

City Council Meeting
Tuesday, October 10, 2017

City of Oak Forest

8:00 P.M.
City Council Chambers

AGENDA

ALDERMEN

MAYOR:	Henry L. Kuspa	1 – Laura Clemons
CLERK:	David M. Neuman	2 – Richard D. Simon
TREASURER:	JoAnn M. Kelly	3 – Diane Wolf
CITY ADMINISTRATOR:	Troy A. Ishler	4 – Paul Selman
FINANCE DIRECTOR:	Colleen M. Julian	5 – Jim Emmett
FIRE CHIEF:	Patrick Duffy	6 – James Hortsman
POLICE CHIEF:	Tim Kristin	7 – Denise Danihel
BUILDING COMMISSIONER:	Mike Forbes	
PUBLIC WORKS DIRECTOR:	Rich Rinchich	
ECONOMIC DEVEL. DIRECTOR:	Travis Bandstra	
E.M.A. CHIEF:	Bob Small	
CITY ATTORNEY:	Klein, Thorpe and Jenkins, LTD.	

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- 1. PLEDGE OF ALLEGIANCE**
 - 2. ROLL CALL**
 - 3. ANNOUNCEMENTS AND COMMUNITY CALENDAR**
 - 4. MOTION TO ESTABLISH CONSENT AGENDA**
 - 5. CONSENT AGENDA:**

A. Approval of Minutes:

- | | | |
|-----------------|---|--------------------|
| 1. City Council | - | September 12, 2017 |
| 2. City Council | - | September 26, 2017 |

B. Consideration of the following Lists of Bills dated:

- | | | |
|---|---|------------------|
| 1. Regular Bills Fiscal Year 2017-2018 | - | October 10, 2017 |
| 2. Supplemental Bills Fiscal Year 2017-2018 | - | October 10, 2017 |

C. Consideration of the following Commission Minutes:

- | | | |
|----------------------|---|-------------------|
| 1. Planning & Zoning | - | September 6, 2017 |
| 2. Police & Fire | - | June 13, 2017 |

- 3.
- 4.

D. Consideration of the following reports:

1. Baxter & Woodman Status Report - September 27, 2017

6. ADMINISTRATION

- A. Approval of a revised City of Oak Forest Personnel Policy Manual. The attached memo from City Administrator Ishler, dated October 10, 2017, provides supporting details.

7. COMMUNITY DEVELOPMENT

- A. Discussion of Class 8 incentive strategy. The attached memo from Economic & Community Development Director Bandstra, dated October 10, 2017, provides supporting details.
- B. Update on the pole sign amortization program. The attached memo from Economic & Community Development Director Bandstra, dated October 10, 2017, provides supporting details.

- 8. CITIZENS PARTICIPATION:** The Oak Forest City Council invites public comment at its meetings, but it generally does not have the ability to provide an immediate response to some questions raised during the Citizens Participation portion of a council meeting without some reasonable opportunity to review them. Therefore, the City Council encourages questions to also be submitted in writing in the event that they need to be referred to City staff to help assure a more thoughtful and informed response.

9. OLD BUSINESS

10. NEW BUSINESS

11. EXECUTIVE SESSION

12. ADJOURNMENT

Community Calendar

Salute to Armed Forces

Honoring military personnel, reservists and veterans

Tuesday, October 12

1 PM to 3 PM

DoubleTree by Hilton – 5000 W. 127th Street, Alsip

RSVP by October 6 by calling 708-781-4401

Damian Dash

St. Damian School

Saturday, October 14 at 8 a.m.

5300 W. 155th Street

Register at www.raceroster.com/events/2017/13948/damian-dash

Community Expo

Oak Forest-Crestwood Area Chamber of Commerce

Saturday, October 14

9 AM to 1 PM

Arbor Park Middle School – 17303 S. Central Avenue

Free Admission

Oak Forest Rotary Blood Drive

Saturday, October 14

9 a.m. to 1 p.m.

Arbor Park Middle School – 17303 S. Central Avenue

Sign up for Oak Forest e-Briefs

Visit the Notify Me section on the city's website to register for this weekly e-newsletter.

Social Media

The City of Oak Forest is on Facebook and Twitter.

Living Oak Forest.com is on Facebook, Twitter, Instagram, Google+ and Pinterest.



**CITY OF OAK FOREST
MEETING CALENDAR**

Effective January 18, 2017

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	Green Steps Comm. <u>7:00pm - Chambers</u>	911 Emergency Board 9:30am - Police Dep't. Conf. Room	Plan & Zone Commission 7:00pm - <u>Council Chambers</u> Economic Advisory Committee Noon - Various Venues in Town	Friends of Animal Control Quarterly - Jan. July, Sept. Dec. 7:PM Blue Room Citizens Advisory 7:15pm - <u>Council Chambers</u>	
WEEK 2	Streetscape Commission 7:00pm - Council <u>Chambers</u>	Committee of the Whole (As Needed) 7:00pm – Council Chambers <u>CITY COUNCIL MEETING 8:00PM - COUNCIL CHAMBERS</u> Safety Committee 1:00pm - Council Chambers	Senior Citizens Commission 1:00pm - Council Chambers <u>Consumer Protection 7:30pm – Blue Room</u> Housing Court 10:00am - Council Chambers	Cable Commission 7:00pm – Council Chambers* <u>Civil Service Commission 7:00pm – Mayor' s Conference Room</u> *Cable Comm. to use Blue Room Feb.- June for Oak Fest Commission 7:00pm	
WEEK 3		Youth Commission <u>8:00pm - Chambers</u>	Plan & Zone Commission 7:00pm - Council Chambers <u>Crime Prevention Commission 7:00pm - Blue Room</u>	Citizens Advisory 7:15pm <u>Council Chambers</u> Veterans Commission 7:30pm – Blue Room	
WEEK 4	Fire & Police Commission - 7:00pm Blue Room	Committee of the Whole (As Needed) 7:00pm - Council Chambers <u>CITY COUNCIL MEETING 8:00PM - COUNCIL CHAMBERS</u>	Traffic Court 10:00am - Council Chambers		

CITY OF OAK FOREST
CITY COUNCIL MEETING

Tuesday

September 12, 2017

Mayor Henry L. Kuspa called the City Council meeting to order at 8:00 p.m. with the Pledge of Allegiance and the Roll Call as follows:

Present: Alderman Clemons
Alderman Simon
Alderman Wolf
Alderman Selman
Alderman Emmett
Alderman Hortsman
Alderman Danihel
Mayor Kuspa

Also Present: City Administrator Ishler
Treasurer Kelly
City Clerk Neuman
Fire Chief Duffy
Econ. Dev. Director Bandstra

Absent: Police Chief Kristin
Finance Director Julian
Public Works Director Rinchich
Bldg. Commissioner Forbes
E.M.A. Chief Small

3. ANNOUNCEMENTS AND COMMUNITY CALENDAR

City Hall is open on Saturday, September 16, 2017.

City Hall will be closed on Saturday, September 23, 2017.

Property Tax Appeal Seminar will be held at City Hall on Thursday, September 21, 2017 at 6 p.m. in Council Chambers. Board of Appeals is open until September 26, 2017.

Oak Forest Senior Luncheon will be held on Thursday, September 28, 2017.

The Senior Health Fair is on Thursday, October 5th from 10 a.m. until 2 p.m. This event is being held at the Oak Forest Park District.

Salute to Armed Forces will be held on Thursday, October 12th from 1 p.m. to 3 p.m. at the Doubletree Hotel in Alsip. Please RSVP by October 6^t by calling 708-781-4401.

The Community Expo given by the Oak Forest Crestwood Chamber of Commerce will be Saturday, October 14th from 9 a.m. until 1 p.m. at the Arbor Park Middle School.

The Oak Forest Police Department will participate in the Special Olympics plane pull event at O'Hare Airport on Saturday, September 16th.

Clerk Neuman invited Council to attend the Oak Forest High School football game on Friday, September 15th. The Bengals will play against the Bremen Braves.

Oak Forest High School Cross Country Team came forward to talk about the Colonel Madden Cross Town Mad Dash event on Saturday, October 7th.

4. APPROVAL OF PROCLAMATION RECOGNIZING MORAINÉ VALLEY COMMUNITY COLLEGE'S 50TH ANNIVERSARY

Alderman Danihel made the motion to approve Proclamation No. 2017-08-02456P.

Alderman Selman seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Danihel			
Alderman Clemons			
Alderman Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			

The motion to approve Proclamation No. 2017-08-0246P carried 7/0.

City Clerk Neuman read Proclamation No. 2017-08-0246P into the record.

5. APPROVAL OF PROCLAMATION NO. 2017-09-0247P RECOGNIZING EDWARD SELMAN FOR HIS ATTAINMENT OF THE RANK OF EAGLE SCOUT

Alderman Selman made the motion to approve Proclamation No. 2017-09-0247P.

Alderman Emmett seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			
Alderman Danihel			
Alderman Clemons			
Alderman Simon			
Alderman Wolf			

The motion to approve Proclamation No. 2017-09-0247P carried 7/0.

Alderman Selman read Proclamation No. 2017-09-0247P into the record.

6. APPROVAL OF PROCLAMATION NO. 2017-09-0248P RECOGNIZING IAN BOND FOR HIS ATTAINMENT OF THE RANK OF EAGLE SCOUT

Alderman Danihel made the motion to approve Proclamation No. 2017-09-0248P.

Alderman Selman seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Danihel			
Alderman Clemons			
Alderman Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			

The motion to approve Proclamation No. 2017-09-0248P carried 7/0.

Alderman Selman read Proclamation No. 2017-09-0248P into the record.

7. MOTION TO ESTABLISH CONSENT AGENDA

Alderman Simon made the motion to establish Consent Agenda.

Alderman Danihel seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Simon			
Alderman Wolf			
Alderman Selman			

Alderman Emmett
Alderman Hortsman
Alderman Danihel
Alderman Clemons

The motion to establish Consent Agenda carried 7/0.

8. CONSENT AGENDA

- A. Approval of Minutes:
 - 1. City Council - August 22, 2017
 - 2. Consideration of the following Lists of Bills dated:
 - 3. Regular Bills Fiscal Year 2017-2018 - September 12, 2017
 - 4. Supplemental Bills Fiscal Year 2017-2018 - September 12, 2017

 - B. Consideration of the following Commission Minutes:
 - 1. Emergency Telephone System Board (911) - August 1, 2017
 - 2. Planning & Zoning - August 2, 2017

 - C. Consideration of the following Reports:
 - 1. Baxter & Woodman Project Status Report - August 30, 2017
-

Alderman Emmett made the motion to approve Consent Agenda.

Alderman Selman seconded.

Alderman Hortsman commented about the detailed information that was in the Planning & Zoning meeting minutes that would have been helpful when Council was discussing the charity poker facility.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Emmett			
Alderman Hortsman			
Alderman Danihel			
Alderman Clemons			
Alderman Simon			
Alderman Wolf			
Alderman Selman			

The motion to approve Consent Agenda carried 7/0.

9. ADMINISTRATION

A. Approval of the appointment of Alice Luzzi as a member of the Oak Forest Social Service Corporation's Board of Directors.

Item 9A does not require Council action.

B. Approval of the appointment of Tim Moss as Deputy Fire Chief.

Alderman Simon made the motion to approve the appointment of Tim Moss as Deputy Fire Chief.

Alderman Emmett seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			
Alderman Danihel			
Alderman Clemons			

The motion to approve the appointment of Tim Moss as Deputy Fire Chief carried 7/0.

Clerk Neuman swore in Tim Moss as Deputy Fire Chief for the Oak Forest Fire Department.

C. Approval of Ordinance No. 2017-09-06600 increasing the number of Class A liquor licenses due to the sale of the Linger Martini Bar at 4142 West 167th Street.

Alderman Clemons made the motion to approve Ordinance No. 2017-09-06600.

Alderman Wolf seconded.

Mayor Kuspa came forward with supporting details.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Clemons			
Alderman Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			
Alderman Danihel			

The motion to approve Proclamation No. 2017-09-06600 carried 7/0.

D. Approval of Ordinance No. 2017-09-06590 authorizing the City Administrator to be a hearing officer in PSEBA cases for the City of Oak Forest.

Alderman Simon made the motion to approve Ordinance No. 2017-09-06590.

Alderman Emmett seconded.

City Administrator Ishler came forward with supporting details.

Alderman Emmett asked if the City Administrator would attend the pension hearings so as to keep the City informed. City Administrator Ishler confirmed.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			
Alderman Danihel			
Alderman Clemons			

The motion to approve Ordinance No. 2017-09-09890 carried 7/0.

10. FIRE DEPARTMENT

- A. Approval of Agreement No. 2017-09-0260A with Conduent Government Systems of Urbandale, Iowa extending the use of Firehouse Software at a cost \$11,230.00 for one year.
-

Alderman Hortsman made the motion to approve Agreement No. 2017-09-0260A.

Alderman Selman seconded.

Fire Chief Duffy came forward with supporting details.

Mayor Kuspa stated this amount does exceed the budgeted amount. Fire Chief Duffy commented most of the overage would be covered by the protective gear line item as the department received a large grant in 2016 and was able to replace equipment. The remaining balance would come from the radio maintenance line item.

Alderman Hortsman asked for confirmation the fire department may have an overlap of service. Fire Chief Duffy confirmed an approximate 3 month period.

Alderman Selman asked if there were other types of federal grants that might cover software programs. Fire Chief Duffy explained this would not fall under any type of federal grant. He further explained that as the City received a grant in 2016, and was able to purchase equipment with the grant, there are available funds under certain line items in the 2017 budget.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Hortsman			
Alderman Danihel			
Alderman Clemons			
Alderman Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			

The motion to approve Agreement No. 2017-09-0260A carried 7/0.

11. COMMUNITY DEVELOPMENT

A. Approval of Resolution No. 2017-09-0318R authorizing the purchase of property at 5100 West 159th Street.

Alderman Wolf made the motion to approve Resolution No. 2017-09-0318R.

Alderman Danihel seconded.

Economic Dev. Director Bandstra came forward with supporting details.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Hortsman			
Alderman Danihel			
Alderman Clemons			
Alderman Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			

The motion to approve Resolution No. 2017-09-0318R carried 7/0.

12. CITIZENS PARTICIPATION

Mayor Kuspa opened for public testimony, but there was none.

13. OLD BUSINESS

Alderman Wolf commented on Metra Community Enhancement Project and the possibility of maintaining the east viaduct on Cicero Avenue. She also spoke of better maintenance of the gate-way area as well as the forest preserve adjacent to the gate-way.

14. NEW BUSINESS

Nothing to report.

15. EXECUTIVE SESSION

No Executive Session held.

16. ADJOURNMENT

Alderman Hortsman made the motion to adjourn.

Alderman Danihel seconded.

All were in agreement and the meeting adjourned at 9:30 p.m.

CITY OF OAK FOREST
CITY COUNCIL MEETING

Tuesday

September 26, 2017

Mayor Pro-Tem Simon called the City Council meeting to order at 8:00 p.m. with the Pledge of Allegiance and the Roll Call as follows:

Present: Alderman Clemons
Alderman Simon
Alderman Wolf
Alderman Selman
Alderman Emmett
Alderman Hortsman
Alderman Danihel

Also Present: City Administrator Ishler
Treasurer Kelly
City Clerk Neuman
Econ. Dev. Director Bandstra

Absent: Mayor Kuspa
Police Chief Kristin
Fire Chief Duffy
Finance Director Julian
Public Works Director Rinchich
Bldg. Commissioner Forbes
E.M.A. Chief Small

Alderman Clemons made the motion to nominate Alderman Simon as Mayor Pro-Tem.

Alderman Wolf seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Clemons		Mayor Pro-Tem Simon	
Alderman Wolf			
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			
Alderman Danihel			

The motion to approve Alderman Simon as Mayor Pro-Tem carried 6/0 with one ABSTAIN.

3. ANNOUNCEMENTS AND COMMUNITY CALENDAR

Oak Forest Senior Luncheon will be held on Thursday, September 28, 2017.

City Hall will be open on Saturday, September 30th, from 9:00 a.m. until noon.

The Senior Health Fair is on Thursday, October 5th from 10 a.m. until 2 p.m. This event is being held at the Oak Forest Park District.

Oak Forest High School will host Colonel Madden Cross-Town Mad Dash on Saturday, October 7th. The community race starts at 11 a.m. Register at <http://raceroster.com/13228>

Salute to Armed Forces will be held on Thursday, October 12th from 1 p.m. to 3 p.m. at the Doubletree Hotel in Alsip. Please RSVP by October 6th by calling 708-781-4401.

St. Damian School will host the Damian Dash on Saturday, October 14 at 8 a.m. Register at www.raceroster.com/events/2017/13948/damian-dash

The Community Expo given by the Oak Forest Crestwood Chamber of Commerce will be Saturday, October 14th from 9 a.m. until 1 p.m. at the Arbor Park Middle School.

Oak Forest Rotary Blood Drive will be on Saturday, October 14th from 9 a.m. to 1 p.m. at Arbor Park Middle School.

4. MOTION TO ESTABLISH CONSENT AGENDA

Alderman Emmett made the motion to establish Consent Agenda.

Alderman Danihel seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Emmett			
Alderman Hortsman			
Alderman Danihel			
Alderman Clemons			
Mayor Pro-Tem Simon			
Alderman Wolf			
Alderman Selman			

The motion to establish Consent Agenda carried 7/0.

5. CONSENT AGENDA

- A. Approval of Minutes:
 - 1. Committee of the Whole - July 25, 2017

 - B. Consideration of the following Lists of Bills dated:
 - 1. Regular Bills Fiscal Year 2017-2018 - September 26, 2017
 - 2. Supplemental Bills Fiscal Year 2017-2018 - September 26, 2017

 - C. Consideration of the following Commission Minutes:
 - 1. Veterans - August 17, 2017
 - 2. Consumer Protection - September 13, 2017
 - 3. Friends of Animal Control - September 14, 2017
-

Alderman Clemmons made the motion to approve Consent Agenda.

Alderman Hortsman seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Clemons			
Mayor Pro-Tem Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			
Alderman Danihel			

The motion to approve Consent Agenda carried 7/0.

6. ADMINISTRATION

A. Approval of the appointment of Lora Korgis to the Oak Forest Crime Prevention Commission.

Alderman Hortsman made the motion to approve the appointment of Lora Korgis to the Oak Forest Crime Prevention Commission.

Alderman Clemons seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Hortsman			
Alderman Danihel			
Alderman Clemons			
Mayor Pro-Tem Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			

The motion to approve the appointment of Lora Korgis to the Oak Forest Crime Prevention Commission carried 7/0.

B. Approval of the appointments of JoAnn Levinske, Nadine O'Whene, Lisa Ochal, Cindy Gawenda, Erin Caputo and Morgan Fedro as commissioners on the Friends of Oak Forest Animal Control Commission.

Alderman Clemons made the motion to approve the appointment of JoAnn Levinske, Nadine O'Whene, Lisa Ochal, Cindy Gawenda, Erin Caputo and Morgan Fedro as commissioners on the Friends of Oak Forest Animal Control Commission.

Alderman Emmett seconded.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Clemons			
Mayor Pro-Tem Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			
Alderman Danihel			

The motion to approve the appointment of JoAnn Levinske, Nadine O'Whene, Lisa Ochal, Cindy Gawenda, Erin Caputo and Morgan Fedro as commissioners on the Friends of Oak Forest Animal Control Commission carried 7/0.

7. COMMUNITY DEVELOPMENT

A. Approval of Resolution 2017-09-0319R re-conveying the deed to property at 5940 West 159th Street from the South Suburban Land Bank & Development Authority to the City of Oak Forest.

Alderman Danihel made the motion to approve Resolution No. 2017-09-0319R.

Alderman Emmett seconded.

Economic Dev. Director Bandstra came forward with supporting details.

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Alderman Emmett asked for confirmation the City will assume the \$385,000 debt. Economic Dev. Director Bandstra stated the City always held the debt, however, the rent will now offset the debt.

Alderman Selman asked for confirmation the rent payment would now be redirected. He also asked if the rent amount would change. Economic Dev. Director Bandstra stated the rent amount is lower than what was originally thought to be when the property was acquired, but higher than what has been collected. He further stated the original goal was to split the rent with the land bank, but now the City will collect 100% of the rent, which is why the property is being acquired by the City.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Danihel			
Alderman Clemons			
Mayor Pro-Tem Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			
Alderman Hortsman			

The motion to approve Resolution No. 2017-09-0319R carried 7/0.

B. Approval of Agreement No. 2017-09-0261A, a lease with Church of God's Holiness to continue occupancy of 5940 West 159th Street.

Alderman Emmett made the motion to approve Agreement No. 2017-09-0261A.

Alderman Danihel seconded.

Economic Dev. Director Bandstra came forward with supporting details.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Emmett			
Alderman Hortsman			

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Alderman Danihel
Alderman Clemons
Mayor Pro-Tem Simon
Alderman Wolf
Alderman Selman

The motion to approve Agreement No. 2017-09-0261A carried 7/0.

C. Approval of Resolution No. 2017-09-0320R, a façade grant agreement with Ziebart Corporation for 6130 West 159th Street.

Alderman Hortsman made the motion to approve Resolution No. 2017-09-0320R.

Alderman Emmett seconded.

Economic Dev. Director Bandstra came forward with supporting details.

Alderman Emmett asked if Economic Dev. Director Bandstra was instrumental in the clean-up done in the area. Economic Dev. Director Bandstra confirmed that landscape clean-up was part of the City agreement.

Alderman Hortsman amended his motion to change project total to \$12,691 with a grant request of \$6,943.50.

Alderman Emmett amended his second.

Roll Call vote was taken as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Alderman Hortsman	Alderman Danihel		
Alderman Clemons			
Mayor Pro-Tem Simon			
Alderman Wolf			
Alderman Selman			
Alderman Emmett			

The motion to approve Resolution No. 2017-09-0320R carried 7/0.

D. Presentation of an economic development update.

Economic Dev. Director Bandstra gave Council an update to a meeting held between the City of Oak Forest, Oak Forest Crestwood Chamber of Commerce and with local businesses. He further commented on the various business corridors, the Cicero streetscape project, grants, façade program, etc.

8. CITIZENS PARTICIPATION

Mayor Pro-Tem Kuspa opened for public testimony, but there was none.

9. OLD BUSINESS

Nothing to discuss.

10. NEW BUSINESS

Treasure Kelly commented the Social Services Corporation board will be meeting next week with the cable board to discuss equipment for Council Chambers.

11. EXECUTIVE SESSION

No Executive Session held.

12. ADJOURNMENT

Alderman Hortsman made the motion to adjourn.

Alderman Danihel seconded.

All were in agreement and the meeting adjourned at 8:40 p.m.

MAYOR HENRY L. KUSPA



NOTICE AGENDA ITEM

List of Bills October 10th, 2017 FY2017-2018
Report dates: 10/10/2017-10/10/2017

Name	Invoice Number	Inv Date	Inv Amount	GL Account	Description	PO #
AFLAC*	411196	09/28/17	887.70	01-00-2131	ACT# CK146	
AIR ONE EQUIPMENT INC*	126099	09/22/17	243.00	01-02-5314	WHITE BOURKES CARBED	
AIR ONE EQUIPMENT INC*	126322	09/29/17	7,410.00	01-02-5314	MSA G5 RESCUEAIRE RIT PACKS, 3' QUICK FILL HOSE, EXTENDAIRE II EEBBS, G1 REGULATOR, 45 MIN CARBON CYLINDER, FACEPIECE FOR RIT PACK	685
ALBERTSONS/JEWEL PURCHASE ADVANTAGE CARD	99 128 6 3163	09/21/17	124.97	01-01-5312	CHEESE TRAY, CAPRESE KABOB, CUPCAKES - CHRISSEY'S PARTY	
ALLSTAR FENCE	17-08-0851	10/04/17	100.00	01-00-4824	RETAINER REFUND FOR 4320 WAGMAN PERMIT	
ALLSTAR FENCE	17-08-0906	10/04/17	100.00	01-00-4824	RETAINER REFUND FOR 15213 KILBOURN PERMIT	
AMERICAN MESSAGING	U1109710RJ	09/01/17	139.24	01-04-5305	ACT# U1-109710	
AMERICAN MESSAGING	U1109710RJ	09/01/17	18.83	02-17-5305	ACT# U1-109710	
AMERICAN MESSAGING	U1109710RJ	09/01/17	18.83	02-18-5305	ACT# U1-109710	
AMERICAN MESSAGING	U1109710RJ	09/01/17	53.64	01-01-5305	ACT# U1-109710	
AMERICAN MESSAGING	U1109710RJ	09/01/17	5.65	01-11-5305	ACT# U1-109710	
ARAMARK REFRESHMENT SERVICES*	559106	10/04/17	241.15	01-03-5399	COFFEE, SUGAR	
AREAL CONTRACTING GROUP LLC	17-40	09/15/17	400.00	39-00-5503	ASBESTOS INSPECTION TRAILER #4	
AREAL CONTRACTING GROUP LLC	17-42	09/15/17	400.00	39-00-5503	ASBESTOS INSPECTION TRAILER #8	
AREAL CONTRACTING GROUP LLC	17-43	09/15/17	400.00	39-00-5503	ASBESTOS INSPECTION TRAILER #25-2	
AREAL CONTRACTING GROUP LLC	17-44	09/15/17	400.00	39-00-5503	ASBESTOS INSPECTION TRAILER #32	
AREAL CONTRACTING GROUP LLC	17-45	09/15/17	400.00	39-00-5503	ASBESTOS INSPECTION TRAILER #35	
BAXTER & WOODMAN INC*	0194714	09/22/17	114.74	08-00-5657	Cicero Avenue Streetscape ITEP	652
BAXTER & WOODMAN INC*	0194715	09/22/17	3,333.03	02-18-5638	2017 Sanitary Sewer Rehabilitation - Construction Services	705
BAXTER & WOODMAN INC*	0194716	09/22/17	159.20	08-00-5508	Preliminary Engineering Agreement for IL 50 Greenstreets ITEP Grant	490
BAXTER & WOODMAN INC*	0194717	09/22/17	142.50	02-18-5508	2017 MWRD I/I Submittal Assistance	530
BAXTER & WOODMAN INC*	0194718	09/22/17	540.00	01-11-5503	OPA Tower T-Mobile 2017 Site Plan Review	603
BAXTER & WOODMAN INC*	0194719	09/22/17	360.00	01-11-5503	T-MOBILE Briar Tower 2017	662
BAXTER & WOODMAN INC*	0194720	09/22/17	698.56	08-00-5508	Oak Forest Misc. Construction Services	
BIO-TRON INC*	37519	09/21/17	308.00	01-02-5317	REPLACE CABLE INPUT CONNECTOR ASSY ON ZOLL MONITOR	
BLACKOUT SEALCOATING INC	17-09-0004	10/04/17	500.00	01-00-4824	RETAINER REFUND FOR 6810-6850 RIDGE POINT DR PERMIT	
BRANIFF COMMUNICATIONS	0031065	08/01/17	2,280.00	01-05-5419	Annual Preventative Maintenance Agreement Fee for the 4 Outdoor Warning Sirens in the City	712
BRETT EQUIPMENT CORP*	276944	09/19/17	129.52	01-04-5402	LED BEACON CLI	
C & M PIPE & SUPPLY CO INC*	6660	09/21/17	492.58	02-18-5424	STORM BASE, BARREL, FLAT-TOP T&G	
C & M PIPE & SUPPLY CO INC*	6691	09/26/17	727.00	01-04-5424	STORM BASE, FLAT-TOP, TAR STRIP	
CARLOS LEYVA	17-09-0914	10/04/17	950.00	01-00-4824	RETAINER REFUND FOR 5700 GRANGE PERMIT	
CATCHING FLUIDPOWER INC*	6190854	09/19/17	103.01	02-18-5401	F471TC-06-03-12-16-12-105	
CATCHING FLUIDPOWER INC*	6190855	09/19/17	103.01	01-04-5402	F471TC-06-03-12-16-12-105	
CATHERINE O'DONNELL	17-05-0375	09/27/17	500.00	01-00-4824	RETAINER REFUND FOR 15028 CICERO AVE PERMIT	
CCP INDUSTRIES INC	IN01962339	09/20/17	268.20	01-04-5406	TOILET TISSUE, CAN LINERS	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513457	09/11/17	2,145.17	01-08-5407	ELECTRIC PANEL AND BREAKERS	718

