Signature	Job Title

Attachment H – NFPA 70E – Glossary of Terms

The terms and references contained in this document are from NFPA-70E 2009.

Accessible. (as applied to wiring methods.) Capable of being removed or exposed without damaging the building structure or finish or not permanently closed in by the structure or finish of the building.

Accessible. (as applied to equipment.) Admitting close approach; not guarded by locked doors, elevation, or other effective means.

Accessible, Readily (Readily Accessible). Capable of being reached quickly for operation, renewal, or inspections, without requiring those to whom ready access is requisite to climb over or remove obstacles or to resort to portable ladders, etc.

Ampacity. The current, in amperes, that a conductor can carry continuously under the conditions of use without exceeding its temperature rating.

Appliance. Utilization equipment, generally other than industrial, normally built in standardized sizes or types, that is installed or connected as a unit to perform one or more functions such as clothes washing, air conditioning, food mixing, deep frying, etc.

Approved. The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials; nor does it approve or evaluate testing laboratories. In determining the acceptability of installations, procedures, equipment, or materials, the authority having jurisdiction may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate
standards for the current production of listed items.

Armored Cable. Type AC armored cable is a fabricated assembly of insulated conductors in a flexible metallic enclosure.

Askarel. A generic term for a group of nonflammable synthetic chlorinated hydrocarbons used as electrical insulating media. Askarels of various compositional types are used. Under arcing conditions, the gases produced, while consisting predominantly of noncombustible hydrogen chloride, can include varying amounts of combustible gases depending on the askarel type.

Attachment Plug (Plug Cap) (Cap). A device that, by insertion in a receptacle, establishes a connection between the conductors of the attached flexible cord and the conductors connected permanently to the receptacle.

Automatic. Self-acting, operating by its own mechanism when actuated by some impersonal influence, as, for example, a change in current strength, pressure, temperature, or mechanical configuration.

Bare Hand Work. A technique of performing work on live parts, after the employee has been raised to the potential of the live part.

Attachment H – NFPA 70E – Glossary of Terms

Barricade. A physical obstruction such as tapes, cones, or Aframe-type wood or metal structures intended to provide a warning about and to limit access to a hazardous area.

Barrier. A physical obstruction that is intended to prevent contact with equipment or live parts or to prevent unauthorized access to a work area.

Bathroom. An area including a basin with one or more of the following: a toilet, a tub, or a shower.

Bonding (Bonded). The permanent joining of metallic parts to form an electrically conductive path that will ensure electrical continuity and the capacity to conduct safely any current likely to be imposed.

Bonding Jumper. A reliable conductor to ensure the required electrical conductivity between metal parts required to be electrically connected.

Branch Circuit. The circuit conductors between the final overcurrent device protecting the circuit and the outlet(s).

Building. A structure that stands alone or that is cut off from adjoining structures by fire walls with all openings therein protected by approved fire doors.

Cabinet. An enclosure designed either for surface mounting or flush mounting and is provided with a frame, mat, or trim in which a swinging door or doors are or can be hung.

Cable Tray System. A unit or assembly of units or sections and associated fittings forming a rigid structural system used to securely fasten or support cables and raceways.

Cablebus. Cablebus is an assembly of insulated conductors with fittings and conductor terminations in a completely enclosed, ventilated protective metal housing. Cablebus is ordinarily assembled at the point of installation from the components furnished or specified by the manufacturer in accordance with instructions for the specific job. This assembly is designed to carry fault current and to withstand the magnetic forces of such current.

Center Pivot Irrigation Machine. A multimotored irrigation machine that revolves around a central pivot and employs alignment switches or similar devices to control individual motors.

Circuit Breaker. A device designed to open and close a circuit by nonautomatic means and to open the circuit automatically on a predetermined overcurrent without damage to itself when properly applied within its rating.

Collector Rings. An assembly of slip rings for transferring electrical energy from a stationary to a rotating member.

Concealed. Rendered inaccessible by the structure or finish of the building. Wires in concealed raceways are considered concealed, even though they may become accessible by withdrawing them.

Conductive. Suitable for carrying electric current.

Attachment H – NFPA 70E – Glossary of Terms

Conductor:

- *Bare.* A conductor having no covering or electrical insulation whatsoever.
- *Covered.* A conductor encased within material of composition or thickness that is not recognized by this standard as electrical insulation.
- *Insulated.* A conductor encased within material of composition and thickness that is recognized by this standard as electrical insulation.

Conduit Body. A separate portion of a conduit or tubing system that provides access through a removable cover(s) to the interior of the system at a junction of two or more sections of the system or at a terminal point of the system. Boxes such as FS and FD or larger cast or sheet metal boxes are not classified as conduit bodies.

Controller. A device or group of devices that serves to govern, in some predetermined manner, the electric power delivered to the apparatus to which it is connected.

Cutout Box. An enclosure designed for surface mounting that has swinging doors or covers secured directly to and telescoping with the walls of the box proper.

Dead Front. Without live parts exposed to a person on the operating side of the equipment.

Deenergized. Free from any electrical connection to a source of potential difference and from electrical charge; not having a potential different from that of the earth.

Device. A unit of an electrical system that is intended to carry but not utilize electric energy.

Dielectric Heating. The heating of a nominally insulating material due to its own dielectric losses when the material is placed in a varying electric field.

Disconnecting Means. A device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Electric Sign. A fixed, stationary, or portable self-contained, electrically illuminated utilization equipment with words or symbols designed to convey information or attract attention.

Electrical Hazard. A dangerous condition such that contact or equipment failure can result in electric shock, arc flash burn, thermal burn, or blast.

Electrical Safety. Recognizing hazards associated with the use of electrical energy and taking precautions so that hazards do not cause injury or death.

Electrical Single-Line Diagram. A diagram that shows, by means of single lines and graphic symbols, the course of an electric circuit or system of circuits and the component devices or parts used in the circuit or system.

Electrically Safe Work Condition. A state in which the conductor or circuit part to be worked on or near has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absence of voltage, and grounded if determined necessary.

Attachment H – NFPA 70E – Glossary of Terms

Enclosed. Surrounded by a case, housing, fence, or walls that will prevent persons from accidentally contacting energized parts.

Enclosure. The case or housing of apparatus, or the fence or walls surrounding an installation to prevent personnel from accidentally contacting energized parts, or to protect the equipment from physical damage.

Energized. Electrically connected to a source of potential difference.

Equipment. A general term including material, fittings, devices, appliances, fixtures, apparatus, and the like used as a part of, or in connection with, an electrical installation.

Explosion proof Apparatus. Apparatus enclosed in a case that is capable of withstanding an explosion of a specified gas or vapor that may occur within it and of preventing the ignition of a specified gas or vapor surrounding the enclosure by sparks, flashes, or explosion of the gas or vapor within, and that operates at such an external temperature that a surrounding flammable atmosphere will not be ignited thereby.

Exposed. (as applied to live parts.) Capable of being inadvertently touched or approached nearer than a safe distance by a person. It is applied to parts that are not suitably guarded, isolated, or insulated.

Exposed. (as applied to wiring methods.) On or attached to the surface or behind panels designed to allow access.

Exposed. The circuit is in such a position that, in case of failure of supports or insulation, contact with another circuit may result.

Externally Operable. Capable of being operated without exposing the operator to contact with live parts.

Feeder. All circuit conductors between the service equipment, the source of a separately derived system, or other power supply source and the final branch-circuit over current device.

Fitting. An accessory such as a locknut, bushing, or other part of a wiring system that is intended primarily to perform a mechanical rather than an electrical function.

Flash Hazard. A dangerous condition associated with the release of energy caused by an electric arc.

Ground. A conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth, or to some conducting body that serves in place of the earth.

Grounded. Connected to earth or to some conducting body that serves in place of the earth.

Grounded Conductor. A system or circuit conductor that is intentionally grounded.

Grounded, Effectively. Intentionally connected to earth through a ground connection or connections of sufficiently low impedance and having sufficient current-carrying capacity to prevent the buildup of voltages that may result in undue hazards to connected equipment or to persons.

Grounding Conductor. A conductor used to connect equipment or the grounded circuit of a wiring system to a grounding electrode or electrodes.

Grounding Conductor, Equipment. The conductor used to connect the noncurrent-carrying metal parts of equipment, raceways, and other enclosures to the system grounded conductor, the grounding electrode conductor, or both, at the service equipment or at the source of a separately derived system.

Grounding Electrode Conductor. The conductor used to connect the grounding electrode to the quipment grounding conductor, to the grounded conductor, or to both, of the circuit at the service equipment or at the source of a separately derived system.

Ground-Fault Circuit-Interrupter. A device intended for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when a current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.

Guarded. Covered, shielded, fenced, enclosed, or otherwise protected by means of suitable covers, casings, barriers, rails, screens, mats, or platforms to remove the likelihood of approach or contact by persons or objects to a point of danger.

Heating Equipment. Any equipment used for heating purposes whose heat is generated by induction or dielectric methods.

Hoistway. Any shaftway, hatchway, well hole, or other vertical opening or space in which an elevator or dumbwaiter is designed to operate.

Identified. (as applied to equipment.) Recognizable as suitable for the specific purpose, function, use, environment, application, etc., where described in a particular code or standard requirement.

> **Note**: Suitability of equipment for a specific purpose, environment, or application may be determined by a qualified testing laboratory, inspection agency, or other organization concerned with product evaluation. Such identification may include labeling or listing. (See definition of *Labeled* and *Listed*.)

Induction Heating. The heating of a nominally conductive material due to its own I2R losses when the material is placed in a varying electromagnetic field.

Insulated. Separated from other conducting surfaces by a dielectric (including air space) offering a high resistance to the passage of current.

> **Note**: When an object is said to be insulated, it is understood to be insulated for the conditions to which it is normally subject. Otherwise, it is, within the purpose of these rules, uninsulated.

Irrigation Machine. An electrically driven or controlled machine, with one or more motors, not hand portable, and used primarily to transport and distribute water for agricultural purposes.

Isolated. (as applied to location.) Not readily accessible to persons unless special means for access are used.

Isolated Power System. A system comprising an isolating transformer or its equivalent, a line isolation monitor, and its ungrounded circuit conductors.

Labeled. Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

Lighting Outlet. An outlet intended for the direct connection of a lampholder, a lighting fixture, or a pendant cord terminating in a lampholder.

Limited Approach Boundary. A shock protection boundary to be crossed by only qualified persons (at a distance from a live part) which is not to be crossed by unqualified persons unless escorted by a qualified person.

Listed. Equipment, materials, or services included in a list published by an organization that is acceptable to the authorityhaving jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services,
and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

Live Parts. Electric conductors, buses, terminals, or components that are uninsulated or exposed and a shock hazard exists.

Location:

- *Damp Location.* Partially protected locations under canopies, marquees, roofed open porches, and like locations, and interior locations subject to moderate degrees of moisture, such as some basements, some barns, and some cold-storage warehouses.

- *Dry Location.* A location not normally subject to dampness or wetness. A location classified as dry may be temporarily subject to dampness or wetness, as in the case of a building under construction.

- *Wet Location.* Installations underground or in concrete slabs or masonry in direct contact with the earth, and locations subject to saturation with water or other liquids, such as vehicle-washing areas, and locations exposed to weather and unprotected.

Medium Voltage Cable. Type MV cable is a single or multi-conductor solid dielectric insulated cable rated 2001 volts or higher.

Metal-Clad Cable. Type MC cable is a factory assembly of one or more insulated circuit conductors with or without optical fiber members enclosed in an armor of interlocking metal tape, or a smooth or corrugated metallic sheath.

Mineral-Insulated Metal-Sheathed Cable. Type MI, mineral insulated, metal-sheathed cable, is a factory assembly of one or more conductors insulated with a highly compressed refractory mineral insulation and enclosed in a liquid tight and gastight continuous copper or alloy steel sheath.

Motor Control Center. An assembly of one or more enclosed sections having a common power bus and principally containing motor control units.

Nonmetallic-Sheathed Cable. Nonmetallic-sheathed cable is a factory assembly of two or more insulated conductors having an outer sheath of moisture-resistant, flame-retardant, nonmetallic material.

Open Wiring on Insulators. Open wiring on insulators is an exposed wiring method using cleats, knobs, tubes, and flexible tubing for the protection and support of single insulated conductors run in or on buildings and not concealed by the building structure.

Outlet. A point of the wiring system at which current is taken to supply utilization equipment.

Outline Lighting. An arrangement of incandescent lamps or electric discharge lighting to outline or call attention to certain features such as the shape of a building or the decoration of a window.

Overcurrent. Any current in excess of the rated current of equipment or the ampacity of a conductor. It may result from overload, short circuit, or ground fault.

> **Note**: A current in excess of rating may be accommodated by certain equipment and conductors for a given set of conditions. Therefore the rules for overcurrent protection are specific for particular situations.

Overload. Operation of equipment in excess of normal, full load rating, or of a conductor in excess of rated ampacity that, when it persists for a sufficient length of time, would cause damage or dangerous overheating. A fault, such as a short circuit or ground fault, is not an overload.

Panelboard. A single panel or group of panel units designed for assembly in the form of a single panel; including buses, automatic overcurrent devices, and equipped with or without switches for the control of light, heat, or power circuits; designed to be placed in a cabinet or cutout box placed in or against a wall or partition and accessible only from the front.

Power and Control Tray Cable. Type TC power and control tray cable is a factory assembly of two or more insulated conductors, with or without associated bare or covered grounding conductors under a nonmetallic sheath, for installation in cable trays, in raceways, or where supported by a messenger wire.

Power-Limited Tray Cable. Type PLTC nonmetallic-sheathed cable is a factory assembly of two or more insulated conductors under a nonmetallic jacket.

Power Outlet. An enclosed assembly that may include receptacles, circuit breakers, fuseholders, fused switches, buses, and watt-hour meter mounting means; intended to supply and control power to mobile homes, recreational vehicles, or boats; or to serve as a means for distributing power required to operate mobile or temporarily installed equipment.

Premises Wiring (System). That interior and exterior wiring, including power, lighting, control, and signal circuit wiring together with all of their associated hardware, fittings, and wiring devices, both permanently and temporarily installed, that extends from the service point of utility conductors or source of power such as a battery, a solar photovoltaic system, or a generator, transformer, or converter to the outlet(s). Such wiring does not include wiring internal to appliances, fixtures, motors, controllers, motor control centers, and similar equipment.

Prohibited Approach Boundary. A shock protection boundary to be crossed by only qualified persons (at a distance from a live part) which, when crossed by a body part or object, requires the same protection as if direct contact is made with a live part.

Qualified Person. One familiar with the construction and operation of the equipment and the hazards involved.

Raceway. An enclosed channel of metal or nonmetallic materials designed expressly for holding wires, cables, or busbars, with additional functions as permitted in this standard. Raceways include, but are not limited to, rigid metal conduit, rigid nonmetallic conduit, intermediate metal conduit, liquidtight flexible conduit, flexible metallic tubing, flexible metal conduit, electrical metallic tubing, electrical nonmetallic tubing, underfloor raceways, cellular concrete floor raceways, cellular metal floor raceways, surface raceways, wireways, and busways.

Receptacle. A receptacle is a contact device installed at the outlet for the connection of an attachment plug. A single receptacle is a single contact device with no other contact device on the same yoke. A multiple receptacle is two or more contact devices on the same yoke.

Receptacle Outlet. An outlet where one or more receptacles are installed.

Remote-Control Circuit. Any electric circuit that controls any other circuit through a relay or an equivalent device.

Restricted Approach Boundary. A shock protection boundary to be crossed by only qualified persons (at a distance from a live part) which, due to its proximity to a shock hazard, requires the use of shock protection techniques and equipment when crossed.

Sealable Equipment. Equipment enclosed in a case or cabinet that is provided with a means of sealing or locking so that live parts cannot be made accessible without opening the enclosure. The equipment may or may not be operable without opening the enclosure.

Separately Derived System. A premises wiring system whose power is derived from a battery, a solar photovoltaic system, or from a generator, transformer, or converter windings, and that has no direct electrical connection, including a solidly connected grounded circuit conductor, to supply conductors originating in another system.

Service. The conductors and equipment for delivering electric energy from the serving utility to the wiring system of the premises served.

Service Cable. Service conductors made up in the form of a cable.

Service Conductors. The conductors from the service point to the service disconnecting means.

Service Drop. The overhead service conductors from the last pole or other aerial support to and including the splices, if any, connecting to the service-entrance conductors at the building or other structure.

Service-Entrance Cable. Service-entrance cable is a single conductor or multiconductor assembly provided with or without an overall covering, primarily used for services, and is of the following types:

(1) **Type SE.** Type SE, having a flame-retardant, moisture resistant covering
(2) **Type USE.** Type USE, identified for underground use, having a moisture-resistant covering, but not required to have a flame-retardant covering Cabled, single-conductor, Type USE constructions recognized for underground use may have a bare copper conductor cabled with the assembly. Type USE single, parallel, or cable conductor assemblies recognized for underground use may have a bare copper concentric conductor applied. These constructions do not require an outer overall covering.

Service-Entrance Conductors, Overhead System. The service conductors between the terminals of the service equipment and a point usually outside the building, clear of building walls, where joined by tap or splice to the service drop.

Service-Entrance Conductors, Underground System. The service conductors between the terminals of the service equipment and the point of connection to the service lateral.

Note: Where service equipment is located outside the building walls, there may be no service-entrance conductors, or they may be entirely outside the building.

Service Equipment. The necessary equipment, usually consisting of a circuit breaker(s) or switch(es) and fuse(s), and their accessories, connected to the load end of service conductors to a building or other structure, or an otherwise designated area, and intended to constitute the main control and cutoff of the supply.

Service Point. The point of connection between the facilities of the serving utility and the premises wiring.
Shock Hazard. A dangerous condition associated with the possible release of energy caused by contact or approach to live parts.

Show Window. Any window used or designed to be used for the display of goods or advertising material, whether it is fully or partly enclosed or entirely open at the rear and whether or not it has a platform raised higher than the street floor level.

Signaling Circuit. Any electric circuit that energizes signaling equipment.

Special Permission. The written consent of the authority having jurisdiction.

Step Potential. A ground potential gradient difference that can cause current flow from foot to foot through the body.

Switches:

- *General-Use Snap Switch.* A form of general-use switch constructed so that it can be installed in device boxes or on box covers, or otherwise used in conjunction with wiring systems recognized by this standard.
- *General-Use Switch.* A switch intended for use in general distribution and branch circuits. It is rated in amperes, and it is capable of interrupting its rated current at its rated voltage.
- *Isolating Switch.* A switch intended for isolating an electric circuit from the source of power. It has no interrupting rating, and it is intended to be operated only after the circuit has been opened by some other means.
- *Motor-Circuit Switch.* A switch rated in horsepower that is capable of interrupting the maximum operating overload current of a motor of the same horsepower rating as the switch at the rated voltage.

Switchboard. A large single panel, frame, or assembly of panels on which are mounted, on the face or back, or both, switches, overcurrent and other protective devices, buses, and usually instruments. Switchboards are generally accessible from the rear as well as from the front and are not intended to be installed in cabinets.

Touch Potential. A ground potential gradient difference that can cause current flow from hand to hand or hand to foot through the body.

Unqualified Person. A person who is not a qualified person.

Utilization Equipment. Equipment that utilizes electric energy for electronic, electromechanical, chemical, heating, lighting, or similar purposes.

Ventilated. Provided with a means to permit circulation of air sufficient to remove an excess of heat, fumes, or vapors.

Volatile Flammable Liquid. A flammable liquid having a flash point below 38C (100F), or a flammable liquid whose temperature is above its flash point, or a Class II combustible liquid having a vapor pressure not exceeding 40 psia (276 kPa) at 38C (100F) whose temperature is above its flash point.

Voltage (of a Circuit). The greatest root-mean-square (rms) (effective) difference of potential between any two conductors of the circuit concerned.

> **Note**: Some systems, such as 3-phase 4-wire, single phase 3-wire, and 3-wire direct-current may have various circuits of various voltages.

Voltage, Nominal. A nominal value assigned to a circuit or system for the purpose of conveniently designating its voltage class (as 120/240 volts, 480Y/277 volts, 600 volts). The actual voltage at which a circuit operates can vary from the nominal within a range that permits satisfactory operation of equipment.

Voltage to Ground. For grounded circuits, the voltage between the given conductor and that point or conductor of the circuit that is grounded; for ungrounded circuits, the greatest voltage between the given conductor and any other conductor of the circuit.

Watertight. Constructed so that moisture will not enter the enclosure under specified test conditions.

Weatherproof. Constructed or protected so that exposure to the weather will not interfere with successful operation.

> **Note**: Rainproof, raintight, or watertight equipment can fulfill the requirements for weatherproof where varying weather conditions other than wetness, such as snow, ice, dust, or temperature extremes, are not a factor.

Wireways. Wireways are sheet-metal troughs with hinged or removable covers for housing and protecting electric wires and cable and in which conductors are laid in place after the wireway has been installed as a complete system.

Working Near (live parts). Any activity inside a limited approach boundary.

Working On (live parts). Coming in contact with energized electrical conductors or circuit parts with the hands, feet, or other body parts, with tools, probes, or with test equipment, regardless of the personal protective equipment a person is wearing. There are two categories of working on energized electrical conductors or circuit parts: **diagnostic (testing)** and **repair**.

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Extreme Temperature Exposure Control Plan

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program			
Policy Name	Extreme Temperature Program		
Date Created	June 20, 2025		
Latest Review	--	**Latest Revision**	--
Program Coordinator	Safety Coordinator		
Alternate Coordinators	Director of Human Resources		

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Attachment A

Extreme Temperature Guidance for Workers and Training Documentation

1.0 PURPOSE

This Extreme Temperature Program has been developed to provide workers with the training and equipment necessary to protect them from both heat-related and cold-related exposures and illnesses. The goal of this policy is to minimize the detrimental effects of excessive heat and extreme cold on City of Rochelle employees who are required to work outdoors or within environments with significant temperature variations.

2.0 TRAINING

All City of Rochelle employees who are or may be exposed to potential temperature-related illnesses will receive training on the following:

- The environmental and personal risk factors that cause heat and cold-related illnesses.
- The employer's procedures for identifying, evaluating, and controlling exposures to extreme temperature conditions.
- The importance of hydration in both hot and cold environments.
- Heat stress disorders and prevention, including heat rash, heat cramps, heat exhaustion, and heat stroke.
- Cold stress disorders and prevention, including frostbite, hypothermia, and trench foot.
- The importance of proper clothing and layering for extreme cold conditions.
- Safe work practices in cold environments, including scheduling breaks in warm areas.
- Emergency response procedures for both heat and cold stress events.

3.0 SUPERVISOR RESPONSIBILITIES

Supervisors will be responsible for:

- Implementing the procedures outlined in this program.
- Monitoring workers for signs of heat and cold stress.
- Adjusting work schedules and conditions based on extreme temperature forecasts.
- Providing warming stations or shelters in extreme cold conditions.
- Educating employees on early symptoms of heat and cold stress disorders.

4.0 PROVISION OF WATER

Employees shall always have access to potable water. For extreme cold conditions:

- Employees should have access to warm liquids.
- Heated break areas should be provided whenever feasible.
- Clothing policies should encourage layered, insulated, and moisture-wicking garments.

5.0 ACCESS TO SHADE

5.1 Heat Exposure

Employees should have access to shaded or air-conditioned areas during breaks.

5.2 Cold Exposure

Employees should have access to heated shelters or warm areas when working in cold environments.

6.0 HEAT STRESS DISORDERS

6.1 Heat Rash (Prickly Heat)

Symptoms:

- Red blotches and extreme itchiness in persistently damp areas.
- Prickling sensation on the skin when sweating occurs.

Treatment:

- Move to a cool environment.
- Take a cool shower and dry thoroughly.

Heat rashes typically disappear in a few days after exposure. If the skin is not cleaned frequently enough the rash may become infected.

6.2 Heat Cramps

Symptoms:

- Muscle cramping due to loss of salt from sweating.
- Cramping in back, legs, and arms.

Treatment:

- Stretch and massage muscles.
- Replace lost fluids and electrolytes.

6.3 Heat Exhaustion

Symptoms:

- Weakness, nausea, vomiting, headache.
- Difficulty continuing work.
- Feeling faint or breathlessness.

Treatment:

- Move to a cool area and hydrate.
- Remove excess clothing and loosen attire.
- Call 911 if symptoms persist.

Help the victim to cool off by:

- Resting in a cool place.
- Drinking cool water.
- Removing unnecessary clothing.

- Loosening clothing.
- Showering or sponging with cool water.

6.4 Heat Stroke

Heat stroke occurs when the body can no longer cool itself and body temperature rises to critical levels.

Symptoms:

- Confusion, irrational behavior, or unconsciousness.
- Lack of sweating and hot, dry skin.
- High body temperature.

Treatment:

- Call 911 immediately.
- Provide aggressive cooling by immersing in cool water, using wet sheets, or spraying with cold water.
- Do not give anything by mouth to an unconscious person.

7.0 COLD STRESS DISORDERS

7.1 Frostbite

Symptoms:

- Numbness in affected areas (fingers, toes, nose, ears, cheeks).
- Hard, pale, or waxy skin.
- Tingling or loss of sensation.

Treatment:

- Move the person to a warm environment.
- Warm the affected area using warm (not hot) water.
- Do not rub or massage the frozen area.
- Seek medical attention if severe.

7.2 Hypothermia

Symptoms:

- Shivering (may stop in later stages).
- Confusion, slurred speech, memory loss.
- Loss of coordination.
- Slow pulse and breathing.

Treatment:

- Call 911 immediately.
- Move to a warm environment.

- Remove any wet clothing and replace with dry, warm clothing.
- Wrap in blankets and use body heat if necessary.
- Provide warm, non-alcoholic beverages if the person is conscious.

7.3 Trench Foot (Immersion Foot)

Symptoms:

- Reddened skin, numbness, tingling, or pain.
- Blisters or sores.
- Swelling.

Treatment:

- Remove wet socks/shoes immediately.
- Dry and warm feet gradually.
- Avoid walking if possible.

8.0 SAFE WORK PROCEDURES

8.1 Supervisors Responsibilities

Supervisors are responsible for performing the following:

- Ensure frequent breaks in shaded or heated areas.
- Adjust work schedules for extreme temperature conditions.
- Ensure employees wear appropriate protective clothing.
- Provide heated shelters or warming areas.
- Monitor weather conditions and implement additional precautions as necessary.

8.2 Workers Responsibilities

Workers are responsible for performing the following:

- Dress appropriately for extreme weather conditions.
- Monitor oneself and coworkers for signs of temperature-related illnesses.
- Stay hydrated and consume warm fluids in cold conditions.
- Report any symptoms of heat or cold stress to supervisors immediately.

9.0 REVISION LOG

Date	Revision Number	Description of Change	Initials
6.20.2025	0	Original Issue	JJA

Attachment A – Extreme Temperature Guidance for Workers and Training Documentation

Course Name: **Extreme Temperature Program**

Course Date(s): _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: _____

Location of Training: _____

Detailed Outline of Course Content:

See details listed below for additional worker guidance on extreme temperatures.

Upon completion of this course, participants will be able to:

- *Recognize the risks associated with extreme temperatures.*
- *Identify symptoms of heat and cold stress.*
- *Implement appropriate preventative measures.*
- *Apply safe work practices and use PPE effectively.*
- *Respond to heat and cold-related emergencies.*

Being aware of extreme temperature illness symptoms can save your life or the life of a coworker. The following information provides valuable guidance on recognizing and preventing heat and cold-related illnesses.

Heat Stress Prevention

- If you are returning to work after an illness, an extended break, or are new to working in hot conditions, be aware that you are more vulnerable to heat stress until your body acclimates. Inform your employer if you are not accustomed to the heat. It typically takes 5 to 7 days for your body to adjust.
- Staying hydrated is essential for workers exposed to heat. The body may produce 2 to 3 gallons of sweat per day, and to replenish lost fluids, you should drink 3 to 4 cups of water per hour beginning at the start of your shift.
- Take breaks in a cool, shaded area and allow time for recovery from heat exposure throughout the day to prevent heat-related illnesses.
- Avoid or limit the consumption of alcohol and caffeine during extreme heat, as both contribute to dehydration.
- If you or a coworker experience symptoms such as nausea, dizziness, weakness, or unusual fatigue, inform your supervisor immediately and rest in a shaded, cool area. If symptoms persist or worsen, seek medical attention without delay.
- Whenever possible, wear protective clothing that shields you from the sun while allowing for adequate airflow. Additionally, protect your head and shade your eyes when working outdoors.
- When working in extreme heat, look out for your coworkers and ensure that you know how to call for medical assistance if needed.

Attachment A – Extreme Temperature Guidance for Workers and Training Documentation

Cold Stress Prevention

- Your employer should ensure that you are aware of the symptoms of cold stress and how to respond.
- Continuously monitor your own physical condition and that of your coworkers.
- Take regular breaks in a warm area as needed to maintain body temperature.
- Dress appropriately for cold weather, using layered clothing to retain body heat.
- Stay dry, as moisture or dampness (e.g., from sweating) can increase the rate of heat loss from the body.
- Keep extra clothing, including dry undergarments, readily available in case you get wet and need to change.
- Drink warm, sweetened fluids (avoid alcohol, as it accelerates heat loss).
- Avoid direct contact with cold metal or wet surfaces using bare skin.
- Utilize engineering controls, safe work practices, and personal protective equipment (PPE) provided by your employer to reduce exposure to extreme cold.

By following these guidelines, workers can reduce their risk of temperature-related illnesses and ensure a safer work environment.

Participants:

Name	Signature	Department/Job Title	Water/WW Operator # (if applicable)
1.			
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Attachment A – Extreme Temperature Guidance for Workers and Training Documentation

Name	Signature	Department/Job Title	Water/WW Operator # (if applicable)
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Fall Protection and Ladder Safety

OSHA 29 CFR 1926 Subpart M and OSHA 29 CFR 1910.23, .27, 1926.1051, .1060

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Program			
Program Name	Fall Protection and Ladder Safety		
Regulatory Reference	OSHA 29 CFR 1926 Subpart M		
Date Created	June 20, 2025		
Latest Revision		**Latest Review**	
Program Coordinator	Safety Coordinator		
Alternate Coordinator	Director of Human Resources		

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City of Rochelle Safety Compliance Program	
Program Name	Fall Protection and Ladder Safety

1.0 PURPOSE

The City of Rochelle has identified situations where workers may be exposed to injury as the result of falls from one level to another. This Program is intended to provide general guidelines for the identification and control of these hazards. This program is designed to enable the City of Rochelle and its employees to recognize fall hazards in the workplace and to establish procedures that are to be followed in order to prevent falls to lower levels, from ladders, unprotected edges, or through holes and openings in walking/working surfaces. Each employee will be trained in these procedures and strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify their immediate supervisor of the concern and the concern addressed before proceeding.

It is the responsibility of Safety Coordinator to implement this Fall Protection Plan. A competent person is responsible for continual observational safety checks of their work operations and to enforce the safety policy and procedures. The supervisor also is responsible for correcting any unsafe acts or conditions immediately. It is the responsibility of the employee to understand and adhere to the procedures of this plan and to follow the instructions of the Supervisor. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees. Any changes to this Fall Protection Plan must be approved by the Safety Coordinator.

2.0 EXCEPTIONS

The provisions of this Program do not apply to the following situations. Other OSHA Standards or City Programs cover these.

a) When workers are inspecting, investigating, or assessing the workplace conditions prior to the actual start of construction work or after all construction work has been completed.
b) Fall protection for workers working on cranes and derricks.
c) Fall protection requirements for workers performing steel erection work.
d) Erection of tanks and communication and broadcast towers.
e) Fall protection for workers engaged in the construction of electric transmission and distribution lines and equipment.

3.0 WALKING AND WORKING SURFACES

The City determines if the walking/working surfaces on which its workers are to work have the strength and structural integrity to support workers safely. Workers are allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity. Pre-job briefings are used to ensure safe working conditions, and job sites are monitored throughout the project by each worker to identify and address changing conditions.

Unless designed into machines or equipment, all stairways, ladders, scaffolding, platforms, step bolts, manhole steps or other equipment used to elevate workers to a higher-level meet design specifications in effect at the time they were purchased or constructed. Equipment purchased or constructed after January 1, 2017 meets the design standards provided in OSHA 1910 Subpart D.

City of Rochelle Safety Compliance Program	
Program Name	Fall Protection and Ladder Safety

4.0 HAZARD ASSESSMENT

Rochelle supervisory personnel continually assess work sites to identify when workers are on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge that is 4 feet (1.8 m) or more above a lower level. Known fall hazards are identified in Attachment B.

City employees will regularly assess their work site to identify walking/working surface hazards, (horizontal and vertical surface), with an unprotected side or edge that is six feet or more above a lower level.

Additionally, City of Rochelle programs have been implemented to address fall hazards based on task-specific exposures. Consult these programs for further information:

- Electrical Safe Work Practices
- Personal Protective Equipment
- Permit-Required Confined Spaces
- Mobile Elevated Work Platforms, (Scissors and Articulating lifts)
- Powered Industrial Vehicles (Forklifts, Skid Steers)
- Cranes and Hoists

5.0 FALL PROTECTION CONSIDERATIONS

5.1 Fall Protection Methods

The following is a summary of acceptable methods that may be used for fall protection by the City. It is understood that not all these methods are acceptable under all circumstances so a careful review of the requirements in the appropriate section of Attachment D is required. Whenever possible, engineering controls (such as guardrails) are preferred over the use of personal protective equipment.

5.1.1 Guardrails

Important points considered include a toeboard, height of the rails, midrails or screens, and strength requirements. When an individual's center of gravity is located outside of the protection offered by the guardrails alternative fall protection is provided. Examples of this situation include individuals working on stilts, leaning over, through or under guardrails to perform work, or employees on portable ladders working near the edge of a roof. Guardrails can be used for many fall protection applications. Information on specific requirements can be found starting on pages 13 and 53 in Attachment D.

5.1.2 Personal Fall Arrest Systems

A basic personal fall arrest system is made up of a full body harness, lanyard and an attachment point for the lanyard. Competent personnel perform selection and use of fall arrest equipment. Information on specific requirements can be found starting on pages 17 and 43 in Attachment D.

5.1.3 Personal Fall Restraint Systems

Employees using a personal fall restraint system instead of a personal fall arrest system, are to follow the procedures outlined below:

- Restraint devices will be rigged such that an employee cannot freefall. A restraint device will allow the employee to reach a leading edge but will not allow that employee to pass it.
- Anchorage points for restraint systems must withstand a minimum of four times the intended load.

- Employees must inspect all components of any fall restraint system prior to each use. In addition, fall protection equipment must be inspected every six months by a competent person. All defective equipment found must be rendered unusable and discarded. Fall restraint equipment involved in a fall or employee injury must be removed from service, red tagged and given to a Foreman or Supervisor for holding. Consideration should be given to using that equipment in an accident investigation and further training.
- All components made of synthetic materials have a maximum service life of five years from the date the equipment was put into service. For equipment that was not marked upon placement into service, utilize the date of manufacture as the in-service date.

5.1.4 Positioning Devices

This method is used to restrict access to the fall hazard (much like a dog on a leash). Positioning devices, such as safety belts, are not recognized as fall arrest equipment and are not used for such. Positioning device systems shall be inspected prior to each use. All defective equipment found must be rendered unusable and discarded. Information on specific requirements can be found starting on pages 22 and 51 in Attachment D.

5.2 Control of Other Hazards

The following are controls that may be necessary when falling hazards exist.

5.2.1 Covers

Covers are provided over holes and skylights into which a worker could fall. Covers are required for all floor openings or other holes 2 inches x 2 inches in size or greater. Covers for small diameter floor penetrations (typically less than 6 inches) must either be designed/installed to lay flush or be marked with high visibility color paint to prevent trips. Information on specific requirements can be found starting on page 28 in Attachment D.

