

Village of Lemont

Mayor
Brian K. Reaves

Village Clerk
Charlene Smollen

Administrator
George J. Schafer



Trustees
Debby Blatzer
Paul Chialdikas
Clifford Miklos
Rick Sniegowski
Ronald Stapleton
Jeanette Virgilio

VILLAGE BOARD MEETING
February 23, 2015 – 7:00 PM
Village Hall – 418 Main Street

AGENDA

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. CONSENT AGENDA**
 - A. APPROVAL OF MINUTES**
 - 1. FEBRUARY 9, 2015 VILLAGE BOARD MEETING**
 - 2. FEBRUARY 16, 2015 COMMITTEE OF THE WHOLE MEETING MINUTES**
 - B. APPROVAL OF DISBURSEMENTS**
 - C. A RESOLUTION APPROVING THE MINUTES OF CERTAIN CLOSED SESSION MEETINGS**
 - D. A RESOLUTION PROVIDING FOR THE DESTRUCTION OF CERTAIN VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS**
- IV. MAYOR'S REPORT**
 - A. OATH OF OFFICE FOR OFFICER DAN DYKSHORN PROMOTION TO SERGEANT**
 - B. AUDIENCE PARTICIPATION**
- V. CLERK'S REPORT**
 - A. CORRESPONDENCE**
 - B. ORDINANCES**
 - 1. AN ORDINANCE AMENDING O-27-07 AND EXTENDING SPECIAL USE APPROVAL FOR A RESIDENTIAL PLANNED UNIT DEVELOPMENT (NOTTING HILL SUBDIVISION) LOCATED AT 15325 129TH STREET (PLANNING & ED)(STAPLETON)(JONES)**

C. RESOLUTIONS

- 1. A RESOLUTION ADOPTING FINANCE POLICIES AND PROCEDURES
(ADMIN./FINANCE)(REAVES/SNIEGOWSKI)(SCHAFER/SMITH)**
- 2. A RESOLUTION AUTHORIZING ADOPTION OF A LABOR AGREEMENT BETWEEN
VILLAGE OF LEMONT AND METROPOLITAN ALLIANCE OF POLICE, LEMONT
POLICE CHAPTER #39
(ADMIN.)(REAVES)(SCHAFER/DONAHUE)**
- 3. A RESOLUTION AUTHORIZING ADOPTION OF A LABOR AGREEMENT BETWEEN
VILLAGE OF LEMONT AND METROPOLITAN ALLIANCE OF POLICE, LEMONT
POLICE CHAPTER #33
(ADMIN.)(REAVES)(SCHAFER/DONAHUE)**

- VI. VILLAGE ATTORNEY REPORT**
- VII. VILLAGE ADMINISTRATOR REPORT**
- VIII. BOARD REPORTS**
- IX. STAFF REPORTS**
- X. UNFINISHED BUSINESS**
- XI. NEW BUSINESS**
- XII. MOTION FOR EXECUTIVE SESSION**
- XIII. ACTION ON CLOSED SESSION ITEM(S)**
- XIV. MOTION TO ADJOURN**

Minutes
VILLAGE BOARD MEETING
Village Hall – 418 Main Street
February 9, 2015
7:00 p.m.

The regular meeting of the Lemont Village Board was held on Monday, February 9, 2015, at 7:00 p.m., with Mayor Brian Reaves presiding.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

Roll call: Chialdikas, Sniegowski, Stapleton, Virgilio, Blatzer; present. Miklos absent.

III. CONSENT AGENDA

Motion by Blatzer, seconded by Stapleton, to approve the following items on the consent agenda by omnibus vote:

A. Approval of Minutes

1. Amended December 15, 2014 Committee of the Whole Meeting Minutes.
2. January 12, 2015 Village Board Meeting Minutes.
3. January 14, 2015 Committee of the Whole Meeting Minutes

B. Approval of Disbursements.

C. Ordinance O-3-15 Amending Lemont Municipal Code Chapter 5.04: Liquor Licenses (Decreasing and Issuing Class A-3 and Issuing Class A-4 Liquor Licenses).

Roll Call: Chialdikas, Sniegowski, Stapleton, Virgilio, Blatzer; 5 ayes. Motion Passed. Miklos absent.

IV. MAYOR'S REPORT

- A. Appointment of Art & Culture Commission Member (Deferred to Executive Session by Village Attorney Jeff Stein).**
- B. Appointment of Lemont Environmental Advisory Commission Member (Deferred to Executive Session by Village Attorney Jeff Stein).**
- C. Polish Heritage Day will be held this Sunday, February 15, with Trustee Blatzer attending.**
- D. Lithuanian Independence Day will be held this Sunday, February 15, with Trustee Chialdikas attending.**
- E. The annual State of the Village Address will be held on March 4 at Crystal Grand Banquets. Contact the Lemont Area Chamber of Commerce for information.**
- F. The Lemont Fire Protection District is holding a Community Engagement on Strategic Planning on Saturday, February 21, at the Township Office at 8:30 a.m. Thanked the Commander, Chief and Board for engaging the community.**

G. Mayor Reaves commended the Public Works Department and Police Department for their hard work during and after the February 1st winter snow storm.

H. Audience Participation - None.

V. **CLERK'S REPORT**

MAYOR REAVES REMOVED TWO RESOLUTIONS FROM THE AGENDA:

A Resolution Authorizing Adoption of a Labor Agreement between Village of Lemont and Metropolitan Alliance of Police, Lemont Police Chapter #39

A Resolution Authorizing Adoption of a Labor Agreement between Village of Lemont and Metropolitan Alliance of Police, Lemont Police Chapter #33

A. **ORDINANCE(S)**

1. Ordinance O-4-15 Authorizing Sale and Disposal of Surplus Village Property. Motion by Chialdikas, seconded by Sniegowski, to adopt said Ordinance. Roll Call: Chialdikas, Sniegowski, Stapleton, Virgilio, Blatzer; 5 ayes. Motion passed. Miklos absent.

B. **RESOLUTION(S)**

1. Resolution R-5-15 Authorizing the Order and Purchase of Police Vehicles. Motion by Stapleton, seconded by Blatzer, to adopt said resolution. Roll call: Chialdikas, Sniegowski, Stapleton, Virgilio, Blatzer; 5 ayes. Motion Passed. Miklos absent.

VI. **VILLAGE ATTORNEY REPORT**

- A. Requested to move to Executive Session.

VII. **VILLAGE ADMINISTRATOR REPORT**

- A. Hearings for the budget will be held at the Village Hall on March 9 and 23.

VIII. **BOARD REPORTS**

IX. **STAFF REPORTS**

X. **UNFINISHED BUSINESS**

XI. **NEW BUSINESS**

XII. **MOTION FOR EXECUTIVE SESSION**

Motion by Chialdikas, seconded by Blatzer, to move into Executive Session for the purpose of discussing Pending Litigation, Personnel, Collective Bargaining and Closed Session Minutes.

Roll Call: Chialdikas, Sniegowski, Stapleton, Virgilio, Blatzer; 5 ayes. Motion Passed. Miklos absent.

XIII. **ACTION ON CLOSED SESSION ITEM**

Motion was made by Stapleton, seconded by Chialdikas, to approve commission appointments for Joe Perri for Art & Culture Commission and Chris Nottoli for the Environmental Advisory Commission.

XIV. **MOTION TO ADJOURN**

There being no further business, a motion was made by Blatzer, seconded by Sniegowski, to adjourn the meeting at 8:27 p.m. VV 5 ayes. Motion passed. Miklos absent.

Village Board
Committee of the Whole Meeting Minutes
February 16, 2015
Lemont Village Hall - 418 Main St., Lemont, IL 60439

I. Call to Order

Mayor Reaves called the COW Meeting to Order at 7:00 p.m.

II. Roll Call

Present were Trustees, Blatzer, Chialdikas, Miklos, Stapleton and Virgilio. Rick Sniegowski, absent. Also present, George Schafer, Charity Jones, Mark LaChappell, Ralph Pukula, Marc Maton, Linda Molitor and Chris Smith.

III. Discussion Items

A. Financial Outlook

Finance Director, Chris Smith, presented the Financial Outlook, the Capital Plan review and the outline of the FY16 Budget. The slide presentation shown depicted the overall economy growing and national/local revenue sources are beginning to improve. Staff continues to monitor Illinois economic issues due to the fact that many State funded programs and Income Tax funding could be eliminated. The proposed capital projects and capital funds were discussed along with future potential revenue sources. A Public Hearing on the Operating Budget will be held on March 9 and March 23.

B. Finance Policies and Procedures Update

Updates to the Finance Policies and Procedures were discussed. Some changes are to the Budget Policy, Purchasing Authority Policy and Procedures, Purchase Card Policy and Procedures, Fund Balance Policy and Revenue and Cash Management Police. The policy and procedures will be up for approval at a future Village Board Meeting

C. Water System Needs Analysis PSA

The Village Board budgeted funds in the FY15 budget to conduct a water supply and demand analysis for the Village's water and sewer utility, specifically the projected growth areas near the eastern boundary of the Village. The two phases of the project, Phase I (Water Model) and Phase II (Water Needs Analysis), were presented. The Water System Needs Analysis will be up for approval at a future Village Board Meeting

D. RTA Developer Panel Report Discussion

The Village was awarded a grant in 2014 from the Regional Transit Authority (RTA). The grant funded a "Developer Discussion Panel" in which representatives from the Urban Land Institute and developers from around the Chicago area learned about downtown Lemont and provided suggestions for strategies to continue to improve our downtown district, focusing on a few key opportunity sites. The summary of the report is included in the agenda packet. Discussion took place on these suggestions and downtown areas and buildings.

IV. New Business

- A. The Board discussed potential properties for a water tower, should the water study prove there is a need for additional water storage on the east side of town.
- B. Pollyanna Brewing – They would like to extend the amount of days they host the food truck from one to two days per week and extend the hours of operations from 4:30-7:00 p.m. to 4:30-8:00 p.m. The Board was not in favor to add a second day, but was okay with extending the additional hour on the one day.
- C. Staff updates on items were given.

V. Audience Participation

Jerry Johnson inquired if staff found any information out about the re-enactment of the funeral train for Abraham Lincoln. Staff will look into it.

VI. Adjourned at 9:48 p.m.

Payment Register

From Payment Date: 2/10/2015 - To Payment Date: 2/23/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
FM-Clearing - Accounts Payable									
Check									
11572	02/10/2015	Open			Accounts Payable	United States Postal Service	\$3,400.00		
	Invoice		Date	Description		Amount			
	15-02-06		02/06/2015	postage meter refill		\$3,400.00			
11573	02/23/2015	Open			Accounts Payable	Antique Week	\$274.23		
	Invoice		Date	Description		Amount			
	15-02-03		02/03/2015	4/1/15 issue Antique Week Antique Shop Guide ads		\$274.23			
11574	02/23/2015	Open			Accounts Payable	Ashland, Inc.	\$1,457.42		
	Invoice		Date	Description		Amount			
	131092139		02/03/2015	Oil		\$1,457.42			
11575	02/23/2015	Open			Accounts Payable	AT&T Illinois	\$952.92		
	Invoice		Date	Description		Amount			
	63025719820115		01/25/2015	630 257-1982 589 2 ruffled fthrs l/s		\$91.44			
	63025752710115		01/25/2015	630 257-5271 183 5 harpers grove l/s		\$95.44			
	63025704360115		01/25/2015	630 257-0436 056 6 glens of connemara l/s		\$95.72			
	63025759360115		01/25/2015	630 257-5936 976 9 well #4		\$99.41			
	63025722900115		01/25/2015	630 257-2290 820 6 well #3		\$154.60			
	63025795390115		01/25/2015	630 257-9539 074 6 keepataw trails l/s		\$91.37			
	63025724740115		01/25/2015	630 257-2474 474 0 p.d. phone line		\$224.16			
	63025752720115		01/25/2015	630 257-5272 181 8 metra station		\$100.78			
11576	02/23/2015	Open			Accounts Payable	AT&T Illinois	\$108.33		
	Invoice		Date	Description		Amount			
	15-01-1261		01/31/2015	142021261 - Village Hall internet		\$53.33			
	15-02-9005		02/02/2015	126379005 - metra station internet		\$55.00			
11577	02/23/2015	Open			Accounts Payable	Avalon Petroleum Company	\$6,484.81		
	Invoice		Date	Description		Amount			
	015589		02/03/2015	1495 gals dsl fuel		\$3,348.81			
	559695		01/31/2015	1600 gals unl fuel		\$3,136.00			
11578	02/23/2015	Open			Accounts Payable	Avaya Inc.	\$341.79		
	Invoice		Date	Description		Amount			
	2733364450		01/26/2015	P.D. phone system		\$341.79			
11579	02/23/2015	Open			Accounts Payable	Azavar Audit Solutions	\$2,260.00		
	Invoice		Date	Description		Amount			
	10655		02/01/2015	Feb. 2015 utility audit contingency pmt		\$2,260.00			
11580	02/23/2015	Open			Accounts Payable	CDW Government, LLC	\$881.98		
	Invoice		Date	Description		Amount			
	SH88235		02/04/2015	Parts		\$58.56			
	RM69978		12/22/2014	Vehicle Computer Station		\$733.57			
	SF82454		01/29/2015	battery for mailbox server		\$89.85			
11581	02/23/2015	Open			Accounts Payable	Chialdikas, Paul	\$53.00		
	Invoice		Date	Description		Amount			
	02082015		02/09/2015	reimbursement - IL Tourism meeeting		\$53.00			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11582	02/23/2015	Open			Accounts Payable	Christopher B. Burke Engineering, Ltd.	\$863.61		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	120775		02/11/2015	canal engineering		\$863.61			
11583	02/23/2015	Open			Accounts Payable	Cintas Corporation	\$75.68		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	8402011751		02/06/2015	v.h. shredding		\$75.68			
11584	02/23/2015	Open			Accounts Payable	Closed Circuit Innovations	\$1,150.00		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	Lemont Mar		02/04/2015	Mar 2015 security camera monitoring		\$1,150.00			
11585	02/23/2015	Open			Accounts Payable	Comcast Cable	\$508.38		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	15-02-9805		02/04/2015	8771 20 147 0039805 v.h. cable/internet		\$251.57			
	15-02-2700		02/04/2015	8771 20 147 0042700 p.d. cable/internet		\$256.81			
11586	02/23/2015	Open			Accounts Payable	ComEd	\$3,214.65		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	15-01-8014		01/29/2015	3909078014 - street lights - illinois, e of stephen		\$49.81			
	15-01-0007		01/29/2015	1173160007 - street lights - talcott, e of stephen		\$231.31			
	15-01-4052		01/29/2015	2163104052 - street lights - stephen st 1 S river		\$125.53			
	15-02-3015		02/05/2015	0432203015 - street lights - 44 Stephen St		\$94.10			
	15-01-0080		01/28/2015	0146050080 - ESSD 1031 Aggregation Fee - Final		\$387.00			
	15-02-7033		02/09/2015	2213017033 - Main St lift station - bell rd, main st		\$266.47			
	15-02-2063		02/06/2015	1443022063 - street lights - KA Steel path		\$31.54			
	15-02-2009		02/09/2015	0348702009 - street lights - 0 N New Ave, 101 Main St		\$569.38			
	15-02-9011		02/06/2015	6534089011 - street lights - 411 Singer Ave Rear		\$403.04			
	15-02-4009		02/09/2015	0348764009 - street lights - 47 Stevens St		\$57.07			
	15-02-9017		02/09/2015	0015029017 - street lights - 55 Stephen St		\$198.37			
	15-02-7008		02/03/2015	1274527008 - street lights - Stephen, Sani Canal		\$63.75			
	15-02-6007		02/03/2015	7710116007 - street lights - Stephen St, alley off canal		\$485.37			
	15-02-8023		02/03/2015	2124138023 - street lights - 164 E Peiffer		\$200.44			
	15-02-0155		02/10/2015	1515080155 - street lights - 451 Talcott		\$30.16			
	15-02-3016		02/10/2015	9338003016 - street lights - houston 1N schultz		\$21.31			
11587	02/23/2015	Open			Accounts Payable	Compass Minerals America	\$2,204.41		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	71294645		01/27/2015	Softener Salt		\$2,204.41			
11588	02/23/2015	Open			Accounts Payable	De Lage Landen Public Finance	\$602.00		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	44393068		01/26/2015	629642 - Canon copier leases - Mmm-Mmm		\$602.00			
11589	02/23/2015	Open			Accounts Payable	Dickson, John	\$1,097.29		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	15-02-02		02/02/2015	property tax rebate - 13208 Red Dr		\$1,097.29			
11590	02/23/2015	Open			Accounts Payable	Dustcatchers, Inc.	\$38.88		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	94871		02/05/2015	2055 - v.h. carpet mat service		\$38.88			

Payment Register

From Payment Date: 2/10/2015 - To Payment Date: 2/23/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11591	02/23/2015	Open			Accounts Payable	ETP Labs Inc./EnviroTest/Perry Laboratories Inc.	\$216.00		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	15-130806		02/02/2015	Sample Testing		\$216.00			
11592	02/23/2015	Open			Accounts Payable	FedEx	\$35.07		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	2-927-66015		02/04/2015	P.D. Shipping		\$35.07			
11593	02/23/2015	Open			Accounts Payable	First Communications	\$1,480.69		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	12682373		02/05/2015	1FC022002003109		\$1,480.69			
11594	02/23/2015	Open			Accounts Payable	Frank Novotny & Associates, Inc.	\$3,364.47		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	05027-30		12/31/2014	Engineering Services		\$1,263.22			
	14432-1		01/19/2015	Lemont National Bank Parking Lot		\$201.25			
	14470-1		01/19/2015	Donegal PUD on Route 83 @Grant St		\$1,900.00			
11595	02/23/2015	Open			Accounts Payable	G2 Consulting Group, LLC	\$2,200.00		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	142927		12/30/2014	Env Study on Quarry Property		\$2,200.00			
11596	02/23/2015	Open			Accounts Payable	Guaranteed Technical Services And Consulting, Inc.	\$3,338.75		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	2012441		02/07/2015	I.T. Support		\$1,880.00			
	2012450		02/13/2015	I.T. Support		\$1,458.75			
11597	02/23/2015	Open			Accounts Payable	Homefield Energy	\$20,300.81		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	9085315011		02/03/2015	GMCVVG1001 -Jan. 2015 electric service		\$20,300.81			
11598	02/23/2015	Open			Accounts Payable	Illinois Law Enforcement Alarm System	\$400.00		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	15-02-12		02/09/2015	2015 Conference - Tully, Smith		\$400.00			
11599	02/23/2015	Open			Accounts Payable	Imperial Service Systems Inc	\$1,009.00		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	82646		02/01/2015	Feb 2015 cleaning		\$1,009.00			
11600	02/23/2015	Open			Accounts Payable	Inkwell, Ltd.	\$298.34		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	65222		06/24/2014	Office Supplies		\$79.95			
	67170		02/04/2015	Office Supplies and Paper		\$182.40			
	67201		02/06/2015	Office Supplies		\$35.99			
11601	02/23/2015	Open			Accounts Payable	Lemont Express Car Wash, LLC	\$350.00		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	15-01-31 LEMA		01/31/2015	Jan 2015 vehicle washes-LEMA		\$15.00			
	15-01-31		01/31/2015	Jan 2015 vehicle washes-P.D.		\$335.00			
11602	02/23/2015	Open			Accounts Payable	Lexis Nexis Risk Data Management	\$81.50		
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>			
	1354915-20150131		01/31/2015	Jan 2015 searches		\$81.50			

Payment Register

From Payment Date: 2/10/2015 - To Payment Date: 2/23/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11603	02/23/2015	Open			Accounts Payable	Mahoney, Silverman & Cross, LLC	\$231.25		
	Invoice		Date	Description		Amount			
	43206		02/12/2015	Jan 2015 labor legal - Police		\$138.75			
	43207		02/12/2015	Jan 2015 labor legal - Sergeants		\$92.50			
11604	02/23/2015	Open			Accounts Payable	Menards	\$38.94		
	Invoice		Date	Description		Amount			
	55353		12/20/2014	Speaker wire and Batteries		\$38.94			
11605	02/23/2015	Open			Accounts Payable	Morris Engineering, Inc.	\$4,700.00		
	Invoice		Date	Description		Amount			
	15-04706		02/05/2015	Jan 2015 reviews		\$4,700.00			
11606	02/23/2015	Open			Accounts Payable	Napa Auto Parts	\$149.00		
	Invoice		Date	Description		Amount			
	10000019123		01/21/2015	parts subscription service		\$149.00			
11607	02/23/2015	Open			Accounts Payable	NiCor Gas	\$404.12		
	Invoice		Date	Description		Amount			
	15/20-2000 4		02/04/2015	04-46-52-2000 4 well #4		\$107.29			
	15/01-2382 4(2)		01/29/2015	88-84-93-2382 4 glens of connemara l/s		\$24.37			
	15/01-2000 8(2)		01/29/2015	37-54-52-2000 8 well #3		\$145.98			
	15/02-1000 5		02/12/2015	84-38-99-1000 5 chestnut crossing l/s		\$23.18			
	15/02-20008		02/12/2015	85-71-20-20008 keepataw trails l/s		\$28.98			
	15/02-2000 6		02/11/2015	69-98-10-2000 6 oak tree ln l/s		\$25.65			
	15/02-2000 8		02/11/2015	74-12-00-2000 8 harpers grove l/s		\$23.75			
	15/02-4722 3		02/11/2015	91-25-56-4722 3 eagle ridge l/s		\$24.92			
11608	02/23/2015	Open			Accounts Payable	Occupational Health Centers of Illinois. P.C.	\$344.00		
	Invoice		Date	Description		Amount			
	1008669444		02/03/2015	random drug testing		\$344.00			
11609	02/23/2015	Open			Accounts Payable	Parry, Mona	\$76.89		
	Invoice		Date	Description		Amount			
	15-02-05		02/05/2015	reimbursement - Michaels, Hobby Lobby		\$76.89			
11610	02/23/2015	Open			Accounts Payable	Passport Parking, Inc.	\$136.90		
	Invoice		Date	Description		Amount			
	1798		01/30/2015	Jan 2015 Metra Parking Mobile Pay		\$136.90			
11611	02/23/2015	Open			Accounts Payable	PRS Consulting Ltd	\$2,400.00		
	Invoice		Date	Description		Amount			
	4908		10/07/2015	Outside Services-all professional services		\$2,400.00			
11612	02/23/2015	Open			Accounts Payable	Rag's Electric	\$11,265.15		
	Invoice		Date	Description		Amount			
	4827-08		02/02/2015	Jan 2015 Lemont Rd bridge maintenance		\$1,000.00			
	9865		02/02/2015	1152 S. State St		\$2,474.16			
	9866		12/31/2014	83 west Logan		\$5,033.35			
	9881		01/27/2015	Various locations		\$2,505.64			
	9920		02/03/2015	Pole V0860 Covington Knolls		\$252.00			
11613	02/23/2015	Open			Accounts Payable	Rainbow Printing	\$359.95		
	Invoice		Date	Description		Amount			
	410963		02/05/2015	Envelopes		\$359.95			

Payment Register

From Payment Date: 2/10/2015 - To Payment Date: 2/23/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11614	02/23/2015	Open			Accounts Payable	Ray O'Herron Co., Inc.	\$14.95		
	Invoice		Date	Description		Amount			
	1506370-IN		02/03/2015	uniforms - FG		\$14.95			
11615	02/23/2015	Open			Accounts Payable	Robinson Engineering Ltd	\$1,019.50		
	Invoice		Date	Description		Amount			
	14120221		12/22/2014	Quite Zone Study Project 11-602.03		\$1,019.50			
11616	02/23/2015	Open			Accounts Payable	Rod Baker Ford	\$371.05		
	Invoice		Date	Description		Amount			
	133552		02/07/2015	parts		\$335.95			
	133591		02/10/2015	parts		\$35.10			
11617	02/23/2015	Open			Accounts Payable	Rush Truck Centers	\$195.27		
	Invoice		Date	Description		Amount			
	96629057		01/30/2015	parts		\$186.98			
	96665914		02/03/2015	ret'd mdse		(\$54.62)			
	96670741		02/03/2015	parts		\$62.91			
11618	02/23/2015	Open			Accounts Payable	Shaw Media	\$658.00		
	Invoice		Date	Description		Amount			
	011510074589		01/28/2015	Village Page		\$658.00			
11619	02/23/2015	Open			Accounts Payable	Sosin & Arnold, Ltd.	\$1,000.00		
	Invoice		Date	Description		Amount			
	87703		01/31/2015	Jan 2015 adjudication		\$1,000.00			
11620	02/23/2015	Open			Accounts Payable	Southwest Digital Printing, Inc.	\$50.00		
	Invoice		Date	Description		Amount			
	2-10ma15		02/01/2015	Feb.2015 plotter maintenance		\$50.00			
11621	02/23/2015	Open			Accounts Payable	Strictly Board-Up Inc.	\$95.00		
	Invoice		Date	Description		Amount			
	8037		02/03/2015	Secure Vacant Property		\$95.00			
11622	02/23/2015	Open			Accounts Payable	Surefire Auto Parts	\$59.95		
	Invoice		Date	Description		Amount			
	389052		01/14/2015	vehicle supplies		\$59.95			
11623	02/23/2015	Open			Accounts Payable	T.P.I. Building Code Consultants, Inc.	\$2,780.00		
	Invoice		Date	Description		Amount			
	2015-01		02/23/2015	TPI January 2015		\$2,780.00			
11624	02/23/2015	Open			Accounts Payable	TigerDirect, Inc.	\$1,232.88		
	Invoice		Date	Description		Amount			
	L10700510101		01/29/2015	P.D. scanners		\$863.73			
	L10700610101		01/30/2015	Compactflash for P.D.		\$83.98			
	L10860690101		01/31/2015	Battery		\$285.17			
11625	02/23/2015	Open			Accounts Payable	Tressler, LLP	\$21,390.97		
	Invoice		Date	Description		Amount			
	352713		02/12/2015	legal corp		\$8,600.00			
	352714		02/06/2015	Jan 2015 legal corp		\$12,490.97			
	352715		02/06/2015	Jan 2015 legal corp		\$300.00			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11626	02/23/2015	Open			Accounts Payable	Uline, Inc.	\$66.60		
	Invoice		Date	Description		Amount			
	63912127		12/15/2014	supplies		\$66.60			
11627	02/23/2015	Open			Accounts Payable	Verizon Wireless	\$109.32		
	Invoice		Date	Description		Amount			
	9739970724		02/03/2015	685282853-00001		\$109.32			
11628	02/23/2015	Open			Accounts Payable	Warehouse Direct Workplace Solutions	\$166.28		
	Invoice		Date	Description		Amount			
	2584905-0		01/27/2015	supplies		\$67.36			
	2584915-0		01/27/2015	supplies		\$79.19			
	2596451-0		02/05/2015	supplies		\$19.73			
11629	02/23/2015	Open			Accounts Payable	Water Resources Inc.	\$1,813.17		
	Invoice		Date	Description		Amount			
	29379		01/26/2015	10 water meters		\$1,813.17			
11630	02/23/2015	Open			Accounts Payable	Wausau Financial Systems	\$63.97		
	Invoice		Date	Description		Amount			
	INV279271		01/28/2015	ink cartridges		\$63.97			
11631	02/23/2015	Open			Accounts Payable	Zee Medical Inc.	\$44.09		
	Invoice		Date	Description		Amount			
	0100228639		02/11/2015	first aid supplies		\$44.09			
11632	02/23/2015	Open			Accounts Payable	Chicago Stockyard Kilty Band	\$450.00		
	Invoice		Date	Description		Amount			
	15-02-15		02/15/2015	3/7/15 St. Patrick's Day event		\$450.00			
11633	02/23/2015	Open			Accounts Payable	Donahue, Eileen	\$174.15		
	Invoice		Date	Description		Amount			
	15-02-16		02/16/2015	reimbursement - Costco for health & wellness lunch		\$174.15			
11634	02/23/2015	Open			Accounts Payable	Hughes Academy of Irish Dance	\$100.00		
	Invoice		Date	Description		Amount			
	15-02-15		02/15/2015	3/7/15 St. Patrick's Day event		\$100.00			
11635	02/23/2015	Open			Accounts Payable	Joe Galica Farm, Inc.	\$100.00		
	Invoice		Date	Description		Amount			
	15-02-16		02/16/2015	3/7/15 St. Patrick's Day event		\$100.00			
11636	02/23/2015	Open			Accounts Payable	Lemont Fire Protection District	\$4,400.00		
	Invoice		Date	Description		Amount			
	15-02-16		02/16/2015	Land Cash impact fees		\$4,400.00			
11637	02/23/2015	Open			Accounts Payable	Lemont High School Dist 210	\$45,082.40		
	Invoice		Date	Description		Amount			
	15-02-16		02/16/2015	Land Cash impact fees		\$45,082.40			
11638	02/23/2015	Open			Accounts Payable	Lemont Park District	\$119,502.00		
	Invoice		Date	Description		Amount			
	15-02-16		02/16/2015	Land Cash impact fees		\$119,502.00			
11639	02/23/2015	Open			Accounts Payable	Lemont Public Library District	\$9,967.80		
	Invoice		Date	Description		Amount			
	15-02-16		02/16/2015	Land Cash impact fees		\$9,967.80			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11640	02/23/2015	Open			Accounts Payable	Lemont-Bromberek Combined School District 113A	\$124,123.20		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	15-02-16		02/09/2015		Land Cash impact fees		\$124,123.20		
11641	02/23/2015	Open			Accounts Payable	Ryan, Daniel, J	\$600.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	15-02-17		02/17/2015		3/7/15 St. Patrick's Day event		\$600.00		
11642	02/23/2015	Open			Accounts Payable	United States Postal Service	\$1,378.93		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	15-02-25		02/18/2015		Permit #89 - newsletter postage		\$1,378.93		
11643	02/23/2015	Open			Accounts Payable	White, Jillian	\$150.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	15-02-05		02/05/2015		refund duplicate payment for PC 15878		\$150.00		
Type Check Totals:					72 Transactions		\$416,309.69		
<u>EFT</u>									
120	02/19/2015	Open			Accounts Payable	Southwest Agency for Health Management	\$91,449.42		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2015-00001125		02/16/2015		Mar 2015 health & dental premiums		\$91,449.42		
121	02/13/2015	Open			Accounts Payable	FM Bankcard Processing Center	\$110,001.74		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2015-00001124		02/13/2015		January 2015 Procurement Card		\$110,001.74		
Type EFT Totals:					2 Transactions		\$201,451.16		
FM-Clearing - Accounts Payable Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	72	\$416,309.69	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	72	\$416,309.69	\$0.00
EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	2	\$201,451.16	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	2	\$201,451.16	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	74	\$617,760.85	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	74	\$617,760.85	\$0.00

Payment Register

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
FM-GMAT Grant - GMAT Grant									
Check									
2142	02/11/2015	Open			Accounts Payable	Battle/Greater Metropolitan Auto Theft	\$36.95		
	Invoice		Date	Description		Amount			
	15-01-27.1		01/27/2015	postage reimbursement		\$25.45			
	15-01-27.2		01/27/2015	postage reimbursement		\$5.75			
	15-01-27.3		01/27/2015	postage reimbursement		\$5.75			
2143	02/11/2015	Open			Accounts Payable	Canon Financial Services, Inc.	\$61.05		
	Invoice		Date	Description		Amount			
	14524061		01/13/2015	L16081		\$61.05			
2144	02/11/2015	Open			Accounts Payable	Critical Reach, Inc.	\$145.00		
	Invoice		Date	Description		Amount			
	15-654		12/15/2014	2015 annual fee - Greater Metropolitan Auto Theft Task Force		\$145.00			
2145	02/11/2015	Open			Accounts Payable	Ice Mountain	\$65.98		
	Invoice		Date	Description		Amount			
	04L0119236503		12/12/2014	0119236503 water delivery		\$65.98			
2146	02/11/2015	Open			Accounts Payable	Krages Tire Center	\$28.78		
	Invoice		Date	Description		Amount			
	234909		01/05/2015	repair 12 chev malibu		\$28.78			
2147	02/11/2015	Open			Accounts Payable	Office Depot	\$72.66		
	Invoice		Date	Description		Amount			
	1737814514		12/03/2014	42041316 office supplies		\$52.66			
	1741617673		12/16/2014	42041316 office supplies		\$20.00			
2148	02/11/2015	Open			Accounts Payable	Quill Corporation	\$465.71		
	Invoice		Date	Description		Amount			
	9132917		01/05/2015	C2135669 office supplies		\$422.47			
	8742577		12/16/2014	C2135669 - office supplies		\$43.24			
2149	02/17/2015	Open			Accounts Payable	Pratt, Brittney, J	\$1,833.34		
	Invoice		Date	Description		Amount			
	15-02-17		02/13/2015	02/01/15-02/15/15		\$1,833.34			
Type Check Totals:						8 Transactions	\$2,709.47		
FM-GMAT Grant - GMAT Grant Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$2,709.47	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$2,709.47	\$0.00
EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	0	\$0.00	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount

Payment Register

From Payment Date: 2/10/2015 - To Payment Date: 2/23/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Open		8	\$2,709.47	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		8	\$2,709.47	\$0.00
FM-GMAT Project - GMAT Project									
<u>Check</u>									
30035	02/11/2015	Open			Accounts Payable	Ameri-Shred, Inc.		\$75.00	
	Invoice		Date	Description			Amount		
	12452		01/13/2015	document shredding			\$75.00		
30036	02/11/2015	Open			Accounts Payable	Direct TV		\$117.99	
	Invoice		Date	Description			Amount		
	24932401594		01/15/2015	046094781 01/14-02/13			\$117.99		
30037	02/11/2015	Open			Accounts Payable	Hatcher, Bessie		\$250.00	
	Invoice		Date	Description			Amount		
	15-01-08		01/08/2015	Battle office cleaning			\$62.50		
	15-01-13		01/13/2015	Battle office cleaning			\$62.50		
	15-01-20		01/20/2015	Battle office cleaning			\$62.50		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	15-01-27		01/27/2015		Battle office cleaning		\$62.50		

Type Check Totals:
FM-GMAT Project - GMAT Project Totals

3 Transactions

\$442.99

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$442.99	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	3	\$442.99	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	0	\$0.00	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$442.99	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	3	\$442.99	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	83	\$419,462.15	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	83	\$419,462.15	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	2	\$201,451.16	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	2	\$201,451.16	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	85	\$620,913.31	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	85	\$620,913.31	\$0.00

Payment Register

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
FM-GMAT Grant - GMAT Grant									
Check									
2150	02/20/2015	Open			Accounts Payable	AT&T Illinois	\$364.53		
	Invoice		Date	Description		Amount			
	630Z9928210115		01/16/2015	630 Z99-2821 948 3		\$364.53			
2151	02/20/2015	Open			Accounts Payable	Battle/Greater Metropolitan Auto Theft	\$364.08		
	Invoice		Date	Description		Amount			
	15-02-06		02/06/2015	reimbursement		\$364.08			
2152	02/20/2015	Open			Accounts Payable	DuPage Airport	\$1,263.88		
	Invoice		Date	Description		Amount			
	RC0064873		02/01/2015	A-DAT01 Rms #12, #13		\$1,263.88			
2153	02/20/2015	Open			Accounts Payable	Ice Mountain	\$51.89		
	Invoice		Date	Description		Amount			
	05A0119236503		01/12/2015	water delivery		\$51.89			
2154	02/20/2015	Open			Accounts Payable	Illinois Department of Central Management Services	\$279.12		
	Invoice		Date	Description		Amount			
	T1521142		01/20/2015	Dec 2014 comm svcs		\$279.12			
2155	02/20/2015	Open			Accounts Payable	Jiffy Lube / Sound Billing	\$186.77		
	Invoice		Date	Description		Amount			
	2078144		01/31/2015	Jan 2015 vehicle maintenance		\$186.77			
2156	02/20/2015	Open			Accounts Payable	Krages Tire Center	\$573.96		
	Invoice		Date	Description		Amount			
	235273		01/22/2015	06 Chry 300C repair		\$30.45			
	235486		02/03/2015	11 Jeep GCL repair		\$28.78			
	235473		02/03/2015	07 Cad Esc		\$308.50			
	235399		01/30/2015	08 Buick Encl		\$206.23			
2157	02/20/2015	Open			Accounts Payable	Motorola Solutions, Inc.	\$324.00		
	Invoice		Date	Description		Amount			
	16305112614		01/01/2015	radios		\$162.00			
	16679123114		02/01/2015	radios		\$162.00			
2158	02/20/2015	Open			Accounts Payable	Quill Corporation	\$422.47		
	Invoice		Date	Description		Amount			
	009132917		01/05/2015	C2135669 supplies		\$422.47			
2159	02/20/2015	Open			Accounts Payable	Village Auto Body and Towing, Inc.	\$400.30		
	Invoice		Date	Description		Amount			
	16893		01/23/2015	04 Chev Sub repair		\$329.30			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	16891		01/23/2015		10 Jeep Pat Ltd		\$71.00		