Name	Invoice Number	Inv Date	Inv Amount	GL Account	Description	PO #
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513462	09/11/17	17.71	01-08-5407 BLDG MAINT-COMMUNITY CNTR	EMT CONN	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513473	09/12/17	369.05	01-08-5407 BLDG MAINT-COMMUNITY CNTR	WIRE	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513501	09/12/17	27.27	01-08-5407 BLDG MAINT-COMMUNITY CNTR	EMT, SQ BOX, COVER	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513503	09/18/17	28.69	01-08-5407 BLDG MAINT-COMMUNITY CNTR	RSD COVERS	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513544	09/13/17	49.16	09-04-5401 EQUIPMENT MAINTENANCE	PHIL BULBS	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513545	09/13/17	58.79	01-08-5407 BLDG MAINT-COMMUNITY CNTR	EMT, LOCK OUT DEVICE	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513612	09/19/17	24.97	01-08-5407 BLDG MAINT-COMMUNITY CNTR	RSD DEV CVRS	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513639	09/18/17	375.52	01-08-5407 BLDG MAINT-COMMUNITY CNTR	20A SW, RCP, COVER, GFCI PLATES, CONNECTORS, BOX, WIRE	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513666	09/19/17	76.73	01-08-5407 BLDG MAINT-COMMUNITY CNTR	HEX ANCHORS, ANCH, BOXES, BUSH, FLAT RINGS, PIGTAIL	
CED CONSOLIDATED ELECTRICAL DISTRIBUTOR*	5025-513667	09/19/17	59.70	01-08-5406 BUILDING MAINTENANCE	PHIL BULBS	
CENTURY ROOFING & SHEET METAL	17-03-0170	10/03/17	100.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 5536 MARY ANN CT PERMIT	
CINTAS CORPORATION #21	021424517	09/18/17	39.99	01-04-5313 UNIFORMS	TOWELS, COVERS, MATS, UNIFORMS	
CINTAS CORPORATION #21	021424517	09/18/17	146.16	01-04-5406 BUILDING MAINTENANCE	TOWELS, COVERS, MATS, UNIFORMS	
CINTAS CORPORATION #21	021427547	09/25/17	39.99	01-04-5313 UNIFORMS	TOWELS, COVERS, MATS, UNIFORMS	
CINTAS CORPORATION #21	021427547	09/25/17	146.16	01-04-5406 BUILDING MAINTENANCE	TOWELS, COVERS, MATS, UNIFORMS	
CINTAS CORPORATION #21	021430596	10/02/17	39.99	01-04-5313 UNIFORMS	TOWELS, COVERS, MATS, UNIFORMS	
CINTAS CORPORATION #21	021430596	10/02/17	146.16	01-04-5406 BUILDING MAINTENANCE	TOWELS, COVERS, MATS, UNIFORMS	
CIRCLE TRACTOR	01-212638	09/20/17	32.96	01-04-5401 EQUIPMENT MAINTENANCE	TOWELS, COVERS, MATS, UNIFORMS	
CIRCLE TRACTOR	01-212641	09/20/17	301.44	02-17-5401 EQUIPMENT MAINTENANCE	STARTER ASSY	
CLEMONS, LAURA*	10-01-17 EXP REIMB	10/01/17	77.75	01-01-5217 STREETSCAPE ADVISORY COUNCIL	AIR CLEANER, BAR, CHAIN LOOPS	
Comcast	OCT17 IT	09/24/17	33.96	01-01-5404 COMPUTER MAINTENANCE	SCARECROW STAKES, STANDING SCARECROW, TWINE	
Comcast	OCT17 IT	09/24/17	38.26	01-02-5404 COMPUTER MAINTENANCE	EXPENSES REIMBURSEMENT	
Comcast	OCT17 IT	09/24/17	109.20	01-03-5404 COMPUTER MAINTENANCE	Act# 8771 40 096 0067678	
Comcast	OCT17 IT	09/24/17	13.02	01-04-5404 COMPUTER MAINTENANCE	Act# 8771 40 096 0067678	
Comcast	OCT17 IT	09/24/17	6.19	01-05-5404 COMPUTER MAINTENANCE	Act# 8771 40 096 0067678	
Comcast	OCT17 IT	09/24/17	6.19	01-10-5404 COMPUTER MAINTENANCE	Act# 8771 40 096 0067678	
Comcast	OCT17 IT	09/24/17	12.86	01-11-5404 COMPUTER MAINTENANCE	Act# 8771 40 096 0067678	
Comcast	OCT17 IT	09/24/17	4.61	01-12-5404 COMPUTER MAINTENANCE	Act# 8771 40 096 0067678	
Comcast	OCT17 IT	09/24/17	10.17	02-17-5404 COMPUTER MAINTENANCE	Act# 8771 40 096 0067678	
Comcast	OCT17 IT	09/24/17	5.39	02-18-5404 COMPUTER MAINTENANCE	Act# 8771 40 096 0067678	
Comcast	OCT17 PD3	09/18/17	2.11	01-03-5399 MISC EXPENSE	Act# 8771 40 096 0005983	
COMED	0130400001 091917	09/19/17	21.24	01-04-5307 ELECTRICITY	Act# 0130400001	
COMED	0361152043 091817	09/18/17	178.28	01-04-5307 ELECTRICITY	Act# 0361152043	
COMED	0714596077 091817	09/18/17	45.04	01-12-5399 MISC EXPENSE	Act# 0714596077	
COMED	0883840015 091817	09/18/17	31.92	01-04-5307 ELECTRICITY	Act# 0883840015	
ComEd	1459158056 092117	09/21/17	1,165.69	01-04-5307 ELECTRICITY	Act# 1459158056	
COMED	1845139023 091917	09/19/17	48.22	01-04-5307 ELECTRICITY	Act# 1845139023	
ComEd	2795168028 091517	09/15/17	5,172.76	01-04-5307 ELECTRICITY	Act# 2795168028	
CONCRETE CRAWLSPACES	17-08-0796	10/04/17	200.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 16100 OAK PERMIT	
COP FIRE SHOP (THE)	114404	09/22/17	44.00	01-02-5313 UNIFORMS	EMBROIDER NAME, REMOVE PATCHES, SEW ON COLLAR,	

Name	Invoice Number	Inv Date	Inv Amount	GL Account	Description	PO #
CORE & MAIN LP	H784612	09/14/17	615.50	02-17-5421	MAINTENANCE OF WATER MAINS	
CORE & MAIN LP	H814781	09/21/17	109.27	02-17-5421	MAINTENANCE OF WATER MAINS	
CULLIGAN WATER CONDITIONING*	391766 09-17	09/15/17	25.15	01-04-5399	MISC EXPENSE	
CULLIGAN WATER CONDITIONING*	921685 09-17	09/15/17	18.15	01-04-5399	MISC EXPENSE	
CUSTOM TIRE INC	60159	09/14/17	468.00	01-11-5402	VEHICLE MAINTENANCE	
DANIEL KELLY	17-05-0349	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
DANIELS PRINTING & OFFICE SUPPLY*	634407-0	09/26/17	12.90	01-02-5301	OFFICE SUPPLIES	
DANIELS PRINTING & OFFICE SUPPLY*	634473-0	09/27/17	57.84	01-01-5302	PRINTING	
DATA PEST CONTROL*	15160	09/18/17	132.50	01-08-5406	BUILDING MAINTENANCE	
DATA PEST CONTROL*	15160	09/18/17	66.25	01-08-5407	BLDG MAINT-COMMUNITY CNTR	
DATA PEST CONTROL*	15160	09/18/17	66.25	01-04-5406	BUILDING MAINTENANCE	
DATA PEST CONTROL*	15160	09/18/17	60.00	01-02-5406	BUILDING MAINTENANCE	
DE LAGE LANDEN PUBLIC FINANCE	56349964	09/25/17	233.93	01-11-5404	COMPUTER MAINTENANCE	
DE LAGE LANDEN PUBLIC FINANCE	56349964	09/25/17	95.34	01-03-5514	EQUIPMENT RENTAL	
DE LAGE LANDEN PUBLIC FINANCE	56349964	09/25/17	106.73	01-03-5514	EQUIPMENT RENTAL	
DON TYRAKOWSKI	17-06-0593	10/04/17	50.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
DOUG'S DOGS	09-28-17	09/28/17	475.00	01-01-5207	SR. CITIZENS COMMISSION	
DUSTCATCHERS INC*	39682	09/28/17	135.04	01-08-5406	BUILDING MAINTENANCE	
EAGLE UNIFORM CO INC	258774	09/28/17	23.50	01-03-5313	UNIFORMS	
EAGLE UNIFORM CO INC	258780	09/28/17	88.50	01-03-5313	UNIFORMS	
EDMOND PRENDIVILLE	17-09-0938	10/04/17	60.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
EFFICIO CONSTRUCTION	10-03-17	10/03/17	2,562.79	01-08-5407	BLDG MAINT-COMMUNITY CNTR	
EISIN, GREGORY	17-08-0855	10/03/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
EJ USA INC*	110-170083494	09/22/17	711.14	01-04-5424	MAINTENANCE OF SEWERS	
EMERGENCY MEDICAL PRODUCTS INC	1935560	09/20/17	239.96	01-02-5317	EMS SUPPLIES	
FIRDAUSI, SABA	10082822005	08/25/17	253.55	99-00-1115	UTILITY CASH CLEARING	
FISCHER BROTHERS	17-09-0010	10/03/17	50.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
FOUR SEASONS HEATING & AIR CONDITIONING	17-04-0313	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
FOUR SEASONS HEATING & AIR CONDITIONING	17-08-0805	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
FOUR SEASONS HEATING & AIR CONDITIONING	17-09-0993	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
GALLAGHER MATERIALS INC*	2871	09/09/17	265.37	09-04-5415	PATCHING MATERIALS	
GEORGE CHAYER	17-09-0973	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
GOLDY LOCKS INC*	652017	09/14/17	124.00	01-04-5406	BUILDING MAINTENANCE	
GOLDY LOCKS INC*	652145	09/19/17	239.00	01-03-5401	EQUIPMENT MAINTENANCE	
GRAYBAR	9300122912	09/22/17	233.19	01-04-5411	STREET LIGHT REPAIRS	
GRAYBAR	993485078	09/14/17	2,131.59	01-04-5411	STREET LIGHT REPAIRS	
GRAYBAR	993515866	09/15/17	215.92	01-04-5411	STREET LIGHT REPAIRS	
GRILLS TRUE VALUE HARDWARE*	A72963	07/03/17	57.88	01-04-5401	EQUIPMENT MAINTENANCE	
GRILLS TRUE VALUE HARDWARE*	A73685	07/10/17	4.79	01-08-5406	BUILDING MAINTENANCE	
					FLAG, BADGE	
					MEGALUGS, GASKETS, T-HEADS	
					KNUCKLE SAVER FLARES	
					ACT# 391766 H2O	
					ACT# 921685 H2O	
					4 COOPER CS5 TIRES	
					RETAINER REFUND FOR 15123 CRESCENT GREEN PERMIT	
					NAMEPLATE, STAMP	
					BUSINESS CARDS - C.J., T.I.	
					PEST CONTROL CH	
					PEST CONTROL COMMUNITY CENTER	
					PEST CONTROL PW	
					PEST CONTROL FD	
					ACT# 610183 CONTRACT# 25231115	
					ACT# 610183 CONTRACT# 25231115	
					ACT# 610183 CONTRACT# 25231115	
					RETAINER REFUND FOR 16800 LECLAIRE PERMIT	
					SENIOR LUNCHEON	
					MATS SERVICE/CLEANING CH	
					HEM PANTS	
					SHIRTS, FLAGS	
					RETAINER REFUND FOR 14955 EL VISTA PERMIT	
					Installation of Drywall	714
					RETAINER REFUND FOR 5529 ADELINE PERMIT	
					FLG GKT RUB, UND FR, FLAT GR, VLV BOX, FRAME	
					BP KIT, 3 CUFF	
					UB REFUND	
					RETAINER REFUND FOR 17082 BELLE PERMIT	
					RETAINER REFUND FOR 5543 ELLEN CT PERMIT	
					RETAINER REFUND FOR 16622 KNOTTINGWOOD PERMIT	
					RETAINER REFUND FOR 14810 MASSASOIT PERMIT	
					UPM HIGH PERF COLD PATCH	
					RETAINER REFUND FOR 16481 CRAIG PERMIT	
					LABOR TO INSPECT JACKSON 1085	
					LUBE, REPAIR CELL LOCK ON 1W, MAKE RELIEF GUARD	
					27 WP BOX HUBS	
					Electrical supplies to install outlets for Christmas decorations - US	699
					Communities Joint Purchase Program	
					25 1G WP BOX W HUBS	
					RAKES, STIHL CHAINS	
					FLY INSECT KILLER	

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Name	Invoice Number	Inv Date	Inv Amount	GL Account	Description	PO #
GRILLS TRUE VALUE HARDWARE*	A79934	09/08/17	19.99	02-17-5319 SMALL TOOLS	SLV DEMING BIT	
GRILLS TRUE VALUE HARDWARE*	A81293	09/21/17	13.99	01-04-5406 BUILDING MAINTENANCE	NOZZLE	
GUARDIAN INSURANCE CO*	QC 868	09/20/17	229.47	01-00-2130 DUE TO RETIREE BENEFITS	DENTAL INSURANCE, COBRA	
GUARDIAN INSURANCE CO*	QC 868	09/20/17	4,256.14	01-00-2123 INSURANCE-DENTAL	DENTAL INSURANCE, COBRA	
HMO ILL.-HEALTH CARE SERVICE CORP*	AUG-SEPT17 REVISIONS	09/01/17	578.86-	01-02-5519 EMPLOYEE INSURANCE BENEFITS	ACT# 256231 HMO/PPO INSURANCE	
HMO ILL.-HEALTH CARE SERVICE CORP*	AUG-SEPT17 REVISIONS	09/01/17	938.64-	01-03-5519 EMPLOYEE INSURANCE BENEFITS	ACT# 256231 HMO/PPO INSURANCE	
HMO ILL.-HEALTH CARE SERVICE CORP*	AUG-SEPT17 REVISIONS	09/01/17	22,454.60-	01-00-2107 INS DEDUCTION PAYABLE	ACT# 256231 HMO/PPO INSURANCE	
HMO ILL.-HEALTH CARE SERVICE CORP*	OCTOBER 2017	09/14/17	5,385.28	01-02-5519 EMPLOYEE INSURANCE BENEFITS	ACT# 256231 HMO/PPO INSURANCE	
HMO ILL.-HEALTH CARE SERVICE CORP*	OCTOBER 2017	09/14/17	8,732.18	01-03-5519 EMPLOYEE INSURANCE BENEFITS	ACT# 256231 HMO/PPO INSURANCE	
HMO ILL.-HEALTH CARE SERVICE CORP*	OCTOBER 2017	09/14/17	208,587.47	01-00-2107 INS DEDUCTION PAYABLE	ACT# 256231 HMO/PPO INSURANCE	
ILLINOIS FIRE CHIEF'S ASSOCIATION*	CONF-17060	09/29/17	200.00	01-02-5312 TRAINING & TRAVEL	2017 FULL CONFERENCE REGISTRATION - LISA ALFARO	
IN-PRINT GRAPHICS INC	87236011	09/26/17	2,163.22	01-01-5337 FYI NEWSLETTER	FYI NEWSLETTER AUTUMN 2017	
INTERSTATE BATTERY SYSTEM OF CHICAGO*	249555	09/21/17	219.95	02-18-5402 VEHICLE MAINTENANCE	#10 MT7-65	
IRA MCCRAY	17-09-0912	10/04/17	500.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 15524 CICERO AVE PERMIT	
ISCPA	LEC-92162	10/04/17	200.00	01-03-5312 TRAINING & TRAVEL	ISCPA CAREERFEST 2018 - SGT. RYAN BURNETT	
J & L ELECTRONIC SERVICE INC*	1001091	09/05/17	105.00	89-00-5401 EQUIPMENT MAINTENANCE	INSTALL FIRE COMPARTOR FIRMWARE UPDATES	
J & L ELECTRONIC SERVICE INC*	1001092	09/05/17	210.00	89-00-5401 EQUIPMENT MAINTENANCE	TROUBLESHOOT FAILED HOUSE ALERT SYSTEM AT STATION 1	
J & L ELECTRONIC SERVICE INC*	1001098	09/06/17	292.05	89-00-5401 EQUIPMENT MAINTENANCE	Factory Service REPAIR FOR NARROW-BAND HOUSE ALERT INFORMER	571
JAKE THE STRIPER	16457	09/21/17	1,650.00	01-03-5601 VEHICLE PURCHASES	#33, #34 Striping/Marking for Squad Cars	
JCM UNIFORMS INC	735692	09/12/17	242.95	01-02-5313 UNIFORMS	FF BELL CROWN HAT SWITCH TO 4 FIRE-EGGS VISOR	
JEAN ROSS COMPANY (The)	4496	07/20/17	939.88	01-02-5402 VEHICLE MAINTENANCE	DIAGNOSE, REPLACE LEAKING AIR SUSPENSION COMPONENTS, PARTS	
JOSE LUJIS BELTRAN	17-08-0824	10/02/17	500.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 15637 WAVERLY PERMIT	
KIRSITS, DAVID	17-08-0863	10/03/17	100.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 4936 149TH PERMIT	
LARRY'S BRAKE SERVICE*	08-04-17 PW	08/04/17	93.00	02-18-5402 VEHICLE MAINTENANCE	#27, #M-45, #5	
LARRY'S BRAKE SERVICE*	08-18-17 PW	08/18/17	31.00	02-18-5402 VEHICLE MAINTENANCE	#M-24	
LUKE DREW	17-08-0802	10/04/17	100.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 16131 GROVE PERMIT	
MARTIN IMPLEMENT SALES INC*	P04186	11/08/16	7.70-	02-18-5401 EQUIPMENT MAINTENANCE	FORK & LK NUT RETURN, FORT - TAILWHEEL	
MARTIN IMPLEMENT SALES INC*	P10293	09/18/17	76.80	01-04-5401 EQUIPMENT MAINTENANCE	DEFLECTOR CONES, BLADES	
MARTIN IMPLEMENT SALES INC*	P10304	09/19/17	6.16	02-17-5401 EQUIPMENT MAINTENANCE	WASHERS	
MARY ANN SYKES	17-08-0876	09/18/17	100.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 15601 LOREL PERMIT	
MATTHEW COSTELLO	17-09-0998	10/04/17	150.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 5342 JESSICA POOL PERMIT	
McCANN INDUSTRIES INC*	07226893	09/14/17	135.72	01-04-5401 EQUIPMENT MAINTENANCE	SUPPORT	
MENARDS - TINLEY PARK*	28868	09/08/17	702.40	01-08-5407 BLDG MAINT-COMMUNITY CNTR	VENT, HOLE SAW, SEALANT, ELBOW, DUCTTAPE, CLAMPS, PIPE, DUCT, UTILITY, GYPS	
MENARDS - TINLEY PARK*	28869	09/08/17	565.90	01-08-5407 BLDG MAINT-COMMUNITY CNTR	UTILITY, GYPS TYPE X	
MENARDS - TINLEY PARK*	27122	09/13/17	269.98	01-08-5407 BLDG MAINT-COMMUNITY CNTR	BLADES, WASHER, SCREW SETTER, LAMINATE, BOLTS, TEES, ELBOW, CONNECTOR, GYPSUM	
MENARDS - TINLEY PARK*	27188	09/14/17	16.46	01-08-5407 BLDG MAINT-COMMUNITY CNTR	STUDS, BOLTS, LOCKNUTS	
MENARDS - TINLEY PARK*	27206	09/14/17	564.50	01-08-5407 BLDG MAINT-COMMUNITY CNTR	BARRIER, NAILS, VENT, H&R PERFORATED OC,	

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Name	Invoice Number	Inv Date	Inv Amount	GL Account	Description	PO #
MENARDS - TINLEY PARK*	27474	09/19/17	209.14	01-08-5407 BLDG MAINT-COMMUNITY CNTR	STACKHEAD, CONNECTOR, DAMPER, BOOT, EXTENSION, MASTIC, STUD GUARDS, T-SQUARE, TEES	
MENARDS - TINLEY PARK*	27487	09/19/17	33.34	01-08-5407 BLDG MAINT-COMMUNITY CNTR	KRAFT, FOILFACED, H&R PERFORATED OC, SPF, EYE BOLTS, BLADE, LAMPHOLDER, RASP	
MENARDS - TINLEY PARK*	27533	09/20/17	12.45	01-08-5407 BLDG MAINT-COMMUNITY CNTR	CIRCULAR SAW	
MENARDS - TINLEY PARK*	27604	09/21/17	6.99	02-18-5319 SMALL TOOLS	SCREWS, KRAFTs	
MENARDS - TINLEY PARK*	27609	09/21/17	20.94	01-08-5406 BUILDING MAINTENANCE	JAB SAW	
MENARDS - TINLEY PARK*	27622	09/21/17	34.98	01-02-5406 BUILDING MAINTENANCE	AIR FILTER	
MENARDS - TINLEY PARK*	27625	09/21/17	34.99	02-17-5421 MAINTENANCE OF WATER MAINS	CHARGER KIT, TRANSFORMER	
MENARDS - TINLEY PARK*	27633	09/21/17	124.23	01-08-5407 BLDG MAINT-COMMUNITY CNTR	GALV NIPPLE	
MENARDS - TINLEY PARK*	27667	09/22/17	15.93	01-02-5406 BUILDING MAINTENANCE	INSIDE CORNER, CAP STRIP, PULL, CATCH, CAULK, GYPSUM, POLYLAM	
MENARDS - TINLEY PARK*	27694	09/22/17	71.85	01-02-5406 BUILDING MAINTENANCE	LEDS	
MENARDS - TINLEY PARK*	27696	09/22/17	61.75	01-08-5407 BLDG MAINT-COMMUNITY CNTR	PAIL, ANGLE, FLUX, SOLDER, TAPE, HOOKS, STRAP, COUPLING, TEE, ELBOW	
MENARDS - TINLEY PARK*	27744	09/23/17	4.99	01-02-5406 BUILDING MAINTENANCE	TAPE, HINGE, BOLT, TRIM, ISC	
MENARDS - TINLEY PARK*	28053	09/28/17	39.84	01-02-5406 BUILDING MAINTENANCE	40W B10	
MENARDS - TINLEY PARK*	28101	09/29/17	175.10	01-03-5312 TRAINING & TRAVEL	60W, 3W LED, 20W UBEND LED	
MERRICK, JON	20265040004	09/26/17	248.14	99-00-1115 UTILITY CASH CLEARING	KNOB, EXTRUDED R-3.0, SCREWS, ADHESIVE, STAPLES, WASHER, SWVL, PANELS, DOOR, STUD, FURRING	
METROPOLITAN INDUSTRIES INC*	0000326652	09/19/17	706.61	02-18-5425 LIFT STATION	UB REFUND	
METROPOLITAN INDUSTRIES INC*	0000326784	09/21/17	690.00	02-18-5425 LIFT STATION	KPSI 15# TRANSDUCER	
MICHAEL GIBBNEY	17-05-0488	10/04/17	100.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	TROUBLESHOOT TRANSDUCER CONTROLS	
MICHELLE MCHUGH	17-08-0826	10/04/17	100.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 15549 LONG AVE PERMIT	
MIKE HALLERAN	17-04-0299	10/04/17	900.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 6509 CHARLESTON PERMIT	
MOSS, TIMOTHY	09-28-17 EXP REIMB	09/28/17	386.84	01-02-5312 TRAINING & TRAVEL	RETAINER REFUND FOR 15131 COLINA PERMIT	
NEWSOME & ASSOCIATES*	092217TJ	09/22/17	1,000.00	01-01-5209 POLICE & FIRE COMMISSION	ASSOCIATED FIREFIGHTERS OF ILLINOIS COLORADO SPRINGS EXPENSE REIMBURSEMENT	
NICOR GAS	94287458411 091117	09/11/17	32.43	02-17-5306 NATURAL GAS	FIREFIGHTER/PARAMEDIC EVALUATION AND WRITTEN REPORT	
OAK FOREST GATEWAY PROPERTY OWNERS ASSOC	38	03/17/17	14,260.00	26-00-5503 PROFESSIONAL SERVICES	ACT# 94-28-74-5841 1 2017 ANNUAL ASSESSMENT LOT #2, #5, #6, #7, #8	
O'CONNOR LAW OFFICES LLC	07087	10/02/17	1,666.66	01-01-5507 LEGAL FEES-PROSECUTOR	OCTOBER PROSECUTOR RETAINER FOR COURT KEYS H and Y at BRIDGEVIEW COURTHOUSE	
ODONNELL SEWER & WATER SERVICE	17-09-1015	09/28/17	100.00	01-00-4824 COMMUNITY DEV. REIMBURSEMENT	RETAINER REFUND FOR 16409 ROY PERMIT	
OFFICE DEPOT	963438872001	09/16/17	26.58	01-11-5301 OFFICE SUPPLIES	SANI-DEX WIPES	
OFFICE DEPOT	963438873001	09/18/17	98.38	01-11-5301 OFFICE SUPPLIES	STENO PADS, KEY TAGS, COFFEES, FORKS	
OHLIN SALES INC/OSI BATTERIES*	00346900	07/19/17	332.26	01-05-5403 RADIO MAINTENANCE	KENWOOD 2000mAh NIMH BATTERIES	
ON TIME INC*	44740	10/02/17	14.00	01-02-5313 UNIFORMS	NAMEPLATE	
ON TIME INC*	44839	10/02/17	42.00	01-02-5313 UNIFORMS	T-SHIRTS	
ONSITE COMMUNICATIONS USA INC*	47000	09/19/17	45.00	01-02-5403 RADIO MAINTENANCE	KENWOOD MOBILE MICROPHONE	
ONSITE COMMUNICATIONS USA INC*	47024	09/21/17	79.00	01-03-5403 RADIO MAINTENANCE	KENWOOD ADAPTER CABLE, SPEAKER	

Name	Invoice Number	Inv Date	Inv Amount	GL Account	Description	PO #
ONSITE COMMUNICATIONS USA INC*	47060	09/29/17	1,414.00	01-02-5605	AMBULANCE	710
O'REILLY AUTO PARTS	3380-229701	09/14/17	62.49	01-11-5402	VEHICLE MAINTENANCE	
O'REILLY AUTO PARTS	3380-229752	09/14/17	39.92	01-11-5402	VEHICLE MAINTENANCE	
O'REILLY AUTO PARTS	3380-231378	09/25/17	22.98	01-02-5402	VEHICLE MAINTENANCE	
O'REILLY AUTO PARTS	3380-231381	09/25/17	14.99	01-03-5402	VEHICLE MAINTENANCE	
PAUL CONWAY SHIELDS	0407027-IN	07/11/17	182.89	01-02-5313	UNIFORMS	
PILCH, JOSEPH J*	09-27-17 EXP REIMB	09/27/17	282.72	01-05-5312	TRAINING & TRAVEL	
PIZZO and ASSOCIATES LTD*	19065	08/31/17	1,556.74	01-04-5429	MAINTENANCE OF PONDS	615
POLICE DEPT SYSTEMS INC	14282	09/21/17	6,357.50	01-03-5601	VEHICLE PURCHASES	568
POLICE DEPT SYSTEMS INC	14313	09/27/17	9,270.00	01-03-5601	VEHICLE PURCHASES	600
POLICE DEPT SYSTEMS INC	14314	09/27/17	9,270.00	01-03-5601	VEHICLE PURCHASES	600
PRAXAIR DISTRIBUTION INC	79049563	09/23/17	27.62	02-17-5332	COMPRESSED GAS & CHEMICALS	
PREMIER EXTERIORS	17-05-0455	10/04/17	700.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	1,291.64	01-00-2115	INSURANCE - LIFE	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	125.43	01-01-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	282.16	01-02-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	856.91	01-03-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	193.39	01-04-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	62.72	01-11-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	15.68	01-12-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	7.84	09-01-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	31.36	09-03-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	15.68	09-04-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	75.79	02-17-5519	EMPLOYEE INSURANCE BENEFITS	
PRINCIPAL LIFE INSURANCE CO*	OCTOBER 2017	09/17/17	91.47	02-18-5519	EMPLOYEE INSURANCE BENEFITS	
PROSOURCE SPECIALTIES LLC	31954RR	09/21/17	4,892.05	01-02-5316	ELEMENTARY AGE FIRE ED	703
PURE HEALTH SOLUTIONS INC	7736649	09/20/17	47.81	01-02-5399	MISC EXPENSE	
QUILL CORPORATION	1007815	09/20/17	102.55	01-03-5301	OFFICE SUPPLIES	
QUILL CORPORATION	1274417	09/29/17	43.79	01-03-5301	OFFICE SUPPLIES	
QUILL CORPORATION	9965223	09/19/17	131.96	01-03-5301	OFFICE SUPPLIES	
R D SULZBERGER INC	17-08-0892	10/03/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
REGAL CUSTOM CONCRETE	17-05-0394	10/03/17	500.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
Rental Max	256507-2	09/08/17	124.00	01-04-5416	CONCRETE REPAIRS	
ROLF C. CAMPBELL & ASSOC	27316	08/16/17	450.00	01-12-5503	PROFESSIONAL SERVICES	
ROTO-ROOTER	17-09-0975	09/29/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
RYAN, KATHRYN A.*	PZR178	09/06/17	180.00	01-01-5503	PROFESSIONAL SERVICES	
SAM'S CLUB	009744	09/18/17	314.30	02-18-5399	MISC EXPENSE	
SANDENO EAST INC*	12877	09/18/17	455.00	01-04-5415	PATCHING MATERIALS	