5.2.2 Skylights

Skylights pose a unique hazard to workers on roofs. While working near skylights employees must ensure that protective measures have been taken to prevent the possibility of falling through the skylight. Skylight screens must be constructed and mounted so that they are capable of withstanding a load of at least 200 pounds and that under ordinary loads or impacts, they will not deflect downward and break the glass or plastic below them. Where existing skylights are not protected by screens, employees will need to do one of the following if they need to approach within 6 feet of the skylight:

- Use a personal fall protection system
- Install temporary covers capable of meeting the strength requirements over the skylight
- Erect temporary guardrails around the skylight
- Implement a fall protection plan and training approved by the Safety Coordinator or Competent Person
- when conventional fall protection measures are deemed impractical or would create a greater hazard.

5.2.3 Roofs and Overhead Work and Protection from Fall Objects

When performing work overhead, ensure measures are implemented to events other employees or the public to be exposed to falling objects. Preventive measures may include but are not limited to installing

toeboards on scaffolding or around wall/floor openings, barricading off lower areas to prevent entry, rerouting pedestrian traffic or restricting all access to work areas including parking. In addition, implement measures to prevent falling object hazards that could damage public or city property.

A suitable hard hat is worn when a worker is exposed to falling objects until one of the following measures can be taken:

- Erect toeboards, screens, or guardrail systems to prevent objects from falling from higher levels; or,
- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced; or,
- Barricade the area to which objects could fall, prohibit workers from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally displaced.

6.0 TRENCHES AND EXCAVATIONS

Workers within 4 feet of trench or excavation edges with a fall hazard of 4 feet or greater will be protected by one of the fall protection systems outlined in this section.

The plan will be prepared by a qualified person and developed specifically for the site where the Trenching or Excavation work is being performed. This plan will be completed by a competent person who will be assigned to:

- Recognize fall hazards and warn employees if they are unaware of the fall hazard/acting in an unsafe manner
- Be on the same working surface and in visual site
- Not have other tasks that would take their attention away from the monitoring function.

A qualified person is defined as someone who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter, work, or project.

A competent person will approve any changes to the plan. A copy of the plan with all approved changes will be kept at the jobsite.

7.0 LADDER SAFETY

7.1 Purpose

This section outlines procedures and guidelines for the protection of workers using ladders. Ladders used on City of Rochelle property or projects must, at a minimum, meet the requirements outlined in this document. This ladder safety program is designed to cover all ladders except those used in emergency operations such as firefighting, rescue, and tactical law enforcement operations, or training for these operations, or if the ladder is an integral part of machines or equipment.

City of Rochelle Safety Compliance Program	
Program Name	Fall Protection and Ladder Safety

7.2 General Requirements for Portable Ladders

- Each self-supporting portable ladder needs to hold at least four times the maximum intended load, except that each extra-heavy-duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load.
- Each portable ladder that is not self-supporting is required to hold at least four times the maximum intended load, except that each extra-heavy-duty type 1A metal or plastic ladders shall sustain at least 3.3 times the maximum intended load.
- The minimum clear distance between side rails for all portable ladders shall be 11 ½".
- Wooden ladders shall not be coated with any material that would cover defects.
- Metal ladders should be made with corrosion-resistant material.
- Ladder surfaces need to be free of puncture and laceration hazards.
- Use ladders only for the purpose for which they were designed
- Any ladder with structural or other defects shall be tagged "Dangerous: Do Not Use" (or other similar language) and be removed from service until repaired.
- The cap and top step of a stepladder shall not be used as a step.
- The top of a non-self-supporting ladder shall be placed so that both side rails are supported.
- Ladders placed to gain access to an upper landing surface have side rails that extend at least 3 feet above the upper landing surface.
- Ladders and ladders sections should never be tied or fastened together to create additional length unless specifically designed to do so.
- Ladders should never be placed on boxes, barrels, or other unstable bases to obtain additional height.
- Rungs, cleats, and steps shall be spaced not less than 10 inches (25 cm) apart, nor more than 14 inches (36 cm) apart, as measured between center lines of the rungs, cleats, and steps.

7.2.1 Safe Usage of Portable Ladders

- Ensure any ladder equipped with a metal spreader or locking device has the locking device engaged while the ladder is in use.
- Never exceed the maximum intended load of the ladder (includes user, tools, equipment, and materials.
- Ensure the ladder is always placed on stable and level surfaces.
- Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic shall be secured to prevent accidental displacement or shall be guarded by temporary barricades.
- Ladders used on slippery surfaces need to be stabilized and secured.

7.3 General Requirements for Mobile Ladders

- Mobile ladder stands and platforms must have a step width of at least 16"
- The steps and platforms of mobile ladder stands and platforms must be slip resistant.
- Must be capable of supporting at least four times their maximum intended load.
- Wheels or casters under load must be capable of supporting their proportional share of four times the maximum intended load, plus their proportional share of the unit's weight.

- Unless otherwise specified, mobile ladder stands and platforms with a top step height of 4 feet or above have handrails with a vertical height of 29.5” to 37” measured from the front edge of a step.
- Steps need to be uniformly spaced and arranged with a rise of not more than 10” and a depth of not less than 7”.
- All ladder stand platforms with platform height above 10 feet should have guardrails and toe boards on the exposed sides and ends of the platform.

7.3.1 Safe Usage of Portable Ladders

- Mobile ladder stands and platforms that have wheels or casters are equipped with a system to impede horizontal movement when an employee is on the stand or platform and should not be moved when an employee is on it.
- The maximum work-surface height of mobile ladder stands and platforms shall not exceed four times the shortest base dimension, without additional support. For greater heights, outriggers, counterweights, or comparable means that stabilize the mobile ladder stands and platforms to prevent overturning must be used.
- Ladders shall have nonconductive siderails if they are used where the employee or the ladder could contact exposure energized electrical equipment.

8.0 RULES FOR OTHER SPECIFIC TYPES OF LADDERS

8.1 General Information

- Do not use single-rail ladders.
- Use non-self-supporting ladders at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder.
- The top of a non-self-supporting ladder must be placed with two rails supported equally unless it is equipped with a single support attachment.
- Use wooden ladders built at the jobsite with spliced side rails at an angle where the horizontal distance is one-eighth of the working length of the ladder.
- Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced when the ladder is in position for use.
- Do not use a ladder on a scaffold.
- Do not move a ladder when someone is on it.
- Only one person should be on a ladder at one time.
- The duty rating of the ladder must be clearly indicated on the ladder. The working load to be placed on the ladder including the person and tools must be less than the duty rating.

8.2 Stepladders

- Do not use the top or top step of a stepladder, as a step. Nor should the stepladder be straddled.
- Do not use cross bracing on the rear section of stepladders for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- Metal spreader or locking devices must be provided on stepladders to hold the front and back sections in an open position when ladders are being used.

- Rungs, cleats, and steps of step stools shall be not less than 8 inches (20 cm) apart, nor more than 12 inches (31 cm) apart, as measured between center lines of the rungs, cleats, and steps.

8.3 Fixed Ladders

A fixed ladder is defined as a ladder that cannot be easily moved or carried and may be an integral part of a structure.

If the total length of the climb on a fixed ladder equals or exceeds 24 feet (7.3 m), the ladder must be equipped with ladder safety devices; *or* self-retracting lifelines and rest platforms at intervals not to exceed 150 feet (45.7 m); *or* a cage or well and multiple ladder sections with each ladder section not to exceed 50 feet (15.2 m) in length. These ladder sections must be offset from adjacent sections, and landing platforms must be provided at maximum intervals of 50 feet (15.2 m). Attachment A Contains requirements for fixed ladder safety devices.

- Fixed ladders shall be used at a pitch no greater than 90 degrees from the horizontal, as measured to the back side of the ladder.
- Rungs, cleats, and steps shall be spaced not less than 10 inches (25 cm) apart, nor more than 14 inches (36 cm) apart, as measured between center lines of the rungs, cleats, and steps.

Each fixed ladder is required to hold at least two loads of 250 pounds (114 kg) each, concentrated between any two consecutive attachments (the number and position of additional concentrated loads of 250 pounds (114 kg) each, determined from anticipated usage of the ladder, shall also be included), plus anticipated loads caused by ice buildup, winds, rigging, and impact loads resulting from the use of ladder safety devices. Each step or rung shall be capable of supporting a single concentrated load of at least 250 pounds (114 kg) applied in the middle of the step or rung.

9.0 STEP BOLTS AND MANHOLE STEPS

Step bolts and manhole steps must be uniformly spaced, provided with slip-resistant surfaces or coatings, and are constructed and maintained to prevent corrosion and to ensure that a person's foot does not slip off the end. Step bolts and manhole steps are visually inspected at the start of each work shift, or pre-use when used infrequently.

10.0 STAIRWAYS

Whenever possible, steps will have uniform heights, and when required, handrails, railings, and/or toe boards are provided. When a door or gate opens directly onto a stairway, a platform is provided.

11.0 DOCKBOARDS

When used, portable dockboards are securely anchored into place using securement devices to prevent them from shifting out of position. When securement is not feasible, sufficient contact is maintained between the dockboard and the surface to prevent the dockboard from shifting out of position. Portable dockboards are equipped with handholds or other means to ensure safe handling. Wheel chocks are used to prevent transport vehicles from moving when employees are on the dockboards.

12.0 SCAFFOLDS AND ROPE DESCENT SYSTEMS

When work at heights cannot be safely performed from the ground, solid construction, or a ladder, supervisors may select scaffolding or rope descent systems as the preferred option for employee fall protection. Such systems may be needed when other systems are infeasible, when employees must have

both hands free to perform work, or when the work performed extends over a long period of time, such as boiler scaling. These procedures are in addition to the requirements found in OSHA 29 CFR 1926, Subpart L.

12.1 Competent Persons

No employee will be assigned to work from a portable scaffold unless a person competent in setting up the scaffold has set up and/or inspected the previously erected scaffold to be worked from. All floors will be fully decked, and railings will be installed on open sides when scaffolding is set up higher than 10 feet. If railings are infeasible, a personal fall arrest system will be used.

All tubular welded frame scaffolds shall be erected by competent and experienced personnel. A list of Fall Protection and Scaffolding competent employees can be found at Attachment E.

12.2 Scaffold Maintenance

Frames and accessories for scaffolds will be maintained in good repair and every defect, unsafe condition, or noncompliance with this program must be immediately corrected before further use of the scaffold. Any broken, bent, excessively rusted, altered, or otherwise structurally damaged frames or accessories shall not be used.

12.3 Periodic Inspections

Periodic inspections shall be made of all welded frames and accessories, and any maintenance, including painting, or minor corrections authorized by the manufacturer, shall be made before further use.

9.0 INSPECTION AND MAINTENANCE

9.1 Personal Fall Arrest System

All components of a personal fall arrest or work restraint system are inspected before each use and at least annually. The annual inspections are documented by marking the inspection tag on each device. If no tag is provided, the Department Designee maintains a separate record of inspection. All personnel who may use this equipment receive a copy of inspection and maintenance information provided by the manufacturer of their specific device(s). If this information is not available, they are provided with the information in Attachment C.

Any device, which is shock loaded or damaged, is immediately removed from service, destroyed and disposed of.

9.2 Other Fall Protection Devices

Temporary railing components as well as any other fall protection equipment are inspected before each use and periodically throughout their use as deemed necessary by the project supervisor.

9.3 Ladder Inspections

A competent person inspects ladders for visible defects periodically and after any incident that could affect their safe use. All ladders undergo a visual, undocumented inspection before each use. Inspection forms can be found in Attachment B of this written program.

Ladders needing repairs are subject to the following rules:

- Portable ladders with structural defects-such as broken or missing rungs, cleats, steps, broken or split rails, corroded components, or other faulty or defective components are immediately

marked defective, or tagged with "Do Not Use" or similar language and withdrawn from service until repaired.

- Fixed ladders with structural defects such as broken or missing rungs, cleats, or steps, broken or split rails, or corroded components are withdrawn from service until repaired.
- Defective fixed ladders are considered withdrawn from use when they are immediately tagged with "Do Not Use" or similar language or marked in a manner that identifies them as defective or blocked such as with a plywood attachment that spans several rungs.
- Ladder repairs restore the ladder to a condition meeting its original design criteria before the ladder is returned to use.
- If repairs are not possible, the ladders are destroyed and discarded.

10.0 TRAINING PROGRAM

The City provides a training program for each worker who might be exposed to fall hazards and working on ladders. The program enables each worker to recognize the hazards of falling and shall train each worker in the procedures to be followed in order to minimize these hazards.

10.1 Trainer and Content

This training includes the applicable components listed below and is performed by a person who is competent in the following areas.

- The nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used;
- The role of each worker in the safety monitoring system when this system is used;
- The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
- Inspection of ladders prior to use, correct procedures or erecting, maintaining and disassembling ladders, proper construction, use, and placement of ladders, maximum intended load capacity of ladders, related OSHA regulations,
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and
- The role of workers in fall protection plans; and
- Contents of OSHA 29 CFR 1926 Subpart M.

10.2 Training Certification

A written certification record of the training will be completed containing the name or other identity of the worker trained, the date(s) of the training, and the signature of the person who conducted the training or the signature of the employer. At least the latest training certification is maintained. See Attachment E.

City of Rochelle Safety Compliance Program	
Program Name	Fall Protection and Ladder Safety

10.3 Retraining

When the City has reason to believe that any affected worker who has already been trained does not have the understanding and skill required by this Program, each such worker will be retrained.

Additionally, retraining will be conducted under at least the following circumstances:

- Changes in the workplace render previous training obsolete; or
- Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or
- Inadequacies in an affected worker's knowledge or use of fall protection systems or equipment indicate that the worker has not retained the requisite understanding or skill.

10.4 Specialized Training

Each person working with specialized equipment will be trained as required by this program in system operation prior to operating the system, and how to respond to system malfunctions or emergencies.

11.0 DUTY TO HAVE FALL PROTECTION AND FALL OBJECT PROTECTION

Protection from fall hazards and falling object hazards is provided for each employee whenever feasible, unless the work is covered by another rule, such as:

- When such protection is deemed infeasible while workers are inspecting, investigation, or assessment of workplace conditions prior to the actual start of construction work or after all construction work has been completed.
- When work is covered by other specific rules such as working from scissors lifts, or performing electric power generation, transmission, and distribution work.

Review the City of Rochelle's Personal Protective Equipment for additional information.

11.0 PROGRAM AUDIT

All personnel audit compliance with this Program on an ongoing basis and any deficiencies should be reported to the Program Coordinator. Annually, the Department Designee conducts a formal audit.

City of Rochelle Safety Compliance Program	
Program Name	Fall Protection and Ladder Safety

12.0 REVISION LOG

Date	Revision Number	Description	Initials
6.20.2025		Original Issue	JJA

Attachment A – Definitions

Anchorage means a secure point of attachment for lifelines, lanyards, or deceleration devices.

Body belt (safety belt) means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

Body harness means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Buckle means any device for holding the body belt or body harness closed around the employee's body.

Connector means a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system (such as a buckle or dee-ring sewn into a body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).

Deceleration device means any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

Deceleration distance means the additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body belt or body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.

Failure means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

Free fall means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

Free fall distance means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

Guardrail system means a barrier erected to prevent employees from falling to lower levels.

Hole means a gap or void 2 inches (5.1 cm) or more in its least dimension, in a floor, roof, or other walking/working surface.

Lanyard means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

Lifeline means a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Lower levels meanthose areas or surfaces to which an employee can fall. Such areas or surfaces include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.

Attachment A – Definitions

Opening means a gap or void 30 inches (76 cm), or more, high and 18 inches (48 cm), or wider, in a wall or partition, through which employees can fall to a lower level.

Personal fall arrest system means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Positioning device system means a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

Rope grab means a deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

Self-retracting lifeline/lanyard means a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

Snaphook means a connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types:

1. The locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or
2. The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snaphook as part of personal fall arrest systems and positioning device systems is prohibited.

Toeboard means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Unprotected sides and edges mean any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches (1.0 m) high.

Walking/working surface means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

Work area means that portion of a walking/working surface where job duties are being performed.

B-1

Attachment B – Extension Ladder Inspection Form

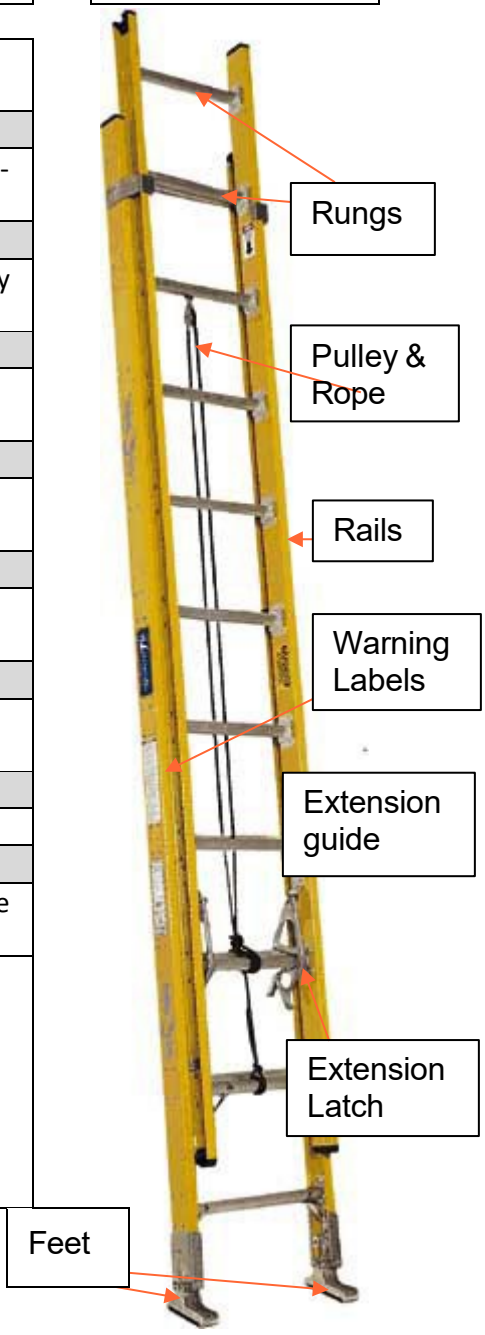
Inspector: _____ Date: _____

Ladder Type
☐Extension ☐Step ☐Other Load Capacity: _____

Ladder Material
☐Fiberglass ☐Wood ☐Aluminum

Location
Truck #
Ladder #

	Good Condition	Repair Needed	Not Applicable
Rails	☐	☐	☐
Rails are free of cracks, dents, smashed fibers, chemical stains (paint, grease, etc.), ultra-violet damage, and abrasion.			
Rungs	☐	☐	☐
Rungs are free of cracks, cuts, bends, dents, abrasion, other damage, and they are firmly in place.			
Pulley & Rope	☐	☐	☐
Rope & pulley are properly fastened. The sheave and pin are in good condition. The rope is free from ultra-violet damage, abrasion and cuts.			
Extension Guides	☐	☐	☐
Extension Guides are firmly attached to the base rails and are free from damage, abrasion, bends, etc.			
Extension Latches	☐	☐	☐
The extension latches function properly, and are free from damage, including bends, cuts, abrasions, etc.			
Feet	☐	☐	☐
The feet are properly attached to the base rail and are free from damage; the rubber pads are affixed and in good condition.			
Warning Labels	☐	☐	☐
Warning labels are legible and properly affixed.			
Step Ladder Braces	☐	☐	☐
Braces are properly attached to both sets of rails, are free from damage, and latch in the open position.			
Notes:			



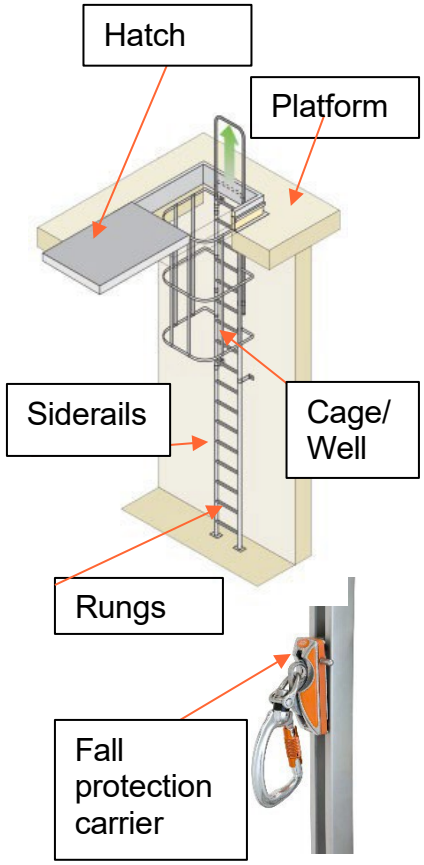
Signature: _____ Date: _____

Attachment B – Fixed Ladder Inspection Form

Inspector: _____ Date: _____

Ladder Type ☐Individual Rung ☐Siderail Ladder Material ☐Metal ☐Wood ☐Other	Location Truck # Ladder #

	Good Condition	Repair Needed	Not Applicable
Structural Security	☐	☐	☐
Ladder is securely attached to the supporting structure, free from any apparent loose mounting bolts/brackets.			
Corrosion	☐	☐	☐
Surfaces of metal ladders are painted or coated for corrosion protection and are free of corrosion that may affect ladder integrity or safety.			
Siderails	☐	☐	☐
Siderails are free of crack, dents, bending, corrosion, or other signs of weakness and are securely attached to the supporting structure.			
Rungs	☐	☐	☐
Rungs are free of cracks, dents, bending, corrosion, or other signs of weakness, and are securely attached to the siderails.			
Cage or Well	☐	☐	☐
The cage or well surrounding the ladder is firmly attached to the siderails and free from damage, abrasion, bends, etc.			
Fall Protection	☐	☐	☐
If equipped, the personal fall protection carrier or cable securely attached and are all components free of damage or corrosion.			
Platform/Gate/Hatch	☐	☐	☐
If equipped, the landing/platform/gate and/or hatch are securely attached, free of cracks, dents, bending, corrosion, or other signs of deterioration.			
Warning Labels	☐	☐	☐
Warning labels, if provided, are legible and properly affixed.			
Notes:			



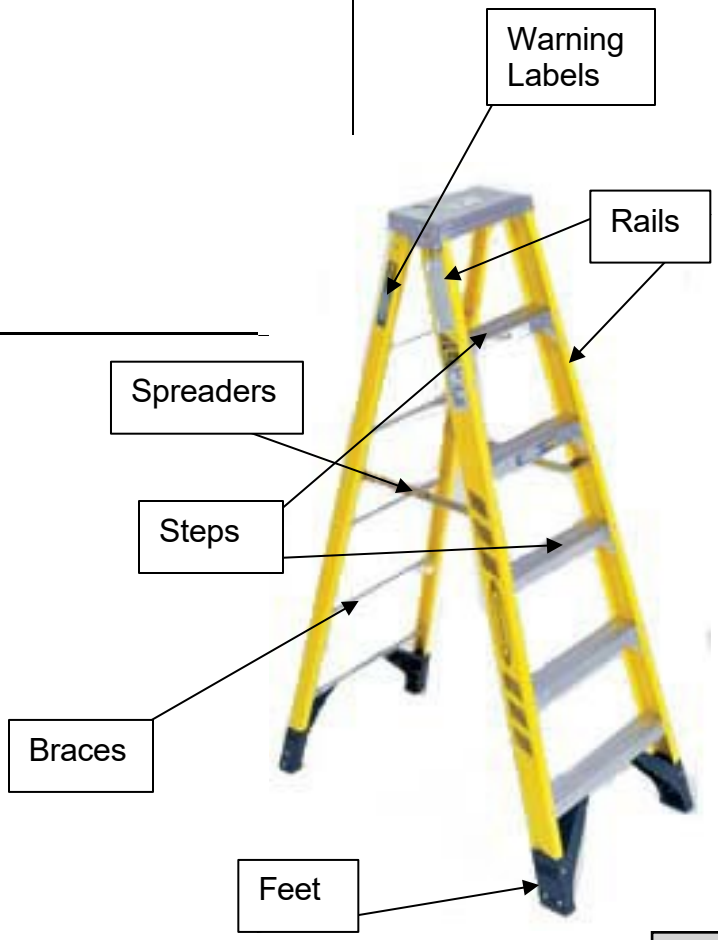
Signature: _____ Date: _____

Attachment B – Step Ladder Inspection Form

Inspector: _____ Date: _____

	Good Condition	Repair Needed	Not Applicable
Spreaders	☐	☐	☐
Step ladders spreaders are in good condition, free from bends, will latch in the open position.			
Attachments	☐	☐	☐
Attachments (such as wall supports, platforms, and tool holders) are free from damage and property installed.			
Note Other Deficiencies:			
Repairs made:			

Signature: _____ Date: _____



Attachment B – Hazard Assessment

Task	Location	Fall Protection Method*

***Equipment Information**

Type	Brand	Storage Location
Body Harness- *example*		
Lanyard- *example*		

Attachment C – Care of Personal Protective Equipment

What should you know about fall protective equipment?

- Inspect your equipment daily.
- Replace defective equipment. If there is any doubt about the safety of the equipment, do not use it.
- Replace any equipment, including ropes, involved in a fall. Refer any questionable defects to a trained inspector.
- A trained inspector should examine equipment at least yearly.
- It is advisable to use shock absorbers if the arresting forces of the lanyard alone can cause injury.

How do you inspect the webbing?

- Inspect the entire surface of webbing for damage. Beginning at one end, bend the webbing in an inverted "U." Holding the body side of the belt toward you, grasp the belt with your hands six to eight inches apart.
- Watch for frayed edges, broken fibers, pulled stitches, cuts or chemical damage. Broken webbing strands generally appear as tufts on the webbing surface.
- Replace according to manufacturers' guidelines.

How do you inspect the buckle?

- Inspect for loose, distorted or broken grommets. Do not cut or punch additional holes in waist strap or strength members.
- Check belt without grommets for torn or elongated holes that could cause the buckle tongue to slip.
- Inspect the buckle for distortion and sharp edges. The outer and center bars must be straight. Carefully check corners and attachment points of the center bar. They should overlap the buckle frame and move freely back and forth in their sockets. The roller should turn freely on the frame.
- Check that rivets are tight and cannot be moved. The body side of the rivet base and outside rivet burr should be flat against the material. Make sure the rivets are not bent.
- Inspect for pitted or cracked rivets that show signs of chemical corrosion.

How do you inspect the rope?

- Rotate the rope lanyard and inspect from end to end for fuzzy, worn, broken or cut fibers. Weakened areas have noticeable changes in the original rope diameter.
- Replace when the rope diameter is not uniform throughout, following a short break-in period.
- The older a rope is and the more use it gets, the more important testing and inspection become.

What should you know about hardware (forged steel snaps, "D" rings)?

- Inspect hardware for cracks or other defects. Replace the belt if the "D" ring is not at a 90° angle and does not move vertically independent of the body pad or "D" saddle.
- Inspect tool loops and belt sewing for broken or stretched loops.
- Check bag rings and knife snaps to see that they are secure and working properly. Check tool loop rivets. Check for thread separation or rotting, both inside and outside the body pad belt.

Attachment C – Care of Personal Protective Equipment

- Inspect snaps for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should be seated into the snap nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to close the keeper firmly.

How do I clean my equipment?

- Basic care prolongs the life of the unit and contributes to its performance.
- Wipe off all surface dirt with a sponge dampened in plain water. Rinse the sponge and squeeze it dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion.
- Rinse the webbing in clean water.
- Wipe the belt dry with a clean cloth. Hang freely to dry.
- Dry the belt and other equipment away from direct heat, and out of long periods of sunlight.
- Store in a clean, dry area, free of fumes, sunlight, or corrosive materials and in such a way that it does not warp or distort the belt.

Attachment C – City of Rochelle
Training Session Documentation Form

Course Name: **Ladder Safety**

Course Date(s): _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: Fehr Graham

Location of Training: _____

Detailed Outline of Course Content:

Inspections of ladders prior to use, correct procedures for erecting, maintaining and Disassembling ladders, the proper construction, use, placement, and care in handling Ladders, the maximum intended load-carrying capacities of ladders, and related OSHA Regulations.

Participants:

Name	Signature	Department/Job Title	Water/WW Operator # (if applicable)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
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11.			
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18.			

Scope, application, and definitions applicable to this subpart. - 1926.500

Part Number:	1926
Part Title:	Safety and Health Regulations for Construction
Subpart:	M
Subpart Title:	Fall Protection
Standard Number:	1926.500
Title:	Scope, application, and definitions applicable to this subpart.

1.926.SOO{al

Scope and application.

1926.SOO(a)(l)

This subpart sets forth requirements and criteria for fall protection in construction workplaces covered under 29 CFR part 1926. Exception: The provisions of this subpart do not apply when employees are making an inspection, investigation, or assessment of workplace conditions prio.r to the actual start of construction work or after all construction work has been completed.

1926.SOO{a}{2}

Section 1926.501 sets forth those workplaces, conditions, operations, and circumstances for which fall protection shall be provided except as follows:

1926.500{a}{2)(il

Requirements relating to fall protection for employees working on scaffolds are provided in subpart L of this part.

1926.500(a)(2)(ii)

Requirements relating to fall protection for employees working on certain cranes and derricks are_provided in subpart N of this part.

..1926.S00(a)(l)(iii)

1926.500(a)(2)(111)

.Fall protection requirements for employees performing steel erection work (except for towers and tanks) are provided in subpart R of this part.

1926.SOO(a)(2)(1v)

Section 1926.502 does not apply to the erection of tanks and communication and broadcast towers. (Note: Section 1926.104 sets the criteria for body belts, lanyards and lifelines used for fall protection during tank and communication and broadcast tower erection. Paragraphs (b),(c) and (f) of§ 1926.107 provide definitions for the pertinent terms.)

1926,500{a)(2)(v)

Requirements relating to fall protection for employees engaged in the erection of tanks and communication and broadcast towers are provided in§ 1926.105.

1926.SOO(a)(2)(vl)

Requirements relating to fall protection for employees engaged in the construction of electric transmission and distribution lines and equipment are provided in subpart V of this part.

19 i2..SOOC!!lCllLoail

Requirements relating to fall protection for employees working on stairways and ladders are provided in subpart X of this part.

1926.500.(a)(3)

Section 1926.502 sets forth the requirements for the installation, construction, and proper use of fall protection required by part 1926, except as follows:

1926.500{a)(3)(1)

Performance requirements for guardrail systems used on scaffolds and performance requirements for falling object protection used on scaffolds are provided in subpart L of this part.

1926.500{a){3)(ii)

Performance requirements for stairways, stairrail systems, and handrails are provided in subpart X of this part.

..1926.S00(a)(3)(iii)

1926,500{a){3)(iii)

Additional performance requirements for personal climbing equipment, lineman's body belts, safety straps, and lanyards are provided in Subpart V of this part.

1926.SOO{a){3)(iv)

Section 1926.502 does not apply to steel erection activities. (Note: Section 1926.104 sets the criteria for body belts, lanyards and lifelines used for fall protection in steel erection activities. Paragraphs (b), (c) and (f) of 1926.107 provide definitions for the pertinentterms).

1926.SOO{a)(4)

Section 1926.503 sets forth requirements for training in the installation and use of fall protection systems, except in relation to steel erection activities.

1.926.SOO(b)

Definitions.

.Anchorage means a·secure point of attachment for lifelines, lanyards or decelerati␀n devices.

Body belt (safety belt) means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

Body harness means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, ch␀st and shoulders with . means for attaching it to other components of a personal fall arrest system.

Buckle means any device for holding the body belt or body harness closed around the • employee's body.

Connector means a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system (such as .a buckle or dee-ring sewn into a body belt ot body harness, or a.snap-hook spliced or sewn to a lanyard or self-retracting lanyard).

Controlled acc!lSS zone (CAZ) means an area in which certain work (e.g., overhand bricklaying) may take place without the use of guardrail systems, personal fall a.rest systems, or safety net systems and access to the zone is controlled.

Dangerous equipment means equipment (such as pickling or galvanizing tanks, degreasing units, machinery, electrical equipment, and other units) which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.

Deceleration device means any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., whieh serves to dissipate a substantial amount of energy during a fall arrest, or otherwise litnit the energy imposed on an employee during fall arrest.

Deceleration distance means the additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body belt or body harness attachment point at the moment of activation (at the onset offal! arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a fuJJ stop. •

Equivalent means alternative designs, materials, or methods to protect against a hazard which the employer can demonstrate will provide an equal or greater degree of safety for employees than the methods, materials or d␀gns specified·in the standard.

Failure means load refusal, breakage, or separation of component parts. Load refusal is the

point where the ultimate strength is exceeded.

Free fall means the act offalling before a personal fall arrest system begins to apply force to arrest the fall.. •

Free fall distance means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

Guardrail system means a barrier erected to prevent empl␀yees from falling to lower levels.

Hole means a gap or void 2 inches (5.1 cm) or more in its least dimension, in a floor, roof, or other walking/working surface.

Infeasible means that it is impossible to perform the construction work using a conventional fall protection system (i.e., guardrail system, safety net system, or personal fall arrest system) or that it is technologically impossible to use any one <if these systems to provide fall protection.

Lanyard means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

Leading edge means the.edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected s␀de and edge" during periods when it is not actively and continuously under construction. •

Lifeline means a component consisting of a flexible line.for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to· stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Low-slope roof means a roof having a slope Jess·than or equal to 4 in 12 (vertical to horizontal).

Lower levels means those areas or surfaces to which an employee can fall. Such areas or surfaces include, but are not limited to; ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.

Mechanical equipment means all motor or human propel.led wheeled equipment used for roofing work, except wheelbarrows and mopcarts.

Opening means a gap or void 30 inches (76 cm) or more high and 18 inches (48 cm) or more wide, in a wall or partition, through which employees can fall to a lower level.

Overhand bricklaying and related w ork means the pl."Ocess oflaying brick s and masonry

units such that the surface of the wall to be jointed is on the opposite side of the wall from the mason, requiring the mason to lean over the wall to complete the work. Related work includes mason tending and electrical installation incorporated into the brick wall during the overhand bricklaying process.

Personal fall arrest system means a system used to airest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or-suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Positioning device system means a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with- both hands free while leaning.

Rope grab means a deceleration device which travels on a lifeline·and automatically, by ·friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

Roof means the exterior surface on the top of a building. This does not include floors or formwork which, because a building has not been completed, temporarily become the top surface of a building.

Roofing work means the hoisting, storage, application, and removal of roofing materials and equipment, including related insulation, sheet metal, and vapor barrier work, but not including the construction of the roof deck.

Safety-monitoring system means a safety'system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Self-retracting lifeline/lanyard means a deceleration device c[illegible]ntaining a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

Snaphook means a connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types:

1926,SOO(b)(l)

The locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or

1926.500(b)(2)

The non-locking type with a self-closing keeper which remains closed until pressed open for connection or-disconnection. As of January 1, 1998, the use of a non-locking snaphook as part of personal fall arrest systems and positionil).g device systems is prohibited.

Steep roof means a roof having a slope greater than 4 in 12 (vertical to horizontal).

Toeboard means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Unprotected sides and edges means any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches (1.0 m) high.

Walking/working surface means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel·but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

Warning line system means a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area,

Work area means that portion of a walking/working-surface where job duties are being performed.

Duty to have fall protection. - 1926.501

- **Part Number:** 1926
- **Part Title:** Safety and Health Regulations for Construction
- **Subpart:** M
- **Subpart Title:** Fall Protection
- **Standard Number:**
- **Title:_** Duty to have fall protection.

1926.501(a}

"General."

1926.SOl(a}(l)

This section sets forth requirements for employers to provide fall protection systems. All fall protection required by this section shall conform to the criteria set forth in 1926.502 of this subpart.

1926.501Ca)(2)

The empioyer shall determine if the walking/working surfaces on which its employees are to work have the strength and structural integrity to support employees safely. Employees shall be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

1926.SOl(b)

1926.Sill(b)(l)

"Unprotected sides and edges." Each employee on a walking/working surface (horizontal and vertical surface) w:[th·an unprotected side or edge which is 6 feet (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

..1926.50l(b)(2)

1926.501CbJC2.I

"Leading edges_."

1926,501(b}(2)(1]1

Each employee who is constructing a leading edge 6 feet (1.8 m) or more.above lower levels shall be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems. Exceptio L: When the employer can demonstrate .that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan which meets the requirements of paragraph (k) of 1926.502.•

Note: There is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above-listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan which complies with 1926.502(k) for a particular workplace situation, in lieu of implementing any of those systems.