Type Check Totals:
FM-GMAT Grant - GMAT Grant Totals

10 Transactions

\$4,231.00

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$4,231.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$4,231.00	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	0	\$0.00	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$4,231.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$4,231.00	\$0.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
FM-GMAT Project - GMAT Project									
Check									
30038	02/20/2015	Open			Accounts Payable	Copart	\$803.00		
	Invoice		Date	Description			Amount		
	34586314		01/30/2015	04 Pont Grand prix			\$75.00		
	35930624		01/30/2015	08 Buic Encl CX			\$176.50		
	35930364		01/30/2015	07 Cad Esc			\$176.50		
	14413565		01/30/2015	12 Merz CLS550			\$350.00		
	26740874		02/03/2015	03 trailer			\$25.00		
30039	02/20/2015	Open			Accounts Payable	EmbroidMe	\$292.75		
	Invoice		Date	Description			Amount		
	E17791		02/06/2015	uniforms/apparel			\$292.75		
30040	02/20/2015	Open			Accounts Payable	Hatcher, Bessie	\$187.50		
	Invoice		Date	Description			Amount		
	15-02-03		02/03/2015	Battle office cleaning			\$62.50		
	15-02-10		02/10/2015	Battle office cleaning			\$62.50		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	15-02-17		02/17/2015		Battle office cleaning		\$62.50		

Type Check Totals:
FM-GMAT Project - GMAT Project Totals

3 Transactions \$1,283.25

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$1,283.25	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	3	\$1,283.25	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	0	\$0.00	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$1,283.25	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	3	\$1,283.25	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	13	\$5,514.25	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	13	\$5,514.25	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	0	\$0.00	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	13	\$5,514.25	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	13	\$5,514.25	\$0.00

Lemont, IL
Purchasing Card Invoice Import Edit Listing

Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
- 111 S WACKER DR GARAGE Merchant not valid. Default Vendor will be used	6197 GEORGE J SCHAFFER	P-card - Automobile Parking Lots And Garages	01/06/2015	34.00
Transaction Amount: 34.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Automobile Parking Lots And Garages	1.0000 EA	34.0000 34.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.10.001.0000.515.10 (Personnel Development General Training)			34.00
- ELMHURST MEMORIAL Merchant not valid. Default Vendor will be used	1098 LINDA K MOLITOR	P-card - Gift Card Novelty & Souvenir Shops	01/20/2015	54.00
Transaction Amount: 54.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Gift Card Novelty & Souvenir Shops	1.0000 EA	54.0000 54.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.10.001.0000.523.70 (Other Services Public Relations/Marketing)			54.00
- FRANKLINCOVEYPRODUCTS Merchant not valid. Default Vendor will be used	6197 GEORGE J SCHAFFER	P-card - Stationery Office & School Supply Sto	01/15/2015	97.22
Transaction Amount: 97.22	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Stationery Office & School Supply Sto	1.0000 EA	97.2200 97.2200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.10.001.0000.560.05 (Office Supplies General)			97.22
- GELSOSOMOS PIZZERIA AND P Merchant not valid. Default Vendor will be used	6197 GEORGE J SCHAFFER	P-card - Eating Places Restaurants	01/12/2015	78.23
Transaction Amount: 78.23	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Eating Places Restaurants	1.0000 EA	78.2300 78.2300
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.05.001.0000.515.05 (Personnel Development Meetings/Conference)			78.23
- GELSOSOMOS PIZZERIA AND P	1098	P-card - Eating Places Restaurants	01/14/2015	64.77

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
Merchant not valid. Default Vendor will be used	LINDA K MOLITOR			
Transaction Amount: 64.77	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Eating Places Restaurants	1.0000 EA	64.7700 64.7700
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.05.001.0000.523.25 (Other Services Events)			64.77
- GOOGLE *SVCSAPPS_LEMON	6197	P-card - Advertising Services	01/03/2015	30.00
Merchant not valid. Default Vendor will be used	GEORGE J SCHAFER			
Transaction Amount: 30.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Advertising Services	1.0000 EA	30.0000 30.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.50.500.0000.614.05 (Capital Outlay Software & Technology Capitalized Asset)			30.00
- ICMA INTERNET	6197	P-card - Management Consulting And P. R. Servi	01/07/2015	795.00
Merchant not valid. Default Vendor will be used	GEORGE J SCHAFER			
Transaction Amount: 795.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Management Consulting And P. R. Servi	1.0000 EA	795.0000 795.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.10.001.0000.515.05 (Personnel Development Meetings/Conference)			795.00
- ICMA INTERNET	6197	P-card - Management Consulting And P. R. Servi	01/28/2015	175.00
Merchant not valid. Default Vendor will be used	GEORGE J SCHAFER			
Transaction Amount: 175.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Management Consulting And P. R. Servi	1.0000 EA	175.0000 175.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.10.001.0000.515.05 (Personnel Development Meetings/Conference)			175.00
- IN *WILL COUNTY GOVERNMEN	1098	P-card - Business Services Not Elsewhere Classi	01/28/2015	1,999.04
Merchant not valid. Default Vendor will be used	LINDA K MOLITOR			

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
Transaction Amount: 1,999.04 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00				
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Business Services Not Elsewhere Classi	1.0000 EA	1,999.0400 1,999.0400
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.05.001.0000.515.05 (Personnel Development Meetings/Conference)			1,999.04
- LEMONT AREA CHAMBER OF CO Merchant not valid. Default Vendor will be used	1098 LINDA K MOLITOR	P-card - Civic Social & Fraternal Associations	01/26/2015	450.00
Transaction Amount: 450.00 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00				
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Civic Social & Fraternal Associations	1.0000 EA	450.0000 450.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.05.001.0000.515.05 (Personnel Development Meetings/Conference)			450.00
410 - OFFICE MAX	6197 GEORGE J SCHAFER	P-card - Stationery Office & School Supply Sto	12/29/2015	81.45
Transaction Amount: 81.45 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00				
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Stationery Office & School Supply Sto	1.0000 EA	81.4500 81.4500
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.10.001.0000.560.05 (Office Supplies General)			81.45
- TI AMO RISTORANTE Merchant not valid. Default Vendor will be used	6197 GEORGE J SCHAFER	P-card - Eating Places Restaurants	01/05/2015	693.38
Transaction Amount: 693.38 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00				
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Eating Places Restaurants	1.0000 EA	693.3800 693.3800
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.05.001.0000.515.05 (Personnel Development Meetings/Conference)			693.38
- TRFR FRAUD TRANSACTION Merchant not valid. Default Vendor will be used	1098 LINDA K MOLITOR	P-card - Financial Institutions - Banks Savings	01/07/2015	(100.00)
Transaction Amount: (100.00) State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00				
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
		Financial Institutions - Banks Savings	1.0000 EA	-100.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.01.000.0000.480.90 (Other Miscellaneous income)			(100.00)
- TRFR FRAUD TRANSACTION	1098	P-card - Financial Institutions - Banks Savings	01/07/2015	(24.41)
Merchant not valid. Default Vendor will be used	LINDA K MOLITOR			
Transaction Amount:	(24.41)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
			<u>U/M</u>	<u>Price/Unit</u>
				<u>Total Amount</u>
		Financial Institutions - Banks Savings	1.0000 EA	-24.4100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.01.000.0000.480.90 (Other Miscellaneous income)			(24.41)
- TRFR FRAUD TRANSACTION	1098	P-card - Financial Institutions - Banks Savings	01/07/2015	(10.53)
Merchant not valid. Default Vendor will be used	LINDA K MOLITOR			
Transaction Amount:	(10.53)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
			<u>U/M</u>	<u>Price/Unit</u>
				<u>Total Amount</u>
		Financial Institutions - Banks Savings	1.0000 EA	-10.5300
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.01.000.0000.480.90 (Other Miscellaneous income)			(10.53)
- TRFR FRAUD TRANSACTION	1098	P-card - Financial Institutions - Banks Savings	01/07/2015	(24.01)
Merchant not valid. Default Vendor will be used	LINDA K MOLITOR			
Transaction Amount:	(24.01)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
			<u>U/M</u>	<u>Price/Unit</u>
				<u>Total Amount</u>
		Financial Institutions - Banks Savings	1.0000 EA	-24.0100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.01.000.0000.480.90 (Other Miscellaneous income)			(24.01)
- TRFR FRAUD TRANSACTION	1098	P-card - Financial Institutions - Banks Savings	01/07/2015	(17.34)
Merchant not valid. Default Vendor will be used	LINDA K MOLITOR			
Transaction Amount:	(17.34)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
			<u>U/M</u>	<u>Price/Unit</u>
				<u>Total Amount</u>
		Financial Institutions - Banks Savings	1.0000 EA	-17.3400
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount	
	10.01.000.0000.480.90 (Other Miscellaneous income)			(17.34)	
- TRFR FRAUD TRANSACTION Merchant not valid. Default Vendor will be used	1098 LINDA K MOLITOR	P-card - Financial Institutions - Banks Savings	01/07/2015	(40.18)	
Transaction Amount:	(40.18)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Financial Institutions - Banks Savings	1.0000 EA	-40.1800	-40.1800
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.01.000.0000.480.90 (Other Miscellaneous income)			(40.18)	
- TRFR FRAUD TRANSACTION Merchant not valid. Default Vendor will be used	1098 LINDA K MOLITOR	P-card - Financial Institutions - Banks Savings	01/07/2015	(32.35)	
Transaction Amount:	(32.35)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Financial Institutions - Banks Savings	1.0000 EA	-32.3500	-32.3500
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.01.000.0000.480.90 (Other Miscellaneous income)			(32.35)	
- TRFR FRAUD TRANSACTION Merchant not valid. Default Vendor will be used	1098 LINDA K MOLITOR	P-card - Financial Institutions - Banks Savings	01/07/2015	(30.00)	
Transaction Amount:	(30.00)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Financial Institutions - Banks Savings	1.0000 EA	-30.0000	-30.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.01.000.0000.480.90 (Other Miscellaneous income)			(30.00)	
Building - Building - GLADIATOR-LTNG Merchant not valid. Default Vendor will be used	6387 MARK E LACHAPPELL	P-card - Business Services Not Elsewhere Classi	01/20/2015	53.89	
Transaction Amount:	53.89	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Business Services Not Elsewhere Classi	1.0000 EA	53.8900	53.8900
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.35.001.0000.515.25 (Personnel Development Publications-			53.89	

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
Subscriptions)				
- INT'L CODE COUNCIL INC Merchant not valid. Default Vendor will be used	6387 MARK E LACHAPPELL	P-card - Membership Organizations Not Elsewher	01/09/2015	141.20
Transaction Amount: 141.20	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Membership Organizations Not Elsewher	1.0000 EA	141.2000 141.2000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.35.001.0000.515.25 (Personnel Development Publications-Subscriptions)			141.20
EMA - Emergency Management Agency				
123 - AIR 1 WIRELESS	6262 THOMAS D BALLARD	P-card - Telecommunications Equipment Including	01/28/2015	29.99
Transaction Amount: 29.99	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Telecommunications Equipment Including	1.0000 EA	29.9900 29.9900
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.22.001.0000.525.15 (Communications Cell Phones)			29.99
929 - IESMA	6262 THOMAS D BALLARD	P-card - Membership Organizations Not Elsewher	01/23/2015	65.00
Transaction Amount: 65.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Membership Organizations Not Elsewher	1.0000 EA	65.0000 65.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.22.001.0000.524.20 (Subscription Services Organizational Memberships)			65.00
- TARGET 00012138 Merchant not valid. Default Vendor will be used	6262 THOMAS D BALLARD	P-card - Grocery Stores Supermarkets	01/26/2015	259.98
Transaction Amount: 259.98	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Grocery Stores Supermarkets	1.0000 EA	259.9800 259.9800
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
	10.22.001.0000.560.05 (Office Supplies General)		259.98	
Finance - Finance				
234 - BAKER TILLY	6353 MARGARET C MACHACEK	P-card - Accountants Auditing & Bookkeeping Se	01/07/2015	4,000.00
Transaction Amount:	4,000.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u> <u>1099 Box</u> <u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
	Accountants Auditing & Bookkeeping Se	1.0000 EA	4,000.0000	4,000.0000
	Purchase Order Number: 2015-00000079	Sequence Number:		
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.15.001.0000.520.20 (Financial Services Audit)			4,000.00
- USPS.COM CLICK66100611	6353	P-card - Postage Stamps	01/13/2015	18.11
Merchant not valid. Default Vendor will be used	MARGARET C MACHACEK			
Transaction Amount:	18.11	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u> <u>1099 Box</u> <u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
	Postage Stamps	1.0000 EA	18.1100	18.1100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.15.001.0000.525.05 (Communications Postage)			18.11
Human Resources - Human Resources				
949 - IL Govmt Fin Off Assoc	6213 EILEEN M DONAHUE	P-card - Membership Organizations Not Elsewher	01/21/2015	250.00
Transaction Amount:	250.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u> <u>1099 Box</u> <u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
	Membership Organizations Not Elsewher	1.0000 EA	250.0000	250.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.15.001.0000.540.05 (Printing/Advertising Recording and Legal Notices)			250.00
Planning - Planning Department				
- ISTOCK *INTERNATIONAL	6395	P-card - Art Dealers & Galleries	01/16/2015	170.00
Merchant not valid. Default Vendor will be used	CHARITY A JONES			
Transaction Amount:	170.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u> <u>1099 Box</u> <u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
	Art Dealers & Galleries	1.0000 EA	170.0000	170.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.30.420.0000.515.25 (Personnel Development Publications-Subscriptions)			170.00
- LOOPNET INC Merchant not valid. Default Vendor will be used	6395 CHARITY A JONES	P-card - Professional Services Not Elsewhere CI	01/15/2015	74.95
Transaction Amount:	74.95	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Professional Services Not Elsewhere CI	1.0000	EA
			74.9500	74.9500
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.30.420.0000.515.25 (Personnel Development Publications-Subscriptions)			74.95
Police.Support Services - Police/Support Services - #02503 JEWEL Merchant not valid. Default Vendor will be used	6254 PAULETTE T GARCIA	P-card - Grocery Stores Supermarkets	01/22/2015	16.56
Transaction Amount:	16.56	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Grocery Stores Supermarkets	1.0000	EA
			16.5600	16.5600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.130.0000.565.40 (Operating Supplies Events)			16.56
- 3 CORNERS GRILL & TAP Merchant not valid. Default Vendor will be used	1270 MARC MATON	P-card - Eating Places Restaurants	01/28/2015	28.87
Transaction Amount:	28.87	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Eating Places Restaurants	1.0000	EA
			28.8700	28.8700
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.220.0000.515.05 (Personnel Development Meetings/Conference)			28.87
- BLUEBERRY HILL CAFE Merchant not valid. Default Vendor will be used	6221 KEVIN W SHAUGHNESSY	P-card - Eating Places Restaurants	12/31/2014	52.62
Transaction Amount:	52.62	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
	Eating Places Restaurants	1.0000 EA	52.6200	52.6200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.220.0000.515.05 (Personnel Development Meetings/Conference)			52.62
- CAFE ROMEO	6221	P-card - Eating Places Restaurants	12/30/2014	11.66
Merchant not valid. Default Vendor will be used	KEVIN W SHAUGHNESSY			
Transaction Amount:	11.66	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Eating Places Restaurants	1.0000	EA
			11.6600	11.6600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.220.0000.515.05 (Personnel Development Meetings/Conference)			11.66
- ENTERPRISE RENT-A-CAR	6254	P-card - Enterprise Rent A Car- Calea	01/16/2015	152.42
Merchant not valid. Default Vendor will be used	PAULETTE T GARCIA			
Transaction Amount:	152.42	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Enterprise Rent A Car- Calea	1.0000	EA
			152.4200	152.4200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.220.0000.522.05 (Public Safety Services Accreditation)			152.42
- GELSOSOMOS PIZZERIA AND P	6221	P-card - Eating Places Restaurants	12/31/2014	107.10
Merchant not valid. Default Vendor will be used	KEVIN W SHAUGHNESSY			
Transaction Amount:	107.10	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Eating Places Restaurants	1.0000	EA
			107.1000	107.1000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.220.0000.515.05 (Personnel Development Meetings/Conference)			107.10
- IACP	1270	P-card - Membership Organizations Not Elsewher	01/14/2015	150.00
Merchant not valid. Default Vendor will be used	MARC MATON			
Transaction Amount:	150.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Membership Organizations Not Elsewher	1.0000	EA
			150.0000	150.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
	10.20.220.0000.515.20 (Personnel Development Membership Fees)			150.00
- JEWEL #3182 Merchant not valid. Default Vendor will be used	6239 GREGORY D SMITH	P-card - Grocery Stores Supermarkets	01/07/2015	22.58
Transaction Amount: 22.58	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u> <u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
	Grocery Stores Supermarkets	1.0000 EA	22.5800	22.5800
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.220.0000.515.05 (Personnel Development Meetings/Conference)			22.58
- KIESLER POLICE SUPY Merchant not valid. Default Vendor will be used	6247 DANIEL M TULLY	P-card - Miscellaneous & Specialty Retail Store	01/26/2015	1,147.76
Transaction Amount: 1,147.76	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u> <u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
	Miscellaneous & Specialty Retail Store	1.0000 EA	1,147.7600	1,147.7600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.210.0000.566.05 (Range Supplies Ammunition)			1,147.76
- LA DOLCE VITA Merchant not valid. Default Vendor will be used	1270 MARC MATON	P-card - Eating Places Restaurants	01/14/2015	374.36
Transaction Amount: 374.36	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u> <u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
	Eating Places Restaurants	1.0000 EA	374.3600	374.3600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.220.0000.522.05 (Public Safety Services Accreditation)			374.36
- PAYPAL *ELINEUP ORG Merchant not valid. Default Vendor will be used	6247 DANIEL M TULLY	P-card - Government Services Not Elsewhere Clas	01/22/2015	850.00
Transaction Amount: 850.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u> <u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
	Government Services Not Elsewhere Clas	1.0000 EA	850.0000	850.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.50.001.0000.545.75 (Maintenance Contract Software)			850.00

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
- PAYPAL *PILOTMALL Merchant not valid. Default Vendor will be used	6254 PAULETTE T GARCIA	P-card - Gift Card Novelty & Souvenir Shops	01/20/2015	16.14
Transaction Amount: 16.14	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Gift Card Novelty & Souvenir Shops	1.0000 EA	16.1400 16.1400
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.130.0000.565.40 (Operating Supplies Events)			16.14
- RAY O HERRON CO INC Merchant not valid. Default Vendor will be used	6247 DANIEL M TULLY	P-card - Ammunition	01/12/2015	420.00
Transaction Amount: 420.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Ammunition	1.0000 EA	420.0000 420.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.210.0000.566.05 (Range Supplies Ammunition)			420.00
- RAY O HERRON CO INC OAKB Merchant not valid. Default Vendor will be used	6247 DANIEL M TULLY	P-card - Miscellaneous & Specialty Retail Store	01/12/2015	911.25
Transaction Amount: 911.25	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Miscellaneous & Specialty Retail Store	1.0000 EA	911.2500 911.2500
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.210.0000.566.05 (Range Supplies Ammunition)			911.25
Public Works.Streets & Maint - Public Works /Streets & Maintenance				
- AIR 1 WIRELESS Merchant not valid. Default Vendor will be used	6312 GEORGE R EARNEST	P-card - Telecommunications Equipment Including	01/22/2015	69.94
Transaction Amount: 69.94	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Telecommunications Equipment Including	1.0000 EA	69.9400 69.9400
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.310.0000.525.15 (Communications Cell Phones)			69.94
1025 - AT&T*BILL PAYMENT	6312	P-card - Telecomm Service Inc. Local & Long Dis	01/20/2015	273.21

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount			
GEORGE R EARNEST							
Transaction Amount:	273.21	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Telecomm Service Inc. Local & Long Dis	1.0000	EA	273.2100	273.2100
G/L Distribution:	<u>G/L Account</u>		<u>Project</u>			<u>Expensed</u>	
	10.50.001.0000.525.15 (Communications Cell Phones)					273.21	
1025 - AT&T*BILL PAYMENT	6312	P-card - Telecomm Service Inc. Local & Long Dis	01/20/2015	273.21			
GEORGE R EARNEST							
Transaction Amount:	273.21	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Telecomm Service Inc. Local & Long Dis	1.0000	EA	273.2100	273.2100
G/L Distribution:	<u>G/L Account</u>		<u>Project</u>			<u>Expensed</u>	
	10.22.210.0000.525.15 (Communications Cell Phones)					273.21	
1025 - AT&T*BILL PAYMENT	6312	P-card - Telecomm Service Inc. Local & Long Dis	01/20/2015	273.21			
GEORGE R EARNEST							
Transaction Amount:	273.21	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Telecomm Service Inc. Local & Long Dis	1.0000	EA	273.2100	273.2100
G/L Distribution:	<u>G/L Account</u>		<u>Project</u>			<u>Expensed</u>	
	10.20.210.0000.525.15 (Communications Cell Phones)					273.21	
1025 - AT&T*BILL PAYMENT	6312	P-card - Telecomm Service Inc. Local & Long Dis	01/20/2015	546.43			
GEORGE R EARNEST							
Transaction Amount:	546.43	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Telecomm Service Inc. Local & Long Dis	1.0000	EA	546.4300	546.4300
G/L Distribution:	<u>G/L Account</u>		<u>Project</u>			<u>Expensed</u>	
	10.20.220.0000.525.15 (Communications Cell Phones)					546.43	
1025 - AT&T*BILL PAYMENT	6312	P-card - Telecomm Service Inc. Local & Long Dis	01/20/2015	546.43			
GEORGE R EARNEST							
Transaction Amount:	546.43	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00		

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Telecomm Service Inc. Local & Long Dis	1.0000 EA	546.4300 546.4300
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.230.0000.525.15 (Communications Cell Phones)			546.43
1025 - AT&T*BILL PAYMENT	6312	P-card - Telecomm Service Inc. Local & Long Dis	01/20/2015	273.21
	GEORGE R EARNEST			
Transaction Amount:	273.21	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00 Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Telecomm Service Inc. Local & Long Dis	1.0000 EA	273.2100 273.2100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.310.0000.525.15 (Communications Cell Phones)			273.21
1025 - AT&T*BILL PAYMENT	6312	P-card - Telecomm Service Inc. Local & Long Dis	01/20/2015	273.21
	GEORGE R EARNEST			
Transaction Amount:	273.21	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00 Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Telecomm Service Inc. Local & Long Dis	1.0000 EA	273.2100 273.2100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	70.70.360.0000.525.15 (Communications Cell Phones)			273.21
1025 - AT&T*BILL PAYMENT	6312	P-card - Telecomm Service Inc. Local & Long Dis	01/20/2015	273.21
	GEORGE R EARNEST			
Transaction Amount:	273.21	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00 Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Telecomm Service Inc. Local & Long Dis	1.0000 EA	273.2100 273.2100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	70.72.370.0000.525.15 (Communications Cell Phones)			273.21
146 - CENTRAL SALT LLC	6312	P-card - Miscellaneous & Specialty Retail Store	01/20/2015	9,893.66
	GEORGE R EARNEST			
Transaction Amount:	9,893.66	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00 Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Miscellaneous & Specialty Retail Store	1.0000 EA	9,893.6600 9,893.6600

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
Purchase Order Number: 2015-00000081 Sequence Number:				
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>	<u>Expensed</u>	
	10.25.310.0000.568.00 (Streets & Alleys Maintenance Supplies General Supplies)			9,893.66
146 - CENTRAL SALT LLC	6312 GEORGE R EARNEST	P-card - Miscellaneous & Specialty Retail Store	01/20/2015	25,289.75
Transaction Amount: 25,289.75 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00				
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Miscellaneous & Specialty Retail Store	1.0000 EA	25,289.7500 25,289.7500
Purchase Order Number: 2015-00000081 Sequence Number:				
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>	<u>Expensed</u>	
	10.25.310.0000.568.00 (Streets & Alleys Maintenance Supplies General Supplies)			25,289.75
146 - CENTRAL SALT LLC	6312 GEORGE R EARNEST	P-card - Road Salt	01/09/2015	25,075.73
Transaction Amount: 25,075.73 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00				
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Road Salt	1.0000 EA	25,075.7300 25,075.7300
Purchase Order Number: 2015-00000081 Sequence Number:				
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>	<u>Expensed</u>	
	10.25.310.0000.568.00 (Streets & Alleys Maintenance Supplies General Supplies)			25,075.73
146 - CENTRAL SALT LLC	6312 GEORGE R EARNEST	P-card - Road Salt	01/15/2015	6,218.52
Transaction Amount: 6,218.52 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00				
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Road Salt	1.0000 EA	6,218.5200 6,218.5200
Purchase Order Number: 2015-00000081 Sequence Number:				
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>	<u>Expensed</u>	
	10.25.310.0000.568.00 (Streets & Alleys Maintenance Supplies General Supplies)			6,218.52
- CITY ELECTRIC SUPPLY	6312	P-card - Hardware Stores	01/27/2015	300.40

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
Merchant not valid. Default Vendor will be used	GEORGE R EARNEST			
Transaction Amount: 300.40	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Hardware Stores	1.0000 EA	300.4000 300.4000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	24.25.310.3000.548.15 (Streets & Alley Maintenance Services Traffic Signals)			300.40
- COLUMBIA PIPE & SUPPLY	6338	P-card - Heating Plumbing Air Conditioning	01/28/2015	82.52
Merchant not valid. Default Vendor will be used	TRENT B ATCHISON			
Transaction Amount: 82.52	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Heating Plumbing Air Conditioning	1.0000 EA	82.5200 82.5200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	70.70.360.0000.570.05 (Maintenance Supplies Water System Supplies)			82.52
- CUSTOM CELLULAR 70 LEMONT	6312	P-card - Telecommunications Equipment Including	01/22/2015	(91.80)
Merchant not valid. Default Vendor will be used	GEORGE R EARNEST			
Transaction Amount: (91.80)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Telecommunications Equipment Including	1.0000 EA	-91.8000 -91.8000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.210.0000.525.15 (Communications Cell Phones)			(91.80)
- CUSTOM CELLULAR 70 LEMONT	6312	P-card - Telecommunications Equipment Including	01/22/2015	91.80
Merchant not valid. Default Vendor will be used	GEORGE R EARNEST			
Transaction Amount: 91.80	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Telecommunications Equipment Including	1.0000 EA	91.8000 91.8000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.210.0000.525.15 (Communications Cell Phones)			91.80
266 - HOMER INDUSTRIES	6312	P-card - Dump Fees	01/06/2015	100.00
	GEORGE R EARNEST			

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
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Transaction Amount: 100.00 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00

Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Dump Fees	1.0000	EA	100.0000	100.0000

G/L Distribution:	<u>G/L Account</u>	<u>Project</u>	<u>Expensed</u>
	10.25.310.0000.548.10 (Streets & Alley Maintenance Services Dumping)		100.00

184 - IN *GOLDY LOCKS IN	6312 GEORGE R EARNEST	P-card - Carpentry	01/26/2015	325.00
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Transaction Amount: 325.00 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00

Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Carpentry	1.0000	EA	325.0000	325.0000

G/L Distribution:	<u>G/L Account</u>	<u>Project</u>	<u>Expensed</u>
	10.25.330.0000.550.55 (Buildings and Grounds Maintenance Public Works Facility)		325.00

184 - IN *GOLDY LOCKS IN	6312 GEORGE R EARNEST	P-card - door lock pw	01/15/2015	264.00
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Transaction Amount: 264.00 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00

Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			door lock pw	1.0000	EA	264.0000	264.0000

G/L Distribution:	<u>G/L Account</u>	<u>Project</u>	<u>Expensed</u>
	10.25.330.0000.550.55 (Buildings and Grounds Maintenance Public Works Facility)		264.00

174 - IN *GT MECHANICAL INC.	6312 GEORGE R EARNEST	P-card - Building Maint	01/12/2015	220.00
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Transaction Amount: 220.00 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00

Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Building Maint	1.0000	EA	220.0000	220.0000

G/L Distribution:	<u>G/L Account</u>	<u>Project</u>	<u>Expensed</u>
	10.25.330.0000.545.55 (Maintenance Contract Public Works Facility)		220.00

174 - IN *GT MECHANICAL INC.	6312 GEORGE R EARNEST	P-card - service contract heat	01/07/2015	2,862.00
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Transaction Amount: 2,862.00 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
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Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			service contract heat	1.0000	EA	2,862.0000	2,862.0000
	Purchase Order Number:		2015-00000095	Sequence Number:			
G/L Distribution:	<u>G/L Account</u>		<u>Project</u>			<u>Expensed</u>	
	10.25.330.0000.545.55 (Maintenance Contract Public Works Facility)						2,862.00

174 - IN *GT MECHANICAL INC.	6312	P-card - service contract heat	01/07/2015	3,495.00
	GEORGE R EARNEST			

Transaction Amount: 3,495.00 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00

Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			service contract heat	1.0000	EA	3,495.0000	3,495.0000
	Purchase Order Number:		2015-00000016	Sequence Number:			
G/L Distribution:	<u>G/L Account</u>		<u>Project</u>			<u>Expensed</u>	
	10.25.330.0000.545.15 (Maintenance Contract Village Hall)						3,495.00

- JEWEL #3182	6304	P-card - Grocery Stores Supermarkets	01/02/2015	5.98
Merchant not valid. Default Vendor will be used		WILLIAM A PETERS		

Transaction Amount: 5.98 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00

Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Grocery Stores Supermarkets	1.0000	EA	5.9800	5.9800
G/L Distribution:	<u>G/L Account</u>		<u>Project</u>			<u>Expensed</u>	
	10.25.001.0000.560.05 (Office Supplies General)						5.98

- JEWEL #3182	6304	P-card - Grocery Stores Supermarkets	01/23/2015	93.70
Merchant not valid. Default Vendor will be used		WILLIAM A PETERS		

Transaction Amount: 93.70 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00

Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Grocery Stores Supermarkets	1.0000	EA	93.7000	93.7000
G/L Distribution:	<u>G/L Account</u>		<u>Project</u>			<u>Expensed</u>	
	10.25.001.0000.560.05 (Office Supplies General)						93.70

- LEMONT ACE HARDWARE	6304	P-card - Hardware Stores	01/28/2015	13.03
Merchant not valid. Default Vendor will be used		WILLIAM A PETERS		

Transaction Amount: 13.03 State Tax Amount: 0.00 County Tax Amount: 0.00 Local Tax Amount: 0.00 Tip/Other Amount: 0.00

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
	Electrical Contractors	1.0000 EA	200.0000	200.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	24.25.310.3000.548.15 (Streets & Alley Maintenance Services Traffic Signals)			200.00
690 - LYONS AND PINNER ELECTRIC	6312 GEORGE R EARNEST	P-card - Electrical Contractors	01/27/2015	200.00
Transaction Amount:	200.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
	Tip/Other Amount: 0.00			
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
	Electrical Contractors	1.0000 EA	200.0000	200.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	24.25.310.3001.548.15 (Streets & Alley Maintenance Services Traffic Signals)			200.00
690 - LYONS AND PINNER ELECTRIC	6312 GEORGE R EARNEST	P-card - Electrical Contractors	01/13/2015	228.81
Transaction Amount:	228.81	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
	Tip/Other Amount: 0.00			
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
	Electrical Contractors	1.0000 EA	228.8100	228.8100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	24.25.310.3000.548.15 (Streets & Alley Maintenance Services Traffic Signals)			228.81
690 - LYONS AND PINNER ELECTRIC	6312 GEORGE R EARNEST	P-card - Electrical Contractors	01/13/2015	228.81
Transaction Amount:	228.81	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
	Tip/Other Amount: 0.00			
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
	Electrical Contractors	1.0000 EA	228.8100	228.8100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	24.25.310.3001.548.15 (Streets & Alley Maintenance Services Traffic Signals)			228.81
690 - LYONS AND PINNER ELECTRIC	6312 GEORGE R EARNEST	P-card - Electrical Contractors	01/13/2015	228.82
Transaction Amount:	228.82	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
	Tip/Other Amount: 0.00			

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Electrical Contractors	1.0000 EA	228.8200 228.8200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.310.0000.545.10 (Maintenance Contract Streets and Alleys)			228.82
401 - MCMASTER-CARR	6312 GEORGE R EARNEST	P-card - tools	01/07/2015	606.02
Transaction Amount:	606.02	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00 Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		tools	1.0000 EA	606.0200 606.0200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.310.0000.565.15 (Operating Supplies Tools & Equipment)			606.02
646 - MONROE TRUCK EQUIP	6312 GEORGE R EARNEST	P-card - Automotive Service Shops(Non-Dealer)	01/15/2015	59.00
Transaction Amount:	59.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00 Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Automotive Service Shops(Non-Dealer)	1.0000 EA	59.0000 59.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.330.0000.550.55 (Buildings and Grounds Maintenance Public Works Facility)			59.00
11 - PETERSON HARDWARE	6304 WILLIAM A PETERS	P-card - Hardware Stores	01/14/2015	89.33
Transaction Amount:	89.33	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00 Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Hardware Stores	1.0000 EA	89.3300 89.3300
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.310.0000.568.00 (Streets & Alleys Maintenance Supplies General Supplies)			89.33
1134 - RUSH TRK CTR JOLIET	6304 WILLIAM A PETERS	P-card - Automobile & Truck Dealer - New & Used	01/08/2015	131.16
Transaction Amount:	131.16	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00 Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
		Automobile & Truck Dealer - New & Used	1.0000 EA	131.1600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			131.16
730 - SCHINDLER ELEVATOR CORP	6312	P-card - Commercial Equipment Not Elsewhere CI	01/23/2015	1,012.12
	GEORGE R EARNEST			
Transaction Amount:	1,012.12	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
			<u>U/M</u>	<u>Price/Unit</u>
				<u>Total Amount</u>
		Commercial Equipment Not Elsewhere CI	1.0000 EA	1,012.1200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.330.0000.550.30 (Buildings and Grounds Maintenance Parking Garage)			1,012.12
Public Works.Vehicle Maint - Public Works /Vehicle Maintenance				
470 - 1ST AYD CORP	6288	P-card - Industrial Supplies Not Elsewhere Clas	01/14/2015	547.11
	CHRISTOPHER E HUBER			
Transaction Amount:	547.11	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
			<u>U/M</u>	<u>Price/Unit</u>
				<u>Total Amount</u>
		Industrial Supplies Not Elsewhere Clas	1.0000 EA	547.1100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			547.11
45 - ADVANTAGE CHEVROLET OF BO	6288	P-card - parts chevy tahoe	01/20/2015	98.71
	CHRISTOPHER E HUBER			
Transaction Amount:	98.71	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
			<u>U/M</u>	<u>Price/Unit</u>
				<u>Total Amount</u>
		parts chevy tahoe	1.0000 EA	98.7100
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.320.0000.572.10 (Vehicle Maintenance Supplies Public Safety)			98.71
- AIRGASS NORTH	6270	P-card - Welding Gas Tank	01/15/2015	20.80
Merchant not valid. Default Vendor will be used	JOEL A EVERT			
Transaction Amount:	20.80	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
			<u>U/M</u>	<u>Price/Unit</u>
				<u>Total Amount</u>

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
	Welding Gas Tank	1.0000 EA	20.8000	20.8000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.320.0000.545.70 (Maintenance Contract Vehicle Maintenance)			20.80
272 - BATTERY SERVICE CORP	6270 JOEL A EVERT	P-card - Batteries	01/05/2015	183.00
Transaction Amount:	183.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Batteries	1.0000	EA
			183.0000	183.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			183.00
227 - BATTERY SERVICE CORP	6288 CHRISTOPHER E HUBER	P-card - car batteries, misc	01/23/2015	190.90
Transaction Amount:	190.90	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		car batteries, misc	1.0000	EA
			190.9000	190.9000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.320.0000.572.10 (Vehicle Maintenance Supplies Public Safety)			190.90
197 - BRISTOL HOSE AND FITTING	6270 JOEL A EVERT	P-card - Hydraulic Hose and Fitting	01/14/2015	1,010.82
Transaction Amount:	1,010.82	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Hydraulic Hose and Fitting	1.0000	EA
			1,010.8200	1,010.8200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			1,010.82
197 - BRISTOL HOSE AND FITTING	6270 JOEL A EVERT	P-card - Hydraulic Hose and Fitting	01/14/2015	18.44
Transaction Amount:	18.44	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Hydraulic Hose and Fitting	1.0000	EA
			18.4400	18.4400
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			18.44	
1120 - CENTRAL PARTS WAREHOUS	6270 JOEL A EVERT	P-card - Supplies	01/15/2015	300.65	
Transaction Amount:	300.65	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Supplies	1.0000 EA	300.6500	300.6500
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			300.65	
1120 - CENTRAL PARTS WAREHOUS	6270 JOEL A EVERT	P-card - Credit on Shipping	01/15/2015	(5.00)	
Transaction Amount:	(5.00)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Credit on Shipping	1.0000 EA	-5.0000	-5.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			(5.00)	
91 - FLEET SAFETY SUPPLY	6270 JOEL A EVERT	P-card - Truck Warning Lights	01/21/2015	661.10	
Transaction Amount:	661.10	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Truck Warning Lights	1.0000 EA	661.1000	661.1000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			661.10	
91 - FLEET SAFETY SUPPLY	6270 JOEL A EVERT	P-card - Battery	01/21/2015	27.83	
Transaction Amount:	27.83	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Battery	1.0000 EA	27.8300	27.8300
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			27.83	