Name	Invoice Number	Inv Date	Inv Amount	GL Account	Description	PO #
SANDENO EAST INC*	12907	09/21/17	227.50	01-04-5415	PATCHING MATERIALS	
SEECO CONSULTANTS INC	17522	08/31/17	1,543.00	08-00-5657	STREETSCAPE	717
SEECO CONSULTANTS INC	17526	08/31/17	3,080.50	08-00-5412	STREET RESURFACING	623
SINAL'S CARPET CLEANING*	09-08-17	09/08/17	60.00	26-00-5406	BUILDING MAINTENANCE	
SOLUTION 3 GRAPHICS INC	1178531	09/18/17	210.00	02-17-5512	OTHER SERVICES	
STANDARD EQUIPMENT COMPANY	P01092	09/11/17	102.29	02-18-5402	VEHICLE MAINTENANCE	
STANDARD EQUIPMENT COMPANY	P01173	09/13/17	615.50	02-17-5402	VEHICLE MAINTENANCE	
STANDARD EQUIPMENT COMPANY	P01246	09/18/17	933.36	02-18-5402	VEHICLE MAINTENANCE	
STREICHER'S INC	11281084	09/22/17	680.00	01-03-5313	UNIFORMS	596
SUB ZERO	17-09-0916	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
SUB ZERO	17-09-0918	10/04/17	50.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
SUBURBAN LANDSCAPING	107152	09/13/17	1,141.56	01-04-5510	LAWN CARE	582
SUBURBAN LANDSCAPING	107168	09/20/17	1,781.73	01-04-5510	LAWN CARE	582
SUBURBAN LANDSCAPING	107231	09/27/17	1,141.56	01-04-5510	LAWN CARE	582
SUPERIOR CONTRACTING SERVICES, INC	17-08-0899	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
SUPERIOR CONTRACTING SERVICES, INC	17-08-0900	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
SUPERIOR CONTRACTING SERVICES, INC	17-08-0901	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
SUPERIOR CONTRACTING SERVICES, INC	17-08-0902	10/04/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
THIRD MILLENNIUM ASSOC INC	21212	09/26/17	894.15	01-01-5504	CONTRACTUAL SERVICES	642
THREE BROTHERS LANDSCAPING INC	150870925	09/25/17	1,079.00	01-11-5504	CONTRACTUAL SERVICES	
TRAFFIC CONTROL & PROTECTION INC*	90437	09/20/17	406.25	01-04-5410	STREET MAINT/SIGNS	
TRANSUNION RISK AND ALTERNATIVE	910851 10-17	10/01/17	25.00	01-03-5512	OTHER SERVICES	
TRIMJEL, GAMMON JR	17-08-0893	10/03/17	100.00	01-00-4824	COMMUNITY DEV. REIMBURSEMENT	
TRI-STATE DISPOSAL INC	723571	09/09/17	38.00	01-04-5326	LANDFILL	
TRL TIRE SERVICE CORP*	118291	09/22/17	987.18	01-03-5402	VEHICLE MAINTENANCE	
TRUGREEN LIMITED PARTNERSHIP	73019817	09/14/17	250.00	01-08-5510	LAWN CARE	
TYLER TECHNOLOGIES INC	030-11020	09/01/17	960.00	89-00-5607	BUILDING IMPROVEMENTS	545
U.S. BANK EQUIPMENT FINANCE	340442136	09/25/17	80.38	01-03-5301	OFFICE SUPPLIES	
U.S. BANK EQUIPMENT FINANCE	340442219	09/25/17	283.20	02-17-5504	CONTRACTUAL SERVICES	
Underground Pipe & Valve Co.	024542	09/22/17	1,634.00	02-17-5421	MAINTENANCE OF WATER MAINS	591
VILLAGE OF OAK LAWN*	SEPTEMBER 2017	10/04/17	266,612.38	02-17-5525	WATER PURCHASES	578
VOGLER, CASANDRA M.	COW 008	07/25/17	100.00	01-01-5503	PROFESSIONAL SERVICES	
W. G. N. FLAG & DECORATING CO	49131	09/01/17	931.00	01-08-5336	FLAGS & DECORATIONS	
WAREHOUSE DIRECT*	3625975-0	09/20/17	79.44	01-02-5301	OFFICE SUPPLIES	
WAREHOUSE DIRECT*	3626074-0	09/20/17	348.29	01-02-5301	OFFICE SUPPLIES	
WAREHOUSE DIRECT*	3627255-0	09/21/17	147.97	01-02-5406	BUILDING MAINTENANCE	
					SURFACE	
					CICERO AVE STREETSCAPE TESTING-AUGUST	
					TESTING SERVICES FOR 2017 ROAD PROGRAM-AUGUST	
					CLEAN ENTRANCEWAY'S CARPETING-METRA STATION	
					FOLD, STUFF, SEAL SUPPLIED SEPT WATER BILLS	
					NOZZLE	
					DEBRIS HOSE	
					#19 RUBBER SEAL ASSY, INLET WELDMENT	
					SBA-XTM2.Z Xtreme Lvt. 2 Ballistic vests, Trauma Plate	
					RETAINER REFUND FOR 14918 MISSION CT PERMIT	
					RETAINER REFUND FOR 14918 MISSION CT PERMIT	
					Annual Turf/Slope Mowing Contract, Flats, EOW	
					Annual Turf/Slope Mowing Contract, Flats, EOW	
					Annual Turf/Slope Mowing Contract, Flats, EOW	
					RETAINER REFUND FOR 16620-16626 KNOTTINGWOOD PERMIT	
					RETAINER REFUND FOR 16650-16656 KNOTTINGWOOD PERMIT	
					RETAINER REFUND FOR 16640-16646 KNOTTINGWOOD PERMIT	
					RETAINER REFUND FOR 16640-16646 KNOTTINGWOOD PERMIT	
					RETAINER REFUND FOR 16640-16646 KNOTTINGWOOD PERMIT	
					VEHICLE STICKER TRANSACTIONS PURCHASED ONLINE THROUGH SEPT 26 2017	
					2017 Nuisance Property Mowings ROUND 11	
					EC FILM	
					Ac# 910851	
					RETAINER REFUND FOR 6039 BROOKWOOD PERMIT	
					19 CAR/LT TRUCK TIRE DISPOSALS	
					7 EAGLE RSA TIRES	
					CITY HALL CAMPUS VEG CONTROL	
					Enterprise CAD, Mobile, Records License Fees, Professional Services and addl expenses	
					CONT# 500-0468470-000	
					CONT# 500-0459436-000	
					POWERSEAL WATER MAIN REPAIR CLAMPS - SOLE SOURCE	
					Water Purchase Gallons = 61,673	
					COW Minutes - 10 Pages	
					DD BRACKETS, 3/4" BRACKETS, SHIPPING	
					PAPER, FILES, PENS	
					HI BACK CHAIR	
					CLEANERS, TOWELS, SOAP	

Name	Invoice Number	Inv Date	Inv Amount	GL Account	Description	PO #
WAREHOUSE DIRECT*	3627255-1	09/22/17	12.36	01-02-5406 BUILDING MAINTENANCE	SPONGES	
WAREHOUSE DIRECT*	3629250-0	09/22/17	18.92	01-02-5315 FIRE PREVENTION	CLIPBOARD	
WARREN OIL CO INC*	W1085315	09/26/17	996.85	01-02-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	2.73	01-03-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	602.93	01-04-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	438.49	02-17-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	137.03	02-18-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	7.98	01-00-1305 DUE FROM PARK DISTRICT	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	209.90	01-11-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	491.84	01-02-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	6,389.35	01-03-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	953.83	01-04-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	199.87	01-05-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	507.02	01-09-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	1,192.29	02-17-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	631.91	02-18-5303 GAS AND OIL	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WARREN OIL CO INC*	W1085315	09/26/17	946.98	01-00-1305 DUE FROM PARK DISTRICT	GAS \$1.92 GAL, DIESEL \$2.19 GAL	
WATERWAY ILLINOIS INC	1613	09/21/17	750.00	01-02-5401 EQUIPMENT MAINTENANCE	NFPA REQUIRED ANNUAL FIRE PUMP TEST	
WEIMAR LTD., JOHN A.*	SEPTEMBER 2017	10/04/17	150.00	01-01-5501 HEARING OFFICER	L-Court, P-Court	
WEIMAR LTD., JOHN A.*	SEPTEMBER 2017	10/04/17	450.00	01-03-5501 HEARING OFFICER	L-Court, P-Court	
WILLE BROTHERS CO	359048	09/19/17	589.00	02-18-5416 CONCRETE REPAIRS	Ready Mix Concrete	
WOLDHUIS FARMS SUNRISE GREENHOUSE INC	32534	09/29/17	343.50	01-01-5217 STREETSCAPE ADVISORY COUNCIL	MUMS, KALE, CORN STALKS, STRAW, GOURDS	
WOLDHUIS FARMS SUNRISE GREENHOUSE INC	32550	09/29/17	43.20	01-01-5217 STREETSCAPE ADVISORY COUNCIL	MUMS, PERENNIALS	
WOW! BUSINESS	013872609 092817	09/28/17	128.80	01-02-5404 COMPUTER MAINTENANCE	ACT# 013872609	
WOW! BUSINESS	013872609 092817	09/28/17	163.20	01-03-5404 COMPUTER MAINTENANCE	ACT# 013872609	
WOW! BUSINESS	013872609 092817	09/28/17	297.49	01-04-5404 COMPUTER MAINTENANCE	ACT# 013872609	
WOW! BUSINESS	013872609 092817	09/28/17	232.19	02-17-5404 COMPUTER MAINTENANCE	ACT# 013872609	
WOW! BUSINESS	013872609 092817	09/28/17	123.32	02-18-5404 COMPUTER MAINTENANCE	ACT# 013872609	
Z-FORCE TRANSPORTATION INC*	17-158534	09/20/17	1,138.31	02-17-5421 MAINTENANCE OF WATER MAINS	3/4" STONE 7/11 SOLD	694
ZOLL MEDICAL CORPORATION	2576527	09/19/17	367.50	01-02-5317 EMS SUPPLIES	LIFEBAND 3 PACK	
ZOLL MEDICAL CORPORATION	2577711	09/21/17	120.00	01-02-5317 EMS SUPPLIES	12-LEAD ECG PATIENT CABLE	

Grand Totals: 625,444.00



NOTICE AGENDA ITEM

Supplemental List-of-Bills October 10th, 2017 Fiscal Year 2017-2018
Check Issue Dates: 8/1/2017 - 10/5/2017

Vendor	Invoice Number	Check #	Check Date	Amount	GL Account	Account Description	Gen Description
ILLINOIS MUNICIPAL RETIREMENT FUND	70784	1053437	09/18/17	50,689.07	01-00-2104	IMRF W/H PAYABLES	AUGUST CONTRIBUTIONS
ILLINOIS MUNICIPAL RETIREMENT FUND	34446	1053438	09/14/17	23,195.53	01-00-2104	IMRF W/H PAYABLES	JUNE CONTRIBUTIONS
MB FINANCIAL BANK	285404 083117	1053436	09/13/17	1,716.22	02-17-5701	BOND INTEREST EXPENSE	ACT# 285404
MB FINANCIAL BANK	285404 083117B	1053436	09/13/17	182.40	26-00-5701	BOND INTEREST EXPENSE	ACT# 285404
MB FINANCIAL BANK CREDIT CARD 1204	000018	1053422	08/14/17	133.24	01-01-5312	TRAINING & TRAVEL	Isabella Cafe Tinley Park IL Meeting
MB FINANCIAL BANK CREDIT CARD 1204	1774330036	1053423	08/18/17	17.95	01-01-5202	CIVIL SERVICE	US Criminal Checks Inc - S.H. PW
MB FINANCIAL BANK CREDIT CARD 1204	85 148 10 3163	1053424	08/28/17	67.93	01-11-5312	TRAINING & TRAVEL	Jewel Lorna Celebration Lunch
MB FINANCIAL BANK CREDIT CARD 1204	5041264697516692	1053425	08/31/17	29.50	01-03-5312	TRAINING & TRAVEL	Safety Courses - Wisconsin ATV/OHM Course - ?
MB FINANCIAL BANK CREDIT CARD 1204	2017LPSTTCNFRG	1053426	08/16/17	775.00	01-12-5312	TRAINING & TRAVEL	IL-APA 2017 State Conference - K.A., T.B.
MB FINANCIAL BANK CREDIT CARD 1204	12307474	1053427	08/17/17	13.00	01-12-5312	TRAINING & TRAVEL	Metra Mobile T. B. DOWNTOWN MEETING
MB FINANCIAL BANK CREDIT CARD 1204	12310915	1053428	08/17/17	13.00	01-12-5312	TRAINING & TRAVEL	Metra Mobile C.M. DOWNTOWN MEETING
MB FINANCIAL BANK CREDIT CARD 1204	000001 082317	1053429	08/25/17	24.69	01-12-5312	TRAINING & TRAVEL	Agave Mexican Grill - Lunch w EAC Member
MB FINANCIAL BANK CREDIT CARD 1204	5042045937236317	1053430	09/01/17	29.50	01-03-5312	TRAINING & TRAVEL	Safety Courses - Wisconsin ATV/OHM Course - ?
MB FINANCIAL BANK CREDIT CARD 1204	5042938484186862	1053431	09/04/17	29.50	01-03-5312	TRAINING & TRAVEL	Safety Courses - Wisconsin ATV/OHM Course - ?
MB FINANCIAL BANK CREDIT CARD 1204	5042938402456865	1053432	09/04/17	29.50	01-03-5312	TRAINING & TRAVEL	Safety Courses - Wisconsin ATV/OHM Course - ?
MB FINANCIAL BANK CREDIT CARD 1204	5046379251416140	1053433	09/06/17	29.50	01-03-5312	TRAINING & TRAVEL	Safety Courses - Wisconsin ATM/OHM Course - Reid
MB FINANCIAL BANK CREDIT CARD 1204	5047076917086474	1053434	09/07/17	29.50	01-03-5312	TRAINING & TRAVEL	Safety Courses - Wisconsin ATM/OHM Course - Klappaut
MB FINANCIAL BANK CREDIT CARD 1204	5047080654296478	1053435	09/07/17	29.50	01-03-5312	TRAINING & TRAVEL	Safety Courses - Wisconsin ATM/OHM Course - Lynch, T
POSTMASTER - OAK FOREST	10-02-17 UB POST	102079	10/02/17	1,605.72	02-18-5304	POSTAGE & FREIGHT	UB Postage

Grand Totals:

78,640.25

CITY OF OAK FOREST

PLANNING/ZONING COMMISSION MEETING

Wednesday

September 6, 2017

The Plan/Zone Commission meeting was called to order by Chairman Stuewe at 7:00 p.m. with Roll Call. The Pledge of Allegiance was led by Mr. Wolf.

PRESENT: Mr. Riha
Mr. Walsh ✓
Mr. Ziak ✓
Mr. Schroeder ✓
Mr. Wolf ✓
Chairman Stuewe ✓

ABSENT: Mrs. Morrissy
Mr. Oostema /
Mr. Cowgill /

WORKSHOP - PERMITTED USES AND SPECIAL USES

Using maps, Miss Ashbaugh explained the locations of each commercial district. She asked the Commissioners to consider whether new standards are needed, whether an overlay district should be applied to certain areas, and whether certain uses are appropriate by right or should be regulated as a Special Use.

Miss Ashbaugh stated that she and Mr. Bandstra are researching and will be working on a draft text amendment to address auto dealerships. They have not noticed any other uses that need immediate action; however, they will work with direction from the Commissioners to address any other areas.

Mr. Bandstra commented that most uses are allowed in the same fashion in all commercial districts; however, they could be scaled between different types of uses if the Commissioners wish. He suggested developing some use standards for the automobile dealerships, putting them in the right places under the right conditions rather than making them a Special Use or an accessory to a Special Use.

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Mr. Bandstra questioned whether additional use standards or restrictions should be developed for certain types of uses, rather than making them a Special Use. He and Miss Ashbaugh have made notes of their own observations; however, Mr. Bandstra would like the Commissioners' input.

Using the tables provided, Mr. Wolf commented about the similarities of C1, C2 and C3, noting that there is very little distinction.

Mr. Wolf talked about the Gateway having been made an Overlay District in the past. Mr. Bandstra stated that he is unclear regarding the boundaries of the Gateway Redevelopment District, an overlay, because the boundaries were never formally established. He believes this was an effort to eliminate a few uses.

Mr. Wolf stated that the Gateway Overlay District was supposed to attract restaurants and entertainment-type uses and called for specific building materials. The purpose was to put certain parameters on what is required in that area.

Mr. Wolf asked the specific location of the C1 district. Miss Ashbaugh clarified that C1 is to the west of Leclaire and one block east of Lorel on the north side, and east of Long on the south side of 159th Street.

Mr. Wolf commented that C3 is the entire length of Cicero, and the Gateway Corridor is from 155th to 159th and then west to either Leclaire or Laramie on 159th Street. He believes this was planned to be a commercial entertainment-type district. Chairman Stuewe agreed.

Mr. Wolf talked at length about where car dealerships should be permitted, such as west of Arroyo. Chairman Stuewe and Mr. Wolf discussed this at length. Mr. Wolf suggested that either there be more commercial districts or an overlay. Mr. Bandstra noted that Miss Ashbaugh will have a separate presentation specifically concerning auto dealerships.

Mr. Bandstra stated that other common use standards include minimum lot sizes and distance-based requirements so businesses are not clumped close together. For example, Lansing requires that auto sales lots have a one-acre minimum. Mr. Wolf commented that the former Ace hardware property meets that requirement.

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Mr. Wolf talked about the Permitted Use similarities in the commercial districts. He specifically questioned whether to allow a single-person carpet cleaning business in the commercial district. Mr. Bandstra explained that a recent business license application for a carpet cleaning business had wanted to open on Cicero but was denied because this type of business is not allowed in the commercial districts.

Mr. Bandstra then cited Code 5617, 'Services to buildings and dwellings: Janitorial services, pest control, landscaping services, and carpet and upholstery are only allowed in the Industrial District'. Mr. Bandstra suggested that the City must have thought those uses were better suited to the Industrial District. However at some point, the City did allow other trades people in the commercial districts, as long as they didn't have outdoor storage. There was a brief discussion about outdoor storage.

Mr. Bandstra questioned whether the Commissioners are comfortable allowing these construction uses in the commercial districts. If so, should the janitorial, pest control and carpet cleaning services also be allowed as long as they do not have outdoor storage? He commented that this goes back to the character of the district.

Mr. Wolf talked at length about potential scenarios. Chairman Stuewe suggested that the carpet/upholstery cleaner in question could be covered under Special Use so that the number of vehicles is limited, etcetera. Miss Ashbaugh asked whether this should be considered as a Special Use in the commercial district. She asked for a solution to balance the City's treatment of the various contractors because they are functioning similarly.

Mr. Wolf talked at length. Chairman Stuewe suggested starting with C1 because it is the smallest commercial district.

Mr. Wolf questioned why Gaelic Park is zoned C1. Miss Ashbaugh briefly talked about the history of the commercial districts, formerly identified as business districts. Mr. Bandstra stated that C1 is neighborhood commercial, which is what Gaelic Park is. He added that C1 is the most restrictive.

Mr. Wolf asked what makes C1 the most restrictive. Using 147th and Central as an example, Mr. Bandstra explained that C1 serves the neighborhood as opposed to the regional arterial traffic of

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159th Street. Miss Ashbaugh added that there are a couple of C1 blocks on 159th Street.

Mr. Riha summarized that C1 should be ice cream shops and non-franchise small businesses that are not environmentally dangerous as opposed to a large store such as Jewel. Mr. Bandstra agreed but added that chain or non-chain is not necessarily a factor.

Mr. Bandstra agreed with Miss Ashbaugh that there are some C1 businesses on 159th Street. Chairman Stuewe commented that the C1 areas on 159th were there when the city began, with small restaurants, grocery stores, etcetera. Mr. Bandstra agreed, noting that the buildings are older and the commercial lots are smaller. Miss Ashbaugh also agreed.

Mr. Riha asked for clarification of whether existing businesses will be grandfathered if the Commissioners make any changes. Mr. Bandstra confirmed this, stating that these would become legal non-conforming. The impact would come if an owner closed or sold such a business.

Mr. Riha suggested taking the C1 printout and removing things that currently don't fit the mission of that district. Chairman Stuewe suggested making a note of any suggested removals.

Mr. Bandstra stated that Code 6215, 'Medical and Diagnostics Labs' (x-ray, imaging, medical testing, etcetera) no longer needs to be a Special Use but could be changed to a Permitted Use in the Office District.

Mr. Wolf asked for clarification of a 'diagnostic lab'. Mr. Bandstra stated that a diagnostic lab would be consumer-based.

Chairman Stuewe agreed that this should be a Permitted Use in the Office District, not a Special Use. He theorized that the diagnostics lab should be allowed since a doctor can have an office there. Miss Ashbaugh agreed, stating that this would function similarly to a doctor's office and should not require a Special Use Permit.

Chairman Stuewe asked for further clarification. Miss Ashbaugh explained that a diagnostics lab would not likely have any more impact than other permitted uses in the district, so further scrutiny and/or conditions would not be necessary.

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Mr. Bandstra moved on to Code 812, 'Other services' in the Use Table; 'Animal grooming, pet boarding, etcetera' and 'Animal hospital'. He stated that these may require a little extra scrutiny due to the use of outdoor areas if not restricted to within the building. Mr. Bandstra added that he knows of two on Cicero, zoned C3.

Mr. Wolf asked for clarification. Mr. Bandstra suggested that the Commissioners consider making 812-9, 'Pet boarding', a Special Use Permit. Chairman Stuewe agreed, citing health issues for the pets and humans in the area. A discussion ensued.

Miss Ashbaugh noted that 'Pet boarding services' is located before 'Psychic readings' in the Code. Mr. Bandstra stated that 'Pet boarding' (Code 812-91) is currently permitted in all C1, C2 and C3 and Industrial districts and as a Special Use in the Gateway Redevelopment District overlay. Miss Ashbaugh added that 'Animal grooming' is permitted by right in those five districts (Code 812-910).

Mr. Bandstra again questioned whether 'Pet boarding' should be modified or not. Mr. Wolf stated that he would take 'Pet boarding' out of the Gateway; not even allowing it as a Special Use. Chairman Stuewe agreed. Mr. Wolf suggested 'Pet boarding' would be good at the former Barb's Place on 167th Street, which is zoned C1.

Mr. Walsh suggested that it might be more efficient if Staff makes recommendations to the Commissioners since Staff deals with these more often. Chairman Stuewe agreed but added that the Commissioners should look at them too.

Miss Ashbaugh stated that Staff's primary suggestion or point of guidance would be to consider making a greater differentiation between the Commercial districts. She suggested that the Commissioners review the Codes and decide what they want. Miss Ashbaugh added that this would be proactive in order to eliminate some red tape for certain business uses and/or to add criteria for uses that the Commissioners prefer to review.

Miss Ashbaugh stated that the goal of the PZC/EAC joint meeting was to brainstorm ways to be more business friendly. One opportunity for that is to make certain things Permitted Uses because they are similar enough to other Permitted Uses. Mr. Bandstra added that some Special Use restrictions really are needed but some are not.

Mr. Bandstra stated that he and Miss Ashbaugh would appreciate input regarding locations and/or restrictions for car dealerships so that Staff can make recommendations in the near future.

Mr. Ziak asked how difficult it would be to redefine the zoning districts; such as making 159th Street east and west of Central as one district and having the same type of development as the Gateway. Miss Ashbaugh suggested that this would require rezoning, with a more significant Public Notice requirement to notify the property owners of a Public Hearing concerning changes to what they can and cannot do on their property.

Miss Ashbaugh also mentioned implementing overlay districts. Mr. Ziak asked how restrictive an overlay district might be. Mr. Bandstra stated that an overlay can be whatever the Commissioners specify. He agreed that an overlay can prohibit car dealerships in a specific area.

Mr. Bandstra talked about the 159th Commercial Overlay District which prohibits any sort of tax-exempt, non-profit or fraternal organization from opening on 159th Street. He stated that this would be a similar concept to what Mr. Ziak is suggesting.

Mr. Wolf asked whether the 159th Street Commercial Overlay District actually is an overlay district. Mr. Bandstra stated that the City did this in both ways; making it very restrictive in the Use Table and even more restrictive on 159th Street with the overlay.

Miss Ashbaugh stated that there have been amendments to the Use Table in the Zoning Ordinance since 2014. For example, 'Psychic readings' and 'Tattoo parlors' were added and made a Special Use in C2. 'All indoor entertainment and recreation' was added and made a Special Use in C2 to allow the gun range. She noted that these also are in the new Zoning Map and were adopted simultaneously. She is not aware of any changes to the Zoning Map since that time.

Mr. Wolf summarized that there are fewer Public Notice hurdles if an overlay is implemented rather than creating a new zoning map with a new zoning district. Miss Ashbaugh and Mr. Bandstra both commented that property owners still have to be notified.

Mr. Bandstra summarized that the Commissioners feel that 159th Street west of Central has a little different character than east

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of Central, as reflected in the C1 zoning. He agreed that rezoning the area to the west could be explored if the Commissioners feel it is needed.

Miss Ashbaugh stated that it would be helpful to consider a tiered approach with the commercial districts, as well; otherwise the rezoning isn't changing anything because most of the uses are permitted or are Special Uses or are not allowed in any of the commercial districts.

Mr. Ziak stated that an overlay district might be beneficial, especially on Cicero where the former Ace Hardware property is located.

Mr. Walsh asked why the Commissioners want to restrict car dealers. Mr. Ziak suggested that the smaller used car dealers have a tendency to not look good. A discussion ensued about restricting the type of car dealership.

Miss Ashbaugh agreed that Staff can review the Gateway District, which was intended to be more pedestrian-friendly and walkable. She agreed that the former Ace Hardware property may not be appropriate for a car dealership. Understanding Mr. Ziak's point and intent, Miss Ashbaugh stated that she will do additional research on this code.

Mr. Bandstra asked about addressing aesthetics in the use standards. Chairman Stuewe explained that the auto dealer moratorium was put in place after PZC's discussions about lighting, space, frontage, parking, etcetera. A brief discussion ensued.

Miss Ashbaugh noted that she has been recording the lot frontages, depths and areas on 159th Street and on Cicero. She also will research the auto dealer corridor in Orland Park and Tinley Park, for comparison.

Mr. Bandstra suggested that an important question is whether PZC is trying to minimize the number of car dealerships or upgrade the standard for car dealerships in the City. He suggested that the demand for small used car lots will always be there because landlords make great rent amounts for these properties.

Chairman Stuewe stated that he prefers an upgrade to the standards so that the car dealerships are aesthetically appealing

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in the community. He also stated that he does not want one on every corner.

Mr. Wolf commented that he wants to look at the zoning districts and make distinctions because, right now, anything can go anywhere. He talked at length about where car dealerships are allowed.

Mr. Wolf also talked at length about not being able to prevent automotive repair shops to open in any of the districts. Mr. Walsh suggested limiting the automotive-related industries within a certain area, from one point to another. A discussion ensued with Mr. Bandstra about a distance-based approach.

Chairman Stuewe asked whether a different district could be created. Mr. Bandstra agreed, adding that they could state that a certain use 'cannot be within 'x' number of feet of the train station' or something to that effect, thus creating its own buffer.

Miss Ashbaugh added that the Comprehensive Plan currently treats all commercial areas as the same future land use, even though they have different zoning districts. This would make it difficult for Staff to know whether something is appropriate because commercial is commercial.

Miss Ashbaugh suggested that the Commissioners decide what character they envision for the different corridors so that Staff can get this reflected in the Use Table and administrate it when a business license application is presented or when a builder wants to put something in.

Miss Ashbaugh asked about other items the Commissioners would like Staff to research. Chairman Stuewe commented that the districts, materials, boundaries, etcetera have been discussed over the years.

Mr. Riha asked whether it is possible to get a list of all the NAICS codes, how many of those businesses are in the City, and then break it down by district and where the businesses are located. He believes this might help the Commissioners see what the City has and help guide in decision-making.

Miss Ashbaugh asked whether Mr. Riha would like to know how many businesses per use. Mr. Riha responded affirmatively, stating that he would like them broken down by district and NAICS code.

Mr. Bandstra confirmed that Staff has a list of businesses, but stated that he is unsure whether the City has tracked their NAICS codes. Miss Ashbaugh stated that she has done so during her tenure with the City. She will check with the Building Department to see if the office manager was adding the NAICS codes.

Mr. Bandstra noted that the zoning districts could be determined using the businesses' addresses. He agreed with Mr. Riha that the NAICS codes will be useful information.

Mr. Wolf asked why schools were not removed from 159th Street in the Table. He noted that there are designations for schools, non-profits, etcetera within specific residential areas. Mr. Bandstra commented that South Suburban would be under Code 6113, 'Colleges, universities and professional schools'. He noted that this is a Special Use in the Industrial District. A brief discussion ensued about whether to zone-out career prep academies.

Chairman Stuewe related that there was a grocery store on 151st and Central, across from the high school. South Suburban College originally intended to occupy that space, but the City denied it as a health issue for the high school students and because the property was not large enough for a college.

There were no other questions or comments.

SIGN ENFORCEMENT AND AMORTIZATION

Miss Ashbaugh talked about provisions in the Code that will ultimately change the signs and the character of some commercial areas, particularly as it pertains to pole signs.

Miss Ashbaugh specifically talked about the amortization schedule from Section 9-106(M), subparagraph 3, of the Sign Code. She noted that the amortization schedule is based on sign value and requires Staff to determine the value of all signs identified. She added that the sign inventory was completed this summer.

Noting Page 2 of the memo, Miss Ashbaugh talked about the three tables listing the signs that need to be removed immediately

because they are obsolete, have no permit, or are considered legal non-conforming and are allowed to remain but are subject to the amortization schedule timeframe on Page 1. She noted that the timeframe has not yet been enacted.

Miss Ashbaugh asked for direction regarding how to proceed once the Notices are sent out. She reported that there are 21 obsolete signs, including banner signs, one monument sign and 18 pole signs for businesses that are no longer there. She noted that Code requires that those vacant business signs be removed within 30 days.

Miss Ashbaugh stated that the Building Department is working through Code Enforcement and the business owners (or bank owned) to get the obsolete signs down. She added that the legal non-conforming signs are there without a permit and also are being dealt with through Code Enforcement.

Miss Ashbaugh stated that Staff understood they were to target pole signs that are legal non-conforming, of which there are 79. Adding in the monument signs and the multi-tenant development signs, the total is 119.