1926.501Cb)(2)(ii}

Each employee on a walking/working surface 6 feet (1.8 m) or more above a lower level where leading edges are under construction, but who is not engaged in the leading edge work, shall be protected from falling by a guardrail system, safety net system, or personal fall arrest system. If a guardrail system is chosen to provide the fall protection, and a controlled access zone has already been established for leading edge work, the control line may be used in lieu_ of a guardrail along the edge that parallels the leading edge.

1926..501(b}(3)

"Hoist areas." Each employee in a hoist area shall be protected from falling 6 feet (1.8 m) or more to lower levels by guardrail systems or personal fall arrest systems. If guardrail systems, [or chain, gate, or guardrail] or portions thereof; are removed to facilitate the hoisting operation-(e.g., during landing of materials), and an employee must lean through the access opening or out over the edge of the access opening (to receive or guide equipment and materials, for example), that employee shall be protected from fall hazards by a personal fall arrest system: •

.. 1926.50l(b)(4)

-9:26.501(b)(4)

"Holes."

1926.SOl(b)(4)fil

Each employee on walking/working surfaces shall be protected from falling through holes (including skylights) more than 6 feet (1.8 m) above lower levels, by personal fall arrest systems, covers, or guardrail systems erected around such holes. •

1926.SOl(b)(4)Cii)_

Each employee on a walking/working surface shall be protected from tripping jn or stepping into or through holes (including skylights) by covers.

1926.SOl(b)

Each employee on a walking/working surface shall be protected from objects falling through holes (including skylights) by covers. •

1926.SOl(b)(S)

"Formwork and reinforcing steel." Each employee on.the face of formwork or reinforcing

steel shall be protected from falling 6 feet (1.8 m) or more to lo◆er levels by personal fall arrest systems, safety net systems, or positioning device systems.

1926.501(b)(6)

"Ramps, runways, and other walkways." Each employee on ramps, runways, and other walkways shall be protected from falling 6 feet (1.8 m) or-more to lower levels·by guardrail systems.

1926.501{b)(7)

"Excavations."

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Each employee at the edge of an excavation 6 feet (1.8 m)·or more in depth shall be.protected from falling by guardrail systems, fences, or barricades when 1he excavations are not readily seen because of plant growth or other visual barrier;

..1926.501(b)(7)(ii)

1926..SOl!.!!!!ZlCill

Each employee at the edge of a well, pit, shaft, and similar excavation 6 feet (1.8 m) or more in depth shall be protected from falling by guardrail systems, fences, barricades, or covers.

1926,SOl(b)(S)

"Dangerous equipment."

1926.SOl(b)(S)(i)

Each employee less than 6 feet (1.8 m) above dangerous equipment shall be protected from falling into or onto the dangerous ¢quipment by guardrail systems or by equipment guards.

1926.SOl{b)(S)(li)

Each employee 6 feet (1.8 m) or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.

1926.501{bl(9)

"Overhand bricklaying and related work."

1926,501{b)(9)(i)

Except as otherwise provided in paragraph (b) of this section, each employee performing overhand bricklaying and related work 6 feet (1.8 m) or more above lower levels, shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or shall work in a controlled access zone.

1926,501(b)(9)(ii}

Each employee reaching more than 10 inches (25 cm) below the level of the walking/working surface on which they are working, ·shall be protected from falling by a guardrail system, safety net system, or personal fall arrest system.

Note: Bricklaying operations performed on scaffolds are regulated by subpart L - Scaffolds of this part.

..1926.S0l(b)(I0) .·

1926.SO_l(b)(lO)

"Roofing work on Low-slope roofs." Except as otherwise provided in paragraph (b) of this section, each employee engaged in roofing activities on low-sl<:>pe roofs, with unprotected sides and edges 6 feet (1.8 m) or more _above lower levels shall be protected from falling by guardrail systems, safety net.systems, personal fall arrest systems, or a combination of warning line system and guardrail system, warning line system and safety net system, or· warning line system and personal fall arrest system,- or warning line system and safety monitoring system. Or, on roofs 50-feet (15.25 m) or less in width (see Appendix A to subpart M ofthis_part), the use of a safety monitoring system alone [i.e. without the warning line system] is permitted.

1926.SOl(b)(ll]

"Steep roofs." Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 m) or more above lower levels shall be protected from falling by guardrail systems with toeboards, safety net systems, or personal fall arrest systems.

1926.S01(b)(12)

"Precast concrete erection." Each employee engaged in the erection of precast concrete members (including, but not limited to the erection of wall panels, columns, beams, and floor and roof "tees") and related operations such as grouting of precast concrete members, who is 6 feet (1.8 m) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems, unless another provision in paragraph (b) of this section provides for an alternative fall protection measure. Exception: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall proteqtion plan which meets the requirements of paragraph (k) of 1926.502.

Note: There is a presumption that it is feasible .and will not create a greater hazard to implement at least one of the above-listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan which complies with 1926.502(k) for a pai;ticular workplace situation, in lieu of implementing· any of those systems.

..1926.501(b)(13)

1926.501(b)(13]

"Residential construction." Each employee engaged in residential construction activities 6 feet (1.8 m) or more above lower levels shall be protected by guardrail systems, safety net system, or personal fall arrest system unless ap.other provision in paragraph (b) of this section provides for an alternative fall protection measure. Exception: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan which meets the requirements of paragraph (k) of 1926.502.

Note: There is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above-listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan which complies with 1926.502(k) for a particular workplace situation, in lieu of implementing any of those systems.

1926.501(b){14)

"Wall openings." Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 m) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 m) above the walking/working surface, shall be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

1926.501(b)(15)

"Walking/working surfaces not otherwise addressed." Except as provided in 1926.500(a)(2) or in 1926.501 (b)(!) through (b)(14), each employee on a walking/working surface 6 feet (1.8 m) or more above lower levels shall be protected from falling by a guardrail system, safety net system, or personal fall .arrest system.

1926.501{c)

"Protection from falling objects." When an employee is exposed to falling objects, the employer shall have each employee wear a hard hat and shall implement one of the following measures:

1926.SOl(c){l)

Erect toeboards, screens, or guardrail systems to prevent objects from falling from higher levels; or,

..1926.501(c)(2)

1926.501(c){2)

Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced; or,

1926.501{c)(3)

Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally displaced.

Fall protection systems criteria and practices. - 1926.502

- **Part Number:** 1926
- **Part Title:** Safety and Health Regulations for Construction
- **Subpart:** M
- **Subpart Title:** Fall Protection
- **Standard Number:** 1926.502
- **Title:** Fall protection systems criteria and practices.

·1926.502(a)

"General."

1926.502{a){1)

Fall protection systems required by this part shall comply with the applicable provisions of this section.

1926.502{a)(2)

Employers shall provide and install all fall protection systems required by this subpart for an employee, and shall comply with all other pertinent requirements of this subpart before that employee begins the work that necessitates the fall protection.

1926.502{b)

"Guardrail systems." Guardrail systems and their use shall comply with the following provisions:

i.926.502{bJ(1)

Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches (1.1 m) plus or minus 3 inches (8 cm) above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria of this paragraph.

Note: When employees are using stilts, the top edge height of the top rail, or equivalent member, shall be increased an amount equal to the height of the stilts.

..1926.502(b)(2)

1926.502(b)(2)

Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members .shall be installed between the top edge of the guardrail system and the walking/working surface when there. is no wall or parapet wall at least 21 inches (53 cm) high.

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Midrails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.

1926.502{b)(2)(ii)

Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.

1926.502{b)(2)(iii)

Intermediate members (such as balusters), when used between posts, shall be not more than 19 inches (48 cm) apart.

1926.502(b)(2)(iv)

Other structural members (such as additional midrails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than 19 inches (.5 m) wide.

1926.502(b}(3)

Guardrail systems shall be capable of withstanding, without failure, a force ofat least 200 pounds (890 N) applied within 2 inches (5.1 cm) of the top edge, in any outward or downward direction, at any point along the top edge.

..1926.502(b)(4)

1926.502(b}(4)

When the 200 pound (890 N) test load specified in paragraph (b)(3) of this section is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches (1.0 m) above the walking/working level. Guardrail system components selected and constructed in accordance with the Appendix B to subpart M of this part will be deemed to meet this requirement.

1926.502(b)(S)

Midrails, screens, mesh, interm.ediate vertical members,. solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds (666 N) applied in any downward or outward direction at any point along the midrail or other member.

1926.502(b)(6)

Guardrail .systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

1926.502(b)(7)

The ends of all top rails and midrails shall not overhang the terminal posts, except where such overhang does not constitute a projection hazard.

1926.502(b)(8)

Steel banding and plastic banding shall not be used as top rails or midrails.

1926,502(b)(9)

Top rails and midrails shall be at least one-quarter inch (0.6 cm) nominal diameter or thickness to prevent cuts andlacerations. If wire rope is used for top rails, it shall be flagged at not more than 6-foot intervals with high-visibility material.

..1926.502(b)(l0)

1926.502{b){10)

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.

1926.502(b)(11)

When·guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.

1926,502(b)(12)

When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or- a guardrail system shall be provided along all unprotected sid s or edges.

1926.502(b)(13)

When guardrail systems are used around holes which are used as points of access (such as Iadderways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.

1926.502(b)(14)

Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.

1926.502(1>)(15) :

Manila, plastic or synthetic rope being used for top rails or midrails shall be inspected as frequently as necessary to ensure that it continues to_ meet the strength requirements of paragraph (b)(3) of this section.

..1926.502(c)

1926,502(c)

"Safety net systems." Safety net systems and their use shall comply. with the following provisions:

1926,502(c)(l)

Safety nets shall be installed as close as practicable under the walking/working surface on which employoos are working, but in no case more than 30 feet (9.1 m) below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net shall be unobstructed.

1926.502{c)(2)

Safety nets shall extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net	**Minimum required horizontal** distance of outer edge of net from the edge of the working **surface**
Up to 5 feet	8 feet.
More than 5 feet up to 10 feet	10 feet.
More than 10 feet	13 feet.

1926.502(c)(3)

Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test specified in paragraph (c)(4) of this section.

1926.502{c}(4)

Safety nets and their installations shall be capable of absorbing an impact force equal to that· produced by the drop test specified in paragraph (c)(4)(i) of this section.

..1926.502(c)(4)(i)

1926.502(c)(4)(i)

Except as provided in paragraph (c)(4)(ii) of this section, safety nets and safety net installations shall be drop-tested at the jobsite after initial installation and before being used as a fall protection system, whenever relocated, after major repair, and at 6-month intervals if left in one place. The drop-test shall consist of a 400 pound (180 kg) bag of sand 30 + or - 2

inches (76 + or - 5 cm) in diameter dropped into the net from the highest walking/working surface at which employees are exposed to fall hazards, but not from less than 42 inches (1.1 m) above that level.

1926.502<c)l_4}(iil

When the employer can demonstrate that it is unreasonable to perform the drop-test required by paragraph (c)(4)(i} of this section, the employer (or a designated competent person) shall certify that the net and net installation is in compliance with the provisions of paragraphs (c) . (3) and (c)(4)(i) of this section by preparing a certification record prior to the net being used *as* a fall protection system. The certification record must include an identification of the net and net installation for which the certification record is being prepared; the date that it was detennined that the identified net and net installation were in compliance with paragraph (c) (3) of this section and the signature of the person making the determination and certification. The most recent certification record for each net and net installation shall be available at the jobsite for inspection.

19_26.502(c)(5)

Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence which could affect the integrity of.the safety net system.

..1926;502(c)(6)

1926.502(c)(6)

Materials, scrap pieces, equipment, and tools which have fallen into the safety net shall be removed as soon *as* possible from the net and at least before the next work shift.

1926.502(c)(7)

The maximum size of each safety net mesh opening shall not exceed 36 square inches (230 cm) nor be longer than 6 inches (15 cm) on any side, and the opening, measured center-to-center of mesh ropes or webbing, shall not be longer than 6 inches (15 cm). All mesh crossings shall be secured to prevent enlargement of the mesh opening.

1926.502{c)(8)

Each safety net (or section of it) shall have a border rope for webbing with a minimum breaking strength of5,000 pounds (22.2 kN).

1926.502(c)(9)

Connections between safety net panels shall be as strong *as* integral net components and shall be spaced not more than 6 inches (15. cm) apart.•

1926.502@

"Personal fall arrest systems." Personal fall arrest systems and their use shall comply with the provisions set forth below. Effective January 1, 1998, body belts are not acceptable *as* part of a personal fall arrest system. Note: The use of a body belt in a positioning device system is acceptable and is regulated under paragraph (e) of this section.

1926.502(d){1)

Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.

..1926.502(d)(2)

1926.502(d)(2)

Connectors shall have a corrosion-resistant finish, and ali surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.•

1926.502{d)(3)

Dee-rings and snaphooks shall have a minimum tensile strength of 5,000 pounds (22.2 kN).

i926.502(d)(4)

Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds (16 kN) without cracking, breaking, or taking permanent deformation.

1926.50@.

Snaphooks shall be-sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member, or shall be a locking type snaphook designed and used to preve!).t disengagement of the snaphook by the contact of the snaphook keeper by the connected member. Effective January 1, 1998, only locking type snaphooks shall be used.

1926.502(d)(6}

Unless the snaphook is a locking type and designed for the following connections, snaphooks shall not be engaged:

1926.502(d)(6)(i)

directly to webbing, rope or wire rope;

1926.502(d)(6)(ii)

to each other;

..1926.502(d)(6)(iii)

1926.502(d)(6)(iil)

to a dee-ring to which anqther snaphook or other connector is attached;

1926.502{d)(6)(iv)

to a horizontal lifeline; or

1926.502{d)(6){v)

to any object which is incompatibly shaped or.dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself.

1926.502(d)(7)

On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable oflocking in both directions on the lifeline.

<u>�.50_2__u!l(fil</u>

Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.

1926.502(d)(9}

Lanyards and vertical lifelines shall have a miniinum breaking strength of 5,000 pounds (22.2k:N).

..1926.502(d)(l0)

1926.502(d)(10)

1926.502(d){10)(i).

Except as provided in paragraph (d)(l0)(ii) of this section, when vertical lifelines are used, each employee shall be attached to a separate lifeline.

1926,S02{d)(10){ii)

During the construction of elevator shafts, two employees may be attached *ta* the same lifeline in the hoistway, provided both employees are working atop a false car that is equipped with guardrails; the strength of the lifeline is 10,000 pounds [5,000 pounds per employee attached] (44.4 kN); and all other criteria specified in this paragraph for lifelines have been met.

1926.502(d)(11}

Lifelines shall be protected against being cut or abraded.

1926.502(d){12)

Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet (0.61 m) or less shall be capable of sustaining a minimum tensile load of3,000 pounds (13.3 kN) applied to the device with the lifeline or lanyard in the fully extended position.

1926,502(d)(13)

Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet (0.61 m) or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds (22.2 kN) applied to the device with the lifeline or .lanyard in the fully extended position,

..1926.502(d)(l4)

<u>1926.502(d)(14)</u>

Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body.harnesses shall be made from synthetic fibers.

<u>192.§li02(d)_(:!,_.@L</u>

Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds (22.2 kN) per employee attached, or shall be designed, installed, and used as follows:

<u>1926.502(d)(15)(i}</u>

as part ofa complete personal fall arrest system which maintains a safety factor of at least two; and

<u>1926.502(d}(1510i}</u>

under the supervision of a qualified person.

<u>1926.502(d}(16)</u>

Personal fall arrest systems, when stopping a fall, shall:

1926.502{d){16)(1)

limit maximum arresting for-ce on an employee to 900 pounds (4 kN) when used with a body belt;

1926.502(d){16)(1i)

limit maximum arresting force on an employee to 1,800 pounds (8 kN) when used with a body. harness;

1926.502{d)(16)(iii)

be rigged such that an employee can neither free fall more than 6 feet (1.8 m), nor contact any lower level;

..1926.502(d)(16)(iv)

1926.502(d)(16)(1v)

bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 m); and,

1926.502{d)(16)(v)

have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 m), or the free fall distance permitted by the system, whichever is less.

Note: If the personal fall arrest system meets the criteria and protocols contained in Appendix C to subpart M, and if the system is being used by an employee having a combined person and tool weight of less than 310 pounds (140 kg), the system will be considered to be in compliance with the provisions of paragraph (d)(J 6) of this section. If the system is used by an employee having a combined tool and body weight of 310 pounds (140 kg) or more, then the employer must appropriately modify the criteria and protocols of the Appendix to provide proper protection for such heavier weights, or the system will not be deemed to be in compliance with the requirements of paragraph (d)(l6) of this section.

1926.502(d}(17)

The attachment point of the body belt shall be located in the center of the wearer's back. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.

1926.502(d)(18)

Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

1926.502(d)(19)

Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.

1926.502(d)(20)

The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.

..1926.502(d)(21)

1926.502(d}{21)

Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.

1926.502{d}(22)

Body belts shall be at least one and five-eighths (1 5/8) inches (4.1 cm) wide.

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Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists except as specified in other subparts of this Part.

1926.502(d){24)

When a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

:!.926.so.:U◆l

"Positioning device systems." Positioning device systems and their use shall conform to the following provisions:

I926.502(e)(1)

Positioning devices shall be rigged such that an employee cannot free fall more than 2 feet (.9 m).

1926.502(e)(2)

Positioning devices shall be .secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds (13.3 kN), whichever is greater.

1926.502(e)(3)

Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.

..1926.502(e)(4)

1926.502(e)(4)

Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of this system.

1926.502(e)(S)

Connecting assemblies shall have a minimum tensile strength of 5,000 pounds (22.2 kN)

1926,502(e)(6)

Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of3,600 pounds (16 kN) without cracking, breaking, or taking permanent deformation.

1926.SO◆.

Snaphooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member, or shall be a locking type snaphook designed and used to prevent disengagement qf the snaphook by the contact·of the snaphook keeper by the connected member. As of January 1, 1998, only locking type snaphooks shall be used.

1926.502(e){SJ

Unless the snaphook is a locking type and designed for the following connections, snaphooks shall not be engaged:

1926,502(e)(8)(1)

directly to webbing, rope or wire rope;

1926.502(e)(S)(ii)

to each other;

..1926.502(e)(8)(iii)

1926,502(e)(8)(iil)

to a dee-ring to which another snaphook or other connector is attached;

1926,S02{e)(8)(iv)

to a horizontal lifeline; or

1926,502(e)(8)(v)

to any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself.

1926.502(e)(9)

Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.

1926,S02(e)(10)

Body belts, harnesses, and components shall be used only for employee protection (as part of

a personal fall arrest system or positioning device system) and not to hoist materials.

1926.S02{f)

"Warning line systems." Warning line systems [See 1926.501(b)(l0)] and their use shall comply with the following provisions:

ll!26.S02{f)(1J

The warning line shall be erected around all sides of the roof work area.

..1926.502(.f)(l)(i)

1926.502{f)(l){i)

When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet (1.8 m) from the roof edge.

1926.502(f)(l){il)

When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8 m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1 m) from the roof edge which is perpendicular to the direction of mechanical equipment operation.

1926,502(f)(l)(lli)

Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.

1926.S02(f)(l)(iv)

When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path 'intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into ·the work area.

L ◆S J:O 2{ 0L:U

Warning lines shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:

1926.502{f)(2)(1)

The rope, wire, or chain shall be flagged at not more than 6-foot (1.8 m) intervals with high-visibility material;

..1926.502(j)(2)(ii)

1926.502(f)(2)(1i)

The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches (.9 m) from the walking/working surface and its highest point is no more than 39 inches (1.0 m) from the walking/working surface;

1926.502{f)(2)(iii)

After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 N) applied horizontally against the stanchion, 30 inches (.8 m) above the walking/working surface; perpendicular to the warning line, and in the direction of the floor, roof, or platform edge;

1926.502(f)(2)(iv)

The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kN), and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to the stanchions as prescribed in paragraph (f)(2)(iii) of this section; and

1926.502{f)(2)(V)

The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

1926.502{f)(3)

No employee shall be allowed in the area between a roof edge and a warning line unless the employee is performing roofmg wotk in that area.

..1926.502(/)(4)

1926.502(f)(4)

Mechanical equipment on roofs shall be used or stored only in areas where employees are protected by.a warning line system, guardrail system, or personal fall arrest system.

1926.

"Controlled access zones." Controlled access zones [See 1926.501(b)(9) and 1926.502(k)] and their use shall conform to the following provisions.

1926.502(9)(1)

When used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access.

1926.502(g)(l)(i)

When control lines are used, they shall be erected not less than 6 feet (1.8 m) nor more than 25 feet (7.7 m) from the unprotected or leading edge, except when erecting precast concrete

members.

1926.502(g)(I){ii)

When erecting precast concrete members, the control line shall be erected not less than 6 feet (1.8 m) rior more than 60 feet (18 m) or half the length of the member being erected, whichever is less, from the leading edge.

1926.502(g){1)(iii)

The control line shall extend along the entire length of the unprotected or leading edge and· shall be approximately parallel to the unprotected or leading edge.

..1926.502(g)(l)(iv) .

1926.502(g)(I)(iv)

The control line shall be connected on each side to a guardrail system or wall.

1.2.26.ti:O.1(s1G)

When used to control access to areas where overhand bricklaying and related work are taking place:

1926.502(g)(2)(i)

The controlled access zone shall be defined by a control line erected not less than 10 feet (3.1 m) nor more than 15 feet (4.5 m) from the working edge.

1926.502(g)(2)(ii)

The control line shall extend for a distance sufficient for the controlled access zone to enclose all employees performing overhand bricklaying and related work at the working edge and shall be approximately parallel to the working edge.

1926.502(g)(2)(iii)

Additional control lines shall be erected at each end to enclose the controlled access zone.

1926.502(g)(2)(iv)

Only employees engaged in overhand bricklaying or related work shall be permitted in the controlled access zone.

19 26.502(9Ili]

Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:

1926.502(g)(3)(i)

Each line shall be flagged or otherwise clearly marked at not more than 6-foot (1.8 m) intervals with high-visibility material.

..1926.502(g)(3)(ii)

1926.502{!1)(3)(ii)

Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches (1 m) from the walking/working surface and its highest point is not more than 45 inches (13 m) [50 inches (1.3 m) when overhand bricklaying operations are . being performed] from the walking/working surface.

1926,502(9)(3)(ili)

Each line shall have a minimum breaking strength of200 pounds (.88 kN).

1926.502(9){4)

On floors and roofs where guardrail systems are not-in place prior to the beginning of overhand bricklaying operations, controlled access zones shall be enlarged, as necessary, to enclose all points of access, material handling areas, and storage areas.

1926.502(9)(5)

On floors and roofs where guardrail systems·are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

1926.502fh)

"Safety monitoring systems." Safety monitoring systems [See 1926.S0l(b)(l0) and 1926.502 (k)] and their use shall comply with the following provisions:

l. s26.5o:mum

The employer shall designate a competent person to monitor the safety of other employees and the employer shall ensure that the safety monitor complies with the following requirements:

1926.502(h\C1)(1) ·

The safety monitor shall be competent to recognize fall hazards;·

..1926.502(h)(l)(ii)

1926.502{hlC1.lCiil

The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;

The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitored;

1926.502(h}(1L.(LI!)

The safety monitor shall be close enough to communicate orally with the employee; and

1926.502(h)(l).hl

The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.

1926.502(h)<ZJ

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-slope roofs.

1926.502(h)(3)

No employee, other than an employee engaged in roofing work [on low-sloped roofs] or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system. •

1926.502(h)(4)

Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warnings from safety monitors.

..1926.502(i)

1926.5.QMJl

"Covers." Covers for holes in floors, roofs, and other walking/working surfaces shall meet the following requirements:

1926.502(1)(1)

Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross_ over the cover.

1926.S◆

All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time..

◆6.50.JillilJ

All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.

1926.502.CTJHI

All covers shall be color coded or they shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Note: This provision does not apply to clistiron manhole covers or steei grates used on streets or roadways.

!. 926.S.OUJl

"Protection from falling objects."· Falling object protection shall comply with the following provisions:•

1926.502(j)(1)

Toeboards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.

..1926.5(J2(j)(2)

1926.502(j)(2)

Toeboards shall be capable of withstanding, without failure, a force of at least 50 pounds (222 N) applied in any downward or outward direction at any point along the toeboard.

1926.502(j}(3)

Toeboards shall be a minimum of 3 1/2 inches (9 cm) in vertical height from their top edge to the level of the walking/working surface. They shall have not tnore than 1/4 inch (0.6 cm) clearance.above the walking/working surface. They shall be solid or have openings not over 1 inch (2.5 cm) in greatest dimension. •

1926.502(j)(4)

Where tools, equipment, or materials are piled higher than the fop edge of a toeboard, paneling or screening shall be erected from the walking/working surface or toeboard to the top of a guardrail system's top rail or midrail, for a distance sufficient to protect employees below.

1926.502(j}(5)

Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.

1926.S02(j)(6)

During the performance of overhand bricklaying and related work:

1926.502(j)(6)(1)

No materials or equipment except masonry and mortar shall be stored within 4 feet (1.2 m) of the working edge.

..1926.5(J2(j)(6)(ii)

1926.502{j)(6}(il)

Excess mortar, broken or scattered masonry units. and all other materials and debris shall be kept clear from the work area by removal at regular intervals.

1926.502(j)(7}

During the performance of roofing work:

_1926.502(j)(7)(i)

Materials and equipment shall not be stored within 6 feet (1.8 m) of a roof edge unless guardrails are erected at the edge.

1926.502(j)(7)(li)

Materials which are piled, grouped, or stacked near a roof edge shall be-stable and self-supporting.

1926.502(j)(8)

Canopies, when used as falling object protection, shall be strong enough to prevent collapse and to prevent penetration by any objects which may fall onto the canopy.

1926.502(k)

"Fall protection plan." This option is available only to employees engaged in leading edge work, precast concrete erection work, or residential construction work (See 1926.501(b)(2), (b)(l2), and (b)(l3)) who can demonstrate that it is infeasible or it creates a greater hazard to use conventional fall protection equipment. The fall protection plan must conform to the following provisions.

1926,502(k)(1)

The fall protection plan shall be-prepared by a qualified person and developed specifically for the site where the leading edge work, precast concrete work, or residential construction work is being performed and the plan must be maintained up to date.

.•1926.502(k)(2)

1926,502(k)(2)

Any changes.to the fall protection plan shall be approved by a qualified person.

1926,502(k)(3)

A copy of the fall protection plan with all approved changes shall be maintained at the job• site.

1926.502(k)(4)

The implementation of the fall protection plan shall be under the supervision of a competent person.

1926,502(k}(S)

The fall protection plan shall document the reasons why the use of conventional fall protection systems (guardrail systems, personal fall arrest systems, or safety nets systems) are infeasible or why their use would create a greater hazard.•

1926,502(k}(6)

The fall protection plan shall include a written discussion of other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems. For example, the employer shall discuss the extent to which scaffolds, ladders, or vehicle mounted work platforms can be used to provide a safer working surface and thereby reduce·the hazard of falling.

1926.502(k){7)

The fall protection plan shall identify each location where conventional fall protection methods cannot be used. These locations shall then be classified as controlled access zones and the employer must comply with the criteria in paragraph (g) of this section.

..1926.502(k)(8)

1926.502(k)(8)

Where no other alternative measure has been implemented, the employer shall implement a safety monitoring system in conformance with 1926:502(h). •

1926.502(k)(9)

The fall protection plan must include a statement which provides the name or other method of identification for each employee who is designated to work in controlled access zones. No other employees may enter controlled access zones. ••

1926,502(1<)(10)

In the event an empipyee falls, or some other related, serious incident occurs, (e.g., a near miss) the employer shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g. new practices, procedures, or training) and shall implement those changes to prevent similar types of falls or incidents.

Training requirements. - 1926.503

• **Part Number:**	1926
• **Part Title:**	Safety and Health Regulations for Construction
• **Subpart:**	M •
• **Subpart Title:**	Fall Protection
• **Standard Number:**	1926.503
• **Title:**	Training requirements.

The following training provisions supplement and clarify the requirements of 1926.21 regarding the hazards addressed in subpart M of this part.

1926.S0l(a)

"Training Program."

1926.503(a)(1)

The employer shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards offalling and shall train each employee in the procedures to be fol)owed in order to minimize these hazards.

1926.503(a}(2)

The employer shall assure that each employee has been trained, as necessary, by a competent person qualified in the following areas:

1926.503(a)(2)(i)

The nature of fall hazards in the work area;

19-2_/i.S0M!!lalliil

The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used; •

1926.503(a)(2){ili)

The use and operation of gqardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used; •

1926.503(a)(2)(iv)

The role of each employee in the safety monitoring system when this system is used;

..1926.503(a)(2)(v)

1926,503{a){2)(v)

The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;

1926.503{a){2)(vi)

The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and

1926.503(a)(2)(vii)

The role of employees in fall protection plans;

1926,503(a)(2)(viii)

The standards contained in this subpart.

1926.503(b)

"Certification of training."

1926.503{b){1)

The employer shall verify compliance with paragraph (a) of this section by preparing a written certification record. The written certification record shall contain the name or other identity of the employee trained, the date(s) of the training, and the signature of the person who conducted the training or the signature of the employer. If the employer relies on training conducted by another employer or completed prior to the effective date of this section, the certification record shall.indicate the-date the employer determined the prior training was adequate rather than the date of actual training.

1926.503(b){2)

The latest training certification shall be maintained.

..J926.503(c)

1926,503{c)

"Retraining." When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by paragraph (a) of this section, .the employer shall retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

1926.503(c)(1)

Changes in the workplace render previous training obsolete; or

1926,503{c)(2)

Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or

1926.503(c){3)

Inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

Note: The following appendices to subpart M of this part serve as non-mandatory guidelines to assist employers in complying with the appropriate requirements of subIJart M of this part._

Determining Roof Widths - Non-mandatory Guidelines for Complying with 1926.SOI(b)(IO) - 1926 Subpart M App A

- **Part Number:** 1926
- **Part Title:** Safety and Health Regulations for Construction
- **Subpart:** M
- **Subpart Title:** Fall Protection
- **Standard Number:** 1926 Subpart M App A
- **Title:** Determining Roof Widths - Non-mandatory Guidelines for Complying with 1926.S0l(b)(l0)

(1) This Appendix serves as a guideline to assist employers complying with the requirements of 1926.S0I(b)(10). Section 1910.50l(b)(I 0) allows the use of a safety monitoring system alone as a means of providing fall protection during the performance of roofing operations on low-sloped roofs 50 feet (15.25 m) or less in width. Each example in the appendix shows a roof plan or plans and indicates where each roof or roof area is to be measured to determine its width. Section views or elevation views are shown where appropriate. Some examples show "correct" and "incorrect" subdivisions of irregularly shaped roofs·divided into smaller, regularly shaped areas. In all examples, the dimension selected to be the width of an area is the lesser of the two primary dimensions of the area, as viewed from above. Example A shows that on a simple rectangular roof, width is the lesser of the two primary overall dimensions. This is also the case with roofs which are sloped toward or away from the roof center, as shown in Example B.

(2) Many roofs are not simple rectangles. Such roofs may be broken down into subareas as shown in Example C. The process of dividing a roof area can produce many different configurations. Example C gives the general rule of using dividing lines of minimum length to minimize the size and number of the areas which are potentially less than 50 feet (15.25 m) wide. The intent is to minimize the number of roof areas where safety monitoring systems alone are sufficient protection.

(3) Roofs which are comprised of several separate, non-contiguous roof areas, as in Example D, may be considered as a series of individual roofs. Some roofs have penthouses, additional floors, courtyard openings, or similar architectural features; Example E shows how the rule for dividing roofs into subareas is applied to such configurations. Irregular, non-rectangular roofs must be considered on an individual basis, as shown in Example F.

Example A
Rectangular Shaped Roofs
(For Example A, Click Here)

Example B
Sloped Rectangular Shaped Roofs
(For Example B, Click Here)

Example C
Irregularly Shaped Roofs With Rectangular Shaped Sections

Such roofs are to be divided into sub-areas by using dividing lines of minimum length to minimize the size and number of the areas which are potentially less than or equal to 50 feet (15.25 meters) in width, in order to limit the size of roof areas where the safety monitoring system alone can be used [1926.502(b)(10)]. Dotted lines are used in the examples to show the location of dividing lines. W denotes incorrect measurements of width.

(For Example C, Click Here)

Example D
Separate, Non-Contiguous Roof Areas
{For Example D, Click Here)

Example E
Roofs Wit Penthouses, Open Courtyards, Additional Floors, etc.

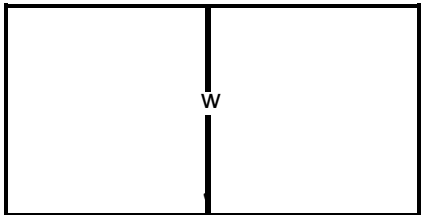
Such roofs are to be divided into sub-areas by using dividing lines of minimum length to minimize the size and number of the areas which are potentially less than or equal to 50 feet (15.25 meters) in width, in order to limit the size of roof areas where the safety monitoring system alone can be used [1926.502(b)(10)]. Dotted lines are used in the examples to show the location of dividing lines. W denotes incorrect measurements of width.

(For Example E, Click Here)

Example F
Irregular, Non-Rectangular Shaped Roofs
(For Example F, Click Here)

EXAMPLE A.

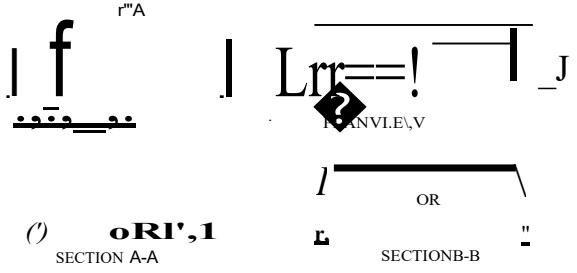
RECTANGULAR SHAPED ROOFS



PLANVIEW

Example B

SLOPED RECTANGULAR SHAPED ROOFS



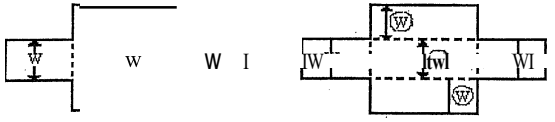
EXAMPLEC.

CORRECT

INCORRECT

CORRECT

INCORRECT

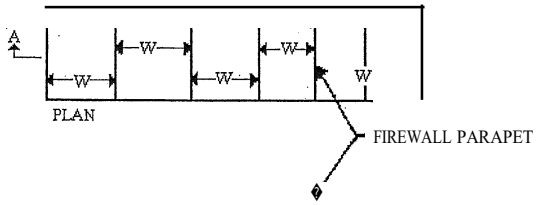


CORRECT

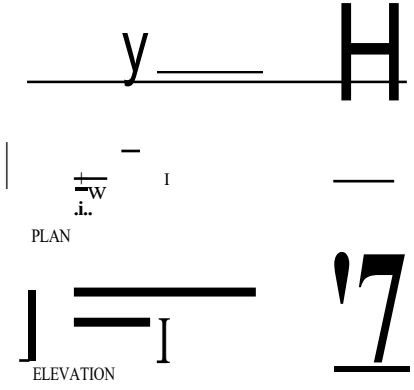
INCORRECT

EXAMPLED.