Lemont, IL
Purchasing Card Invoice Import Edit Listing

Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount	
91 - FLEET SAFETY SUPPLY	6270 JOEL A EVERT	P-card - Rubber Snow Plow Blade	01/14/2015	335.08	
Transaction Amount:	335.08	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Rubber Snow Plow Blade	1.0000 EA	335.0800	335.0800
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)				335.08
175 - GOODING RUBBER	6270 JOEL A EVERT	P-card - Industrial Supplies Not Elsewhere Clas	01/22/2015	144.56	
Transaction Amount:	144.56	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Industrial Supplies Not Elsewhere Clas	1.0000 EA	144.5600	144.5600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)				144.56
- IN *SELBRO INC. Merchant not valid. Default Vendor will be used	6270 JOEL A EVERT	P-card - Parts	01/23/2015	111.39	
Transaction Amount:	111.39	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Parts	1.0000 EA	111.3900	111.3900
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)				111.39
230 - KANKAKEE TRUCK EQUIPMENT	6288 CHRISTOPHER E HUBER	P-card - Pump & PT 118	01/13/2015	3,098.40	
Transaction Amount:	3,098.40	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Pump & PT 118	1.0000 EA	3,098.4000	3,098.4000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)				3,098.40
230 - KANKAKEE TRUCK EQUIPMENT	6270 JOEL A EVERT	P-card - Plow Parts	01/22/2015	353.90	

Lemont, IL
Purchasing Card Invoice Import Edit Listing

Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount	
Transaction Amount:	353.90	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Plow Parts	1.0000 EA	353.9000	353.9000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)				353.90
839 - KIMBALL MIDWEST	6270 JOEL A EVERT	P-card - Hardware Equipment And Supplies	01/23/2015	133.94	
Transaction Amount:	133.94	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Hardware Equipment And Supplies	1.0000 EA	133.9400	133.9400
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)				133.94
642 - MIDWEST FUEL INJECTION SE	6270 JOEL A EVERT	P-card - Automotive Parts Accessories Stores	12/31/2014	168.82	
Transaction Amount:	168.82	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Automotive Parts Accessories Stores	1.0000 EA	168.8200	168.8200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.10 (Vehicle Maintenance Supplies Public Safety)				168.82
642 - MIDWEST FUEL INJECTION SE	6270 JOEL A EVERT	P-card - Automotive Parts Accessories Stores	12/31/2014	215.95	
Transaction Amount:	215.95	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Automotive Parts Accessories Stores	1.0000 EA	215.9500	215.9500
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)				215.95
642 - MIDWEST FUEL INJECTION SE	6270 JOEL A EVERT	P-card - Automotive Parts Accessories Stores	12/31/2014	8.32	
Transaction Amount:	8.32	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>

Lemont, IL
Purchasing Card Invoice Import Edit Listing

Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount			
		Automotive Parts Accessories Stores	1.0000 EA 8.3200	8.3200			
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>			
	10.25.320.0000.572.10 (Vehicle Maintenance Supplies Public Safety)			8.32			
646 - MONROE TRUCK EQUIP	6288	P-card - Truck parts	01/22/2015	174.42			
	CHRISTOPHER E HUBER						
Transaction Amount:	174.42	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Truck parts	1.0000	EA	174.4200	174.4200
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>			
	10.25.320.0000.572.10 (Vehicle Maintenance Supplies Public Safety)						174.42
675 - P & G KEENE ELECTRICAL	6288	P-card - Truck 116 Alternator	01/02/2015	205.00			
	CHRISTOPHER E HUBER						
Transaction Amount:	205.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Truck 116 Alternator	1.0000	EA	205.0000	205.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>			
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)						205.00
- QUIMEX INC	6270	P-card - Chemicals And Allied Products Not Else	12/30/2014	1,293.60			
Merchant not valid. Default Vendor will be used	JOEL A EVERT						
Transaction Amount:	1,293.60	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Chemicals And Allied Products Not Else	1.0000	EA	1,293.6000	1,293.6000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>			
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)						1,293.60
- QUIMEX INC	6270	P-card - Chemicals And Allied Products Not Else	12/30/2014	2,180.00			
Merchant not valid. Default Vendor will be used	JOEL A EVERT						
Transaction Amount:	2,180.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00		
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
			Chemicals And Allied Products Not Else	1.0000	EA	2,180.0000	2,180.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>			

Lemont, IL
Purchasing Card Invoice Import Edit Listing

Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount	
10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			2,180.00		
254 - REEDS AUTOMOTIVE ENTERPR	6270 JOEL A EVERT	P-card - Repair PD1102	01/22/2015	(36.16)	
Transaction Amount:	(36.16)	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Repair PD1102	1.0000 EA	-36.1600	-36.1600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
10.20.210.0000.547.00 (Vehicle Maintenance General)			(36.16)		
254 - REEDS AUTOMOTIVE ENTERPR	6270 JOEL A EVERT	P-card - Repair PD1102	01/21/2015	851.14	
Transaction Amount:	851.14	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Repair PD1102	1.0000 EA	851.1400	851.1400
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
10.20.210.0000.547.00 (Vehicle Maintenance General)			851.14		
726 - SAFETY KLEEN SYSTEMS BRAN	6270 JOEL A EVERT	P-card - Parts Washer Service	01/28/2015	222.76	
Transaction Amount:	222.76	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Parts Washer Service	1.0000 EA	222.7600	222.7600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
10.25.320.0000.545.70 (Maintenance Contract Vehicle Maintenance)			222.76		
615 - SOFTWAY CAR WASH	6270 JOEL A EVERT	P-card - Car Washes	01/15/2015	100.00	
Transaction Amount:	100.00	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Car Washes	1.0000 EA	100.0000	100.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
10.20.220.0000.547.00 (Vehicle Maintenance General)			100.00		

Lemont, IL
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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount	
615 - SOFTWAY CAR WASH	6270 JOEL A EVERT	P-card - Car Washes	01/15/2015	13.46	
Transaction Amount:	13.46	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Car Washes	1.0000 EA	13.4600	13.4600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.20.210.0000.547.00 (Vehicle Maintenance General)			13.46	
425 - SURE FIRE AUTO PARTS	6270 JOEL A EVERT	P-card - Automotive Parts Accessories Stores	01/05/2015	612.88	
Transaction Amount:	612.88	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Automotive Parts Accessories Stores	1.0000 EA	612.8800	612.8800
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.565.15 (Operating Supplies Tools & Equipment)			612.88	
425 - SURE FIRE AUTO PARTS	6270 JOEL A EVERT	P-card - Automotive Parts Accessories Stores	01/05/2015	214.90	
Transaction Amount:	214.90	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Automotive Parts Accessories Stores	1.0000 EA	214.9000	214.9000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.10 (Vehicle Maintenance Supplies Public Safety)			214.90	
425 - SURE FIRE AUTO PARTS	6270 JOEL A EVERT	P-card - Automotive Parts Accessories Stores	01/05/2015	935.50	
Transaction Amount:	935.50	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00	Tip/Other Amount: 0.00
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u>	<u>Total Amount</u>
		Automotive Parts Accessories Stores	1.0000 EA	935.5000	935.5000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>	
	10.25.320.0000.572.05 (Vehicle Maintenance Supplies General)			935.50	
432 - TIFCO INDUSTRIES INC	6270 JOEL A EVERT	P-card - Supplies	01/14/2015	129.90	

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Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
	Extended Warranty	1.0000 EA	100.0000	100.0000
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.20.210.0000.547.00 (Vehicle Maintenance General)			100.00
Public Works.Water & Sewer - Public Works /Water & Sewer				
- CHIPAIN'S FINER FOO	6320	P-card - Grocery Stores Supermarkets	01/09/2015	44.68
Merchant not valid. Default Vendor will be used GERALD R TURRISE				
Transaction Amount:	44.68	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		0.00
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Grocery Stores Supermarkets	1.0000 EA	44.6800
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	10.25.001.0000.523.70 (Other Services Public Relations/Marketing)			44.68
897 - LEMONT ACE HARDWARE	6320	P-card - Hardware Stores	01/07/2015	28.73
Merchant not valid. Default Vendor will be used GERALD R TURRISE				
Transaction Amount:	28.73	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		0.00
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Hardware Stores	1.0000 EA	28.7300
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	70.70.330.0000.550.15 (Buildings and Grounds Maintenance Public Works Facility)			28.73
- LEMONT ACE HARDWARE	6320	P-card - Hardware Stores	12/29/2014	15.76
Merchant not valid. Default Vendor will be used GERALD R TURRISE				
Transaction Amount:	15.76	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		0.00
Detail:	<u>1099 Type</u>	<u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u>
				<u>U/M</u>
				<u>Price/Unit</u>
				<u>Total Amount</u>
		Hardware Stores	1.0000 EA	15.7600
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	70.70.330.0000.550.15 (Buildings and Grounds Maintenance Public Works Facility)			15.76
265 - SQ *RAINBOW PRINTING	6320	P-card - Window Envelopes	01/02/2015	175.95
Merchant not valid. Default Vendor will be used GERALD R TURRISE				
Transaction Amount:	175.95	State Tax Amount: 0.00	County Tax Amount: 0.00	Local Tax Amount: 0.00
		Tip/Other Amount: 0.00		0.00

Purchasing Card Invoice Import Edit Listing

Department Merchant/Vendor	Card Number/ Authorized By	Transaction Description/ Transaction Tracking Number	Transaction Date	Net Amount
Detail:	<u>1099 Type</u> <u>1099 Box</u>	<u>Item Description</u>	<u>Quantity</u> <u>U/M</u>	<u>Price/Unit</u> <u>Total Amount</u>
		Window Envelopes	1.0000 EA	175.9500 175.9500
G/L Distribution:	<u>G/L Account</u>	<u>Project</u>		<u>Expensed</u>
	70.70.001.0000.540.10 (Printing/Advertising Outside Print Services)			175.95

Batch Total Valid Invoices:	124
Batch Total Gross:	\$110,001.74
Batch Total State Taxes:	\$0.00
Batch Total County Taxes:	\$0.00
Batch Total Local/City Taxes:	\$0.00
Batch Total Tip/Other:	\$0.00
Batch Total Net:	\$110,001.74

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE MINUTES OF
CERTAIN CLOSED SESSION MEETINGS**

WHEREAS, Section 2.06 of the Open Meetings Act (5 ILCS 120/2.06) requires all public bodies to keep written minutes of all of their meetings, whether open or closed, and specifies the minimum contents thereof; and

WHEREAS, the President and Board of Trustees of the Village of Lemont have kept written minutes of all open and closed session meetings in accordance with the requirements of Section 2.06(a) of said Act, but have not taken formal action to approve the minutes of certain closed session meetings; and

WHEREAS, the President and Board of Trustees have determined that it is the best interests of the Village of Lemont and its residents to formally approve those closed session minutes that have not been previously approved.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES AS FOLLOWS:

SECTION 1: The foregoing findings and recitals, and each of them, are hereby adopted as Section 1 of this Resolution and are incorporated by reference as if set forth verbatim herein.

SECTION 2: The closed session minutes of the meetings identified in Exhibit A attached hereto are hereby reviewed and approved in the form as presented to the President and Board of Trustees at this meeting.

SECTION 3: The President and Board of Trustees hereby determine that the need for confidentiality still exists with respect to the minutes of the closed session meetings identified in Exhibit A, and nothing contained herein shall be construed as or constitute a waiver of said confidentiality.

SECTION 4: This Resolution shall be in full force and effect from and after its passage as provided by law.

**PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF
THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DUPAGE,
ILLINOIS on this 23rd day of February, 2015.**

PRESIDENT AND VILLAGE BOARD MEMBERS:

	AYES:	NAYS:	ABSENT:	ABSTAIN
Debby Blatzer	_____	_____	_____	_____
Paul Chialdikas	_____	_____	_____	_____
Clifford Miklos	_____	_____	_____	_____

Ron Stapleton
Rick Sniagowski
Jeanette Virgilio

BRIAN K. REAVES
President

ATTEST:

CHARLENE M. SMOLLEN
Village Clerk

EXHIBIT A

Meeting Date
11-10-14
11-24-14
12-15-14

RESOLUTION NO. _____

**A RESOLUTION PROVIDING FOR THE DESTRUCTION
OF CERTAIN VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS**

WHEREAS, the President and Board of Trustees of the Village of Lemont have maintained verbatim recordings of all closed session meetings of the Village of Lemont in accordance with and as required by Section 2.06 the Open Meetings Act (5 ILCS 120/1 *et seq.*) (the “Act”); and

WHEREAS, the Act allows verbatim records of closed meetings or closed sessions of open meetings (“Closed Session Meetings”) to be destroyed without notification to, or the approval of, a records commission under the Local Records Act, no less than 18 months after the completion of the meeting recorded, but only after:

1. The President and Board of Trustees approve the destruction of a particular recording; and
2. The President and Board of Trustees approve minutes of the closed session meeting that meet the written minutes requirements of subsection 2.06 (a) of the Act; and

WHEREAS, the Village of Lemont wishes to destroy certain verbatim recordings of Closed Session Meetings as permitted under the Act;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES AS FOLLOWS:

SECTION 1: The foregoing findings and recitals, and each of them, are hereby adopted as Section 1 of this Resolution and are incorporated by reference as if set forth verbatim herein.

SECTION 2: The President and Board of Trustees have approved minutes for all of the Closed Session Meetings set forth in Exhibit A, attached hereto and incorporated by reference herein.

SECTION 3: The President and Board of Trustees hereby authorize the destruction of all verbatim recordings of the Closed Session Meetings identified in Exhibit A, and hereby direct Village of Lemont staff to destroy said verbatim recordings on the destruction dates set forth in Exhibit A, or as soon thereafter as practicable.

SECTION 4: This Resolution shall be in full force and effect from and after its passage as provided by law. All prior resolutions, motions and orders in conflict herewith are hereby repealed, to the extent of such conflict.

**PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF
THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DUPAGE,
ILLINOIS on this 23rd day of February, 2015.**

PRESIDENT AND VILLAGE BOARD MEMBERS:

	AYES:	NAYS:	ABSENT:	ABSTAIN
Debby Blatzer	_____	_____	_____	_____
Paul Chialdikas	_____	_____	_____	_____
Clifford Miklos	_____	_____	_____	_____
Ron Stapleton	_____	_____	_____	_____
Rick Sniegowski	_____	_____	_____	_____
Jeanette Virgilio	_____	_____	_____	_____

BRIAN K. REAVES
President

ATTEST:

CHARLENE M. SMOLLEN
Village Clerk

EXHIBIT A

Closed Session Verbatim Recordings Destruction Schedule

Meeting Date	Minutes Approved Date	Destruction Date
11-10-14	02-23-15	05-10-2016
11-24-14	02-23-15	05-24-2016
12-15-14	02-23-15	06-15-2016



Village of Lemont
Planning & Economic Development Department

418 Main Street · Lemont, Illinois 60439
phone 630-257-1595 · fax 630-257-1598

TO: Mayor Reaves
Village Board of Trustees

FROM: Charity Jones, AICP, Planning & Economic Development Director

SUBJECT: Case 26-26 Notting Hill Extension Request

DATE: February 18, 2015

SUMMARY

On April 23, 2007, the Village Board passed Ordinance O-27-07, approving Preliminary Plat, Special Use for Residential Planned Unit Development and Zoning Map Amendment from Cook County R-4 to Lemont R-5, at 15325 129th Street. The ordinance contained the typical one-year deadline in which the developer must produce a final plat of subdivision. At that same meeting, the Village Board approved O-25-07, approving an annexation agreement for the development that contained the same plans and conditions as the PUD ordinance; however, the annexation agreement did not include a one-year expiration clause.

Mr. Ed Mansell (the applicant) has continued to request extensions to the preliminary PUD approval to avoid the expiration of that approval. The housing market has not improved to the point where Mr. Mansell wants to begin construction. He therefore requests another extension.

RECOMMENDATION

Staff recommends approval, since the development of the property is still bound by the terms of the previously adopted annexation agreement. The attached ordinance would extend approval of the preliminary PUD for an additional two years.

ATTACHMENTS

1. An Ordinance Amending O-27-07 and Extending Special Use Approval for a Residential Planned Unit Development (Notting Hill Subdivision) Located at 15325 129th Street.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING O-27-07 AND EXTENDING SPECIAL USE APPROVAL
FOR A RESIDENTIAL PLANNED UNIT DEVELOPMENT
(NOTTING HILL SUBDIVISION) LOCATED AT 15325 129TH STREET**

**ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LEMONT**

THIS 23rd DAY OF FEBRUARY, 2015

**Published in pamphlet form by
authority of the President and
Board of Trustees of the Village
of Lemont, Cook, DuPage, and Will
Counties, Illinois this 23rd
day of February, 2015.**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING O-27-07 AND EXTENDING SPECIAL USE APPROVAL
FOR A RESIDENTIAL PLANNED UNIT DEVELOPMENT
(NOTTING HILL SUBDIVISION) LOCATED AT 15325 129TH STREET**

WHEREAS, E.T. Mansell Construction, hereinafter referred to as the Petitioner, is the owner of the subject property consisting of 10.10 acres; said parcel is located at 15325 129th Street, and is legally described in Exhibit “A” attached; and

WHEREAS, the Petitioner made application under the provisions of the Lemont Zoning Ordinance for preliminary plat approval, special use for a planned unit development and zoning map amendment to Lemont R-5 Single Family Detached Residence Special Use PUD from Cook County R-4 Single Family Residence District; and

WHEREAS, the Village Board of Trustees approved Ordinance O-27-07, granting approval said requests, on April 23, 2007; and

WHEREAS, the Village Board of Trustees approved Ordinance O-19-08, granting extension of said special use for a planned unit development on April 14, 2008; and

WHEREAS, the Village Board of Trustees approved Ordinance O-17-10, granting extension of said special use for a planned unit development on April 14, 2008; and

WHEREAS, the Village Board of Trustees approved Ordinance O-24-11, granting extension of said special use for a planned unit development on March 14, 2011; and

WHEREAS, the Village Board of Trustees approved Ordinance O-13-13, granting extension of said special use for a planned unit development on February 25, 2013; and

WHEREAS, the Village Board of Trustees approved Ordinance O-25-07, granting approval an annexation agreement for the subject property; and

WHEREAS, the terms of O-25-07 mirror the terms of O-27-07; and

WHEREAS, the terms of O-25-07 are binding on the subject property until April 23, 2027; and

WHEREAS, the Petitioner prefers to delay the start of the project due to market considerations, and has therefore, once again, requested this amendment.

THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, DuPAGE, AND WILL, ILLINOIS:

SECTION 1: Incorporation of Recitals. The foregoing findings and recitals are hereby adopted as Section 1 of this Ordinance and are incorporated by reference as if set forth verbatim herein.

SECTION 2: That Section 3 of Ordinance O-27-07 is amended as follows:

“Section 3. Approval of a special use – planned unit development is granted as provided in Lemont Zoning Ordinance Section XVI.H (Special Use – Planned Unit Developments) with the condition that the Planned Unit Development approval shall lapse in the event the DEVELOPER does not file for Final Plat of Subdivision within eight (10) years of the effective date of this AGREEMENT.”

SECTION 3: That all other Sections and Conditions of Ordinance O-27-07 remain as they were upon approval by the Village Board of Trustees on April 23, 2007.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL, AND DU PAGE, ILLINOIS, ON THIS 23RD DAY OF FEBRUARY, 2015.

AYES

NAYS

PASSED

ABSENT

Debby Blatzer

Paul Chialdikas

Clifford Miklos

Rick Sniegowski

Ronald Stapleton

Jeanette Virgilio

Approved by me this 23rd day of February, 2015

BRIAN REAVES, Village President

Attest:

CHARLENE M. SMOLLEN, Village Clerk

Village Board Agenda Memorandum

To: Mayor & Village Board

From: George Schafer, Village Administrator
Chris Smith, Finance Director

Subject: Village of Lemont- Finance Policies and Procedures

Date: February 23, 2015

BACKGROUND/HISTORY

On February 16, 2015 staff reviewed with the Village Board recommended changes and updates to the Finance Policies and Procedures. The changes are as follows:

Budget Policy-

1. Finance Director was added to the budget process
2. Updated the timeline to include New World into the process
3. Updated the Capital Planning process

Purchasing Authority Policy and Procedures-

1. Changed title of the report that is sent to Village Board- Payment Register
2. Reduced the amount when a purchase order is required- original amount \$10,000 now \$2,500
3. Eliminated the Overnight Travel Section it is now located in the Personnel Manual

Purchase Card Policy and Procedures-

1. Change this section to mirror the current program that was implemented and approved by the Board in September 2014

Fund Balance Policy-

1. Eliminated the range of General Fund unassigned fund balance - from 10-40% to 30%
2. Defined 30% of expenditures

Revenue and Cash Management Policy-

1. Enhance the Escrow section to include a process for Impact Fees

In all policies we eliminated the word "Assistant" due to the fact that the Village no longer has an Assistant Village Administrator. Additionally, we are adding the Police Pension Fund policies to the document.

RECOMMENDATION

Adopt the Resolution adopting the Finance Policies and Procedures

ATTACHMENTS (IF APPLICABLE)

1. Resolution
2. Finance Policies and Procedures

Resolution No. _____

A Resolution Adopting Finance Policies and Procedures

WHEREAS, the Village of Lemont adopted certain Finance Policies and Procedures in 2011;

WHEREAS, the Village of Lemont updates these policies and procedures on a regular basis;

WHEREAS, the President and Board of Trustees find that adopting the attached Village of Lemont Finance Policies and Procedures (“Financial Policies”) is in the best interest of the public.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK , WILL & DU PAGE COUNTIES, ILLINOIS that:

Section 1: That the Village of Lemont Finance Policy and Procedures, attached as Exhibit A hereto is hereby adopted.

Section 2: The Village Administrator shall have the authority to make any and all non-material amendments to Financial Policies as determined to be necessary by the Village Administrator, Village Attorney and the Village Finance Director without further action from the Village Board.

Section 3: This Resolution shall be in full force and effect on March 1, 2015. All prior resolutions and policies in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DUPAGE, ILLINOIS on this _____ day of _____, 2015.

PRESIDENT AND VILLAGE BOARD MEMBERS:

	AYES:	NAYS:	ABSENT:	ABSTAIN
Debby Blatzer	_____	_____	_____	_____
Paul Chialdikas	_____	_____	_____	_____
Clifford Miklos	_____	_____	_____	_____
Ron Stapleton	_____	_____	_____	_____
Rick Sniegowski	_____	_____	_____	_____
Jeanette Virgilio	_____	_____	_____	_____

BRIAN K. REAVES
President

ATTEST:

CHARLENE M. SMOLLEN
Village Clerk

Village of Lemont



Finance Policies & Procedures

Effective
March 2015

VILLAGE OF LEMONT FINANCE
POLICIES & PROCEDURES
Effective March 2015

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Village of Lemont
Budget Policy
Adopted: March 2015

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Village of Lemont
Budget Policy
Adopted: March 2015

A. Village Mission Statement

The Village of Lemont is dedicated to promoting and preserving the character of the community and ensuring a high quality of life through professional public service provided in a friendly, consistent, and fiscally responsible manner, emphasizing the best interest of the community as a whole.

B. Budget Principles

The Village of Lemont Budget Policy is based on a set of fundamental principles designed to maintain an organization with a strong financial condition and a proactive approach to serving the needs of its citizens. Adherence to these principles will enable the Village to provide services in a cost-effective manner in both good times and in periods of sustained economic downturn and uncertainty. These principles include:

1. The Village budget shall reflect a long-term perspective and incorporate policies and management strategies to achieve the Village's long-term goals.
2. The Village budget process shall identify broad organizational goals and link the departmental spending plans directly to the accomplishment of these goals.
3. The Village shall publish an annual budget which serves as a communication tool, demonstrating the Village's accountability for the sources and uses of public funds and providing an operations guide to assist personnel in the responsible management and application of these resources.
4. The focus of budget decisions will be on results and outcomes. The Village will continually monitor its financial condition, performance relative to the adopted budget, and stakeholder satisfaction with programs and services and make adjustments as needed.
5. The budget shall be designed to promote involvement from citizens, staff, local businesses and other interested stakeholders. The annual budget shall be provided in its entirety on the Village's web-site, and the Village will annually exceed statutory requirements for public discussion and deliberation on the budget.
6. The budget will be prepared on the current financial resources measurement focus for all funds, using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for enterprise and internal service funds.

C. Budget Process

The Village of Lemont has adopted the budget system for managing Village finances in accordance with Illinois Compiled Statutes 65 ILCS 5/8-2-9.1-10 as documented in Ordinance 0-23-11. The budget process consists of activities that encompass the development, implementation and evaluation of the budget process, including:

Village of Lemont
Budget Policy
Adopted: March 2015

1. *Strategic Plan* – The Mayor, Village Board and Village Administrator will establish broad goals that provide overall direction for the government. This will be completed at the beginning of each budget cycle. These goals will serve as a framework for decision making. The strategic plan shall include the identification of opportunities and challenges for government services, capital assets, and management.
2. *Budget Preparation* – in accordance with Illinois Compiled Statutes, the Mayor shall appoint a Budget Officer. The Budget Officer is responsible for coordinating the overall preparation and administration of the Village budget. The Department Heads have primary responsibility for formulating budget proposals that support the priorities and direction provided by the Village Board. The Budget Officer will assist the Department Heads in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
3. *Balanced Budget* – the Village shall adopt a balanced operating budget, which is defined as a budget where projected revenues are equal to budgeted expenditures within the current fiscal period. Capital projects funds and other projects funded from existing resources (e.g., fund balances) are excluded from this policy.
4. *Performance Budgeting* – performance measures will be utilized and reported in department budgets. The Village will prepare historical trends and comparisons to other municipalities, and use other financial management tools to monitor and improve Village services.
5. *Budget Calendar* – the Village Board of Trustees shall adopt a Budget Ordinance, including a budget for all funds utilized by the Village, within the first quarter of each fiscal year, in accordance with the following timeframe:
 - a. Strategic Planning Session- the Mayor, Village Board of Trustees, Village Administrator, and Department Heads will attend a strategic planning session to outline long-term goals and provide overall direction for the Village. This will be held in December.
 - b. Department Head Budget Memo- the Budget Officer prepares a Department Head Budget Memo, outlining the Village's strategic goals and informing the departments of the upcoming budget requirements. This will be distributed to the Department Heads by December 31.
 - c. Budget Kick-Off Meeting- the Finance Department hosts a budget kick off meeting.. The meeting includes instructions on entering in estimates for current budget year and department requests. Additionally, new personnel forms are distributed. Completed forms and budget entries are due to the Finance by early January.
 - d. Capital Planning Meeting- An access database has been created for the Village of Lemont 5 year capital plan. The Finance Department sends out the updated Access

Village of Lemont
Budget Policy
Adopted: March 2015

- file to all departments. Departments entered their requests for Capital over the next five years. The Budget Officer meets with the Village Engineer, the Building Department staff, Planning and Economic Development staff and Public Works staff to review the proposed capital projects for the next fiscal year and as well as the 5 year capital project plan. This meeting will be held by January 31.
- e. Committee of the Whole Meeting (Budget Guidance)- the Budget Officer and Finance Director will present the initial budget estimates, revenue projections, and capital project plans for discussion by the committee at the February meeting.
 - f. Department Head Budget Session- in February the Budget Officer will meet with the Department Heads to review initial budget projections and seek input from Department Heads.
 - g. Finance Committee Meeting- the Budget Officer presents the tentative budget to the Finance Committee for review by early March.
 - h. Committee of Whole Meeting (Tentative Budget)- the Budget Officer presents the tentative budget for discussion at the Committee of the Whole meeting in March.
 - i. Public Inspection- the Village will announce that the tentative budget is available for public inspection, available on the Village website in mid March. The Village is required to make this available for public review for a minimum of 10 days.
 - j. Public Hearing- the Village will conduct a public hearing on the budget in early April. Notice of this hearing will be published at least 10 days prior to the hearing.
 - k. Board Approval- the Budget Officer will present the final budget to the Board of Trustees by April 30 for approval.
 - l. County Clerk Filing- the Village shall file a certified copy of the budget with the County Clerk's office for the counties of Cook, DuPage, and Will within 30 days of the adoption of the budget ordinance.
6. *Budget Monitoring* – the Finance Department will maintain a system for monitoring the Village's budget performance. Interim financial reports comparing actual experience against budgeted revenues and expenditures in the current fiscal period shall be distributed and reviewed with the Village Board on a quarterly basis. The Finance Department will also provide monthly reports comparing actual experience against budgeted revenues and expenditures in the current fiscal period to Department Heads. The Department Heads have primary responsibility for ensuring their departments stay within their annual adopted budget.

Village of Lemont
Budget Policy
Adopted: March 2015

7. *Budget Adjustments and Amendments* – during the course of the year, the Village may determine that a significant individual purchase or other unplanned event may cause a budgeted account to exceed the budgeted amount. The Village may adjust the original budget using one of the following methods:
- a. Budget adjustment – this involves a reallocation of existing appropriations and does not change the Fund’s overall budget. In accordance with the budget officer ordinance adopted by the Village, the Department Heads are authorized to delete, add to, change or create subclasses within object classes budgeted previously to the department, subject to the prior approval of the Budget Officer and the Village Administrator, or the Mayor, in the event the Village Administrator is the Budget Officer.
 - b. Budget amendment – this provides an addition to or reduction of existing budget authority which results in a change to the Fund’s bottom line. This type of change requires an ordinance that amends the original budget and states the sources of funding for the incremental for the change. At least quarterly, the Budget Officer will prepare a formal resolution for filing with the County Clerk which will include all of the quarter’s amendments passed by motions and presented to the Village Board for approval.
8. *Distinguished Budget Presentation* – the Village will seek to prepare its budget based on the requirements of the Government Finance Officers Association’s (GFOA) Budget Presentation Award program.

D. Revenue Policies¹

The Village must be sensitive to the balance between the need for services and the Village’s ability to raise fees, charges, and taxes to support those services. The Village revenue estimates are to be conservatively forecasted and include the following principles:

1. *Mix of revenues* - the Village should strive to maintain a stable and diverse mix of revenues in order to balance the sources of revenue and protect against short-term fluctuations in any one revenue source.
2. *Charges for services* - the Village shall have fees for services that benefit specific users established in such a manner which fully support all direct and indirect costs associated with providing the service. Departments that impose fees or service charges should prepare and periodically (i.e., annually) update cost-of-service studies for such services.
3. *One-time revenues* - the Village shall avoid the use of one-time or otherwise intermittent revenues to support on-going operational costs.
4. *Grant Agreements* - the Village shall explore the award of various local, State and/or Federal grants to support one-time capital or non-recurring expenditures. Prior to application and again prior to acceptance, the Village will review the grant agreement to

Village of Lemont
Budget Policy
Adopted: March 2015

ensure matching requirements are reasonable and attainable, and ensure compliance with regulatory requirements is possible.

5. *Monitoring changes* - the Village will monitor changes in key revenues on, at a minimum, a quarterly basis, and report on significant changes in collections or emerging trends.

E. Operating Expenditure Policies¹

It is important that the Village maintain an adequate and effective cost analysis and containment program.

1. *Public Stewardship* – the Village shall maintain a level of expenditures which will provide for the public well being and the safety of the residents of the community.
2. *Current resources* – the Village shall strive to pay for current operating expenses from available operating revenues.
3. *Full cost allocation* – the Village budget shall reflect the full cost of providing services and avoid practices which balance current costs at the expense or detriment of future years, such as deferring or postponing necessary expenses.
4. *New programs and services* – the Village should avoid the implementation of new programs or services without the identification of a dedicated revenue stream to pay for them.
5. *Employee Staffing* – the Village shall allocate staff and resources necessary to safely, effectively and efficiently meet the needs of its citizens. Any changes to staffing and resource levels shall be consistent with the overall goals and priorities of the Village Board.
6. *Employee pension plans* – the Village shall provide for the responsible and timely funding of required employee pension plans in accordance with accepted actuarial standards and practices.

F. Capital Investment Policies¹

The capital assets of the Village and their condition are critical to the quality of services provided and are therefore an important part of determining whether the needs and priorities of stakeholders can be met. The Village maintains a 5 year capital improvement plan which serves as an integral part of budget preparation.

1. *Capital replacement* - the budget shall provide a systematic approach for the replacement of Village equipment and infrastructure which include funding replacement of these assets over their anticipated useful life. The Village should assess the issues, challenges and

Village of Lemont
Budget Policy
Adopted: March 2015

opportunities affecting the provision of capital assets in the future, including community needs and priorities, the impact of deferred maintenance, funding issues, changes in technology, and any legal or regulatory changes.

2. *Capital project proposals* – the Village should include project cost estimates for the Capital Budget that are based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project.
3. *Operating cost impact* - Proposals shall include all reasonable attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
4. *Comprehensive resource plan* – the plan should include the amount and type of resources required, a timeline, and financing strategies to be employed. The resources should be differentiated by phase of the project, where applicable.
5. *Budget cost* – capital projects will be budgeted at the full estimated cost of completing the project, or unique phase for larger projects, in the year the project is expected to be started.
6. *Contingencies* – the Village shall include a reasonable amount for contingencies for each project award in the budgeted amount. The amount set aside shall correspond with industry standards and shall not exceed 10%.
7. *Multi-year projects* – capital projects that are not expensed during the budget period may be re-budgeted or carried over to the next fiscal period. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
8. *Capital project funding* - A capital project will not be budgeted unless there is a reasonable expectation that funding is available.

G. Investment and Debt Policies¹

The Village investment and debt issuance policies are designed to maintain a strong financial condition and incorporates the following principles:

1. *Asset Preservation* – Preservation and safety of assets is a higher priority than return on investments. Therefore, the Village will seek a reasonable return on its investments while also preserving the original capital investment. The Village maintains an Investment Policy, approved by the Village Board of Trustees and updated annually.
2. *Debt Issuance* – the Village will strive to keep a strong bond rating by monitoring and improving its financial stability. Before debt is issued, consideration will be given to:
 - a. Whether the revenue stream is available to repay debt.
 - b. Alternate methods of financing.

Village of Lemont
Budget Policy
Adopted: March 2015

- c. Whether it would not be cost effective to delay issuing debt.

H. Reserve Policies¹

The Village will maintain adequate reserves in order to reduce the potential need to borrow to fund operations or abruptly reduce services during periods of economic downturn or other emergencies. It will also place resources into reserve for long-term capital needs and pension obligations. To accomplish these goals, the Village has specified specific reserve requirements in several funds. These detail requirements are incorporated in the Village Fund Balance Policy.

FOOTNOTES:

1. See the following Village Policies at www.lemont.il.us:
 - a. Village Revenue and Cash Management Policy
 - b. Village Purchasing Authority Policy
 - c. Village Capital Asset Policy
 - d. Village Investment Policy
 - e. Village Debt Policy
 - f. Village Fund Balance Policy
 - g. Police Pension Fund- Investment Policy
 - h. Police Pension Fund-Actuarial Funding Policy

Village of Lemont
Purchasing Authority Policy and Procedures
Adopted: March 2015

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The Village of Lemont
Purchasing Authority Policy and Procedures
Adopted: March 2015

A. Purpose

The purpose of this policy is to provide the Village of Lemont staff with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within will allow the Village to obtain required supplies and services efficiently and economically.

Employees are expected to read this policy and provide the Finance Department with feedback regarding the policies and procedures contained within. This policy is designed to be a fluid document and will be modified from time to time to conform with changes in legislation, technology and actual practice. Although it may not answer every question related to purchasing practices, it does provide general guidelines for purchasing activities. Employees who need help dealing with specific situations not covered by the manual should contact the Village Treasurer for assistance.

The Village Administrator, or his/her designee, shall be the final authority with regards to enforcement of any of the provisions of this policy. Failure to follow the procedures outlined in this policy may lead to disciplinary action.

B. Code of Ethics

All Village personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the Village and the residents of Lemont. Village employees shall strive to:

- Ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations and Village policies.
- Maintain confidentiality at all times.
- Not accept gifts or favors from current or potential suppliers, which might compromise the integrity of their purchasing function.
- Specify generic descriptions of goods wherever possible in lieu of brand names when compiling specifications.
- Never allow purchase orders for identical goods or services to be split or variations to Village Board approvals to be made in order to circumvent established policy.
- Purchase without favor or prejudice.
- Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any subsequent information is made available to all bidders.