Miss Ashbaugh explained that Staff needs direction due to the volume of signs. Staff has gotten estimates from three sign companies to remove the signs and install new monument/ground signs. She advised the companies that the Code allows up to 100 square feet for ground signs and up to 10 feet tall and they should base their estimates upon that information. She also advised the companies that PZC requires more architectural detail versus just a cabinet-type sign on a brick base. She noted that the cost estimates in the second table reflect these criteria.

Mr. Bandstra first complimented Miss Ashbaugh and Building Commissioner Forbes on their efforts to get this information so that the corridor can be upgraded. He then estimated that the City is looking for replacement of 100 signs over the next 5 years, based on the amortization schedule. Estimating that each sign would cost approximately \$10,000.00 if made to PZC standards, the City would be committed to about a half million dollars of façade money over the next 5 years. He noted that this would use the majority of each year's façade improvement budget.

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Mr. Bandstra asked whether the Commissioners intend to get rid of every pylon sign and/or whether there are certain 'worst' types of signs to focus on.

Mr. Bandstra also questioned whether it is necessary to enforce such a high standard for ground signs, or if other alternatives could work, such as retrofitting those signs. He asked for input from the Commissioners regarding how far to go with the amortization program.

Mr. Walsh stated that it is difficult to force a business to come up with so much money. Mr. Bandstra commented that the City has said they will pay 50% of the cost for amortization of signs, which is more than the 33% façade grant program amount. While this makes it more feasible for the business owners, Mr. Bandstra questioned which signs take priority.

Mr. Wolf agreed with Mr. Walsh's assessment. He suggested getting the more obvious signs, such as the obsolete signs for businesses that are no longer there. He talked at length about this subject.

Mr. Wolf also voiced his opinion that the Façade Improvement Program should be for helping with the exterior of the building. While signage can be part of that, the sign does not add aesthetic value whether the business stays or leaves. Also, the sign does not give value back to the city once a business leaves.

Mr. Wolf suggested allowing some latitude for businesses that have storefronts right at the street. He mentioned other towns with similar situations, such as Oak Lawn, and pointed out that some businesses cannot accommodate a monument sign.

Mr. Wolf specifically would like to focus on the burrito place on 159th Street near Rockin' Horse. Mr. Walsh asked whether Mr. Wolf is suggesting targeting more obvious nonconforming signs, such as obsolete and illegal non-conforming signs, before looking at the legal non-conforming that was permitted but is on the amortization schedule. Mr. Wolf agreed.

Mr. Bandstra commented that the banners will be gone and don't need to be talked about. He explained that Code Enforcement was never trained in the Sign Code; however, Miss Ashbaugh set up training for the new Code Enforcement officers and they now will be issuing tickets for sign violations. He noted that banners are the first on the list.

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Mr. Wolf asked whether the obsolete monument sign is a vacant business. Miss Ashbaugh responded affirmatively.

Mr. Wolf asked if the City has to pay to have these removed and whether there is enough frontage/viewing that a sign could be installed that conforms to Code.

Chairman Stuewe suggested that the obsolete monument sign and banners should be removed, as a start, and then work down the list from there but not try to rush through the entire list.

Mr. Bandstra stated that they already have been working with Code Enforcement on the list. For example, the Standard Bank sign on 159th Street is on the list and they have been notified. Mr. Bandstra reported that a new bank has purchased the property and has been told they cannot use the existing sign.

Mr. Bandstra stated that Rennology is gone and Ziebart Corporation has purchased that building. Ziebart will be required to remove the existing sign and put in a new sign before occupying the premises. Mr. Bandstra also reported that the Discount Tire sign will be coming down. The former Wayne's Radiator has been closed for several years and that pole sign will be coming down. The owners of the Brownings Automotive property have been told to remove the signs.

Mr. Bandstra added that the City removed the pole sign at Magna Electric, at a cost of \$500.00 to \$600.00. This amount does not include the cost of a new sign.

Miss Ashbaugh stated that Staff is notifying new business owners, up front, about removal of old signs and new sign installation. Some business owners assume that they get the existing sign when they purchase the property. She noted that Staff is trying to remove obsolete signs before a property changes hands.

Miss Ashbaugh asked whether it makes sense for the amortization schedule to remain once the more comprehensive Sign Code comes out in compliance with the Supreme Court ruling. She questioned whether Staff should actively enforce the amortization schedule, given the financial burden on the City and the property owners and/or tenants over a very short period of time.

Mr. Wolf asked what the 'legal non-conforming signs that are permitted but subject to amortization' are. Mr. Bandstra stated that these signs are subject to the 5-year amortization schedule

that the City codified a few years ago. He explained that notices would need to be sent to these 100 or so businesses and/or property owners, notifying them that they are subject to the 5-year amortization schedule to get their sign taken out, even though these businesses are still operating.

Mr. Wolf asked for an example of a monument sign. Miss Ashbaugh mentioned that the Walgreens pole sign needs to come down within five years. She stated that there is a photo of a monument sign in the inventory, but she could not recall the location.

Miss Ashbaugh also explained how the inventory was prepared, using an online G.I.S. service layer built through the South Suburban Managers Association. She plotted the data points of all the addresses and business names, and attached a photo of each, noting the sign type and status as legal non-conforming, obsolete or illegal non-conforming.

Mr. Wolf commented that there are 21 monument signs. Miss Ashbaugh reiterated that there are photos that she will submit for review. Mr. Wolf commented that he wasn't aware that monument signs were under the amortization class. Miss Ashbaugh agreed to look into this.

Mr. Bandstra commented that monument signs are not the main focus. He noted that there are possibly 29 multi-tenant signs that definitely need to be addressed. Mr. Bandstra added that the Oak Forest Commons sign is one that was flagged for non-compliance.

Mr. Wolf recommended looking at the obsolete signs first because they fall under the Vacant Building Ordinance. He explained that the ownership is responsible for removing the sign once a building is vacated for over six months. If the owner does not remove the sign, the City can remove it and lien the property.

Mr. Wolf also questioned the St. Damian sign being listed as illegal non-conforming. Mr. Bandstra stated that St. Damian did not get a permit but just put up the sign. Miss Ashbaugh stated that the City would not have approved a permit for that particular sign. Mr. Wolf questioned whether this is due to proper materials. Miss Ashbaugh agreed, noting that St. Damian used two little poles, etcetera.

Mr. Wolf commented about the Taps sign. Mr. Bandstra asked whether Mr. Wolf wants to do the obsolete and illegal non-

conforming first. Mr. Wolf agreed that the legal non-conforming should be looked at last.

Miss Ashbaugh again asked for direction regarding enforcement of the amortization schedule, stating that all businesses would need to be notified in order to be fair, consistent and business-friendly. This also would mean that the City potentially could be inundated with sign requests, which would be costly at 50% each.

Miss Ashbaugh stated that an alternative is that the amortization schedule either could be removed from the Code or just not enforced for awhile and new businesses could be dealt with on a case-by-case basis. Mr. Bandstra agreed and added that Staff needs to know whether doing the amortization is worth the City's investment.

Chairman Stuewe agreed that the obsolete and illegal non-conforming should be dealt with first. He suggested giving the existing businesses a break but telling them what the City is looking for in the future. Mr. Walsh agreed, stating that the obsolete and illegal (no permit) signs have to go.

Miss Ashbaugh asked whether the 119 businesses should be notified of the amortization schedule and their timeframe. Mr. Walsh asked whether the obsolete and illegal non-conforming signs are even eligible for amortization. Miss Ashbaugh clarified that she is only talking about the legal non-conforming signs for amortization.

Miss Ashbaugh again explained that proceeding with the amortization would mean notifying the businesses that they have 'x' number of years to remove their signs and the City has a grant program to help them. She questioned whether the City wants to front 50% of each sign within 5 years.

Chairman Stuewe again suggested giving the existing businesses a break.

Mr. Wolf asked whether the businesses were ever notified of the amortization, as they were supposed to be as part of the program. Miss Ashbaugh stated that previous Staff had notified select businesses because they were striving to target the those that were in need of more substantial maintenance. She advised that this is selective enforcement. To be fair, the amortization schedule actually should be enacted citywide.

Mr. Schroeder asked how long it would take to get rid of the obsolete and illegal non-conforming signs. Miss Ashbaugh responded that this depends on the responsiveness of the property owners. Mr. Bandstra added that the owners of the majority of the obsolete signs have been told the signs have to be removed within 30 days. Most of the obsolete signs should be gone this year. Those signs probably won't be replaced until a new business comes in.

Mr. Schroeder asked whether the owners of the illegal non-conforming will be given 30 days to remove their signs. Mr. Bandstra responded that Staff will research all illegal non-conforming signs before enforcing removal in order to make sure a permit wasn't issued but misplaced or there was a records error.

Mr. Schroeder noted that there are only 10 pole signs on the list. He suggested notifying those owners and Staff can research it if an owner says he had a permit. Mr. Bandstra agreed.

Mr. Schroeder again asked how long it will take to resolve the obsolete and illegal non-conforming signs. Mr. Bandstra estimated this could be completed by early-2018.

Mr. Schroeder then suggested moving to the legal non-conforming list after dealing with the obsolete and illegal non-conforming. Miss Ashbaugh asked for direction with regard to a timeframe for replacement of the legal non-conforming signs.

Chairman Stuewe asked whether all owners of obsolete signs have been notified. Mr. Bandstra responded that the notification process has begun. He agreed that the City has the right to remove those signs after 30 days and lien the property, but the City probably will choose to continue to attempt contact rather than pay out thousands of dollars to remove the obsolete signs. He believes this will be handled on a case-by-case basis.

Mr. Wolf asked for clarification of legal non-conforming signs. Miss Ashbaugh explained that pole signs are considered legal non-conforming because the Sign Code now requires a Special Use Permit for them. Provided the business ownership does not change, the property is not abandoned, and the pole sign and property are well-maintained, the sign can stay. However, at some point the pole sign must be removed, such as in the case of a new business, new owner or a brand update. Using Best Western

as a brand update example, Miss Ashbaugh outlined the Special Use Permit process for a pole sign.

Mr. Wolf asked what type of monument signs are legal non-conforming. Miss Ashbaugh agreed to get that information to him.

Mr. Wolf asked about multi-tenant signs. Miss Ashbaugh explained that most of the multi-tenant signs are pole signs. Mr. Bandstra cited the photos, stating that almost all are non-conforming. A brief discussion ensued about the Shell sign at 159th and Oak Park Avenue.

Mr. Bandstra summarized that the obsolete and illegal non-conforming signs will be dealt with and the Commissioners will allow the existing legal non-conforming signs to stay until Staff determines another strategy.

Mr. Walsh suggested sending letters to the owners of the legal non-conforming signs, reminding them that there is help available but not specifying a timeframe. That way, those owners don't get blindsided at some point. Mr. Bandstra agreed to a façade grant push, notifying businesses that the City can help with façade dollars to upgrade the signs.

A discussion ensued about follow-up on the legal non-conforming signs. Someone suggested that it looks bad if the City does not notify those owners. A separate problem will be if all the owners come in for façade dollars at the same time. This person also suggested being more stringent with those that have only 2 or 3 years left on the amortization schedule. Chairman Stuewe stated that the owners have not been notified so they don't know they only have 2 or 3 years left.

Miss Ashbaugh commented that the City notified approximately 20 businesses that were targeted; however, the amortization schedule was not enforced citywide. She has not yet cross-referenced the letters sent out by previous Staff.

Mr. Bandstra suggested either enforcing the amortization 100% or choosing not to enforce it. In the alternative, the PZC could choose to change the standards and get rid of only the horrific-looking signs. After much commenting, Mr. Wolf suggested addressing the eyesores.

Miss Ashbaugh suggested that some ground signs can be face-changed and reused. Mr. Wolf agreed. He also suggested narrowing the list by seeing which businesses have no other option for a sign.

Chairman Stuewe agreed with Mr. Walsh's suggestion of sending letters and letting the owners decide whether to change their legal non-conforming signs. He prefers to deal with the obsolete and illegal non-conforming signs first and then work on the rest at a later date.

A discussion ensued about the proposed letter. Mr. Wolf asked whether the letter should instruct owners to come in for a Special Use Permit if they want to. Mr. Bandstra responded that this would not be done unless the pole sign is going to be taken down.

Mr. Bandstra concluded, stating that Staff will let City Council know that the PZC feels the City should hold off on amortization. Staff will come back at a later date with a more comprehensive photo montage of the existing signs.

UPCOMING MEETINGS - COMMENTS

Miss Ashbaugh stated that the September 20, 2017 agenda will include a Design Review Permit for Ziebart. She also will present some preliminary research regarding the auto use standards.

Mr. Bandstra invited the Commissioners to a business community update meeting at 8:00 a.m. on Tuesday, September 12, 2017, involving himself, the Chamber of Commerce and the Mayor.

APPROVAL OF MINUTES

Chairman Stuewe requested a motion to approve the minutes of August 2, 2017.

No other additions, deletions or corrections were requested.

Mr. Ziak made the motion.

Mr. Schroeder seconded.

The Roll Call vote was taken as follows:

AYES	NAYS	ABSTAIN	ABSENT
Mr. Ziak			Mrs. Morrissy
Mr. Schroeder			Mr. Oostema
Mr. Wolf			Mr. Cowgill
Mr. Riha			
Mr. Walsh			
Chairman Stuewe			

The motion to approve the minutes of August 2, 2017 Carried, 6/0, with Three ABSENT.

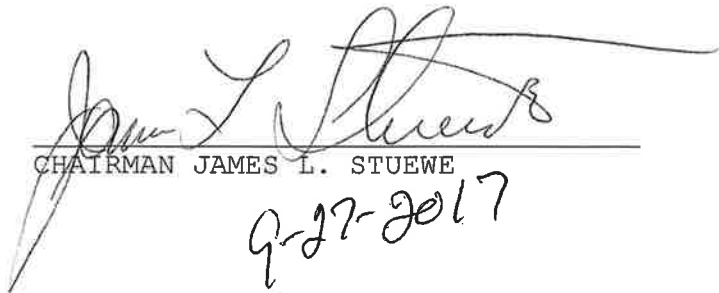
ADJOURNMENT

Chairman Stuewe requested a motion to adjourn.

Mr. Riha made the motion.

Mr. Ziak seconded.

Everyone was in favor and the meeting was adjourned.


CHAIRMAN JAMES L. STUEWE
9-27-2017

CITY OF OAK FOREST
POLICE & FIRE COMMISSION MEETING
MINUTES
TUESDAY JUNE 13,2017

O.K.
W. Blatchford
A. Beatty

2:00PM
BLUE ROOM

1. Roll Call- Roll call taken at 2:26pm. Present were Commissioners Blatchford and Beatty. Also present were Fire Chief Duffy and City Human Resource Manager Preer. Absent was Commissioner Nagel.
2. Approval of Minutes-Tabled
3. Correspondence-None
4. Discussion of Fire and Police Testing,Registers, and Personnel- Discussed current Fire Dept. eligibility Register. Motion Commissioner Blatchford to extent current list to expire on 11-1-2017. Seconded by Commissioner Beatty, all in favor. Motion passed. Motion Commissioner Blatchford to designate Police Candidate Curlee as a certified Police Officer on the current Police Officer eligibility list. Seconded Commissioner Beatty. All in favor, motion passed. Commission to begin process of administering Fire Dept. promotional test for position of Fire Dept. Lt.
5. Old Business- None
6. New Business- None
7. Executive Session- None
8. Adjournment- Motion Commissioner Blatchford to adjourn; seconded Commissioner Beatty. All in favor, motion passed. Adjourned at 3:05pm.

Client Manager:

Sueve Amann
samann@baxterwoodman.com
Project Status Report Issued On: 9/27/2017

Project Title/Job	Project Manager	Completion Date	Tasks Completed This Period	Tasks Pending This Period	Items Waiting On Client	Status Date
NBIS Program Management & Inspection Services (2017-2018) (PO 485) Job Number: [081395.34]	Brian Bromley (815) 459-1260 bbromley@baxterwoodman.com	12/31/2018	NBIS Inspections for LaCrosse and LaPorte Bridges completed in June. Inspection Reports and Electronic Bridge File sent to Director of Public Works.	None.	None.	8/30/2017
Cicero Avenue Streetscape ITEP Job Number: [100744.40]	Jay Coleman (773) 444-0292 jcoleman@baxterwoodman.com	12/31/2017	Coordination for construction inquiries.	Coordination for construction inquiries.	None.	9/15/2017
2012 Sant. Eval & Imp/152 St. Tr Bsn GCA/RPR - 2017 Design Amendment Job Number: [110080.61]	Sean O'Dell (773) 444-0292 sodell@baxterwoodman.com	1/1/2018	None	Amendment underway	None	8/30/2017
2017 Sanitary Sewer Rehabilitation - Construction Services (P.O. 705) Job Number: [110080.65]	Ray Koenig (708) 478-2090 rkoenig@baxterwoodman.com	11/24/2017	Complete construction agreements and bonds, issue Notice to Proceed, hold preconstruction meeting, review pre lining video's.	Continue prelining video review and recommendations	none noted	9/19/2017
Cicero Avenue (IL 50) Job Number: [140216.41]	Tom Slattery (773) 444-0292 tslattery@baxterwoodman.com	3/31/2018	Submitted Phase II plans and specifications to IDOT/City/Utilities for review and managed project.	Submit final plans and specifications to IDOT for January letting.	None.	9/19/2017
Beggars 2015 Parking Lot Expansion Plan Review (P.O. 501) Job Number: [160791.80]	Steve Amann (708) 478-2090 samann@baxterwoodman.com	12/31/2017	Review and issue comments on revised photometric submittals; receive and review updated civil engineering submittal, issue comments.	None; awaiting resubmittals.	None	8/30/2017
2017 MWRD I/I Submittal Assistance (P.O. 530) Job Number: [170245.30]	Sean O'Dell (773) 444-0292 sodell@baxterwoodman.com	10/1/2017	Responded to MWRD review letter	None	None	8/30/2017

Client Manager:

Steve Amann

samann@baxterwoodman.com

Project Status Report Issued On: 9/27/2017

Project Title/Job	Project Manager	Completion Date	Tasks Completed This Period	Tasks Pending This Period	Items Waiting On Client	Status Date
Sherwin-Williams Final Site Plan Review (P.O. 643) Job Number: [170357.81]	Steve Amann (708) 478-2090 samann@baxterwoodman.com	9/30/2017	Receive and review additional final engineering submittals; recommend approval of submittals.	None; project is complete.	None.	9/27/2017
OPA T-Mobile 2017 Site Plan Review (P.O. 603) Job Number: [170580.80]	Steve Amann (708) 478-2090 samann@baxterwoodman.com	9/30/2017	Receive additional submittals; review and send comments; coordinate requirements for additional analysis.	None; awaiting resubmittal.	None.	9/20/2017
T-Mobile on Briar Tower 2017 (P.O. 603) Job Number: [170850.80]	Steve Amann (708) 478-2090 samann@baxterwoodman.com	11/30/2017	Complete and issue review of second full submittal.	None; awaiting resubmittal.	None.	9/19/2017
Sanitary Sewer Atlas Updates (P.O. 673) Job Number: [170894.20]	Andy Zaletel (815) 459-1260 azaletel@baxterwoodman.com	12/31/2017	Project initiation and coordination	Assemble background data for mapping updates	Sanitary sewer system revisions since last mapping updates.	8/30/2017
Oak Forest Misc. Construction Services Job Number: [171017.60]	Matt Abbeduto (708) 478-2090 mabbeduto@baxterwoodman.com	9/30/2017	Construction Observation of Paving operations performed on 9/7/17.			9/20/2017



ALL GOOD THINGS CLOSE TO HOME

CITY COUNCIL AGENDA MEMO

DATE: OCTOBER 10, 2017
TO: CITY COUNCIL
FROM: CITY ADMINISTRATOR ISHLER
SUBJECT: PERSONNEL POLICY MANUAL REVISIONS. ORDINANCE NUMBER 2017-10-06610

BackGround

On May 9, 2017 staff presented proposed changes to the personnel policy manual at a Committee of a Whole meeting. Staff incorporated changes to the manual which are all represented in red print in the attached manual. There were four issues that had not been presented or needed to be changed after City Council discussion. These four sections include:

- 1) Council requested revisions to a work from home policy
- 2) Changes to the section on Injury Leave
- 3) Requested Changes to the tuition reimbursement, conference and training
- 4) Added language for employee contact information.

“Work From Home Policy”

The City Council had concerns regarding a work from home policy. Simple language was added to personnel policy manual that would allow the City Administrator the flexibility of offering a temporary or short-term work from home policy when it was in the best interest of both the city and the employee.

Changes to the section on “Injury Leave”

Language was added to follow state law and current practice regarding Workers' Compensation Law. These language changes would be for all employees except Police and Fire because they are subject to Public Employee Disability Act (PEDA). Current PEDA language was also incorporated into this section.

Changes to the “Tuition Reimbursement, Conference and Training”

The City Council expressed interest in adding a requirement that an employee must remain an employee for a certain amount of time when the city pays for tuition reimbursement. This requirement was raised to 24 months from the one year in the old policy. If the voluntarily leaves the city employment, the employee must pay the full amount of the tuition.

The tuition amount was raised from \$2,000 to \$5,250 per calendar year to more accurately reflect current costs.

Added language for employee contact information

The former policy manual did not require an employee to provide current contact information to the city. This information is imperative to administration.

Action Requested

Approval of ordinance number 2017-10-0661O, which is a revision to the existing personnel policy manual. All previous changes in red and highlighted in yellow will be incorporated as the final policy manual which was passed in February of 2007 and amended in 2008.

Recommendation

This policy has not been updated since 2008. Staff recommends the changes to the policy manual as represented in the attached document.

CITY OF OAK FOREST
COOK COUNTY, ILLINOIS

ORDINANCE NO. 2017-10-06610

**AN ORDINANCE REPEALING ORDINANCE 2008-01-01480 OF THE CITY
OF OAK FOREST CODE OF ORDINANCES IN ITS ENTIRITY AND
REPLACING IT WITH ORDINANCE NUMBER 2017-10-06610**

Passed by the City Council, October 10, 2017

Printed and Published in Pamphlet Form
By Authority of the City Council
October 10, 2017

ORDINANCE NO 2015-06-05450

WHEREAS, the City of Oak Forest, as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970, has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the city believes it is their best interest to amend the Personal Policy Manual and codify the changes

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OAK FOREST, COOK COUNTY, ILLINOIS, as follows:

SECTION 1: Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of his Ordinance as if fully set forth in this Section 1.

SECTION 2: Repeal and Replacement. Ordinance 2008-01-01480 is hereby repealed and replaced incorporating changes to the Personnel Policy Manual as Ordinance 2017-10-0661O.

SECTION 3: Resolution of Conflicts. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval and publication by law, and following its publication or posting in the manner provided by law.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the City Code of the City of Oak Forest, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said City at Oak Forest, Illinois, this 10th day of October, 2017.

DAVID NUEMAN
CITY CLERK

[SEAL]

CITY OF OAK FOREST
COOK COUNTY, ILLINOIS

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IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said City
at Oak Forest, Illinois, this 10th day of October, 2017.

DAVID NUEMAN
CITY CLERK

[SEAL]



ALL GOOD THINGS CLOSE TO HOME

**PERSONNEL POLICY
MANUAL**

FEBRUARY, 2007

AMENDED JUNE, 2008

AMENDED OCTOBER, 2017

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Welcome Statement

Welcome to employment with the City of Oak Forest. The City relies upon its dedicated employees to provide the highest level of service to the citizens of Oak Forest.

This manual contains many of the City's policies; however, it is impossible to address every issue that may occur at work in this manual. If an issue is not addressed in this manual, please bring this issue to the attention of your Human Resources Manager or the City Administrator. We will do our best to resolve any questions or concerns.

(To the extent that any policies contained within this manual conflict with an applicable collective bargaining agreement, the policies in the collective bargaining agreement will control.)

FOREWORD

The City is pleased to provide you with this personnel manual. This manual is intended to provide you with general guidance about current City rules and operating procedures and the benefits the City currently offers to eligible employees. This personnel manual contains only general information and guidelines and is not intended to be comprehensive.

This personnel manual is not a contract of employment between the City of Oak Forest and its employees. Unless otherwise provided in a written contract of employment, City of Oak Forest employees are employed at-will. **Employment at-will means that the employment relationship is for no definite or determinable period of time, and regardless of salary, position or rate of pay may be terminated by either the City of Oak Forest or by the employee at any time with or without cause or notice. Nothing in this manual is meant to alter that relationship in any manner.**

This manual is presented to all employees because it is important for employees of the City of Oak Forest to know, in as much detail as possible, the kind of organization we are and what we believe in. The City of Oak Forest reserves the right to delete, add to, change, or modify the provisions of this manual at any time. This manual supersedes all previously issued manuals. Employees are expected to review this manual and become familiar with its contents.

We ask your cooperation and help so that we may continue to improve our organization and create a pleasant working environment. We hope you find your association with the City of Oak Forest rewarding.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Oak Forest shall not discriminate against any person seeking employment or currently employed with the City on the basis of political or religious affiliation or belief,

race, color, sex, age, sexual orientation, physical disability, and/or national origin, in accordance with federal and state employment regulations.

CODE OF ETHICS

As City employees, it is required that we all maintain the highest level of ethical standards and behavior. The Oak Forest community expects honesty, integrity, and fairness from our organization. In order to inspire public confidence and respect from those we serve, the following standards shall be maintained as a City employee:

- Always conduct yourself in a professional and cooperative fashion, and treat others with respect.
- Always pursue the public interest above all other interests.
- Never accept gifts, favors or services that are intended to (or could appear to) influence decisions made in the discharge of your duties.
- Never use your position to secure advantage for family, friends or yourself.
- Never release confidential information associated with the City for any personal gain.
- Never put yourself in a position of having an actual conflict of interest, or the appearance of a conflict of interest.
- Always do what is best for the City of Oak Forest.

CHAPTER 1 INTRODUCTION

A. AUTHORITY

The authority to adopt personnel policies is vested with the Mayor and City Council. The City Administrator shall be responsible for the implementation and administration of the policies set forth in this manual.

Employees are invited to discuss personnel matters with their Department Head. If questions related to these matters are not fully resolved after such discussions, the employee may consult with the Human Resources Manager or City Administrator.

B. AMENDMENTS AND REVISIONS

This manual will be issued to all full and part-time employees, as well as union and non-union employees. New employees will receive the manual during their employee orientation. When new or revised personnel policies are made, the City Administrator will, to the extent possible, communicate these policies to all employees, however, the City reserves the right to change, delete, alter or modify these policies at any time.

C. EXTERNAL AGREEMENTS / LAWS

In the event of a substantive conflict between the terms of this manual and those of an applicable collective bargaining agreement or employment agreement, the collective bargaining agreement or employment agreement shall control. If any of the policies adopted herein conflict with State or Federal laws, or the rules and regulations of the Police & Fire Commission or Civil Service Commission, those laws and rules shall take precedence and control over the terms of this manual.

D. PAST PRACTICE

The policies, regulations, and rules stated in this manual encompass the intent of the City of Oak Forest. No other policies, regulations, or rules are implied, including any past practice which is not specified herein. Department Heads may make work rules pertaining to their service delivery area, as they are not in contradiction with this manual.

CHAPTER 2 APPOINTMENTS & PROMOTIONS

A. GENERAL

All full-time City employees are appointed by the Mayor, with the advice and consent of the Council with the exception of sworn personnel, and those positions subject to the authority of the Civil Service Commission.

Employees classified as part-time or seasonal shall be appointed by the appropriate Department Head with the consent of the City Administrator.

The City will hire individuals based upon their qualifications which will include a consideration of, but shall not be limited to, knowledge, skills, and ability to perform the essential functions of the applied-for position efficiently and effectively, with or without any reasonable accommodation required by law.

Every effort will be made to hire employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. The City will attempt to provide job-related training and educational opportunities for employees to the extent that City finances permit.

B. APPLICATION

1. Position Qualifications - To be considered for employment in the City of Oak Forest, a person must meet all required qualifications for the position. Qualifications vary in accordance with each position.
2. Applications - Persons applying for a position with the City of Oak Forest will complete an application for employment which is available

from the Human Resources office. When applicable, resumes may be accepted as a valid form of application. The provision of false or misleading information on an application form, whenever discovered, is grounds for discipline, up to and including termination.

The employment application becomes a part of the employee's permanent record. All information submitted on the application form is subject to verification.

Information gained by checking references is highly personal and shall be treated confidentially. In addition the City may undertake a thorough police background check prior to hiring.

3. Age Requirement - The City will not employ persons less than 16 years of age. The City may employ persons between the ages of 16 and 18, depending upon the need for such employees. The City determines which specific jobs or work tasks such employees cannot fill or perform. Such determination shall take into consideration the health, welfare and safety of the aforementioned employees, other City employees and the effect that the assignment of such employees would have on the City of Oak Forest's overall operation.
4. Citizenship Requirements - United States citizenship or proof of authorization to legally work in the United States is a requirement for employment with the City. The City shall not sponsor any job applicant for permanent residency or citizenship. In accordance with the Immigration and Reform Act of 1986, effective June 5, 1987, all individuals are required to complete an Employment Eligibility Verification Form (I-9). The appropriate documentation must be submitted by all appointees prior to the commencement date of hire. The required documentation that proves appointee identity and employment eligibility is listed on the I-9 Form. There is no requirement to verify employment for those individuals providing contractual services or employees hired before November 7, 1986. The Immigration and Reform Act requires that all I-9 Forms be retained for three years after the date of hire or one year after termination, whichever is later. Therefore, it will be necessary to attach an I-9 Form to the Notice of Personnel Action Form when processing appointments. Human Resources will be responsible for filing the I-9 Form separate from the respective personnel files and monitoring for compliance.
5. Evidence of Work Eligibility - Proof of age, citizenship or authorization to legally work in the United States, education, required licenses and/or current residence may be requested of an applicant or any City employee. If an applicant fails or refuses to supply satisfactory documentation when it is required, he/she shall not be

considered for employment.