SEPARATE. NON-CONTIGUOUS ROOF AREAS

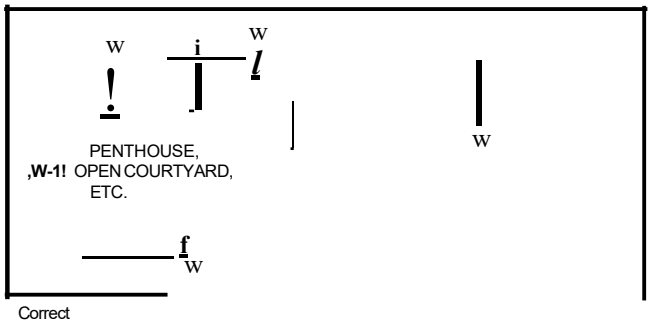


SECTION A-A

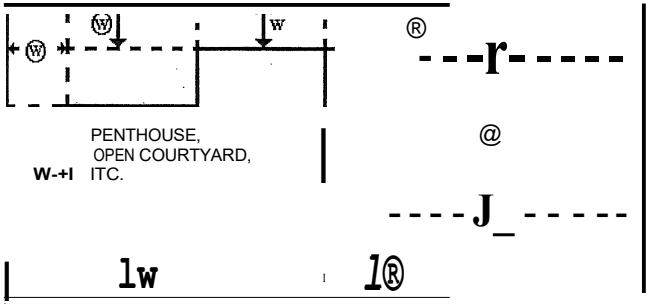


PLAN

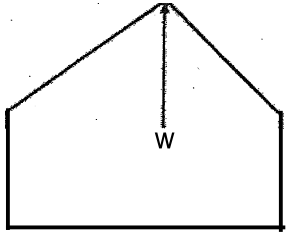
ELEVATION



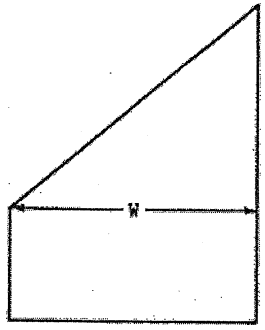
Correct



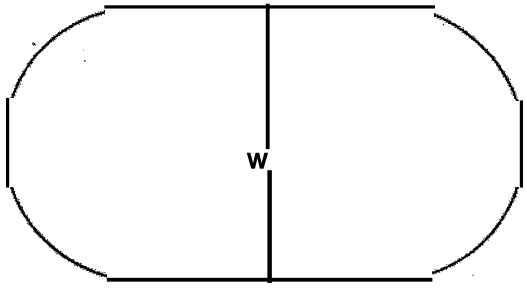
Incorrect



l'UH.



ll'LA:N



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Personal Fall Arrest Systems - Non-Mandatory Guidelines for Complying with 1926;502(d) - 1926 Subpart M App C

- **Part Number:** 1926
- **Part Title:** Safety and Health Regulations for Construction
- **Subpart:** M
- **Subpa·rt Title:** Fall Protection
- **Standard Number:** 1926 Subpart M App C
- **Title:** Personal Fall Arrest Systems c Non-Mandatory Guidelines for Complying with 1926.502(d) •

l. Test methods for personal fall arrest systems and positioning device systems -

(a) "General." This appendix serves as a non-mandatory guideline to assist employers coniply with the requirements in 1926.502(d). Paragraphs (b), (c), (d) and (e) of this Appendix describe test procedures which may be used to determine compliance with the requirements in 1926.502 (d)(l6). As noted in Appendix D of this subpart, the test methods listed here in Appendix C can also be used to assist employers comply with the requirements in 1926.502(e) (3) and (4) for positioning device systems.

(b) "General conditions for all tests in the Appendix to 1926.502(d)."

(1) Lifelines, lanyards and deceleration devices should be attached to an anchorage and connected to the body-belt or body harness in the same manner as they would be when used to protect employees.

(2) The anchorage should be rigid, and should not have a deflection greater than 0.04 inches (1 mm) when a force of2,250 pounds (IO kN) is applied.

(3) The frequency response of the load measuring instrumentation should be 500 Hz.

(4) The test weight used in the strength and force tests should be a: rigid, metal, cylindrical or torso-shaped object with a girth of 38 inches plus or minus 4 inches (96 cm plus or minus IO cm).

(5) The lanyard or lifeline used to create the free fall distance should be supplied with the system,. or in its absence, the least elastic lanyard or lifeline available to be used with the system.

(6) The test weight for each t1Jst should be hoisted to the required level-and should be quickly released without having any appreciable motion imparted to it.

(7) The system's performance should be evalua,ted talcing into account the range of environmental conditions for which it is designed to be used. (8) Following the test, the system need not be capable of further operation.

(c) "Strength test." (1) During the testing of all systems, a test weight of 300 pounds plus or minus Spounds (135 kg plus or minus 2.5 kg) should be used. (See paragraph (b)(4) of this section.)

(2) The test consists of dropping the test weight once. A new unused system should be used for each test.

(3) For lanyard systems, the lanyard length should be 6 feet plus or minus 2 inches (1.83 m plus or minus 5 cm) as measured from the fixed anchorage to the attachment on the body belt or body harness..

(4) Forrope,grab-type·deceleration systems, the length of the lifeline above the centerline of the grabbing mechanism to the lifeline's anchorage point should not exceed 2 feet (0.61 m).

(5) For lanyard systems, for systems with deceleration devices which do not autom:atically limit free fall distance to 2 feet (0.61 m) or less, and for systems with deceleration devices which have a connection distance in excess of 1 foot (0.3 m) (measured between the centerline of the lifeline and the attachment point to the body belt or harness), the test weight should be rigged to free fall a distance of75 feet (2.3 m) from a point that is 1.5 feet (.46 m) above the anchorage point, to its hanging location (6 feet below the anchorage). The test weight should fall without interference, obstruction, or hitting the floor or ground during the test. In some cases a non-elastic wire lanyard of sufficient length may need to be added to the system (for test purposes) to create the necessary free fall distance.

(6) For deceleration device systems with integral lifelines or lanyards which automatically limit free fall distance to 2 feet (0.61 m) or less, the test weight should be rigged to free fall a distance of 4 feet (1.22 m).

(7) Any weight which detaches from the belt or harness has failed the strength test.

(d) ".Force test" - (1) "General." The test consists of dropping the respective test weight once as specified in paragraph (d)(2)(i) or (d)(3)(i) of this section. A new, unused system should be used for each test.

(2) "For lanyard systems." (i) A test weight of220 pounds plus or minus 3 pounds (100 kg plus or minus 1.6 kg) should be used. (See paragraph (b)(4) of this appendix).

(ii) Lanyard length should be 6 feet plus or minus two inches (1.83 m plus or minus 5 cm) as measured from the fixed anchorage to the attachment on the body belt or body harness.

(iii) The test weight should fall free from the anchorage level to its hanging location (a total of 6 feet (1.83 m) free fall distance) without interference, obstruction, or hitting the floor or ground during the test.

(3) "For all other systems." (i) A test weight of *2;w* pounds plus or minus 3 pounds (100 kg plus or minus 1.6 kg) should be used. (See.paragraph (b)(4) of this appendix)

(ii) The free fall distance to be used in the test should be the maximum fall distance physically permitted by the system during normal use conditions, up to a maximum free fall distance for the test weight of 6 feet (1.83 m), except as follows:

(A) For deceleration systems which have a connection link or lanyard, the test weight should free fall a distance equal-to the connection distance (measured between the centerline of the lifeline and the attachment point to the body belt or harness).

(B) For deceleration device systems with integral lifelines or lanyards which automatically limit free fall distance to 2 feet (0.61 m) or less, the test weight should free fall a distance equal to that permitted by the system in normal use. (For example, to test a system with a self-retracting lifeline or lanyard, the test weight should be supported and the system allowed to retract the lifeline or lanyard as it would in normal use. The test weight would then be released and the force and deceleration distance measured).

(4) A system fails the force test if.the recorded maximum arresting force exceeds 1,260 pounds (5.6 kN) when using a body belt, and/or exceeds 2,520 pounds (11.2 kN) when using a body harness.

(5) The maximum elongation and deceleration distance should be recorded during the force test.

(e) "Deceleration device tests." (1) "General." The device should be evaluated or tested under the environmental conditions, (such as rain, ice, grease, dirt, type of lifeline, etc.), for which the device is designed..

(2) "Rope-grab-type deceleration devices." (i) Devices should be moved on a lifeline 1,000 times over the same length ofline a distance of not less than 1 foot (30.5 cm), and the mechanism should·lock each time.

(ii) Unless the device is permanently marked to indicate the type(s) oflifeline which must be used, several types (different diameters and different materials), oflifelines should be used to test the device.

(3) "Other self-activating-type deceleration devices." The locking mechanisms of other self-activating-type deceleration devices designed for more than one arrest should lock each of 1,000 times as they would in normal service.

Ⅱ. Additional non-mandatory guidelines for personal fall arrest systems. The following information constitutes additional guidelines for use in complying with requirements for a personal fall arrest system.

(a) "Selection and use considerations." (1) The kind of personal fall arrest system selected should match the particular work situation, and any possible free fall distance. should be kept to a minimum. Consideration should be given to the particular work environment. For example, the presence of acids, dirt, moisture, oil, grease, etc., and their effect on the system, should be evaluated. Hot or cold environments may also have an adverse effect on the system. Wire rope should not be used where an electrical hazard is anticipated. As required by the standard, the employer must plan to have means available to promptly rescue an employee should a fall occur, since the suspended employee may not be able to reach a work level independently.

(2) Where lanyards, connectors, and lifelines are subject to damage by work operations such aswelding, chemical cleaning, and sandblasting, the component should be protected, or other securing systems should be used. The employer should fully evaluate the work conditions and environment (including .seasonal weather changes) before selecting the appropriate personal fall protection system. Once in use, the system's effectiveness should be monitored: In some·cases, a program for cleaning and maintenance of the system may be necessary.

(b) "Testing considerations." Before purchasing or putting into use a personal fall arrest system, an employer should obtain from the supplier information about the system based on its performance during testing so that the employer can know if the system meets this, standard. Testing should be done using recoguized test methods. This Appendix contains test methods recognized for evaluating the performance of fall arrest systems. Not all systems may need to be individually tested; the performance of some systems may be based on data and calculations derived from testing of similar systems, provided that enough information is available to demonstrate similarity of function. and design.

(c) "Component compatibility considerations." Ideally, a personal fall arrest system is designed, tested, and supplied as a complete system. However, it is common practice for lanyards, connectors, lifelines, deceleration devices, body belts and body harnesses to be interchanged since some components wear out before others..The employer and employee should realize that not all components are interchangeable. For instance, a lanyard should not be connected between a body belt (or harness) and a deceleration device of the self-retracting type since this can result in additional free fall for which the system was not designed. Any substitution or change to a personal fall arrest system should be fully evaluated or tested by a competent person to determine that it meets the standard, before the modified system is put in use.

(d) "Employee tralning considerations." Thorough employee training in the selection and use of personal fall arrest systems is imperative. Employees must be trained in the safe use of the system. This should include the following: application limits; proper anchoring and tie-off techniques; estimation of free fall distance, including determination of deceleration distance, and total fall.distance to prevent striking a lower level; methods of use; and inspection and storage of the system. Careless or improper use of the equipment can result in serious injury or death. Employers and employees should become familiar with the material in this. Appendix, as well as manufacturer's recommendations, before a system is used. Of uppermost importance is the reduction in strength caused by certain tie-offs (such as using knots, tying around sharp .edges, etc.) and maximum permitted free fall distance. Also, to be stressed are the importance of inspections prior ·to use, the limitations of the equipment, and unique conditions at the worksite which may be important in determining the type of system to use.

(e) "Instruction.considerations." Employers should obtain comprehensive instructions from. the supplier as to the system's proper use and application, including, where applicable:

(1) The force measured during the sample force test;

(2) The maximum elongation measured for lanyards during the force test;

(3) The deceleration distance measured for deceleration devices during the force test;

(4) Caution statements on critical use limitations;

(5) Application limits;

(6) Proper hook-up, anchoring and tie-off techniques, including the proper dee-ring or other attachment point to use on the body belt and.harness for fall arrest;

(7) Proper climbing techniques;

(8) Methods of inspection, use, cleaning, and storage; and

(9) Specific lifelines which may be used.

This information should be provided to employees during training.

(f) "Rescue considerationi." As required by 1926.502(d)(20), when personal fall arrest systems are used, the employer must assure that employees can be promptly rescued or can rescue themselves should a fall occur. The availability of rescue personnel, ladders or other rescue equipmentshould be evaluated. In some situations, equipment which allows employees to rescue themselves after the fall has been arrested may be desirable, such as devices which have descent capability.

(g) "Inspection considerations." As required by 1926.502(d)(21), personal fall arrest systems must be regularly inspected. Any.component with any significant defect, such as cuts, tears, abrasions, mold, or undue stretching; alterations or additions which might affect its efficiency; damage due to deterioration; contact with fire, acids, or other corrosives; distorted hooks or faulty hook springs; tongues unfitted to the shoulder of buckles; loose or damaged mountings; non-functioning parts; or wearing or internal deterioration in the ropes must be withdrawn from service immediately, and should be tagged or marked as unusable, or destroyed.

(h) "Tie-off considerations." (1) One of the most important aspects of personal fall protection systems is fully planning the system before it is put into use. Probably the most overlooked component is planning for suitable anchorage points. Such planning should ideally be done before the structure or building is constructed so that anchorage points can be incorporated during construction for use later for window cleaning or other building maintenance. If properly planned, these anchorage points may be used during construction; as well as afterwards.

(i) Properly planned anchorages should be used if they are available. In some cases, anchorages must be installed immediately prior to use. In such cases, a registered professional engineer with experience in designing fall protection systems, or another qualified person with appropriate education and experience should design an anchor point to be installed.

(ii) In other cases, the Agency recognizes that there will be a need to devise an anchor point from existing structures. Examples of what might be appropriate anchor points are steel members or I-beams if an acceptable strap is available for the connection (do not use a lanyard with a snaphook clipped onto itself); large eye-bolts made of an appropriate grade steel; guardrails or railings if they have been designed for use as an anchor point; or masonry or wood members orily if the attachment point is substantial and precautions have been taken to assure that bolts or other connectors will not pull through. A qualified person should be used to evaluate the suitable of these "make shift" anchorages with a focus on proper strength.

(2) Employers and employees should at all times be aware that the strength of a personal fall arrest system is based on its being attached to an anchoring system which does not reduce the

strength of the system (such as a properly dimensioned eye-bolt/snap-hook anchorage). Therefore, if a means of attachment is used that will reduce the strength of the system, that component should be replaced by a stronger one, but one that will also maintain the appropriate maximum arrest force characteristics.

(3) Tie-off using a knot in a rope lanyard or lifeline (at any location) can reduce the lifeline or lanyard strength by 50 percent or more. Therefore, a stronger lanyard or lifeline should be used to compensate for the weakening effect ofthe knot, or the lanyard length should be reduced (or the tie-off location raised) to minimize free fall distance, or the lanyard or lifeline should be replaced by one which has an appropriately incorporated connector to eliminate the need for a knot.

(4) Tie-off of a rope lanyard or lifeline around an "H" or "I" beam or similar support can reduce its strength as much as 70 percent due to the cutting action of the beam edges. Therefore, use should be made of a webbing lanyard or wire core lifeline around the beam; or the lanyard or lifeline should be protected from the edge; or free fall distance should be greatly minimized.

(5) Tie-off where the line passes over or around rough or sharp surfaces reduces strength drastically. Such a tie-off should be avoided or an alternative tie-off rigging should be used. Such alternatives may include use of a snap-hook/dee ring connection, wire rope tie-off, an effective padding of the surfaces, or an abrasion-resistance strap around or over the problem surface.

(6) Horizontal lifelines may, depending on their geometry and angle of sag, be subjected to greater loads than the impact load imposed by an attached component. When the angle of horizontal lifelinesag is less than 30 degrees, the impact force imparted to the lifeline by an attached lanyard is greatly amplified. For example, with a sag angle of 15 degrees, the force amplification is about 2:1 and at 5 degrees sag, it is about 6:1. Depending on the angle of sag, and the line's elasticity, the strength of the horizontal lifeline and the anchorages to which it is attached should be increased a number oftimes over that of the lanyard. Extreme care should be taken in considering a horizontal lifeline for multiple tie-offs. The reason for this is that in multiple tie-offs to a horizontal lifeline, if one employee falls, the movement of the falling employee and the horizontal lifeline during arrest of the fall may cause other employees to fall also. Horizontal lifeline and anchorage strength should be increased for each additional employee to be tied off. For these and other reasons, the design of systems using horizontal lifelines must only be done by qualified persons. Testing of installed lifelines and anchors prior to use is recommended.

(7) The strength of an eye-bolt is rated along the axis of the bolt and its strength is greatly reduced if the force is applied at an angle to this axis (in the direction of shear). Also, care should be exercised in selecting the proper diameter of the eye to avoid accidental disengagement of snap-hooks not designed to be compatible for the connection.

(8) Due to the significant reduction in the strength of the lifeline/lanyard (in some cases, as much as a 70 percent reduction), the sliding hitch knot (prusik) should not be used for lifeline/lanyard connections except in emergency situations where no other available system is practical. The "one-and-one" sliding hitch knot should never be used because it is umeliable in stopping a fall. The "two-and-two," or "three-and-three" knot (preferable) may be used in emergency situations; however, care should be taken to limit free fall distance to a minimum because of reduced lifeline/lanyard strength.

(i) "Vertical lifeline considerations." As required by the standard, each employee must have a separate lifeline [except employees engaged in constructing elevator shafts who are permitted to have two employees on one lifeline] when the lifeline is vertical. The reason for this is that in multiple tie-offs to a single lifeline, if one employee falls, the movement of the lifeline during the arrest of the fall may pull other employees' lanyards, causing them to fall as well.

G) "Snap-hook considerations." (1) Although not required by this standard for all connections until January I, 1998, locking snaphooks designed for connection to suitable objects (of sufficient strength) are highly recommended in lieu of the nonlocking type. Locking snaphooks incorporate a positive locking mechanism in addition to the spring loaded keeper, which will not allow the keeper to open under moderate pressure without someone first releasing the mechanism. Such a feature, properly designed, effectively prevents roll-out from occurring.

(2) As required by 1926.502(d)(6), the following connections must be avoided (unless properly designed locking snaphooks are used) because they are conditions which can result in roll-out when a nonlocking snaphook is used:

(i) Direct connection of a snaphook to a horizontal lifeline.

(ii) Two (or more) snaphooks connected to one dee-ring.

(iii) Two snaphooks connected to each other.

(iv) A snaphook connected back on its integral lanyard.

(v) A snaphook connected to a webbing loop or webbing lanyard.

(vi) Improper dimensions of the dee-ring, rebar, or other connection point in relation to the snaphook dimensions which would allow the snaphook keeper to be depressed by a turning motion of the snaphook.

(k) "Free fall considerations." The employer and employee should at all times be aware that a system's maximum arresting force is evaluated under normal use conditions established by the manufacturer, and in no case using a free fall distance in excess of 6 feet (1.8 m). A few extra feet of free fall can sigoificantly increase the arresting force on the employee, possibly to the point of causing injury. Because of this, the free fall distance should be keptat a minimum, and, as required by the standard, in no case greater than 6 feet (1.8 m). To help assure this, the tie-off attachment point to the lifeline or anchor should be located at or above the connection point of the fall arrest equipment to belt or harness. (Since otherwise additional free fall distance is added to the length of the connecting means (i.e. lanyard)). Attaching to the working surface will bften result in a free fall greater than 6 feet (1.8 m). For instance, if a 6 foot (1.8 m) lanyard is used, the total free fall distance will be the distance from the working level to the body belt (or harness) attachment point plus the 6 feet (1.8 m) of lanyard length. Another important consideration is that the arresting force which the fall system must withstand also goes up with greater distances of free fall, possibly exceeding the strength of the system.

0) "Elongation and deceleration distance considerations." Other factors involved in a proper• tie-off are elongation and deceleration distance. During the arresting of a fall, a lanyard will

experience a length of stretching or elongation, whereas activation of a deceleration device will result in a certain stopping distance. These distances should be available with the lanyard or device's instructions and must be added to the free fall distance to arrive at the total fall distance before an employee is fully stopped. The additional stopping distance may be very significant if the lanyard or deceleration device is attached near or at the end of a long lifeline, which may itself add considerable distance due to its own elongation. As required by the standard, sufficient distance to allow for all of these factors must also be maintained between the employee and obstructions below, to prevent an injury due to impact before the system fully arrests the fall. In addition, a minimum of 12 feet (3.7 m) oflifeline should be allowed below the securing point of a rope grab type deceleration device, and the end terminated to prevent the device from sliding off the lifeline. Alternatively, the lifeline . should extend to the ground or the next working level below. These measures are suggested to prevent the worker from inadvertently moving past the end of the lifeline and having the rope grab become disengaged from the lifeline.

(m) "Obstruction considerations." The location of the tie-off should also consider the hazard of obstructions in the potential fall path of the employee. Tie-offs which minimize the possibilities of exaggerated swinging should be considered. In addition, when a body belt is used, the employee's body will go through a horizontal position to a jack-knifed position during the arrest of all falls. Thus, obstructions which might interfere with this motion should be avoided or a severe injury could occur.

(n) "Other considerations." Because of the design of some personal fall arrest systems, additional considerations may be required for proper tie-off. For example, heavy deceleration devices of the self-retracting type should be secured overhead in order to avoid the weight of the device having to be supported by the employee. Also, if self-retracting equipment is connected to a horizontal lifeline, the sag in the lifeline should be minimized to prevent the device from sliding down the lifeline to a position which creates a swing hazard during fall arrest. In all cases, manufacturer's instructions should be followed.

Positioning Device Systems - Non-Mandatory Guidelines for Complying with 1926.502{e) - 1926 Subpart M App D

• **Part Number:**	1926
• **Part Title:**	Safety and Health Regulations for Construction
• **Subpart:**	M
• **Subpart Title:**	Fall Protection
" **Standard Number:**	1926 Subpart M App D
•**Title:**	Positioning Device Systems - Non-Mandatory Guidelines for Complying with 1926.502(e)

I. Testing Methods For Positioning Device Systems.

This appendix serves as a non-mandatory guideline to assist employers comply with the requirements for positioning device systems in 1926.502(e). Paragraphs (b), (c), (d) and (e) of Appendix C of subpart M relating to 1926.502(d) - Personal Fall Arrest Systems - set forth test procedures which may be used, along with the procedures listed below, to determine compliance with the requirements for positioning device systems in 1926.502(e)(3) and (4) . of Subpart M.

(a) "Geoeral." (1) Single strap positioning devices shall have one eod attached to a fixed anchorage and the other end connected to a body belt or harness in the same manner as they would be used to protect employees. Double strap positioning devices, similar to window cleaner's belts, shall have one end of the strap attached to a fixed anchorage and the other end shall hang free. The body belt or harness shall be attached to the strap in the same manner as it would be used to protect employees. The two strap ends shall be adjusted to their maximum span.

(2) The fixed anchorage shall be rigid, and shall not have a deflection greater than .04 inches (l mm) when a force of2,250 pounds (10 kN) is applied.

(3) During the testing of all systems, a test weight of 250 pounds plus or minus 3 pounds (113 kg plus or minus 1.6 kg) shall be used. The weight shall be a rigid object with a girth of 38 inches plus or minus 4 inches (96 cm plus or minus 10 cm).

(4).Each test shall consist of dropping the specified weight one time without failure of the system being tested. A new system shall be used for each test.

(5) The test weight for each test shall be hoisted exactly 4 feet (1.2 m above its "at rest" position), and shall be dropped so as to permit a vertical free fall of 4 feet (1.2 m).

(6) The test is failed whenever any breakage or slippage occurs which permits the weight to fall free of the system.

(7) Following the test, the system need not be capable of further operation; however, all such incapacities shall be readily apparent.

II. Inspection Considerations.

As required in 1926.502 (e)(5), positioning device systems must be regularly inspected. Any component with any siguificant defect, such as cuts, tears, abrasions, mold, or undue stretching; alterations or additions which might affect its efficiency; damage due to deterioration; contact with fire, acids, or other corrosives; distorted hooks or faulty hook springs; tongues unfitted to the shoulder of buckles; loose or damaged mountings; non-functioning parts; or wearing or internal deterioration in the ropes must be withdrawn from service immediately, and should be tagged or marked as unusable, or destroyed.

Guardrail Systems - Non-Mandatory Guidelines for Complying with 1926,502(b) - 1926 Subpart M App B

- **Part Number:** 1926
- **Part Title:** Safety and Health Regulations for Construction
- **Subpart:** .M
- **Subpart Title:** Fall Protection
- **standard Number:** 1926 Subpart M App B
- **Title:** Guardrail Systems - Non-Mandatory Guidelines for Complying with 1926.502(b)

The standard requrres guardrail systems and components to be designed and built to meet the requirements of 1926.502(b)(3), (4), and (5). This Appendix serves as a non-mandatory guideline to assist employers in complying with-these requirements. An employer may use these guidelines as a starting point for desigoing guardrail systems. However, the guidelines do not provide an the information necessary to build a complete system, and the employer is still responsible for desigoing and assembling these components in such a way that the completed system will meet the requirements of 1926.502(b)(3), (4), and (5). Components for which no specific guidelines are given in this Appendix (e.g:, joints, base connections, components made with other materials, and components with other dimensions) must also be designed and constructed in such a way that the completed system meets the requirements of 1926.502.

(1) For wood railings: Wood components shall be minimum 1500 lb-ft/in(2) fiber (stress grade) construction grade lumber; the posts shall be at least 2-inch by 4-inch (5 cm x 10 cm) lumber spaced not more than 8 feet (2.4 m) apart on centers; the top rail shall be at least 2-inch by 4-inch (5 cm x 10 cm) lumber, the intermediate rail shall be at least I-inch by 6-inch (2.5 cm x 15 cm) lumber. All lumber dimensions are nominal sizes as provided by the American Softwood Lumber Standards, dated January 1970.

(2) For pipe railings: posts, top rails, and intermediate tailings shall be at least one and one-half inches nominal diameter (schedule 40 pipe) with posts spaced not more than 8 feet (2.4 m) apart on centers.

(3) For structural steel railings: posts, top rails, and intermediate rails shall be at least 2-inch by 2-inch (5 cm x 10 cm) by 3/8-inch (1.1 cm) angles, with posts spaced not more than 8 feet (2.4 m) apart on centers.

Sample Fall Protection Plan - Non-Mandatory Guidelines for Complying with 1926.502(k) - 1926 Subpart M App E

- **Part Number:** 1926
- **Part Title:** Safety and Health Regulations for Construction
- **Subpart:** M
- **Subpart Title:** Fall Protection
- **Standard Number:** 1926 Subpart M App E
- **Title:** Sample Fall Protection Plan - Non-Mandatory Guidelines for Complying with 1926.502(k)

Employers engaged in leading edge work, precast concrete construction work and residential construction work who can demonstrate that it is infeasible or creates a greater hazard to use conventional fall protection systems must develop and follow a fall protection plan. Below are sample fall protection plans developed for precast concrete construction and residential work that could be tailored to be site specific for other precast concrete or residentialjobsite. This sample plan can be modified to be used for other work involving leading edge work. The sample plan outlines the elements that must be addressed in any fall protection plan. The reasons outlined in this sample fall protection plan are for illustrative purposes only and are not necessarily a valid, acceptable rationale (unless_ the conditions at the jol? site are the·same as those covered by these sample plans) for not using conventional fall protection systems for a particular precast concrete or residential construction worksite. However, the sample plans provide guidance to employers on the type of information that is required to be discussed in fall protection plans.

Sample Fall Protection Plans

```
Fall Protection Plan For Precast/Prestress Concrete Structures
This Fall Protection Plan is specific for the following project:

  Location of Job
  Erecting Company
  Date Plan Prepared or Modified
  Plan Prepared By
  Plan Approved By
  Plan Supervised By
```

The following Fall Protection Plan is a sample program prepared for the prevention of injuries associated with falls. A Fall Protection Plan must be developed and evaluated on a site by site basis. It is recommended that erectors discuss the written Fall Protection Plan with their OSHA Area Office prior to going on a jobsite.

I. Statement of Company Policy

(Company Name) is dedicated to the protection of its employees :from on-the-job injuries. All einployees of (Company Name) have the responsibility to work safely on the job. The purpose of this plan is: (a) To supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job and; (b) to ensure that each employee-is trained and made aware of the safety provisions which are to be implemented by this plan prior to the stai:t of erection,

This Fall Protection Plan addresses the use of other than conventional fall protection at a number of areas on the project, as well as identifying specific activities that require non-conventional means of fall protection. These areas include:

a. Connecting activity (point of erection).
b. Leading edge work.
c. Unprotected sides or·edge.
d. Grouting.

This plan is designed to enable employers and employees to recognize the fall hazards on this job and to establish the procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces. Each employee will be ·trained in these procedures and strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in.the employee's opinion, this is the case, the employee is to notify the foreman of the concern and the concern addressed before proceeding.

Safety policy and p[illegible]ocedure on any one project [illegible]ot'be administer[illegible]d, implemented, monitored and enforced by any one individual. The total objective of a safe, accident free work environment can only be accomplished by a dedicated, concerted effort by every individual involved with t4e project from management down to the last employee. Each employee must understand their value to the company; the costs of accidents, both monetary, physical, and emotional; the objective of the safety policy and procedures; the safety.rules that apply to the safety policy and procedures; and what their individual role is in administering, implementing, monitoring, and compliance of their safety policy and procedures. This allows for a more personal approach to compliance through planning, training, understanding and cooperative effort, rather than by strict enforcement. If for any reason an unsafe act persists, strict enforcement will be implemented.

It is the responsibility of (name of competent person) to implement this Fall Protection Plan. (Name of Competent Person) is responsible for continual observational safety checks of their work operations and to enforce the safety policy and procedures. The foreman also is responsible to correct any unsafe acts or conditions immediately. It is the responsibility of the employee to understand and adhere to the procedures of this plan and to follow the instructions of the foreman. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees. Any changes to this Fall Protection Plan must1,>e approved by (name of Qualified Person).

IL Fall Protection Systems to Be Used on This Project

Where conventional fall protection is infeasible or creates a greater hazard at the leading edge and during initial connecting activity, we plan to do this work using a safety monitoring system and expose only a minimum number of employees for the time necessary to actually accomplish the job. The maximum number of workers to be monitored by one safety monitor is six (6). We are designating the following trained employees as designated erectors and they are permitted to enter the controlled access·zones and work without the use of conventional fall protection.

Safety monitor:
Designated erector:
pesignated erector:

Designated erector:
Designated erector:
Designated erector:
Designated erector:

The safety monitor shall be identified by wearing an orange hard hat. The designated erectors will be identified by one of the following methods:

1. They will wear a blue colored arm band, or
2. They will wear·a blue colored hard hat, or
3. They will wear a blue colored vest.

Only individuals with the appropriate experience, skills, and training will be authorized as designated erectors. All employees that will be working as designated erectors under the safety monitoring system shall have been trained and instructed in the following areas:

1. Recognition of the fall hazards in the work area (at the leading **edge and when making initial connections-point of erection).**
2. Avoidance of fall hazards-using established work practices which have been made known to the employees.
3. Recognition of unsafe practices or working conditions that could lead to[illegible] fall, such as windy conditions.
4. The function, use, and operation of safety monitoring systems, guardrail systems, body belt/harness systems, control zones and other **protection to be used.**
5. The correct procedure for erecting, maintaining, disassembling and inspecting the system(s) to be used.
6. Knowledge of construction sequence or the erection plan.

A conference will take place prior to starting work involving all'members of the erection crew, crane crew and supervisors of any other concerned contractors. This conference will be conducted by the precast concrete erection supervisor in charge of the project. During the pre-work conference, erection procedures and sequences pertinent to this job will be thoroughly discussed and safety practices to be used thi;oughout the project will be specified. Further, all personnel will be informed that the controlled access zones are off limits to all personnel other than those designated erectors specifically trained to work in that area.

Safety Monitoring System

A safety monitoring system means a fall protection system in which a competent person is responsible for recognizing and warning.employees·offal! haz!ll'ds. The.duties of the safety monitor are to:

1. Warn by voice when approaching the open edge in an unsafe **manner.**
2. Warn by voice if there is a dangerous situation developing which cannot be seen by another person involved with product placement, such as a member getting out of control.
J; Make the designated erectors aware they are in a dangerous area.
4. Be competent in recognizing fall hazards.
-5. Warn employees when they appear to be unaware of a fall hazard **or are acting in an unsafe manner.**

6. Be on the same walking/working surface as the monitored employees and within visual sighting distance of the monitored employees.
7. Be close enough t9 communicate orally with the employees.
8. Not allow other responsibilities to encumber monitoring. if the **safety monitor becomes too encumbered with other responsibilities,** the monitor shall (1) stop the erection process; and (2) turn over other responsibilities to a designated erector; or (3) turn over the **safety monitoring function to another.designated, competent person.** The safety-monitoring system shall not be used when the wind is **strong enough to cause loads with large surface areas to swing out of radius, or result in loss of control of the load, or when weather conditions cause the walking-working surfaces to become icy or** slippery.

Control Zone System

A controlled access zone means an area designated and clearly marked, in which leading edge work may take place without the use of guardrail, safety net or personal fall arrest systems to protect the employees in the area. Control zone systems shall comply with the following provisions:

1. When used to control access.to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts. **access.**
When control lines are used, they shall be erected not less than 6 feet (1.8 m) nor more than 60 feet (18 ml' or half the length of the **member being erected, whichever is less, from the leading edge.**
2. The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
3. The control line shall be connected on each side to a guardrail system or wall.
4. Control lines shall consist of ropes, wires, tapes, or equivalent materials, and-supporting stanchions as follows:
5. Each line shall be flagged or otherwise clearly marked at not more than 6-foot (1.8 m) intervals with high-visibility material.
6. Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches (1 m) from **the walking/working surface and its highest point is not more than 45** inches (1.3 m) from the walking/working surface.
7. Each line shall have a minimum breaking strength of 200 pounds **(.88 kN).**

Holes

All openings greater than 12 in. x 12 in. will have perimeter guarding or covering. All predetermined holes will have the plywood covers made in the precasters' yard and shipped with the member to the jobs_ite. Prior to cutting holes on the job, proper protection for the hole must be provided to protect the workers, Perimeter guarding or covers will not be removed without_ the approval of the erection foreman.

Precast concrete column erection through the existing deck requires that many holes be

provided through this deck. These are to be covered and protected. Except for the opening being currently used to erect a column, all opening protection is to be left undisturbed. The opening being uncovered to erect a column will become part of the point of erection and will be addressed as part of this Fall Protection Plan. Tlris uncovering is to be done at the erection foreman's directiop. and will only occur immediately prior to "feeding" the column throu_gh the opening. Once the end of the column is through the slab opening; there will no longer exist a fall hazard at this location.

III. Implementation of Fall Protection Plan

The structure being erected is a multistory total precast concrete building consisting of columns, beams, wall panels and hollow core slabs and double tee floor and roof members.

The following is a list of the products and erection situations on this job:

Columns

For columns 10 ft to 36 ft long, employees disconnecting crane hooks from columns will work from a ladder and wear a body belt/harness with lanyard and be tied off when both hands are needed to disconnect. For tying off, a vertical lifeline will be connected to the lifting eye at the top of the column, prior to lifting, to be used with a manually operated or mobile rope grab. For columns too high for the use of a ladder, 36 ft and.higher, an added cable will be used to reduce the height of the disconnecting point so that a ladder can be used. Tlris cable will be left in place until a point in .erection that it can be removed safely. In some cases, columns will be unhooked from the crane by using an erection tube or shackle with a pull pin which is released from the ground after the column is stabilized.

The column will be adequately connected and/or braced to safely support the weight of a ladder with an employee on it.

Inverted Tee Beams

Employees erecting inverted tee beams, at a height of 6 to 40 ft, will erect the beam, make initial c9nnections, and final alignment from a ladder. If the employee needs to reach over the side of the beam to bar or make an adjustment to the alignment of the beam, they will mount the beam and be tied off to the lifting device in the beam after ensuring the load has been stabilized on its bearing. To disconnect the crane from the beam an employee will stand a ladder against the beam. Because the use ofladders is not practical at heights above 40 ft, beams will be initially placed with the use of tag lines and their final alignment made by a person on a manlift or similar employee positioning systems.

Spandrel Beams

Spandrel beams at the exterior of the building will be aligned as closely as possible with the use of tag lines with the final .placement of the spandrel .beam made from a ladder at the open end of the structure, A ladder will be used to make the initial connections and a ladder will be used to disconnect the crane. The other end of the beam will be placed by the designated erector from the double tee deck under the observation of the safety monitor.

The beams will be adequately connected and/or braced to safely support the weight of a

ladder with an employee on it.

Floor and Roof Members

During installation of the precast concrete floor and/or roof members, the work deck continuously increases in area as more and more units are being erected and 'positioned. Thus, the unprotected floor/roof perimeter is constantly modified with the leading edge changing location as each member is installed. The fall protection for workers at the leading edge shall be assured by properly constructed and maintained control zone lines not more than 60 ft away from the leading edge supplemented· by a safety monitoring system to ensure the safety of all designated erectors working within the area defined by the control zone lines.