The Village of Lemont
Purchasing Authority Policy and Procedures
Adopted: March 2015

- Establish and maintain procedures to ensure that fair and equal consideration is given to each offer or quotation received and selection is based upon the lowest total cost compliant bid.

- Offer a prompt and courteous response to all inquiries from potential or existing suppliers.

It shall be the responsibility of the Village Administrator to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary.

C. Conflict of Interest Policy

Except as may be disclosed to and permitted by the Village Board, it shall be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when the employee knows that:

1. The employee is contemporaneously employed by a bidder, vendor or contractor involved in the procurement transaction; or
2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest in the company; or
3. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, vendor or contractor.

The employee's immediate family shall be defined as a spouse, children, parents, brothers and sisters and any other person living in the same household as the employee.

It shall be the responsibility of the Village Administrator to determine if a violation of this Conflict of Interest policy has occurred and if disciplinary action is necessary.

D. Gifts and Gratuities – Village Guidelines for Accepting

The Village of Lemont
Purchasing Authority Policy and Procedures
Adopted: March 2015

Village personnel should be aware that offers of gratitude from vendors could be designed to compromise objective judgment in product or service selection. Accordingly, it is Village policy to observe the highest standards of ethics and to shield the employee, the Village and the vendor from any suggestion or appearance of conflict of interest.

No employee shall permit any influence by vendors, which could conflict with the best interest of the Village, or prejudice the Village's reputation. Expenditures of Village funds to vendors shall not by intention personally benefit any person employed with the Village. Employees are bound by the gift ban section of the Lemont Illinois Municipal Code. To the extent there is no violation of this code employees shall strive to follow the following guidelines:

1. Tangible gifts or gratuities shall not be accepted where their value suggests something more than merely a social gesture. Such gifts should be returned with a statement of Village policy. Promotional or advertising items of nominal value such as key chains, pens, coffee mugs, calendars and holiday candy are acceptable. Promotional gifts that are capable of being shared, such as a box of chocolates, shall be shared within the office or section where the recipient works.
2. Association with vendor representatives at business meals or business organization meetings is occasionally necessary and is neither questionable nor unethical, provided the individual keeps himself/herself free of obligation.
3. Personal loans of money or equipment are not to be accepted from a vendor or an individual associated with a vendor doing business with the Village.
4. Solicitation of vendors for merchandise or certificates to serve as door prizes or favors is normally prohibited. However, the Village Administrator may approve exceptions.
5. Corporate discounts granted to Village employees are acceptable only if they are offered to all Village employees and other corporate clients of the vendor.

If in any doubt about the propriety of accepting a gift, the matter should be referred to the Department Head who will, if necessary, discuss the matter with the Village Administrator or his/her designee.

E. General Purchasing Procedure and Responsibilities

1. The Village Board adopts a budget for the fiscal year.
2. Purchases of goods/services for budgeted items may be ordered by Department Heads provided that expenditures do not exceed the amount available in the budget. Exceptions to this general rule will occur when a purchase order is required (Section G), pricing requires Board action (Section F), or a budget amendment is required (Section H).

The Village of Lemont
Purchasing Authority Policy and Procedures
Adopted: March 2015

3. The level of budget authority (the level at which expenditures cannot legally exceed the budget) granted to the Village Treasurer is established at the individual fund level.
4. Approved invoices are forwarded by Departments to the Finance Department for inclusion in the Village's Payment Register approval process. Invoices should be submitted to Finance on a regular basis as received.
5. The Finance Department sends any invoices received directly by the Finance Department to appropriate departments for review and signature of Department Head on invoice. Certain recurring invoices (e.g., contract amounts, utilities) do not need to be returned to the individual department for approval. In these instances, a memo from the Department Head with the appropriate coding will be maintained in the vendor file as evidence of approval and coding.
6. Checks are processed on a bi-weekly basis. Those checks not requiring specific board approval can be mailed 30 days from date of invoice or earlier if a discount is allowed.
7. All properly approved invoices are then compiled by the Finance Department on a Payment Register for Board approval. The Warrant List is included in the agenda packet for the Board Meeting.
8. The Board approves the Payment Register at the Board Meeting

F. Pricing Requirements

The Village's policy is to obtain the most cost effective price available for purchases through competitive pricing. Pricing should generally be obtained from at least three vendors except as noted in the following guidelines or as otherwise required by law. The following guidelines will determine the level of pricing required for purchases.

1. Purchase total less than \$2,500 – One verbal quote is sufficient. If the nature of the purchase is repetitive (i.e. monthly), pricing does not need to be obtained every time, but should be reviewed annually. Employees are encouraged to seek additional pricing when possible.
2. Purchase total \$2,500 - \$4,999 – Three verbal quotes required.
3. Purchase total \$5,000 - \$9,999 – Three written quotes required.
4. Purchase total \$10,000 - \$19,999 - Authorization required by purchase order which must be approved by the Village Administrator. Written price quotes are required. Purchase Orders are discussed further in Section G.
5. Purchases \$20,000 or more - Must be authorized by the Village Board prior to Purchase Order approval. Formal bid or RFP process required.

Exceptions to the pricing requirements include single source vendors, repetitive purchases, requirements by State statute or local ordinance, purchases thru the State of Illinois Joint

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Purchasing program or other state cooperatives, financially advantageous joint purchases with other units of government, emergency purchases, contractual obligations, professional associations, professional services for legal, engineering, architect, insurance, medical, accounting, auditing, technology, surveying or any other unusual purchasing situation.

G. Purchase Orders

The policy intends to limit the use of purchase orders. Departments will be required to file purchase orders only if one of the following criteria is met:

1. Purchase is for \$2,500 or more.
2. Vendor requires a purchase order in order to deliver the good or service and invoice for the item at a later date.
3. A significant time period is anticipated between the ordering of an item and the payment of such item. Examples include capital projects which take place over several months, commodities used over several months (e.g. road salt) and items ordered well in advance of delivery (e.g. fire engine).

In order to expedite purchasing throughout the year, blanket purchase orders may also be prepared on a fiscal year basis if authorized by the Village Administrator. Blanket purchase orders are for vendors that require a purchase order amount for small item or per unit purchases.

H. Budget Amendments

If a department determines that a significant individual purchase will cause a budgeted account number to go over budget, the department should submit a budget amendment request. Approval of a budget amendment request is as follows:

1. If the amount is less than \$10,000 and can be transferred from another account where a positive budget variance is anticipated, the Village Treasurer has the authority to approve the request.
2. If the amount is \$10,000 or greater and can be covered by another account, the Village Administrator has the authority to approve the request.
3. If the amount cannot be offset by a reduction in spending from another account, then the budget amendment request will be presented to the Board for approval. The preferred method of presentation to the Board is for the Department Head to include the preparation of a budget amendment request along with an agenda item. However, the Department Head can also prepare a written memorandum to the Village Administrator requesting inclusion of an amendment on the board agenda should the purchase itself (e.g. contract approval) not require prior Board approval. Such inclusion must be approved by the Village Administrator.

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I. Emergency Purchases

Emergencies are defined as events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In the event of an emergency affecting the public health and safety, the Public Works Director shall have additional authority up to \$10,000 for emergency purchases for the following items:

- Services/maintenance to maintain vehicles.
- Services/materials to maintain wells.
- Services/materials to maintain streets.
- Services/materials to maintain sewer system.
- Services/materials to maintain water system.

Documentation of the emergency and the need for immediate action shall be presented to the Village Board, together with an itemized account of all expenditures. Reporting to the Board would be handled through the first warrant list process immediately following the emergency expenditure.

J. Payroll

The Mayor and Board of Trustees authorize the Village Treasurer on a fiscal year basis to pay wages and salaries of Village employees in accordance with the rates of compensation established by the Board along with the payment of all payroll taxes, pension contributions, and such other obligations according to Federal, State, local, or pension fund requirements.

K. Manual Checks

Occasionally, a need will arise for a check to be prepared manually outside of the normal claims list process. These manual checks are needed when a check has to be remitted prior to the next Board Meeting Payment Register process. The Village's policy is to keep requests for manual checks at a minimum. Common items for which manual checks can be prepared include 1) Payroll related checks; 2) Late notification of seminar registrations or late decisions to attend; 3) Unavoidable cash on delivery transactions; 4) Board approved contractual obligations requiring check; 5) Emergency purchases, 6) Agreed to arrangements pre-approved by the Village Administrator with vendors, 7) Situations which will significantly impair the Village financially if a check is not prepared; and 8) Situations which would significantly impair the Village's operations if a check is not prepared.

The Finance Department will process manual checks no more frequently than weekly. The Finance Director may authorize a non-emergency related check between weekly cycles in situations where immediate issuance of the check is needed to prevent an adverse impact on the Village. The Department Head must submit a written request for a manual check to the Village Treasurer. All manual checks are to be approved by the Department Head and Village Treasurer. In the Village

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Treasurer's absence either the Village Administrator may approve manual checks. Departments will have to demonstrate that a manual check fits one of the above criteria.

Once a check is prepared, reporting to the Board including invoice approval, will take place through the first following payment register process which corresponds to the manual check date.

L. Petty Cash

The Village Board has approved two petty cash funds within the Village as follows: Village Hall Cashier-\$500; Police Chief Secretary- \$500. Responsibility for custody and safeguarding of each fund and for all fund disbursements rests with the appropriate Department Head. The Department Head may designate an employee in their department as custodian of the petty cash fund.

Petty cash is to be used to reimburse employees for Village expenses which the employee incurs up front and for small purchases which are handled most efficiently by utilizing petty cash. The following restrictions apply:

1. Individual petty cash purchases are limited to a maximum of \$75.00.
2. Employee must prepare a petty cash voucher which is approved by the Department Head.
3. Receipts documenting the expense must be attached to the petty cash voucher.

Disbursements from petty cash funds cannot be ultimately approved without receipts. If cash is provided in advance of the purchase, the employee must return the unused cash along with the receipt. If an employee cannot provide a receipt, alternative verification approved by the Department Head must be attached.

Each department is responsible for balancing and reconciling its own petty cash fund. Departments replenish petty cash funds by submitting a request to the Finance Department. The request is then processed through the Warrant List procedure. The request for replenishment must be supported by petty cash vouchers/receipts which agree to the amount of the request. The fund must be at least 50% depleted for the Finance Department to process a check to replenish. The fund must be replenished at fiscal year-end for all expenses at that point in time.

Departments can request an increase to their petty cash fund amount through the regular warrant list process. Approval of such a request by the Village Board will also constitute approval of amending this policy to reflect the increased amount.

M. Village Purchase Card

The Village purchase card is administered under a separate Purchase Card Policy. See that policy for applicable guidelines.

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N. On-Line Purchasing

The Internet may be utilized for on-line purchasing as a tool for obtaining favorable pricing, preferred products/services and securing expedited procurement.

On-line purchasing is subject to all requirements of this policy and is not to be used for means other than allowed by this policy. On-line purchasing shall be subject to the pricing requirements of purchasing procedures Section F.

On-line purchases are to be made preferably utilizing a Village issued purchase card which is subject to the procedures as discussed in the Village Purchase Card Policy. Situations when an employee utilizes their own credit card to make a purchase on behalf of the Village are subject to pre-approval of the employee's Department Head. Such pre-approved purchases will be reimbursed directly to the employee through the Village's regular payment register process. The employee must obtain a receipt or other form of documentation substantiating the on-line purchase. Should an employee make an on-line purchase without pre-approval, reimbursement of that purchase can be denied by the Village.

O. Mileage & Toll Reimbursement

Reimbursement for the mileage for non-overnight travel when driving a personal vehicle for Village business and for related tolls incurred shall be made to employees on a monthly basis. Employees shall complete the Monthly Mileage & Toll Reimbursement form and submit the form for payment thru the Village's regular claims list process. The form is attached as Exhibit B. It is the Village's policy to reimburse employees for every business mile driven with a personal vehicle at the Internal Revenue Service (IRS) standard mileage rate. The form will be modified by the Finance Department each time the IRS adjusts the rate; typically on a calendar year basis. Employees will be reimbursed for actual toll expenses. Employees using personal vehicles on Village business must have adequate automobile insurance coverage.

P. Signing of Contracts

All contracts in excess of \$10,000 and under \$19,999.99 must be signed by the Village Administrator. Additionally, all contracts in value of \$20,000 or more any documents requiring the signature of the Mayor and/or Village Administrator, and/or any other person designated by the Village Board must be executed accordingly.

Q. Year-End Accrual Calculations and Procedures

The Village shall calculate all year-end accruals with a goal of preparing complete, fully-adjusted trial balances at April 30 each year reflecting all purchase related accruals. Each year in March, the Treasurer shall issue a memorandum to the Village's department directors detailing the year end accrual calculations and procedures. The memorandum should include, but not be limited to items such as the year end accounts payable accrual, unbilled goods or services at year end, year-end purchase order procedures and the manual check cut-off date.

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Adopted: March 2015

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A. Introduction

The Purchase (Credit) Card Program is intended to streamline and simplify purchasing and payment procedures by consolidating supplier invoices and eliminating form processing. The Payment Settlement Entity (PSE) is selected by Village personnel to process vendor payments on the Village's behalf. The Purchase Card Program is not intended to avoid or bypass appropriate procurement or payment procedures. Rather, the Program complements the existing processes available. The Purchase Card also gives personnel an opportunity to make practical decisions in obtaining products or services for which they are knowledgeable and reduces administrative burdens. Management information reports are available, enabling the Department Heads to improve management control and decision-making.

This Policy provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle, and a variety of other Program information.

The cardholder needs to remember that he/she is committing Village funds each time the purchasing card is used. This is a responsibility that should not be taken lightly. The cardholder is the person responsible for all charges made to the card. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal and recovery of all unauthorized purchases.

The card has no impact on the cardholder's personal credit. Although the card lists an individual's name, the card is actually issued to the Village of Lemont.

The Finance Department is responsible for implementing the Purchase Card Program within the Village. The Treasurer (Program Administrator) is the Village's primary representative to the purchasing card vendor. This individual is responsible for card issuance, card cancellation and communicating to the purchasing card vendor, who, within the Village, receives the cards, monthly billings, additional statements and management reports.

Outline of Purchase Card Procedures:

1. Cardholder orders product or service directly from supplier.
2. Supplier processes the order.
3. The PSE checks for compliance with applicable limits.
4. The supplier delivers the product or service.
5. The PSE arranges payment to the supplier in as few as three business days.
6. The Program Administrator download reports from the PSE website.
7. The Cardholder reviews the purchases and codes them correctly.
8. Supervisor or Department Head signs Statement of Account
9. Reports are sent to the Program Administrator
10. The Village sends a single payment to the PSE.
11. The Village uses various management information reports to review and analyze spending.

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B. Policy

The current small purchases **The current monthly limit for each card is \$5,000, unless there is a definite need for an increase. The Village of Lemont is liable for authorized charges made using the card.**

Purchase cards shall be used

- **Official** Village of Lemont purchases only.
- Use of the card for personal items is not permitted even if it is with the intention of reimbursement
- Efforts should be made to use vendors who accept the purchasing card where appropriate in order to maximize administrative cost savings.
- Sales tax should not be charged

If the employee has questions on the appropriate use of the Purchasing Card, the employee should contact the Finance Director.

C. Procedures

1. Card Issuance

Purchasing Cards will be issued to individuals who have a need as determined by their Department Head and approved by the Village Administrator. Examples of individuals requiring a Purchasing Card are:

- Anyone with authority to order supplies and materials.
- Anyone who reconciles and resolves procurement problems.
- Anyone who has a demonstratable need for the card to avoid spending personal funds on Village business and later being reimbursed by the Village.
- Anyone who needs to make frequent purchases while away from their usual work location.

The ideal Cardholder will meet all four criteria. Former employees, non-employees such as contractors, are not eligible to obtain purchasing cards.

To obtain a Purchasing Card:

1. The employee must complete the application including the Department Head's signature.
2. Send the completed application with original signatures to the Village Administrator.

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3. Attend a training orientation and receive the Purchasing Card. The Purchasing Cards are issued with the name of the Cardholder and the Village of Lemont names embossed on the front.

2. Card Profiles

1. **Dollar limits per Cardholder:** This limit allows Department Heads to designate the total amount an employee can spend during the monthly billing cycle. A running balance is maintained by the PSE that increases with each authorized charge until the Cardholder reaches the assigned monthly limit. If the limit is reached before the end of the billing cycle, new attempts for authorization are denied.

3. Cancellation of Card

- Cardholders must return the Purchase Card to the Village Program Administrator immediately upon request or upon termination of employment.
- It shall be the responsibility of the Department Heads to ensure all cancelled cards are collected from the employee prior to the employee leaving and forwarded to the Program Administrator to be destroyed.
- It is imperative the Cancellation Form Appendix A-4 (obtained from Program Administrator) be processed in an expedited manner.

4. Changes

The Village Program Administrator must be contacted when changes need to be made to existing purchasing cards. If a new purchasing card needs to be issued, the Cardholder should receive the replacement card in 7-10 business days. The old card, unless it is lost, must be turned in to the Program Administrator before the replacement card will be issued. The Department Head should utilize the Program Maintenance Worksheet (located at Appendix A-2) to:

- Make name changes,
- Change mailing address,
- Increase or decrease spending limit/restrictions,
- Card replacement, or
- Change accounting information contained on the card's magnetic tape.

The Program Maintenance Worksheet should be provided to the Village Program Administrator to effect the changes. The approximate time to complete a change is 3 to 5 business days after receipt by the PSE.

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5. Purchasing Card Security

Authorized use of the Purchasing Card is limited to the person whose name appears on the face of the card. The Purchasing Card must not be loaned to another person or given to another employee.

The Purchasing Card, or any document containing the card account number, should be kept in an accessible but secure location. The account number on the purchasing card should not be posted or left in a conspicuous place. **The account number must not be faxed to vendors.**

If the Purchasing Card is lost or stolen, the Cardholder must immediately notify the Village's Program Administrator **and** the PSE.

The Village is liable for the use of the Purchasing Card by authorized users, provided that the use is within the single per transaction dollar limit. The Village of Lemont does not accept liability for the following:

- Unauthorized use of the Purchasing Card.
- Account numbers that are fraudulently used.
- Purchases made with stolen or lost cards that are beyond the maximum limit of \$50, and after discovery and reporting to the PSE of card loss or theft. **Exception: If the PSE investigation finds the employee used the card for personal gain the Village becomes liable and the employee would be subject to termination.**

6. General Requirements for Card Use

Please see the Village's Procurement Card Usage Guide for specific requirements.

7. Ordering Procedures

- Information to provide a supplier:
 - Provide the vendor with Cardholder name and card number.
 - Expiration date of the Card.
 - Remind the supplier that the Village is exempt from Sales Tax. The vendor will verify the account number with the PSE. The spending limit will be checked electronically for compliance with applicable limits.
 - Business ship-to address.
 - Preferred methods of shipment, i.e., FOB Destination, freight prepaid and allowed.

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-- **Please Note: The purchasing card number should not appear anywhere on the exterior of the package. This number is CONFIDENTIAL!**

- Information to obtain from supplier:
 - Order confirmation or tracking number.
 - Base cost of purchase.
 - Anticipated delivery date.
 - Freight cost, if available.
- Retain all documentation pertaining to the purchase. When the vendor delivers the order, or the order is picked up, documentation of the purchase (such as sales receipt or packing slip) should accompany the order. The documentation must be kept on file by the Cardholder for reconciliation to the charge card statement.
- Returns, Credits and Disputed Items

In most cases, disputes can be resolved directly **between the Cardholder and the vendor** that provides the goods and services. The Cardholder must use the following guidelines when returning an item or for other disputed items such as sales tax charged:

- If an item needs to be returned for any reason, the Cardholder should send the item back to the vendor in the manner agreed upon.
- Returns of material to suppliers must be handled as credits and treated as separate transactions.
- Returns are not to be handled as exchanges or combined with other purchases.
- A separate transaction must be placed to re-order the correct material.
- **Cash refunds are not allowed under any circumstances!!**
- Call the supplier as soon as possible. Promptness is important.
- Obtain supplier's Return Authorization Number, i.e. approval to return.
 - Information to give to supplier:
 - Card Number
 - Name
 - Phone number
 - Confirmation number/packing slip number

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- The vendor should issue a credit for items that are returned or for sales tax inadvertently charged. This credit will appear on a subsequent charge card statement.
 - Confirm that the supplier will issue the credit to the purchase card.
- If the cardholder and the vendor cannot resolve an issue, the Cardholder should dispute the charge in writing to the PSE by faxing a completed dispute form (Appendix A-5) with a copy to the Finance Department. The PSE will process and investigate the dispute on the Cardholder's behalf and assist in the resolution. A temporary credit will be issued pending final resolution.
- If there is still a problem, contact the department head or the Finance Department.

8. Charge Card Statement Reconciliation

- Department Procedures

1. Overview:

- The Purchasing Charge Card billing cycle is approximately 30 days in length.
- The PSE mails Cardholders statements approximately three to four days after the cut-off date. Given mail cycles, the statement can be received as late as the 7th of the month.
- Department Head forwards the Worksheet and supporting documentation to Finance Department. **Each week after the download is sent to the departments.**

2. Reconciliation Procedures:

The department is responsible for retaining documentation of purchases and returns and reconciling them to the Worksheet that is downloaded. The following guidelines are recommended for reconciliation:

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- The Cardholder shall be required to retain a receipt, invoice or other appropriate supporting documentation for each and every purchase made on the credit card.
- The Cardholder will match and attach all such receipts to the Worksheet in the same order as the transactions appear on the statement and sign and date the statement, and notate on the report, “okay to pay.”
- The department head will review the cardholder’s Worksheet, make the appropriate changes (account numbers), initial with authorized signature and forward all information to the Finance. Continued delinquencies in forwarding statements to the Finance Department **shall** result in the loss of credit card privileges.
 - The Cardholder’s Transaction Log Worksheet must be signed by the Cardholder; reviewed, approved and signed by the a supervisor.
- If at any point a Cardholder, Department Head or Finance Department employee identifies an issue that would otherwise cause the Village to be paying the wrong amount to the PSE, it is imperative that communication be initiated to all appropriate personnel involved in the process.
- All supporting documentation pertaining to the purchases and returns on the statement should be kept on file until disposition in accordance with Village policies.

3. Discrepancies

- Discrepancies should be noted on the Worksheet for subsequent resolution. It is the Cardholder’s responsibility to first work with the applicable vendor, then directly with the PSE in order to resolve the issue with temporary credits issued during pending investigation by the PSE.
 - All unresolved issues should be brought to the attention of the Department Head and if necessary, then to the Finance Department.

9. Charge Card Statement Payment Guidelines

- **Finance Procedures**

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The Finance Department is responsible for processing payments to the PSE. The following guidelines must be observed when processing payments:

- Upon receipt of the monthly invoice from the PSE the Finance Department will reconcile all of the Worksheets to the master statement received from the PSE.
- Upon receipt of supporting documentation and reconciliation to the invoice (completeness, accuracy), the supporting documentation will be attached to the invoice and filed accordingly.
- Such supporting documentation should be received by the 5th of the month the statement is received. For those departments that do not meet such timelines, appropriate follow-up should be conducted by the Program Administrator with continued delinquencies of the department resulting in the loss of credit card privileges.
- An annual analysis will be performed by the Program Administrator that will compile the following information using the PSE reports as appropriate detail.
 - Total volume of transactions and dollar amount of transactions for which a credit card was used.
 - Top vendors by volume of transactions report generated (to be used to identify vendors that may be subject to credit card purchases).
 - Comparison of credit card purchases to non-credit card purchases analysis by volume of transactions and by dollar of transactions with trend analysis performed in subsequent years.
- The payment due date is established by the terms of the contract with the PSE. The due date will be based upon the cycle date selected by the Village. **The PSE must receive payment within 21 days after the statement cycle date.** Do not adjust due date for holidays or weekends. Example: If the charge card billing cutoff date is 3/01/11 the due date is 3/21/11.

D. Management Information

Management Information Reports

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The PSE provides Departments detailed management information reports that enable the Village to monitor Cardholder usage, policy compliance, and frequency of vendor usage. Over 30 reports are available. Some of the Management information reports currently available include:

Account Spending Analysis Detail	Account Statement
Account Spending Analysis	Cost Allocation Detail
Card Program Analysis	Account Status
Merchant Category Monthly Summary	Line Item Detail
Merchant Detail	Merchant Exception
Merchant Supplier Summary	Account Activity Exception

- **Internal Controls**

Department Heads must develop and document internal control procedures to ensure that all approved monthly statements are turned into Finance by the 5th of each month. The department procedures must:

- Ensure the Transaction Log Worksheets have been reviewed and approved by the Cardholder's supervisor and that the appropriate expense accounts have been charged.
- Ensure unacceptable materials and incomplete services are documented on the Purchasing Log Worksheet and the purchaser took the appropriate corrective action with the vendor, and
- Ensure the original payment processing documents are sent to the Finance Department and a copy is maintained in a department file for audit purposes.
- The Finance Department will perform "spot" post-audits of charge card transaction activity to ensure compliance with the procedures contained herein

- **Records Retention**

Records should be maintained for a period of seven years after final payment.

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Capital Asset Policy and Procedures
Adopted: March 1, 2015

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Capital Asset Policy and Procedures
Adopted: March 1, 2015

A. Purpose

The Capital Asset Policy and Procedures provides guidelines to establish and maintain capital asset records that comply with governmental financial reporting standards, provides for adequate stewardship over Village resources, and provides centralized documentation for insurance and asset management purposes.

B. Definitions

1. *Accumulated Depreciation* – the total reduction in value over time of an asset since its acquisition, which is recorded for financial statement purposes.
2. *Acquisition Costs* - assets should be recorded and reported at historical costs, which include the vendor's invoice, initial installation cost, modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include ancillary charges such as site preparation costs and professional fees.
3. *Capital Assets* - capital assets are tangible and intangible assets acquired for use in operations that will benefit the Village for more than a single fiscal period.
4. *Construction in Progress* - an asset that is comprised of the substantially incomplete construction costs of, typically, a road, water system or building. Depreciation is not applied to construction in progress.
5. *Depreciation* – a method for allocating the acquisition cost of capital assets over time. Generally Accepted Accounting Principles (GAAP) requires that the value of capital assets must be written off as an expense over the useful life of the asset.
6. *Disposition* - the final status of an asset when it is removed from the capital asset account and is no longer physically located on the Village's property. This can be upon sale, scrap or donation.
7. *General Capital Asset Group* - general fixed assets are those capital assets which are acquired or constructed through governmental fund resources and used to provide general government services. As a result of GASB 34 pronouncement, these assets which meet the minimum capitalization threshold are capitalized and depreciated over the estimated useful lives.
8. *Infrastructure* - infrastructure shall include roads (including curbs and gutters), bridges, water and sewer mains, pumping stations, lift stations, traffic lights, streetlights, stormwater, right of ways, easements, etc.

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9. *Leased Equipment* - leased equipment should be capitalized if the lease agreement meets any one of the following criteria:
 - a. The lease transfers ownership of the property to the Village by the end of the lease.
 - b. The lease contains a bargain purchase option.
 - c. The lease term is 75 percent or more of the estimated economic life of the leased property.
 - d. The present value of the minimum lease payments at the inception of the lease, excluding executor costs, equals at least 90 percent of the fair value of the leased property.
10. *Net Book Value* – the difference between the acquisition cost and accumulated depreciation.
11. *Proprietary Capital Assets* - assets acquired or constructed by proprietary funds (Water and Sewer Fund, Parking Fund) and meet the minimum capitalization threshold, are capitalized and depreciated over their estimated useful lives. Depreciation is computed using the straight-line method.
12. *Surplus equipment* – An item or items that are no longer needed or required.
13. *Useful Life* – The period over which a capital asset has utility to the Village in performing the function for which it was purchased.

C. Capitalization Threshold

The capitalization threshold or minimum value of an asset at the time of acquisition is established at \$50,000 for infrastructure and easements and \$10,000 for all other assets. The threshold is applied on an individual basis. All tangible and intangible capital assets that exceed the threshold will be capitalized and depreciated over the asset's useful life.

D. Depreciation Method

All capital assets are depreciated using the straight line method. All assets are depreciated based on the date the asset is placed in service with the exception of infrastructure, which is depreciated with a full year of depreciation in the year the asset is placed in service. If an asset is not fully depreciated upon disposal, the depreciation is calculated to the date of disposal for all assets other than infrastructure, for which no depreciation is recorded in the year of disposal.

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E. Useful Lives

Useful lives will be reviewed annually by the Finance Department. The Village depreciates over the following useful lives:

Assets	Years
Buildings and improvements	50
Water, sewer & stormwater infrastructure	65
Bridges	50
Other infrastructure	10-20
Land improvements	20
Machinery and equipment	5 - 30
Computer software	5 - 20
Vehicles	5 - 7
Water and sewerage systems	20 - 50

F. Intangibles

The Village is in possession of assets that may be considered intangibles assets, including computer software and easements. The Village will account for intangibles in accordance with GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*. Computer software will be capitalized if the acquisition cost meets the capitalization threshold. Easements will be accounted for as follows:

1. A temporary easement will not be recognized as a capital asset.
2. A permanent easement will be recognized as a capital asset subject to all the following conditions:
 - a. The easement is evidenced by a final plat of subdivision and acceptance of related improvements, if appropriate. Any final plat of subdivision should include the total acreage of easements accepted by the Village.
 - b. A permanent easement will be valued at 10% of the current land-cash fee rate for improved land of equivalent acreage.
 - c. A permanent easement will be capitalized if it has a value of \$50,000 or more. Easements will be aggregated within a general area (e.g., a subdivision) for the purposes of determining whether the \$50,000 threshold is met.
 - d. A permanent easement associated with a proprietary fund activity will be recorded in the appropriate proprietary fund. Other permanent easements will be recorded in the general fixed asset account group for inclusion in the Village's government-wide financial statements.
 - e. The value of a permanent easement will not be amortized.

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G. Improvement, Repair and Maintenance Expenses

Routine repair and maintenance costs will be expensed as incurred and will not be capitalized. Street regrinding, patching, etc. is considered maintenance and will not be capitalized. Repairs of water and sewer assets will not be capitalized unless the repairs materially extend the life of the original asset.

H. Department Responsibilities

Departments are responsible for protecting and controlling the use of Village assets assigned to their department. The department will be responsible for completing an Asset Control Sheet upon acquisition, disposition or transfer of an asset. All Asset Control Sheets must be submitted to the Finance Department with supporting documentation.

I. Capital Asset Additions

The Village may acquire assets through purchase, lease or donation. When an asset is purchased or leased, the department will forward a copy of the invoice to the Finance Department for payment. The Finance Department will identify assets that meet the capitalization requirements. The Finance Department will assign a unique inventory control number to the asset, assign an inventory ID tag (if applicable) and start an Asset Control Sheet which will be forwarded along with the inventory tag to the responsible department for completion. The Department is responsible for completing the Asset Control Sheet and returning to the Finance Department. The Finance Department will then enter the information into the capital asset software system. Individual assets as well as infrastructure are included as entries in the capital asset software.

The Village may also acquire assets through donations (e.g., developer conveyance). Prior to acceptance, the Village must obtain documentation of the value of the asset being donated. When a donation is accepted through the Village ordinance or resolution process, the Finance Department will obtain the supporting documentation and enter the information into the capital asset software system.

Inventory tags are to be used when feasible. The tags should be placed on the principal body of the asset and removed only when the item is sold, scrapped, or otherwise disposed of.

F. Sales and/or Retirements of Assets

Disposal, sale or retirement of an asset may only occur after the asset is declared surplus and approved by the Village Board. When a capital asset is disposed of, its cost and accumulated depreciation are removed from the Village's books and a gain or loss, if any, is recognized. The department head will document the disposal on the Asset Control Sheet and forward to the finance department. The finance department will remove the item from the capital asset software system and record the disposal in the general ledger.

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Adopted: March 1, 2015

G. **Physical Inventory**

The Village and each department will conduct a physical inventory at least once per year at fiscal year-end. The Finance Department will provide each department with an inventory worksheet identifying all capital assets under their control. Each department will be responsible for completing the physical inventory of the items, verifying the existence and condition of each item on the worksheet, and making note of any additions, deletions, or leases of property that are not reflected on the list. The final list will be reviewed by the department head, who will sign as acknowledgement of their approval and then returned to the Finance Department. The inventory should be performed by a team including at least one representative from the department and one individual from an independent department not responsible for the safeguarding of assets.

The Finance Department will perform a sample verification of the physical inventory items and reconcile the listings to the capital asset software system.

H. **Small Inventory Asset Procedures**

Assets that do not meet the capitalization requirements, but qualify as a small asset for inventory tracking, shall be expensed when purchased. Small assets include all computer equipment, office equipment, and any other department specific items that are designated as small asset items by the Department Head. These items will be maintained in the capital asset software for inventory tracking purposes only. The item will be noted on a Small Inventory Asset Control Sheet for processing. The department heads will be responsible for completing a Small Inventory Asset Control Sheet and submitting this to the Finance Department along with the invoice for payment. The Finance Department will enter the information into the capital asset software, but designate the item as a non-capital asset inventory item. The departments will maintain control over their small inventory asset listing.

I. **Year End Accounting**

At year-end the Finance Department will generate the following reports from the capital asset software system:

1. Property Accounting Summary – this report summarizes the original cost, accumulated depreciation and book value in a summarized format. Separate reports are generated for the governmental funds and proprietary funds.
2. Net Changes Summary – this report summarizes the additions and disposals in a summarized format.
3. Depreciation Detail – this report includes the beginning accumulated depreciation, current year depreciation and ending accumulated depreciation in detail.

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The Finance Department will prepare the necessary journal entries to record changes in capital assets and depreciation. In addition, the Finance Department will prepare all journal entries necessary to present the general fixed asset account group in the government-wide financial statements, in accordance with GASB Statement No. 34.

Village of Lemont, Illinois
 Debt Management Policy
 Adopted March 2015

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Village of Lemont, Illinois
Debt Management Policy
Adopted March 2015

A. Purpose and Goals

This Debt Management Policy sets forth comprehensive guidelines for the financing of capital projects and infrastructure. It is the objective of the policy that the Village obtain financing only when necessary; the process for identifying the timing and amount of debt or other financing be as efficient as possible; and the most favorable interest and other costs be obtained.

In following this policy, the Village shall pursue the following goals when issuing debt:

1. Maintain at least an Aa2 credit rating for each general obligation debt issue, and an Aa credit rating for each revenue bond debt issue.
2. Take all practical precautions to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.
3. Effectively utilize debt capacity in relation to Village growth and the tax base, or utility rate base to meet long-term capital requirements.
4. Consider market timing.
5. Determine the amortization (maturity) schedule which will best fit with the overall debt structure of the Village's general obligation debt and related tax levy at the time the new debt is issued. For issuance of revenue bonds, the amortization schedule which will best fit with the overall debt structure of the enterprise fund and its related rate structure will be considered. Consideration will be given to coordinating the length of the issue with the lives of assets, whenever practical, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
6. Consider the impact of such new debt on overlapping debt and the financing plans of local governments which overlap, or underlie the Village.
7. Assess financial alternatives to include new and innovative financing approaches, including, whenever feasible, categorical grants, revolving loans or other state/federal aid.
8. Minimize debt interest costs.

Village of Lemont, Illinois
Debt Management Policy
Adopted March 2015

B. Debt Issuances

1. Authority and Purposes of the Issuance of Debt

The laws of the State of Illinois authorize the issuance of debt by the Village. The Local Bond Law confers upon municipalities the power and authority to contract debt, borrow money, and issue bonds for public improvement projects as defined therein. Under these provisions, the Village may contract debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or to refund bonds.

2. Types of Debt Issuances

a. *Short Term Debt (three years or less)*: The Village may issue short-term debt which may include, but not be limited to, bond anticipation notes or variable rate demand notes, those instruments which allow the Village to meet cash flow requirements or provide increased flexibility in financing programs.

b. *Long Term Debt (more than three years)*: The Village may issue long-term debt which may include, but not limited to, general obligation bonds, certificates of participation, capital appreciation bonds, special assessment bonds, self-liquidating bonds and double barreled bonds. The Village may also enter into long-term leases for public facilities, property, and equipment with a useful life greater than one year.

3. Structure of Debt Issuances

The duration of a debt issue shall not exceed the economic or useful life of the improvement or asset that the issue is financing. The Village shall design the financing schedule and repayment of debt so as to take best advantage of market conditions and, as practical, to recapture or maximize its credit capacity for future use, and moderate the impact to the taxpayer.

4. Sale of Securities

All debt issues shall be sold through a competitive bidding process based upon the lowest offered True Interest Cost (TIC), unless the Village Board deems a negotiated sale the most advantageous to the Village.