C. RETURN TO CITY EMPLOYMENT

An employee who resigns in good standing is eligible to reapply for the same position or another position in the City when it becomes available. If the employee is reinstated to the same employment classification within 6 months of the initial separation, the City Administrator may authorize appointment at a salary equivalent to the salary the employee was earning upon separation and shall allow the employee to earn vacation days at the same rate as the employee was earning upon separation. The City is under no obligation to hire a former employee to any vacant position.

D. POST-OFFER EXAMINATIONS

All employment offers shall be conditional upon the successful completion of a pre-employment physical examination and drug/alcohol screen by a licensed physician designated by the City. At the discretion of the City Administrator, the City may perform a reference or background check on an employment candidate.

E. EMPLOYMENT CLASSIFICATIONS

1. Full-Time Employees – Employees who have completed their probationary period and who work a regular work period as stipulated in Chapter 3, Section A, “Work Periods.” These employees are entitled to all City benefits and privileges prescribed in this personnel manual.
2. Probationary Employees – Employees who have not completed their designated probationary period and who work a regular work period as stipulated in Chapter 3, Section A “Work Periods.”
3. Part-Time Employees – Employees who work less than 1560 hours per year. Part-time employees are compensated on an hourly basis. Non-sworn part-time employees who work more than 1,000 hours per year must participate in the Illinois Municipal Retirement Fund. Part-time employees are not eligible for health insurance, vacation, or sick benefits.
4. Seasonal Employees – Employees who work for a period of not more than nine (9) months in a calendar year, during which a regular work week may or may not be worked. Seasonal employees receive no benefits other than social security.
6. Department Heads – Full-time employees including: Finance Director, Building Commissioner, Public Works Director, Police Chief, Fire Chief, and Economic and Community Development Director.

7. FLSA Exempt (Salaried Employees) – Employees paid on a salaried basis who work in an executive, administrative or professional capacity who is not entitled to overtime payment under the Fair Labor Standards Act (FLSA).
8. FLSA (Non-Exempt) Employees – Employees who are paid on an hourly basis who are entitled to overtime as defined by the FLSA.

F. PROBATIONARY PERIOD

The probationary period is a period during which all new and promoted employees are given an opportunity to demonstrate their ability to perform the requirements of the position for which they have been hired or promoted.

1. Duration – The probationary period for City employees is six (6) months unless otherwise stated in an applicable collective bargaining agreement. If a Department Head requests an extension of an established probationary period, the City Administrator may extend an employee's probationary period up to a maximum of an additional six months.
2. Evaluation of Probationary Period – Through the probationary period the employee's supervisor shall be required to monitor the progress of the probationary employee in an effort to determine whether City employment expectations are being met. Feedback is to be freely provided during this period. After six months of employment the employee's supervisor will provide a written evaluation to the employee providing an indication of whether the employee will progress beyond the probationary period.
3. Successful Completion – Once an employee successfully completes the probationary period, he/she shall become a full-time employee or part-time employee, depending on the job classification. This does not mean that the employee shall have a permanent job or a right to continued employment, and is not in any way inconsistent with the City's "at-will" policy.
4. Post Probationary Period - Supervisors shall conduct a written evaluation of each employee each year on the employee's anniversary.
5. Discharge – As with all other at-will employees of the City, probationary employees may be discharged without cause at any time during the probationary period. The probationary employee shall have no right to notice, hearing, or appeal of such discharge by the City. A Department Head may recommend discharge of a probationary employee provided the City Administrator has approved such action.

G. EMPLOYMENT OF RELATIVES

Relatives of City employees or elected City officials may be employed only in cases where such employment would not result in a supervisory relationship, would not cause a conflict of interest, and would not cause the appearance of a conflict of interest. For the purpose of this section, "relative" shall mean spouse, children (including daughter/son-in-law), parent (including parent-in-law), sibling, sibling of spouse, grandfather, or grandmother.

H. PROMOTION AND TRANSFERS

1. Vacancies in positions above the entrance level may be filled by promotion whenever the City determines it is in the best interest of the organization to do so. Promotion shall be based on the applicant's qualifications, educational background, merit, experience, and ability to fulfill the essential functions of the position. Employees who are considered for promotion may be competing for the position with qualified individuals from outside the City.
2. When an individual is promoted or transferred, his or her salary may be adjusted by the City Council. Such salary adjustment shall be within the salary range for the new position that properly reflects any increased or decreased duties and responsibilities assigned to that employee.
3. Employees may occasionally be asked to accept a temporary promotion, during which period they would serve in an "acting" capacity. Serving in an "acting" supervisory capacity shall be defined as when an employee assumes responsibility for a department or division on a temporary basis, but for a period of at least thirty (30) calendar days. The "acting" supervisor shall assume an increased level of responsibility and supervision of employees and may, at the discretion of the City, involve a salary increase commensurate with the position. Unless ultimately appointed to the position after undergoing a standard City employment search and hiring process, the employee shall return to the position last held before assuming the "acting" capacity.
4. A probationary period for any permanent promotion or transfer is required per Section F of this chapter.

CHAPTER 3 ATTENDANCE AND WORK PERIODS

A. REPORTING FOR WORK

Due to the nature of City services, the normal workday varies from department to department. Employees are required to report and be prepared for work at the designated time and location, as determined by the Department Head.

B. TARDINESS

Employees must notify their department head or immediate supervisor as soon as possible if the employee expects to be late for work. Tardiness may result in corrective counseling including the possibility of a deduction in pay for the time not worked or termination of employment.

C. LUNCH AND BREAK PERIODS

In general, employees will receive one unpaid lunch period and no more than two paid break periods, which, when all three break periods are combined, total no more than one hour during a regular work day. Department Heads are authorized to establish the time and length of lunch and break periods during each day.. On occasion, with pre-approval of the Department Head, an employee may forego his lunch break in order to leave work early for personal reasons.

D. Work From Home Policy

The City Administrator may approve a temporary work from home arrangement with an exempt employee for short-term projects or employees on Family or Medical Leave. The City Administrator will work with Human Resources to develop an arrangement that will include hours of work and job performance expectations. This leave is not permanent nor a company-wide benefit, and it in no way changes the terms and conditions of employment with the City of Oak Forest.

CHAPTER 4 COMPENSATION PLAN

A. PAY PLAN

The compensation plan is adopted by the Mayor and City Council, and administered by the City Administrator. The City Pay Plan includes the minimum and maximum rate of pay for each position in the City. It represents an orderly method of determining the salary of the position for the type of work performed and length of service with the City. In order to maintain internal and external salary parity, the City Administrator will, from time to time, make comparative studies of all factors affecting the salary ranges, and will recommend salary range adjustments to the City Council.

Employees subject to a collective bargaining agreement will be subject to the negotiated rates as adopted within the union contract.

B. PAY RANGE

Each position is assigned to a pay range. Department Heads may request a change in pay range for a specific position and/or may submit a draft of a new job description if the duties of the position have changed substantially. Any change in pay range requires the recommendation of the City Administrator and approval of the Mayor and City Council.

C. SALARY INCREASES

The compensation plan establishes a pay range for each full-time position, excluding employees represented by a collective bargaining agreement. Movement through the pay ranges recognizes that individual ability and exhibited job performance are the basic consideration in salary administration. The compensation plan as structured may provide full and part-time employees with a range adjustment on or about May 1 of each year as approved by the Mayor and City Council or a Merit Increase on their employment anniversary date each year. All salary increases are subject to favorable financial conditions of the City as determined by the Mayor and City Council.

When warranted, the City Administrator may make a recommendation to the Mayor and City Council regarding adjustments to the Pay Plan. The recommendation shall occur prior to May 1. The City Administrator's recommendation may take into consideration economic indicators selected by the City, regional surveys, and the City's ability to pay for such adjustments.

Additionally, an employee, due to a significant increase in job responsibilities and circumstances of increased performance which require such review, may be offered a promotional increase beyond the range adjustment in the May 1 annual review or the annual Merit Increase on the employment anniversary date. However, if such a promotional increase is granted, the effected employee will not be eligible for another salary increase until the following anniversary date or the next May 1 annual review date.

Merit Increase – A merit award system is created to monetarily reward job performance of individual employees, thereby serving as both a method of recognition for work accomplished during the previous evaluation period and an incentive for the coming year. The annual performance evaluation process is the essential element to effectively utilize this system.

Merit awards, if granted at all, shall be determined on an annual basis effective on or about May 1 of each year. Each Department Head shall be responsible for evaluating each employee in his/her department using established City Performance Evaluation Forms, and shall, to the extent possible, conduct a face-to-face performance review on each employee's employment anniversary. Merit awards are calculated using established percentage increases as assigned to levels of performance. When approved, annual merit awards shall range in value from

0% to a maximum of 5% of an employee's current salary. A merit award is dependent upon the recommendation of the Department Head, subject to final approval of the City Administrator.

Range Adjustment (Employees at the maximum point of their salary range as of April 30). - The City Administrator may, from time to time, recommend to the City Council a Range Adjustment for any City employee at the maximum point of their salary range, to take effect on or about May 1 of each year, if that employee has received a favorable performance evaluation by their supervisor or Department Head. The range adjustment recommendation may be based upon either of the two following alternatives, with the higher alternative being recommended to increase the maximum amount of the salary range:

1. The percentage increase of the Consumer Price Index (Chicago-U All Urban Consumers) for the twelve months ending in December of the previous year.
2. The May 1 percentage increase of any collective bargaining agreement in effect in the City at that time. If more than one collective bargaining agreement shall be in effect, the mean percentage increase of the agreements shall be applicable.

If financial conditions warrant, the City Council may provide for a reduction or suspension of the increases prescribed.

D. PAY DAYS

Employees shall be paid on Fridays on a bi-weekly basis. If payday falls on a holiday, employees will be paid on the preceding workday. No other advances in pay shall be made for any reason. To accommodate vacations or unforeseen circumstances where the employee may not be present on pay day, employees are encouraged to take advantage of the direct deposit option offered by the Finance Department.

E. OVERTIME

All "non-exempt employees," as that term is defined in the Fair Labor Standards Act (FLSA) will receive pay at one and one-half their regular rate for all actual work performed in excess of forty hours per week. In accordance with FLSA, compensated leave time, including sick and vacation leave and comp time, are not included in the computation of hours worked for the sake of overtime calculation. "Exempt employees" are not eligible for overtime pay. Exempt employees as that term is defined in FLSA, include but are not limited to the following positions: City Administrator, Public Works Director, Assistant Public Works Director, Superintendent of Streets, Finance Director, Network Administrator, Human Resources Manager, full-time Code Enforcement Officer, Police Chief, Fire

Chief, Building Commissioner, Economic and Community Development Director, Planner, Deputy Fire Chief, Deputy Police Chiefs, and Office Manager.

Compensation for overtime may be in the form of premium pay, an adjustment to the shift schedule or when required by a collective bargaining agreement, compensatory time off. The City Administrator shall designate the form of overtime compensation available to each class of work in the municipal service, consistent with FLSA.

In case of "call-back" of non-exempt positions, employees will be guaranteed pay for at least two hours of work, and will receive pay at one and one-half their regular rate for all "call-back" work. "Call-back" refers to an employee being requested *to report back to work* following the completion of their assigned duty period. It should not be confused with being held over to work additional time following the completion of their assigned duty period.

Call-back work shall be compensated and defined to begin at the time the employee reports to the City facility assigned. All overtime must be authorized in advance by the employee's department head except in the event of an emergency.

F. COMPENSATORY TIME

1. As of the effective date of this Personnel Policy Manual, the City shall no longer provide overtime compensation to non-exempt employees through the use of compensatory time. Hours worked as overtime shall be compensated as indicated in Section E. If a non-exempt employee is subject to collective bargaining agreement which allows for the accrual of compensatory time, that agreement shall take precedence.

Employees who have existing accrued compensatory time balances may make requests for compensatory time off in a minimum of ½ day increments, or less, subject to Department Head approval and department operating needs. Employees shall provide 24-hour advance notice for any use of comp time, or less subject to operating needs. Compensatory time off may be accumulated up to one hundred twenty (120) hours. Hours in excess of this balance shall be converted to the employee's future benefit bank.

2. Department Heads and other exempt employees as defined in FLSA are not eligible for overtime pay or compensatory time. From time to time, the City Administrator may, at his/her discretion, grant compensatory time off to exempt employees in consideration of work performed beyond their normal schedule.
3. Under no circumstances will compensatory time be granted where, as determined by the Department Head or City Administrator, the

absence of a certain employee would result in a hardship to the operation of that employee's department.

G. NO PYRAMIDING

Compensation shall not be paid nor compensatory time taken more than once for the same hours under any provision of this section.

H. PAYROLL DEDUCTIONS

1. Mandatory Deductions – Automatic payroll deductions are made for federal and state income tax, employee pension contributions, social security, Medicare (where applicable), labor union dues (if applicable), court ordered deductions, and any other deductions as may be required by law.
2. Voluntary Deductions- Employees may authorize deductions for voluntary insurance, IRS Section 125 or investment plans offered at the City's discretion.

CHAPTER 5 LEAVE BENEFITS

A. HOLIDAYS

Except as otherwise authorized, full-time employees will receive the following days off with pay:

New Year's Day	January 1
President's Day	Third Monday in February
Friday before Easter	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving Day	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25

1. For non-shift personnel, whenever a holiday falls on Saturday, the preceding Friday shall be observed as the official City holiday. When a holiday falls on a Sunday, the following Monday will be observed as the official City holiday. When Christmas Eve falls on a Sunday, the holiday will be observed on the preceding Friday.

2. For non-shift personnel, holidays will begin at midnight and end at 11:59 p.m. *on the day observed as the official City holiday*. For shift personnel, holidays are *observed on the actual holiday* and will begin at the start of the shift when a majority of the shift is on duty, on the day observed as the official City holiday.
3. Full-time, non-exempt employees who are required to work on their observed holiday shall be compensated at the overtime rate for all hours worked on the holiday. The overtime rate for hours worked in excess of eight (8) hours on a holiday, and for all hours worked on a holiday if the employee is called in to work the holiday on his or her day off, is one and one-half (1 1/2) times the regular straight-time rate of pay. Employees who work on holidays shall receive eight (8) hours regular pay for holiday pay in addition to compensation for actual hours worked. Part-time and temporary employees who work on holidays will be compensated at overtime rates for hours actually worked.
4. Employees scheduled to work on a holiday shall do so. Any employee who has taken an unauthorized absence on the day before or after a holiday will not receive pay for that holiday. Any employee absent from work due to reasons chargeable to Sick Leave on a holiday scheduled for work on the day preceding or the day following a holiday may be required to present a doctor's verification of eligibility for leave in order to receive compensation for the holiday.

B. FLOATING HOLIDAY

In addition to the official City holidays listed, all full-time employees of the City will receive one floating holiday in a fiscal year at their regular hourly rate of pay according to the number of hours scheduled in a regular work day. One floating holiday will be credited to all regular full-time employees on January 1, or date of hire for new employees hired between January and June 30 during their first year of employment. New employees hired between July 1 and December 31 are not eligible for a floating holiday until the following calendar year. Floating holidays must be used by the employee in the calendar year in which they were earned, or they will be lost.

An employee's use of a floating holiday shall be subject to advanced scheduling and approval by the Department Head or designee. A request to use a floating holiday must be made with at least twenty-four (24) hours notice. A floating holiday must be taken as a full day off.

C. SAFETY INCENTIVE AWARD

The City shall award a paid Safety Incentive Award Day to all full and part-time employees who meet the criteria as defined in this section. The purpose of the

award is to foster workplace safety and acknowledge those employees who do not experience an “avoidable” accident or injury during the *previous calendar year*, or do not violate a safety practice as established by the City.

The determination of whether an accident or injury is avoidable or unavoidable shall be subject to the sole discretion of the Safety Committee following an investigation of the occurrence. This decision shall not be subject to the grievance procedure.

1. Eligibility - One (1) paid day off will be granted to any full-time employee or eligible hourly part-time employee who works an entire calendar year without having an avoidable accident, injury, or violation of safety work procedures. One day off is defined as 8 hours off for a full-time employee, 12 hours for platoon fire employees and 4 hours off for a part-time employee.
2. Part-Time Employees - To be eligible for the Safety Incentive Award Day, part-time employees must work an average of 20 hours per month in a twelve-month period.
3. Qualifying Conditions - The Safety Incentive Day Off will be earned during the calendar year ending December 31. The day off will be awarded for use during the subsequent calendar year beginning January 1. New employees hired prior to May 1 of the calendar year will be eligible to receive the Safety Incentive Day Off. New employees hired on or after May 1 will be eligible to receive ½ Safety Incentive Day Off.

Department Heads shall forward incidents or safety violations to the Executive Safety Committee for avoidable/unavoidable determination based on the following criteria:

- a Whether the incident caused damage either to City property or to third-party property;
- b Whether the employee was injured and/or receives first aid or is transported to a medical facility;
- c Whether the incident is otherwise considered by the Department Head or Supervisor to be the result of recklessness, carelessness or irresponsible conduct on behalf of the employee, or a violation of an established safety rule.

The determination of whether an accident or injury is avoidable or unavoidable shall be subject to the sole discretion of the Safety Committee.

The City Administrator has the overall responsibility for implementing and administering the Safety Incentive Day Award Program for the City of Oak Forest.

4. Safety Incentive Day to be taken in "Time Off." - The safety day earned via the safety incentive program must be taken in time off, not money.
5. Use of Safety Incentive Day. - An employee's use of a safety incentive day shall be subject to scheduling and approval by the Department Head or designee. A request to use a safety incentive day must be made with at least twenty-four (24) hours notice, and must be taken as a full day off.
6. No Carry-Over - There shall be no carry-over or accrual of safety incentive days. If a day is not taken within the calendar year, it will be lost.

D. VACATION

1. Only full-time employees are eligible for paid vacation benefits.
2. An employee's anniversary date is defined as the date an employee is hired as a full-time employee.

Vacation leave allowances are based on completed years of continuous service. Full-time employees shall accumulate Vacation Leave in the following manner:

- a 0 until one-year anniversary – one day each two months not to exceed five days;
- b At the one-year anniversary (i.e., beginning of the second year of employment) -- two weeks (10 days);
- c At the five-year anniversary (i.e., beginning of the sixth year of employment) – three weeks (15 days);
- d For each two years of employment after five years, i.e., on the seventh anniversary date (i.e., beginning of the eighth year of employment) – one additional day; and
- e The maximum annual vacation accrual for any employee shall be thirty (30) days.
- f The City shall notify employees on or about the first work day of January 1 of each year the vacation days employees will earn on

their anniversary date. Employees shall be permitted to use the vacation time posted on or about January 1 prior to reaching their anniversary date. No employee's vacation benefit shall vest prior to the anniversary date of employment. Upon termination of employment, the City may deduct from an employee's final paycheck all unvested vacation days taken prior to the employee's anniversary date.

Employees ordinarily earn vacation time before vacation days are used. However, with the prior approval of the Department Head and the City Administrator, an employee may receive an advance of up to five (5) vacation days.

3. At any point in time, all regular full-time employees may accumulate and carry over up to ten (10) additional vacation days over the employee's annual vacation accrual rate.
4. Requests for use of vacation leave require the prior authorization of the employee's Department Head. The granting of vacation requests is subject to the operational requirements and staffing needs of the department. Thus, employees shall plan the use of their vacation time well in advance, and should not expect the City to approve requests which would create problems with service delivery, staff coverage, or other issues as determined by the Department Head.
5. Employees may utilize vacation leave in one half day increments.
6. As of the adoption of the Personnel Policy Manual, the City acknowledges that some employees may have a vacation balance in excess of the maximum authorized. To avoid loss of these excess vacation days, it shall be the responsibility of these employees to notify the City of his or her vacation leave balance and enter into individual agreements with the City to provide for a plan to utilize these days within a fixed period of time. The City Administrator shall develop agreements with employees to fairly balance the needs of the City with the needs of the employee.

Subsequent to the adoption of the Personnel Policy Manual, no vacation accrual in excess of the requirements of this chapter shall be allowed to occur.

7. An employee, who resigns or is discharged, will receive payment for all accumulated Vacation Leave (not in excess of the maximum allowed in the Personnel Policy manual) as of the date of separation of employment with the City. Employees will not be allowed to remain on the City's payroll until such leave time has been exhausted. Any accumulated Vacation Leave will be paid out in a lump sum during the

pay period following the employee's last day of work. If an employee resigns or is discharged and has a "negative" vacation day balance, the corresponding pay, at the employee's regular pay rate, shall be deducted from the final paycheck

E. FAMILY AND MEDICAL LEAVE ACT OF 1993.

1. Employees who have been employed by the City for at least twelve (12) consecutive months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, are eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:
 - a Because of the birth of a child and in order to care for such child (within 12 months after the birth of the child);
 - b Because of the placement of a child for adoption or foster care (within 12 months of the placement of the child);
 - c In order to care for a spouse, child, or parents if they have a "serious health condition;"
 - d Because of a "serious health condition" that makes the employee unable to perform the functions of his/her job, or
 - e To care for an injured or ill military service member. Employees who are allowed to take this leave are limited to a "spouse, son, daughter, parent or next-of-kin [the nearest blood relative]" of the injured or ill service member. Covered service members are those in the Armed Forces including members of the National Guard and reserves. This military care provision provides up to 26 weeks of leave to care for an injured or ill family member in the Armed Forces. This leave is available during a "single 12 month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. Employees are entitled to a 26 week military caregiver leave only once during their employment.
2. The federal law provides for FMLA leaves of absence to be unpaid.
3. Coordination with Other Policies. Employees must substitute paid leave time for unpaid leave under this policy. If an employee uses paid leave time under this policy, it will run concurrently with Family and Medical Leave. If employees otherwise qualify for disability pay or other leave benefits, he/she will collect it at the same time they are on Family and Medical Leave. Similarly, if employees otherwise qualify

for any other type of leave of absence, that leave must be taken concurrently with Family and Medical Leave. Pursuant to Federal law, compensatory time cannot be taken concurrently with Family and Medical Leave. Employees taking time off from work on an intermittent basis that qualifies for the Family and Medical Leave protection will be required to use their accumulated sick time concurrently with the Family and Medical Leave prior to using other benefit time.

4. Medical Certification. Any request for a leave under this section must be supported by certification issued by the applicable health care provider. At its discretion, the City may require a second medical opinion and periodic recertification to support the continuation of a leave. If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both the City and the employee.
5. Serious Health Condition. For purposes of this policy, “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - a Hospital Care. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care relating to the same condition;
 - b Absence Plus Treatment. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: 1) treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or 2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
 - c Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;
 - d Chronic Conditions Requiring Treatment. A chronic condition which requires periodic visits over an extended period of time for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider; and may cause episodic rather than a continuing period of incapacity.

- e Permanent/Long-Term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
 - f Multiple Treatments (non-chronic conditions). Any period of absence to receive multiple treatment (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
6. Intermittent Leave. If certified as medically necessary for the serious health condition of either the employee or the employee's spouse, child or parent, leave may be taken on an intermittent or reduced schedule. If leave is requested on this basis, however, the employee may be required to transfer temporarily to an alternative position, if available, which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent base pay and benefits. Reduced schedules for the purpose of child care will run concurrently with FMLA leave. Employees taking time off from work on an intermittent basis that qualifies for the Family and Medical Leave protection will be required to use their accumulated sick time concurrently with the Family and Medical Leave prior to using other benefit time.
7. Notification and Reporting Requirements. All requests for leaves of absence must be submitted to the employee's supervisor in writing at least thirty (30) days in advance of the start of the leave (except when the leave is due to an emergency or is otherwise not foreseeable). A delay in submitting this request could result in a delay of the start of the leave. The supervisor will forward the request to the appropriate personnel office for approval. If the leave request is approved, the employee will receive written notice to this effect. If the leave request is denied, the employee will be notified promptly after that decision is made and he/she can reapply in the event the circumstances for the denial have changed. Employees must also make an effort to schedule intermittent leave so as not to disrupt business operations. During the leave, employees may be required to report periodically on their status and intention to return to work.
- a Any extension of time for a leave of absence must be requested in writing prior to the scheduled date of return to work, unless the need for the extension is unforeseeable, and written documentation

may be required to support the extension. The maximum time on FMLA leave of absence cannot exceed a total of twelve (12) weeks in a rolling twelve-month period.

- b A FMLA leave of absence will not affect the continuity of employment. An employee's original date of employment remains the same for seniority purposes. However, the employee will not accrue any benefits during the period they are on FMLA leave, except as provided by another leave policy.
8. Employee Benefits during Family and Medical Leave of Absence. Employees will be permitted to maintain health insurance coverage for the duration of the FMLA leave under the same conditions coverage would have been provided if he/she had remained actively at work. However, employees must make arrangements for the continuation and payment of their portion of insurance premiums before they go on unpaid leave status. If the employee does not return to work after the leave, or if they fail to pay their portion of the premiums, they will be required in most cases to reimburse the City for the premiums paid during the leave.
 9. Return from Family and Medical Leave. Upon return from leave which has extended no longer than a total of twelve (12) workweeks in a rolling twelve (12) month period, employees will be restored to the same or equivalent position as the one they held when the leave started. Of course, the employee has no greater right to benefits and other conditions of employment than if they had been continuously employed during the FMLA leave period. Employees on leaves for their own serious health condition will be required to submit a fitness for duty certification from their health care provider stating that they are able to perform the essential functions of the job before they will be permitted to return to work. An employee's failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date may result in discipline up to and including discharge.
 10. An Employee shall not be granted FMLA leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.
 11. In the event there is a conflict between the notice and the Family and Medical Leave Act, the Act shall prevail

F. BEREAVEMENT LEAVE

1. In the event of death of an employee's immediate family member, an employee will be allowed to use a maximum of three consecutive days of paid bereavement leave.
2. For purposes of this section, immediate family shall include the employee's spouse, and those family members related to the employee or the employee's spouse including: parent or parent-in-law or guardian, child, sibling, grandparent, grandchild, or another dependent.
3. In the event of a death of an employee's relative other than immediate family as listed above, employees will be allowed to use one day of bereavement leave. These relatives of employee or the employee's spouse are limited to: daughter-in-law, son-in-law, aunt, uncle, cousin, niece, or nephew.
4. The City is aware of the grief and trauma associated with the death of a family member or other loved ones. If necessary an employee may supplement the paid bereavement period with additional time by utilizing vacation, compensatory time, or unpaid leave subject to the approval of the Department Head. Such consideration shall also be made for the death of an individual who is not defined as immediate family.
5. Employees may be required to substantiate the basis for Funeral Leave to the Department Head or City Administrator.

G. SICK LEAVE

- 1 Purpose. Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees to work while sick. Sick leave is not intended as a substitute for vacation time or floating holidays. Sick leave is an accumulated benefit for permanent employees and will not be construed as being earned. Sick leave abuse may be the basis for disciplinary action up to and including discharge.
2. Days Earned. All employees shall earn sick leave pay at the rate of one day per month to a maximum of twelve (12) days during the employee's initial anniversary year; and in the same amount during each subsequent anniversary year.
- 3 Sick Leave Benefit Accumulation.
 - a Sick Bank. The City shall establish a Sick Bank for each employee. Each employee's unused sick days will be transferred

into the **Sick** Bank based on both number of hours and dollar value. Each employee must maintain a minimum balance in the Sick Bank of one hundred and sixty (160) hours.

- b Use of Sick Bank. The Future Benefit Bank may be used for long-term disability payments, separation cash payments or separation health benefit payments.
 - c Current Sick Hours Earned. Sick hours earned shall accrue as current sick hours for the year, December through November, at the rate of eight (8) hours per month, to a maximum of ninety-six (96) hours per year.
 - d Calculating of Sick Benefits. Sick hours taken during the year shall be paid at the then current hourly rate (annual base salary, plus incentive, divided by 2,080 hours).
 - e Transfer of Unused Sick Days or Cash Payment. On or before November 30th of each year, each employee shall select a method of receiving his/her unused current sick hours earned for that year. Each employee shall select between transferring his/her unused sick hours to the **Sick** Bank in whole or in part and/or receiving a cash payment. However, an employee may only receive a cash payment for those hours that are in excess of the required minimum balance that must be maintained in the **Sick** Bank. The dollar value of any unused sick hours shall be calculated based on the employee's then current hourly rate in the month of November (annual base salary, plus incentive, divided by 2,080 hours). That portion of unused sick hours that is to be transferred to the **Sick** Bank will be added to the employee's then existing Bank balance. That portion of unused sick hours that is to be converted to a cash payment shall be issued to the employee in a separate check, less all necessary payroll deductions, by December 20th of the same year.
4. Sick Leave Conversion at Separation.
- a Applicability. Any employee in good standing with the City and who has provided the City with a fourteen (14) day written notice of his/her separation shall be entitled to convert unused sick leave hours to cash.
 - b Conversion of Unused Sick Leave. All earned and unused current sick hours for the year shall be transferred to the **Sick** Bank. The dollar value of any unused sick hours shall be calculated based on the employee's then current hourly rate of pay (annual base salary, plus incentive, divided by 2,080 hours).