The hollow core slabs erected on the masonry portion of the building will be erected and grouted using the safety monitoring system. Grout will be placed in the space between the end of the slab and face shell of the concrete masonry by dumping from a wheelbarrow. The grout in the keyways between the slabs will be dumped from a wheelbarrow and then spread with long handled tools, allowing the worker to stand erect facing toward the unprotected edge and back from any work deck edge.

Whenever possible, the designated erectors will approach the incoming member at the leading edge only after it is below waist height so that the member itself provides protection against falls.

Except for the situations described below, when the arriving floor or roof member is within 2 to 3 inches of its final position, the designate:;d erectors can then proceed to their position of erection at each end of the member under the control of the safety monitor. Crane hooks will be unhooked from double tee members by designated erectors under the direction. and supervision of the safety monitor.

Designated erectors, while waiting for the next floor or roof member, will be constantly under the control of the safety monitor for fall protection and are directed to stay a minimum of six (6) ft from the edge. In the event a designated erector must move from one end of a meniber, which has just been placed at the leading edge, they must first move away from the leading edge a minimum of six (6) ft and then progress to the other end while maintaining the minimum distance of six (6) ft at all times.

Erection of double tees, where conditions require bearing of one end into a closed pocket and the other end on a beam ledge, restricting the tee legs from going directly into the pockets, require special considerations. The tee legs that are to bear in the closed pocket must hang lower than those at the beam bearing. The double tee will be "two-lined" in order to elevate one end higher than the other to allow for the low end to be ducked into the closed pocket using the following procedure.

The double tee will be rigged with a standard four-way spreader off of the main load line. An additional choker will be attached to the married point of the tvro-legged spreader at the end of the tee that is to be elevated. The double tee will be hoisted with the main load line and swung into a position as close as.possible to the tee's final bearing elevation. When the tee is in this position and stabilized, the whip Hne load block will be lowered to just above the tee deck. At this time, two erectors will walk out on the suspended tee deck at midspan of the tee member and. pull the load block to the end of the tee to be elevated and attach the additional

choker to the load block. The possibility of entanglement with the crane lines and other obstacles during this two lining process while raising and lowering the crane block on that second line could be hazardous to an encumbered employee. Therefore, the designated erectors will not tie off during any part_of this process. While the designated erectors are on the double tee, the safety monitoring system will be used. After attaching the choker, the two erectors then step back on the previously erected tee deck and signal the crane.operator-to hoist the load with the whip line to the elevation that will allow for enough clearance to let the low end tee legs slide into the pockets when the main load line is lowered. The erector, who is handling the lowered end of the tee at the closed pocket bearing, will step out on the suspended tee. An erection bar will then be placed between the end of the.tee leg and the inside face of the pocketed spandrel member. The tee is barred away from the pocketed member to reduce the friction and lateral force against the pocketed member. As the tee is being lowered, the other erector remains on the tee which was previously erected to handle the other end. At this point the tee is slowly lowered by the crane to a point where the tee legs can freely slide into the pockets. The erector working the lowered end of the tee must keep pressure on the bar between the tee and the face of the pocketed spandrel member to very gradually let the tee legs slide into the pocket to its proper bearing dimension. The tee is then slowly lowered into its final erected position.

The designated erector should be allowed onto the suspended double tee, otherwise there is no control over the horizontal movement of the double tee and this movement could knock ·the spandrel off of its bearing or the column out of plumb. The control necessary to prevent hitting the spandrel can only be done safely from the top of the double tee being erected.

Loadbearing Wall Panels: The erection of the loadbearing wall panels on the elevated decks requires the use of a safety monitor and a controlled access zone that is a minimum of 25 ft • and a maximum of 1/2 the length of the wall panels away from the unprotected edge, so that designated erectors can move freely and unencumbered when receiving the panels. Bracing, if required for stability, will be installed by ladder. After the braces are secured, the crane will be disconnected from the wall by using a ladder. The wall to wall connections will also be performed from a ladder.

Non-Loadbearing Panels (Cladding): The locating of survey lines, panel layout and other installation.prerequisites (prewelding, etc.) for non-loadbearingpanels (cladding) will not commence until floor perimeter and floor openings have been protected. In some areas, it is necessary because of panel configuration to remove the perimeter protection as the cladding is being installed. Removal of perimeter protection will be performed on a bay to bay basis, just ahead of cladding erection to minimize temporarily unprotected floor edges. Those workers within 6 ft of the edge, receiving and positioning the cladding when the perimeter protection is removed shall be tied off.

Detailing

Employees exposed to falls of six (6) feet or more to lower levels, who are not actively engaged in leading edge work or connecting activity, such as welding; bolting, cutting, bracing, guying, patching, painting or other operations, and who are working less than six (6) ft from an unprotected edge will be tied off at all times or guardrails will be installed. Employees engaged in these activities but who are more than six (6)·ft from an unprotected edge as defined by the control zone lines, do not require fall prot_ection but a warning line or control lines must be erected to remind employees they·are approaching an area where fall protection is required.

IV. Conventional Fall Protection Considered for the Point of Erection or Leading Edge -Erection Operations

A. Personal Fall Arrest Systems

In this particular erection sequence and procedure, personal fall arrest systems requiring body belt/harness systems,.lifelines and lanyards will not reduce possible hazards to workers and will create offsetting hazards during their' usage at the leading edge of precast/prestressed concrete construction.

Leading edge erection and ioitial connections are conducted by employees who are specifically trained to do this type of work and are trained to recognize the fall hazards. The nature of such work normally exposes the employee to the fall hazard for a short period of time and installation of fall protection systems for a short duration is not feasible because it exposes the installers of the system to the same fall hazard, but for a longer period of time.

1. It is necessary that the employee be able to move freely without encumbrance in order to· guide the sections of precast concrete into their final position without having lifelines attached which will restrict the employee's ability to move about at the point of erection.

2. A typical procedure requires 2 or more workers to maneuver around each other as a concrete member is positioned to fit into the structure. If they are each attached to a lifeline, part of their attention must be diverted from their main task of positioning a member weighing several tons. to the task of avoiding entanglements of their lifelines or avoiding tripping over lanyards. Therefore, if these workers are attached to lanyards, more-fall potential would result than from not using such a device.

In this specific erection sequence and-procedure, retractable lifelines do not solve the problem of two workers becoming tangled. In fact, such a tangle could prevent the lifeline from retracting as the worker moved, thus potentially exposing the worker to a fall greater than 6 ft. Also, a worker crossing over the lifeline of another worker can create a hazard because the movement of one person can unbalance the other. In the event of a fall by one person there is a likelihood that the other person will be caused to fall as well. In addition, if contamination such as grout (during hollow core grouting) enters the retractable housing it can cause excessive wear and damage to the device and could clog the retracting mechanism as the lanyard is dragged across the·deck. Obstructing the cable orifice can defeat the device's shock absorbing function, produce cable slack and damage, and adversely affect cable extraction and retraction..

3. Employees tied to a lifeline can be trapped and crushed by moving structural members if the employee becomes restrained by the lanyard or_retractable lifeline and cannot get out of the path of the moving load. The sudden movement of a precast concrete member being raised by a crane can be caused by a number of factors. When this happens, a connector may immediately have to move a considerable distance to avoid injury. If a tied off body ·belt/harness is being used, the connector could be trapped. Therefore, there is a greater risk of injury if the connector is tied to the structure for this specific erection sequence and. procedure.

When necessary to_move away from a retractable device, the worker cannot move at a rate _greater than the device locking speed typically 3.5 to 4.5 ft/sec. When moving toward the

device it is necessary to move at a rate which does not permit cable slack to build up. This slack may cause cable retraction acceleration and cause a worker to lose their balance by applying a higher than normal jerking force on the body when the cable suddenly becomes taut after building up momentum. This slack can also cause damage to the internal spring-loaded drum, uneven coiling of cable on the drum, and possible cable damage.

The factors causing sudden movements for this location include:

(a) Cranes
(1) Operator error.
(2) Site conditions (soft or unstable ground).
(3) Mechanical failure:
(4) Structural failure.
(5) Rigging failure.
{6) **Crane signal/radio communication failu're.**

(b) Weather Conditions
(1) Wind {strong wind/sudden gusting) - particularly a problem with **the large surface areas of precast concrete members.**
(2) Snow/rain {visibility).
(3) Fog {visibility).
(4) Cold - causing slowed reactions or mechanical problems.

(c) Structure/Product Conditions.
(1) Lifting Eye failure.
(2) Bearing failure or slippage.
(3) Structure shifting.
(4) Bracing'failure.
(5) Product failure.

{d) Human Error.
(1) Incorrect tag line procedure.
(2) Tag line hang-up.
(3) Incorrect or misunderstood crane signals.
(4) Misjudged elevation of member.
(5) Misjudged speed of member.
(6) Misjudged angle of member.

4. Anchorages or special attachment points·could be cast into the precast concrete members if sufficient preplanning and consideration of erectors' position is done before the members are cast. Any hole or other attachment must be approved by the engineer who designed the member. It is possible that some design restrictions will not allow a member to be weakened by an additional hole; however, it is anticipated that such situations would be the exception,' not the rule. Attachment points, other than on the deck surface, will require removal and/or patching. In order to remove and/or patch these points, requires the employee to be exposed to an additional fall hazard at an unprotected perimeter. The fact that attachment points could be available anywhere on the structure does not eliminate the hazards of using these points for tying off as discussed above. A logical point for tying off on double tees would be using the lifting loops, except that they must be cut off to eliminate a tripping hazard at an appropriate time.

5. Providing attachment at a point above the walking/working surface would also create fall exposures for employees installing their devices. Final positioning of a precast concrete member requires it to be moved in such a way that it must pass through the area that would

be occupied by the lifeline and the lanyards attached to the point above. Resulting entanglements of lifelines and lanyards on a moving member could pull employees from the work surface. Also, the structure is being created and, in most cases, there is no structure above the members being placed.

(a) Temporary structural supports, installed to provide attaching points for lifelines limit the space which is essential for orderly positioning, alignment and placement of the precast concrete members. To keep the lanyards a reasonable and manageable length, lifeline supports would necessarily need to be in proximity to the positioning process. A sudden shift of the precast concrete member being positioned because of wind pressure or crane movement could make it strike the temporary supporting structure, mqving it suddenly and causing tied off employees to fall.

(b) The time in manhours which would be expended in placing and maintaining temporary structural supports for lifeline attaching points could exceed the expended manhours involved in placing the precast concrete members. No protection could be provided for the employees erecting the temporary structural supports and these supports would have to be moved for each successive step in the construction process, thus greatly increasing the employee's exposure to the fall hazard.

(c) The use of a cable strung horizontally between two columns to provide tie off lines for erecting or walking a beam for connecting work is not feasible and creates a greater hazard on this multi-story building for the following reasons:

(I) If a connector is to use such a line, it must be installed between the two columns. To perform this installation requires an erector to have more fall exposure time attaching the cable to the columns than would be·spent to make the beam to column connection itself.

(2) If such a line is to be in□talled so that an erector can walk along a beam, it must be overhead or below him. For example, if a connector must walk along a 24 in. wide beam, the presence of a line next to the connector at waist level, attached directly to the columns, would prevent the connector from centering their weight over the beam arid balancing themselves. Installing the line above the connector might be possible on the first level of a two-story column; however, the column may extend only a few feet above the floor level at the second level or be flush with the floor level. Attaching the line to the side of the beam could be a solution; however, it would require the connector to attach the lanyard below foot level which would most likely extend a fall farther than 6 ft.

(3) ·When lines are strung over every beam, it becomes-more and more difficult for the crane operator to lower a precast concrete member into position without the member becoming fouled. Should the member become entangled, it could easily dislodge the line from a column. If a worker is tied to it at the time, a fall could be caused.

6. The ANSI Al0.14-1991 American National Standard for Construction and Demolition Operations - Requirements for Safety Belts; Harnesses, Lanyards and Lifelines for-Construction and Demolition Use, states that the anchor point of a lanyard or deceleration device should, if possible, be located above the wearer's belt or harness attachment. ANSI Al0.14 also states that a suitable anchorage point is one which is located as high as possib_le to prevent contact with an obstruction below should the worker fall. Most manufacturers also warn in the user's handbook that the safety block/retractable lifeline must be positioned

above the D-ring (above the work space of the intended user) and OSHA recommends that fall arrest and restraint f)quipment be used in accordance with the manufacturer's instructions.

Attachment of a retractable device to a horizontal cable near floor level or.using the inserts in the floor or roof members may result in increased free fall due to the dorsal D-ring of the full-body harness riding higher than the attachment point of the snaphook to the cable or insert (e.g., 6 foot tall worker with a dorsal D-ring at 5 feet above the floor or surface, reduces the working length to only one foot, by placing the anchorage five feet away from the fall hazard). In addition, impact loads may exceed maximum fall arrest forces (MAF) because the fall arrest D-ring would be 4 to 5 feet higher than the safety block/retractable lifeline anchored to the walking-working surface; and the potential for swing hazards is increased. Manufacturers also require that workers not work at a level where the point of snaphook attachment to the body harness is above the device because this will increase the free fall distance and the deceleration distance and will cause higher forces on the body in the event of an accidental fall_.

Manufacturers recommend an anchorage for the retractable lifeline which is immovably fixed in space and is indepen4ent of the user's support systems. A moveable anchorage is one which can be moved around (such as equipment or wheeled vehicles) or which can deflect substantially under shock loading (such as a horizontal cable or very flexible beam). In the case of a very flexible anchorage, a shock load applied to the anchorage during fall arrest can cause oscillation of the flexible anchorage such that the retractable brake mechanism may undergo one·or more cycles oflocking/unlocking/locking (ratchet effect) until the anchorage deflection is dampened. Therefore, use of a moveable anchorage involves critical engineering and safety factors and should only be considered after fixed anchorage has been determined to be not feasible.

Horizontal cables used as an anchorage present an additional hazard due to amplification of the horizontal component of maximum arrest force (of a fall) transmitted to the points where the horizontal cable is attached to the structure. This amplification is due to the angle of sag of a horizontal cable and is most severe for small angles of sag. For a cable sag angle of2 degrees the horizontal force on the points of cable attachment can be- amplified by a factor of 15.

It is also necessary to install the retractable device vertically overhead to minimize swing falls. If an object is in the worker's swing path (or that of the cable) hazardous situations exist: (1) due to the swing, horizontal speed of the user may be high enough to cause injl!fY when an obstacle in the swing fall path is struck by either the user or the cable; (2) the total vertical fall distance of the user may be much greater than if the user had fallen only vertically without□ swing fall path.

With retractable lines, overconfidence may cause the worker to engage in inappropriate behavior, such as approaching the perimeter of a floor or roof at a distance appreciably greater than the shortest distance between the anchorage point and the leading edge. Though the retractable lifeline may arrest a worker's fall before he or she has fallen a few feet, the lifeline may drag along the edge of the floor or beam and swing the worker like a pendulum until the line has moved to a position where the distance between the anchorage point and floor edge is the shortest distance between those two points. Accompanying this pendulum swing is a lowering of the worker, with the attendant danger that he or she may:violently impact the floor or some obstruction below.

The risk of a cable breaking is increased if a lifeline is dragged sideways across the rough surface or edge of a concrete member at the same moment that the lifeline is being subjected to a maximum impact loading during a fall. The typical 3/16 in. cable in a retractable lifeline has a breaking strength of from 3000 to 3700 lbs.

7. The competent person; who can take into account the specialized operations being performed on this project, should determine when and where a designated erector cannot use a personal fall arrest system.

B. Safety Net Systems

The nature of this particular precast concrete erection worksite precludes the safe use of safety nets where point of erection or leading edge work must take place.

1. To install safety nets in the interior high bay of the single story portion of the building poses rigging attachment problems. Structural members do not exist to which supporting devices for nets can be attached in the area where protection is required. As the erection operation advances, the location of point of erection or leading edge work changes constantly as each member is attached to the structure. Due to this constant change it is not feasible to set net sections and build separate structures to support the nets.

2. The nature of the erection process for the precast concrete members is such that an installed net would protect workers as they position and secure only one structural member. After each member is stabilized the net would have to be moved to a new location (this could mean a move of 8 to 10 ft or the possibility of a move to a different level or area of the structure) to protect workers placing the next piece in the construction sequence. The result would be the installation and dismantling of safety nets repeatedly throughout the normal work day. As the time necessary to install a net, test, and remove it is significantly greater than the time necessary to position and secure a precast concrete member, the exposure time for the worker installing the safety net would be far longer than for the workers whom the net is intended to protect. The time exposure repeats itself each time the nets and supporting hardware must be moved laterally or upward to provide protection at the point of erection or leading edge.

3. Strict interpretation of 1926.502(c) requires that operations shall not be undertaken until the net is in place and has been tested. With the point of erection constantly changing, the time necessary to install and test a safety net significantly exceeds the time necessary to position and secure the concrete member.

4. Use of safety nets on exposed perimeter wall openings and opensided floors, causes attachment points to be left in architectural. concrete which must be patched and filled with matching material after the net supporting hardware is removed. In order to patch these openings, additional numbers of employees must be suspended by swing stages, boatswain chairs or other devices, thereby increasing the amount of fall exposure time to employees.

5. Installed safety nets pose an additional hazard at the perimeter of the erected structure where limited space is available in which members can be turned after being lifted from the ground by the crane. There would be a high probability that the member being lifted could become entangled in net hardware, cables, etc.

6. The use of safety nets where structural wall panels are being erected would prevent movement of panels to point of installation. To be effective, nets would necessarily have to provide protection across the area where structural supporting wall panels would be set and plumbed before roof units could be placed.

7. Use of a tower crane for the erection of the high rise portion of the structure poses a particular hazard in that the crane operator cannot see or judge the proximity of the load in relation to the structure or nets. If the signaler is looking through nets and supporting structural devices while giving instructions to the crane operator, it is not possible to judge precise relationships between the load and the structure itself or to nets and supporting structural devices. This could cause the load to become entangled in the net or hit the structure causing potential damage.

C. Guardrail Systems

On this particular worksite, guardrails, barricades, ropes, cables or other perimeter guarding devices or methods on the erection floor will pose problems to safe erection procedures. Typically, a floor or roof is erected by placing 4 to 10 ft wide structural members next to one another and welding or grouting them together. The perimeter of a floor and roof changes each time a new member is placed into position. It is unreasonable and virtually impossible to erect guardrails and toe boards at the ever changing leading edge of a floor or roof.

1. To position a member safely it is necessary to remove all obstructions extending above the floor level near the point of erection. Such a procedure allows workers to swing a new member across the erected surface as necessary to position it properly without worrying about knocking material off of this surface.

Hollow core slab erection on the masonry wall requires installation of the perimeter protection where the masonry wall has to be constructed. This means the guardrail is installed then subsequently removed to continue the masonry construction. The erector will be exposed to a fall hazard for a longer period of time while installing and removing perimeter protection than while erecting the slabs.

In hollow core work, as in other precast concrete erection, others are not typically on the work deck until the precast concrete erection is complete. The deck is not complete until the leveling, aligning, and grouting of the joints is done. It is normal practice to keep others off the deck until at least the next day after the installation is complete to allow the grout to harden.

2. There is no permanent boundary until all structural members have been placed in the floor or roof. At the leading edge, workers are operating at the temporary edge of the structure as they work to position the next member in the sequence. Compliance with the standard would require a guardrail and toe board be installed along this edge. However, the presence of such a device would prevent a new member from being swung over the erected surface low enough to allow workers to control it safely during the positioning process. Further, these employees would have to work through the guardrail to align the new member and connect it to the structure. The guardrail would not protect an employee who must lean through it to do the necessary work, rather it would hinder the employee to such a degree that a greater hazard is created than if the guardrail were absent.

3. Guardrail requirements pose a hazard at the leading edge of installed floor or roof sections by creating the possibility of employees being caught between guardrails and suspended loads. The lack of a clear work area in which to guide the suspended load into position for placement and welding of members into the existing structure creates still further hazards.

4. Where erection processes require precast concrete stairways or openings to be installed as an integral part of the overall erection process, it must also be recognized that guardrails or handrails must not project above the surface of the erection floor. Such guardrails should be terminated at the level of the erection floor to avoid placing hazardous obstacles in the path of a member being positioned.

V. Other Fall Protection Measures Considered for This Job

The following is a list and explanation of other fall protection measures available and an explanation of limitations for use on this particular jobsite. If during the course of erecting the building the employee sees an area that could be erected more safely by the use of these fall protection measures, the foreman should be notified.

A. Scaffolds are not used because:

1. The leading edge of the building is constantly changing and the scaffolding would have to be moved at very frequent intervals. Employees erecting and dismantling the scaffolding would be exposed to fall hazards for a greater length of time than they would by merely erecting the precast concrete member.

2. A scaffold tower could interfere with the safe swinging of a load by the crane.

3. Power lines, terrain and site do not allow for the safe use of scaffolding.

B. Vehicle mounted platforms are not used because:

1. A vehicle mounted platform will not reach areas on the deck that are erected over other levels.

2. The leading edge of the building is usually over a lower level of the building and this lower level will not support the weight of a vehicle mounted platform.

3. A vehicle mounted platform could interfere with the safe swinging of a load by the crane, either by the crane swinging the load over or into the equipment.

4. Power lines and surrounding site work do not allow for the safe use of a vehicle mounted platform.

C. Crane suspended personnel platforms are not used because:

1) A second crane close enough to suspend any employee in the working and erecting area could interfere with the safe swinging of a load by the crane hoisting the product to be erected.

2. Power lines and surrounding .site work do not allow for the safe use of a second crane on

the job.

VI. Enforcement

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The jobsite Superintendent, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

VII. Accident Investigations

All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so thatthe cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

VIII. Changes to Plan

Any changes to the plan will be approved by (name of the qualified person). This plan shall be reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes shall be maintained at the jobsite.

Sample Fall Protection Plan for Residential Construction (Insert Company Name)

This Fall Protection Plan Is Specific For The Following Project:

Location of Job
Date Plan Prepared or Modified
Plan Prepared By
Plan Approved By
Plan Supervised By

The following Fall Protection Plan is a sample program prepared for the prevention of injuries associated with falls. AF all Protection Plan must be developed and evaluated on a site by site basis. It is recommended that builders discuss the written Fall Protection Plan with their OSHA Area Office prior to going on ajobsite.

I. Statement of Company Policy

(Your company name here) is dedicated to the protection of its employees from on-the-:iob injuries. All employees of (Your company name here) have the responsibility to work safely on the job. The purpose of the plan is to supplement our existing safety and health program

and to ensure that every_employee who works for (Your company name here) recognizes workplace fall hazards and takes the appropriate measures to address those. hazards.

This Fall Protection Plan addresses the use of conventional fall protection at a number of areas on the project, as well as identifies specific activities that require non-conventional means of fall protection. During the construction of residential buildings under 48 feet in height, it is sometimes infeasible or it creates a greater hazard to use conventional fall protection systems at specific areas or for specific tasks. The areas or tasks may include, but are not limited to:

a. Setting and bracing of roof trusses and rafters;
b. Installation of floor sheathing and joists;
c. Roof sheathing operations; and
d. Erecting exterior walls.

In these cases, conventional fall protection systems may not be the safest choice for builders. This plan is designed to enable employers and employees to recognize the fall hazards associated with this job and to establish the safest procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces.

Each employee will be trained in these procedures and will strictly adhere to them except when doing so woi.JJ.d expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the competent person of their concern and have the concern addressed before proceeding.

It is the responsibility of (name of competent person) to implement this Fall Protection Plan. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regi.JJ.arly enforced. The crew supervisor or foreman (insert name) is responsible for correcting any unsafe practices or conditions immediately.

It is the responsibility of the employer to ensure that all employees understand and adhere to the procedures ofthis_plan andto follow the instructions of the crew supervisor. It is also the responsibility of the employee to·bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees. Any changes to the Fall Protection Plan must be approved by (name-of qualified person).

II. Fall Protection Systems To Be Used on This Job

Installation of roof trusses/rafters, exterior w_all erection, roof sheathing, floor sheathing and joist/truss activities will be conducted by employees who are specifically trained to do this type of work and are trained to recognize the fall hazards. The nature of such:work normally exposes the employee to the fall hazard for a short period of time: This Plan details how (Your company name here) will minimize these hazards.

Controlled Access Zones

,When using the Plan to implement the fall protection options available, workers must be protected through limited access to high hazard locations. Before any non-conventional fall protection systems are used as part of the work plan, a controlled access zone (CAZ) shall be clearly defined by the competent person as an area where a recognized hazard exists. The .

demarcation of the CAZ shall be communicated by the competent person in a recognized manner, either through signs, wires, tapes, ropes or chains.

(Your company name here) shall take the following steps to ensure that the CAZ is clearly marked or controlled by the competent person:

All access to the CAZ must be restricted to authorized entrants;

All workers who are permitted in the CAZ shall be listed in the appropriate sections of the Plan (or be visibly identifiable by the competent person) prior to implementation;•

The competent person shall ensure that all protective-elements of the CAZ be implemented prior to the beginning of work.

Installation Procedures for Roof Truss and Rafter Erection

During the erection and bracing of roof trusses/rafters, conventional fall protection may present a greater hazard to workers. On this job, safety nets, guardrails and personal. fall arrest systems will not provide adequate fall protection because the nets will cause the walls to co/lapse, while there are no suitable attachment or anchorage points for guardrails or personal fall arrest systems.

On this job, requiring workers to use a ladder for the entire installation process.will cause a greater hazard because the worker must stand on.the ladder with bis back or side to the front of the ladder. While erecting the truss or rafter the worker will need both hands to maneuver the truss and therefore cannot hold onto the ladder. In addition, ladders cannot be adequately protected from movement while trusses are being maneuvered into place. Many workers may . experience additional fatigue because of the increase in overhead work with heavy materials, which can also lead to a greater hazard.

Exterior scaffolds cannot be utilized on this job because the ground, after recent backfilling, cannot support the scaffolding. In most cases, the erection and dismantling of the scaffold woi.JJ.d expose workers to a greater fall hazard than erection of the trusses/rafters.

On all walls eight feet or less, workers will install interior scaffolds along the interior wall below-the location where the trusses/rafters will be erected. "Sawhorse" scaffolds constructed of 46 inch sawhorses and 2xl O planks will often allow workers to be elevated high enough to allow for the erection of trusses and rafters without working on the top plate of the wall.·

In structures that have walls higher than eight feet and where the use of scaffolds and ladders woi.JJ.d create a greater hazard, safe working procedures ":'ill be utilized when working on the top plate and will be monitored by the crew supervisor. During all stages of truss/rafter erection the stability of the trusses/rafters will be ensured at all times..

(Your company name here) shall take the following steps to protect workers who are exposed to fall hazards while-working from the top plate installing trusses/rafters:

Only the following trained workers 'will be allowed to work on the top plate during roof trus or rafter installation: •

Workers shall have no other duties to perform during truss/rafter erection procedures;

All trusses/rafters·will be adequately braced before any worker can use the truss/rafter as a support;

Workers will remain on the top plate using the previously stabilized truss/rafter as a support while other trusses/rafters are being erected;

Workers will leave the area of the secured trusses only when it is necessary to secure another truss/rafter;

The first two trusses/rafters will be set from ladders leaning on side walls at points where the walls can support the weight of the ladder; and

A worker will climb onto the interior top plate via a ladder to secure the peaks of the first two trusses/rafters being set.

The workers responsible for detaching trusses from cranes and/or securing trusses at the peaks traditionally are positioned at the peak of the trusses/rafters. There are also situations where workers securing rafters to ridge beams will be positioned on top of the ridge beam.

(Your company name here) shall take the following steps to protect workers who are exposed to fall hazards while securing trusses/rafters at the peak of the trusses/ridge beam:

Only the following trained workers will be allowed to work at the peak during roof truss or rafter installation:

Once truss or rafter installation begins, workers not involved in that i:ictivity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects;

Workers shall have no other duties than securing/bracing the trusses/ridge beam;

Workers positioned at the peaks or in the webs of trusses or on.top of the ridge beam shall work from a stable position, either by sitting on a "ridge seat" or other equivalent surface that provides additional stability or by positioning themselves in previously stabilized trusses/rafters and leaning into and reaching through the trusses/rafters;

Workers shall not remain on or in the peak/ridge any longer than nec◆sary to safely complete the task.

Roof Sheathing Operations

Workers typically install roof sheathing after all trusses/rafters and any permanent truss bracing is in place. Roof structures are unstable until some sheathing is installed, so workers installing roof sheathing cannot be protected from fall hazards by conventional fall protection systems until it is determined that the roofing system can be used as an anchorage point. At that point, employees shall be protected by a personal fall arrest system.

Trusses/rafters are subject to collapse if a worker falls while attached to a single truss with a

-belt/harness. Nets could also cause collapse, and there is no place to attach guardrails.

All workers will ensure that they have secure footing before they attempt to walk on the sheathing, including cleaning shoes/l?oots of mud or other slip hazards.

To minimize the time w◆rkers must be exposed to a fall hazard, materials will be staged to allow for the quickest installation of sheathing.

(Your company name here) shall take the following steps to protect workers who are exposed to fall hazards while installing roof sheathing:

Once roof sheathing installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struckby falling objects;

The competent person shall determine the limits of this area, which shall be clearly communicated to workers prior to placement of the first piece of roof sheathing;

The competent person may order work on the roof to be suspended for brief periods as necessary to allow other workers to pass through such areas when this would not create a greater hazard;

Only qualified workers shall install roof sheathing;

The bottom row of roof sheathing may be installed by workers standing in truss webs;

After the bottom row of roof sheathing is installed, a slide guard extending the width of the roof shall be_ securely attached to the roof. Slide guards are to be constructed of no less than nominal 4" height capable oflimiting the uncontrolled slide of workers. Workers should install the slide guard while standing in truss webs and leaning over the sheathing;

Additional rows of roof sheathing may be installed by workers positioned on previously installed rows of sheathing. A slide guard can be used to assist workers in retaining their footing during successive sheathing operations; and

Additional slide guards shall be securely attached to the roof at intervals not to exceed 13 feet as successive rows of sheathing are installed. For roofs with pitches in excess of 9-in-12, slide guards will be installed at four-foot intervals.

When wet weather (rain, snow, or sleet) are present, roof sheathing operations shall be suspended unless safe footing can be assured for those workers installing sheathing.

When strong winds (above 40 miles per hour) are present, roof sheathing operations are to be suspended unless wind breakers are erected. Installation of Floor Joists and Sheathing During the installation of floor sheathing/joists_(leading edge construction), the following steps shall be taken to protect workers:

Only the following trained workers _will be allowed to install floor joists or sheathing:

Materials for the operations shall be conveniently staged to allow for easy access tci workers;

The first floor joists or trusses will be rolled into position and secured either from the ground, ladders or sawhorse scaffolds;

Each successive floor joist or truss will be rolled into place and secured from a platform created from a sheet of plywood laid over the previously secured floor joists or trusses;

Except for thei first row of sheathing which will be installed from ladders or the ground, workers shall work from the established deck; and

Any workers not assisting in the leading edge construction while leading edges still exist (e.g. cutting the decking for the installers) shall not be permitted within six feet of the leading edge under construction.

Erection of Exterior Walls

During the construction and erection of exterior walls, employers shall take the following steps to protect workers:

Only the following trained workers will be allowed to erect exterior walls:

A painted line six feet from the perimeter will be clearly marked prior to any wall erection activities to warn of the approaching unprotected edge;

Materials for operations shall be conveniently staged to minimize fall hazards; and

Workers constructing exterior walls shall complete as much cutting of materials and other preparation as possible away from the edge of the deck.

III. Enforcement

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The crew supervisor or foreman, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines cif this program.

IV. Accident Investigations

. All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified-to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

V. Changes to Plan

Any changes to the plan willbe approved by (name of the qualified-person). This plan shall

be reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers shall_ be notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes shall be maintained at the jobsite.

City of Rochelle
Attachment E - Training Session Documentation Form

Course Name: ***General Fall Protection***

Course Date(s): _____ Start Time: _____ End Time: _____

Instructor Name: _____

Instructor Signature: _____

Instructor Company: *Fehr Graham*

Location of Training: _____

Detailed Outline of Course Content:

See Reverse

Participants:

Name	***Signature***	**Department/Job Title**	**Water/WW Operator # (if applicable)**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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17.			
18.			
19.			

Training Content

a) The nature of fall hazards in the work area;
b) The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
c) The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used;
d) The role of each worker in the safety monitoring system when this system is used;
e) The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
f) The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and
g) The role of workers in fall protection plans; and
h) Contents of OSHA 29 CFR 1926 Subpart M.