5. Markets

The Village shall make use of domestic capital markets when the conditions best fit the Village's financing needs.

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6. Credit Enhancements

The Village may enter into agreements with commercial banks or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the Village with access to credit under terms and conditions as specified in such agreements when their use is judged cost effective or otherwise advantageous. Any such agreements shall be approved by the Village Board.

C. Legal Constraints

1. State Law

30 ILCS 305/0.01, et. seq.: the short title is "The Bond Authorization Act."

2. Authority for Debt

The Village may, by bond ordinance, incur indebtedness or borrow money, and authorize the issue of negotiable obligations, including refunding bonds, for any capital improvement of property, land acquisition, or any other lawful purpose except current expenses, unless approved by the Village Board.

3. Debt Limitation

Under Illinois Compiled Statutes the Village's general obligation bonded debt issuances are subject to a legal limitation based on 8.625% of the total assessed value of real estate property.

The Village is subject to debt limitations by Illinois Property Tax Extension Limitation Law (PTELL). PTELL allows the issuance of an amount of general obligation debt equal to the aggregate extension for principal and interest payments for non-referendum bonds that the Village issued prior to January 1, 1997. Limited bonds are general obligation bonds that are issued without referendum. These bonds must be identified as limited bonds at the time of issuance. The following bonds are not subject to PTELL limitations:

- Alternate revenue bonds
- Refunding obligations issued to refund or to continue to refund operations initially issued pursuant to referendum

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Debt Management Policy
Adopted March 2015

4. Methods of Sale

All bonds shall be sold at a public sale via sealed proposal or live auction, except that bonds may be sold at a private sale in accordance with 30 ILCS 350/10. The Village may issue temporary notes by negotiated sale if the bond ordinance or subsequent resolution so provides.

- a. *Bonds:* All bonds will mature within the period or average period of usefulness of the assets financed; and the bonds will mature in installments, the first of which is payable not more than five years from the dated date of the bonds. Term bonds may be allowable if recommended by the Village's financial advisor, in lieu of a fixed maturity schedule, and approved by the Village Board.
- b. *Financial Advisor:* As a matter of independence, the Financial Advisor will not bid on nor underwrite any Village debt issues on which it is advising.

5. Credit Implications

When issuing new debt, the Village should not exceed credit industry benchmarks where applicable. Therefore, the following factors should be considered in developing debt issuance plans:

- a. *Ratio of Net Bonded Debt to Estimated Full Value:* The formula for this computation is Net Bonded Debt, which is the total outstanding debt divided by the current Estimated Full Value as determined by the Township Assessors.

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
1.18	4.00	2.42

- b. *Net Bonded Debt Per Capita:* The formula for this computation is Net Bonded Debt divided by the current population as determined by the most recent census information available.

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
\$1,142	\$2,000	N/A

- c. *Income Per Capita:* The formula for this computation is income for all households (the number obtained from the most current census data) divided by the current population as determined by the most recent census information available.

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d. *Ratio of Net Bonded Debt to Equalized Value:* The formula for this computation is Net Bonded Debt, which is the total outstanding debt divided by the current Assessed Value as determined by the Township Assessors.

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
3.54	6.00	N/A

e. *Ratio of Annual Debt Service to General Government Expenditures:* The formula for this computation is annual debt service expenditures divided by General Government (i.e., General, Special, and Debt Service Funds) expenditures (excluding certain interfund transfers).

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
10.41	16.00	8.14

f. *Rapidity of Debt Service Repayment:* Exclusive of refunding and mini-bond issues, the Village’s general obligation bond issues shall be so structured whereby at least twenty percent of the principal and interest for each issue is repaid in five years, and fifty in ten years.

**Current ratio based on latest audited financials (4/30/10). Median values obtained from Moody’s 2009 US Local Government Medians. N/A indicates ratio was not included as part of this data source.

D. Debt Administration

1. Financial Disclosures

The Village shall prepare appropriate disclosures as required by the Securities and Exchange Commission, the federal government, the State of Illinois, rating agencies, underwriters, investors, agencies, taxpayers, and other appropriate entities and persons to ensure compliance with applicable laws and regulations.

2. Review of Financing Proposals

All capital financing proposals that involve a pledge of the Village’s credit through the sale of securities, execution of loans or lease agreements and/or otherwise directly involve the lending or pledging of the Village’s credit shall be referred to the Village Administrator who shall determine the financial feasibility, and the impact on existing debt of such proposal, and shall make recommendations accordingly to the Village Administrator.

Village of Lemont, Illinois
Debt Management Policy
Adopted March 2015

3. Investment of Bond Proceeds

The Village will invest bond proceeds in accordance with the Village's adopted investment policy.

4. Establishing Financing Priorities

The Village Administrator shall administer and coordinate the Village's debt issuance program and activities, including timing of issuance, method of sale, structuring the issue, and marketing strategies. The Village Administrator along with the Village's financial advisor shall meet, as appropriate, with the Village Administrator and the Village Board regarding the status of the current year's program and to make specific recommendations.

5. Ratings Agency Relations

The Village shall endeavor to maintain effective relations with the rating agencies. The Village Administrator, Village Administrator, the Village Treasurer and the Village's financial advisors shall meet with, make presentations to, or otherwise communicate with the rating agencies on a consistent and regular basis in order to keep the agencies informed concerning the Village's capital plans, debt issuance program, and other appropriate financial information.

6. Investment Community Relations

The Village shall endeavor to maintain a positive relationship with the investment community. The Village Administrator and the Village's financial advisor shall, as necessary, prepare reports and other forms of communications regarding the Village's indebtedness, as well as its future financing plans. This includes information presented to the press and other media.

7. Refunding Policy

The Village shall consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent or greater must be achieved.

Village of Lemont, Illinois
Debt Management Policy
Adopted March 2015

8. Investment of Borrowed Proceeds

The Village acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the Village. The management of public funds shall enable the Village to respond to changes in markets or changes in payment or construction schedules so as to (i) optimize returns, (ii) insure liquidity, and (iii) minimize risk.

9. Federal Arbitrage Rebate Requirement

The Village shall maintain or cause to be maintained an appropriate system of accounting to calculate bond investment arbitrage earnings in accordance with the Tax Reform Act of 1986, as amended or supplemented, and applicable United States Treasury regulations related thereto. Such amounts shall be computed annually and transferred from the Bond Construction Fund (i.e., interest earnings revenue account) to the Debt Service Fund escrow account, or other appropriate accounts, for eventual payment to the United States Treasury.

In order to avoid arbitrage earnings on bond proceeds, Village staff shall recommend issuance of debt based upon the cash flow needs of the capital improvement project in which contracts for construction or other goods and services can reasonably be expected to be awarded during the calendar year. Consideration shall be given to the feasibility of obtaining rights-of-way, engineering services, or other matters which may affect the completion of the project in a timely manner, before a recommendation to issue debt is made.

Village of Lemont, Illinois
Debt Management Policy
Adopted March 2015

E. Governmental Obligation Bonds Alternate Revenue Source Bonds

The Village may seek to finance the capital needs of governmental activities and its revenue producing enterprise funds through the issuance of Alternate Revenue Source debt obligations. These debt obligations are payable from various limited revenue sources.

1. Governmental Funds

Revenue sources pledged for governmental activities include income taxes, sales taxes, use taxes and utility taxes. The Village may only pledge up to 50% of the annual revenue received for debt service.

2. Enterprise Funds

Revenue sources pledged for enterprise funds include water and sewerage revenues. In addition, the Village has pledged revenue from income taxes, sales taxes and use taxes as additional funding for repayment of these obligations. The Village may only pledge up to 50% of the annual revenue received for debt service.

Prior to issuing Alternate Revenue Source debt obligations, the Village Administrator and Village Treasurer will develop financial plans and projections showing the feasibility of the planned financing, required rates and charges needed to support the planned financing and the impact of the planned financing on rate payers, property owners and the other affected parties. On an annual basis, the Village will review the percent of revenue stream that is pledged for repayment of debt for compliance with Village limitations. If it is not feasible to issue an Alternative Revenue obligation, then a revenue- secured debt obligation should be considered.

F. Conduit Financing

Under federal and state statutes the Village Board has the authority to issue tax-exempt bonds for non-profit organizations organized under Internal Revenue Code 501 (c) (3), and economic development revenue bonds, also known as private activity bonds, under the Tax Reform Act of 1986. These tax-exempt bonds shall be collectively referred to as conduit financings. The Village has no liability or responsibility for repayment of the debt authorized under these statutes.

The following policy and procedures shall be followed prior to the issuance of any such debt:

1. The applicant shall contact the Village Administrator or the Village Treasurer and submit a formal application for the issuance of a conduit financing.

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2. For private activity bonds (economic development revenue bonds), the application shall include a written proposal which should include, but not be limited to, the following information, where applicable:
 - a. A description of the project including original issuance, refinancing, recollateralization or other action sought;
 - b. A statement indicating the amount of funding required for the project and a description of the purpose for which such funding will be used;
 - c. A description of any proposed financing arrangement for the project (e.g., loan agreement, or Village to own the project and lease to applicant);
 - d. A statement of the public purpose to be served by the issuance of economic development revenue bonds for the project;
 - e. An anticipated construction schedule and schedule for completing the financing;
 - f. The name and address of the proposed purchaser of the economic development revenue bonds proposed to be issued, if known;
 - g. A complete description, with such supporting exhibits as may be appropriate, of the physical aspects of the project;
 - h. Projected number of vehicles entering the facility area per day;
 - i. Ability of the streets to carry additional load;
 - j. Drainage/storm sewer requirements;
 - k. Utility requirements;
 - l. Ability of the schools to accommodate possible enrollment increases;
 - m. Financial stability of the applicant;
 - n. Description of principal business of applicant;
 - o. Number of employees anticipated at the new facility;
 - p. Number of new jobs to be created;

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- q. Number of management level employees;
 - r. Types of skills required by the facility's employees;
 - s. Yearly payroll/average employee salary;
 - t. Projected appraised/assessed value of the facility's real personal property in Lemont;
 - u. Number of years the prospective tenant has been in business;
 - v. Number of plant relocations since 1960, if applicable w. Civic Awareness
3. For the issuance of 501 (c) (3) bonds the proposal shall include all of the information listed in section 2. above as well as the following, as applicable:
 - a. A statement of the public purpose to be served by the issuance of 501 (c) (3) revenue bonds for the project;
 4. The information submitted by the applicant should be reviewed by the Village Administrator and the Village's financial and legal advisors and a summary of such information, together with an evaluation thereof and the recommendation of the staff should be presented to the Village Board as promptly as practicable thereafter. In addition, the Village may retain the services of qualified legal counsel to act as special counsel or the Village's financial advisor to do a study of the economic viability of the project. The applicant shall be responsible for all fees of the financial and legal advisors and shall deposit with the Village a sum sufficient to cover such costs and fees as determined from time to time by the Village Administrator.
 5. The Village Board shall review the report presented to them by the Village staff as promptly as practicable after receipt thereof and shall take one of the following actions:
 - a. Notify the applicant in writing that its proposal has been rejected and refund to the applicant any uncommitted balance of the deposit, if any.
 - b. Adopt a resolution of intent to proceed with the project and refund to the applicant any uncommitted balance of the deposit, if any.
 6. If a resolution of intent is adopted by the Village Board, the financing, refinancing, or recollateralization may proceed pursuant to the provisions of this policy. All costs of issuance associated with such financing, including any expenses attributable to the Village, shall be borne by the applicant.

G. TIF Debt

Tax Increment Financing debt is excluded from this policy as it is governed by the specific TIF redevelopment agreement.

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Fund Balance Policy
Adopted March 2015

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Fund Balance Policy
Adopted March 2015

A. Purpose and Scope

Fund Balance is defined as the excess of assets over liabilities. This Fund Balance Policy establishes a minimum level (target range) at which the projected end-of-year fund balance should be maintained to provide financial stability, cash flow for operations, and the assurance that the Village will be able to respond to emergencies with fiscal strength.

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the Village must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Nonspendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

B. Definitions

1. *Governmental Funds* - are used to account for all or most of the Village's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the Village not accounted for in some other fund.
2. *Fund Balance* – the difference between assets and liabilities in a Governmental Fund.
3. *Nonspendable Fund Balance* – the portion of a Governmental Fund's net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g, prepaid items)
4. *Restricted Fund Balance* – the portion of Governmental Fund's net assets that are subject to external enforceable legal restrictions (e.g., property tax levies).
5. *Unrestricted Fund Balance* – is made up of three components:
 - a. *Committed Fund Balance* – the portion of a Governmental Fund's net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making
 - b. *Assigned Fund Balance* – the portion of a Governmental Fund's net assets to denote an intended use of resources
 - c. *Unassigned Fund Balance* – available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e., assignments). Positive unassigned fund balance can only be reported in the general fund. Any residual fund balance in all other governmental funds is assumed at a minimum to be assigned for the purpose of the fund.

Village of Lemont, Illinois
Fund Balance Policy
Adopted March 2015

C. Minimum Unrestricted Fund Balance Levels

This policy applies to the Village's governmental funds as follows:

1. *General Fund* – The General Fund is a major fund and the general operating fund of the Village. It is used to account for all financial resources except those that are accounted for in another fund. Each year a portion of the spendable fund balance will be determined as follows:
 - a. Restricted - A portion of the fund balance may be restricted through external legal requirements.
 - b. Committed – A portion of the fund balance may be committed through formal action of the Village's Board of Trustees through a resolution or ordinance adopted before the end of the fiscal year.
 - c. Assigned – A portion of the fund balance may be committed by action of the Village Administrator/Budget Officer. The amount will represent the funds the Village intends to use for a specific purpose. This will be adjusted annually.
 - d. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. This unassigned fund balance will be maintained at a target level of 30% of annual budgeted operating expenditures. Operating Expenditures does not include one-time capital equipment and transfer of funds. Balances in excess of 40% of annual budgeted expenditures may be transferred to the Capital Project Fund to support future capital projects.
2. *Working Cash Fund* – The working cash fund is a permanent fund. The Working Cash fund provides the Village with a source for internal borrowing to meet short-term liquidity needs. Working cash revenues are restricted by Illinois state statute (65 ILCS 5/). Therefore, no specific target range is established for this fund
3. *Special Revenue Funds* – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt services or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from a motor fuel tax imposed by the state. These proceeds are devoted exclusively to the purposes for which the special tax was authorized.

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- a. Motor Fuel Tax Fund – this is a fund established to account for revenues derived from a specific motor fuel allotment and expenses of these monies for the highways and streets throughout the Village. Per state statute, Motor Fuel Tax Fund program revenue is legally restricted to the purpose of the fund. Therefore, the entire balance of the fund will be restricted. Furthermore, the fund balance of the Motor Fuel Tax Fund is 100% committed for maintenance and construction. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target range is established for this fund.
 - b. IMRF Fund - The IMRF Fund accounts for the activities resulting from the Village’s participation in the Illinois Municipal Retirement Fund. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the Village’s contributions to the Fund on behalf of the Village’s employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund. The fund balance should represent no less than three months (25%) with a target range of 3 to 6 months (50%) of operating expenditures. This fund will be monitored and the taxes levied to support the expenditures will be adjusted to ensure that the Fund operates within the target range. It may take more than one levy cycle to ensure that the funds are operating in the proper range.
 - c. Social Security Fund – The Social Security Fund accounts for all activities resulting from the Village’s contributions for social security. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the Village’s contributions on behalf of the Village’s employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund. The fund balance should represent no less than three months (25%) with a target range of 3 to 6 months (50%) of operating expenditures. This fund will be monitored and the taxes levied to support the expenditures will be adjusted to ensure that the Fund operates within the target range. It may take more than one levy cycle to ensure that the funds are operating in the proper range.
4. Debt Service Fund – This fund was established to account for financial resources that are restricted, committed, or assigned to payment of principal and interest owed on debt. The Village budgets an amount of approximately the principal and interest that is anticipated to be paid. Any fund balance accumulation should be minimum and less than 5%.

The Debt Service Fund’s fund balance is 100% restricted for debt service.

Village of Lemont, Illinois
Fund Balance Policy
Adopted March 2015

5. Capital Project Funds – These funds are established to account for and report the financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds.

The Capital Project Fund's fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.

D. Flow Assumptions

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). When restricted funds exist, those funds are used first, then unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

E. Authority

1. Committed Fund Balance – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Village Board. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year-end.

2. Assigned Fund Balance – A self-imposed constraint on spending the fund balance based on the Village's intent to use fund balance for a specific purpose. The authority may be delegated to the Village Administrator.

F. Minimum Targets

Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. During the year, if revenue projections suggest that revenue will not meet expectations and the fund targets will not be met by the end of the year, the Village Administrator will take the following actions to reach the goals established in the adopted budget:

- Review expenses with management,
- Reduce capital asset expenditures,
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals,
- Present to the Village Board other expenditure control options, including those that might modify the goals established in the adopted budget.

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Fund Balance Policy
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G. Exceptions to the Policy

If the Village Board adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a five-year period.

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The Village of Lemont
Investment Policy
Adopted: March 2015

A. Scope

This Policy applies to the cash management and investment activities of the Village of Lemont and covers all Village funds other than those of the Police Pension Plan. It is the policy of the Village of Lemont to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state and local statutes governing the investment of public funds. With the exception of the Police Pension Fund, all other funds of the Village shall be administered in accordance with the provisions of this policy. The Police Pension Fund shall be administered in accordance with the contractual and statutory requirements of that fund. Any monies received for the Police Pension Fund shall be administered by the written order of the Board of Trustees of that Fund.

Pooling of Funds

Except for cash in certain restricted and special funds, the Village will consolidate cash and investment balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles monthly.

B. Objectives

The primary objectives of investment activities, in priority order, shall be Legality, Safety, Liquidity, and Total Return.

1. Legality

The Village's investments will be in compliance with all federal, state and other legal statutes and requirements governing the investment of public funds.

2. Safety

Safety of principal, along with legality, are the foremost objectives of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, custodial credit risk, and interest rate risk in the overall portfolio. The Village shall diversify its investments to minimize risks regarding individual securities.

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a. Credit Risk

Credit Risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Village will minimize credit risk by:

- Limiting investments to the types of securities listed in Section E of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Village will do business in accordance with Section D.1. of this policy.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Custodial Credit Risk

Custodial Credit Risk is the risk that, in the event of a bank or counterparty failure, the Village's collateral securing uninsured deposits or investments may not be recovered. The Village will minimize custodial credit risk over deposits with financial institutions by ensuring that all deposits with financial institutions are insured or collateralized with securities held by the Village's agent in the Village's name.—All investments shall be conducted on a Delivery vs Payment (DVP) basis. Securities will be held by a third-party securities custodian designated by the Village separate from where the investment was purchased.

c. Interest Rate Risk

Interest Rate Risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Village will minimize interest rate risk by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the weighted average maturity of the portfolio to no more than two years and limiting the maximum maturity of any investment to three years from the date of purchase, unless matched to a specific future cash flow need.

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3. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may also be placed in local government investment pools which offer same-day liquidity for short-term funds.

4. Total Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the legality, safety and liquidity objectives described above. Return on investments is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

C. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person,” which states “ Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probable income to be derived” and shall be applied in the context of managing the entire portfolio.

Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

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2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village.

3. Delegation of Authority

Authority to manage the investment program is granted to the Village Administrator derived from the following: 30 ILCS 235 et. seq. The Village Administrator or designee establishes written procedures and internal controls for the operation of the investment program that is consistent with the investment policy. **Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements.** No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Village Administrator. The Village Administrator and Village Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, including outside investment managers.

D. Safekeeping and Custody

1. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.

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- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the Village's investment policy.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Village Administrator.

2. Internal Controls

The Village Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Village Administrator shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical-delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of telephone transactions for investments and wire transfers.
- Dual authorizations of wire transfers.
- Development of a wire transfer agreement with the lead bank or third party custodian.

See Attachment A: Village of Lemont Investment Procedures and Internal Controls Manual.

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3. Delivery vs Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible Village custodian prior to the release of funds.

4. Safekeeping

Securities will be held by a [centralized] independent third-party custodian selected by the Village as evidenced by safekeeping receipts in the Village's name and a written custodial agreement. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

E. Suitable and Authorized Investments

1. Investment Types

Except as modified herein all investments purchased under this policy shall be guided by the Public Funds Investment Act 30 ILCS 235 et seq. and all revisions thereto, as may be made by the Illinois Legislature. Below is a summary of acceptable investments as determined by the Village Administrator in compliance with the applicable statute:

- a. U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value and are rated A or better by a nationally recognized ratings agency.
- b. Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rated in the three highest tier (e.g., A-1, P-1, D-1, or F- 1 or higher) by a nationally recognized rating agency
- c. Investment-grade obligations (rated A or better by a nationally recognized ratings agency) of state, provincial and local governments and public authorities.
- d. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities.
- e. Local government investment pools.

Investment in derivatives shall be prohibited without the approval of the Board of Trustees of the above instruments shall require authorization by the appropriate governing authority.

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2. Collateralization

Monies held in depository accounts, time deposit accounts, or money market mutual funds, or invested in the certificates of deposit of financial institutions (banks, savings and loan associations, or credit unions) in excess of FDIC or SAIF insurance shall be secured by some form of collateral. The Village will accept the following assets as collateral:

- (a) U.S. Government securities.
- (b) Obligations of federal agencies.
- (c) Obligations of federal instrumentalities.
- (d) General obligation bonds of any United States state or local government rated “A” or better (i.e., at least upper medium quality) by Moody’s Investors Service, Standard & Poor’s Rating Service, or Fitch Investors Service.

The chief investment officer may reject any form of collateral at any time.

The amount of the collateral provided by a financial institution will not be less than 110% of the market value of the net amount of deposits and investments to be secured. The ratio of market value of collateral to the amount of funds to be secured will be reviewed monthly by the chief investment officer. Additional collateral will be requested of a financial institution when the ratio declines below the required level. Collateral may not be released without the signature of the chief investment officer. Pledged collateral will be held in safekeeping, by an independent third-party depository, or the Federal Reserve Bank, as designated by the chief investment officer, and evidenced by a safekeeping receipt.

The market value of collateral will be determined based upon quotations reflected in the edition of *The Wall Street Journal* published on the first business day following the quarter concerned. (This edition will report the market value of securities as of the last day of the quarter concerned.) If a security provided as collateral is not listed in *The Wall Street Journal*, its market value will be determined using a comparable source acceptable to the chief investment officer.

Financial institutions pledging collateral will sign a collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA) acceptable to the chief investment officer.

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F. Investment Parameters

1. Diversification

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities). No more than 10% of the portfolio can be invested in any one investment.
- Limiting investment in securities that have higher credit risks.
- Investing in securities with varying maturities.
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. Maximum Maturities

To the extent possible, the Village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than three (3) years from the date of purchase. The Village shall adopt weighted average maturity limitations, consistent with the investment objectives, as previously noted.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in these types of securities shall be disclosed in writing to the Board of Trustees.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

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G. Reporting

The Village Treasurer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This management summary will be prepared in a manner which will allow the Village to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Village Administrator and the Village Board Finance Officer. The report will include the following:

- Listing of individual securities held, by fund, at the end of the reporting period reporting original cost and current market value of each security.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investments by maturity date.
- The purchase and safekeeping institutions.

H. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken, and the benchmark shall have a similar weighted average maturity as the portfolio.

I. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This review of the investment portfolio, in terms of value and price volatility, should be performed consistent with the GFOA Recommended Practices on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools”. In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

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Investment Policy
Adopted: March 2015

J. Policy Consideration

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the Village board in consultation with the individuals charged with maintaining internal controls.

K. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the Village Board of the Village of Lemont and reviewed annually.

Investment Procedures and Internal Controls Manual – Attachment A

A. Introduction

The Finance Department and Village Administrator is responsible for conducting cash and investment transactions for all funds (except the Police Pension Fund) held by or for the benefit of the Village of Lemont. The responsibility for the administration of the investment program has been delegated to the Village Administrator and Village Treasurer, who shall implement the following investment procedures and internal controls, as prescribed by the Investment Policy.

B. Objective

The Procedures and Internal Control Manual provides an outline for cash and investment transactions. This manual shall be reviewed on a yearly basis for possible revisions by the Village Administrator and Village Treasurer to ensure that the manual is current with investment industry standards and practices.

C. Prudence and Standard of Prudence

The standard of prudence to be used by the investment staff shall be that of a “prudent person” and shall be applied in the context of managing the overall portfolio. The Village Treasurer, or persons performing the investment functions, acting in accordance with written policies and procedures and exercising due diligence, shall not be responsible for an individual security’s credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control or mitigate adverse developments.

The “prudent person” standard is herewith understood to mean the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

D. Investment Decisions

The investment staff, which includes the Village Administrator and Village Treasurer, shall adhere to the guidelines of the Village of Lemont’s Investment Policy regarding all investment procedures or any other cash and investment transactions.

Investment Procedures and Internal Controls Manual – Attachment A

E. Chain of Command

For the purpose of obtaining approval on investment matters not addressed in the Investment Policy, the following chain of command is appropriate:

1. Village Board of Trustees
2. Village Administrator
3. Village Treasurer

F. Duties and Responsibilities

The Village Administrator and the Village Treasurer have specific duties and responsibilities as stated in their respective position descriptions. The Village Administrator shall be responsible for the management of the investment program and the Village Treasurer shall be responsible for the daily operational duties (i.e., purchases, sells, bank transfers, wires, and reports) with another finance department employee responsible for the accounting along with monitoring compliance with the internal control procedures.

G. Ethics and Conflict of Interest

For the protection of the investment staff, it is imperative that full disclosure be made by investment personnel and the Board of Trustees to the Village Administrator of any material interests which they may hold in a financial institution (brokers/dealers, banks, etc.) which conducts business with the Village.

H. Separation of Duties

Investment staff shall observe proper segregation of duties while engaged in investment activities. Persons responsible for approving investment transactions should not be engaged in activities relating to the recording of transactions in the financial records or the reconciliation of cash and safekeeping account statements.

I. Reporting Requirements

A quarterly report shall be prepared and forwarded to the Village Administrator who in turn shall forward to the Village Board. The report shall contain, but not be limited to, the following information:

- | | |
|----------------------------|-----------------------------------|
| a) Security ID | f) Par value |
| b) Purchase date | g) Original cost value |
| c) Maturity date | h) Coupon rate (if applicable) |
| d) Purchase institution | i) Yield to maturity |
| e) Safekeeping institution | j) System assigned account number |

Investment Procedures and Internal Controls Manual – Attachment A

A mark-to-market report shall be prepared on a quarterly basis. This report shall include the market value, book value, and unrealized gain or loss of the securities in the portfolio. These values should be obtained from a reputable and independent source.

J. Operations

“Operations” is defined as those necessary procedures and duties required to maintain a properly working department on a daily basis.

1. Daily Investment Procedures

The following is a basic outline of routine daily procedures necessary to maintain proper documentation on cash and investment transactions.

Each morning, the daily bank balances shall be obtained from the depository bank via computer.

The Village Treasurer shall be responsible for providing the Village Administrator with daily information regarding the cash requirements and required maturity dates for all funds.

2. Daily Investment Worksheet (“cash book”)

On a daily basis, it is necessary to monitor cash activity within specific bank accounts for the purpose of determining net cash available for investment. A “cash book” shall be maintained by the Village Senior Fiscal which shall include a summary of daily cash inflows and outflows by bank account and corresponding book balances at the end of each day.

A review of the “cash book” shall be conducted by the Village Treasurer and shall consider net available cash for investment as well as future anticipated cash flows for the purpose of determining the amount and duration in which funds might be invested.

All cash and investment transactions shall be journalized, by bank account, and given to the Village Treasurer before 2:00 p.m. each day.

Proper documentation and authorization shall be required before any cash or investment transaction is executed.

Investment Procedures and Internal Controls Manual – Attachment A

3. Authorized Wire Transfers

Only the Village Treasurer shall be authorized to originate the wiring Village funds for investment and payment of debt service purposes to established Village bank accounts. Wire instructions and personal identification numbers (PIN's) shall be safeguarded by the authorized representatives.

All bank transfer requests shall be in writing and approved by an authorized representative and all requests shall be filed with the investment work-up documents. All bank transfers will require two signatures, the Village Treasurer and the Village Administrator. Phone wire transfers may be performed provided such requests are made over recorded lines and a written confirmation of the transfer is prepared by the bank. The purpose of the bank transfer must be noted as part of the transfer information.

Wire transfers shall be confirmed by a third party independent of the authorization function.

4. Securities' Confirmations

The processing of securities' confirmations, including the filing and reconciling, shall be reviewed by an individual who did not execute the purchase or sale. All confirmations for securities, including certificates of deposit, shall be attached to the daily investment work-up documentation. The original confirmations are not permitted to leave the Finance Department, and only copies will be provided upon request.

Upon receipt, the safekeeping account listing shall be reconciled against the appropriate investment reports.

5. Coupon Notices

Securities which periodically pay coupons will require that the amount of the coupon payments be transferred to the appropriate bank account and a journal entry prepared and given to the Village Treasurer.

Investment Procedures and Internal Controls Manual – Attachment A

6. Safekeeping Procedures

All securities purchased for the Village shall be received by “delivery vs. payment” (DVP) to the Village’s designated custodian for safekeeping. The Village’s designated safekeeping institution shall be notified of the trade prior to or on the day of settlement. Confirmation of the delivery will include the type of security purchased/sold, CUSIP, coupon rate (if applicable), maturity, purchase and settlement dates, par value and purchase price.

Nonnegotiable Certificates of deposit are permitted to be safekept at the issuing bank provided they are fully collateralized and pledges are held at an independent third party institution. Negotiable certificates of deposit should be on a DVP basis as noted above. All certificates of deposit confirmations must be verified against the appropriate investment reports and general ledger account on a monthly basis.

Additional requirements and procedures are outlined in the Third-Party Custodial Safekeeping Agreement regarding safekeeping procedures.

K. Accounting for Investment Transactions

Investments shall be recorded in the financial records at original cost. Interest income will be recognized at maturity or amortized as of the last day of the fiscal year according to the effective interest method of amortization.

L. Investment Information

1. Internal Investment Reports

Investment reports are generated by the Village Treasurer. Each report shall be checked against the original documentation and the appropriate general ledger accounts to ensure the accuracy of the reports on a monthly basis. Furthermore, the investment reports shall be safekept by the Finance Department.

2. Market Values

Market values shall be calculated on a quarterly basis by the Village Treasurer and a report provided to the Village Administrator and the Board of Trustees.

3. Trust Statements

Original statements for the Village’s investment accounts which are held by a custodian shall be reconciled by the Village Treasurer on a monthly basis.

Investment Procedures and Internal Controls Manual – Attachment A

M. Selection of Dealers and Bankers

As stated in the Village of Lemont's Investment Policy, the Village Treasurer shall only purchase securities from financial institutions which are qualified as public depositories by the Village of Lemont or from broker/dealers that were selected based on credit worthiness that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

The Finance Department shall provide each authorized dealer a copy of the Village's Investment Policy and each dealer shall be required to submit, in writing, a statement that they have received, read and understand the Village's investment policy. This statement shall be submitted to the Village Administrator.

Once all requirements are met, the Finance Department will provide the dealer with a list of staff members who are authorized to conduct cash and investment transactions.

N. Security Selection Process

When purchasing or selling securities, the Finance Department shall select the security which provides both the highest rate of return within the established parameters of the Investment Policy and satisfies the current objectives and needs of the Village's portfolio. These selections shall be made based on a minimum of two (2) bids/quotes (unless securities are being purchased at the FED window) being obtained from banks and/or broker/dealers on the securities in question.

Two bids/quotes are not necessary in the following situations:

1. When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
2. When no active market exists for the issue being traded due to the age or depth of the issue.
3. When a security is unique to a single dealer, for example, a private placement.
4. When the transaction involves new issue or issues in the "when issued" market.

When using the competitive bid process, all bids shall become part of the record of the specific security involved.

Village of Lemont
 Revenue and Cash Management Policy
 Adopted: March 2015

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Village of Lemont
Revenue and Cash Management Policy
Adopted: March 2015

A. Scope

The Revenue and Cash Management Policy applies to all revenue collected, except where state or federal laws supersede. Major revenue sources for the Village of Lemont include real estate taxes, franchise revenues, state shared revenues, utility usage, licenses and permits, fines, and charges for services. Proper controls over revenue are essential to maintaining strong financial management practices.

B. Internal Controls

All aspects of cash receipts and accounts receivable shall be subject to proper internal controls. Management of each department shall be familiar with the Revenue and Cash Management Policy and established internal controls that are properly documented and followed by staff members. Internal controls include:

1. Segregation of duties for authorization, recording and custodian functions.
2. Daily processing of cash receipts and accounts receivable transactions.
3. Timely deposit of funds.
4. Timely reconciliation to the general ledger and other supporting ledgers.
5. Establishment of physical security procedures.
6. Notification of management upon suspicion of fraud. Management shall then notify the appropriate authorities (e.g., law enforcement, state agencies) in a timely manner for further investigation.

See Attachment A: Revenue and Cash Management Procedures and Internal Control Manual for additional documentation of procedures and controls.

C. Accounting Procedures

All receipts and receivables shall be recorded in keeping with current authoritative standards and practices, including:

1. Revenue shall be recorded in the proper general ledger account by fund and revenue source.
2. Revenue shall be recorded in the proper fiscal accounting period in accordance with the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for enterprise and internal service fund and governmental and business type activities. The Village will strive to minimize differences in revenue recognition for governmental funds and governmental activities.

Village of Lemont
Revenue and Cash Management Policy
Adopted: March 2015

D. Invoicing Procedures

1. General Accounts Receivable

Accounts receivables shall be established for services provided in advance of payment. The Village maintains accounts receivable for business licenses, liquor licenses, cigarette licenses, scavenger licenses, health inspection licenses and amusement licenses. These accounts are invoiced in advance on an annual basis covering the period May 1 to April 30, with the exception of liquor licenses which are invoiced on a semi-annual basis. In addition, the Village invoices for Police Special Details. The Police Special Details bills represent reimbursements for services performed and are billed when incurred.

- a) All initiated bills shall have a due date of 30 days from the bill date, unless otherwise stated per ordinance or resolution. Invoices for license renewals shall be generated by April 1, allowing 30 days for payment prior to due date of May 1. Police Special Detail bills shall be generated within 30 days after the payroll date that identifies the special detail assignment.
- b) All invoices for license renewals and Police Special Details shall be produced and maintained by the Finance Department.
- c) Bills shall be generated in the accounting system software accounts receivable module. The accounts receivable module automatically updates the general ledger upon generation

2. Water and Sewerage Receivable

The Village maintains accounts receivable for water and sewerage services. The Village is divided into two sections. Each section is invoiced every other month for a two month billing period. The sections are rotated to allow for monthly billing process representing half of the households.

- a) All initiated bills are dated the 1st day of the month, covering usage for the two months ended the last day of the prior month. Bills have a due date on the 20th day of the month.
- b) An accounts receivable aging for all water and sewer billings is maintained by the Water Billing Supervisor.
- c) Bills shall be generated using the accounting system software utility billing module. The meter readings automatically update the utility billing module. The utility billing module automatically updates the general ledger.

Village of Lemont
Revenue and Cash Management Policy
Adopted: March 2015

E. Receipt of Funds

The Finance Department shall serve as primary recipient for all revenue collection sites. Each department with remote collection responsibility shall utilize a separate cash register and establish and maintain an adequate system of internal controls for receipts. Controls shall include, at a minimum, the following:

1. The method of payment (e.g., cash, check or credit card) shall be indicated on the receipt. This is entered into the accounting system software at time of transaction.
2. Identification of the individual receiving payment on receipt. The accounting system software identifies the Finance Department Clerk who is logged onto the computer to process the receipts.
3. Wherever possible, the receipt shall allow for immediate revenue account classification in conformance with the established chart of accounts. If not possible, the department and fund shall be indicated.
4. Restrictively endorsement (stamped for deposit only) of checks at the point and time of collection.
5. Reconciliation of collections by an individual not involved in the receipting or posting process or establishment of mitigating controls.
6. Recording of receipts in the financial accounting system on a timely basis.
7. Timely posting of adjustments with supervisory approval required
8. Timely reconciliation and deposit of funds received.

See Attachment A: Revenue and Cash Management Procedures and Internal Control Manual for additional documentation of current procedures and controls.

F. Remote Sites

Remotes sites for the Village include the Police Department. In addition, customers may pay for vehicle stickers at the local bank. Controls shall include, at a minimum, the following:

1. Dollar Threshold: At any such point a remote collection site accumulates in the aggregate over \$1,000 in cash and/or \$2,500 in checks, such funds shall be deposited by the beginning of the next business day.
2. Timely Threshold: All collections shall be deposited within five business days of receipts.