- c Payment of Unused Sick Leave. If the employee selects to convert his/her bank balance to cash, the dollar value of the bank balance will be paid at the current rate, less all applicable payroll deductions within 65 calendar days of the last paycheck.

5. Use of Sick Leave.

Absence from work due to any of the following reasons is properly chargeable to sick leave:

- a Illness, disability or injury of the employee. When the employee is incapacitated for duty because of sickness, injury or pregnancy and confinement.
- b Appointments with doctors, dentists or other professional medical practitioners, including a person who holds a current national certification as a nurse practitioner.
- c When a member of the employee's family is afflicted with a serious illness, disability, injury or when death occurs. Family is defined as:
 - i. A group of individuals living under one roof and usually, but not always, having a common ancestry and including the employee's spouse;
 - ii. Adoptive, custodial and in-law individuals when residing in the employee's household but excluding persons not otherwise related of the same or opposite sex sharing the same living quarters but not meeting any other criteria for family; or
- d When treatment by specialists whose services are not available in the local area is required, a reasonable amount of time spent in traveling to the specialist may be charged to sick leave.
- e Sick leave may be taken in initial increments of one hour and one-half hour increments thereafter.
- f Employees injured while performing their duties are entitled to apply for benefits under the *Workers' Compensation and Occupational Disease Act*. If such benefits are granted, the employee cannot use sick leave, personal leave or vacation in lieu of Workers' Compensation. In the event an injury or illness is not determined to be compensable by the City and later becomes the subject of an award by the Industrial Commission, the employee shall restore to the City the dollar equivalent which duplicates

payment received as sick leave days, vacation days or personal days and the employee's sick leave, vacation, and/or personal leave account(s) shall be credited with leave day equivalents.

6. Reporting Of Sick Leave.

Any employee absence from work chargeable against sick leave shall be reported immediately to the Department Head or his designee as soon as possible before the start of the assigned work period. When absences due to illness are in excess of two (2) consecutive days, such absence may be required to be supported by a doctor's certificate at the discretion of the Department Head. Employees who are absent due to accidents or to surgery must supply a signed doctor's release before they can return to work.

The City reserves the right to require the employee to undergo a fitness for duty examination if there is concern regarding the employee's ability to safely perform the tasks associated with the position.

7. Sick Leave Abuse

Abuse of the sick leave policy may result in non-payment of sick leave benefits and shall be grounds for disciplinary action, up to and including termination of employment. Abuse of sick leave shall include, but not be limited to the following:

- a Failure to notify supervisor of initial absence, continued absence or condition.
- b Failure to provide medical documentation as required or requested by a supervisor or Department Head.
- c Continued pattern of absences, or excessive absences which place a strain upon the operation of the Department.
- d Use of sick leave for instances not allowed in the Personnel Policy Manual.

8. Absences without Sick-Leave Availability

If sick leave absence continues beyond the number of sick leave days the employee has earned, consideration will be given to the following:

- a If eligible, employee will take Family Medical Leave.
- b Placement on Unpaid Leave of Absence. Refer to Section M of this chapter.
- c Transfer to Disability Benefits under the appropriate retirement fund.
- d Termination of employment if employee, as a result of sick leave absence, is no longer able to perform the essential functions of

his/her job position (subject at all times to the potential right to receive disability compensation or Family Medical Leave or any applicable state or federal law).

H. INJURY LEAVE – NON-JOB RELATED

In the event an eligible employee is injured off-duty, the employee may apply for disability benefits from the employee's retirement fund.

1. Employees under the Illinois Municipal Retirement Fund (IMRF) must satisfy the eligibility requirements of IMRF.
2. Non-job related disability leave benefits for firefighters and police officers are governed by state law.
3. While on disability, the employee shall not accrue sick leave days, safety days, personal days, or vacation benefits, or be eligible for funeral leave or holidays.
4. Time off taken under non-duty Disability Leave will run concurrently with Family Medical Leave and will count towards the twelve (12) week entitlement described herein.

I. INJURY LEAVE – JOB RELATED

If an employee is injured in the performance of duties for the City, the employee may be eligible for Workers' Compensation benefits as prescribed under the Illinois Workers' Compensation and Occupational Diseases Act.

1. If an employee is injured or becomes ill in connection with and in the course of their employment, he/she shall report the injury or illness immediately to his/her Department Head who will complete a report and forward to the Safety Committee and Collector. Employees who fail to promptly report any injury, illness, or accident or to otherwise cooperate with the City's investigation and documentation of the incident may adversely affect their eligibility for Worker's Compensation or other benefits, and may be subject to corrective counseling action. Injuries or illnesses reported after the day of injury or illness shall be considered to be in violation of this provision.
2. When an employee is unable to work due to a work-related injury that employee will be entitled to 2/3rds of their average weekly pay as Total Temporary Disability (TTD) benefits. Any work-related injury that requires an employee to be off work more than three (3) consecutive days will be required to go on FMLA, if eligible, and

utilize accrued time for the 1/3 that is not compensated by Workers' Compensation.

3. In connection with consideration of a worker's compensation claim, the City or its insurer may require the employee to furnish medical proof or submit to medical examination by a City-selected physician at the City's expense.
4. If an employee is participating in physical therapy, as a result of a work-related injury, during their normal working hours, the employee must return to work when the individual physical therapy session is completed.
5. Employees being released to full duty from a work-related injury may be subject to a Functional Capacity Exam (FCE), by a City-selected physician at the City's expense to assess the ability to effectively perform the essential functions of their position.
6. The Public Employee Disability Act (PEDA) provides that police officers and firefighters receive their full salary for up to one year as opposed to receiving two-thirds (66 2/3%) of their salary under the Worker's Compensation Act or the Illinois Pension Code.
 - (1) PEDA beneficiaries are not required to expend any accrued vacation time, sick time, or compensatory time;
 - (2) PEDA benefits are not subject to state or federal income taxes. The City is partially compensated with 66 2/3% of the employee's salary through a worker's compensation offset paid by the insurer.
7. Employees participating in the Illinois Municipal Retirement Fund (IMRF) and on a job related disability leave are encouraged to apply to IMRF in order to continue to receive pension service credits while on disability.

J. MILITARY LEAVE

1. Full-Time Service - Any full-time employee who is ordered to active duty with a unit of the U.S. Armed Forces or Illinois National Guard during military conflict, civil disorder, or natural disaster shall be granted a military leave of absence. The employee may return to City employment to a position equivalent to the position occupied before military leave, if such position is available, so long as combined military absences do not exceed five (5) years.

- a. Employees and their dependents may continue in the group health plan for up to 24 months of service. Employees may be required to pay 102 percent of the full premium for insurance, however, if the employee is on leave for 31 days or less, the employee may not be charged more than the amount he or she would have paid if still employees. Upon reemployment, the employee and his/her dependent may reenter the City's health plan.
 - b. Upon release from the military, the employee shall notify the Department Head as soon as possible.
 - c. If the military leave is ninety (90) days or less, the employee may be reinstated with the City without loss of seniority and will have accrued other benefits, including vacation, sick, and personal leave as though City service was uninterrupted. The employee's return to work will be governed by the provision of Federal law.
2. Reserve Service - When necessary, and when the employee presents Military Orders for such training and service, an employee who is a member of an officially recognized reserve unit shall be entitled to ten (10) paid work days per twelve month period of military leave for training with a reserve component of the U.S. Armed Forces, including the National Guard and Coast Guard.

Paid time off shall generally not be provided for attendance at monthly reserve training meetings, however, Department Heads may accommodate employees by permitting requests for vacation or for accrued time-off.

3. Family Military Leave – Spouses and parents of military personnel are eligible for unpaid leave during the time that federal or state deployment is in effect in accordance with the Illinois Family Military Leave Act. During the period of the leave, the employee may continue health insurance benefits at his or her own cost.

K. JURY DUTY LEAVE

Employees will be eligible for jury duty leave upon receipt of a notice to appear in court for such purposes. Employees shall be given necessary time off without loss of pay when performing jury duty. Employees shall be entitled to keep all fees received in connection with performing jury duty in consideration of expenses related to travel, parking, meals, etc.

L. UNPAID LEAVE OF ABSENCE

1. An employee may, upon written request to their Department Head and approval from the City Administrator, be granted an Unpaid Leave of

Absence. Request for such leave must be submitted at least 30 days in advance for foreseeable leaves, or as soon as possible. The decision to grant an unpaid leave of absence is at the sole discretion of the City.

2. An Unpaid Leave of Absence will only be granted if the employee is not eligible for Family Medical Leave. The leave will only be considered when it will not adversely affect the operations in the employee's department.
3. An Unpaid Leave of Absence may only be permitted after an employee has exhausted all earned sick time (if applicable to the purpose of the leave), vacation time, comp time, or floating holiday pay.
4. The maximum amount of Unpaid Leave that will be granted with a guarantee of employment reinstatement is thirty (30) working days in a rolling twelve (12) month period, measured backward from the date an employee uses said leave. The employee may request a leave in excess of thirty (30) working days, but if granted the City shall provide no guarantee of reinstatement to the previous position, or continued employment of any nature. The City Administrator shall determine the amount of leave to be granted dependent upon the needs of the City.
5. An Unpaid Leave of Absence, totaling less than ten (10) working days, will have no effect upon seniority, longevity, vacation accrual, sick leave accrual, or any other right or privilege based upon length of service, unless required by law.
6. Benefits shall not accrue, seniority shall not be earned, and salary adjustments will not take place during any unpaid leave of absence in excess of ten working days.
6. Employees on an Unpaid Leave of Absence may be periodically required to report on their status and intent to return to work.
7. An employee may continue to participate in the City's health insurance plan during an Unpaid Leave of Absence, provided arrangements are made in advance for the employee to pay the full cost or prorated premiums during the period of the leave.
8. If an employee fails to return to work upon the expiration of the leave, employment with the City will be terminated.

M. VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

Subject to the certification requirements outlined in this section, an employee shall be entitled to a total of twelve (12) weeks of unpaid leave during any twelve

(12) month period if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence. The leave may be taken to:

- a. seek medical attention for or recover from physical or psychological injuries;
- b. obtain services from a victim service organization;
- c. obtain psychological or other counseling;
- d. participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or insure economic security; and/or
- e. seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding related to or derived from domestic or sexual violence.

The leave may be taken intermittently or on a reduced work schedule. The employee must provide at least 48-hours advance notice of intention to take leave, unless such notice is not practicable. The City shall not take any action against the employee if an unscheduled absence occurs; provide the employee submits the proper certification as soon as practicable.

Upon taking leave, the employee shall provide to her Department Head a sworn statement including documentation from an employee, agent, or volunteer of a victim services organization, an attorney, or member of the clergy, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence; a police or court record; or other corroborating evidence as deemed sufficient by the Employer.

All information provided to the City pursuant to this policy shall remain confidential, except for disclosure requested by the employee or otherwise required by state or federal law.

Upon return from VESSA leave, the employee shall be restored to the position held prior to taking leave or to an equivalent position, and shall retain any employment benefits accrued prior the date on which leave commenced. However, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment benefits during any period of leave or any right, benefit, or position of employment that the employee would not have received had the leave not been taken. Additionally, the City shall maintain coverage for the employee and family or household member under any group plan for the duration of such leave and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. In the event that the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired and for reasons other than, the continuation, reoccurrence, or onset of domestic or sexual violence, the City may recover from the employee the premium that the City paid for maintaining the level of coverage

for the employee.

An employee, who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment pursuant to federal, state or local law, the collective bargaining agreement, or the employment benefits program or plan, may elect to substitute any period of leave for an equivalent period of leave provided under this policy. This policy does not provide additional time if the leave is covered by the Family Medical Leave Act.

CHAPTER 6 EMPLOYEE BENEFITS

In addition to the leave benefits outlined in Chapter 5, there are many other fringe benefits available to employees as outlined in this chapter. The benefits outlined in this Section are brief summaries only and are not meant to be all-inclusive. For detailed information about these benefits, the employee may contact their Department Head or the City Administrator. Except where prohibited by law, the City reserves the right, in its sole discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described in this Section. In the event of a conflict between the statements made in this chapter and the provisions of a Plan Document, the Plan Document shall prevail.

A. HEALTH INSURANCE

1. The City may make medical health insurance coverage available to all full-time employees, which may include dependents as defined in the summary of the health insurance plan document, updated and distributed from time to time by the City Administrator. Such health insurance coverage shall be subject to the terms and limitations of the plan document, as amended from time to time. New employees may be subject to a waiting period as established within the plan document.
2. Full-time employees are eligible for City-provided health insurance subject to the terms of the policy in effect. Coverage terminates at the end of the month in which the employee leaves City employ excepting when the employee retires, as detailed in provision 5 below.
3. The City reserves the right to institute cost containment measures relative to the insurance coverage at any time, including payment of premiums by employees, or amendments to the coverage or plan document.
4. Eligible employees and their covered dependents may extend group health insurance pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) in the event insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability of Medicare entitlement. See the Human Resources Director for more information.

5. Retirees may be eligible to convert group health insurance coverage into an individual policy at the retired employee's sole expense. Retirees may only participate in the BCBS Blue Print plans upon retirement.

B. DENTAL INSURANCE

All full-time employees may participate in a group dental insurance program at their sole expense.

C. EMPLOYEE ASSISTANCE PROGRAM

The City may offer an Employee Assistance Program (EAP) to provide confidential assessment and counseling services to full- and part-time employees and their immediate family members. The EAP provides employees with a confidential, convenient, no-cost opportunity to resolve personal problems including, but not limited to: marital and family, health, financial, alcohol, drug, legal, emotional, stress, and other matters which may adversely affect employee job performance. The City believes an employee's well-being may also be affected when a member of his immediate family is afflicted with a personal problem. For this reason, we extend this same offer of assistance through the employee to any member of the employee's immediate family, but reserve the right to cancel this program should its continued provision become cost-prohibitive for the City.

For as long as the EAP is offered, initial assessment and, when appropriate, short-term counseling is available at no charge. Employees will be responsible for any additional cost or that which is not covered by insurance. Employees are responsible for coordinating health insurance coverage for long-term counseling or treatment.

Utilization of the program is voluntary and *strictly confidential*. An exception to this guideline is when employees are mandated to access services as a condition of discipline, as an express condition of continued employment, or in any other circumstance where use of the EAP is required by the City. However, participation in an EAP program under these circumstances does not guarantee continued employment with the City.

D. CONTINUATION OF HEALTH AND DENTAL CARE COVERAGE (COBRA)

Eligible employees and dependents who receive health or dental insurance are eligible to elect to continue to receive health or dental coverage in situations where coverage is otherwise terminated. Continuation of coverage shall be at the sole expense of the former employee, spouse, or dependents. The monthly cost to the employee and eligible dependents for continuing health and dental insurance shall be determined by the City on an annual basis. Employees and eligible

dependents participating in the program shall make monthly payments to the City upon receipt of a bill from the City.

1. Employees who are dismissed for reasons other than “gross misconduct,” and full-time employees, who are converted to part-time status or leave the City service voluntarily, are eligible to continue health and dental insurance for 18 months on an employee-paid basis.
2. Eligible spouses and dependents may continue their health and dental insurance for 36 months if their coverage would have been terminated for any of the following reasons:
 - a the death of a covered employee
 - b a divorce or legal separation from the covered employee
 - c the covered employee becomes eligible for Medicare
 - d a dependent ceases to meet the health coverage plan’s definition of an eligible dependent
3. If an employee or any covered dependent is determined by the Social Security Administration (SSA) to have been disabled at any time during the first 60 days of the COBRA continuation coverage, the disabled person may elect to extend his or her 18-month period of COBRA for up to 29 months from the date of the qualifying event. Non-disabled family members of the disabled individual who are entitled to COBRA continuation coverage are also entitled to the disability extension. Please note that employees must still notify the City of the SSA disability determination within 60 days after the date of the determination and before the end of the 18-month COBRA continuation coverage.

E. LIFE INSURANCE

Full-time employees may be provided group term life insurance by the City program. The City pays the entire employee contribution on behalf of each employee. Life insurance coverage is currently \$75,000 per employee.

F. RETIREMENT AND DISABILITY PROGRAMS

Employees participate in and the City contributes a varying share towards retirement and disability programs depending on eligibility.

1. Sworn Police and Fire personnel participate in their respective pension funds.
2. Other City employees, who are regularly scheduled to work at least 1,000 hours a year, participate in the Illinois Municipal Retirement Fund (IMRF).

3. Employees may participate in one or more voluntary deferred compensation plans. The City shall maintain a 457 deferred compensation program pursuant to which participating employees are eligible to receive a 50% match of deferred compensation contributions, subject to a maximum annual City contribution of five hundred dollars (\$500).
4. If an employee is unable to return to work at the expiration of one year, the employee shall no longer accrue vacation, sick, floating holiday or any other leave.
5. As required by law, a fixed percentage of an employee's earnings are deducted from each paycheck and deposited with the Social Security Administration. Detailed information on benefits, eligibility requirements and account status is available on the Social Security website at www.ssa.gov.

G. UNIFORMS

Whenever uniforms or related equipment are provided by a department, an employee shall conform to the departmental rules and regulations applicable to their purchase and use. Firefighters, police officers, and public works employees may be required to wear allotted uniforms/clothing at all times when on the job. Employees are prohibited from wearing City issued clothing for personal use. Employees must immediately report uniforms that do not fit or any uniform loss or damage to their supervisors. Upon separation from the City, the employee is required to return City issued uniforms. Safety equipment shall be worn and/or used as directed.

H. TUITION REIMBURSEMENT, CONFERENCES & TRAINING

The City recognizes the benefit to the employee and to the City when the employee pursues continued education. Therefore, the City has established a tuition reimbursement policy to encourage continued education.

Approval of any tuition reimbursement request is conditioned upon the availability of funds in the appropriate department budget and the authorization of the Department Head and City Administrator.

1. Eligibility

- a Full-time employees may be eligible to receive tuition reimbursement. The amount of reimbursement is subject to annual budgetary approval. The eligible employee must sign an agreement to continue employment with the City a minimum of 24 months after completing the class or degree or reimburse the City.

- b Seasonal and part-time employees are eligible for reimbursement of expenses directly related to training, and attendance at conferences and seminars. Seasonal and part-time employees are not eligible for tuition reimbursement.

2. Institutions

Employees may be required to furnish information about the accreditation of the particular educational institution. It is the City's intent to limit tuition reimbursement to accredited institutions.

3. Courses

- a. The program is available for seminars, college classes, and other training that is deemed to be job-related. The course should improve the employee's ability to succeed in his/her job. Programs that award degrees or certificates based solely on "life service" or experience are not eligible for tuition reimbursement.
- b. Courses are to be taken on the employee's own time, unless otherwise approved by the Department Head and City Administrator.

4. Eligible Expenses

Full-time employees may be eligible to receive up to \$5,250 per calendar year for job-related tuition reimbursement. The full amount can be used for reimbursement of college tuition and books. These maximum amounts are exclusive of seminars or other one-time training opportunities that may be approved. Registration and other fees are not reimbursable.

Employees must remain on the payroll when the course is completed to receive tuition reimbursement a minimum of 24 months after completion. Otherwise, eligible employees are or become ineligible for tuition reimbursement under this policy if the employee has received a formal warning within six months of his or her request for approval or the employee is not working at an "above expectations" performance level during the last or current evaluation period.

5. Procedure for Approval

- a. An academic course must be approved by the Department Head prior to beginning the course. All courses must enhance the employee's job performance or general fitness for public service. Since approval is contingent upon budget availability, employees are strongly encouraged to notify their Department Head of their

desire to participate in the program prior to the submittal of the annual budget.

- b. This is a reimbursement program. Though employees are required to gain approval that the course meets the standards of the Tuition Reimbursement Program prior to beginning the course, employees will not receive payment for the course until they have successfully completed the course.
- c. Travel expenses, and time for academic courses are the responsibility of the employee.
- d. Once the course is completed, the employee should provide to the City Administrator: 1) a completed Tuition Reimbursement Program application, 2) proof of expenses, 3) and either a report card showing that the employee received at least a "C" or "satisfactory" grade for a course, or a certificate of completion.
- e. The City may deny requests based on an inability to meet any of the above requirements or due to budgetary constraints.
- f. Seminars or other non-academic training may be pre-paid by the City. Conference expenses shall be reimbursed upon submittal of all receipts. Employees shall be reimbursed for meals based upon a per diem schedule of expenses maintained by the Finance Department in accordance with IRS tables.
- g. If the employee receiving tuition reimbursement resigns or is terminated for cause at any time within 24 months of reimbursement, the employee must return the full amount of tuition reimbursed to the City.

6. Representation of City.

The City of Oak Forest encourages the professional development of its employees. As representatives of the City, employees should remember that their actions reflect on the City and are expected to display exemplary behavior that reflects positively on the City at all times.

I. **HEALTH REIMBURSEMENT ACCOUNT**

The City may reimburse any full-time employee or their dependants for expenses associated with medical, dental and/or optical care. A list of eligible expenses may be obtained from the **Employee Benefits Corp (EBC)**.

This benefit shall apply to eligible employees and their dependants. This benefit may not be used for premiums.

CHAPTER 7 EMPLOYEE PERFORMANCE EVALUATIONS

A. PURPOSE

The job performance of all employees shall be evaluated by the Department Head or Supervisor on an annual basis for the general purpose of providing constructive feedback on the employee's performance over the past year **and to determine the appropriate merit increase for non-union employees. Merit increases will be recommended for approval based on the guidelines set forth in the Compensation Plan.** Such evaluation shall be in writing and made part of the employee's personnel file.

B. USES

1. By the employee

- a. As an opportunity to discuss employee development and training needs.
- b. As a record of past performance.
- c. As an opportunity to objectively discuss, with the supervisor, expectations, personal performance, goals, and methods of improvement.
- d. As a means of providing the supervisor with input pertaining to supervisory practices.

2. By the supervisor

- a. As a consistent method of evaluating and discussing what is expected of an employee, and a means of encouraging the achievement of personal and City goals.
- b. As a method of determining merit salary increases annually on the employee's employment anniversary date.
- c. As a constructive guide outlining how the supervisor views the employee's performance over the past year.
- d. As a means of obtaining input from the employee pertaining to supervisory and management style.

3. By the City

- a. As a means of indicating successful completion of the probationary period.
- b. To provide a record for retention and/or promotion of employees whose services warrant it.
- c. As a means of encouraging open dialogue between supervisors and employees.

C. EVALUATION PROCEDURE

1. Formal performance evaluations shall be conducted on an annual basis, prior to May 1, on forms approved by the City Administrator. Additional evaluations may be performed before the next annual review if necessary.
2. Non-union employees

If the employee does not receive at least a “meets expectations” the employee will not be eligible for a “merit” increase. Guidelines for increases will be determined each April for a May 1 effective date.
3. Once the formal evaluation has been completed, the Department Head or supervisor should consult with the employee in private to review the results of the evaluation.
4. After reviewing the evaluation with the Department Head or supervisor, the employee shall sign the evaluation form to acknowledge that he or she has reviewed it, and the form should be directed to **Human Resources for inclusion into the employee’s personnel file**. If an employee disagrees with any portion of the evaluation, the employee is encouraged to provide rebuttal comments outlining the specific disagreement. If an agreement cannot be reached, the employee may request a meeting with the City Administrator. The decision of the City Administrator shall be final.

CHAPTER 8 CORRECTIVE COUNSELING AND GRIEVANCE PROCEDURE

A. CORRECTIVE COUNSELING

The steps listed below will serve to guide corrective counseling actions. If a conflict occurs between this section and the rules and regulations of the Fire & Police Commission, Civil Service Commission or any labor or collective bargaining agreement, the latter shall take precedence.

Although not required or guaranteed, some forms of progressive discipline may be deemed appropriate by the City. Employees may be dismissed, however, after a progressive disciplinary action has not changed any substandard employee performance or misconduct. Notwithstanding the City's option to use progressive discipline, the City may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with dismissal.

1. Employee Corrective Counseling - When a less formal means of handling a disciplinary incident is warranted, the supervisor may consult with the employee in a corrective counseling session. The session is intended to make the employee aware of a situation, discuss the performance or conduct which is unacceptable and which could result in further action if continued or repeated. The supervisor will make a record of the corrective counseling session which shall be placed in the employee's personnel file.
2. Written Warning - When a more formal means of handling a disciplinary incident is warranted more than corrective counseling, a written warning will be issued. The supervisor will meet with the employee and inform the employee of the action taken and expected employee behavior modification. A copy shall be placed in the employee's personnel file.
3. Suspension - An employee may be suspended without pay for an **egregious or persistent violation of policy, procedure, or accepted practice** by the Department Head with the approval of the City Administrator. **There may be circumstances where an employee may be suspended even if the employee has not received a prior warning. The length of the suspension will be determined by the severity of the violation.**
4. The Department Head has the authority to suspend an employee for a period no longer than ten (10) work days. The Department Head will prepare a letter outlining the reasons for the suspension **for review by Human Resources**. The letter will be reviewed with the employee during a meeting, and will be placed in the employee's personnel file. The City Administrator shall have the authority to suspend an employee for a period greater than ten (10) days when warranted.
5. Dismissal - Dismissal of the City Administrator or Department Heads shall be authorized by the Mayor. Dismissal of part-time and seasonal employees shall be authorized by the City Administrator. **Dismissal may result from an egregious or persistent violation of policy, procedure, or accepted practice. An employee may be subject to dismissal even if the employee has not received a prior warning.**
6. Reasons for Disciplinary Action - Evidence of the following may result in disciplinary action, up to and including termination of employment:

- a. Documented failure to meet standards of work and job expectations, as determined by formal and informal evaluation.
- b. Possession, use, or exhibition of behavior indicative of being under the influence of alcohol, controlled substance, or narcotics while performing duties for the City.
- c. Theft or unauthorized possession of City property, misuse of City time, or theft of property of a City employee or resident.
- d. Insubordination to superiors or a serious breach of discipline.
- e. Unauthorized disclosure of confidential information.
- f. Illegal, immoral, or indecent conduct.
- g. Unauthorized absences, excessive absenteeism, abuse of workers compensation leave, or abuse of leave privileges.
- h. Taking for personal use a fee, gift, or other valuable item during the course of the employee's work or in connection with such work.
- i. Failure to immediately report accidents or injuries.
- j. Falsification of City records or employment application materials.
- k. Use of official position for personal, or non-City advantage.
- l. Engaging in any act which endangers the safety, health, well being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work.
- m. Actions or failures to act which bring gross discredit to the City.
- n. Failure to follow written or established safety guidelines and procedures.
- o. Inability to perform job duties.

B. GRIEVANCES

The employee may appeal disciplinary action or other personnel related differences in writing to their immediate supervisor. The appeal or "grievance" must be made within seven (7) calendar days from occurrence of the event giving rise to the grievance or seven (7) calendar days from the date the event should have been known to the employee, whichever occurs later. An employee's failure to file a grievance within the time period specified shall constitute a waiver of any rights to advance the grievance. A grievance shall be defined as a difference

between the employee and the City with respect to the interpretation or application of City policy or procedure.

C. GRIEVANCE PROCEDURE

It is the desire of the City to resolve grievances informally, and both supervisors and employees are encouraged to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after a formal appeal and review. Accordingly, the following procedure is established.

1.
 - a. The immediate supervisor and/or Department Head shall arrange for such an interview with the grievant within seven (7) calendar days of receiving the grievance, at which time the situation will be discussed and a resolution attempted. In the absence of the Supervisor, the employee should discuss the matter with the Department Head.
 - b. The immediate supervisor and/or Department Head shall answer the grievance and transmit the answer to the employee within seven (7) calendar days after the meeting.
 - c. If a satisfactory solution cannot be obtained by the Supervisor and/or Department Head, the employee may appeal the matter, in writing, to the City Administrator. The written appeal must be filed to the City Administrator within seven (7) calendar days from the initial grievance meeting.
 - d. The City Administrator will schedule a meeting with the grievant within seven (7) calendar days and shall render an answer in writing to all parties involved within seven (7) calendar days of the meeting. The City Administrator's decision is final.
2. The City's failure to strictly adhere to the grievance timeline shall have no effect on the validity of its grievance decision.
3. An employee who has filed a grievance cannot refuse to work while the grievance is being settled. The failure of an employee to advance the grievance between steps within the time period allotted concludes the grievance procedure. If a decision is not rendered by the applicable deadline dates, the grievance shall be considered denied. The employee may seek to move the grievance to the next step.

CHAPTER 9 ADMINISTRATIVE POLICIES

A. ABSENCE FROM WORK

When an employee is absent from work without authorization, the employee will not be paid for this period and will be subject to disciplinary action, up to and including termination of employment. An employee who is absent from work for three (3) consecutive days without authorized leave shall be deemed to have resigned.

B. EMPLOYEE CONTACT INFORMATION

All City employees are responsible for providing and maintaining current contact information including address and telephone number with the Human Resources Department

C. NURSING MOTHER POLICY

The City of Oak Forest will provide reasonable unpaid break time each work day to an employee who needs to express breast milk for her infant child. Break time must, if possible, run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose.

D. TESTIFYING IN COURT

Employees who must be absent from work in order to testify before a state, county or federal court in a pending court case are required to report such action to the City Administrator prior to the court date as soon as notification of the suit or subpoena is received.

E. DRUG/ALCOHOL FREE WORKPLACE

The purpose of this policy is to provide a safe work environment and to prevent accidents and casualties caused by employees under the influence of drugs or alcohol. As such, the City adheres to the Drug Free Workplace Act, 41 U.S.C. §701, et seq., as amended.