Attachment F - Personal Fall Arrest Equipment (Harnesses, Lifelines, Lanyards)									
Location	Manufacturer	Type	Model Number	Serial Number	Size	Capacity (lbs)	Date Mfr	Date in service	Inspection Comments

Attachment G – Extension Ladder Inspection Form

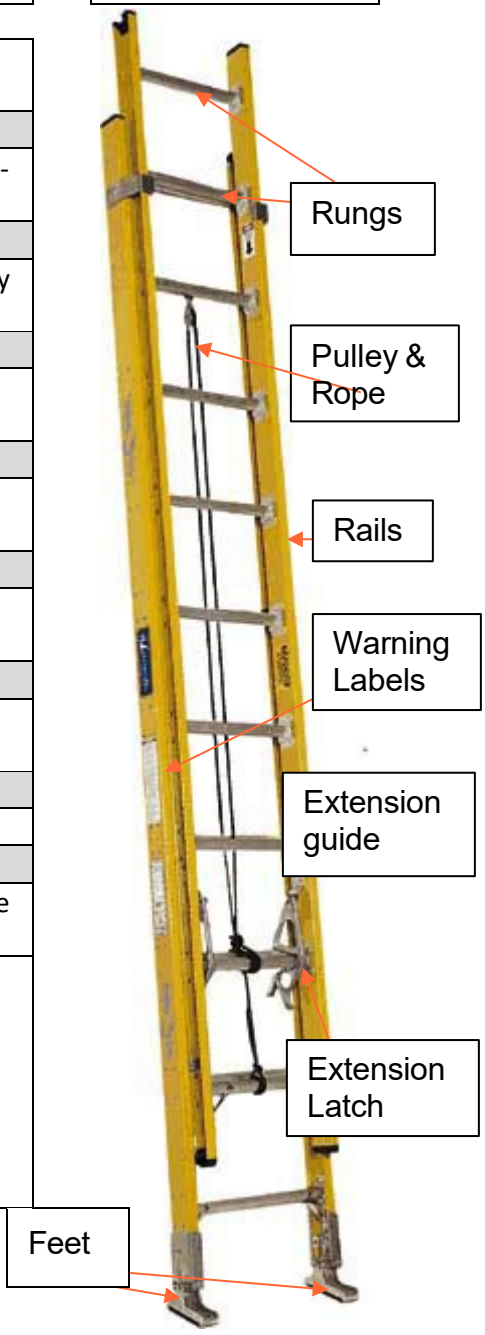
Inspector: _____ Date: _____

Ladder Type
☐Extension ☐Step ☐Other Load Capacity: _____

Ladder Material
☐Fiberglass ☐Wood ☐Aluminum

Location
Truck #
Ladder #

	Good Condition	Repair Needed	Not Applicable
Rails	☐	☐	☐
Rails are free of cracks, dents, smashed fibers, chemical stains (paint, grease, etc.), ultra-violet damage, and abrasion.			
Rungs	☐	☐	☐
Rungs are free of cracks, cuts, bends, dents, abrasion, other damage, and they are firmly in place.			
Pulley & Rope	☐	☐	☐
Rope & pulley are properly fastened. The sheave and pin are in good condition. The rope is free from ultra-violet damage, abrasion and cuts.			
Extension Guides	☐	☐	☐
Extension Guides are firmly attached to the base rails and are free from damage, abrasion, bends, etc.			
Extension Latches	☐	☐	☐
The extension latches function properly, and are free from damage, including bends, cuts, abrasions, etc.			
Feet	☐	☐	☐
The feet are properly attached to the base rail and are free from damage; the rubber pads are affixed and in good condition.			
Warning Labels	☐	☐	☐
Warning labels are legible and properly affixed.			
Step Ladder Braces	☐	☐	☐
Braces are properly attached to both sets of rails, are free from damage, and latch in the open position.			
Notes:			



Signature: _____ Date: _____

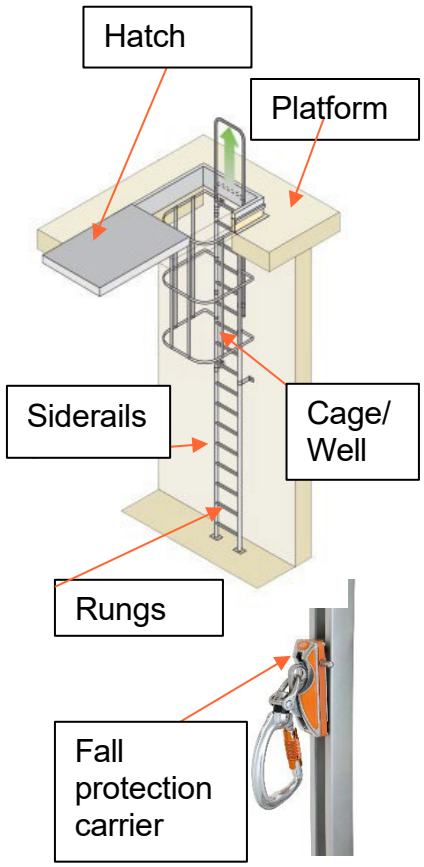
Attachment G – Fixed Ladder Inspection Form

Inspector: _____ Date: _____

Ladder Type ☐Individual Rung ☐Siderail Ladder Material ☐Metal ☐Wood ☐Other

Location
Truck #
Ladder #

	Good Condition	Repair Needed	Not Applicable
Structural Security	☐	☐	☐
Ladder is securely attached to the supporting structure, free from any apparent loose mounting bolts/brackets.			
Corrosion	☐	☐	☐
Surfaces of metal ladders are painted or coated for corrosion protection and are free of corrosion that may affect ladder integrity or safety.			
Siderails	☐	☐	☐
Siderails are free of crack, dents, bending, corrosion, or other signs of weakness and are securely attached to the supporting structure.			
Rungs	☐	☐	☐
Rungs are free of cracks, dents, bending, corrosion, or other signs of weakness, and are securely attached to the siderails.			
Cage or Well	☐	☐	☐
The cage or well surrounding the ladder is firmly attached to the siderails and free from damage, abrasion, bends, etc.			
Fall Protection	☐	☐	☐
If equipped, the personal fall protection carrier or cable securely attached and are all components free of damage or corrosion.			
Platform/Gate/Hatch	☐	☐	☐
If equipped, the landing/platform/gate and/or hatch are securely attached, free of cracks, dents, bending, corrosion, or other signs of deterioration.			
Warning Labels	☐	☐	☐
Warning labels, if provided, are legible and properly affixed.			
Notes:			



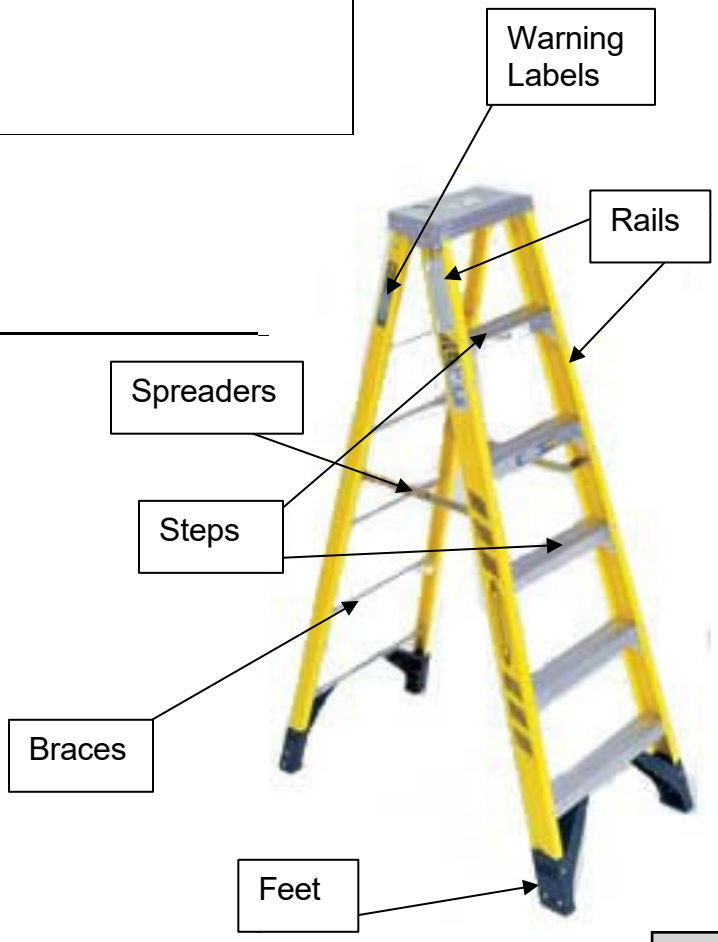
Signature: _____ Date: _____

Attachment G – Step Ladder Inspection Form

Inspector: _____ Date: _____

	Good Condition	Repair Needed	Not Applicable
Spreaders	☐	☐	☐
Step ladders spreaders are in good condition, free from bends, will latch in the open position.			
Attachments	☐	☐	☐
Attachments (such as wall supports, platforms, and tool holders) are free from damage and property installed.			
Note Other Deficiencies:			
Repairs made:			

Signature: _____ Date: _____



FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Job Hazard Assessment & Job Briefing Policy

OSHA 29 CFR 1910.269,1910.132 and 29 CFR 1926.952

909 N. 8th Street, Suite 101
Sheboygan, Wisconsin 53081

City of Rochelle
420 N. 6th Street
Rochelle, Illinois 61068

City of Rochelle Safety Compliance Policy			
Program Name	Job Hazard Assessment & Job Briefing Policy		
Regulatory Reference	FED-OSHA 29 CFR 1926.952 as adopted by the Illinois Department of Labor		
Date Created	3/26/2026		
Latest Revision	--	**Latest Revision**	--
Program Coordinator	Safety Coordinator		
Alternate Coordinators	Director of Human Resources		

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Attachments

Attachment A – Job Briefing & Hazard Assessment Form

1.0 PURPOSE

To ensure the safety and well-being of all City of Rochelle employees by requiring hazard assessments and job briefings prior to work, including for employees working alone, in accordance with OSHA General Industry (29 CFR 1910.269 and 1910.132) and Construction (29 CFR 1926.952) standards.

2.0 DEFINITIONS

Effective Communication: Reliable contact maintained through radios, phones, or other devices, with regular check-ins if working alone. Communication must be established at regular, predetermined intervals.

Hazard Assessment: A documented evaluation of existing or potential hazards at a jobsite, including environmental conditions, equipment, work tasks, and energy sources.

Job Briefing: A pre-job discussion (also referred to as a tailboard or toolbox talk) led by the employee in charge to communicate identified hazards, procedures, personal protective equipment (PPE), and precautions before starting work.

Physical Verification: A process where a designated individual performs in-person checks on the well-being of an employee if communication is lost or if the employee fails to check in at the scheduled time.

Readily Available Assistance: Personnel close enough to provide immediate aid in an emergency.

Working Alone: An employee is considered to be working alone when they are performing job duties in an area where assistance is not readily available in the event of an injury, emergency, or health incident. This includes situations where the employee is:

- Out of visual or audible range of other employees.
- Working in remote or isolated areas, indoors or outdoors.
- Performing tasks outside of normal business hours.
- Working in confined spaces or hazardous environments without a direct line of sight to others.

3.0 POLICY

The City requires hazard assessments and job briefings for all work activities. Hazards must be identified, evaluated, and controlled prior to starting work. Employees must not proceed until hazards are communicated and mitigated.

3.1 Requirements

- Supervisors and Management must determine and communicate existing conditions that could affect safety, including electrically related exposures, weather, traffic, confined spaces, fall hazards, or nearby work.
- At least one job briefing is required per shift; additional briefings are required when conditions change, new hazards are discovered, or new workers join the job.
- The depth of the briefing depends on the complexity and risk level of the work.
- Job briefings must cover hazards, work procedures, special precautions, energy-source controls, and PPE.

- Hazard assessments must identify PPE required for eyes, face, head, feet, hands, and other exposures.
- A single employee working alone need not conduct a job briefing but must plan work as if a briefing were required and communicate scheduled check-ins with a co-worker.
- All hazard assessments and job briefings must be documented using **Attachment A – Job Briefing & Hazard Assessment Form** (or a Program Coordinator–approved equivalent) and retained in accordance with **Section 7.0** of this policy.

4.0 RESPONSIBILITIES

- **Management:** Ensure the implementation and enforcement of this safety program.
- **Program Coordinator:** Ensure overall program oversight, conduct periodic review, and verify compliance with OSHA standards.
- **Alternate Coordinators:** Support the Program Coordinator, act in their absence, and ensure responsibilities are fulfilled.
- **Supervisors:** Monitor and support employees who work alone, ensure they are trained, and verify they follow safety procedures and supply necessary equipment as required.
- **Employees:** Adhere to the safety procedures and report any hazards or incidents immediately.

5.0 PROCEDURES

5.1 Risk Assessment

- Conduct a risk assessment for all tasks.
- Identify potential hazards and determine control measures to mitigate these risks.
- Evaluate factors such as the employee's location, nature of the task, and environmental conditions, etc.

5.2 Communication

- Establish an effective communication system for employees working alone and for emergency services.
- Employees must check in with a designated contact person at predetermined intervals, as determined by the risk assessment if working alone; communication devices such as mobile phones, radios, or personal alert systems should be used to maintain contact.
- If effective communication is not practical, physical verification must be performed when employees are working alone. Supervisors will designate personnel for in-person checks at regular intervals.

5.3 Training

- Provide training for employees on this policy, including procedures for communication and emergency response.
- Ensure employees are familiar with the use of all available communication devices and understand the importance of regular check-ins when/if working alone.
- Refresher training will be provided as necessary on a periodic basis and after any policy updates.

5.4 Emergency Response

- Require workers in remote areas to carry emergency communication devices (e.g., handheld radios, satellite phone, GPS locator) to ensure timely emergency response.
- Employees must have access to emergency contact numbers and first aid supplies must be adequately stocked, regularly inspected by designated personnel, and easily accessible at all worksites.
- Establish procedures for responding to emergencies, including scenarios where the worker fails to check in at the scheduled time if working alone.
- If working alone, designated contacts must attempt to contact the worker immediately if a missed check-in occurs. If unsuccessful, initiate an emergency response, including physical verification or contacting emergency services.

5.5 Documentation

- Supervisors or employees in charge must complete **Attachment A – Job Briefing & Hazard Assessment Form** (or a Program Coordinator–approved equivalent) prior to the start of work.
- Forms must include the job/task description, hazards identified, controls, PPE requirements, and names/signatures of all employees participating in the briefing.
- Lone workers may complete a self-briefing using Attachment A prior to starting work.
- Completed forms must be submitted to the Program Coordinator or designated supervisor and retained in accordance with **Section 7.0**.

6.0 CONTRACTOR RESPONSIBILITIES

All contractors performing work on City property or on behalf of the City of Rochelle must comply with this Job Hazard Assessment & Job Briefing Policy, in addition to their own company's safety programs.

6.1 Pre-Job Coordination

- Contractors must provide the City with a copy of their site-specific safety plan, including hazard assessments and PPE requirements, prior to starting work.
- Contractors must promptly inform the City of Rochelle employees, other contractors, or the public, and must coordinate controls to prevent exposure.

6.2 Job Briefings

- The Contractor's designated competent person or employee in charge shall conduct required job briefings in accordance with 29 CFR 1910.269(c) and 29 CFR 1926.952.
- Briefings must address job hazards, work procedures, special precautions, energy-source controls, and PPE.
- Additional briefings are required if significant changes occur (e.g., scope change, new hazards, weather).

6.3 Hazard Communication

- Contractors must participate in joint briefings when working alongside City employees or other contractors to ensure all parties understand existing conditions and hazards.
- Contractors must immediately notify the City if they identify new or unanticipated hazards during work.

6.4 Compliance with PPE and Control Measures

- Contractors must supply and enforce the use of PPE, insulating protective equipment, and other controls required for their tasks.
- PPE requirements established by the City (e.g., hard hats, high-visibility vests, eye protection) are minimum standards and do not relieve contractors from meeting stricter requirements based on their hazard assessments.

6.5 Contractor Working Alone

Contractors with employees working alone must ensure communication and emergency response procedures are in place to respond to workers performing job duties in an area where assistance is not readily available in the event of an injury, emergency, or health incident.

6.6 Documentation

- Contractors shall document hazard assessments and job briefings and make them available to the City upon request.
- Documentation must be maintained for the duration of the project and warranty period the City and make available upon request or as otherwise required.

6.7 Accountability

- Failure to comply with this policy or OSHA regulations may result in suspension of work, removal from the jobsite, or contract termination.

7.0 AUDIT AND DOCUMENTATION

7.1 Hazard Assessment Records

- All hazard assessments must be documented, dated, and signed by the supervisor or employee in charge.
- Documentation must identify the hazards, selected control measures, and PPE requirements.

7.2 Job Briefing Records

- Job briefings must be documented on a standardized form (tailboard/toolbox form or digital equivalent) that includes:
  - Job/task description
  - Hazards identified
  - Work procedures and controls
  - PPE requirements
  - Names/signatures of all employees participating in the briefing

- Records must be retained in accordance with the City of Rochelle's record retention policy.

7.3 Contractor Records

- Contractors must maintain their own hazard assessment and job briefing records, and copies must be made available to the City upon request.

7.4 Audits and Inspections

- Safety audits will be conducted periodically (at least annually) by Management to ensure hazard assessments and job briefings are properly completed.
- Observations should be performed by Supervisors or EHS staff regularly to verify compliance in the field.
- Non-compliance shall be documented and corrective actions assigned.

7.5 Continuous Improvement

- Data from audits and incident investigations will be used to identify trends, improve hazard assessment processes, and update briefing checklists and procedures.

8.0 REVISION LOG

Revision No.	Date	Description of Change	Author/Reviewer
0	3.26.2026	Initial Release	JJA

Attachment A - Job Briefing & Hazard Assessment Form

Location and Description of Job Task:			**Risk Prior**
Department:		**Date Created:**	**Rev. Date:**
Task Performed by:	**Analysis Performed by:**	**Approved by:**	

PPE:	**Required:**	
	Optional:	
Tools or Equipment Required:		
Chemical Exposure:		

Hazards Common to Entire Process

Hazard	Source	Recommended Action or Safe Procedure

Sequence of Basic Job Steps

Step	Description of Job Step	Potential Hazards	Recommended Action or Safe Procedure
1.			
2.			
3.			
4.			
5.			

Ancillary Tasks Associated with the Job/Task (may require separate JHA)

Description of Job Task	Potential Hazards	Recommended Action or Safe Procedure

Job Hazard Analysis Log

Date	Description/Reason for Update	Results/Changes Summary	Initials

Employee in Charge/Supervisor (Print/Sign):		**Date:**	
Employees Participating (Name & Initials):			

Risk Priority Index (RPI) Instructions & Matrix

RPI Instructions: Identify hazard → Score Severity (1–4) → Score Likelihood (1–4) → Base Score (1–16) → Multiply by # Employees → Record RPI → Use RPI range to determine action required.

Step 1 – Hazard Effect/Consequences (Severity Scale)	Step 2 – Assign Likelihood (Probability Scale)
1 = Minor: First aid case; exposure to minor health risk; little to no economic costs incurred. (Estimated < $1,000)	**1 = Unlikely:** The incident has happened in the past (rarely and may occur in exceptional circumstances (<10% likelihood).
2 = Moderate: Medical treatment, lost time injury; reversible impact on health; exposure to major health risk; economic costs are low. (Estimated $1,000 – $15,000)	**2 = Possible:** The incident has happened at some time (infrequently) and will occur under some circumstances (10-30% likelihood).
3 = Major: Loss of quality of life; irreversible health impact; economic costs are moderate. (Estimated $15,000 – $75,000)	**3 = Likely:** The incident has occurred frequently and is expected to occur (30-75% likelihood%).
4 = Catastrophic: Single/Multiple fatalities; health impact is ultimately fatal; economic costs are high (Estimated $100,000+ to $1M+)	**4 = Almost Certain:** The incident occurs with regularity and will continue to occur (>75% likelihood).
Severity Scale (Impact of Harm): *The severity of the failure mode is rated on a scale from 1 to 4. A high severity rating indicates severe risk.*	***Probability Scale (Likelihood of Occurrence):*** *The potential of failure occurrence is rated on a scale from 1 to 4. A high occurrence rating reflects high failure occurrence potential.*

Step 3 – Use the Risk Matrix (Base Score = Severity × Likelihood)

Likelihood		Hazard Effect/Consequences: 1 (Minor)	2 (Moderate)	3 (Major)	4 (Maximal)
		First aid case; exposure to minor health risk; little to no economic costs incurred.	Medical treatment; lost time injury; reversible impact on health; exposure to major health risk; economic costs are low.	Loss of quality of life; irreversible health impact; economic costs are moderate.	Single/Multiple fatalities; health impact is ultimately fatal; economic costs are high.
		Risk Ranking			
4 (Almost Certain)	The incident occurs with regularity and will continue to occur (>75% likelihood)	7 (M)	11 (H)	14 (EX)	16 (EX)
3 (Likely)	The incident has occurred frequently, and is expected to occur (30-75% likelihood)	4 (L)	8 (M)	12 (H)	15 (EX)
2 (Possible)	The incident has happened at some time (infrequently), and will occur under some circumstances (10-30% likelihood)	2 (L)	5 (M)	9 (M)	13 (H)
1 (Unlikely)	The incident has happened in the past (rarely), and may occur in exceptional circumstances (<10% likelihood)	1 (L)	3 (L)	6 (M)	10 (H)

Step 4 – Adjust for Exposure (Final RPI)

Multiply the **Base Score** by the number of employees exposed:

Final RPI	=	(Severity	x	Likelihood)	x	Employees Exposed:	

Transfer to Reverse Side of Form

Step 5 – Interpret the Final RPI

1–5	**Low:** Acceptable with routine controls. Continue monitoring.
6–15	**Medium:** Implement additional controls where practical. Monitor closely.
16–30	**High:** Job must not proceed until controls are in place.
31+	**Critical**: Stop work. Hazard must be evaluated and determination for elimination or controls determined prior to proceeding.

Contractor Safety Handbook

City of Rochelle - Safety Compliance Program	
Program Name	Contractor Safety Handbook
Date Created	February 28, 2020
Date Reviewed	February 13, 2026

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Attachment 1 – Contractor Agreement

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OVERVIEW

This handbook serves as the minimum requirement of safety standards while performing work for the City of Rochelle. It may be necessary to seek additional guidance on Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) compliance requirements.

Before starting work for the City, it is expected that all contractors have been properly trained to correctly use tools, equipment, and personal protective equipment (PPE). Any employee that hires sub-contractors is responsible for training the sub-contractors and providing them with a copy of the Contractor Safety Handbook.

This handbook should be issued to each contractor before beginning work for the City of Rochelle, Illinois.

A City of Rochelle Department Designee will conduct briefings to contractors on behalf of the City. Contractors will sign a Contractor Safety Declaration, found on the last page of this handbook, and safety briefings will be conducted every 12 months after the initial on-site briefing.

Any questions you have may be directed to the City of Rochelle Safety Coordinator or a member of City of Rochelle management.

This applies to all companies or individuals who perform work for the City of Rochelle through a contract, sub-contract, purchase order, or other directive.

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HOUSEKEEPING

Good housekeeping plays a key role in preventing accidents and fires. Good housekeeping is emphasized as a vital safety measure.

- Keep everything in its proper place - store materials and equipment in a safe and orderly manner.
- Put trash, scrap materials, and other waste in the proper containers and dispose at the end of each day.
- Clean up tools and work areas as your job progresses - do not wait until the end of the workday.
- Keep the floor of the work area clear of tools, cords, and scrap materials.
- Ensure worktables are occupied only by work at hand and tools required for work being done.
- All work areas are to be left in an orderly and clean condition at the end of each workday.
- Keep cords and hoses at least seven (7) feet overhead over walkways and work areas or lay them flat outside of walkways. Do not run electrical cords through doorways or over any surface that could cause damage.
- Maintain clear access to all work areas. Do not block fire extinguishers, exits, emergency equipment, electrical boxes or panels, or other safety/fire equipment.

EMERGENCY AND DISASTER RESPONSE PLANS

- Contractors shall report any emergency situations to the City of Rochelle Department Designee directing the work or other person specifically designated by City of Rochelle management.
- Contractors are required to respond to building evacuations, tornado warnings, or other emergency situations and drills.
- Contractors should take note of the closest exits, and where severe weather shelters are located.
- Emergency exits and fire extinguishers are clearly marked.
- An emergency action plan will be kept in writing and is available for review when requested.

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

Eyes

- Each contractor should know the location of the nearest eye wash/safety shower station in their area before starting work where eye and skin hazards are present.
- Contractors are required to wear approved ANSI Z87.1 safety glasses with rigid side shields when there is a risk of flying objects. Additional eye/face protection, such as tight-fitting goggles or face shields, will be required when performing certain tasks (e.g.: welding, burning, grinding, chipping, sawing, drilling, handling chemicals or corrosive liquids, and pouring concrete or molten materials).

Hearing

- The Contractor shall notify the City of Rochelle Department Designee prior to using equipment that may expose themselves or other City of Rochelle employees to noise levels of 85 decibels or greater.

Foot Protection

- Contractors are required to wear approved safety footwear.
- Rubber boots with safety toe protection are required on jobs subject to chemically hazardous conditions.
- Metatarsal protection should be worn when using equipment which has the potential for foot injury above the toes.

Face Protection

- When required, because of skin hazard and the potential for splash or spray, face shields are to be worn over safety glasses or goggles when, including, but not limited to:
    - Chemical handling
    - Grinding
    - Chipping
    - Welding

Note: Face shields do not protect your eyes from the side. Safety glasses with side shields must be worn with a face shield.

Skin Protection

- If the possibility of skin contact with chemicals exists, PPE specified in Safety Data Sheets (SDS) shall be worn. SDS are kept in a binder located in a conspicuous area at each City facility.

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Hand Protection

- Suitable gloves shall be worn for work requiring their use (i.e. welding, grinding, handling chemicals, etc.) unless the job cannot be done with gloves or wearing gloves increases the hazard.

Clothing

- Proper clothing is required while working for the City. Loose clothing may not be worn around moving machinery, including hand tools.
- Working around chemicals will require appropriate clothing and PPE as identified in the SDS. Specific clothing requirements should be determined before starting the job.

Respirator Protection

- Respirators should be chosen based on the respiratory hazard(s) the worker will encounter.
- Respirators must be inspected regularly and stored in a dust-free container.
- Workers required to wear a respirator must have a physician's approval and be fit-tested.
- Workers must be clean shaven in the facial area to obtain an acceptable seal.
- Contractors must keep records of qualified users.
- All workers exposed to concentrations of airborne contaminants at levels above the OSHA permissible exposure limits (PEL) must use appropriate respiratory protection.
- All workers exposed to silica must wear appropriate respiratory protection if engineering control methods are not in place.

HAZARD COMMUNICATION/RIGHT TO KNOW

The Hazard Communication standard requires that employers notify contractors of any hazards or potentially hazardous materials which he/she may be exposed to while performing their work.

During the Job Briefing, the City of Rochelle will provide information on the chemical hazards and associated SDSs used on the worksite. The City of Rochelle Department Designee will also provide SDSs that are pertinent to the department the contracted employee(s) will be working in. The initial Job Briefing should also cover:

- Notification of the locations of the hazardous chemicals.
- A description of the facility's labeling and hazard rating system. All containers that hold hazardous chemicals must be labeled under the Globally Harmonized System.
- Applicable chemical safety information.

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ENVIRONMENTAL PROTECTION

- Tanks, drums, or other containers of flammable solvents, fuels, or other chemicals must be properly stored to prevent spills. Pressurized gas cylinders must be properly stored by chaining or strapping the cylinders in place to prevent tipping.
- Hazardous chemicals must be used and stored away from open floor drains. Secondary containment must be provided if there is a possibility of spilled material reaching a sewer inlet or the ground.
- No chemicals are allowed on site that are not included in the EPA's Toxic Substance Control Act (TSCA) List (chemicals approved for use in the U.S.).
- All on-site chemical waste must have complete and proper labels in accordance with governmental requirements and be stored in closed containers. Disposal of these wastes must be arranged through the department contracting the work.
- Only empty containers as defined by EPA may be disposed of with ordinary refuse from contractor activities. Placing chemical containers into City of Rochelle trash containers is prohibited without prior approval. Hazardous materials must be handled responsibly and shall NOT be dumped into any sewer system or otherwise released to the environment intentionally.
- To ensure protection of the environment and the prevention of pollution, only properly trained and directed personnel are permitted to work on a system which may pose a risk of environmental release.
- All chemical and wastewater must be managed as directed by the City's Department Designee.
- If a spill occurs, locate your supervisor and notify them immediately.

PERMITS

Certain types of work are not to be started until approval is given in the form of a signed permit. A written, properly authorized permit listed below may be required before you begin any activities in any production or operating area of City facilities. Contractors are responsible for permitting and do not use the City's permits.

- *Line Breaking Permit* - required before breaking screwed, flanged, welded, or other type joints on pipelines or vessels containing hazardous materials, breaking into (disconnecting, drilling, sawing, etc.) non-hazardous materials under pressure, or clearing blockages in piping systems.
- *Confined Space Entry Permit* - required before entering tanks, boilers, vessels, manholes, or similar confined spaces. During the briefing, any hazards or circumstances related to the specific confined space should be discussed.
- *Lockout/Tagout Permit* - required for the service and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment or release of stored energy could cause injury to workers. Contractors should request Lockout/Tagout Procedures from the City.

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- *Hot Work Permit* - required before any flame or spark producing activity can begin in any production, operating, or some construction areas of facilities. This includes, but is not limited to:
    - Welding work.
    - Cutting/burning of pipelines, vessels, equipment, etc., that may have contained any hazardous material.
    - Grinding.
    - Any hot work on carbon steel pipelines, vessels, equipment, etc., that may have contained sulfuric acid will not be permitted without extensive review by City management due to the possible generation of hydrogen gas.
- *Live Electrical Permit* – required before any live electrical work can begin on any City property.

LICENSES AND CERTIFICATIONS

Certain types of work require a license or certification. Examples include hazardous waste hauler, pesticide applicator and Heating, Ventilation, and Air Conditioning (HVAC) technician certification. The contractor shall provide a copy of valid license or certification to the City of Rochelle where required by governmental regulations prior to beginning work and annually thereafter (or at such shorter intervals as may be required pursuant to the applicable licensing or certification program).

FLOOR OPENINGS/HAZARDOUS WARNING SYSTEMS

All floor openings/penetrations (i.e. holes > 1”) must be properly covered or guarded. Barricades and signs must be posted when working in or around the following:

- All Mobile Elevating Work Platforms (MEWPs) and the immediate working area; 15 feet in all directions.
- In ceilings, pipe bridges, etc.
- Removing roofing panels, walls, etc.
- Swing radius of cranes/hoists and the area where the crane/hoist will be made and moved to.
- Any open excavation including trenches.

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SIGNS

Caution signs will only be used to identify hazards. These might include signs for noise, open holes or trenches, flammable materials, hard hats and other PPE, or electrical hazards, among others. Proper signs must be posted in prominent locations to inform City of Rochelle contractors of possible danger and to remind all employees and contractors of the hazards of their workplace.

BARRICADES

- Work areas must be barricaded to prevent the entrance of curious passers-by and to prevent people from taking short cuts through work areas.
- Types of barricades:
    - Warning barricades - Call attention to hazard but offer no physical protection.
    - Examples: Yellow tape.
    - Protective barricades - Warn and provide physical protection and shall withstand 200 lbs. of force in any direction with minimal deflection (3"). Examples: wood post and rail, cable and wood post and chain.

LADDERS AND SCAFFOLDS

- City of Rochelle equipment such as ladders and scaffolding shall not be used by Contractors.

FALL PROTECTION

- Fall protection is required for all work above four (4') feet where there is a possibility of a fall.
- Full body safety harnesses must be arranged so the “D”-ring is in the rear.
- According to §1910.66, the attachment point of the body belt shall be located in the center of the wearer's back. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.
- Safety belts are not to be used for support or as a lineman’s belt.
- Lanyards must be secured to an anchorage point overhead that can support 5,000 lbs. per person connected using as short a line as possible, not to exceed five (5') feet.
- All fall protection equipment shall be inspected by the user prior to each use.
- Lanyards may not be tied off to any pipe/conduit.
- Safety harnesses shall be worn and tied off when performing work on the following:
    - When working on unguarded rooftops (within 6 feet of roof edge).

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Date Reviewed	February 13, 2026

- When working on unguarded interior roofs (within 6 feet of roof edge).
- Sloped roofs.
- When working on catwalks without rails.
- All scaffolding six (6') feet above the supporting work surface which does not have rails.
- An aerial lift.

- A guard rail and toe board is required around every elevated open-sided platform, floor, or runway.

TOOLS - HAND AND POWER

- Contractors shall not operate any tools owned by the City of Rochelle.

Hand Tools

- Contractors shall not use City-owned hand tools.

Power Tools

- Contractors shall not use City-owned power tools.

MOBILE EQUIPMENT

- Contractors shall not operate City-owned mobile equipment.

MATERIAL HANDLING EQUIPMENT (Forklifts)

- Contractors shall not operate City-owned forklifts.

MATERIAL HANDLING/STABILITY CONTROL

Proper material handling and stability control ensures that personnel, material, and equipment are safe from unexpected movement such as falling, slipping, rolling, tripping, or any other uncontrolled motion.

- Clean up ragged metal edges.
- Pull all protruding nails and wires or bend them flush.
- Check all material and equipment to prevent rolling.
- Tie down all light, large-surface-area material that might be moved by the wind.

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- Put absorbent on all grease and oil spills immediately and clean them up. If significant, notify facility personnel of spills.
- Salt or sand icy walk areas immediately.
- Use proper lifting techniques when moving material by hand.
- Know the weight of the object to be handled.
- Protect the area around and below you.

PERSONNEL LIFTING EQUIPMENT

- No contractor should operate City-owned personnel lifts.

CARS, PICKUPS, AND TRUCKS

Contractors shall not operate City-owned vehicles.

You must have a valid driver's license to operate any vehicles on City property. You must obey the following rules while on City of Rochelle property:

- Wear your seat belt.
- Obey speed limits and stop signs.
- Motors must be shut off when refueling or when vehicle is out of sight.
- No more than three (3) people on a front bench seat, two (2) people if bucket seats.
- Mount and dismount the vehicle only when it is stopped.
- Keep arms, feet, and bodies inside the vehicle.
- Look to your rear and sound your horn before backing up.
- Inspect the vehicle each day before use.
- Riding in the rear of a truck is prohibited.

CHAIN FALLS AND HOISTS

- Contractors shall not use City-owned equipment for lifting.
- Inspect hoists daily (operations).
- A chain hoist must be used within its rated capacity marked on the equipment. If there is no legible capacity rating, do not use, and tag for removal from service.
- Do not leave an unsecured and unattended load hanging on a hoist or chain fall.
- Do not stand or have any part of the body below a load suspended on a chain hoist.
- Do not wrap the load chain around the load to be lifted.
- Use of "cheater bars" is strictly prohibited.
- Use a shackle to connect straps to a hook.

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FIRE PROTECTION AND PREVENTION

- Proper notification must be given to the City of Rochelle before any fire protection systems are disturbed, disabled, or bypassed.
- Contractors shall use City of Rochelle fire extinguishers. Any time a fire extinguisher is used, it must be reported to the City's Department Designee.
- Be sure to locate the nearest fire extinguishers in your work area before starting work.
- All fire hydrants, fire extinguishers, fire blankets, etc., shall be clearly marked and not obstructed.
- Combustible materials shall be kept away from steam lines, coating lines, radiators, heaters, hot process, service lines, and evacuation routes.
- For any job requiring hot work or open flame or welding, a fire extinguisher must be within 20 feet of where the work is taking place.
- Any fire extinguishers brought on site by a contractor shall be inspected monthly and annually.
- Portable power equipment must ***not*** be refueled while running or when hot. Attach the ground wire before refueling.
- Store flammables in properly labeled, metal type containers and in designated areas.
- Fire blankets must be used to protect equipment, control panels, instrumentation, etc., when welding, cutting, burning, or grinding overhead.
- Flammable liquids or gases must be stored in a fire-rated area/cabinet. Flammable liquids must be stored, transported, and dispensed in FM or UL approved safety cans with self-closing lids and flame arresters. Any transfer of flammable liquids must be done between metal containers that are both bonded together and grounded to eliminate the danger of ignition due to static discharge.

WELDING AND BURNING

General

- Contractors shall not operate City-owned equipment or tools.
- Before beginning any flame or spark producing operations in a facility, check with the City's Department Designee about hot work permits which may be required. Follow the requirements on the permit. Contractors are responsible for permitting their own workspaces.
- Keep welding leads and burning hoses clear of passageways.
- Each welder is responsible for containing sparks and slag and/or removing combustibles to prevent fires. The welder is also responsible for making sure a fire watch lasts at least 30 minutes and a good fire extinguisher is present for the duration of the operation.
- Provide adequate screens to protect from vision of public.
- The burning of trash or material is prohibited.

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Welding – Electric

- All work must have separate and adequate ground.
- Welding rods are not to be left in the electrode holder when not in use. Stub ends are to be put in proper containers - not on the floor.
- All weld arcs shall be shielded.
- All welding machines are to be shut off when not in use.
- An approved welding shield must be worn. Use no less than a No.10 filter plate with safety plate on both sides of the filter plate.
- Powered welding machines should only be operated in a well-ventilated area and will be diesel-fueled only, unless otherwise approved by the City.

Burning – Gas

- The operation of oxygen and fuel gas burning equipment shall only be done by trained and experienced personnel.
- Do not exceed 15 P.S.I. on the torch side of the gauge when using acetylene.
- Only an approved spark lighter should be used to light a burning torch. Do not use matches, cigarettes, lighters, or hot work.
- Always clean burning tips with the proper type of cleaner.
- All burning rigs must be broken down at the end of the shift with regulators removed and caps screwed down hand tight.
- Approved burning goggles must be worn and No. 4 lenses or darker must be used.
- Keep oil and grease away from oxygen regulators, hoses, and fittings. Do not store wrenches, dies, cutters, or other grease-covered tools in the same compartment with oxygen equipment.
- Compressed gas bottles shall be kept in bottle carts or secured in an upright position. They must be transported and stored in a secured, upright position with protective caps in place.
- Oxygen and acetylene compressed gas bottles should not be stored together. They must be stored a minimum of 20 feet apart or have a 5-foot high, 30-minute rated fireproof wall between the two (2) canisters.
- All gauges, hoses, and torches should be inspected on a regular basis. A backflow preventer is required on all regulators.
- When in use, place cylinders and hoses where they are not exposed to sparks and slag from the burning operation.
- Any hot work on carbon steel pipelines, vessels, equipment, etc., that may have contained sulfuric acid will not be permitted.
- Handle cylinders with care and prevent accidental tip-over by securing with straps or chain.
- Lift to upper levels with approved carts only.
- Do not strike an arc on cylinders.
- Do not use cylinders as rollers.
- Do not lift with slings or pick up by the protective cap.

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Protective Clothing

- Only cotton, woolen, leather, or special fire-retardant synthetic clothing should be worn when burning or welding. Synthetics are very flammable, and cause more serious burns when exposed to flames and high temperatures.

ACCIDENT/INCIDENT INVESTIGATION

- The Contractor's Supervisor shall be contacted immediately after any injury, equipment or property damage, environmental occurrence, or near-miss incidents. Contractors should make the City's Department Designee and Safety Coordinator aware of the incident.
- An Incident Investigation Report shall be completed by the Supervisor and contracted employee immediately upon knowledge of the incident. All sections of the report are to be completed, signed, and dated. Return copy to the City's Department Designee and Safety Coordinator.