Village of Lemont
Revenue and Cash Management Policy
Adopted: March 2015

3. Un-deposited funds will be secured in a locked drawer or the safe.
4. Any differences in the cash reconciliation process will be investigated and resolved.
5. Personnel are prohibited from using change drawer to cash personal checks.

G. Collections

Each department shall establish and maintain an adequate system of internal control to provide for timely collection of receivables.

1. All accounts receivable shall be recorded in the accounting system software. The Water Billing Supervisor will maintain the Water and Sewerage Aged Trial Balance and the Village Treasurer will maintain the General Accounts Receivable Aged Trial Balance. The Village Treasurer will reconcile each subsidiary ledger to the general ledger on a monthly basis.
2. For those accounts that become past due, proper delinquent notice shall be provided to the payee.
3. For those accounts that are greater than 270 days past due and over \$1,000, notice and supporting detail shall be provided to the appropriate collection division for further collection efforts.
4. Assignment to a collection agency shall be considered. When cost effective, the government-wide selected collection agency shall be utilized to assure maximum collections.

H. Returned Checks

Each department shall establish and maintain an adequate system of internal controls for returned checks.

1. Unless otherwise stated per ordinance or resolution, all checks returned due to insufficient funds shall be processed by the Finance Department with assistance from the Water Billing Supervisor for those returned checks for water and sewerage billing.
2. Fees shall be charged for the returned check in accordance with applicable statutes or established practices. Returned checks shall be processed at least twice through the Village's financial institution.

Village of Lemont
Revenue and Cash Management Policy
Adopted: March 2015

I. **Bad Debt**

Each department shall maintain an adequate system of internal controls to provide for the accurate and timely recognition of an allowance for doubtful account and bad debt expense.

1. The amount of the allowance for doubtful accounts shall be based upon the percentage of receivable method.
2. The computation of the allowance for doubtful accounts shall be performed annually based upon the aging of the receivables and recent history of write-offs at fiscal year end, subject to concurrence by the external auditors.
3. For write-offs; accounts with balances less than \$1,000, 360 days delinquent and with no payment activity for 360 days shall be eligible for write-off upon approval by the Village Board of Trustees.
4. For write-offs, balances greater than \$1,000, collection efforts shall be performed for a period equivalent to the statute of limitations or less if bankruptcy has been discharged for an account, business no longer exists, or individual is deceased, at which point such amounts shall be written-off upon department head's written concurrence.
5. For any account written-off, such customer information shall be retained for five years and service denied on credit until previously written-off balances have been satisfied, unless specifically approved by the Village Administrator.

J. **Budgetary Review**

Revenue collections and accounts receivable shall be monitored in a timely manner.

1. Revenue initiating departments shall have oversight in the formulation of revenue budgets.
2. Revenue budget estimates shall be supported with documented variable assumptions (base, rate, etc).
3. Monitoring of revenue budget shall be performed in a timely manner throughout the fiscal year and shall include an analysis of actual versus budgeted variances. Revised forecasts shall be communicated to the Budget Officer on a timely basis.
4. Continued compliance of revenue with all laws and/or regulations shall be the responsibility of the revenue initiating department.

Village of Lemont
Revenue and Cash Management Policy
Adopted: March 2015

K. **Escrowed Funds**

Funds received by the Village in advance of revenue recognition or funds anticipated to be remitted back to the payee shall be recorded in an escrow liability account. The Village escrow agreement does not provide for the establishment of interest bearing accounts. The Village Planning Department maintains the Escrow Caseload File by Client, which includes an excel summary of escrow account activity. The Village will not maintain a receivable balance for developers. In the event of a net receivable, the developer will be required to replenish the escrow fund within a 30 day time period. The Finance Department reconciles the detail to the general ledger on a monthly basis.

Funds received as impact fees pursuant to a development will be reconciled on a monthly basis and remitted to the appropriate governmental entity entitled to receive the fee within 30 days of the reconciliation.

L. **Bond Payable Funds**

Funds received by the Village as insurance of performance and anticipated to be remitted back to the payee shall be recorded in a bond payable account. The Village maintains a detail listing of funds received and returned by permit number. The Finance Department reconciles the detail to the general ledger on a monthly basis.

M. **Forfeited Asset Proceeds**

The Village shall maintain an adequate system of internal controls for proceeds from asset forfeitures to ensure compliance with applicable laws and regulations.

1. A separate bank account will be maintained for forfeited asset proceeds. A separate revenue general ledger account will be maintained for each type of forfeiture proceeds.
2. All interest income generated by forfeiture accounts must be deposited and recorded into the corresponding bank and general ledger account on a timely basis.
3. The Finance Department and Police Department will maintain procedures to ensure expenditures of proceeds are in accordance with applicable laws and regulations.
4. The Finance Department will reconcile the forfeiture general ledger accounts on a monthly basis.
5. All required reports must be completed and filed with the appropriate authority on a timely basis.

NOTE: See Asset Forfeiture Procedures Manual for additional documentation of procedures and controls.

Village of Lemont
Revenue and Cash Management Policy
Adopted: March 2015

N. **Record Retention**

The Village shall retain all records related to revenue and cash management for a period of seven years. All records sent for destruction will be documented and approved by the Village Administrator prior to destruction.

LEMONT POLICE PENSION FUND
Statement of Investment Policy, Objectives and Guidelines
April 2014

I. Scope and Purpose

This investment policy applies to all assets of the Lemont Police Pension Fund. The Primary objective of the Lemont Police Pension Fund is to provide eligible employees with retirement benefits and ensure appropriate funding.

II. Parties Associated with the Plan

A. Board of Trustees for the Lemont Police Pension Fund

1. Holds ultimate responsibility for the Fund and the appropriateness of its investment policy and its execution.
2. May retain consultants, money managers, and other advisors to implement and execute investment policy as it relates to the Fund.
3. Reviews adequacy or need for change of this statement.
4. Meets quarterly and reviews reports concerning the Funds asset management.
5. Engages a custodian.
6. Defines investment policy, objectives, and guidelines for the Fund including risk tolerance.
7. Ensures administration of the Fund in accordance with the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3.

B. Custodian

1. Accepts possession of securities for safe keeping; collects and disburses income; collects principal of sold, matured or called items; and provides accurate, timely market value pricing, including accrued interest, for all securities under their care.
2. Provides timely monthly statements, which accurately detail all transactions in the accounts, as well as accurately describe all of the securities owned.
3. Effects receipt and delivery following purchases and sales of securities on a timely and accurate basis.
4. Ensures that all cash is productively employed at all times.
5. Meets as required with the Board of Trustees, and provides reports relative to the status of the Plan.

C. Investment Consultant

1. Assists the Board of Trustees in developing investment policy guidelines, including asset class choices, asset allocation targets and risk diversification.
2. Conducts money manager searches when requested by the Board of Trustees.
3. Provides the Board of Trustees with objective information on a broad spectrum of investment decisions, and assists in evaluating the merits of each particular investment product, and money manager as to the track records, management styles and quality.
4. Monitors the performance of the aggregate plan, investment managers, and provides regular quarterly reports to the Board of Trustees, which aids them in determining the progress towards the investment objectives.

D. Money Managers

1. Will have full discretion in the management of the assets allocated to the investment managers, subject to overall investment guidelines set by the Board of Trustees.
2. Serve as fiduciaries responsible, and will be held to the Prudent Expert Standard for specific securities decisions.
3. Will abide by the Illinois Pension Code which governs Illinois Downstate Police Pension Funds, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1-113.2, 1-113.3 and 1-113.4, and will abide by duties, responsibilities and guidelines detailed in any specific investment manager agreement entered into by the manager and Board of Trustees.
4. Will report at least quarterly the current investments held in their account, their current market value and all transactions within the account.
5. Will communicate any major changes in economic outlook, investment strategy, or any other factors, which affect implementation of their investment process, or the investment objective of the Plan.
6. Will inform the Board in writing of any qualitative change in the investment management organization: Examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc.

III. Investment Objectives and Guidelines

A. Policies

1. The primary policies of the fund, in order of priority are as follows:
 - a) **Safety** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. As such, the Board of Trustees has consciously diversified the aggregate fund to ensure that adverse or unexpected results will not have an excessively detrimental impact on the entire portfolio. Diversification is to be interpreted to include diversification by asset type, by characteristic, by number of investments, and in the case of investment managers, by investment style.
 - b) **Liquidity** The investment portfolio will remain sufficiently liquid to enable the pension fund to pay all necessary benefits and meet all operating requirements, which might be reasonably anticipated.
 - c) **Return on Investment** Assets will be invested to achieve attractive real rates of return. Following the Prudent Man Standard for preservation of capital, assets will be invested to achieve the highest possible rate of return, consistent with the plans tolerance for risk as determined by the Board of Trustees in its role as a fiduciary.
2. Investment management can be delegated to external professional organizations. The managers will operate within a set of guidelines, objectives, and constraints, which are attached hereto. It is the judgment of the Board at this time that there is no immediate need for liquidity with respect to those assets which are managed by money managers. In the short term, the Board believes that the obligations of the fund will be met by other monies and should not be a concern of any investment manager. The Board will periodically provide investment managers with an estimate of expected net cash flows with sufficient advance notice to allow the orderly buildup of necessary liquid reserves.
3. The Board of Trustees will follow the policy that, except for established guidelines and unusual circumstances, the fund's investment managers will place no restrictions on the selection of individual investments.
4. As a Downstate Police Pension Fund in the State of Illinois, the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3 restrict the Fund. These statutes are hereby incorporated into this policy statement by reference herein.
5. Investments made in contracts and agreements of Life Insurance Companies licensed to do business in the State of Illinois shall be rated at least A+ by A.M. Best Company, Aa rated by Moody's, and AA+ rated by Standard and Poor's rating services. Notwithstanding, the portfolio of the general account of the Insurance Company shall not invest more than 10% of the portfolio in real estate and/or more than 10% of the portfolio in bonds with ratings of less than Baa1 by Moody's or BBB+ by Standard and Poor's.
6. The total investment in the accounts described in paragraph 5 above shall not exceed 10% of the aggregate market value of the Fund.
7. Investment grade general obligation debt issued by the State of Illinois or any county, township or Municipal Corporation of the State of Illinois may be held in the portfolio. Issuers that are downgraded to less than investment grade by one of the two largest rating services must be sold within 90 days.
8. Investment grade U.S. dollar denominated non-convertible corporate bonds may be held in the portfolio. Said securities shall be rated investment grade by at least one of the two largest rating services at time of purchase. Said securities shall be sold within 90 days if the issuer is downgraded to less than investment grade by any of the major rating agencies.
9. Proxies shall be voted by the Board of Trustees unless investment advisors who have discretionary control over assets of the plan are employed. Then the plans managers shall vote all proxies in the best interest of the pension plan. Should voting issues or situations arise where an investment manager needs clarification; the Board of Trustees should be considered as the source for such clarification.
10. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Fund.
11. All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible Pension Fund custodial account prior to the release of funds.
12. Except for pecuniary interest permitted under subsection (f) of Section 3-14-4 of the Illinois Municipal Code or under Section 3.2 of the Public Officer Prohibited Practices Act, no person acting as Treasurer or Financial Officer or who is employed in any similar capacity by or for a public agency may do any of the following:

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- a) Have any interest, directly or indirectly, in any investments in which the agency is authorized to invest.
 - b) Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
 - c) Receive, in any manner, compensation of any kind from any investments in which the agency is not authorized to invest.
13. It is the policy of the Pension Fund and in accordance with GFOA's Recommended Practices on the Collateralization of Public Deposits (attachment 1), the Fund requires that funds held in depository accounts, time deposit accounts, or money market mutual funds, or invested in the certificates of deposit of financial institutions (banks, savings and loan associations, or credit unions) in excess of FDIC or SAIF insurance shall be secured by some form of collateral. The Village will accept the following assets as collateral:
- a) U.S. Government securities.
 - b) Obligations of federal agencies.
 - c) Obligations of federal instrumentalities.
 - d) General obligation bonds of any United States state or local government rated "A" or better (i.e., at least upper medium quality) by Moody's Investors Service, Standard & Poor's Rating Service, or Fitch Investors Service.

The Board may reject any form of collateral at any time. The amount of the collateral provided by a financial institution will not be less than 110% of the market value of the net amount of deposits and investments to be secured. The ratio of market value of collateral to the amount of funds to be secured will be reviewed monthly by the chief investment officer. Additional collateral will be requested of a financial institution when the ratio declines below the required level. Collateral will be released if the fair market value exceeds the required level. Collateral may not be released without the signature of the Treasurer. Pledged collateral will be held in safekeeping, by an independent third-party depository, or the Federal Reserve Bank, as designated by the Board, and evidenced by a safekeeping receipt. The market value of collateral will be determined based upon quotations reflected in the edition of *The Wall Street Journal* published on the first business day following the quarter concerned. (This edition will report the market value of securities as of the last day of the quarter concerned.) If a security provided as collateral is not listed in *The Wall Street Journal*, its market value will be determined using a comparable source acceptable to the chief investment officer. Financial institutions pledging collateral will sign a collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA) acceptable to Board.

14. The Board is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the Fund are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Board shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- a) Control of collusion.
- b) Separation of transaction authority from accounting and recordkeeping.
- c) Custodial safekeeping.
- d) Avoidance of physical-delivery securities.
- e) Clear delegation of authority to subordinate staff members.
- f) Written confirmation of telephone transactions for investments and wire transfers.
- g) Dual authorizations of wire transfers.
- h) Development of a procedure for making wire transfers.

B. Prohibited Transactions

1. Prohibited transactions are those transactions specifically prohibited in the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Sections 1-110, 1-111 and 3-135, as well as:
 - a) Short selling
 - b) Margin transactions
 - c) Transactions involving futures or options contracts
 - d) Reverse repurchase agreements
 - e) Repurchase agreements
 - f) Borrowing or lending of cash or securities
 - g) Derivatives
 - h) Collateralized Mortgage Obligation

i) American Depository Receipts (ADR's)

Nothing in this section shall prohibit the plan from owning eligible long only diversified open-end mutual funds that may make use of the above strategies.

C. Portfolio Asset Allocation Guidelines

1. The Board of Trustees has adopted the asset allocation policy shown below for Plan assets. Target percentages have been determined for each asset class along with allocations ranges. Equities shall not exceed 65% of the portfolio. Percentage allocations are intended to serve as guidelines; the Board will not be required to remain strictly within the designated ranges. The Fund will review the portfolio quarterly for rebalancing. Market conditions or an investment transition may require an interim investment strategy and, therefore a temporary imbalance in asset mix.

	Min	Target	Max
Cash	1%	2%	5%
Fixed Income	35%	43%	78%
Domestic Equities	21%	45%	60%
International Equities	0.0%	7%	15%
Real Estate	0.0%	3%	10%

2. Cash investments shall be defined as funds, which can be quickly liquidated without loss of principal.
3. Fixed income investments shall be defined as U.S. Government or U.S Government agency bonds, certificates of deposit, investment grade Illinois municipal bonds, dollar denominated non-convertible investment grade corporate bonds, fixed annuities or guaranteed investment contracts of any insurance company and commingled trust accounts, which only invest in the above, described investment vehicles.
4. Equity securities shall be defined as preferred or common stocks created or existing under the laws of the United States and are listed on a national securities exchange, board of trade or are quoted in the National Association of Securities Dealers Automated Quotation System National Market System. Said issuers shall have been in existence for at least 5 years and have not been in arrears of any payment of dividends on its preferred stock during the preceding 5 years. Domestic Equities shall also be defined as mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more and invest in a diversified portfolio of common or preferred stocks, bonds, or money market instruments, and exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of domestic equities.
5. International and real estate securities shall be defined as mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more, and invest in a diversified portfolio of stocks, bonds, or money market instruments or pooled accounts managed, operated and administered by a bank, subsidiaries of banks or subsidiaries of bank holding companies which invested in a diversified portfolio of stocks, bonds or money market instruments and exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of equities.

IV. Performance Objectives

1. Over a 5-year investment horizon it is the goal of the aggregate plan to meet or exceed a total rate of return of 7.0%. This investment goal is not meant to be imposed on each investment manager. Specific investment goals and constraints for each investment manager, if any, shall be incorporated as part of this statement. Each manager shall receive a written set of manager guidelines outlining his specific goals and constraints as they may differ from those objectives of the entire plan.
2. Meet or exceed the return of the blended market indices of 45% of the Barclays Capital Aggregate Index and 55% of the S&P 500 index.
3. The Fund shall generally display an overall level of risk in the aggregate portfolio which is consistent with the risk associated with the benchmarks specified in paragraph 2 above. Risk will be measured by the annualized standard deviation of monthly returns.
4. The Board of Trustees understands that in order to achieve its objectives for the Plans assets, the Plan will experience volatility of returns and fluctuations of market value as well as periods of losses. Losses will be viewed within the context of appropriate market indices.
5. Performance will be reviewed for the following periods:
 - a) The most current quarter, year-to-date, one, three, and five years, and since inception.

V. Liability

1. The Board of Trustees, members and employees acting in accordance with prescribed procedures and exercising due diligence shall be relieved of personal responsibility for the performance of any security as to price and/or earnings, provided that deviations from expectations are reported promptly, and appropriate action is taken to minimize adverse developments.

This Statement is adopted on APRIL 21ST 2014 by the Board of Trustees of the Fund whose signatures appear below.


Ed J. P. President

Barbara A. Buchman Secretary Vice President

LEMONT POLICE PENSION FUND
Fixed Income Guidelines
April 2014

I. Investment Philosophy

1. The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
2. The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

II. Fixed Income Guidelines

1. The following instruments are the only investment vehicles in which the manager shall be permitted to invest in.
 - a) In bonds, notes, certificates of indebtedness, Treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest. Bonds, notes, debentures or other similar obligations of the following agencies of the United States of America: The Federal Housing administration; Government National Mortgage Association; Public Housing Boards; Farmers Home Administration; General Services Administration; Maritime Administration; Small Business Administration and Small Business Administration Loan Pools; Tennessee Valley Authority; Washington Metropolitan Area Transit Authority; Federal Land Banks; Federal Intermediate Credit Banks; Banks for Cooperatives; Federal Farm Credit Banks, and Federal Home Loan Banks.
 - b) Up to 10% of the fixed account may be invested in investment grade general obligation bonds issued by the State of Illinois, or any county, township or Municipal Corporation of the State of Illinois. Said securities shall be sold in 90 days if said issuer is downgraded to less than investment grade by any of the rating services.
 - c) Up to 30% of the fixed income portfolio may be invested in U.S. dollar denominated non-convertible corporate bonds subject to the following restrictions. No single position shall be greater than 2% of the fixed income portfolio and no single issuer shall carry a weight greater than 5% (at the time of purchase) of the fixed income portfolio. Further said debt shall be rated investment grade by one of the two largest rating services. Said security shall be sold if said issuer is downgraded to less than investment grade by any of the rating services.
 - d) FDIC insured certificates of deposit of any Federally Chartered Bank. Certificates of deposit in any Illinois Chartered Bank are allowed so long as said bank certifies annually to the Board of Trustees that it does not engage in predatory lending practices.
 - e) The original issue size of securities selected should be such to afford a high degree of marketability.
 - f) In money market mutual funds registered under the investment act of 1940, provided that the portfolio of any such money market fund is limited to obligations described in paragraphs a, b, and c above.

III. Performance

1. Manager performance shall be measured using a three year moving average and shall:
 - a) Meet or exceed net of fees the returns of an unmanaged market index comprised of the Barclays Aggregate Bond index. The return on the fund's investments shall include net income and appreciation.
 - b) Achieve a total rate of return, gross of fees of the top 50% of a peer group of active fixed income managers with like investment constraints.
2. Performance will be reviewed for the following periods, the most recent calendar quarter, calendar year-to-date, trailing one, three and five years, and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this _____ day of _____ 20____ and agree to comply with the provisions of this statement.


 _____ Investment Professional
 Signature


 Printed Name and Title

LEMONT POLICE PENSION FUND
Domestic Equity Guidelines
April 2014

I. Investment Philosophy

1. The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
2. The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

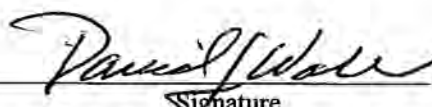
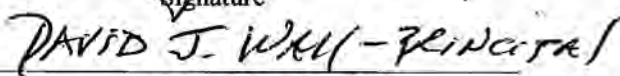
II. Common Stock Guidelines

1. Cash should not exceed 10% of the equity portfolio.
2. Equity securities shall mean diversified open-end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, and have total assets of at least \$250 million. Equity securities shall also mean exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of domestic equities.
3. Equity investment in any one company may not exceed 5% of the equity portfolio at time of purchase.
4. If the management firm has investments in equities of any one company that exceeds 5% of the company's equity outstanding, it shall be brought to the immediate attention of Board of Trustees.
5. The manager is expected to prudently diversify the portfolio across industry and economic sectors. It is expected that at least 60% of the major industry sectors in the Russell 3000 index will be represented in the portfolio. Furthermore the manager is to notify the Board of Trustees, with an explanation when any Russell 3000 industry or sector is overweighed by more than 120%.
6. Generally, the equity portfolio shall display an overall level of risk which is consistent with the level of risk associated with the Russell 3000. Risk will be measured by the annualized standard deviation of monthly returns.

III. Performance

1. Manager performance shall be measured using a three-year moving average and shall:
 - a) Meet or exceed net of fees the returns of an unmanaged market index comprised of Russell 3000 equity index.
 - b) Achieve a total rate of return gross of fees of the top 45% of a peer group of active equity core managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk taken by the universe of managers. These criteria shall be evaluated over longer market cycles of 3, 5, 7 and 10 years.
2. Performance will be reviewed for the following periods, the most recent calendar quarter Calendar Year-to-date, trailing one, three and five years and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this 21st day of April 2014 and agree to comply with the provisions of this statement.


 Investment Professional
 Signature

 Printed Name and Title

LEMONT POLICE PENSION FUND
International Guidelines
April 2014

I. Investment Philosophy

1. The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
2. The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

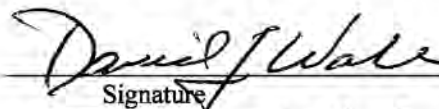
II. Common Stock Guidelines

1. Cash shall not exceed 5% of the equity portfolio.
2. Equity securities shall mean diversified open-end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, and have total assets of at least \$250 million. Equity securities shall also mean exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of equities.
3. Invest in a diversified portfolio of common or preferred stocks, which are geographically diversified in a number of regions including the Americas (U.S. and Canada), Greater Europe and Greater Asia. Said fund and shall not have more than a 15% exposure in the United States and Canada.
4. The manager is expected to prudently diversify the portfolio across industry and economic sectors.
5. Generally, the equity portfolio shall display an overall level of risk which is consistent with the level of risk associated with the MSCI EAFE index. Risk will be measured by the annualized standard deviation of monthly returns.

III. Performance

1. Manager performance shall be measured using a three-year moving average and shall:
 - a) Meet or exceed net of fees the returns of an unmanaged market index comprised of the MSCI EAFE (net) total return equity index.
 - b) Achieve a total rate of return net of fees of the top 45% of a peer group of active international fund managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk of the MSCI EAFE index. Risk will be measured by the annualized standard deviation of monthly returns. These criteria shall be evaluated over longer market cycles of 3, 5, 7 and 10 years.
2. Performance will be reviewed for the following periods, the most recent calendar quarter calendar year-to-date trailing one, three and five years, and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this 21ST day of April 2014 and agree to comply with the provisions of this statement.


 Signature Investment Professional

DAVID J. WAIT - PRINCIPAL
 Printed Name and Title

LEMONT POLICE PENSION FUND
Real Estate Guidelines
April 2014

I. Investment Philosophy

1. The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
2. The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

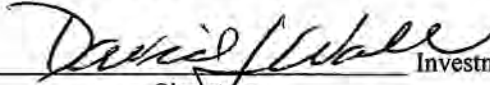
II. Common Stock Guidelines


1. Cash shall not exceed 5% of the equity portfolio.
2. Equity securities shall mean diversified open-end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and Registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of at least \$250 million, or collective trusts (commingled or pooled trusts) administered and operated by a bank, subsidiaries of banks, or subsidiaries of bank holding companies, which invest in a diversified portfolio of International (not to exceed 40% of the real estate portfolio) or U.S. publicly traded Real Estate Investment Trusts. 75% of the company's total revenue must be derived from the ownership and operation of real estate assets to be considered an eligible REIT. Equity securities shall also mean exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of domestic equities.
3. The manager is expected to prudently diversify the portfolio across industry and economic sectors. It is expected that at least 75% of the major real estate sectors in the Dow Jones US Real Estate index will be represented in the portfolio.
4. Generally, the equity portfolio shall display an overall level of risk, which is consistent with the level of risk associated with the Dow Jones US Real Estate index. Risk will be measured by the annualized standard deviation of monthly returns.

III. Performance

1. Manager performance shall be measured using a three-year moving average and shall:
 - a) Meet or exceed gross of fees the returns of an unmanaged market index comprised of the Dow Jones US Real Estate index.
 - b) Achieve a total rate of return gross of fees of the top 33% of a peer group of active REIT managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk of the Dow Jones US Real Estate index. Risk will be measured by the annualized standard deviation of monthly returns. These criteria shall be evaluated over longer market cycles of 3, 5, 7 and 10 years.
2. Performance will be reviewed for the following periods: most recent calendar quarter, calendar year-to-date, trailing one, three and five years, and since inception.

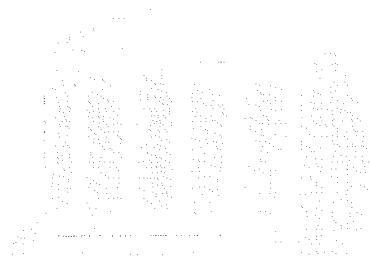
I have received the Policy Statement of the Lemont Police Pension Fund this 21ST day of April 2014 and agree to comply with the provisions of this statement.



Signature Investment Professional


Printed Name and Title

Lemont Police Pension Fund

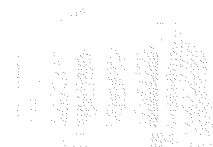


ACTUARIAL FUNDING POLICY STATEMENT

Originally Adopted April 30, 2014
Effective May 1, 2014
As Amended and Restated through May 1, 2014

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PURPOSE OF THE ACTUARIAL FUNDING POLICY STATEMENT

General Purpose

This Actuarial Funding Policy Statement sets forth the procedures that the Pension Board of Trustees for the Lemont Police Pension Fund has adopted to make funding recommendations to the Village of Lemont in compliance with the Illinois Pension Code. The policy identifies goals and objectives of the Pension Board of Trustees and the Village of Lemont. The policy sets out the decision-making process for handling various aspects of pension funding, and defines the ongoing items to be reviewed in assessing the ongoing effectiveness of this policy.

Goals and Objectives

The key goals and objectives considered in the preparation of the investment policy are noted below:

- Make sure that benefits are secure for fund participants now and in the long-term.
- Keep the recommended costs of the plan stable across generations of taxpayers.
- Develop recommendations that are more cost-effective in the long-term.
- Provide year-to-year contribution stability/budgeting for the Village.
- Address any transition items needed at the policy implementation.

Operation of the Policy

It is the intention of the Village and the Pension Board of Trustees to review the policy on an annual basis. The intention is to review the effectiveness of the policy and determine if it continues to meet the goals and objectives as set forth.

The Pension Board of Trustees retains the right to amend the policy as necessary to keep the policy in line with the goals and objectives.



THE ACTUARIAL COST METHOD

General Purpose

The intent of any Actuarial Cost Method is to set aside the appropriate amount of dollars during an employee's working career so that the Pension Fund has the dollars necessary to make payments at retirement. The Actuarial Cost Method will set the pattern by which contributions are made to the Fund during the working career of the employee and provide two key measures for reporting:

- Normal Cost – The amount of money to contribute for each active employee for the upcoming year of service.
- Accrued Liability – The amount of money that is expected to be in the Pension Fund already, based on all past service already worked by members of the Fund.

Selection

The Entry Age Normal (EAN) Cost Method (Level Percent of Pay) has been chosen to measure the Normal Cost and Accrued Liability for the Fund.

The EAN Method is a cost based actuarial method which focuses on budgeting annual costs during the working career of an employee. The Normal Cost level is set with the expectation that it will increase annually at the same rate as expected payroll increases during an employee's working career.

EAN Method (Level Percent of Pay) is used across the country to determine the amount of dollars that should be in a pension fund and is widely accepted as the most equitable way to pass costs to taxpayers who are receiving the services.

UNFUNDED ACCRUED LIABILITY

General Purpose

The Actuarial Cost Method will provide a method for setting the annual contribution pattern for current year services, as well as setting the expected level of assets needed to be on budget for past services rendered by employees. When the Pension Fund actuarial assets do not match the expected assets under the budget, an unfunded/overfunded liability exists.

Unfunded Liability

The Unfunded Actuarial Accrued Liability may be amortized over a period either in level dollar amounts or as a level percentage of projected payroll.

In accordance with the Pension Fund's Funding Policy for the recommended contribution the unfunded actuarial accrued liabilities are amortized by level percent of payroll contributions to 100% funding target over 30 years beginning in 2011, ending with the municipality's fiscal year 2040.



ACTUARIAL VALUE OF ASSETS

General Purpose

The Actuarial Value of Assets is the figure used annually to determine the level of underfunding in a Pension Fund. The Actuarial Value of Assets does not necessarily equal the fair Market Value of Assets. While the Actuarial Value of Assets does not represent dollars that are available on that day to make benefit payments, use of an Actuarial Value of Assets recognizes that assets will not all be distributed at a single point in time.

The objective of using an Actuarial Value of Assets that differs from the Market Value of Assets is to redistribute contributions over the life of a Pension Fund in a manner that is less volatile. The overall level of contributions over the life of the Fund is not expected to change. To achieve this, gains and losses on the Market Value of Assets are recognized in the Actuarial Value of Assets over a period of time. In order to be successful as part of long-term funding, the Actuarial Value of Assets should be equally likely to fall above or below the market value of assets.

Key parameters:

- Years – the number of years to smooth market value gains and losses.
- Corridor – A limitation placed on the Actuarial Value of Assets. This parameter will limit the Actuarial Value of Assets in relation to Market Value of Assets.

Selection

The Actuarial Value of Assets will be equal to the Market Value of Assets, with unexpected gains and losses on the Market Value of Assets smoothed over a 5 year period.

It is anticipated that the Actuarial Value of Assets will not stray too far from the Market Value of Assets with the 5 year smoothing parameter. Therefore no corridor has been set at this time.

OPERATIONAL PROCEDURES

Funding Recommendations

The Pension Board of Trustees will use the policies and procedures set forth in this document to recommend a contribution amount to be made by the Village to the Fund each year.

State of Illinois Minimum Funding Requirement

The State of Illinois provides funding policy parameters that must be used in determining the minimum amount of money that should be contributed to the Fund on an annual basis. The Pension Board of Trustees will review this amount each year. Notwithstanding anything else in this policy, in no event will the Pension Board of Trustees recommend a contribution that is less than the minimum contribution required under State law.

Actuarial Assumptions

The Pension Board of Trustees will review the actuarial assumptions used for determining Fund costs at least every 3-5 years. The Pension Board of Trustees will use assumptions that are the best estimate of the future anticipated experience under the plan. By getting the best estimate on actuarial assumptions, short-term changes in unfunded liability are expected to offset over a long-term period of time. Review of the assumptions every 3-5 years will help to minimize the impact of assumption changes that have deviated from actual assumptions over a long period of time.

If any events occur that could impact assumptions immediately (for example, a change in the Investment Policy or strategy) the Pension Board of Trustees will assess the associated assumption on a more immediate basis and will not be limited by the 3-5 year cycle.

See Addendum 1 for current selections.

Monitoring the Funding Policy

The Pension Board of Trustees will review on an annual basis a report that is intended to monitor the progress of the Funding Policy. This review will include but not be limited to:

- A review of the progress being made on the unfunded liability that exists at implementation.
- A review of the anticipated gains and losses that will be recognized in the upcoming actuarial value of assets under the funding policy.
- An analysis of cash flow to monitor the continuous ability of the fund to pay benefits.
- An analysis of the causes of any changes in unfunded liability over the preceding year.
- An analysis of the actuarial expectations versus actual experience over the preceding year.

ADDENDUM 1 – CURRENT ACTUARIAL ASSUMPTIONS

Economic Assumptions

<u>Assumption</u>	<u>Selection</u>	<u>Reason</u>
Expected Rate of Return on Assets	7.00%	Based on the current target allocation in the Pension Fund and discussion with the Investment Consultant.
Pay Increase	4.50% + Adjustments	% represents the long-term expectation for cost-of-living. Adjustments are used to represent higher pay increase rates early in employees' working careers.
Total Payroll Increases	4.00%	Based on the current employee population.

Demographic Assumptions

<u>Assumption</u>	<u>Selection</u>	<u>Reason</u>
Mortality	L&A 2012	Based on the study of the actual experience for active and retired police officers in the state of Illinois.
Termination Rates	100% L&A 2012	Long-term anticipated experience for the Pension Fund.
Disability Rates	100% L&A 2012	Long-term anticipated experience for the Pension Fund.
Retirement Rates	100% L&A 2012 Cap Age 65	Long-term anticipated experience for the Pension Fund.
Percent Married	80%	Represents the anticipated percentage of time death benefits will be paid by the Pension Fund.

Full detail for the assumptions can be found in the Actuarial Assumption selection document. This is intended to show a snapshot summary.

Village Board

Agenda Memorandum

To: Mayor & Village Board

From: George Schafer, Village Administrator
Eileen Donahue, HR Generalist

Subject: **Resolutions Approving Labor Contracts with MAP Chapters 39 and 33**

Date: February 20, 2015

BACKGROUND/HISTORY

Two labor unions represent employees in the Lemont Police Department: the Metropolitan Alliance of Police (MAP) Chapter 39 represents the patrol union, and Metropolitan Alliance of Police (MAP) Chapter 33 the police sergeant union. Labor contracts for each union have expired effective April 30, 2014 and staff and labor legal counsel have been negotiating successor contracts for the last several months for the upcoming term. The proposed successor contracts include a term of four years covering a term retro to May 1, 2014 to April 30, 2018. The contracts are included with this memo as an attachment.

In addition to language alterations, the successor contracts include annual increases of 2.5%, 2.5%, 2.75% and 3% over a four year period. Also included in the contract are nominal cost of living increases in the existing stipends for uniform allowance, detective specialty position, health insurance cost containment and tuition reimbursement, and one additional personnel leave day. Where applicable and per past practice, non-wage benefit increases in which non-represented employees are eligible will also be applied to this group with the next personnel manual update.

RECOMENDATION

Staff recommends approval of the attached successor contracts for MAP Chapter 39 and MAP Chapter 33.

ACTION REQUIRED

Motion to Approve Resolutions

ATTACHMENTS

1. A Resolution Authorizing Adoption of Labor Agreement with MAP Chapter 39
2. A Resolution Authorizing Adoption of Labor Agreement with MAP Chapter 33

Resolution No. _____

A RESOLUTION AUTHORIZING ADOPTION OF A LABOR AGREEMENT BETWEEN VILLAGE OF LEMONT AND METROPOLITAN ALLIANCE OF POLICE, LEMONT POLICE CHAPTER # 39

WHEREAS, the Village of Lemont (“Village”) is an Illinois Municipal Corporation pursuant to the Illinois Constitution of 1970 and the Statutes of the State of Illinois; and

WHEREAS, Lemont Police Department is represented by Metropolitan Alliance of Police, Lemont Police Chapter #39; and

WHEREAS, following negotiations with the Police bargaining unit, the Police Department has ratified the terms of a Labor Agreement; and

WHEREAS, the terms of this Labor Agreement shall extend from May 1, 2014 through April 30, 2018; and

NOW, THEREFORE BE IT RESOLVED by the Village President and Board of Trustees of the Village of Lemont that the attached Labor Agreement is hereby approved.

The Village Clerk of the Village of Lemont shall certify to the adoption of this Resolution and cause the same to be published in pamphlet form.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DUPAGE, ILLINOIS on this _____ day of _____, 2015.

PRESIDENT AND VILLAGE BOARD MEMBERS:

	AYES:	NAYS:	ABSENT:	ABSTAIN
Debby Blatzer	_____	_____	_____	_____
Paul Chialdikas	_____	_____	_____	_____
Clifford Miklos	_____	_____	_____	_____
Ron Stapleton	_____	_____	_____	_____
Rick Sniegowski	_____	_____	_____	_____
Jeanette Virgilio	_____	_____	_____	_____

BRIAN K. REAVES
President

ATTEST:

CHARLENE M. SMOLLEN
Village Clerk

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE VILLAGE OF LEMONT

AND

METROPOLITAN ALLIANCE OF POLICE

LEMONT POLICE CHAPTER #39

2014-2018

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PREAMBLE

This Agreement is made and entered into by and between the Village of Lemont (hereinafter referred to as the "Village" or "Employer") and the Metropolitan Alliance of Police, Lemont Police Chapter #39 (hereinafter referred to as the "Union").