1. Possession/Use of Controlled Substances. The manufacture, distribution, possession, or use of any controlled substance while on duty is strictly prohibited and shall constitute a willful and deliberate violation of the City's policies and may subject to immediate disciplinary action, including termination. For the purposes of this policy, drugs shall be defined as: any drug which is not legally obtainable, or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescription dosages. Employees may only take prescription drugs that have been prescribed in their name. Taking someone else's prescription medication is illegal.

2. **Possession/Use of Alcohol.** At no point during work hours shall an employee's blood alcohol level exceed the legal limits as established by CDL guidelines - .04% Blood Alcohol Content (BAC) level. The observed use of alcohol or effects of such use, by the employee during normal working hours shall constitute a deliberate and willful violation of the City's policies and may result in disciplinary action, including termination. Employees who are found to exceed the legal alcohol limits while working shall be subject to the range of consequences outlined below. Employees who possess a CDL license are also subject to federal guidelines that govern CDL drug and alcohol testing and penalties for violations.
3. **Nature of Drug Testing** - The City may conduct the following types of drug testing: (1) Pre-employment testing; (2) Random testing of employees with Commercial Drivers Licenses; (3) Reasonable suspicion testing; (4) Accident or unsafe practice testing where reasonable suspicion exists; (5) Voluntary testing, and (6) Testing as part of or as a follow-up to counseling or rehabilitation.
4. **Procedures**. The testing shall be conducted at an appropriate medical facility contracted by the City. Every reasonable effort shall be made to keep all test results confidential among the City, the employee and the testing facility.

An employee's refusal to (1) sign a consent request for the drug or alcohol test and/or (2) take the required test shall constitute a willful and deliberate violation of the City's policies and may result in disciplinary action, including termination.

5. **Positive Test**. For purposes of this policy, a "positive" test means that any level of alcohol or drugs has been detected by the test.
6. **Consequences**. If an employee has tested positive for drugs and/or alcohol, the City may, in its sole discretion:
 - a. take appropriate disciplinary action, up to and including termination, or
 - b. refer the employee to the City's EAP program. Such an employee may be required to participate in, and successfully complete a treatment program as a further condition of employment. The employee may be required to provide a release of information to the City or progress reports on treatment. Failure to comply with any of the recommended treatment conditions shall constitute a willful and deliberate violation of the City's policies.

F. EMPLOYEE CONDUCT – HARASSMENT PROHIBITED

It is the policy of the City of Oak Forest that the work environment should be healthy, productive, and friendly. In keeping with this commitment, the City strictly prohibits harassment of any City employees by anyone, including any supervisor, co-worker, vendor, citizen, or elected official of the City or any third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, sexual orientation, age, physical or mental disability or any other protected group status. The City will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with any individual's work performance, or that creates an intimidating, hostile, or offensive working environment for any employee.

Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when (1) submission to the conduct is made either implicitly or explicitly a condition of the individual's employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or (3) the harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile or offensive to the employee.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected characteristic and that (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business related social events.

All City employees are responsible to help assure that harassment is avoided. Any employee of the City who feels that he/she has experienced or witnessed harassment is to notify the City according to the complaint procedure set forth in this policy. The City forbids retaliation against any person for reporting or complaining about a violation of this policy or for cooperating in any investigation pursuant to this policy or for filing a complaint of harassment, assisting in making a harassment complaint, or cooperating in any harassment investigation. Any such retaliation will be considered a violation of this policy. If

any employee feels that he/she has been retaliated against, he/she is to notify the City in accordance with the complaint procedure.

G. HARASSMENT COMPLAINT PROCEDURE

The City strongly encourages the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. It is the City's policy to investigate all complaints of harassment thoroughly and promptly. Any employee who experiences or witnesses harassment or retaliation should notify his/her immediate Supervisor, Department Head, City Administrator, or the Mayor in the event that the City Administrator is the accused harasser. If the employee feels more comfortable discussing these issues with any other supervisor or Department Head, the employee may do so provided that they work upwards in the chain of command. If that process occurs, it shall be the responsibility of that Supervisor or Department Head to bring the matter to the attention of the City Administrator immediately. A complaint of harassment may also be formally filed in accordance with the grievance procedure contained in this manual.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and request that it be discontinued. Employees who witness or experience harassment of any kind should clearly communicate that the behavior is unwelcome to the offending person and report the incident to a supervisor or department head.

The reported allegations of harassment, discrimination or retaliation will be promptly investigated by the City. While the City will make every reasonable effort to conduct the investigation confidentially, absolute confidentiality cannot be guaranteed. Employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

If the City concludes that this policy has been violated, it shall take prompt corrective action reasonable designed to end the violation and to prevent any further violations from occurring. Such corrective action may include disciplinary sanctions, up to and including termination of employment.

After the City has completed its investigation or review and determined whether or not this policy has been violated, it will advise the complaining party of the results of the investigation or review.

To the fullest extent possible, the City will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the City will take corrective action, including corrective counseling up to and including discharge, as appropriate.

H. FITNESS AND APPEARANCE FOR WORK

Employees are expected to be well groomed and dressed in a manner that is suitable to their responsibilities and position. Whenever uniforms or related equipment, including safety equipment, are provided and required, the employee shall conform to the departmental rules and regulations applicable to their purchase and use. Failure to follow this policy may result in disciplinary action, up to and including termination of employment.

I. VEHICLE OPERATION.

1. Employees are required to operate vehicles within the law and in accordance with City of Oak Forest policy. City vehicles and equipment may only be used for authorized City purposes.

Any employee whose position requires that he/she operates city vehicles, private vehicles at city expense, and/or mobile equipment must have valid drivers or operator's license or special permit in the correct classification for the type of equipment operated.

2. Private vehicles that are paid for by the City can only be used for City business, commuting to and from work or de minimis personal use (such as a stop for a personal errand on the way between a business delivery and the employee's home). Personal use of a vehicle is all use that isn't for your trade or business.

Personal use of vehicles is a taxable fringe benefit. The city uses the commuting rule to compute the value of the benefit provided to the employee. Under this rule, the value of a vehicle provided to an employee for commuting use is determined by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. This amount must be included in the employee's wages or reimbursed by the employee.

3. The employee shall immediately notify, in writing, his/her department head if his/her license becomes invalid, suspended, revoked or lost. This information will be forwarded to the Human Resources Manager and City Administrator. Failure to report the above information could result in disciplinary action, up to and including termination of employment.
4. Employees whose positions and job duties require a valid and properly classified driver's license shall not be allowed to operate City vehicles or equipment without a proper license. To the extent possible, employees will be reassigned temporary job duties until such licensing is obtained.
5. Safety is of paramount importance to the City. Thus, City vehicles and equipment that is assigned, authorized or permitted to be used must be operated to conform to the height of standards of safety. Employees are responsible for the proper operation, care and conservation of City

vehicles and equipment used in carrying out assigned duties. Loss, damages or theft of City property should be reported at once. Negligence in the care and use of City vehicles and property may be considered grounds for discipline, up to and including termination.

J. PERSONAL MAIL

Use of City letterhead, postage, and envelopes for personal mail is prohibited.

K. POLITICAL ACTIVITY

The City respects the rights of each employee to hold his or her own political beliefs and to discuss matters of public concern. However, employees shall restrict their political campaign activities to non-working time and lunch hours, and shall not be in any uniform or wear any clothing which identifies the individual as an employee of the City while engaging in political campaign activities. Employees engaged in political activity shall not represent that such activity is on behalf of the City or otherwise represent themselves as agents of the City. City facilities, equipment, and property shall not be used to advance political campaigns. Employees observing such activity or asked to participate in such activity are encouraged to immediately report the conduct to his or her supervisor and/or department head. Examples of prohibited activity shall include, but not be limited to, the following:

1. Displaying campaign stickers or signs on City vehicles or other City property;
2. Wearing campaign or candidate references while performing work for the City;
3. Providing endorsements of political candidates indicating or otherwise mentioning the employee's affiliation with the City;
4. Displaying campaign signs on one's own real property where in the course of employment vehicles marked as belonging to the City are parked; and
5. The use of City time or resources for any campaign related purpose.

L. PERSONNEL FILE

1. The employee's official personnel file is located in the City Clerk's Office. Employee medical and benefit information shall be maintained in a separate file.
2. The City adheres to the Illinois Personnel Records Review Act, 820 ILCS 40 et seq. Employees can inspect their personnel file up to two times annually upon written request to the City Administrator or Collector. The

City Administrator and Collector will determine an acceptable place and time when access to the employee's personnel file will be provided.

3. The City adheres to the Freedom of Information Act with respect to disclosure to third persons of records in employee personnel files. The City will only release the following information from the employee's personnel file to outside third parties: position title, salary confirmation, and dates of employment, except under the following circumstances:
 - a. When the employee has authorized, in writing, the release of information; or
 - b. When the City is legally obligated to provide the information; or
 - c. When the information is needed to provide information to agencies that are or may be providing health benefits to employees.

M. LIMITED DUTY

1. Any employee who suffers an injury either while at work or off duty is encouraged to return to work in a capacity that is compatible with their physical capabilities.
2. The City is not obligated to provide a Limited Duty assignment. An employee will be assigned Limited Duty only if such work is available and if the employee is capable of performing such work. The term of a limited duty assignment shall not exceed thirty (30) calendar days in duration. Limited Duty assignments beyond thirty (30) calendar days will be at the discretion of the City Administrator.
3. Past Limited Duty assignments will not influence current requests for a Limited Duty assignment.
4. An employee determined to be eligible for Limited Duty shall furnish the City Administrator with a written release from his/her physician allowing him/her to perform Limited Duty, specifying the following:
 - a. The exact nature of work that the employee can and cannot perform;
 - b. The date of the next scheduled re-examination to determine any change in the employee's physical status.
5. The employee must provide written authorization from his/her treating physician before returning to regular duty.
6. The Department Head will determine if a Limited Duty assignment is available. The following guidelines will be addressed:

- a. A duty or position will not be created for any specific employee.
 - b. The assignment will entail meaningful work which contributes to the mission of the City.
 - c. No employee will be moved from his or her regular job to allow an injured employee to participate in Limited Duty. Those employees who are assigned limited duty will not be removed from duty so that another employee can fill the limited-duty position, so long as the employee filling the limited duty position continues to meet the requirements of the policy guidelines.
 - d. When the employee's department cannot find suitable work and an employee is deemed eligible for limited-duty, the City reserves the right to make an assignment in another City department.
 - e. An employee will be given an assignment consistent with physical restrictions.
 - f. Department Heads may restrict employees from overtime assignments while on Limited Duty.
 - g. Limited Duty work will be compensated at the current pay rate of the injured employee.
7. The Department Head will monitor the progress of the injured employee on a weekly basis. The weekly evaluation will determine whether assigned tasks are being completed in a satisfactory manner, and will monitor compliance with the physician's outlined restrictions.
 8. If an employee's condition does not improve beyond a Limited Duty assignment, or if a Limited Duty assignment is not available or is initially available but later becomes unavailable, the employee shall proceed with application for either temporary or permanent disability. In no event shall the City be obligated to continue employment of any employee whose condition does not allow a return to normal duty or who is incapable of performing Limited Duty, or for whom no Limited Duty assignment is available.
 9. Rejection of Limited Duty – Refusal of a limited duty assignment may result in disciplinary action, up to and including termination of employment.

N. SECONDARY EMPLOYMENT

No full-time employee of the City may engage in employment outside of the City unless approved by the Department Head. The Department Head shall determine whether a part-time or full-time employee's outside employment may cause a conflict of interest or adversely affect the employee's ability to perform his/her duties.

O. TOBACCO USE AND SMOKE FREE WORKPLACE

In order to maintain a healthful environment for employees and members of the public transacting business in City facilities, to maintain the cleanliness of City facilities and vehicles, and to present a professional and business-like appearance to members of the public, use of tobacco products inside City vehicles and facilities is not permitted. Smoking outdoors or in other approved areas while on an authorized break period is permitted.

P. VEHICLE TRAVEL REIMBURSEMENT

On occasion, an employee may use their personal vehicle for City related travel. Reimbursement for all transportation related expenses shall be limited to the mileage rate as determine by the IRS.

Q. USE OF CITY TELEPHONES

Employees shall limit their use of City telephones to the conduct of City business. A limited number of calls for personal reasons may be allowed, within reasonable limits, as determined by the Department Head. Long distance calls for personal reasons may be made only with the prior approval of the Department Head and at the employee's expense.

R. RECORD RETENTION POLICY

The Illinois Local Records Act prohibits a public entity from destroying public records without first receiving approval from the Local Records Commission. The Local Records Act defines a public record as "any book, paper, map, photograph, born digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein." 50 ILCS 205/2. A pubic record may take the form of an electronic record, including but not limited to, emails (and/or attachments thereto), text messages or other electronic data. In order to ensure compliance with the Local Records Act, employees are prohibited from altering, destroying or deleting public records unless and until appropriate approval has been received from the Local Records Commission.

Any question with respect to this policy should be directed to the (e.g. the Clerk, the City Manager, the City Administrator).

S. USE OF CITY VEHICLES, EQUIPMENT SUPPLIES OR TOOLS

1. City vehicles, equipment, supplies and tools shall not be used for an employee's personal use. Improper use shall be grounds for disciplinary action, up to and including termination.
2. All drivers must be at least 18 years of age and authorized to drive for work purposes.
3. The City of Oak Forest reserves the right to review both the driver's license and MVR of all authorized drivers at any time.
 - a. For positions which require driving as an essential function, applicants will receive a conditional offer of employment, contingent upon the results of the MVR review.
4. No City-owned vehicles or equipment shall be taken home by any employee unless specifically authorized in writing by the Department Head and City Administrator. Such vehicle or equipment usage shall be subject to written City policy.
5. It is the employee's responsibility to operate the vehicle in a safe manner to prevent injuries and property damage.
6. All drivers must have a valid driver's license for the type of vehicle to be operated, and must keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
7. All drivers and passengers must wear seat belts.
8. Employees must report all accidents, regardless of severity, to the police and to the City of Oak Forest. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.
 - a. Authorized drivers are prohibited from reading or typing text messages, emails or posts of any type while driving. The only exception to this rule is for Police officers, who are allowed to use their cell phone for business related matters only, while driving. Otherwise, police officers must adhere to this policy. Phone use is also prohibited, unless a hands free device is used. All phone use is prohibited in school zones and construction zone regardless of whether a hands-free device is used. Authorized drivers are

prohibited from surfing the internet or reviewing websites or posting on social media or other websites while driving.

Authorized drivers are prohibited from taking or posting photos while driving. Distracted driving of any type is prohibited.

- b. It is the responsibility of all authorized drivers to report the loss, bond issuance, suspension and/or revocation of his/her driver's license immediately to their department head.
 - c. All traffic violations (including parking tickets), citations and fines incurred when driving for work purposes are the sole responsibility of the authorized driver.
 - d. Driving for work purposes while under the influence of intoxicants or other illicit drugs is forbidden and is sufficient cause for discipline, including termination.
 - e. Authorized drivers who perform safety sensitive functions must inform their department head if taking any medications that may affect their ability to safely operate an automobile.
9. Drivers are responsible for the care and conservation of vehicles, equipment, supplies, and tools and are required to report damage or loss of same to their supervisor as soon as possible.
 10. When using City vehicles, employees must keep in mind that they are representatives of the City of Oak Forest and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection on the entire organization. Failure to operate City vehicles or equipment properly shall be grounds for disciplinary action, up to and including termination.
 11. Seat belt use in accordance with State law is required by all occupants of City vehicles.

T. USE OF WORKOUT FACILITIES

Full and part-time employees and elected officials are eligible to use the equipment in the fitness room during non-working hours. Employees must sign a waiver holding harmless the City of Oak Forest for any injury or accident that may occur while using the fitness room. Use of the fitness room shall be on the employee's off-duty time, and employees must use the fitness room in a responsible manner and in the manner intended. The City may revoke fitness room access to individuals who behave unsafely, irresponsibly, or otherwise violate the guidelines of this policy or the signed waiver.

U. WORKPLACE VIOLENCE

It is the objective of the City to ensure the safety and well-being of its workforce and the persons with whom the City does business. Therefore, the City has established a zero tolerance policy for any violent acts or threats directed by or towards any City employee, or by a City employee towards any other individual.

Violence in the workplace includes but is not limited to:

1. Any physical behavior that involves aggressive physical contact with any other person, including pushing, hitting, fighting, throwing objects, or otherwise intentionally injuring another person or attempting to injure another person;
2. Any physical behavior that would place a reasonable person in fear or receiving imminent physical injury or other aggressive physical contact of the sort described above;
3. Verbal behavior which involves threatening physical harm, either directly or implicitly, against any person; and,
4. Any act of vandalism or other intentional damage or destruction of City or private property.

Workplace violence also includes instances where such acts or threats are made against an employee by a non-employee.

Employees who become aware of any threat of workplace violence whether by an employee, or non-employee, are obligated to immediately report such action to the employee's supervisor. The employee shall report the information directly to the Department Head, or City Administrator. Employees may go to the Mayor if they feel the City Administrator is a perpetrator. Employees should not confront the person against whom their complaint is lodged.

Violations of this policy may result in disciplinary action up to and including immediate discharge. Employees should also understand that such behavior may result in criminal prosecution.

Where an employee reasonably and in good faith opposes or reports any workplace violence, or testifies, assists, or participates in an investigation or hearing concerning allegations of threats of violence, no person or group of persons may retaliate against the employee. Retaliation includes any act of harassment, verbal abuse, verbal threats, or any other additional act of workplace violence. Retaliation will also be considered a violation of this policy, and may result in disciplinary action up to and including immediate discharge.

V. WORKPLACE SAFETY

1. Safety Responsibility - It is the responsibility of all employees to assure that all safety rules and regulations of the City are followed. All employees are required to perform all work in a safe manner and in accordance with the policies and procedures established in the City Safety Manual.

2. Reporting Safety Concerns - Employees who do not work in a safe manner or follow the policies of the City Safety Manual shall be subject to disciplinary action, including discharge. All employees shall also be responsible for reporting unsafe equipment or unsafe conditions which warrant action by supervisory personnel. Such reporting shall be via written notice.
3. Reporting Accidents or Injuries - Employees who are injured on the job or who are involved in a workplace accident are required to immediately report the accident to their immediate supervisor. In no instance shall such report be later than the completion of the work period in which the accident or injury occurred.

All departments shall post the location of the City's approved and recommended health care facility, and all attempts shall be made to transfer employees in need of medical attention to that health care facility. The Supervisor and employee must fill out the appropriate accident/injury reports as required.

W. FUNDRAISING AND SOLICITATION

City employees shall not participate in any fundraising or solicitation activities directed to members of the public, city vendors, local businesses or other outside parties while on duty. This will include not only political activities, but also fundraising for community causes, organizations or professional associations.

X. ETHICS ORDINANCE AND GIFT BAN ACT

Employees will at all times adhere to the rules and regulations promulgated in City of Oak Forest Ordinance No 2008-01-01480 entitled 'An Ordinance repealing Chapters 2.24, 2.26 and 2.42 of the City of Oak Forest Code of Ordinances in their entirety and replacing said chapters with newly revised Chapter 2.24.'

Ordinance No. 2008-01-01480 is attached as Exhibit C

CHAPTER 10 INFORMATION SYSTEMS POLICIES

A. ELECTRONIC MAIL – USE OF

The following policy applies to employee use of internal and external electronic mail (e-mail). Employees should be aware that use of e-mail messages will be treated no differently than other City correspondence, and may be accessed, reviewed, copied, deleted, or disclosed to the extent permitted by law. Employees have no reasonable expectation of privacy with respect to any electronic mail or other computer or electronic means of communication, whether or not the

employee has a private access or entry code. Employees are required to sign a consent form, a copy of which is included in this Policy Manual.

1. The use of e-mail is for City-related purposes. All communication and information transmitted by, received from, or stored in this system are City records and property of the City.
2. Following are examples of improper uses of e-mail:
 - a. Forwarding confidential internal e-mail outside of the City's organization unless for a City purpose.
 - b. Adopting or appropriating the identity of another person on any e-mail message, attempting to send e-mail anonymously, or using another person's password.
 - c. Composing e-mail which contains any information or message which is a violation of the City's personnel policies, including but not limited to those on racial, sexual, or other forms of harassment, or on workplace violence.
 - d. Sending or receiving copyrighted documents or electronic software in violation of applicable copyright laws.
 - e. Sending or receiving material related to personal commercial activity.
 - f. Sending false information, or information which does not reflect the policies or position of the City.
 - g. Downloading offensive or illegal material.
3. Improper e-mail use may result in losing access to internet privileges and corrective counseling.

Violations of this policy may result in disciplinary action, including termination.

B. INTERNAL ELECTRONIC MAIL – CONFIDENTIAL INFORMATION

Illinois law requires that all employees protect the integrity of the City's confidential information, as well as the privacy of others. Employees must exercise a greater degree of caution in transmitting any confidential information on the e-mail system than with other communications means because of the reduced effort required to redistribute such information. Confidential information should never be transmitted or forwarded to other employees who do not have a business need to know the information. Employees should avoid inadvertently sending confidential information to an improper receiver by avoiding the misuse

of distribution lists when sending information and by making sure that any distribution lists used are current. Employees are prohibited from transferring confidential information to persons outside of the City organization, without first obtaining approval from the employee's Department Head.

Since e-mail may be placed in back-up or other systems not under the employee's control, and may be accessed by employees without a business need to know the information, employees should keep in mind that e-mail may be inappropriate for communicating certain types of confidential information.

C. ELECTRONIC MAIL, VOICE MAIL, AND DATA SYSTEM ACCESS

All electronic systems, hardware, software, temporary or permanent files, and any related systems or devices used in the transmission, receipt, or storage of voice mail, e-mail, or any other communications system are the property of the City. E-mail and voice mail messages, along with all other stored data of any type, are considered to be public records under state law, are City property, and may be retrieved from storage even though they have been deleted by the sender and receiver. The City, in its discretion, as owner of the e-mail, voice mail and data system, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received, or sent for any reason, and without the permission of any employee.

D. INTERNET USE

1. Personal use of the Internet during work hours shall not be permitted. The City acknowledges the fact that personal use of the internet may occur during authorized break, lunch or non-duty periods (during a fire shift). In all instances Internet use involving City property and systems must be in compliance with all applicable State and Federal laws, and the policies of the City.
2. The Internet offers a wide range of information that some individuals may find obscene or objectionable. Internet users should recognize that the City has no control over the content of the information on the Internet. For this reason, the City is not responsible for inappropriate information that is available on the Internet.

E. SOFTWARE USE

Installing, deleting, or in any way altering software on City computers is prohibited without the express approval of the System Administrator.

F. GENERAL COMPUTER USAGE

1. Back-Up Policy. Electronic files and documents are City records. The network drives are backed up every evening to protect against the loss

of data. Computer users are required to insure that all files and documents are saved on network drives. **It is the user's responsibility to ensure that all files are placed on network drives in order to be backed up. No local drives are backed up.**

2. Viruses. Users shall not create, install or knowingly distribute a computer virus of any kind regardless of whether demonstrable harm results.
3. Monitoring of Activities. The City reserves the right to monitor data, documents, and email messages at any time with or without notice to employees. Upon a written directive from the Mayor or City Administrator, the System Administrator may audit the storage devices of any and all computers, and reserves the right to clear any and all data not related to City purposes.
4. Systems Administrator Access. The Systems Administrator shall not access, discuss or distribute confidential information of any network or computer user without specific direction from The Mayor or City Administrator.

CHAPTER 11 SEPARATIONS FROM CITY EMPLOYMENT

A. EXIT INTERVIEW

When an employee separates from City employment, whether by retirement, resignation, or termination, the employee shall be afforded the opportunity for an exit interview with the City Administrator, or Department Head in the City Administrator's absence.

B. RESIGNATION

1. An employee who wishes to leave the City in good standing shall give written notice of resignation to the Department Head at least fourteen (14) calendar days in advance of the desired termination date. Department Heads should provide advance notice of at least twenty-one (21) calendar days where possible. The City Administrator should provide advance notice of at least sixty (60) working days. The Department Head may consent to the employee leaving sooner if department operations permit.
2. Upon resignation, the employee may receive payment for any unused earned vacation days. The employee is not eligible to receive payment for any unused and unearned holidays.

3. Employees may not use more than five (5) days of vacation or earned comp time between the date the impending resignation is given and the effective date of resignation without prior approval of the supervisor.
4. Employees absent without approval for longer than three (3) consecutive days shall be deemed to have resigned.

C. RETIREMENT

Employees may retire for purpose of collecting retirement or Social Security and are to contact the City Administrator.

Regular employees who retire from employment with the City will be compensated for any unused earned vacation days, compensatory time and other benefits that are specifically authorized in this manual or written agreement.

Upon retirement, regular employees are eligible to participate in any City health plan in effect at the time of retirement and in which the employee was participating at the time of retirement, subject to the terms of and eligibility for the plan. In order to participate, the employee must be eligible to retire with an immediate pension. In the event the employee, spouse, and any other dependents are no longer eligible for this benefit, the provisions of COBRA (Chapter 6 Section D) may apply.

D. RETURN OF CITY PROPERTY

On the last day of employment, the Department Head shall receive from the employee: keys to facilities, identification card, badge, uniform insignia, handbooks, manuals, and any and all equipment and supplies which are the property of the City. The employee shall receive his final paycheck on the next regular payday following the last day of employment upon verification that all items belonging to the City have been returned and that all outstanding bills (i.e. cell phone bills) have been paid.

E. EMAIL AND ELECTRONIC/DIGITAL INFORMATION

Upon separation from employment from the City for any reason, the employee's email account or access to the City's computer network will be turned off and the employee will not have access to such information. All information contained in any electronic account will remain the property of the City.

APPENDIX A

INTERNET, EMAIL & COMPUTER USE ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of the City's Internet, Electronic Mail and Computer Usage policy. I understand that my use of the City email and Internet system constitutes my consent to all the terms and condition of the policy. I understand that the email system and all information transmitted by, received or stored in the system are the property of the City and is only to be used for business purposes.

I further acknowledge that I have no expectation of privacy in the connection with the use of the Internet and email system or with the transmission, receipt or storage of information in that system. I consent to the City's monitoring of my use of the email and Internet, including the printing and reading all emails entering, leaving or stored in the system.

Employee Name: _____

Employee Signature: _____

Date: _____

APPENDIX B

EMPLOYEE POLICY MANUAL ACKNOWLEDGMENT

I hereby acknowledge receipt of the City of Oak Forest Personnel Policy Manual. I agree and represent that I have read this Manual in its entirety and agree that if there is any policy or provision that I do not understand, I will seek clarification from my supervisor, department head or City Administrator.

I understand that this manual is only a reference guide and is not intended to create or does create an employment contract, either express or implied, on the part of the City. I understand that the policies, benefits and rules contained in this Manual can be changed or discontinued at any time, with or without advance notice.

I understand and will comply with all policies within this Manual and acknowledge that violating any policy within this Manual or any other City policy, rule or guideline will subject me to disciplinary action up to and including termination.

Employee Name: _____

Employee Signature: _____

Date: _____

Appendix C

CITY OF OAK FOREST

ORDINANCE NO. 2017-10-0661O

AN ORDINANCE REPEALING ORDINANCE 2008-01-01480 OF THE CITY OF OAK FOREST CODE OF ORDINANCES IN ITS ENTIRITY AND REPLACING IT WITH ORDINANCE NUMBER 2017-10-0661O

WHEREAS, The City of Oak Forest, Cook County, Illinois is a municipality and a home rule unit of government duly organized and validly existing under Section 6(a) of Article VII of the 1970 Constitution and laws of the State of Illinois: and

WHEREAS, The city wants to make changes to its Personnel Policy Manual and codify the changes

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OAK FOREST, COOK COUNTY, ILLINOIS, as follows:

SECTION 1: Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of his Ordinance as if fully set forth in this Section 1.

SECTION 2: Repeal and Replacement. Ordinance 2008-01-01480 is hereby repealed and replaced incorporating changes to the Personnel Policy Manual as Ordinance 2017-10-0661O.

SECTION 3: Resolution of Conflicts. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict

SECTION 4: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval and publication by law, and following its publication or posting in the manner provided by law.



ALL GOOD THINGS CLOSE TO HOME

CITY COUNCIL AGENDA MEMO

DATE: OCTOBER 5, 2017
TO: CITY COUNCIL
FROM: TRAVIS BANDSTRA, DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT
SUBJECT: CLASS 8/6B INCENTIVE STRATEGY

Background

Program Summary

The Class 8 and Class 6B real estate tax incentive is designed to encourage industrial and commercial development in areas of the County which are experiencing severe economic stagnation and rising tax rates. This incentive assesses qualifying real estate at a reduced assessment level for a period of twelve years from the date that new construction or substantial rehabilitation is completed and initially reassessed or, in the case of abandoned property, from the date of substantial reoccupation. The only significant difference between 6B and 8 incentives is that 6B can only apply to industrial properties.

Class 8 assessment levels are ten percent (10%) of market value for ten years, fifteen percent (15%) in year eleven and twenty percent (20%) in year twelve. This constitutes a substantial reduction from the twenty-five percent (25%) at which industrial and commercial properties are commonly assessed. The incentive may also be renewed in 10 year increments if reauthorized by both the County and City of Oak Forest.

It is important to note that this is essentially a Cook County program, but the City plays an important role given that the County will not typically approve an incentive without a Resolution of support from the municipality in which the proposed incentive property is located.