LOCK OUT TAG OUT AND ELECTRICAL SAFETY

- Contractors working on machines or equipment shall be required to comply with the OSHA Lockout Tagout Regulation.
- Contractors performing any type of work requiring a "Lockout" must work under the City of Rochelle lockout and tag system. Each employee is expected to apply his/her own personal lock to a lockout job.
- Do not apply a lock or tag unless training has been completed and can be verified.
- Energy sources that require lockout or tagout include, but are not limited to, electrical, chemical, thermal, hydraulic, pneumatic, gravitation, or mechanical. Care should be taken to ensure that ALL sources of energy that could pose a hazard are blocked, locked, and tagged.
- All portable electrical extension cords must be grounded. All connections to City power at 120 volts must be made through GFCI.
- All third prongs must be intact (if applicable).
- Portable electrical extension cords must be positioned so they are not a trip hazard.
- Electricians or contractors working around electrical equipment are not permitted to use metal ladders or any other ladder that may conduct electricity.
- Temporary wiring must be properly insulated and substantially supported as per the requirements of 29 CFR 1926.401 of the OSHA standards.
- High voltage or hot work may only be done by qualified, licensed electricians.
- Proper PPE while working on electrical equipment is required.

ATTACHMENT 1

Contractor Agreement

CONCTRACTOR SAFETY DECLARATION

As a duly authorized and designated representative and agent of _____ ("Contractor"), I hereby certify and agree for myself and for and on behalf of Contractor that:

1. I have been advised and instructed by the City of Rochelle concerning working conditions including hazards, if any, involved in the job and/or job location in which Contractor and Contractor's agents, employees or representatives will be working or be present;
2. I acknowledge I have received my copy of the City of Rochelle Contractor Safety Handbook and an orientation on its contents. I have read and will at all times abide by, and will cause all of Contractor's agents, employees or representatives to read and abide by, all rules and regulations in the handbook and any additional rules and regulations of the job. I understand that working safely, complying with and obeying any and all City of Rochelle safety rules, regulations or standards is a condition of Contractor's engagement by City of Rochelle.
3. I agree to comply with any and all safety audits performed by City of Rochelle and will comply with all corrective action plans.
4. I have instructed or will immediately instruct all such agents, employees and representatives of Contractor with respect to such conditions and/or hazards and the proper safety precautions to be observed in regard thereto.
5. All necessary, adequate and operative protective clothing and equipment have been or will be immediately issued to all such agents, employees and representatives, with the understanding training on use is complete through the Contractor's agent;

Date: _____

_____

Name of Contractor's Representative (Please print)

_____

Signature of Contractor's Representative

Accepted: _____

Name of City of Rochelle Representative and Department (Please print)

(Return signed form to Department Head/Superintendent, who will provide a copy to the City's Safety Coordinator

THE CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION
NO.

A RESOLUTION ADOPTING THE AMENDED CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM

JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk

TOM McDERMOTT
BIL HAYES
KATE SHAW-DICKEY
DAN McDERMOTT
ROSAELIA ARTEAGA
BEN VALDIVIESO
City Council

Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle
Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. – City Attorneys
2441 Warrenville Road, Suite 310, Lisle, Illinois 60532

CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION NO.
Date Passed:

A RESOLUTION ADOPTING THE AMENDED CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM

WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle, Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to "pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities." 65 ILCS 5/1-2-1; and

WHEREAS, while "non-home rule municipalities have the authority to enact ordinances, such ordinances may in no event conflict with state law or prohibit what a state statute expressly permits . . . A local ordinance may impose more rigorous or definite regulations in addition to those enacted by the state legislature so long as they do not conflict with the statute." (*Village of Wauconda v. Hutton,* 291 Ill. App. 3d 1058, 1060 (1997)); and

WHEREAS, the City of Rochelle adopted a comprehensive Safety Compliance Program in 2020 to establish a unified framework for employee safety and regulatory compliance across all City departments; and

WHEREAS, the City's Safety Compliance Program outlines the City's overall safety strategy, while department-specific safety manuals and Standard Operating Procedures/Standard Operating Guidelines (SOPs/SOGs) provide detailed guidance tailored to individual job tasks and operational needs; and

WHEREAS, federal and state workplace safety regulations, as well as industries' best practices, continue to evolve, requiring periodic review and updating of safety programs to ensure ongoing regulatory compliance and the incorporation of new, safer techniques and technologies; and

WHEREAS, the City of Rochelle collaborated with Fehr Graham for a thorough review, revision, and expansion of the City's existing safety programs in order to address regulatory updates, and identify program deficiencies and emerging workplace hazards; and

WHEREAS, these written safety programs collectively provide a comprehensive roadmap for a safe and healthy workplace by shifting the City's safety culture from a reactive approach to a proactive, prevention-focused strategy; and

WHEREAS, a copy of the proposed amended City of Rochelle Safety Compliance Program is attached herein as Exhibit A; and

WHEREAS, upon adoption by the City Council, the amended Safety Compliance Program and associated safety programs will be made available to City employees through the Employee Self-Service (ESS) platform and through the Human Resources Department to ensure accessibility, transparency, and consistent implementation across all departments.

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interests of the City and its residents to adopt the amended Safety Compliance Program.

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Rochelle, Ogle County, Illinois, as follows:

SECTION ONE: The foregoing recitals shall be, and are hereby, incorporated into and made a part of this Resolution as if fully set forth in this Section One.

SECTION TWO: That the Mayor and City Council of the City of Rochelle hereby adopt the amended City of Rochelle Safety Compliance Program as attached herein as Exhibit A.

SECTION THREE: If any provision of this Resolution or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Resolution is severable.

SECTION FOUR: Where the conditions imposed by any provisions of this Resolution are more restrictive than comparable provisions imposed by Resolution in any other local law, ordinance, resolution, rule or regulation, the regulations of this Resolution will govern.

SECTION FIVE: The City Clerk shall publish this Resolution in pamphlet form.

SECTION SIX: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED THIS 27th day of April 2026.

AYES:

NAYS:

ABSENT

ATTEST:

_____ _____

City Clerk Mayor

STATE OF ILLINOIS)
) SS.
COUNTY OF OGLE)

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. _____, “A RESOLUTION ADOPTING THE AMENDED CITY OF ROCHELLE SAFETY COMPLIANCE PROGRAM,” which was adopted by the Mayor and City Council of the City of Rochelle on April 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of April 2026.

_____
CITY CLERK

File Attachments for Item:

6. A Resolution Authorizing an Engineering Services Agreement with Willett Hofmann & Associates, Inc. for the Parking Lot at the corner of North Main Street and 5th Avenue

ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING 7/14/2025

SUBJECT: Engineering Services Agreement (ESA) for Construction Engineering services for the project known as City of Rochelle Municipal Parking lot, located on the northeast corner of North Main Street and West 5th Avenue, including Parcels #24-24-337-00 (503 N. Main St.), 24-24-337-007 (313 W. 5th Ave.), and 24-24-337-008.

Staff Contact: Geoff Starr, Building Official

Summary:

On June 26, 2023, the City Council authorized entering into a professional services agreement with Willett Hofmann & Associates, Inc. in connection with the Rebuild Illinois Downtowns and Main Streets Capital Grant project, as outlined in the staff memo dated June 26, 2023. That grant-funded project included downtown parking lot improvements, construction of a new parking lot, and the construction of a new public restroom facility. Council subsequently approved Resolution R23-083 authorizing Willett Hofmann & Associates, Inc. to provide the related professional services for that overall project.

The current engineering proposal from Willett Hofmann & Associates, Inc., dated March 25, 2026, is for final engineering, bidding assistance, construction engineering, and staking services for the new Municipal parking lot at the northeast quadrant of 5th Avenue and Main Street, with a total fee not to exceed $36,700.00. Because this work is a continuation and implementation of the same grant-related parking lot improvements previously initiated by Council action, it is reasonable and in the City's best interest to waive competitive bidding and approve the attached engineering agreement. Doing so promotes continuity of design, familiarity with the project background, and efficiency in moving the project forward within the established scope and schedule.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:
Downtown & Southern Gateway TIF		$36,700.00

Strategic Plan Goal Application: infrastructure effectiveness and improvement short term complex

Recommendation:

- Authorize the City Manager to execute the attached professional services agreement with Willett Hofmann & Associates, Inc. for engineering services related to the new municipal parking lot project, in an amount not to exceed $36,700.00. This is in the City's best interest because the work is a continuation of the grant-related project previously authorized by Council on June 26, 2023, and will promote continuity and efficiency in project delivery.

THE CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION
NO. _____

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WILLETT, HOFMANN & ASSOCIATES, INC. FOR THE MUNICIPAL PARKING LOT LOCATED AT THE NORTHEAST CORNER OF NORTH MAIN STREET AND WEST 5TH AVENUE

JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk

TOM McDERMOTT
BIL HAYES
KATE SHAW-DICKEY
DAN McDERMOTT
ROSAELIA ARTEAGA
BEN VALDIVIESO

City Council

Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle
Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. – City Attorneys
2441 Warrenville Road, Suite 310, Lisle, Illinois 60532

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WILLETT, HOFMANN & ASSOCIATES, INC. FOR THE MUNICIPAL PARKING LOT LOCATED AT THE NORTHEAST CORNER OF NORTH MAIN STREET AND WEST 5TH AVENUE

RESOLUTION NO. _____

WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle ("City"), Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to "pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities." 65 ILCS 5/1-2-1; and

WHEREAS, back in 2023 the City of Rochelle retained Willett Hofmann & Associates, Inc. in connection with the Rebuild Illinois Downtowns and Main Streets Capital Grant project; and

WHEREAS, that grant-funded project included downtown parking lot improvements, construction of a new parking lot, and the construction of a new public restroom facility; and

WHEREAS, following the commencement of the grant-funded project, the City purchased a downtown property adjacent to the Fire Department to construct a new parking lot and support continued downtown revitalization; and

WHEREAS, the City is again seeking the professional services of Willett Hofman for final engineering, bidding assistance, construction engineering, and staking services for the new municipal parking lot; and

WHEREAS, Willett, Hofmann & Associates, Inc., possesses the necessary engineering expertise to design and prepare plans, specifications, and related documents for this project; and

WHEREAS, Willett, Hofmann & Associates, Inc., has provided a proposal and professional services agreement for this project in the amount of $36,700, a copy of which is attached herein as Exhibit A; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interests of the City and its residents to approve the proposal

and professional services agreement with Willett, Hofmann & Associates, Inc. for the municipal parking lot.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROCHELLE, ILLINOIS as follows:

SECTION ONE: The foregoing Recitals are not mere preparatory language, but are hereby incorporated in this Section 1 as if said Recitals were fully set forth.

SECTION TWO: The proposal and professional services agreement related to the Municipal parking lot located at the northeast corner of north Main Street and west 5th Avenue project, attached herein as Exhibit A, is hereby approved. The City Manager or his designee is hereby authorized to execute said agreement.

SECTION THREE: If any provision of this Resolution or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Resolution is severable.

SECTION FOUR: Where the conditions imposed by any provisions of this Resolution are more restrictive than comparable provisions imposed elsewhere in any other local law, ordinance, resolution, rule or regulation, the regulations of this Resolution will govern.

SECTION FIVE: The City Clerk shall publish this Resolution in pamphlet form.

SECTION SIX: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED THIS 27th day of April, 2026.

AYES:

NAYS:

ABSENT:

APPROVED THIS 27th day of April, 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

Exhibit A

WILLETT HOFMANN
& ASSOCIATES INC
ENGINEERING ARCHITECTURE LAND SURVEYING

March 25, 2026

Mr. Geoff Starr, Building Official
City of Rochelle
420 North 6th St.
Rochelle, Illinois 61068

Re: Fire Station New Parking Lot
Engineering Proposal

Dear Dave:

In response to your request, Willett, Hofmann & Associates, Inc., is pleased to submit the following proposal for Professional Services for your review and consideration. The scope of services described herein is based on our present understanding of the needs of the Project.

PROJECT UNDERSTANDING:

- The City is requesting final engineering Plans and Specifications for the construction of a new parking lot on the NE quadrant of 5th Avenue and Main Street

PROJECT SCOPE

The project scope of work includes the following key components:

- Construct a new parking lot at the NE corner of 5th Avenue and Main Street.
- Parking lot is to accommodate a small detention area utilizing parking lot to retain as much storm water as possible with no more than 7" maximum storm water depth.
- Reconstruct the street sidewalks in that quadrant adjacent to the new lot.
- Project bid advertisement, bid opening, review and recommendation are for construction in 2026.
- Provide construction contracts, Phase III engineering, and construction staking for construction activities.

SCOPE OF PROFESSIONAL SERVICES:

- Willett, Hofmann & Associates, Inc. proposes to provide the Professional Services as outlined on the attached Exhibit 1 – Scope of Professional Services.

FEE FOR PROFESSIONAL SERVICES:

- Willett, Hofmann & Associates, Inc. (WHA) proposes to provide the Professional Services detailed on the Attached Exhibit 1 – Scope of Professional Service for fee not to exceed $36,700.00 as summarized in the table below. The billing type for each phase is listed in the table.

Fee Schedule

Phase	Hours	Fee	Billing Type
Design Engineering	140	$22,250	Hourly
Construction Engineering	144	$14,450	Hourly
Total Engineering Fee		$36,700	

SCHEDULE OF WORK TO BE DONE:

- Complete the Design Phase services by April 2026.
- Construction would begin in June 2026 if the project is out for bid in April 2026

DELIVERABLES:

- Provide the City with three (3) copies and a pdf of the construction drawings and specifications.
- Provide the City with a bid summary and recommendations for contract award.
- Provide the City with construction documentation and observation files.

TERMS & CONDITIONS:

- The attached Terms and Conditions are made a part of this Agreement. Additional Services requested above and beyond those described herein shall be provided and performed as outlined on the attached Terms and Conditions.

This proposal is valid for thirty (30) calendar days from the date of this proposal.

The proposed **scope of services** described above are negotiable, however, if the proposed services and terms meet with your approval, please sign this letter of agreement, and return one copy to our office.

PROPOSAL ACCEPTED:

I hereby authorize this work to proceed as outlined above and have read and accept the attached Terms and Conditions.

By_____

Name/Title Geoff Starr, Building Official

Date_____

Thank you for your interest in Willett, Hofmann & Associates, Inc. and for this opportunity to be of service. We look forward to working with you on this project. If you have any questions, please do not hesitate to call.

Sincerely,

WILLETT, HOFMANN & ASSOCIATES, INC.

BY _____
Geoff Smith, P.E.

GS:lj
Encl.
cc: file

EXHIBIT 1 - SCOPE OF PROFESSIONAL SERVICES

PROJECT: City of Rochelle
Fire Station New Parking Lot
Engineering Proposal

DATE: March 25, 2026

SCOPE OF PROFESSIONAL SERVICES:

Willett, Hofmann & Associates, Inc. proposes to provide the following engineering services:

Design Phase

1. Prepare construction drawings that will include a cover sheet, parking lot grading and improvements sheets, sidewalk improvement, schedule of quantities sheets, and standard construction detail sheets.
2. Prepare a Project Manual which will include the bidding and contract documents, general conditions, and technical specifications.

Construction Phase

1. Advertise the project for bids in the local daily newspaper on behalf of the City. The City will pay the bid advertisement cost.
2. Answer contractor questions during bidding and prepare any addenda, if necessary.
3. Conduct public bid opening.
4. Prepare a bid summary and award letter.
5. Prepare the contract documents for execution by the Contractor
6. Conduct a pre-construction meeting with the City, Contractor and WHA.
7. Construction staking.
8. Shop drawing review of material and equipment supplied for the project.
9. Provide part-time construction observation (Approximately 130 hours).
10. Prepare monthly pay requests for submittal to the City.
11. Prepare Record construction drawings.

TERMS AND CONDITIONS – CITY OF ROCHELLE

Standard of Care: Services provided by Willett, Hofmann & Associates, Inc., hereinafter referred to as "WHA", under this Agreement will be performed in a manner consistent with the human degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Additional Services: When Additional Services beyond the defined scope are requested, an amendment will be prepared for approval by the Client prior to commencing work. Additional Services shall be performed on a time and material basis at Standard Hourly Rates in effect at the time the services are performed, or for a negotiated fee.

Billing / Payment: The Client agrees to pay for all services performed and all costs incurred by WHA. Invoices for services shall be submitted either upon completion of such services or on a monthly or otherwise regular or logical basis. Invoices shall be due and payable within 30 days of invoice date. Client shall notify WHA of any objections to the invoice within five (5) working days of receipt. Payment of any invoice indicates Client's acceptance of this Agreement and satisfaction with the services provided. Payment of invoices is in no case subject to unilateral discounting, back charges, or set offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge on the unpaid balance. In the event that any portion of an account remains unpaid after 120 days after the invoice date, WHA may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees.

Termination, Suspension or Abandonment: In the event of termination, suspension or abandonment of the project, WHA shall be equitably compensated for services performed. Either the Client or WHA may terminate this Agreement after giving no less than seven (7) days' written notice if the other party substantially fails to perform in accordance with the terms of the Agreement.

Indemnification: WHA agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused by WHA's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom WHA is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless WHA, its officers, directors, employees and subconsultants (collectively, WHA) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor WHA shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

Certification, Guarantees and Warranties: WHA shall not be required to execute any document that would result in certifying, guaranteeing or warrantying the existence of any conditions.

Dispute Resolution: Any claims or disputes between the Client and WHA arising out of the services provided by WHA or out of this Agreement shall be submitted to non-binding mediation. The Client and WHA agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method of dispute resolution among all parties. The laws of the State of Illinois will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

December 2017

TERMS AND CONDITIONS – CITY OF ROCHELLE

Construction Means and Methods: WHA shall not be responsible for, nor have control over or charge of, construction means, methods, sequence, techniques, or procedures, or for any health or safety precautions required by any regulatory agencies in connection with the project.

Construction Observation: When WHA does not provide construction observation services, it is agreed that the professional services of WHA do not extend to or include the review or site observation of the Contractor's work, performance, or pay request approval. In this situation, during construction, the Client assumes the role of the design professional and will hold harmless WHA for the failure of the Contractor's work to conform to the design intent and the contract documents.

Adjustments, Changes or Additions: It is understood that adjustments, changes, or additions may be necessary during construction. The Client will maintain a contingency fund until construction is completed to pay for field changes, adjustments, or increased scope items. If WHA is performing Construction Observation, all change order amounts requested by Contractors constructing WHA designed items shall be submitted to WHA for review prior to being approved by contract holder. WHA will not approve amounts requested that are above a normal bid amount for the work involved. In no case will costs be assessed to WHA at the discretion of the Contractor, the Client, or the Owner without prior agreement and approval of WHA. WHA shall not be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

Project Signs: Project signs displayed at the construction site shall include "Willett, Hofmann & Associates, Inc." as the design professional for the applicable discipline. Articles for publication regarding this project shall acknowledge Willett, Hofmann & Associates, Inc. as the design professional for the applicable discipline.

Electronic Files: The Client hereby grants permission for WHA to use information and data provided by the Client, including electronic background information produced or provided by the Client in the completion of the project. The Client also grants permission to WHA to release WHA's documents (including their backgrounds) electronically to consultants, contractors, and vendors as required in the execution of the project. Before release, WHA will require an executed waiver of liability for the use of any electronic documents and may charge a fee for this information.

Use of Documents: Documents prepared by WHA are instruments of service for use solely with respect to the project. WHA shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall not reuse or permit the reuse of WHA's documents except by mutual agreement in writing.

Assignment: Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WHA as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

December 2017

WILLETT HOFMANN
& ASSOCIATES INC
ENGINEERING ARCHITECTURE LAND SURVEYING

GENERAL RATES FOR ENGINEERING SERVICES (FIELD AND OFFICE) EFFECTIVE APRIL 1, 2025

CLASSIFICATION OF EMPLOYEE	REGULAR HOURLY RATE		OVERTIME RATE
	From	To	
President & General Manager	$220.00	$340.00	Regular Rate
Principal Engineering Manager	$180.00	$280.00	Regular Rate
Engineering Manager	$150.00	$230.00	Regular Rate
Civil Engineer IV	$140.00	$220.00	Regular Rate
Civil Engineer III	$130.00	$200.00	Regular Rate
Civil Engineering Intern II	$110.00	$180.00	Regular Rate
Civil Engineering Intern I	$90.00	$140.00	Regular Rate
SPP Civil Engineer I, II, III, IV	$90.00	$220.00	Regular Rate
SPP Engineering Intern	$60.00	$100.00	Regular Rate
Principal Architectural Manager	$160.00	$250.00	Regular Rate
Architect Manager	$150.00	$230.00	Regular Rate
Architect IV	$140.00	$230.00	Regular Rate
Architect III	$100.00	$170.00	Regular Rate
Architectural Intern II	$70.00	$130.00	Regular Rate
Architectural Intern I	$60.00	$100.00	Regular Rate
SPP Architectural Intern I	$60.00	$100.00	Regular Rate
SPP Professional Architect I, II, III, IV	$60.00	$230.00	Regular Rate
Principal Prof. Land Surveyor Manager	$130.00	$220.00	Regular Rate
Prof. Land Surveyor Manager	$130.00	$210.00	Regular Rate
Prof. Land Surveyor IV	$120.00	$190.00	Regular Rate
Prof. Land Surveyor III	$110.00	$180.00	Regular Rate
Prof. Land Surveyor (SIT) II	$100.00	$170.00	Regular Rate
Prof. Land Surveyor (SIT) I	$80.00	$130.00	Regular Rate
SPP Professional Land Surveyor I, II, III, IV	$80.00	$190.00	Regular Rate
Survey Technician II	$70.00	$120.00	1.3 x Regular Rate
Survey Technician I	$60.00	$100.00	1.3 x Regular Rate
Technician IV	$90.00	$150.00	1.3 x Regular Rate
Technician III	$80.00	$140.00	1.3 x Regular Rate
Technician II	$70.00	$120.00	1.3 x Regular Rate
Technician I	$60.00	$110.00	1.3 x Regular Rate
SPP Technician I, II, III, IV	$60.00	$150.00	1.3 x Regular Rate
Survey Worker Foreman	$90.00	$150.00	1.3 x Regular Rate
Survey Worker	$60.00	$110.00	1.3 x Regular Rate
SPP Survey Worker	$60.00	$100.00	1.3 x Regular Rate
Survey Worker Intern	$50.00	$80.00	1.3 x Regular Rate
Administrative Assistant Supervisor	$60.00	$100.00	1.3 x Regular Rate
Administrative Assistant	$50.00	$90.00	1.3 x Regular Rate
SPP Administrative Assistant	$40.00	$80.00	1.3 x Regular Rate
Human Resource Administrator II	$70.00	$120.00	1.3 x Regular Rate
Bookkeeper	$70.00	$120.00	1.3 x Regular Rate
Bookkeeper/HR Supervisor	$80.00	$140.00	1.3 x Regular Rate
Expenses and Materials	At Cost		

- **The above hourly rates shall be applicable for a period of one year from the date hereon, after which time they shall be subject to adjustments to reflect payroll cost.**
- **Generally field crews work a nine-hour day, which involves an hour of overtime each day. The rates for field personnel apply office to office exclusive of the lunch period**
- **SPP – Special Personnel (SPP) Employees will be billed at the same rate as a I, II, III, or IV in the same classification.**

STATE OF ILLINOIS)
) SS.
COUNTY OF OGLE)

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. _____, “A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WILLETT, HOFMANN & ASSOCIATES, INC. FOR THE FIRE DEPARTMENT PARKING LOT,” which was adopted by the Mayor and City Council of the City of Rochelle on April 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of April, 2026.

_____
CITY CLERK

File Attachments for Item:

7. An Ordinance Waiving Competitive Bidding Requirements and Authorizing an Emergency Repair to Well 12

MUNICIPAL
WELL & PUMP

Project Proposal

Re: **Rochelle Well #12**

Item #	Item Description	Quantity	Units	Unit Price	Extended Price
1	Pull 10" x 400' submersible pump assembly	1.00	LSUM	$ 16,820.00	$ 16,820.00
2	Reinstall 10" x 400' submersible pump assembly	1.00	LSUM	17,430.00	17,430.00
3	HiPot test Cable	1.00	LSUM	550.00	550.00
4	Tear down, inspect and rebuild bowl assembly:	1.00	LSUM	1,940.00	1,940.00
5				-	-
6	Discharge case for 12CHC bowl assembly	1.00	LSUM	1,850.00	1,850.00
7	Cut and rethread 10" column pipe	1.00	LSUM	140.00	140.00
8				-	-
9				-	-
10					-
11				-	-
12				-	-
13	Notes:			-	-
14	Freight not included			-	-
15	Ogle County prevailing wage rates included			-	-
16				-	-
17				-	-
18				-	-
19				-	-
20				-	-
	Total Project Proposal				$ 38,730.00

Dated: April 15, 2026

By: Ross Griffin

Ross Griffin
Project Manager
Municipal Well & Pump

P.O. Box 311, Waupun, WI 53963 – Office: 920-324-3400 – Toll-Free: 800-383-7412 – Fax: 920-324-3431
www.municipalwellandpump.com

ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING

SUBJECT: Ordinance to Waive Competitive Bidding to repair Well 12 pump and motor

Staff Contact: Adam Lanning

Summary: Well 12 is located on Hayes Rd. The pump experienced equipment failure on 3/31/2026. At the same time, the Water Department was in the process of starting Well 8 up after the recent completion of its treatment upgrades. During this process, Well 8 was intermittingly offline. It is required by the IEPA that the city be able to meet the water demand with the largest well down.

In an effort to repair the equipment as swiftly as possible, Municipal Well and Pump came the next day to remove the pump, motor and additional equipment. On April 1, 2026, Municipal Well and Pump took the pump and motor to their shop for inspection and testing of the cable and electrical components. They made all necessary repairs and the reinstallation was started on April 22, 2026.

The Water Department is asking Council to waive competitive bidding post repair. It was critical that Well 12 get back online as soon as possible.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:
Cash Reserve – Emergency Work	$106,683.00	$38,730.00

Strategic Plan Goal Application:

Recommendation: Approve a ordinance waiving competitive bidding requirements and hire Municipal Well and Pump to repair the pump and motor for Well 12 in the amount of $38,730.00.

THE CITY OF ROCHELLE
Ogle County, Illinois

ORDINANCE
NO. _____

AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING AN EMERGENCY REPAIR TO WELL 12

JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk

TOM McDERMOTT
BIL HAYES
KATE SHAW-DICKEY
DAN McDERMOTT
ROSAELIA ARTEAGA
BEN VALDIVIESO

City Council

Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle
Ottosen, DiNolfo, Hasenbalg & Castaldo, Ltd., City Attorneys
2441 Warrenville Road, Suite 310, Lisle, Illinois 60532

CITY OF ROCHELLE
Ogle County, Illinois

ORDINANCE NO. ____

AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING AN EMERGENCY REPAIR TO WELL 12

WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle, Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to "pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities." 65 ILCS 5/1-2-1; and

WHEREAS, while "non-home rule municipalities have the authority to enact ordinances, such ordinances may in no event conflict with state law or prohibit what a state statute expressly permits . . . A local ordinance may impose more rigorous or definite regulations in addition to those enacted by the state legislature so long as they do not conflict with the statute." (*Village of Wauconda v. Hutton,* 291 Ill. App. 3d 1058, 1060 (1997)); and

WHEREAS, the City provides utility services including electric, water, sewer, wastewater treatment, and advanced communications to the greater Rochelle Community through the Utility Department, which is commonly referred to as Rochelle Municipal Utilities (RMU); and

WHEREAS, the RMU Water Division supplies water to the community from five wells having a capacity of 9.5 million gallons of water per day. The Division has 2.2 million gallons of above-ground storage. On an average day, the wells pump 3 million gallons of water through 105 miles of water main within the City; and

WHEREAS, the pump for Well 12, which is located on Hayes Road experienced equipment failure on March 31, 2026; and

WHEREAS, at the same time the City was in the process of starting up Well 8 after its treatment upgrades; as a result Well 8 was intermittently offline when Well 12's pump had failed; and

WHEREAS, the Illinois Environmental Protection Agency (IEPA) requires that the that the City be able to meet the water demand with the largest well down; and

WHEREAS, in order comply with IEPA requirements it was necessary to get the

pump for Well 12 repaired emergently; and

WHEREAS, Municipal Well and Pump took the pump and motor to their shop for inspection and testing of the cable and electrical components and made all necessary repairs; the reinstallation of the pump was started on April 22, 2026; and

WHEREAS, the cost for the repair of Well Pump 12 by Municipal Well and Pump was in the amount of $38,730.00; and

WHEREAS, pursuant to the City Ordinance, “contracts for emergency services” are exempt from competitive bidding “when the delay in seeking competitive bids would result in damage or additional cost to the city.” Rochelle Municipal Code, Sec. 2-373(1); and

WHEREAS, it was essential and emergent to repair the pump as soon as possible to prevent any disruption in water service to residents and ensure that the City was in compliance with IEPA requirements; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it was essential and emergent to repair Well Pump 12 and therefore the contract for the emergency repair is exempt from competitive bidding as seeking competitive bids would have resulted in harm or additional cost to the City; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interests of the City of Rochelle and its residents to waive competitive bidding requirements and authorize the emergency repair of the Well 12 pump.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHELLE, ILLINOIS:

SECTION ONE: That the City hereby incorporates all of the recitals above into this Ordinance as if fully set forth herein.

SECTION TWO: The Mayor and City Council of the City of Rochelle hereby waive competitive bidding requirements and approve the emergency repair of the Well 12 pump by Municipal Well and Pump in the amount of $38,730.00.

SECTION THREE: If any provision of this Ordinance or application thereof to any person or circumstance 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 FOUR: Where the conditions imposed by any provisions of this Ordinance are more restrictive than comparable provisions imposed elsewhere in any other local law, ordinance, resolution, rule or regulation, the regulations of this Ordinance will govern.

SECTION FIVE: The City Clerk shall publish this Ordinance in pamphlet form.

SECTION SIX: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

APPROVED THIS 27th day of April 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

Exhibit A

MUNICIPAL
WELL & PUMP

Project Proposal

Re: **Rochelle Well #12**

Item #	Item Description	Quantity	Units	Unit Price	Extended Price
1	Pull 10" x 400' submersible pump assembly	1.00	LSUM	$ 16,820.00	$ 16,820.00
2	Reinstall 10" x 400' submersible pump assembly	1.00	LSUM	17,430.00	17,430.00
3	HiPot test Cable	1.00	LSUM	550.00	550.00
4	Tear down, inspect and rebuild bowl assembly:	1.00	LSUM	1,940.00	1,940.00
5				-	-
6	Discharge case for 12CHC bowl assembly	1.00	LSUM	1,850.00	1,850.00
7	Cut and rethread 10" column pipe	1.00	LSUM	140.00	140.00
8				-	-
9				-	-
10					-
11				-	-
12				-	-
13	Notes:			-	-
14	Freight not included			-	-
15	Ogle County prevailing wage rates included			-	-
16				-	-
17				-	-
18				-	-
19				-	-
20				-	-
	Total Project Proposal				$ 38,730.00

Dated: April 15, 2026 **By:** Ross Griffin

Ross Griffin
Project Manager
Municipal Well & Pump

P.O. Box 311, Waupun, WI 53963 – Office: 920-324-3400 – Toll-Free: 800-383-7412 – Fax: 920-324-3431
www.municipalwellandpump.com

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No._____, "AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING AN EMERGENCY REPAIR TO WELL 12," which was adopted by the Mayor and City Council of the City of Rochelle on April 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of April 2026.

_____
CITY CLERK

File Attachments for Item:

8. An Ordinance Waiving Competitive Bidding Requirements and Authorizing an Emergency Repair of the City's Vactor Truck by Standard Equipment

STANDARD EQUIPMENT
Subsidiary of Federal Signal Corporation

Please Remit To:
4519 Old Charlotte Hwy
Monroe, NC 2811
Email: ar@standardequip
Website: www.standardequipment.com

Ship To:
IN STORE PICKUP

Invoice To:
CITY OF ROCHELLE/WATER DEPT
888 TREATMENT PLANT RD.
ROCHELLE IL 61068
United States

Branch		
08 - CHICAGO		
Date	Time	Page
04/03/2026	11:00:49 (O)	1
Account No.	Phone No.	Est. No. 04
ROCHE010	8155622494	007673
Ship Via	Purchase Order	
	P.O.#REQ.	
E9994137601		
Salesperson	Salesperson ID	
	NBO	

ESTIMATE EXPIRY DATE: 04/06/2026

SERVICE ESTIMATE • Not An Invoice

Estimate will be honored for 30 days from the date of the Estimate

The Purchase Price is subject to change at anytime without notice by SE to the extent that SE has incurred increased costs between the date hereof and the delivery date due to changes in government regulations and other reasons beyond SE s control.

********* Segment 01 *********

Stock #: US007529 2008 VT 2112-J6 MS #: 08-07V-11282
Make: VA Model: 2112-J6
Is to have the following work done

BOTH FANS ARE WORN AND NEED TO BE REPLACED

Part#	Description	Qty	PRICE	AMOUNT
25975S-30	IMPELLER ASSEMB	2	9743.99	19487.98
16314S-30	SEAL TAPE, 50FT	30	9.44	283.20

MISCELLANEOUS CHARGES: Description	PRICE	AMOUNT
SHOP SUPPLIES	492.80	492.80
ENVIRO FEE	123.20	123.20

Parts:	19771.18
Labor:	6160.00
Miscellaneous:	616.00
Subtotal:	26547.18

Authorization: _____

********* Segment 02 *********

FLUID COUPLER IS DAMAGED AND NEEDS REPLACEMENT

Part#	Description	Qty	PRICE	AMOUNT
47827-30	FLUID COUPLING,	1	7307.28	7307.28
1130	HOUGHTON SAFE 1	3	227.10	681.30

ALERT: If you are requested to modify any payment instructions, please do not act on the request. Contact the Standard Equipment Credit department via a known/verified phone number.

In the event of cancellation, I agree to reimburse Standard Equipment for any work performed (labor, parts and supplies) up to the date that Standard Equipment is notified of any intention to cancel.
If you require clarification of your shop supply charges please contact your service writer.

RECEIVED THE ABOVE IN GOOD CONDITION DATE

PRINT NAME

I authorize the above work to be done, including all necessary parts and supplies. I grant Standard Equipment permission to operate the equipment on streets, highways or wherever for the purposes of inspection, testing and delivery at my risk. I specifically grant an Express Mechanic's Lien today on the listed equipment to secure the amount of the repairs listed herein. Equipment shall remain the property of Standard Equipment until payment has been received in full. If you require clarification of your shop supply charges, please contact your service writer.

Standard Equipment is neither responsible nor liable for any loss, damage, or injury, however caused, to trucks, units, contents, cargo or person directly or indirectly related to an installation, use or mechanical failure of a part or product. Standard Equipment expressly disclaims and is held harmless from any direct losses or consequential losses that may result from the repair or operation of customer-operated product or installation / use of a part. Standard Equipment is held harmless from any direct losses or consequential losses that may result from late delivery of a part, service, or product. Standard Equipment makes no assurance whatsoever regarding any desired or intended purpose of a part or product. If remittance is by credit card, I agree to pay the above total amount according to card issuer agreement (Merchant agreement if credit voucher).