**ARTICLE I
RECOGNITION**

Section 1.1 - Representative Unit

The employer recognizes the Union as the sole and exclusive representative for all sworn police officers of the employer in the job classification of police officer and excluding all sworn police officers above the rank of police officer and all supervisors, managers, and confidential employees.

Section 1.2 - Application of Agreement

The terms of this Agreement are applicable only to full-time sworn police officers.

ARTICLE II UNION SECURITY

Section 2.1 - Dues Checkoff

With respect to any employee from whom the employer receives individual written authorization, signed by the employee in a form agreed upon by the Union and the Employer, the Employer shall deduct from the wages of the employee the dues required as a condition of membership in the Union, or a fair share fee, and shall forward such amount to the Union within thirty (30) calendar days after close of the pay period for which the deductions are made, the amounts deducted shall be set by the Union.

Section 2.2 - Fair Share

During the term of this Agreement, Police Officers who are not members of the Chapter shall, commencing thirty (30) days after the effective date of this Agreement, pay a fair share fee to the Chapter for collective bargaining and contract administration services tendered by the Chapter as the exclusive representative of the officers covered by this Agreement. Such fair share fee shall be deducted by the Village from the earnings of non-members and remitted to the Chapter each month. The Chapter shall annually submit to the Village a list of the officers covered by this Agreement who are not members of the Chapter and an affidavit which specifies the amount of the fair share fee, which shall be determined in accordance with the applicable law.

Non-members who object to this fair share fee based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member shall pay an amount equal to such fair share fee to a non-religious charitable organization mutually agreed upon by the employee and the Union. If the affected non-member and the Union cannot agree on an organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois State Labor Board and the payment shall be made to said organization.

Section 2.3 - Indemnification

As long as the initial action is not brought by the Village, the Union shall indemnify and hold the Village harmless against any and all claims, demands, suits or other forms of liability brought against the Village, including costs and attorney's fees that may arise out of or by reason of any action taken by the Village for the purpose of complying with the provisions of Section 2.2, Fair Share. If an incorrect deduction is made, the Union shall refund any such amount directly to the involved employee.

**ARTICLE III
NON-DISCRIMINATION**

In accordance with applicable law, neither the Village nor the Union shall discriminate against any employee covered by this Agreement. Any dispute concerning the interpretation and application of this paragraph shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement.

**ARTICLE IV
LABOR MANAGEMENT
COMMITTEE**

At the request of either party, the Union Steward and the Police Chief or their designees shall meet at least quarterly to discuss matters of mutual concern that do not involve negotiations. The Union steward may invite other bargaining unit members and/or Union Officials (not to exceed two) to attend such meetings. The Police Chief may invite other Village representatives (not to exceed two) to attend such meetings. The party requesting the meeting shall submit a written agenda of the items it wishes to discuss at least seven (7) days prior to the date of the meeting. Employees scheduled to work will notify the Police Chief prior to their attendance at a meeting, and if such attendance is approved by the Police Chief, the employee will be permitted to attend the meeting during his/her regular hours of work with not loss of pay.

A labor-management committee meeting shall not be used for the purpose of discussing any matter this is being processed pursuant to the grievance procedure set forth in this Agreement or for the purpose of seeking to negotiate changes or additions to this Agreement.

ARTICLE V
ENTIRE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Village and the Union, for the life of this Agreement, each voluntarily and unqualifiedly agrees that the other shall not be obligated to bargain collectively with respect to any subject matter referred to, or covered in this Agreement.

This Agreement supersedes and cancels all prior practice and agreements, whether written or oral, unless expressly state to the contrary herein, and together with any letter of understanding executed concurrently with or subsequent to this Agreement constitutes the complete and entire Agreement between the parties.

ARTICLE VI CONTINUITY OF OPERATION

Section 6.1 - No Strike

Neither the Union nor any officer, member of the Union or officer covered by this Agreement, will call, institute, authorize, participate in, sanction, encourage, or ratify any strike, work stoppage, overtime, concerted abnormal and unapproved enforcement procedures or policies, or mass resignation, mass absenteeism or picketing which causes any work stoppage or any concerted refusal to perform duties by an officer or officer group. Neither the Union nor any officer, member of the Union, or officer covered by this Agreement shall refuse to cross any picket line, by whomever established.

Section 6.2 - Union's Responsibility

Should any activity prescribed in section 1 of this Article occur, the Union shall immediately:

- A. Publicly disavow such action by the employees or other persons involved;
- B. Advise the employee in writing that such action has not been caused or sanctioned by the Union;
- C. Notify the employees stating that it disapproves of such action instructing all employees to cease such action and return to work immediately;
- D. Take such other steps as are reasonably appropriate to bring about observance of the provisions of this Article, including compliance with reasonable requests of the employer to accomplish this end.

Section 6.3 - Discharge of Violators

The employer shall have the right to discharge or otherwise discipline any or all employees who violate any of the provisions of this Article. In such event, the employee or employees, or the Union in their behalf, shall have no recourse to the grievance procedure, except as to the issue of whether an employee participated in the prohibited action.

Section 6.4 - No Lockout

The employer agrees that it will not lockout its employees during the term of this Agreement or any extension thereof.

Section 6.5 - Reservation of Rights

In the event of any violation of this Article by the Union or the Employer, the offended party may pursue any legal or equitable remedy otherwise available.

**ARTICLE VII
BILL OF RIGHTS**

The Uniform Peace Officer' Disciplinary Act (50 ILCS 725) is hereby adopted by reference.

ARTICLE VIII WORKING CONDITIONS

Section 8.1 - Locker Provided

The Village shall provide a locker for each bargaining unit employee.

Section 8.2 - Eating Area

The Village shall provide an eating area for employees.

Section 8.3 - Loss of Personal Property

Personal property carried by an on-duty officer which is required for the performance of the officer's duties, and which is damaged by a third party during the performance of the officer's duties, shall be repaired or replaced at a reasonable value not to exceed a total of \$200.00 per year. In the event the officer receives restitution or other reimbursement, the amount expended by the Village shall be reimbursed by the officer to the extent of restitution or reimbursement received.

Section 8.4 - Drug/Alcohol Testing

The Village acknowledges that no random drug and alcohol testing policy may be implemented without bargaining over the issue pursuant to the Illinois Public Labor Relations Act.

Section 8.5 – Fitness for Duty

Any concern regarding an employee' fitness for duty will be determined as described in the Village of Lemont Police Department General Orders in effect on December 17, 2014. Appeal of any discipline arising out of any question of an employee's fitness for duty will be subject to the grievance procedure of this Agreement.

Section 8.6 – Driver's Licenses

Employees governed by this Agreement will abide by, and be subject to, the Village of Lemont Police Department General Orders in effect on December 17th 2014 with respect to matters involving the status of that employee's driver's license. Appeal of any discipline arising out of the status of a member's driver's license will be subject to the grievance procedure of this Agreement.

**ARTICLE IX
PERSONNEL FILES**

Section 9.1 - Personnel Files

Employees shall be entitled to inspect their personnel files in accordance with the provisions of 820 ILCS 40. No material shall be placed in an employee's personnel file unless the employee has had an opportunity to view the material.

Section 9.2 - Forms

No employee shall be required to sign undated or incomplete forms.

ARTICLE X SENIORITY

Section 10.1 - Definition of Seniority

Where the term "seniority" is used in this Agreement, it will mean as follows:

- A. Seniority shall be defined as an officer's length of full-time continuous service as a police officer in the Lemont Police Department.
- B. In the event that two or more officers have the same seniority date, seniority shall be determined by the officer's placement on the Police Commission's eligibility list.
- C. Bargaining unit employees shall be afforded seniority credit only for the purposes set forth in this contract.
- D. Except for vacation purposes, probationary officers shall have no seniority rights. If an officer satisfactorily completes the probationary period, his/her seniority shall be the date of original employment.

Section 10.2 - Loss of Seniority

An officer's seniority will terminate in the following circumstances:

- A. The officer resigns or quits;
- B. The officer retires;
- C. The officer is discharged or permanently removed from the payroll, and the separation is not reversed;
- D. The officer does not return to work at the expiration of a leave of absence;
- E. The officer is absent for three (3) consecutive scheduled work days without authorization; or
- F. The officer does not return to work when recalled from layoff.

Section 10.3 - Application of Seniority

Seniority shall be considered for the following:

- A. Vacation preference except that of detectives (criminal and juvenile) shall draw separately from patrol.

B. Layoffs as specified in the Illinois Compiled Statutes.

Section 10.4 - Layoffs and Recall

Should the employer in its sole discretion determine that it is necessary to decrease the number of officers in the bargaining unit, it will layoff and recall officers in accordance with the provisions set forth in the Illinois Compiled Statutes. Where applicable, affected officers and the Union will be given notice of contemplated layoffs. Laid off officers will have recall rights for a period of two (2) years.

Section 10.5 - Failure to Respond to Recall

If an officer fails to timely respond to recall notice by return mail or in person, his name shall be removed from the recall list. Pursuant to 65 ILCS 5/10-2.1-18; an officer must make written application for reinstatement within thirty (30) days after notification of recall.

Section 10.6 - Seniority List

As soon as practicable after signing of this contract, the employer will furnish the Union a list showing the name, address, job title and last hiring date of each officer in the bargaining unit, whether the officer is entitled to seniority or not. The employer shall post a similar list without officers' addresses. Within thirty (30) calendar days after the date of posting, an officer must notify the employer of any alleged errors in the list or it will be considered binding on the officer and the Union. When changes or additions to those lists become necessary, the employer will provide notification to the Union of such changes or additions. A revised seniority list will be posted once a year. Within thirty (30) calendar days of such posting, an officer must again notify the employer of any alleged errors or the information in the list shall be considered binding on the officer and the Union.

ARTICLE XI GRIEVANCE PROCEDURE

Section 11.1 - Definition

A "grievance" is defined as a dispute or difference of opinion between an employee (or the Union) and the Village involving the meaning, interpretation or application of the specific provisions of this Agreement.

Section 11.2 - Procedure

The parties acknowledge that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. If, however, the informal process does not resolve the matter, the grievance will be processed as follows:

- STEP 1: Any employee who has a grievance shall submit the grievance in writing to the employee's immediate supervisor. The grievance shall contain a statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the relief requested. All grievances must be presented no later than twenty (20) business days from the date of the occurrence of the matter giving rise to the grievance, except that for errors in pay, the time period shall be twenty-five (25) business days. An employee's failure to file a grievance within the time period specified shall constitute a waiver of any rights to advance the grievance. The immediate supervisor shall render a written response to the grievant with five (5) business days after the grievance is presented.
- STEP 2: If the grievance is not settled at Step 1 and the employee wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted in writing to the Police Chief within five (5) business days after receipt of the Village's answer to Step 1. A grievance relating to all or substantial number of employees or the Union's own interests or rights with the employer may be initiated at Step 2 by a Union representative. The Police Chief, or his designee, shall investigate the grievance and, in the course of such investigation, shall offer to discuss within five (5) business days with the grievant and an authorized representative of the Union at a time mutually agreeable to the parties. The Police Chief, or his designee, shall provide a written answer to the grievant and the Union within five (5) business days following their meeting.
- STEP 3: If the grievance is not settled at Step 2 and the Union desires to appeal, it shall be referred by the Union in writing to the Village Administrator within five (5) business days after receipt of the Village's answer to Step 2. Thereafter, the Village Administrator or his designee shall meet with the grievant and a Union representative within fifteen (15) business days

of receipt of the Union's appeal. The Village Administrator or designee shall submit a written answer to the grievant and the Union within ten (10) business days following the meeting.

Section 11.3 - Arbitration

If the grievance is not settled in Step 3 and the Union wished to appeal the grievance from Step 3 of the grievance procedure, the Union may advance the grievance to arbitration by serving the Village Administrator with written notice of its intent to proceed to arbitration. Selection of an arbitrator will be accomplished, as described below, within fifteen (15) business days of receipt of the Village's answer provided to the Union at Step 3:

- A. In the absence of agreement of neutral arbitrator, the parties shall file a joint request with the Federal Mediation & Conciliation Service (FMCS) for a panel of five (5) arbitrators from which the parties shall select a neutral arbitrator. The parties shall agree to request the FMCS to limit the panel to members of the National Academy of Arbitrators and to those having an office in Illinois, Indiana, Wisconsin, Michigan, or Iowa. Both the Village and the Union shall each have the right to reject one panel in its entirety within seven (7) business days of its receipt and request that a new panel be submitted. The Village and the Union shall alternatively strike names from the panel. The order of striking names shall be determined by a coin toss with the losing party striking the first and the third names. The remaining person shall be the arbitrator.
- B. The arbitrator shall be notified of his/her selection and shall be requested to set a date for the hearing, subject to the availability of Union and Village representatives. The fees and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the Village and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 11.4 - Limitations on Authority of Arbitrator

The arbitrator shall have not right to amend, modify, add to, or subtract from the provisions of this Agreement. The arbitrator shall be empowered to determine the issue(s) raised by the grievance as submitted in writing at Step 1 or at Step 2 (by the Union). The decision or award of the arbitrator shall be final and binding upon the Village, the Union and the employees covered by this Agreement.

Section 11.5 - Miscellaneous

11.5.1 A "business day" is defined as a calendar day exclusive of Saturdays, Sundays or holidays observed by the Village.

11.5.2 No grievance may be filed more than twenty (20) business days from the day of the discovery of the original occurrences of the event giving rise to the grievance. No grievance filed after the 20-day period shall be processed. The failure of an employee to act within the time limits will act as a bar to any further appeal.

11.5.3 Any decision not appealed by the employee or the grievant as provided within the time limits specified in each step shall be considered settled on the basis of the latest decision and shall not be subject to further appeal. Any grievance not answered within the time limits specified in each step shall be automatically appealed to the next step. Time limits at each step may be extended by mutual agreement of the grievant and the Village.

11.5.4 No matter or action shall be treated as a grievance unless a grievance is filed in accordance with this Article.

Section 11.6 - Promotion

It is understood that matters involving promotion are subject to the jurisdiction of the Chief of Police and the Board of Fire and Police Commissioners and are not subject to this grievance procedure.

ARTICLE XII
UNION OFFICERS

The Village recognized the right of the Union to select Union officers, representatives, or stewards, and the Union agrees to furnish the Village, within 2 weeks of ratification of this Agreement, with the names of the officers, representatives, or stewards selected by the Union.. Union officers, representatives and/or stewards are not permitted to conduct Union business during work hours without the permission of the Chief of Police.

ARTICLE XIII
UNION REPRESENTATIVE

The Village agrees that non-employee officers and representatives of the Union shall have reasonable access to designated areas of the premises during normal Village Hall working hours with advance notice to the Chief. Such access shall be for the administration of this Agreement. The Union agrees that such activities shall not interfere with the normal work duties of the employees or interfere with the confidential operation of the Department. The Village reserves the right to designate the accessible areas as provided herein.

ARTICLE XIV DISCIPLINE

Section 14.1

The parties agree that all newly employed Patrol Officers are required to serve a probationary period of twelve (12) months. During the probationary period, the officer is an employee-at-will and may be disciplined or discharged without notice and without cause, and without recourse to the grievance procedure.

Section 14.2

If the Village has reason to discipline an employee, it will make every effort to do so in a manner that will not unduly embarrass the employee before other fellow employees or members of the public. A violation of this section shall not be cause to rescind any disciplinary action.

Section 14.3

In cases or oral reprimand, notation of such oral reprimand shall become a part of the employee's personnel file and a copy given to the employee.

Section 14.4

All oral and written reprimands shall be expunged upon written request of the employee after eighteen (18) months from the date of discipline if the employee has not been disciplined for a similar incident.

All suspension of five (5) days or less issued by the Chief shall be expunged upon written request of the employee after four (4) years from the date of discipline if the employee has not been disciplined for a similar incident and if the employee did not appeal the suspension to the Fire and Police Board.

Section 14.5

A suspension day is defined as an 8-hour day.

Section 14.6 Employee Choice of Disciplinary Forum

14.6.1. Contesting Discipline - Oral and Written Reprimands

Oral and written reprimands shall be subject to the Grievance Procedure Article of this Agreement but shall not be subject to arbitration.

14.6.2. Contesting Discipline - Suspensions and Termination

(1) In General

Prior to imposing discipline, involving a suspension or termination, the Chief of Police or the Chief's designee will set a meeting with the employee to advise the employee of the proposed discipline and the factual basis therefore. At the employee's request, the employee shall be entitled to Union representation at that meeting. After the conclusion of said meeting, the Chief or the Chief's designee will issue a Decision to Discipline, in writing, as to the proposed discipline ("Decision to Discipline"), to the

affected employee and the Union. At the employee's option, disciplinary action against the employee may be contested either through the arbitration procedure of this Agreement or through the Board of Fire and Police Commissioners (BOFPC), but not both. In order to exercise this option, an officer must execute an Election, Waiver and Release form ("Election Form" attached as Appendix B). The Election Form shall be given to the officer by the employer, at the time the officer is formally notified of the Decision to Discipline. The employee shall have five (5) calendar days upon receipt of Election Form to tender the executed Election Form to the Chief or the Chief's designee.

(2) Suspensions of Five (5) Days or Less

If the discipline is a suspension for five (5) days or less, the Chief may impose the suspension immediately upon the issuance of the Decision to Discipline. If the employee elects to contest the suspension through the grievance/arbitration procedure, the Election Form shall constitute a grievance, which shall be deemed filed at the arbitration step of the grievance procedure.

(3) Termination or Suspensions of More Than Five (5) Days; Arbitration

For discipline involving suspensions in excess of five (5) days or termination, if the employee elects arbitration, the Chief of Police has the right and discretion to impose discipline immediately upon the receipt of the Election Waiver and Release Form. In such cases, the Election Form shall constitute a grievance, which shall be deemed filed at the arbitration Step. During this process, the employer shall have the burden of proving that the discipline was issued for just cause.

(4) Termination or Suspensions of More Than Five (5) Days; Board of Fire and Police Commissioners

For discipline involving suspensions in excess of five (5) days or termination, if the employee elects to have the case heard by the BOFPC, then the Chief must file the appropriate charges before the BOFPC.

(5) Failure to Return the Election Form in Cases of Termination or Suspensions of More Than Five (5) Days

If an officer fails to timely return the Election Form in the case of termination or suspension of more than five (5) days, such failure shall be deemed a waiver of the right to contest discipline via arbitration and require the Chief to file charges before the BOFPC.

ARTICLE XV
MILEAGE REIMBURSEMENT

An employee who is required and authorized by the employer to use his private vehicle for Village business shall be reimbursed at a per mile rate as established by the Village for all Village employees.

**ARTICLE XVI
PARTIAL
INVALIDITY**

In the event any of the provisions of this Agreement shall be or become invalid or unenforceable by reason of any federal or state law or local ordinance now existing or hereinafter enacted, such invalidity or unenforceability shall not affect the remainder of the provisions hereof.

ARTICLE XVII
BULLETIN
BOARDS

The employer will make a bulletin board available for the use of the Union in non-public locations. The union will be permitted to have posted on this bulletin board notice of a non-controversial nature, but only after submitting them to the Chief or his designee for approval and posting. There shall be no distribution or posting by employees of advertising political material, notices or other kinds of literature on the employer's property other than herein provided.

**ARTICLE XVIII
REGULAR
HOLIDAYS**

Section 18.1 - Holidays

A. The following shall be paid holidays for all eligible employees:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

On occasions when a majority of un-sworn Village employees are released early by the Mayor or Village Administrator, those patrol officers working that day will be allocated three (3) additional hours of compensatory time. Officers who have accrued the maximum amount of compensatory time will be allocated three (3) hours of personal time.

B. Employees Assigned to Shift Schedules

1. If an officer is regularly scheduled to work, and works on a holiday, compensation will be at two and one-half (2-1/2) times the officer's hourly rate for each hour worked.
2. If a holiday falls on an officer's regularly scheduled non-vacation day off, he will receive compensation equivalent to 8.4 hours at base rate pay in lieu of a day off.

C. Employees Regularly Assigned to a Monday - Friday Schedule

Officers regularly assigned to a Monday through Friday schedule will receive the day off on the celebrated holiday. If a holiday falls on a Saturday, the holiday will be celebrated on the preceding Friday. If a holiday falls on a Sunday, the holiday will be celebrated on the following Monday.

D. All Employees

If a holiday falls on an officer's scheduled vacation day, the officer shall receive compensation equal to 8.4 hours of base pay in lieu of a day off.

Section 18.1.2 – Overtime or Recall on a Holiday

Officers working outside of their regular reoccurring shift will be paid three (3) times their regular rate of pay for every hour worked if it falls on a holiday as listed in Section 18.1 of this agreement.

Officers who have been given the day off in lieu of holiday pay and have been recalled to work will also be paid three (3) times their regular rate of pay for every hour worked on the holiday.

Section 18.1.3 – Overtime as a Special Detail on a Holiday

Officers working a special detail in which the Village is reimbursed by an outside entity will be paid at the standard overtime rate of one and one-half (1 ½) times the officers hourly rate, and does not exclude the officer from receiving the other benefits listed in this Section (18.1).

Section 18.2 - Personal Holidays

All officers assigned to work 2184 hours will receive forty-two (42) hours of personal time off with pay to be used within the calendar year, all officers working 2080 hours will receive thirty-two (32) hours of personal time off with pay to be used in the calendar year. Any requests for personal days must be approved at least four (4) days in advance and must not conflict with the manpower requirements of the department. Any personal days not used within the calendar year will be lost. Personal Time shall be added annually at the start of every new calendar year.

ARTICLE XIX INSURANCE

Section 19.1 - Health and Major Medical Insurance

The Village shall select and provide a health and major medical insurance program for employees and dependents. The Village, at its option, may include the provision of vision care and dental care with the benefits to be determined by the Village. The Village shall provide bargaining unit employees with major medical and life insurance coverage at the same level of benefits and the same level of employee premium contributions which it provides to the general non-bargaining unit work force of the Village. The village reserves the right without future bargaining with the Union, to change the level of benefits provided bargaining unit employees, and to change the employee premium contribution requirements of bargaining unit employees under the foregoing insurance coverage so long as any such change is also applicable to the general non-bargaining unit work force of the Village.

Section 19.2 - Life Insurance

The Village shall select and provide group life insurance benefits for employees equal to the individual employee's annual salary with a minimum benefit under this Section 19.2 of one hundred thousand (\$100,000.00) effective no later than July 1st, 2015. The Village shall pay the entire premium for said coverage.

Section 19.3 - Death of an Officer in the Line of Duty

In the event that an officer dies in the performance of his duties, and the death is not subject to the benefits provided by the Public Safety Employee Benefits Act, the Village shall pay the full premium for the continuation of the then current health/major medical insurance for the officer's spouse and minor children for a period of five (5) years, or until a surviving spouse dies, remarries or becomes eligible for social security benefits, or until a surviving minor dependent attains the age of twenty-one years. In addition, the Village shall provide reimbursement of up to five thousand dollars (\$5,000.00) for burial expenses.

Section 19.4 – Cost Containment

If an employee can prove they have health insurance from another source and elect to be covered by health insurance that is not provided by the Village, then the Village will pay that employee \$ 1,750 per fiscal year. This amount will be divided into 12 equal payments and paid to the employee once per month on the second regularly scheduled payroll check. In the event that an employee returns to a Village sponsored health plan during open enrollment, or the employee is eligible to return during non-open enrollment, monthly payments to the employee will cease upon the date of return.

**ARTICLE XX
PAID VACATIONS**

Section 20.1 - Eligibility and Accrual

Paid vacations are provided to employees in accordance with length of continuous service. Annual vacation is earned at the commencement of each fiscal year according to the following accrual schedule:

<u>Length of Service</u>	<u>Annual Vacation 80 Hours Shift</u>	<u>Annual Vacation 84 Hour Shifts</u>
Less than five (5) years	80 hours	84 hours
Upon reaching fifth (5 th) Anniversary of Employment	120 hours	126 hours
Upon reaching tenth (10 th) Anniversary of Employment	160 hours	168 hours
Upon reaching fifteenth (15 th) Anniversary of Employment	200 hours	210 hours
Upon reaching twentieth (20 th) Anniversary of Employment	240 hours	252 hours

Covered officers who utilize vacation and subsequently leave the employ of the Village shall be required to reimburse the Village for the pro rata share of used but unearned vacation, (e.g., a first year officer utilizing 80 hours of vacation in June and departing the Village on October 31 shall be responsible for reimbursing the Village for 40 hours of vacation time used).

Section 20.2 - Vacation Pay

The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job classification at the commencement of the vacation period.

Section 20.3 - Scheduling

Sign-up for annual vacations will begin on May 1 with all employees covered by this Agreement's final vacation sign-ups being posted by May 31. A sign-up sheet will be posted providing each officer the opportunity to select vacations. Vacations will be allocated according to shift. After May 31, vacations will be on a first come, first serve basis according to shift.

Adjustments, cancellations, and re-scheduling of vacation periods may occur during the fiscal year, provided a minimum of thirty (30) days written notice is given to the Chief or his designate and that they do not conflict with previously scheduled employee vacation periods. Any such adjustment or scheduling shall be granted based on a first come basis.

A maximum of eighty-four (84) vacation hours may be carried over to the following

fiscal year. In all other instances no carry over for vacation is permitted and all unused vacation at the end of a fiscal year shall be forfeited.

All vacation requests are subject to manpower constraints and the authorization of the Chief of Police or his designate. The Chief of Police or his designate may, to meet emergencies, order an Officer(s) to forego or cancel all or part of his vacation. The employee will be allowed a non-conflicting vacation period at a later date.

Section 20.4 - No Accumulation

Vacation credit shall not be accumulated during any layoff period, nor shall vacation credit be accumulated during an unpaid leave of absence.

ARTICLE XXI
WORKER'S COMPENSATION

Worker's Compensation shall be subject to state statute.

**ARTICLE XXII
SHORT-TERM
DISABILITY**

Section 22.1 - Short-Term Disability.

If an employee shall require a leave of absence for medical reasons, and such leave extends beyond any accrued sick leave, vacation, personal days or compensatory time due, the employee may request to be placed on unpaid short-term disability status. During such unpaid leave, the employee may be eligible for disability earnings subject to the pension and/or insurance policy in force. Any short-term disability shall be documented with a written medical statement. Approval of short-term disability status shall be the role of the Village Administrator.

Sick leave, vacation, holiday benefits and seniority will not accrue during the short-term disability, and the employee's anniversary date shall be adjusted according to the length of absence. Health and life insurance benefits will be maintained during the disability leave, according to the provisions of the policy in effect, and provided that the employee pays the full premium amount.

If a short-term disability leave is granted for a period of three (3) calendar months or less, the employee's position will remain vacant until expiration of the leave. Reinstatement shall only occur if the position has not been eliminated due to reorganization or budgetary constraints. Unpaid leaves in excess of three (3) months provide no guarantee of reinstatement to the former positions, unless approved by the Village Administrator.

Upon expiration of a leave of absence the Village Administrator shall attempt to reinstate the employee to his/her former position or one that is similar, depending upon qualifications.

The Village will provide written notice of termination to an employee who has not returned to work within five (5) days after the disability period.

Officers assigned to temporary light duty assignments shall be paid at their regular rate of pay.

Section 22.2 - Family and Medical Leave

An employee shall be entitled to Family and Medical Leave as provided by law. All paid sick leave which is used for an FMLA eligible event shall run concurrently with FMLA leave and shall be deducted from an employee's annual FMLA leave time.

ARTICLE XXIII
VOLUNTARY LEAVE OF ABSENCE

An unpaid leave of absence may be requested by employees with more than one (1) year of continuous service. Requests for leave must not exceed six (6) months. Requests for leave shall be made in writing to the Department Head along with an explanation of the reason for the request. Unpaid leaves may be granted with the approval of the Village Administrator. Unpaid leaves of absence for sworn personnel shall be subject to state statutes.

Sick leaves, vacation, holiday benefits, and seniority will not accrue during the leave of absence, and the employee's anniversary date shall be adjusted according to the length of absence. Health and life insurance benefits will be maintained during the leave of absence according to the provisions of the policy in effect and provided that the employee pays the full premium amount. Upon return to duty, employees will receive credit for all unused sick or vacation leave earned prior to the leave of absence.

If a leave of absence is granted for a period of one (1) calendar month or less, the employee's position will remain vacant until the leave expires. Reinstatement shall only occur if the position has not been eliminated due to reorganization or budgetary constraints. Unpaid leaves in excess of one (1) month provide no guarantee of reinstatement to the former position, unless approved by the Village Administrator. A medical leave of absence (short-term disability) is subject to rules as outlined in Article XXII.

Upon expiration of a leave of absence the Village Administrator shall attempt to reinstate the employee to his/her former position or one that is similar, depending upon qualifications. If no position is available upon expiration of the leave of absence, the employee may be considered for future openings depending upon qualifications.

The Village shall provide written notice of termination to an employee who has not returned to work within five (5) days after the leave of absence has ended.

Denial of a voluntary leave of absence shall not be subject to the grievance procedure. An employee may request a meeting with the Village Administrator to discuss the denial.

**ARTICLE XXIV
MILITARY LEAVE**

Military leave, without pay, will be granted as required by state or federal law.

ARTICLE XXV
JURY LEAVE

Employees shall receive their regular base pay for the time spent on jury duty upon signing and returning their jury duty check to the Village.

**ARTICLE XXVI
FUNERAL LEAVE**

An employee will be granted a maximum of five (5) paid regularly scheduled shifts funeral leave due to death in the immediate family. The immediate family is defined to include: spouse, child, mother, father, sister, sister-in-law, brother, brother-in-law, mother-in-law-, father-in-law, grandparents, step parent, step/half siblings, step children or guardian. Additionally, an employee will be approved up to one (1) paid sick day for the death of other close relatives not listed above.

ARTICLE XXVII
OUTSIDE EMPLOYMENT

The Chief of Police, in his sole discretion, may restrict off-duty employment in the best interest of department operations. Patrol Officers may be allowed to engage in off-duty employment subject to the prior written approval of the Chief of Police or his designate.

**ARTICLE XXVIII
CLOTHING
ALLOWANCE**

Section 28.1 - New Employees

Officers starting on the Police Department shall be equipped with uniforms and equipment by the Village in accordance with the list described below. Equipment and uniforms issued to new officers will be returned to the Village if the officer fails to complete eighteen (18) months of service with the Village.

1. Hats
 - a. 1 year round dress hat
 - b. 1 winter
 - c. 1 baseball type cap
 - d. 1 hat shield

2. Jacket
 - a. 1 winter
 - b. 2 spring/fall

3. Stars/Shield
 - a. 1 shirt
 - b. 1 jacket

4. Shirts
 - a. 3 long sleeve
 - b. 3 short sleeve
 - c. 2 polo shirts

5. Ties
 - a. 2 ties
 - b. 1 tie bar

6. 3 pair trousers/pants

7. 1 trouser/pant belt

8. 1 pair shoes

9. 1 pair boots

10. Gun equipment
 - a. Uncle Mike's belt or Sam Brown belt/or leather duty belt
 - b. 1 patrol holster
 - c. double snap clip pouch or quick loader

- d. handcuff case
 - e. PR24 or nightstick holder/or ASP (dependant on certification)
 - f. 4 double snap keepers
 - g. set of handcuffs with key
11. Protective vest
 12. Rain gear
 13. 1 wooly pully sweater
 14. 2 name tags/plates
 15. 2 police badges
 16. Capstun device with holster
 17. 1 baton ring
 18. Radio holder
 19. 1 epaulet radio mic holder
 20. 50 rounds of ammunition
 21. 1 key holder
 22. 1 reflective vest
 23. 2 sets of ammo magazines or speed loaders for revolver ammunition

Section 28.2 - Uniform Allowance

By May 5th of each year of this Agreement, each officer shall receive a separate one thousand dollar (\$1000) check for his/her annual uniform allowance to be used for the replacement and acquisition of authorized uniform components and equipment. An officer assigned to plainclothes duty as a regular assignment may use said amount for civilian clothes needed for plainclothes duty.

Section 28.3 - Protective Vest Replacement

The Village shall replace protective vests five (5) years from the manufacture date of the vest.

ARTICLE XXIX EDUCATIONAL BENEFITS

A full-time employee with at least one year of service with the Department may seek reimbursement for job-related college courses in accordance with the provisions of this section. All requests shall be subject to the approval of the Village Administrator, and subject to the availability of funds.

Reimbursement shall be subject to the following criteria:

1. A written request by the employee with all supporting documents to the Chief prior to registration.
2. The course or curriculum must be, in the opinion of the Village Administrator, related to the employee's job, and approved by the Village Administrator prior to enrollment.
3. The amount of funds budgeted by the Village, and available for reimbursement on a village wide basis.
4. Courses must be taken from an accredited college or university.
5. The employee must receive a minimum grade of "C" or its numerical equivalent.
6. Reimbursement is limited to tuition, books and laboratory fees which must be supported by presentment of an official receipt of payment issued by the institution attended.
7. Classes are not to be taken during employee's work hours.
8. The employee must sign an agreement to repay the Village for all reimbursement received, if the employee leaves the employment of the Village for any reason prior to the completion of a period of one (1) year after completion of the course so reimbursed, including therein an agreement for withholding of said amount from the employee's last payroll check or checks.

Reimbursement shall be limited to a maximum of Three Thousand Dollars (\$3,000.00) per employee during any calendar year. In the event that funding is not available for all village employees who have been approved for reimbursement, the Village Administrator may prorate the reimbursement among the approved employees.

ARTICLE XXX SICK LEAVE

Section 30.1 - Absence from Work

When practicable, absences from work must be reported to the Supervisor in charge a minimum of two (2) hours prior to their assigned work shift. Unauthorized absence from work is to be regarded as an unpaid absence without leave. Instances of absence without leave may be grounds for disciplinary action.

If an officer becomes ill during working hours, he must notify his supervisor before leaving work.

If more than two (2) occasions occur within one (1) year and an employee fails to notify a Supervisor within the minimum two (2) hours, that employee will be subject to the minimum two (2) hour requirement.

Section 30.2 - Sick Leave Usage

Sick leave may be used only for illness for employee, or for the illness or injury of any person residing with the employee or any person covered under FMLA. If the duration of the illness lasts longer than one day, the employee must notify the Chief of Police and/or his designate daily. An employee may be required after three (3) consecutive days absence to furnish a certificate from a licensed physician to support their sick leave claim. The employee may be required to be examined by a physician designated by the Village at the expense of the Village. Sick leave may only be used in increments of no less than one (1) hour. Failure to follow the foregoing procedures or providing false or misleading information may result in the absence being considered an unexcused absence for which no pay will be received and may result in disciplinary action.

Section 30.3 - Sick Leave Accrual

Employees working 2080 hours during a year will receive eight (8) hours for each month and employees working 2184 hours during a year will receive eight point four (8.4) hours per month.

An employee shall receive sick leave if the employee has worked or been on paid leave for at least one-half of the employee's scheduled workdays in a calendar month. Sick leave may accumulate to a maximum of 2080 hours. Sick leave earned in excess of the maximum shall be forfeited.

Section 30.4 - Sick Leave Buy Back

Upon separation from the Village police department, an employee will receive payment, as shown below, of any unused, accumulated sick leave for service with the Village

- 1-5 years 10%
- 6-10 year 15%
- 11-15 years 20 %
- 16-19 years 25%
- At 20 years 40%.

Police officers who separate from the Village due to a duty-related disability, regardless of years of service, will be treated as if they have at least 20 years of service.

**ARTICLE XXXI
HOURS OF WORK AND OVERTIME**

Section 31.1 – Overtime

31.1.1 Eight-Hour Shift

Patrol Officers who are assigned to an eight-hour shift shall receive overtime pay for all time worked in excess of eighty hours in a 14-day work period. Overtime shall be compensated at a rate of one and one-half (1 1/2) time the Officer's regular hourly straight time rate of pay. All authorized paid time off shall be included in determining whether an Officer has worked in excess of the 80-hour requirement.

Patrol Officers shall be permitted two (2) fifteen (15) minute rest periods, one to be taken at a reasonable time during the first half of the shift and one to be taken at a reasonable time during the second half of the shift, and one thirty (30) minute meal period during each shift. Patrol Offices shall remain on duty during rest and meal periods.

31.1.2 Twelve-Hour Shift

Patrol Officers who are assigned to a twelve-hour shift receive overtime pay for all time worked in excess of eighty-four (84) hours in a 14-day work period. Overtime shall be compensated at a rate of one and one-half (1-1/2) times the Officer's regular hourly straight time rate of pay. All authorized paid time off shall be included in determining whether an Officer has worked in excess of the 84-hour requirement.