Eligibility

Generally, properties located in any one of five townships: Bloom, Bremen, Calumet, Rich and Thornton are eligible for the incentive, pending a Resolution of support from the City and satisfaction of other property specific criteria. In Oak Forest's area, this creates a boundary area that makes properties eligible throughout 100% of Oak Forest, up North to 135th Street in Crestwood, and West to Harlem Ave in Tinley Park. East and South boundaries beyond Oak Forest extend substantially further.

The reduced assessment classification applies to new construction and reoccupied "abandoned" properties in their entirety, including the land upon which they are located. For projects involving substantial rehabilitation of existing structures, the reduced assessment level applies only to the added value attributable to the rehabilitation of the structure. Abandoned property qualifies if it consists of: "Buildings and other structures that, after having been vacant and unused for at least 24 continuous months, and purchased for value by a purchaser in whom the seller has no direct financial interest."

An exception to this shall be if the municipality or the Board of Commissioners, as the case may be, finds that special circumstances justify finding that the property is 'abandoned' for purpose of Class 8, meaning that vacancy of less than 24 months may be acceptable. Other exceptions are that if a property does not change hands, but is vacant for 24 months, then the landlord may be eligible to apply for the incentive to find a new tenant. This scenario took place in Oak Forest when Fairview Realty occupied the vacant former post office on Cicero Ave in early 2017 without buying the building.

Valuation

Here is an example of what these assessment numbers equate too. If a new construction building was to be given a market value of \$400,000 by the assessor, a typical commercial property would be given an assessed value of 25% of market value, or \$100,000. The tax bill is then based off this number and might be \$45,000 annually. With a Class 8 incentive, this \$400,000 property is now assessed at 10% (like a residential property) and the assessed value is now \$40,000, leading to an annual property tax bill of \$18,000. This scenario applies whether the project is new construction or re-occupation of a vacant building.

The formula behind this incentive is based off of vacancy rates. If a commercial property becomes vacant, it typically is eligible for vacancy relief by the assessor which reduces the assessed value and corresponding tax bill by approximately 50% for the time it is vacant. The Class 8 program essentially fills a vacant building but keeps the tax bill at a similar rate to if the property was still vacant. Each property scenario is different, but this typically leads to the long-term property tax receipts remaining similar to if the property remains vacant or still increasing depending on how much renovation and value the new user brings to the building. In the case of Cubesmart, they increased the value of the vacant industrial building they occupied so that, even with the Class 8, the property tax receipts are projected to rise higher than if the property remained vacant.

Cubesmart Tax Projection 2016-2022

	2016	2017	2018	2019	2020	2021	2022
Projected Tax	\$ 105,165	\$ 110,000	\$ 158,090	\$190,790	\$ 185,745	\$194,584	\$ 202,580
If Still Vacant	\$ 110,000	\$ 113,300	\$ 116,699	\$120,200	\$ 123,806	\$127,520	\$ 131,346

The City of Oak Forest has relied on the Class 8 Tax Incentive Program to stimulate new construction projects and re-occupancy of vacant buildings. Oak Forest's tax rate is more than twice that of City of Chicago and much higher than in nearby Will County. It is also 60% higher than Orland Park due to lack of a significant commercial/industrial tax base, as well as stagnant property values.

The City receives approximately 13% of the total property tax bill, so multiple taxing bodies are impacted by County tax incentives. However, each district levies for a certain tax amount, so even if a tax bill is reduced slightly due to an incentive, that amount is generally spread throughout the entire tax levy. A \$30,000 tax reduction can make a huge difference in the viability of an individual project without significant impact on the overall tax levy, but it is important to monitor the big picture impact of these incentives.

Criteria

As was previously indicated in the Council memo for the Cubesmart Class 8 incentive application, Staff analyzes the following criteria when considering a Class 8 incentive request 1) highest and best use for the property, 2) jobs impact, 3) tax impact, 4) overall economic impact, 5) amount of overall investment, and 6) 'but for' analysis.

#1 Highest and best use refers to whether the City feels that this is the best possible use for the property given the market conditions. If someone applies for an incentive to occupy a property and the City feels that different use is more preferred or would suit the property better, than this could impact the City's willingness to support an incentive for that property.

#2 Regarding jobs impact, staff will always analyze how many jobs are slated to be preserved or created for the incentive property, along with what type of wages will be paid. Industrial or office jobs that pay 'living wage' should be the City's priority, but there will also be retail opportunities where wages are expected to be less.

#3 Regarding tax impact, staff analyzes the combination of property taxes and sales taxes, along with other types of direct revenues (i.e. water usage) or other taxes that may apply. Each scenario will present a different mix of these direct revenues. #4 Outside of direct revenues, overall economic impact should be considered. Some uses are not strong producers of direct revenues (i.e. taxes) but will produce good jobs or significant foot traffic that helps the corridor, or may fill a void in the community for a product or service.

#5 Staff also examines the amount of investment that is being made in the property. This includes both purchase price and the amount of capital spent to improve the property. Staff prioritizes applications that will not only fill a vacant building but also will improve the appearance of a building. If there are outstanding aesthetic or functional issues with a property, than making some improvements prior to occupancy could be a condition of the Class 8 incentive. #6 Finally, there must be a 'but for' condition on the incentive where both the applicant make clear that the purchase, construction, or occupation cannot happen without the incentive. Staff will also take on independent analysis of the applicant's claims on each deal to review current market conditions and whether the incentive truly is required.

In summary, these county incentive programs are an important tool for the City of Oak Forest. Staff utilizes a diverse array of criteria when recommending for or against support of an applicant's County incentive program and welcomes the input of the Council in shaping what criteria the City should continue to use moving forward for future applications. Community Development is in the midst of partnering with Finance to review an incentive policy for all types of incentives the City offers. For the County's Class 8/6B program, each incentive request scenario will be different and requires balancing all of the above criteria to determine whether that incentive is in the best interest of the City.

ECONOMIC ADVISORY COUNCIL

MEETING MINUTES

September 20, 2017 @ 12:00 PM

Oliver's, 6150 W. 159th Street



1. Called to Order: 12:05 PM

2. Roll Call

Present: Pro-Tem Chairman Tinberg
Member Vacha
Member Martello
Member Malecky-Iles
Member Griffin
Member Tadevich
Director Bandstra, staff liaison
Community Planner Ashbaugh,

3. Approve Minutes

Motion made: Member Vacha
Seconded by: Member Griffin
Approved 6-0

4. Project Update

Director Bandstra provided a summary of recent developments in the city.

5. New Business

a. Address: 6130 W. 159th Street

Request: Recommendation of approval to City Council for a Façade Improvement Grant to install a new ground sign to replace an existing pole sign.

Applicant: Rob Harper, Ziebart Corporation

Discussion: Director Bandstra summarized the request and noted that its design review permit would be reviewed by the Planning and Zoning Commission later that evening.

Motion to approve made by: Member Tadevich

Seconded by: Member Martello

Motion passed 6-0

b. Address: 15901 S. Central Avenue

Request: Recommendation of approval to City Council for a Class 8 Tax Incentive application for First Secure Bank & Trust

Applicant: Sandrick Law Firm

Discussion: Director Bandstra summarized the request and detailed comparable tax rates of comparable properties in the sub region. He emphasized that they did not need to make a decision today as this was more of a presentation to determine whether or not this body would consider it. The members generally agreed that this was not the highest and best use for the property, and the request lacked a "but for" as it was requested after purchase. As such, the justifications for providing the incentive were not present. They decided to motion against it.

Motion to deny made by: Member Tadevich
Seconded by: Member Vacha
Motion passed 5-0 (Member Tinberg abstained)

6. Adjourn

Motion to adjourn at 1:20pm made by: Member Malecky-Iles
Seconded by: Member Vacha
Motion passed, 6-0



CITY COUNCIL AGENDA MEMO

DATE: OCTOBER 5, 2017
TO: CITY COUNCIL
FROM: TRAVIS BANDSTRA, DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT
KATIE ASHBAUGH, COMMUNITY PLANNER
SUBJECT: SIGN ENFORCEMENT & AMORTIZATION - UPDATE

Introduction

In April of this year, staff prepared memos for the Planning and Zoning Commission and City Council regarding the existing provisions in Section 9-106 of the Zoning Ordinance that dictate sign regulations and their enforcement. Specifically, the enforcement of existing illegal and obsolete signs and the amortization of legal nonconforming signs were presented. Staff requested direction from this Council regarding the application of these provisions, given the observed significant number of nonconforming and obsolete along the city's main thoroughfares, Cicero Avenue and 159th Street, and the presumed high cost of enforcement to reduce the number. This Council directed staff to complete a sign inventory illustrating the signs that were both subject to these provisions and also most noticeable. This inventory is complete and its contents are presented below.

Background

The different legal statuses of existing signs in the city are as follows: conforming, legal nonconforming, illegal nonconforming, and obsolete. Conforming signs comply with the current code, have obtained any and all required permits, and passed any and all inspections. Legal nonconforming signs complied with previous versions of the code, and also obtained any and all required permits and inspections. Illegal nonconforming signs do not comply with the current code and have either been installed without a permit or are not allowed. Obsolete signs are signs that are no longer in use, typically if a business is closed.

Illegal and obsolete signs are subject to immediate violation notices issued through Code Enforcement in the Building Department. Code Enforcement will follow up on the violation notices issued through their standard processes, unless staff determines it is an extreme case or is a public safety hazard.

Legal nonconforming signs are subject to the amortization schedule (see below). The value of the sign as stated on the issued permit determines the timeframe in which the sign must be brought into conformance with the current code. Should the owner of the property not comply with the amortization schedule, additional may be taken if necessary.

SECTION 9-106(M)(1)(3), *Termination by amortization*

Original Value of Sign as Shown on Sign Permit	Removal Required Within Following Period of Time*
Less than \$1,000	1 year
\$1,001 to \$3,000	2 years
\$3,001 to \$5,000	3 years
\$5,001 to \$7,000	4 years
Over \$7,000	5 years

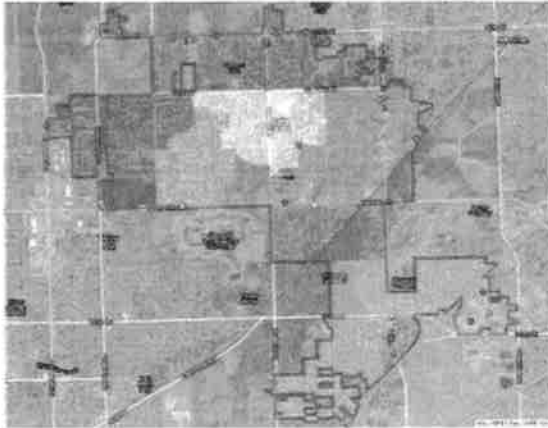
* Removal required within the following period of time: The owner will have the provided period of time to remove the nonconforming sign. The time period will begin from the date in which Community Development has notified the owner of the nonconforming sign.

Findings

In total, 162 signs need to be removed from existing properties and businesses in Oak Forest. Of these 162, forty-three (43) are considered illegal nonconforming or obsolete and are subject to immediate violation notices. Twenty (21) of these signs are pole signs, toward which staff was directed to take immediate action.

The remaining 119 signs are either pole (83), monument (19), or multi-tenant development signs (17) signs and are subject to the amortization schedule.

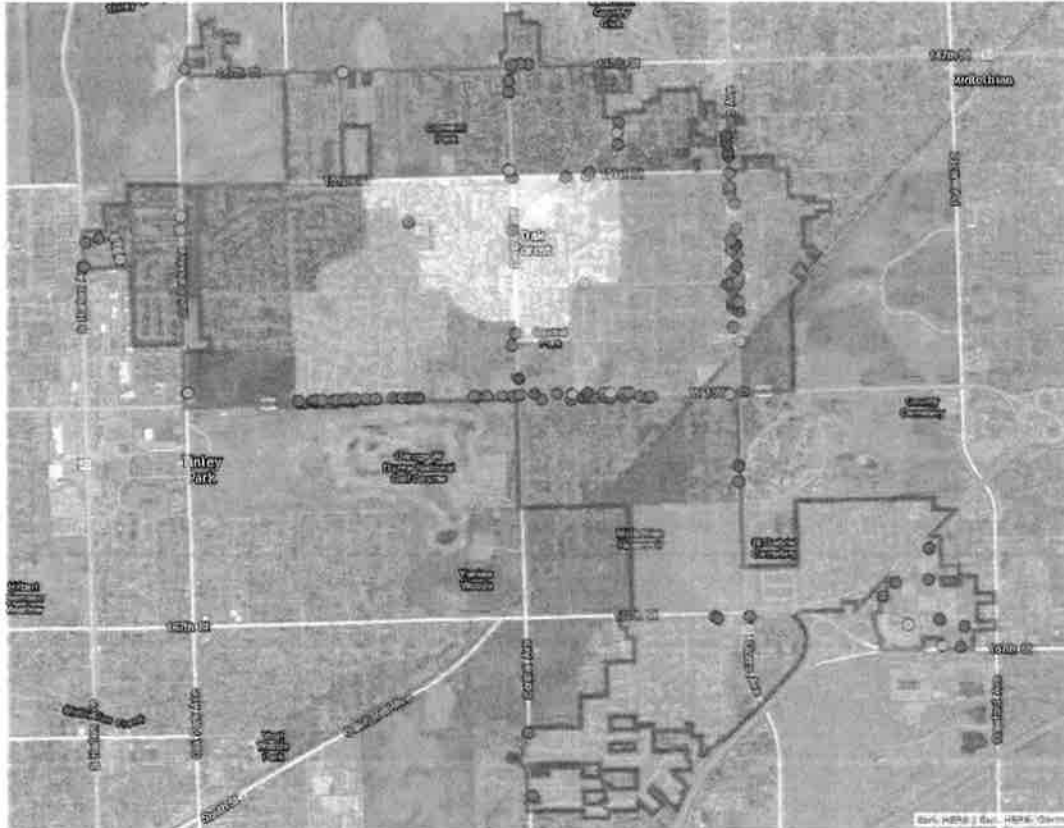
ILLEGAL NONCONFORMING



OBSOLETE



LEGAL NONCONFORMING SIGN MAP (POLE, MONUMENT, & MULTI-TENANT SIGNS)



Below are the average costs of a pole sign removal (no installation) provided by sign contractors currently registered with the city. Note that all prices are approximate and were provided at the request of staff without a specific sign for reference.

REGISTERED CONTRACTOR	PRICE RANGE	SCOPE OF WORK
Arrow Signs	\$800.00 – 1,800.00	Removal of 1 to 2 signs per service call
Economy Signs	\$350.00 – 500.00	Small sign to be removed with bucket truck
	\$300.00 + \$150.00/per additional hour of labor	Large sign requiring a crane
Landmark Sign Group	Up to \$2,200.00	--

Through the Façade Improvement Grant, these properties and/or businesses are eligible for a reimbursement of fifty (50) percent of the cost of new sign. Below are the average costs of new monument signs provided by sign contractors currently registered with the city. Note that all prices are approximate and were provided at the request of staff without a specific sign design or size for reference, unless otherwise specified.

CITY COUNCIL AGENDA MEMO (CONT'D)

REGISTERED CONTRACTOR	PRICE RANGE	SIGN SIZE/TYPE
Arrow Signs	\$125.00/square foot	Basic ground sign
	\$160.00-185.00/square foot	Decorative ground sign
Economy Signs	\$2,560.00	4' x 8' ground sign
	\$2,880.00	6' x 6'
	\$4,800.00	8' x 8'
	\$7,200.00	10' x 10'
Landmark Sign Group	\$7,000.00 – 10,000.00	Internally lit LED monument sign with decorative cap and stone veneer base

Planning & Zoning Commission Discussion Summary

On September 6, 2017, staff presented the following data to the Planning and Zoning Commission (PZC), which has been updated after additional review:

OBSOLETE	
SIGN TYPE	NUMBER
Banner	1
Monument	2
Pole	11
Roof	1
TOTAL	15

ILLEGAL NONCONFORMING – did not get a permit	
SIGN TYPE	NUMBER
Banner	13
Monument	2
Pole	10
Roof	1
Wall	1
Window	1
TOTAL	28

LEGAL NONCONFORMING – permitted, but subject to amortization schedule	
SIGN TYPE	NUMBER
Monument	19
MTDS	17
Pole	79
TOTAL	119

Given the volume of legal nonconforming signs belonging to operating businesses, specifically pole signs, being subject to the amortization schedule, the PZC recommended that staff pursue the following actions so as not to be overly burdensome at this time:

- That the obsolete and illegal nonconforming signs be prioritized first for removal through standard code enforcement procedures.
- That the businesses and/or property owners using legal nonconforming signs be sent letters advertising the Façade Improvement Grant program and the percentage of reimbursement funds available prior to be issued amortization schedule notices.
- That businesses and/or property owners using legal nonconforming signs no longer be subject to the amortization schedule.

In general, the PZC recognizes the importance of removing and updating existing signs on the city's main commercial corridors, but also wants to ensure the city is business friendly and allows businesses the time to allocate funds to invest in new, higher quality signs.

Budget Impact

In the current 2015-2019 Capital Improvement Program (CIP), Community Development budgets \$50,000 annually for the façade program. Rolling over past dollars, the fund balance sits at around \$80,000. Using conservative estimates, 100 signs need to be replaced over the next 5 years with the average sign cost around \$10,000, totaling \$1,000,000 of cumulative investment. If the City continues its amortization match of 50%, then the City would need to budget \$500,000 over the next 5 years (\$100,000 annually) to accommodate all of the sign changes.

Request for Direction

Based on the above information, staff presents the following options and requests Council direction regarding the amortization program:

1. Enforce program as currently laid out in ordinance. Enforcement could either begin with 2020 CIP or in 2018, 2019 if capital money was diverted from other sources.
 2. Rescind sign amortization ordinance and abandon program
 3. Any mix of the following modifications to amortization:
 - Modify amortization plan per PZC recommendation and target illegal nonconforming and obsolete signs for removal while encouraging other businesses with legal nonconforming signs to pursue the Façade Improvement Program.
 - Modify the grant match to reduce strain on capital budget
 - Lower cost of new signs by modifying City standards for replacement signs, i.e. not require brick foundations
 - Re-target a more select group of signs that reflect what Council considers the worst offenders, rather than targeting every pole sign.
-

SIGN INVENTORY – EXAMPLES

Below are examples of obsolete, illegal nonconforming, and legal nonconforming signs.

OBSOLETE SIGNS

15348 70th Ct. – Vacant Industrial Building



15470 Oak Park Ave – Masonic Temple



15120 Cicero Ave - vacant strip center



ILLEGAL NONCONFORMING SIGNS

15135 Cicero Ave - Cash4Gold



5900 W. 147th St. – Missionary Sisters of St. Benedict



5300 W. 155TH St. – St. Damian



LEGAL NONCONFORMING SIGNS
5544 W. 147th St. – Scarborough Fare



5301 W. 159th St.



5600 W. 159th St. – Shell/Circle K



CITY OF OAK FOREST

Obsolete Pole Signs Inventory

Slated for immediate removal

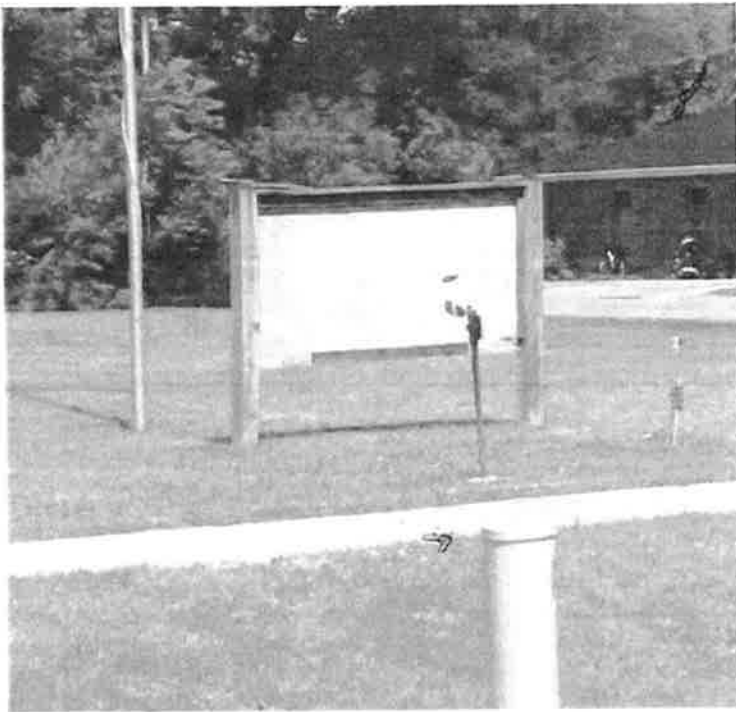
Community Development Department

8/10/2017

15411 Cicero – Old Post Office/Fairview Realty



15470 Oak Park Ave – Masonic Temple



15030 Cicero – Hickey Electric



15120 Cicero Ave - vacant strip center



15331 Cicero Ave



15407 Cicero Ave – vacant commercial bldg.



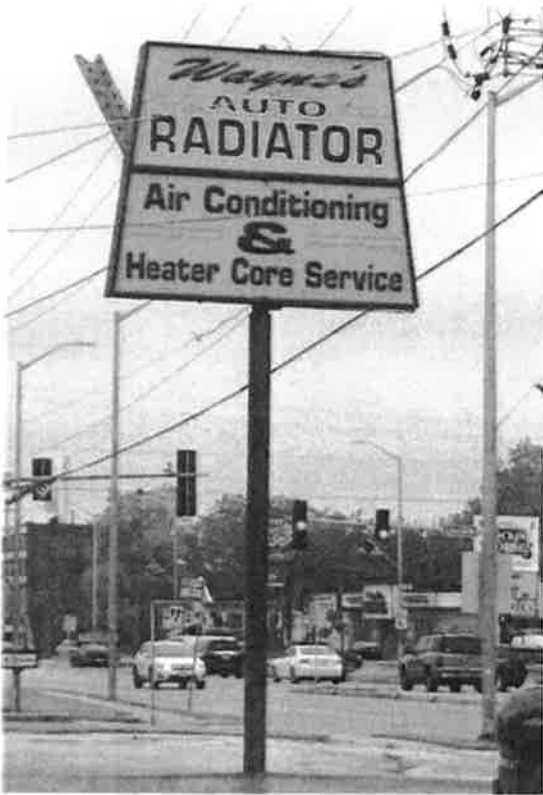
15507 Cicero Ave



16040 Cicero Ave – former Dreams Pizza



5141 159th Street – vacant commercial building



5434 159th Street – former Discount Tire



6130 159th Street – vacant commercial building



15901 Central Ave – former Standard Bank



CITY OF OAK FOREST

Illegal Nonconforming Signs Inventory

Slated for immediate removal

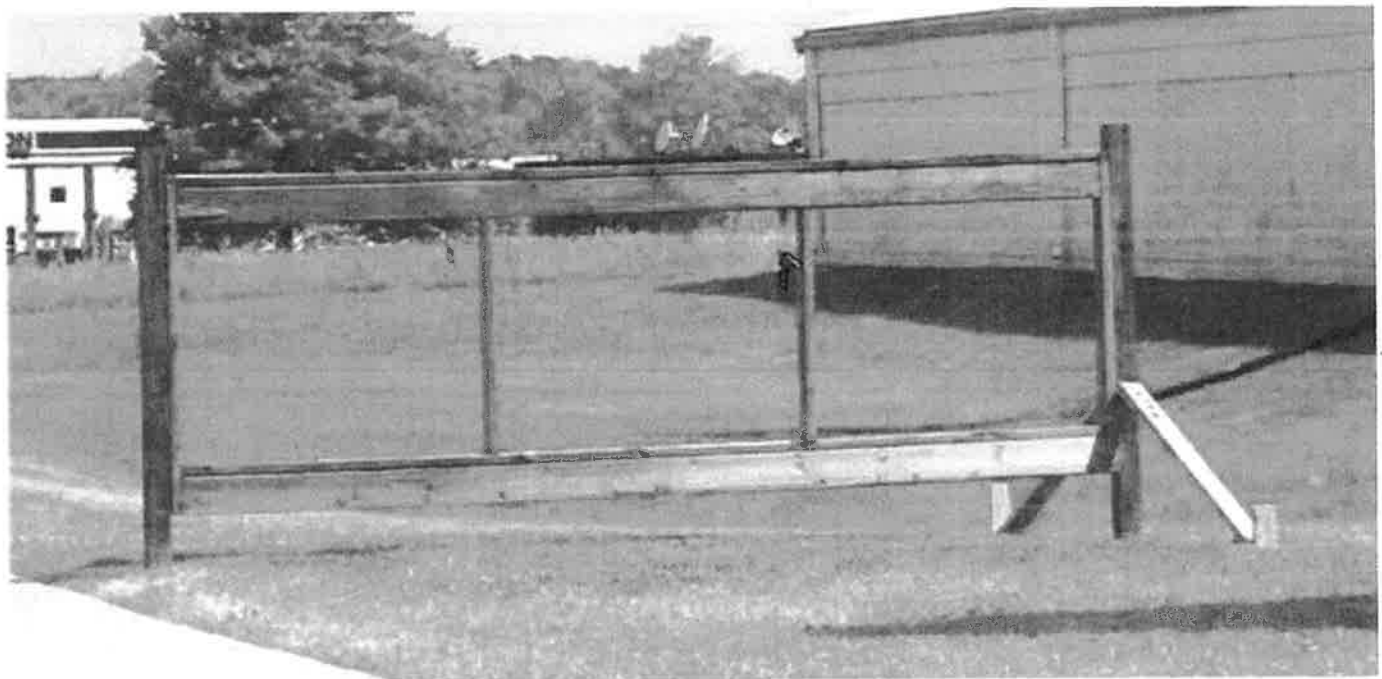
Community Development Department

9/19/2017

15050 Central Avenue – Lutheran Church of the Resurrection



15359 Harlem Avenue – Public Storage



5251 147th Street – New Horizon bldg.



5544 147th Street – Nite Games



5900 147th Street – Missionary Sisters of St. Benedict



14741 Central Avenue



14723 Central Avenue



14730 Central Avenue – Manchester Court Apartments



15427 Cicero Avenue – Taps Pub



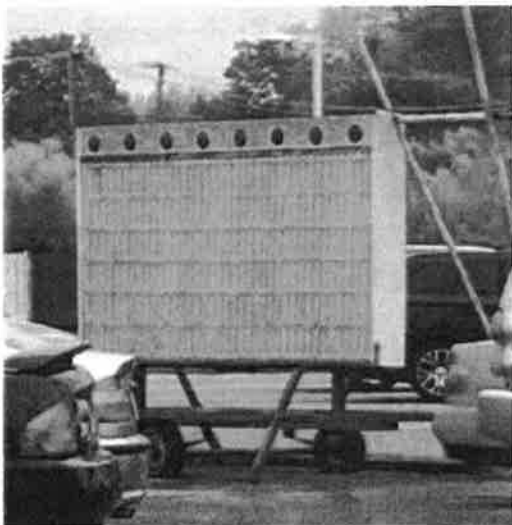
16440 Kilbourn



5544 147th St. – Scarborough Fare Shopping Center



16701 Cicero Avenue



4314 166th St.



5333 151st St. – New Life Community Church



15213 Cicero Avenue – Mickey's



16401 Frontage Road



16839 Cicero Avenue



5300 155th St. – St. Damian



CITY OF OAK FOREST

Legal Non-conforming Monument Signs

Falls under amortization schedule

Community Development Department

9/19/2017

Kerkstra Elementary



15050 Central Ave



Service King – 15232 Oak Park Ave



15311 70th Ct



15325 70th Ct



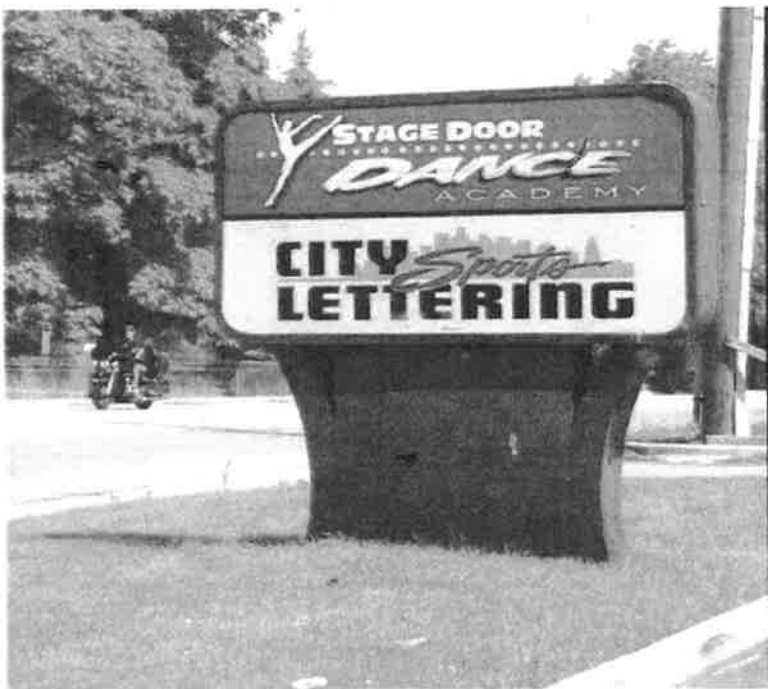
15341 70th Ct



15348 70th Ct



15801 Oak Park Ave



4312 166th St.



5333 151st St.



7021 153rd St.



15146 Cicero



15711 Cicero Ave



5230 159th Street



5250 155th St



5340 159th St



6119 147th St