STANDARD EQUIPMENT
Subsidiary of Federal Signal Corporation

Please Remit To:
4519 Old Charlotte Hwy
Monroe, NC 2811
Email: ar@standardequip
Website: www.standardequipment.com

Ship To:
IN STORE PICKUP

Invoice To:
CITY OF ROCHELLE/WATER DEPT
888 TREATMENT PLANT RD.
ROCHELLE IL 61068
United States

Branch: 08 - CHICAGO		
Date: 04/03/2026	Time: 11:00:49 (O)	Page: 2
Account No.: ROCHE010	Phone No.: 8155622494	Est. No.: 04 007673
Ship Via:	Purchase Order: P.O.#REQ.	
E9994137601		
Salesperson:	Salesperson ID: NBO	

ESTIMATE EXPIRY DATE: 04/06/2026

SERVICE ESTIMATE • Not An Invoice

Estimate will be honored for 30 days from the date of the Estimate

MISCELLANEOUS CHARGES:

Description	PRICE	AMOUNT
SHOP SUPPLIES	61.60	61.60
ENVIRO FEE	15.40	15.40

Parts:	7988.58
Labor:	770.00
Miscellaneous:	77.00
Subtotal:	8835.58

Authorization: _____

********* Segment 03 *********

OIL ON COTTA BOX. NEEDS TO BE REPLACED

Part#	Description	Qty	PRICE	AMOUNT
626SHC	FLUID/OIL COTTA	2	100.59	201.18

MISCELLANEOUS CHARGES:

Description	PRICE	AMOUNT
SHOP SUPPLIES	35.20	35.20
ENVIRO FEE	8.80	8.80

Parts:	201.18
Labor:	440.00
Miscellaneous:	44.00
Subtotal:	685.18

Authorization: _____

********* Segment 04 *********

SMALL BEARING THAT GOES INSIDE BELL HOUSING & FREEZE PLUG

Part#	Description	Qty	PRICE	AMOUNT
47746-30	PILOT BEARING	1	34.02	34.02

ALERT: If you are requested to modify any payment instructions, please do not act on the request. Contact the Standard Equipment Credit department via a known/verified phone number.

In the event of cancellation, I agree to reimburse Standard Equipment for any work performed (labor, parts and supplies) up to the date that Standard Equipment is notified of any intention to cancel.
If you require clarification of your shop supply charges please contact your service writer.

RECEIVED THE ABOVE IN GOOD CONDITION DATE

PRINT NAME

I authorize the above work to be done, including all necessary parts and supplies. I grant Standard Equipment permission to operate the equipment on streets, highways or wherever for the purposes of inspection, testing and delivery at my risk. I specifically grant an Express Mechanic's Lien today on the listed equipment to secure the amount of the repairs listed herein. Equipment shall remain the property of Standard Equipment until payment has been received in full. If you require clarification of your shop supply charges, please contact your service writer.

Standard Equipment is neither responsible nor liable for any loss, damage, or injury, however caused, to trucks, units, contents, cargo or person directly or indirectly related to an installation, use or mechanical failure of a part or product. Standard Equipment expressly disclaims and is held harmless from any direct losses or consequential losses that may result from the repair or operation of customer-operated product or installation / use of a part. Standard Equipment is held harmless from any direct losses or consequential losses that may result from late delivery of a part, service, or product. Standard Equipment makes no assurance whatsoever regarding any desired or intended purpose of a part or product. If remittance is by credit card, I agree to pay the above total amount according to card issuer agreement (Merchant agreement if credit voucher).

STANDARD EQUIPMENT
Subsidiary of Federal Signal Corporation

Please Remit To:
4519 Old Charlotte Hwy
Monroe, NC 2811
Email: ar@standardequip
Website: www.standardequipment.com

Ship To:
IN STORE PICKUP

Invoice To:
CITY OF ROCHELLE/WATER DEPT
888 TREATMENT PLANT RD.
ROCHELLE IL 61068
United States

Branch		
08 - CHICAGO		
Date	Time	Page
04/03/2026	11:00:49 (O)	3
Account No.	Phone No.	Est. No. 04
ROCHE010	8155622494	007673
Ship Via	Purchase Order	
	P.O.#REQ.	
E9994137601		
Salesperson	Salesperson ID	
	NBO	

ESTIMATE EXPIRY DATE: 04/06/2026

SERVICE ESTIMATE • Not An Invoice

Estimate will be honored for 30 days from the date of the Estimate

MISCELLANEOUS CHARGES:	Description	PRICE	AMOUNT
	SHOP SUPPLIES	35.20	35.20
	ENVIRO FEE	8.80	8.80

Parts:	34.02
Labor:	440.00
Miscellaneous:	44.00
Subtotal:	518.02

Authorization: _____

********* Segment 05 *********

LABOR TO DATE
CORRECTION:
818 3-27-26
- I CHECKED THE LEVEL ON THE FLUID COUPLER, THE LEVEL WAS FULL. THERE WAS A LOT OF OIL AROUND FLUID COUPLER AND COTTO BOX. I CHECKED THE FLUID ON COTTO BOX , THE FLUID WAS AT LEVEL. I RAN THE FAN FOR A QUICK SECOND TO SEE IF IT KICKED ON, THE FAN WAS WORKING.
- ACCORDING TO MY SERVICE WRITER, THE PERSON WHO DROPPED OFF THE UNIT, WAS NO SURE OF THE ISSUE WITH THE UNIT . THEY JUST TOLD HIM IT WAS SOMETHING WITH FLUID COUPLER. I REACHED OUT TO CUSTOMER TO GET MORE INFORMATION. THE UNIT HAD BLOWN THE PLUG OUT OF THE FLUID COUPLER AND LEAK ALL THE OIL OUT. THEY FILLED THE UNIT BACK UP AND IT WAS STILL LEAKING OIL. WE TOLD THE CUSTOMER WE HAD TO TEAR IT APART TO LOOK FOR THE ISSUE.
- I REMOVED THE SIDE TOOL BOX, THE FAN INTAKE WELDMENT AND SECURED IT ON PALLET.
- I SECURED THE FRONT COVER ON OVERHEAD CRANE AND REMOVED IT FROM THE HOUSING. I REMOVED THE OUTER FAN, THE FAN IS WORN OUT AND NEEDS TO BE REPLACED. I SECURED THE OUTER FAN HOUSING ON OVER HEAD CRANE AND REMOVED IT FROM THE UNIT. THE OUTER FAN HOUSING, FAN, AND COVER WERE LABELED AND PLACED ON A PALLET.

ALERT: If you are requested to modify any payment instructions, please do not act on the request. Contact the Standard Equipment Credit department via a known/verified phone number.

In the event of cancellation, I agree to reimburse Standard Equipment for any work performed (labor, parts and supplies) up to the date that Standard Equipment is notified of any intention to cancel.
If you require clarification of your shop supply charges please contact your service writer.

RECEIVED THE ABOVE IN GOOD CONDITION DATE

PRINT NAME

I authorize the above work to be done, including all necessary parts and supplies. I grant Standard Equipment permission to operate the equipment on streets, highways or wherever for the purposes of inspection, testing and delivery at my risk. I specifically grant an Express Mechanic's Lien today on the listed equipment to secure the amount of the repairs listed herein. Equipment shall remain the property of Standard Equipment until payment has been received in full. If you require clarification of your shop supply charges, please contact your service writer.

Standard Equipment is neither responsible nor liable for any loss, damage, or injury, however caused, to trucks, units, contents, cargo or person directly or indirectly related to an installation, use or mechanical failure of a part or product. Standard Equipment expressly disclaims and is held harmless from any direct losses or consequential losses that may result from the repair or operation of customer-operated product or installation / use of a part. Standard Equipment is held harmless from any direct losses or consequential losses that may result from late delivery of a part, service, or product. Standard Equipment makes no assurance whatsoever regarding any desired or intended purpose of a part or product. If remittance is by credit card, I agree to pay the above total amount according to card issuer agreement (Merchant agreement if credit voucher).

STANDARD EQUIPMENT
Subsidiary of Federal Signal Corporation

Please Remit To:
4519 Old Charlotte Hwy
Monroe, NC 2811
Email: ar@standardequip
Website: www.standardequipment.com

Ship To:
IN STORE PICKUP

Invoice To:
CITY OF ROCHELLE/WATER DEPT
888 TREATMENT PLANT RD.
ROCHELLE IL 61068
United States

Branch		
08 - CHICAGO		
Date	Time	Page
04/03/2026	11:00:49 (O)	4
Account No.	Phone No.	Est. No. 04
ROCHE010	8155622494	007673
Ship Via	Purchase Order	
	P.O.#REQ.	
E9994137601		
Salesperson	Salesperson ID	
	NBO	

ESTIMATE EXPIRY DATE: 04/06/2026

SERVICE ESTIMATE • Not An Invoice

Estimate will be honored for 30 days from the date of the Estimate

- THE INNER FAN HOUSING COUPLER WILL NOT COME OFF. I HAD TO MAKE A SPECIAL TOOL TO PULL OUT FAN HUB OFF FAN. THE FAN IS ALSO WORN OUT AND NEEDS TO BE REPLACED. I SECURED THE INNER FAN HOUSING ON OVERHEAD CRANE AND REMOVED IT FROM THE UNIT. I PLACE THE INNER FAN HOUSING AND FAN ON A PALLET AND LABELED IT.
-I SECURED THE COTTA BOX ON OVER HEAD CRANE AND REMOVED IT FROM AUX ENGINE.
- I DRAINED THE FLUID COUPLER, THE OIL WAS MILKY WITH METAL SHAVINGS. I REMOVED THE FLUID COUPLER FROM AUX ENGINE AND PLACED IN THE BENCH. I TOOK THE FLUID COUPLER APART AND FOUND DAMAGE INSIDE FROM OVERHEATING. THE FLUID COUPLER WILL NEED TO BE REPLACED.
- THE FLUID COUPLER AND COTTO BOX ARE ON A PALLET AND LABELED.
- THE UNIT WAS DEWATERD AND WINTERIZED.

MISCELLANEOUS CHARGES: Description	PRICE	AMOUNT
LABOR TO DATE	4518.80	4518.80

Miscellaneous:	4518.80
Subtotal:	4518.80
Parts:	27994.96
Labor:	7810.00
Miscellaneous:	5299.80
TOTAL:	41104.76

Authorization: _____

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In the event of cancellation, I agree to reimburse Standard Equipment for any work performed (labor, parts and supplies) up to the date that Standard Equipment is notified of any intention to cancel.
If you require clarification of your shop supply charges please contact your service writer.

RECEIVED THE ABOVE IN GOOD CONDITION DATE

PRINT NAME

I authorize the above work to be done, including all necessary parts and supplies. I grant Standard Equipment permission to operate the equipment on streets, highways or wherever for the purposes of inspection, testing and delivery at my risk. I specifically grant an Express Mechanic's Lien today on the listed equipment to secure the amount of the repairs listed herein. Equipment shall remain the property of Standard Equipment until payment has been received in full. If you require clarification of your shop supply charges, please contact your service writer.

Standard Equipment is neither responsible nor liable for any loss, damage, or injury, however caused, to trucks, units, contents, cargo or person directly or indirectly related to an installation, use or mechanical failure of a part or product. Standard Equipment expressly disclaims and is held harmless from any direct losses or consequential losses that may result from the repair or operation of customer-operated product or installation / use of a part. Standard Equipment is held harmless from any direct losses or consequential losses that may result from late delivery of a part, service, or product. Standard Equipment makes no assurance whatsoever regarding any desired or intended purpose of a part or product. If remittance is by credit card, I agree to pay the above total amount according to card issuer agreement (Merchant agreement if credit voucher).

ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING

SUBJECT: Approve an ordinance waiving competitive bidding to repair the Vactor

Staff Contact: Adam Lanning

Summary: The Vactor Truck is a heavy-duty vehicle used by the Water Department, Streets Department, and Electric Department to maintain their facilities. The Vactor experienced performance issues and was taken to Standard Equipment for repair. The initial performance issues were caused by the fluid coupler. When an inspection of parts was completed, it was determined that both fans are compromised and need replacement. If the fans are not replaced, it is highly likely that the Vactor transmission will experience a catastrophic failure. We are asking the Council to waive competitive bidding since Standard Equipment has possession of the vehicle and it is disassembled on their site. The fans were an unexpected and untimely breakdown found during another repair. Multiple departments use and count on this vehicle to be available. Streets, Electric, and Water Department will divide the cost of the invoice.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:
Cash Reserves		$41,104.76

Strategic Plan Goal Application:

Recommendation: Approve an ordinance waiving competitive bidding to repair the Vactor in the amount of $41,104.76

THE CITY OF ROCHELLE
Ogle County, Illinois

ORDINANCE
NO. _____

AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING AN EMERGENCY REPAIR OF THE CITY'S VACTOR TRUCK BY STANDARD EQUIPMENT

JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk

TOM McDERMOTT
BIL HAYES
KATE SHAW-DICKEY
DAN McDERMOTT
ROSAELIA ARTEAGA
BEN VALDIVIESO

City Council

Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle
Ottosen, DiNolfo, Hasenbalg & Castaldo, Ltd., City Attorneys
2441 Warrenville Road, Suite 310, Lisle, Illinois 60532

CITY OF ROCHELLE
Ogle County, Illinois

ORDINANCE NO. ____

AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING AN EMERGENCY REPAIR OF THE CITY'S VACTOR TRUCK BY STANDARD EQUIPMENT

WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle, Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to "pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities." 65 ILCS 5/1-2-1; and

WHEREAS, while "non-home rule municipalities have the authority to enact ordinances, such ordinances may in no event conflict with state law or prohibit what a state statute expressly permits . . . A local ordinance may impose more rigorous or definite regulations in addition to those enacted by the state legislature so long as they do not conflict with the statute." (*Village of Wauconda v. Hutton,* 291 Ill. App. 3d 1058, 1060 (1997)); and

WHEREAS, the City's Vactor Truck is a heavy-duty vehicle utilized by the Water Department, Streets Department, and Electric Department to maintain and repair critical municipal infrastructure; and

WHEREAS, the Vactor Truck experienced performance issues and was taken to Standard Equipment for inspection; and

WHEREAS, upon inspection and disassembly it was determined that the fluid coupler failed and compromised both cooling fans which now require replacement; and

WHEREAS, the repairs to the Vactor Truck need to be made in a timely manner in order to avoid interruption of the services provided by the Water Department, Streets Department and Electric Department and avoid additional expenses or costs to the City; and

WHEREAS, Standard Equipment has provided a quote for the repair of the Vector Truck in the amount of $41,104.76 (a copy of which is attached herein as Exhibit A); and

WHEREAS, pursuant to the City Ordinance, "contracts for emergency services" are exempt from competitive bidding "when the delay in seeking competitive bids would result in damage or additional cost to the city." Rochelle Municipal Code, Sec. 2-373(1).

WHEREAS, the City may waive competitive bidding requirements by a two-thirds vote of the City Council pursuant to 65 ILCS 5/8-9-1 of the Illinois Municipal Code and Section 2-371 of the Rochelle Municipal Code; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interest to waive competitive bidding and authorize the emergency repair of the Vector Truck by Standard Equipment in the amount of $41,104.76 in order to avoid additional expenses or costs to the City.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHELLE, ILLINOIS:

SECTION ONE: That the City hereby incorporates all of the recitals above into this Ordinance as if fully set forth herein.

SECTION TWO: The Mayor and City Council of the City of Rochelle hereby waive competitive bidding requirements and approve the emergency repair of the Vector Truck by Standard Equipment in the amount of $41,104.76.

SECTION THREE: If any provision of this Ordinance or application thereof to any person or circumstance 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 FOUR: Where the conditions imposed by any provisions of this Ordinance are more restrictive than comparable provisions imposed elsewhere in any other local law, ordinance, resolution, rule or regulation, the regulations of this Ordinance will govern.

SECTION FIVE: The City Clerk shall publish this Ordinance in pamphlet form.

SECTION SIX: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

APPROVED THIS 27th day of April 2026.

MAYOR

ATTEST:

CITY CLERK

Exhibit A

STANDARD EQUIPMENT
Subsidiary of Fleet Sight Corporation

Please Remit To:
4519 Old Charlotte Hwy
Monroe, NC 28110
Email: ar@standardequipment.com
Website: www.standardequipment.com

Ship To:
IN STORE PICKUP

Invoice To:
CITY OF ROCHELLE/WATER DEPT
888 TREATMENT PLANT RD.
ROCHELLE IL 61068
United States

Branch		
08 - CHICAGO		
Date	Time	Page
04/03/2026	11:00:49 (O)	1
Account No.	Phone No.	Est. No.
ROCHE010	8155622494	04 007673
Ship Via	Purchase Order	
	P.O.#REQ.	
E9994137601		
Salesperson	Salesperson ID	
	NBO	

ESTIMATE EXPIRY DATE: 04/06/2026

SERVICE ESTIMATE • Not An Invoice

Estimate will be honored for 30 days from the date of the Estimate

The Purchase Price is subject to change at anytime without notice by SE to the extent that SE has incurred increased costs between the date hereof and the delivery date due to changes in government regulations and other reasons beyond SE s control.

********* Segment 01 *********

Stock #: US007529 2008 VT 2112-J6 MS #: 08-07V-11282
Make: VA Model: 2112-J6
Is to have the following work done

BOTH FANS ARE WORN AND NEED TO BE REPLACED

Part#	Description	Qty	PRICE	AMOUNT
25975S-30	IMPELLER ASSEMB	2	9743.99	19487.98
16314S-30	SEAL TAPE, 50FT	30	9.44	283.20

MISCELLANEOUS CHARGES:	Description	PRICE	AMOUNT
	SHOP SUPPLIES	492.80	492.80
	ENVIRO FEE	123.20	123.20

Parts:	19771.18
Labor:	6160.00
Miscellaneous:	616.00
Subtotal:	26547.18

Authorization: _____

********* Segment 02 *********

FLUID COUPLER IS DAMAGED AND NEEDS REPLACEMENT

Part#	Description	Qty	PRICE	AMOUNT
47827-30	FLUID COUPLING,	1	7307.28	7307.28
1130	HOUGHTON SAFE 1	3	227.10	681.30

ALERT: If you are requested to modify any payment instructions, please do not act on the request. Contact the Standard Equipment Credit department via a known/verified phone number.

In the event of cancellation, I agree to reimburse Standard Equipment for any work performed (labor, parts and supplies) up to the date that Standard Equipment is notified of any intention to cancel.
If you require clarification of your shop supply charges please contact your service writer.

RECEIVED THE ABOVE IN GOOD CONDITION DATE

PRINT NAME

ALBANY	BILLINGS	CHICAGO	COLORADO	MONROE	ROCHESTER	VIRGINA	CANADIAN LOCATIONS
518.407.3154	406.206.1491	312.829.1919	720.399.0095	704.289.6488	585.254.7700	804.200.4910	www.jjei.com

STANDARD EQUIPMENT
Subsidiary of Patriot Supply Corporation

Please Remit To:
4519 Old Charlotte Hwy
Monroe, NC 28110
Email: ar@standardequipment.com
Website: www.standardequipment.com

Ship To:
IN STORE PICKUP

Invoice To:
CITY OF ROCHELLE/WATER DEPT
888 TREATMENT PLANT RD.
ROCHELLE IL 61068
United States

Branch		
08 - CHICAGO		
Date	Time	Page
04/03/2026	11:00:49 (O)	2
Account No.	Phone No.	Est. No. 04
ROCHE010	8155622494	007673
Ship Via	Purchase Order	
	P.O.#REQ.	
E9994137601		
Salesperson	Salesperson ID	
	NBO	

ESTIMATE EXPIRY DATE: 04/06/2026

SERVICE ESTIMATE • Not An Invoice

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MISCELLANEOUS CHARGES:

Description	PRICE	AMOUNT
SHOP SUPPLIES	61.60	61.60
ENVIRO FEE	15.40	15.40

Parts:	7988.58
Labor:	770.00
Miscellaneous:	77.00
Subtotal:	8835.58

Authorization: _____

********* Segment 03 *********

OIL ON COTTA BOX. NEEDS TO BE REPLACED

Part#	Description	Qty	PRICE	AMOUNT
626SHC	FLUID/OIL COTTA	2	100.59	201.18

MISCELLANEOUS CHARGES:

Description	PRICE	AMOUNT
SHOP SUPPLIES	35.20	35.20
ENVIRO FEE	8.80	8.80

Parts:	201.18
Labor:	440.00
Miscellaneous:	44.00
Subtotal:	685.18

Authorization: _____

********* Segment 04 *********

SMALL BEARING THAT GOES INSIDE BELL HOUSING & FREEZE PLUG

Part#	Description	Qty	PRICE	AMOUNT
47746-30	PILOT BEARING	1	34.02	34.02

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If you require clarification of your shop supply charges please contact your service writer.

RECEIVED THE ABOVE IN GOOD CONDITION DATE

PRINT NAME

STANDARD EQUIPMENT
A Subsidiary of Ferguson Enterprises, Inc.

Please Remit To:
4519 Old Charlotte Hwy
Monroe, NC 28110
Email: ar@standardequipment.com
Website: www.standardequipment.com

Ship To:
IN STORE PICKUP

Invoice To:
CITY OF ROCHELLE/WATER DEPT
888 TREATMENT PLANT RD.
ROCHELLE IL 61068
United States

Branch		
08 - CHICAGO		
Date	Time	Page
04/03/2026	11:00:49 (O)	3
Account No.	Phone No.	Est. No. 04
ROCHE010	8155622494	007673
Ship Via	Purchase Order	
	P.O.#REQ.	
E9994137601		
Salesperson	Salesperson ID	
	NBO	

ESTIMATE EXPIRY DATE: 04/06/2026

SERVICE ESTIMATE • Not An Invoice

Estimate will be honored for 30 days from the date of the Estimate

MISCELLANEOUS CHARGES:	Description	PRICE	AMOUNT
	SHOP SUPPLIES	35.20	35.20
	ENVIRO FEE	8.80	8.80

Parts:	34.02
Labor:	440.00
Miscellaneous:	44.00
Subtotal:	518.02

Authorization: _____

********* Segment 05 *********

LABOR TO DATE
CORRECTION:
818 3-27-26
- I CHECKED THE LEVEL ON THE FLUID COUPLER, THE LEVEL WAS FULL. THERE WAS A LOT OF OIL AROUND FLUID COUPLER AND COTTO BOX. I CHECKED THE FLUID ON COTTO BOX , THE FLUID WAS AT LEVEL. I RAN THE FAN FOR A QUICK SECOND TO SEE IF IT KICKED ON, THE FAN WAS WORKING.
- ACCORDING TO MY SERVICE WRITER, THE PERSON WHO DROPPED OFF THE UNIT, WAS NO SURE OF THE ISSUE WITH THE UNIT . THEY JUST TOLD HIM IT WAS SOMETHING WITH FLUID COUPLER. I REACHED OUT TO CUSTOMER TO GET MORE INFORMATION. THE UNIT HAD BLOWN THE PLUG OUT OF THE FLUID COUPLER AND LEAK ALL THE OIL OUT. THEY FILLED THE UNIT BACK UP AND IT WAS STILL LEAKING OIL. WE TOLD THE CUSTOMER WE HAD TO TEAR IT APART TO LOOK FOR THE ISSUE.
- I REMOVED THE SIDE TOOL BOX, THE FAN INTAKE WELDMENT AND SECURED IT ON PALLET.
- I SECURED THE FRONT COVER ON OVERHEAD CRANE AND REMOVED IT FROM THE HOUSING. I REMOVED THE OUTER FAN, THE FAN IS WORN OUT AND NEEDS TO BE REPLACED. I SECURED THE OUTER FAN HOUSING ON OVER HEAD CRANE AND REMOVED IT FROM THE UNIT. THE OUTER FAN HOUSING, FAN, AND COVER WERE LABELED AND PLACED ON A PALLET.

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If you require clarification of your shop supply charges please contact your service writer.

RECEIVED THE ABOVE IN GOOD CONDITION DATE

PRINT NAME

ALBANY	BILLINGS	CHICAGO	COLORADO	MONROE	ROCHESTER	VIRGINA	CANADIAN LOCATIONS
518.407.3154	406.206.1491	312.829.1919	720.399.0095	704.289.6488	585.254.7700	804.200.4910	www.jjei.com

STANDARD EQUIPMENT

Please Remit To:
4519 Old Charlotte Hwy
Monroe, NC 28110
Email: ar@standardequipment.com
Website: www.standardequipment.com

Ship To:
IN STORE PICKUP

Invoice To:
CITY OF ROCHELLE/WATER DEPT
888 TREATMENT PLANT RD.
ROCHELLE IL 61068
United States

Branch: 08 - CHICAGO		
Date: 04/03/2026	Time: 11:00:49 (O)	Page: 4
Account No.: ROCHE010	Phone No.: 8155622494	Est. No.: 04 007673
Ship Via:	Purchase Order: P.O.#REQ.	
E9994137601		
Salesperson:	Salesperson ID: NBO	

ESTIMATE EXPIRY DATE: 04/06/2026

SERVICE ESTIMATE • Not An Invoice

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- THE INNER FAN HOUSING COUPLER WILL NOT COME OFF. I HAD TO MAKE A SPECIAL TOOL TO PULL OUT FAN HUB OFF FAN. THE FAN IS ALSO WORN OUT AND NEEDS TO BE REPLACED. I SECURED THE INNER FAN HOUSING ON OVERHEAD CRANE AND REMOVED IT FROM THE UNIT. I PLACE THE INNER FAN HOUSING AND FAN ON A PALLET AND LABELED IT.
-I SECURED THE COTTA BOX ON OVER HEAD CRANE AND REMOVED IT FROM AUX ENGINE.
- I DRAINED THE FLUID COUPLER, THE OIL WAS MILKY WITH METAL SHAVINGS. I REMOVED THE FLUID COUPLER FROM AUX ENGINE AND PLACED IN THE BENCH. I TOOK THE FLUID COUPLER APART AND FOUND DAMAGE INSIDE FROM OVERHEATING. THE FLUID COUPLER WILL NEED TO BE REPLACED.
- THE FLUID COUPLER AND COTTO BOX ARE ON A PALLET AND LABELED.
- THE UNIT WAS DEWATERD AND WINTERIZED.

MISCELLANEOUS CHARGES:	Description	PRICE	AMOUNT
	LABOR TO DATE	4518.80	4518.80

Authorization: _____

Miscellaneous:	4518.80
Subtotal:	4518.80
Parts:	27994.96
Labor:	7810.00
Miscellaneous:	5299.80
TOTAL:	41104.76

ALERT: If you are requested to modify any payment instructions, please do not act on the request. Contact the Standard Equipment Credit department via a known/verified phone number.

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If you require clarification of your shop supply charges please contact your service writer.

RECEIVED THE ABOVE IN GOOD CONDITION DATE

PRINT NAME

ALBANY	BILLINGS	CHICAGO	COLORADO	MONROE	ROCHESTER	VIRGINA	CANADIAN LOCATIONS
518.407.3154	406.206.1491	312.829.1919	720.399.0095	704.289.6488	585.254.7700	804.200.4910	www.jjel.com

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No._____, "AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING AN EMERGENCY REPAIR OF THE CITY'S VACTOR TRUCK BY STANDARD EQUIPMENT," which was adopted by the Mayor and City Council of the City of Rochelle on April 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of April 2026.

_____
CITY CLERK

File Attachments for Item:

9. An Ordinance Waiving Competitive Bidding Requirements and Authorizing Aersen USA Corporation to Repair Blower Number Three at the Wastewater Treatment Plant

AERZEN

Compressed air, gas
and vacuum solutions

City of Rochelle WWTP
Water Reclamation Dept.
Att.: Jeff Musselman
888 Treatment Plant Rd
ROCHELLE, IL 61068
USA

Aerzen USA Corporation
142 S Pinnacle Drive
Romeoville, IL
60446
USA

www.aerzen.com
Phone: 815-407-7841

Quotation

Quote no.	SEQ-26-002433/ 0
Date:	04/10/26
Quote Expiration date:	05/10/26
Salesperson:	Joel Schomo
Salesperson:	John Eckley
Payment Terms:	Net 30 days
Shipment Terms:	DOMESTIC SHIPMENTS
Shipping Agent:	BEST WAY AERZEN SELECTS CARRIER
Your account no.:	21-04131
Phone number:	+18155624155
Fax No.:	+18155625861
E-Mail:	jmusselman@rmu.net
Your Inquiry no.:	TBD

This order is governed by Aerzen USA Corp. Terms and Conditions of Sale of Goods and Services. Review at:
https://www.aerzen.com/fileadmin/user_upload/worldwide/USA/01_images/01-01_company/Profile/Terms_and_Conditions_of_Sale_and_Service_AMUSA_01.2026.pdf
Any terms or conditions provided by Buyer that conflict with, or are in addition to, Aerzen's Terms and Conditions are expressly rejected unless explicitly agreed to in writing by Aerzen.

Serial No. P-18080908 Service Items SEI-018308
Item No.: 21-AT200-06T, AT200-06T Turbo Package | Blower #2

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
	041-011406 Motor Assy	1	each	32,800.11	32,800.11
	041-030315 PCB	1	each	703.70	703.70
	Flat Rate Labor + Travel	2	each	1,920.00	3,840.00

	USD Payments - ACH/Wire	USD Payments - Lockbox	EUR Payments - Wire
Bank	JP Morgan Chase	Aerzen USA Corp	Commerzbank AG
Routing	021000021	PO Box 21920	Intermediary Bank: COBADEFF
Account No	350056393	New York, NY 10087-1920	150113606800EUR

AERZEN

Compressed air, gas
and vacuum solutions

Quote no. SEQ-26-002433/ 0

Total USD Excl. TAX	**37,343.81**
Tax Amount	**0.00**
Total USD Incl. TAX	**37,343.81**

Ship-to Address:
City of Rochelle WWTP
888 Treatment Plant Rd
ROCHELLE, IL 61068
USA

For questions on this order, please contact your Regional Service Coordinator.

Best regards,

John Eckley

Aerzen USA Corporation

ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING

SUBJECT: Ordinance to waive competitive bidding to repair Blower #3 at WWTP

Staff Contact: Adam Lanning

Summary: The aeration blowers at the WWTP are components for the biological treatment of wastewater, and one is in need of repair. Due to proprietary nature of the equipment, the original manufacturer is uniquely qualified to provide the maintenance necessary. The Water Reclamation Department is asking to waive competitive bidding to permit Aerzen to complete the repair. They are capable of providing compatible equipment and performing the service that meets the original design and operational requirements with seamless integration.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:
Cash Reserves	$106,683	$37,343.81

Strategic Plan Goal Application:

Recommendation: Approve an ordinance waiving competitive bidding to repair Blower #3 in the amount of $37,343.81.

THE CITY OF ROCHELLE
Ogle County, Illinois

ORDINANCE
NO. _____

AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING AERSEN USA CORPORATION TO REPAIR BLOWER NUMBER THREE AT THE WASTEWATER TREATMENT PLANT

JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk

TOM McDERMOTT
BIL HAYES
KATE SHAW-DICKEY
DAN McDERMOTT
ROSAELIA ARTEAGA
BEN VALDIVIESO

City Council

Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle
Ottosen, DiNolfo, Hasenbalg & Castaldo, Ltd., City Attorneys
2441 Warrenville Road, Suite 310, Lisle, Illinois 60532

CITY OF ROCHELLE
Ogle County, Illinois

ORDINANCE NO. ____

AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING AERSEN USA CORPORATION TO REPAIR BLOWER NUMBER THREE AT THE WASTEWATER TREATMENT PLANT

WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle, Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to "pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities." 65 ILCS 5/1-2-1; and

WHEREAS, while "non-home rule municipalities have the authority to enact ordinances, such ordinances may in no event conflict with state law or prohibit what a state statute expressly permits . . . A local ordinance may impose more rigorous or definite regulations in addition to those enacted by the state legislature so long as they do not conflict with the statute." (*Village of Wauconda v. Hutton,* 291 Ill. App. 3d 1058, 1060 (1997)); and

WHEREAS, the Water Reclamation Department, through Rochelle Municipal Utilities (RMU), is seeking the repair of blower number three (3) at the Wastewater Treatment Plant; and

WHEREAS, the aeration blowers at the Wastewater Treatment Plant are essential components of the biological treatment process necessary for proper wastewater operations; and

WHEREAS, aeration blower number three needs repair to ensure continued safe and efficient plant operations; and

WHEREAS, due to the proprietary nature of the equipment, the original manufacturer, Aerzen USA Corporation ("Aerzen"), is uniquely qualified to provide the required maintenance and repair services; and

WHEREAS, Aerzen has provided a quote in the amount of $37,343.81 for the repair of aeration blower number three, a copy of which is attached herein as Exhibit A; and

WHEREAS, Aerzen is capable of supplying compatible equipment and performing the repair in a manner that meets the original design and operational requirements, allowing for seamless integration with existing systems; and

WHEREAS, the City may waive competitive bidding requirements by a two-thirds vote of the City Council pursuant to 65 ILCS 5/8-9-1 of the Illinois Municipal Code and Section 2-371 of the Rochelle Municipal Code; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interest of the City and its residents to waive competitive bidding and authorize Aerzen to repair aeration blower number three for $37,343.81.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHELLE, ILLINOIS:

SECTION ONE: That the City hereby incorporates all of the recitals above into this Ordinance as if fully set forth herein.

SECTION TWO: The Mayor and City Council of the City of Rochelle hereby waive competitive bidding requirements and authorize Aerzen USA Corporation to repair aeration blower number three at the Wastewater Treatment Plant for $37,343.81.

SECTION THREE: If any provision of this Ordinance or application thereof to any person or circumstance 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 FOUR: Where the conditions imposed by any provisions of this Ordinance are more restrictive than comparable provisions imposed elsewhere in any other local law, ordinance, resolution, rule or regulation, the regulations of this Ordinance will govern.

SECTION FIVE: The City Clerk shall publish this Ordinance in pamphlet form.

SECTION SIX: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

APPROVED THIS 27th day of April 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

Exhibit A

AERZEN

Compressed air, gas
and vacuum solutions

City of Rochelle WWTP
Water Reclamation Dept.
Att.: Jeff Musselman
888 Treatment Plant Rd
ROCHELLE, IL 61068
USA

Aerzen USA Corporation
142 S Pinnacle Drive
Romeoville, IL
60446
USA

www.aerzen.com
Phone: 815-407-7841

Quotation

Quote no.	SEQ-26-002433/ 0
Date:	04/10/26
Quote Expiration date:	05/10/26
Salesperson:	Joel Schomo
Salesperson:	John Eckley
Payment Terms:	Net 30 days
Shipment Terms:	DOMESTIC SHIPMENTS
Shipping Agent:	BEST WAY AERZEN SELECTS CARRIER
Your account no.:	21-04131
Phone number:	+18155624155
Fax No.:	+18155625861
E-Mail:	jmusselman@rmu.net
Your Inquiry no.:	TBD

This order is governed by Aerzen USA Corp. Terms and Conditions of Sale of Goods and Services. Review at:
https://www.aerzen.com/fileadmin/user_upload/worldwide/USA/01_images/01-01_company/Profile/Terms_and_Conditions_of_Sale_and_Service_AMUSA_01.2026.pdf
Any terms or conditions provided by Buyer that conflict with, or are in addition to, Aerzen's Terms and Conditions are expressly rejected unless explicitly agreed to in writing by Aerzen.

Serial No. P-18080908 Service Items SEI-018308
Item No.: 21-AT200-06T, AT200-06T Turbo Package | Blower #2

Pos.	Item No. / Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
	041-011406 Motor Assy	1	each	32,800.11	32,800.11
	041-030315 PCB	1	each	703.70	703.70
	Flat Rate Labor + Travel	2	each	1,920.00	3,840.00

	USD Payments - ACH/Wire	USD Payments - Lockbox	EUR Payments - Wire
Bank	JP Morgan Chase	Aerzen USA Corp	Commerzbank AG
Routing	021000021	PO Box 21920	Intermediary Bank: COBADEFF
Account No	350056393	New York, NY 10087-1920	150113606800EUR

AERZEN

Compressed air, gas
and vacuum solutions

Quote no. SEQ-26-002433/ 0

Total USD Excl. TAX	**37,343.81**
Tax Amount	**0.00**
Total USD Incl. TAX	**37,343.81**

Ship-to Address:
City of Rochelle WWTP
888 Treatment Plant Rd
ROCHELLE, IL 61068
USA

For questions on this order, please contact your Regional Service Coordinator.

Best regards,

John Eckley

Aerzen USA Corporation

	USD Payments - ACH/Wire	USD Payments - Lockbox	EUR Payments - Wire
Bank	JP Morgan Chase	Aerzen USA Corp	Commerzbank AG
Routing	021000021	PO Box 21920	Intermediary Bank: COBADEFF
Account No	350056393	New York, NY 10087-1920	150113606800EUR

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No._____, "AN ORDINANCE WAIVING COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING AERSEN USA CORPORATION TO REPAIR BLOWER NUMBER THREE AT THE WASTEWATER TREATMENT PLANT," which was adopted by the Mayor and City Council of the City of Rochelle on April 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of April 2026.

_____
CITY CLERK