Patrol Officers shall be permitted two (2) fifteen (15) minute rest periods, one to be taken at a reasonable time during the first half of the shift and one to be taken at a reasonable time during the second half of the shift, and one thirty (45) minute meal period during each shift. Patrol Offices shall remain on duty during rest and meal periods.

So long as the Department employs twelve hour shifts for patrol, employees assigned to tasks other than patrol duties may be assigned to daily shifts other than twelve hour shifts, however for purposes of overtime calculations and benefits they shall be treated the same as patrol employees assigned to twelve hour shifts.

31.1.3 Modified Twelve-Hour Shift

The modified twelve-hour shift shall provide for a combination of twelve-hour shifts with one eight-hour shift within a 14-day work period. Patrol Officers who are assigned to a modified twelve-hour shift shall receive overtime pay for all time worked in excess of eighty (80) hours in a 14-day work period. Overtime shall be compensated at a rate of one and one-half (1-1/2) times the Officer's regular hourly straight time rate of pay. All authorized paid time off shall be included in determining whether an Officer has worked in excess of the eighty (80) hour requirement.

While working the eight-hour shift, Patrol Officers shall be permitted two (2) fifteen (15) minute rest periods, one to be taken at a reasonable time during the first half of the shift and one to be taken at a reasonable time during the second half of the shift, and one thirty (30) minute meal period during each shift. While working the twelve-hour shift, Patrol Officers shall

be permitted two (2) fifteen minute rest periods and one forty-five (45) minute meal period during each shift. Patrol Officers shall remain on duty during rest and meal periods.

So long as the Department employs modified twelve hour shifts for patrol, employees assigned to tasks other than patrol duties may be assigned to daily shifts other than twelve hour shifts, however for purposes of overtime calculations and benefits they shall be treated the same as patrol employees assigned to modified twelve hour shifts.

Section 31.2 - Compensatory Time

31.2.1 Accrual

Overtime compensation at the overtime rate may, at the employer's discretion, be made as wages or as compensatory time off. Compensatory time may accrue to a maximum of 180 hours. If an employee is at the maximum accrual, all additional overtime compensation shall be as wages.

31.2.2 Usage

Use of compensatory time will be subject to the approval of the Chief or his designate. Said approval shall not be unreasonably denied.

Section 31.3 – Hours of Work No Guarantee

The Village and Union agree based on operational needs to move from a modified twelve (12) to a straight twelve (12) hours of work for all members. All officers, regardless of position will work 2184 hours per year. Specialty positions may be assigned to work shifts other than twelve (12) hour shifts on a set schedule. These hours can be temporarily changed for operational necessity and/or training. The additional four (4) hours per pay period will be considered overtime paid at straight-time rates.

If due to financial issues or operational changes the Village has a need to move to a modified twelve (12) schedule, the parties will conduct impact and effect bargaining concerning a schedule change. The Village will offer sixty (60) days notice of its intent to seek changes and such negotiations shall commence within forty-five (45) days of receipt of such notice. If a schedule change does occur, the Village and Union will meet on a quarterly basis to discuss the updates status as to operational concerns and/or financial concerns to determine at what point to return to straight twelve (12) shift schedule.

Section 31.4 - Court Time

When an Officer is required to be present at court for work-related reasons during non-duty hours, the officer shall receive a minimum of three (3) hours pay at time and one-half (1-1/2) the officer's regular base rate.

Section 31.5 - Call-Back Time

All officers called back to work after having left work shall receive a minimum of two (2) hours pay at time and one-half (1-1/2) the officer's regular base rate, unless the time extends to the officer's regular work shift or unless the officer is called back to rectify his own error.

Section 31.6 - Effects Bargaining

In the event that the Village, in its sole discretion, elects to change the practice of using a straight 12-hour shift for patrol assignments, it agrees to bargain with the Union over the effect of such change.

Section 31.7 - Equalization of Overtime

For planned overtime, every attempt shall be made to distribute the overtime fairly and equitably.

Section 31.8 - Shift Exchange

Officers may switch a scheduled day with another officer. Such exchange shall not be the cause of overtime and shall be subject to the approval of the Chief of Police or his designee.

**ARTICLE XXXII
SALARIES**

Section 32.1 - Base Annual Salary

Covered employees shall receive compensation as set forth in Appendix A, attached hereto.

Section 32.2 - Stipends

- A. **Detectives/Juvenile Investigator**
All Officers assigned to work as a Detective or Juvenile Investigator shall receive an annual stipend of \$2,000 to be paid pro rata on each paycheck while the officer is serving in said assignment.

- B. **Officer in Charge**
When an employee is assigned to act as an officer in charge during a patrol shift the employee shall receive two dollars (\$2.50) per hour for each hour that the employee acts in that capacity.

- C. **Canine Officer**
Should the Chief of Police assign an officer to the position of Canine Officer, said officer shall be entitled to 1.25 hours of release time per scheduled 12-hour shift, and 1 hour of release time per scheduled 8-hour shift as total compensation for the care of the canine.

- D. **Field Training Officer**
When an employee is assigned to act as a field training officer he shall receive one hour of additional overtime pay for each full shift served as a trainer.

Section 32.3 - Pension Contributions

The Village agrees to adopt a resolution implementing a tax deferral of employee pension contributions as provided by law.

**ARTICLE XXXIII
MANAGEMENT
RIGHTS**

Except as limited by the express language of this Agreement, Employer retains the exclusive right to manage the operations, determine its policies, budget and operations, the manner of exercise of its statutory functions and the directions of its working forces, including, but not limited to the rights to hire, promote, demote, transfer, allocate and assign Employees; to discipline, suspend and discharge, to lay off or relieve Employees from duty; to determine the size and compositions of the work force; to make and endorse work rules, rules of conduct and regulations; to maintain discipline, order and efficiency; to determine the departments, divisions and sections and work to be performed therein; to determine the number of hours of work shift per work week; to establish and change work schedules and assignments; to introduce new methods of operation; to eliminate, contract, and relocate transfer work and maintain efficiency.

**ARTICLE XXXIV
FIRE AND POLICE
COMMISSIONERS**

Except as modified by this agreement with respect to an employee's choice of disciplinary forum, the parties hereto expressly recognize the statutory authority of the Board over employees covered by this Agreement, including, but not limited to, making, altering and enforcing rules and regulations, and hiring, promoting, demoting, disciplining, and discharging employees. The parties expressly agree that the actions of the Board are not subject to the terms of this Agreement. The parties agree that all newly employed Patrol Officers are required to serve a probationary period as prescribed by the Village. During the probationary period, the officer is an employee-at-will and may be disciplined or discharged without notice and without cause, and without recourse to the grievance procedure.

**ARTICLE XXXV
NO PYRAMIDING**

Compensation shall not be paid more than once for the same hours under any provision of this Agreement.

**ARTICLE XXXVI
TERM OF AGREEMENT**

This Agreement shall be effective from May 1, 2014, until 11:59 p.m. on the 30th day of April, 2018. It will continue in full force and effect until a successor agreement is reached by the parties.

VILLAGE OF LEMONT

**METROPOLITAN ALLIANCE OF POLICE
LEMONT POLICE CHAPTER #39**

By: _____
Brian Reaves, Village President

By: _____
Joseph Andalina, M.A.P. President

Date: _____

Date: _____

By: _____
Charlene Smollen, Village Clerk

By: _____
M.A.P. Chapter #39 President

Date: _____

Date: _____

APPENDIX A
WAGES

Step	5/1/2014 – 4/30/2015	5/1/2015 – 4/30/2016	5/1/2016 – 4/30/2017	5/1/2017 – 4/30/2018
Start	\$55,020.49	\$56,396.01	\$57,946.90	\$59,685.30
After 1 year	\$57,496.27	\$58,933.67	\$60,554.35	\$62,370.98
After 2 years	\$62,451.05	\$64,012.32	\$65,772.66	\$67,745.84
After 3 years	\$65,259.58	\$66,891.07	\$68,730.57	\$70,792.49
After 4 years	\$68,197.33	\$69,902.26	\$71,824.57	\$73,979.31
After 5 years	\$71,265.39	\$73,047.03	\$75,055.82	\$77,307.49
After 6 years	\$74,472.37	\$76,334.18	\$78,433.37	\$80,786.37
After 7 years	\$77,824.73	\$79,770.35	\$81,964.04	\$84,422.96
After 8 years	\$86,155.56	\$88,309.44	\$90,737.95	\$93,460.09
Step Ranges for 2184 hr Employees				

Step	5/1/2014 – 4/30/2015	5/1/2015 – 4/30/2016	5/1/2016 – 4/30/2017	5/1/2017 – 4/30/2018
Start	\$52,400.42	\$53,710.43	\$55,187.47	\$56,843.09
After 1 year	\$54,758.81	\$56,127.78	\$57,671.29	\$59,401.43
After 2 years	\$59,477.75	\$60,964.69	\$62,641.22	\$64,520.46
After 3 years	\$62,152.74	\$63,706.56	\$65,458.49	\$67,422.24
After 4 years	\$64,950.51	\$66,574.27	\$68,405.06	\$70,457.22
After 5 years	\$67,872.11	\$69,568.91	\$71,482.05	\$73,626.52
After 6 years	\$70,926.17	\$72,699.32	\$74,698.55	\$76,939.51
After 7 years	\$74,119.15	\$75,972.13	\$78,061.37	\$80,403.21
After 8 years	\$82,052.60	\$84,103.92	\$86,416.78	\$89,009.28
Step Ranges for 2080 hr Employees				

All wages are retroactive to the effective date of this Agreement.

APPENDIX B

THE EMPLOYEE IS TO EXECUTE ONE, BUT NOT BOTH, OF THE FOLLOWING OPTIONS IN ORDER TO ELECT THE FORUM IN WHICH TO CONTEST DISCIPLINE:

OPTION 1: ELECTION TO USE THE GRIEVANCE/ ARBITRATION PROCEDURE:

ELECTION, WAIVER AND RELEASE TO USE GRIEVANCE/ARBITRATION WITH REGARD TO DISCIPLINE WHICH WOULD OTHERWISE BE SUBJECT TO THE JURISDICTION OF THE LEMONT BOARD OF FIRE AND POLICE COMMISSIONERS

I, _____, being proposed for discipline by the Village of Lemont Police Department (including suspension from duty with or without pay or termination of employment) hereby elect to pursue a grievance over such discipline according to the appropriate provisions of the collective bargaining agreement between the Village of Lemont, Illinois, and the Metropolitan Alliance of Police. I agree that such grievance shall be my sole remedy to the exclusion of other remedies available to me, including but not limited to, the provisions of any Illinois civil service law, board of fire and police commissioners law, rule or regulation, such as 65 ILCS 5/10-2.1 et seq., as amended.

I acknowledge that by making this election of remedy I am waiving the rights and remedies of any alternative review or appeal procedure available to me, such as provided for in any Illinois civil service law, rule or regulation, such as 65 ILCS 5/10-2.1 et seq., as amended, in favor of the rights and remedies afforded to me under the provisions of the collective bargaining agreement between the Village of Lemont and the Metropolitan Alliance of Police. Furthermore, I acknowledge and agree that execution of the Election, Waiver and Release shall be a prerequisite to processing of any grievance concerning the proposed discipline of me by the Lemont Department. By selecting the grievance process alternative, I acknowledge my understanding that the Village has the right to unilaterally impose the proposed discipline immediately, subject to possible later modification or reversal by an arbitrator should I or the Union choose to pursue a grievance through arbitration.

By election to file a grievance over my suspension or discharge, I hereby release the Village of Lemont, the Lemont Board of Fire and Police Commissioners and the Metropolitan Alliance of Police, as well as their officers, directors, agents, employees, attorneys, and other representatives from any and all liability which flows as a consequence of my election.

Signed this _____ day of _____, 20__.

By: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public, Illinois
My commission expires _____

Received by the Chief of Police's Office: _____, 200__
Date

OPTION 2: ELECTION TO HAVE A HEARING BEFORE THE BOARD OF FIRE AND POLICE COMMISSIONERS OF THE VILLAGE OF LEMONT AND TO WAIVE GRIEVANCE/ ARBITRATION:

ELECTION, WAIVER AND RELEASE TO HAVE A HEARING BEFORE THE BOARD OF FIRE AND POLICE COMMISSIONERS AND TO WAIVE THE GRIEVANCE/ARBITRATION PROCEDURE

I, _____, being subject to discipline by the Village of Lemont Police Department (including suspension from duty with or without pay or termination of employment) hereby elect to have a hearing over such discipline before the Board of Fire and Police Commissioners of the Village of Lemont in accordance with their rules and the laws of the State of Illinois. I agree that such hearing shall be my sole remedy to the exclusion of other remedies available to me, including but not limited to, the grievance/ arbitration procedures of the collective bargaining agreement between the Village of Lemont and the Metropolitan Alliance of Police.

I hereby acknowledge that charges will be filed with the Board of Fire and Police Commissioners requesting my suspension without pay or my termination.

By election to have a hearing before the Board of Fire and Police Commissioners over my suspension or discharge, I hereby release the Village of Lemont, the Lemont Board of Fire and Police Commissioners and the Metropolitan Alliance of Police, as well as their officers, directors, agents, employees, attorneys, and other representatives from any and all liability which flows as a consequence of my election.

Signed this _____ day of _____, 20____.

By: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public, Illinois
My commission expires _____

Received by the Chief of Police's Office: _____, 20____
Date

Resolution No. _____

A RESOLUTION AUTHORIZING ADOPTION OF A LABOR AGREEMENT BETWEEN VILLAGE OF LEMONT AND METROPOLITAN ALLIANCE OF POLICE, LEMONT POLICE CHAPTER # 33

WHEREAS, the Village of Lemont (“Village”) is an Illinois Municipal Corporation pursuant to the Illinois Constitution of 1970 and the Statutes of the State of Illinois; and

WHEREAS, Lemont Police Department is represented by Metropolitan Alliance of Police, Lemont Police Chapter #33; and

WHEREAS, following negotiations with the Police bargaining unit, the Police Department has ratified the terms of a Labor Agreement; and

WHEREAS, the terms of this Labor Agreement shall extend from May 1, 2014 through April 30, 2018; and

NOW, THEREFORE BE IT RESOLVED by the Village President and Board of Trustees of the Village of Lemont that the attached Labor Agreement is hereby approved.

The Village Clerk of the Village of Lemont shall certify to the adoption of this Resolution and cause the same to be published in pamphlet form.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DUPAGE, ILLINOIS on this _____ day of _____, 2015.

PRESIDENT AND VILLAGE BOARD MEMBERS:

	AYES:	NAYS:	ABSENT:	ABSTAIN
Debby Blatzer	_____	_____	_____	_____
Paul Chialdikas	_____	_____	_____	_____
Clifford Miklos	_____	_____	_____	_____
Ron Stapleton	_____	_____	_____	_____
Rick Sniegowski	_____	_____	_____	_____
Jeanette Virgilio	_____	_____	_____	_____

BRIAN K. REAVES
President

ATTEST:

CHARLENE M. SMOLLEN
Village Clerk

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE VILLAGE OF LEMONT**

and

METROPOLITAN ALLIANCE OF POLICE LEMONT

POLICE CHAPTER #33

2014-2018

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PREAMBLE

This Agreement is made and entered into by and between the Village of Lemont (hereinafter referred to as the "Village") and the Metropolitan Alliance of Police, Lemont Sergeants Chapter #33 (hereinafter referred to as the "Union").

ARTICLE I RECOGNITION

Section 1.1 - Representative Unit

The employer recognizes the Union as the sole and exclusive representative for all sworn police officers employed by the Village of Lemont in the rank of sergeant. Excluded are all sworn patrol officers, lieutenants, commander assignment, chief and all confidential, managerial and supervisory employees as defined by Sections 6(c) and 9(d) of the Illinois Public Labor Relations Act, and all other employees of the Village of Lemont.

Section 1.2 - Application of Agreement

The terms of this Agreement are applicable only to full-time sworn police officers employed by the Village of Lemont in the rank of sergeant.

ARTICLE II UNION SECURITY

Section 2.1 - Dues Checkoff

Upon receipt of proper written authorization from a police officer, the Employer shall deduct each month's Union dues in the amount certified by the Treasurer of the Union from the pay of such police officer covered by this Agreement from the first two paychecks each month. Such money shall be submitted to the Metropolitan Alliance of Police within fifteen (15) days after the deductions have been made. The Union shall advise the Employer of any increase in dues in writing, at least thirty (30) days prior to its effective date. A copy of the authorization form is attached hereto as Appendix C.

Section 2.2 - Fair Share

During the term of this Agreement, Sergeants who are not members of the Chapter shall, commencing thirty (30) days after the effective date of this Agreement, pay a fair share fee to the Chapter for collective bargaining and contract administration services tendered by the Chapter as the exclusive representative of the officers covered by this Agreement. Such fair share fee shall be deducted by the Village from the earnings of non-members and remitted to the Chapter each month. The Chapter shall annually submit to the Village a list of the officers covered by this Agreement who are not members of the Chapter and an affidavit which specifies the amount of the fair share fee, which shall be determined in accordance with the applicable law.

Non-members who object to this fair share fee based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member shall pay an amount equal to such fair share fee to a non-religious charitable organization mutually agreed upon by the employee and the Union. If the affected non-member and the Union cannot agree on an organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois State Labor Board and the payment shall be made to said organization.

Section 2.3 - Indemnification

As long as the initial action is not brought by the Village, the Union shall indemnify and hold the Village harmless against any and all claims, demands, suits or other forms of liability brought against the Village, including costs and attorney's fees that may arise out of or by reason of any action taken by the Village for the purpose of complying with any provisions of Section 2.2, Fair Share. If an incorrect deduction is made, the Union shall refund any such amount directly to the involved employee.

**ARTICLE III
NON-DISCRIMINATION**

In accordance with applicable law, neither the Village nor the Union shall discriminate against any employee covered by this Agreement. Any dispute concerning the interpretation and application of this paragraph shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement.

**ARTICLE IV
LABOR MANAGEMENT COMMITTEE**

At the request of either party, the Union Steward and the Police Chief or their designees shall meet at least quarterly to discuss matters of mutual concern that do not involve negotiations. The Union steward may invite other bargaining unit members (not to exceed two) to attend such meetings. The Police Chief may invite other Village representatives (not to exceed two) to attend such meetings. The party requesting the meeting shall submit a written agenda of the items it wishes to discuss at least seven (7) days prior to the date of the meeting. Employees scheduled to work will notify the Police Chief prior to their attendance at a meeting, and if such attendance is approved by the Police Chief, the employee will be permitted to attend the meeting during his regular hours of work with not loss of pay.

It is expressly understood and agreed that such meetings shall be exclusive of a grievance procedure and do not constitute negotiations. Grievances being processed under the grievance procedure shall not be considered at labor management meetings, nor shall negotiations for the purpose of altering any or all of the terms of this agreement be carried on at such meetings.

ARTICLE V
ENTIRE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Village and the Union, for the life of this Agreement, each voluntarily and unqualifiedly agrees that the other shall not be obligated to bargain collectively with respect to any subject matter referred to, or covered in this Agreement.

This Agreement supersedes and cancels all prior practice and agreements, whether written or oral, unless expressly state to the contrary herein, and together with any letter of understanding executed concurrently with or subsequent to this Agreement constitutes the complete and entire Agreement between the parties.

ARTICLE VI
CONTINUITY OF OPERATION

Section 6.1 - No Strike

Neither the Union nor any officer, member of the Union or officer covered by this Agreement, will call, institute, authorize, participate in, sanction, encourage, or ratify any strike, work stoppage, overtime, concerted abnormal and unapproved enforcement procedures or policies, or mass resignation, mass absenteeism or picketing which causes any work stoppage or any concerted refusal to perform duties by an officer or officer group. Neither the Union nor any officer, member of the Union, or officer covered by this Agreement shall refuse to cross any picket line, by whomever established.

Section 6.2 - Union's Responsibility

Should any activity prescribed in section 1 of this Article occur, the Union shall immediately:

- A. Publicly disavow such action by the employees or other persons involved;
- B. Advise the employee in writing that such action has not been caused or sanctioned by the Union;
- C. Notify the employees stating that it disapproves of such action instructing all employees to cease such action and return to work immediately;
- D. Take such other steps as are reasonably appropriate to bring about observance of the provisions of this Article, including compliance with reasonable requests of the employer to accomplish this end.

Section 6.3 - Discharge of Violators

The employer shall have the right to discharge or otherwise discipline any or all employees who violate any of the provisions of this Article. In such event, the employee or employees, or the Union in their behalf, shall have no recourse to the grievance procedure, except as to the issue of whether an employee participated in the prohibited action.

Section 6.4 - No Lockout

The employer agrees that it will not lockout its employees during the term of this Agreement or any extension thereof.

Section 6.5 - Reservation of Rights

In the event of any violation of this Article by the Union or the Employer, the offended party may pursue any legal or equitable remedy otherwise available.

**ARTICLE VII
BILL OF RIGHTS**

The Uniform Peace Officer' Disciplinary Act (50ILCS 725) is hereby adopted by reference.

**ARTICLE VIII
WORKING CONDITIONS**

Section 8.1 - Locker Provided

The Village shall provide a locker for each bargaining unit employee.

Section 8.2 - Eating Area

The Village shall provide an eating area for employees.

Section 8.3 - Loss of Personal Property

Personal property carried by an on-duty officer which is required for the performance of the officer's duties, and which is damaged by a third party during the performance of the officer's duties, shall be repaired or replaced at a reasonable value not to exceed a total of \$200.00 per year. In the event the officer receives restitution or other reimbursement, the amount expended by the Village shall be reimbursed by the officer to the extent of restitution or reimbursement received.

Section 8.4—Fitness for Duty

Any concern regarding an employee' fitness for duty will be determined as described in the Village of Lemont Police Department General Orders in effect on December 17, 2014. Appeal of any discipline arising out of any question of an employee's fitness for duty will be subject to the grievance procedure of this Agreement.

Section 8.5—Drivers Licenses

Employees governed by this Agreement will abide by, and be subject to, the Village of Lemont Police Department General Orders in effect on December 17th 2014 with respect to matters involving the status of that employee’s driver’s license. Appeal of any discipline arising out of the status of a member’s drivers license will be subject to the grievance procedure of this Agreement.

**ARTICLE IX
PERSONNEL FILES**

Section 9.1 - Personnel Files

Employees shall be entitled to inspect their personnel files in accordance with the provisions of 820 ILCS 40. No material shall be placed in an employee's personnel file unless the employee has had an opportunity to view the material.

Section 9.2 - Forms

No employee shall be required to sign undated or incomplete forms.

**ARTICLE X
SENIORITY**

Section 10.1 - Definition of Seniority

Where the term "seniority" is used in this Agreement, it will mean as follows:

- A. Seniority shall be defined as an officer's length of full-time continuous service as a police officer in the Lemont Police Department.
- B. In the event that two or more Sergeants have the same promotion date, seniority shall be determined by the order of appointment to the rank of Sergeant by the Board of Fire and Police Commissioners.
- C. Bargaining unit employees shall be afforded seniority credit only for the purposes set forth in this contract.

Section 10.2 - Loss of Seniority

A sergeant's seniority will terminate in the following circumstances:

- A. The sergeant resigns or quits;
- B. The sergeant retires;
- C. The sergeant is discharged or permanently removed from the payroll, and the separation is not reversed;
- D. The sergeant does not return to work at the expiration of a leave of absence;
- E. The sergeant is absent for three (3) consecutive scheduled work days without authorization; or
- F. The sergeant does not return to work when recalled from layoff.

Section 10.3 - Application of Seniority

Seniority in rank shall be considered for the following:

- A. Vacation preference, except for the Detective Sergeant who shall draw separately.

Section 10.4 - Layoffs and Recall

Should the employer in its sole discretion determine that it is necessary to decrease the number of officers in the bargaining unit, it will layoff and recall officers in accordance with the provisions as set forth in 65 ILCS 5/10-2.1-18.

Section 10.5 - Failure to Respond to Recall

If a sergeant fails to timely respond to recall notice by return mail or in person, his name shall be removed from the recall list. Pursuant to 65 ILCS 5/10-2.1-18; a sergeant must make written application for reinstatement within thirty (30) days after notification of recall.

Section 10.6 - Seniority List

As soon as practicable after signing of this contract, the employer will furnish the Union a list showing the name, address, job title and last hiring date of each sergeant in the bargaining unit, whether the sergeant is entitled to seniority or not. The employer shall post a similar list without sergeants' addresses. Within thirty (30) calendar days after the date of posting, a sergeant must notify the employer of any alleged errors in the list or it will be considered binding on the sergeant and the Union. When changes or additions to those lists become necessary, the employer will provide notification to the Union of such changes or additions. A revised seniority list will be posted once a year. Within thirty (30) calendar days of such posting, a sergeant must again notify the employer of any alleged errors or the information in the list shall be considered binding on the sergeant and the Union.

ARTICLE XI
GRIEVANCE PROCEDURE

Section 11.1 - Definition

A "grievance" is defined as a dispute or difference of opinion between an employee (or the Union) and the Village involving the meaning, interpretation or application of the specific provisions of this Agreement.

Section 11.2 - Procedure

The parties acknowledge that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. If, however, the informal process does not resolve the matter, the grievance will be processed as follows:

- STEP 1: Any employee who has a grievance shall submit the grievance in writing to the employee's immediate supervisor. The grievance shall contain a statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the relief requested. All grievances must be presented no later than twenty (20) business days from the date of the occurrence of the matter giving rise to the grievance, except that for errors in pay, the time period shall be twenty-five (25) business days. An employee's failure to file a grievance within the time period specified shall constitute a waiver of any rights to advance the grievance. The immediate supervisor shall render a written response to the grievant with five (5) business days after the grievance is presented.
- STEP 2: If the grievance is not settled at Step 1 and the employee wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted in writing to the Police Chief within five (5) business days after receipt of the Village's answer to Step 1. A grievance relating to all or substantial number of employees or the Union's own interests or rights with the employer may be initiated at Step 2 by a Union representative. The Police Chief, or his designee, shall investigate the grievance and, in the course of such investigation, shall offer to discuss within five (5) business days with the grievant and an authorized representative of the Union at a time mutually agreeable to the parties. The Police Chief, or his designee, shall provide a written answer to the grievant and the Union within five (5) business days following their meeting.
- STEP 3: If the grievance is not settled at Step 2 and the Union desires to appeal, it shall be referred by the Union in writing to the Village Administrator within five (5) business days after receipt of the Village's answer to Step 2. Thereafter, the Village Administrator or his designee shall meet with the grievant and a Union representative within fifteen (15) business days of receipt of the Union's appeal. The Village Administrator or designee shall

submit a written answer to the grievant and the Union within ten (10) business days following the meeting.

Section 11.3 - Arbitration

If the grievance is not settled in Step 3 and the Union wished to appeal the grievance from Step 3 of the grievance procedure, the Union may refer the grievance to arbitration, as described below, within fifteen (15) business days of receipt of the Village's answer provided to the Union at Step 3:

- A. In the absence of agreement of neutral arbitrator, the parties shall file a joint request with the Federal Mediation & Conciliation Service (FMCS) for a panel of five (5) arbitrators from which the parties shall select a neutral arbitrator. The parties shall agree to request the FMCS to limit the panel to members of the National Academy of Arbitrators and to those having an office in Illinois, Indiana, Wisconsin, Michigan, or Iowa. Both the Village and the Union shall each have the right to reject one panel in its entirety within seven (7) business days of its receipt and request that a new panel be submitted. The Village and the Union shall alternatively strike names from the panel. The order of striking names shall be determined by a coin toss with the losing party striking the first and the third names. The remaining person shall be the arbitrator.
- B. The arbitrator shall be notified of his/her selection and shall be requested to set a date for the hearing, subject to the availability of Union and Village representatives. The fees and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the Village and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 11.4 - Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, add to, or subtract from the provisions of this Agreement. The arbitrator shall be empowered to determine the issue(s) raised by the grievance as submitted in writing at Step 1 or at Step 2 (by the Union). The decision or award of the arbitrator shall be final and binding upon the Village, the Union and the employees covered by this Agreement.

Section 11.5 - Miscellaneous

11.5.1 A "business day" is defined as a calendar day exclusive of Saturdays, Sundays or holidays observed by the Village.

11.5.2 No grievance may be filed more than twenty (20) business days from the day of the original occurrences of the event giving rise to the grievance. No grievance filed after the 20-day period shall be processed. The failure of an employee to act within the time limits will act as a bar to any further appeal.

11.5.3 Any decision not appealed by the employee or the grievant as provided within the time limits specified in each step shall be considered settled on the basis of the latest decision and shall not be subject to further appeal. Any grievance not answered within the time limits specified in each step shall be automatically appealed to the next step. Time limits at each step may be extended by mutual agreement of the grievant and the Village.

11.5.4 No matter or action shall be treated as a grievance unless a grievance is filed in accordance with this Article.

Section 11.6 - Promotion

It is understood that matters involving promotion, are subject to the jurisdiction of the Chief of Police and the Board of Fire and Police Commissioners and are not subject to this grievance procedure.

ARTICLE XII UNION OFFICERS

The Village recognized the right of the Union to select Union officers, representatives, or stewards, and the Union agrees to furnish the Village, within 2 weeks of ratification of this Agreement, with the names of the officers, representatives, or stewards selected by the Union.. Union officers, representatives and/or stewards are not permitted to conduct Union business during work hours without the permission of the Chief of Police.

ARTICLE XIII UNION REPRESENTATIVE

The Village agrees that non-employee officers and representatives of the Union shall have reasonable access to designated areas of the premises during normal Village Hall working hours with advance notice to the Chief. Such access shall be for the administration of this Agreement. The Union agrees that such activities shall not interfere with the normal work duties of the employees or interfere with the confidential operation of the Department. The Village reserves the right to designate the accessible areas as provided herein.

ARTICLE XIV DISCIPLINE

Section 14.1

Oral and written reprimands shall be subject to the grievance procedure or to determination by the Fire and Police Board at the election of the officer affected. Once an employee elects a procedure for review of an oral or written reprimand, neither the officer nor the union shall have recourse to the other method of review. The Village and the Chapter recognize that promotions, suspensions, and termination, are within the sole jurisdiction of the Fire and Police Board and are not subject to the terms of this Agreement, including the grievance procedure.

Section 14.2

If the Village has reason to discipline an employee, it will make every effort to do so in a manner that will not unduly embarrass the employee before other fellow employees or members of the public. A violation of this section shall not be cause to rescind any disciplinary action.

Section 14.3

In cases of oral reprimand, notation of such oral reprimand shall become a part of the employee's personnel file and a copy given to the employee.

Section 14.4

All oral and written reprimands shall be expunged upon written request of the employee after eighteen (18) months from the date of discipline if the employee has not been disciplined for a similar incident.

All suspensions of five (5) days or less issued by the Chief shall be expunged upon written request of the employee after four (4) years from the date of discipline if the employee has not been disciplined for a similar incident and if the employee did not appeal the suspension to the Fire and Police Board.

Section 14.5

A suspension day is defined as an 8-hour day.

Section 14.6 Employee Choice of Disciplinary Forum

14.6.1. Contesting Discipline - Oral and Written Reprimands

Oral and written reprimands shall be subject to the Grievance Procedure Article of this Agreement but shall not be subject to arbitration.

14.6.2. Contesting Discipline - Suspensions and Termination

(1) In General

Prior to imposing discipline, involving a suspension or termination, the Chief of Police or the Chief's designee will set a meeting with the employee to advise the employee of the proposed discipline and the factual basis therefore. At the employee's request, the employee shall be entitled to Union representation at that meeting. After the conclusion of said meeting, the Chief or the Chief's designee will issue a Decision to Discipline, in writing, as to the proposed discipline ("Decision to Discipline"), to the affected employee and the Union. At the employee's option, disciplinary action against the employee may be contested either through the arbitration procedure of this Agreement or through the Board of Fire and Police Commissioners (BOFPC), but not both. In order to exercise this option, an officer must execute an Election, Waiver and Release form ("Election Form" attached as Appendix B). The Election Form shall be given to the officer by the employer, at the time the officer is formally notified of the Decision to Discipline. The employee shall have five (5) calendar days upon receipt of Election Form to tender the executed Election Form to the Chief or the Chief's designee.

(2) Suspensions of Five (5) Days or Less

If the discipline is a suspension for five (5) days or less, the Chief may impose the suspension immediately upon the issuance of the Decision to Discipline. If the employee elects to contest the suspension through the grievance/arbitration procedure, the Election Form shall constitute a grievance, which shall be deemed filed at the arbitration step of the grievance procedure.

(3) Termination or Suspensions of More Than Five (5) Days; Arbitration

For discipline involving suspensions in excess of five (5) days or termination, if the employee elects arbitration, the Chief of Police has the right and discretion to impose discipline immediately upon the receipt of the Election Waiver and Release Form. In such cases, the Election Form shall constitute a grievance, which shall be deemed filed at the arbitration Step. During this process, the employer shall have the burden of proving that the discipline was issued for just cause.

(4) Termination or Suspensions of More Than Five (5) Days; Board of Fire and Police Commissioners

For discipline involving suspensions in excess of five (5) days or termination, if the employee elects to have the case heard by the BOFPC, then the Chief must file the appropriate charges before the BOFPC.

(5) Failure to Return the Election Form in Cases of Termination or Suspensions of More Than Five (5) Days

If an officer fails to timely return the Election Form in the case of termination or suspension of more than five (5) days, such failure shall be deemed a waiver of the right to contest discipline via arbitration and require the Chief to file charges before the BOFPC.

ARTICLE XV
MILEAGE REIMBURSEMENT

An employee who is required and authorized by the employer to use his private vehicle for Village business shall be reimbursed at a per mile rate as established by the Village for all Village employees.

ARTICLE XVI
PARTIAL INVALIDITY

In the event any of the provisions of this Agreement shall be or become invalid or unenforceable by reason of any federal or state law or local ordinance now existing or hereinafter enacted, such invalidity or unenforceability shall not affect the remainder of the provisions hereof.

ARTICLE XVII
BULLETIN BOARDS

The employer will make a bulletin board available for the use of the Union in non-public locations. The union will be permitted to have posted on this bulletin board notice of a non-controversial nature, but only after submitting them to the Chief or his designee for approval and posting. There shall be no distribution or posting by employees of advertising political material, notices or other kinds of literature on the employer's property other than herein provided.

ARTICLE XVIII
REGULAR HOLIDAYS

Section 18.1 - Holidays

The following shall be paid holidays for all eligible employees:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

A. Employees Assigned to Shift Schedules

1. If a Sergeant is regularly scheduled to work, and works on a holiday, compensation will be at two and one-half (2-1/2) times the officer's hourly rate for each hour worked.

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2. For Sergeant assigned to Twelve Hour Shifts or a 2184 hour schedule (Sec. 31.1.2), if a holiday falls on an officer's regularly scheduled non-vacation day off, he will receive compensation equivalent to 8.4 hours at base rate pay in lieu of a day off.

On occasions when a majority of un-sworn Village employees are released early by the Mayor or Village Administrator, Patrol Sergeants will be allocated three (3) additional hours of compensation time. If a Sergeant has accrued the maximum hours of compensation time allowed, the hours allocated will be in the form of personal time.

B. Employees Regularly Assigned to a Monday - Friday Schedule

Sergeants regularly assigned to a Monday through Friday schedule will receive the day off on the celebrated holiday. If a holiday falls on a Saturday, the holiday will be celebrated on the preceding Friday. If a holiday falls on a Sunday, the holiday will be celebrated on the following Monday.

C. All Employees

For Sergeants assigned to Twelve Hour Shifts or a 2184 schedule (Sec. 31.1.2), if a holiday falls on a Sergeant's scheduled vacation day, the Sergeant shall receive compensation equal to 8.4 hours of base pay in lieu of a day off.

Section 18.1.2—Overtime or Recall on a Holiday

Sergeants working outside of their regular reoccurring shift will be paid three (3) times their regular rate of pay for every hour worked if it falls on a holiday as listed in Section 18.1 of this agreement.

Sergeants who have been given the day off in lieu of holiday pay and have been recalled to work will also be paid three (3) times their regular rate of pay for every hour worked on the holiday.

Section 18.1.3 – Overtime as a Special Detail on a Holiday

Sergeants working a special detail in which the Village is reimbursed by an outside entity will be paid at the standard overtime rate of one and one-half (1 ½) times the officers hourly rate, and does not exclude the officer from receiving the other benefits listed in this Section (18.1).

Section 18.2 - Personal Holidays

All Sergeants, assigned to work 2184 hours will receive forty-two (42) hours of personal time off with pay to be used within the calendar year., all officers working 2080 hours will receive thirty-two (32) hours of personal time off with pay to be used in the calendar year. Any requests for personal days must be approved at least four (4) days in advance and must not conflict with the manpower requirements of the department. Any personal days not used within the calendar year will be lost. Personal time shall be added annually at the start of every new calendar year.

ARTICLE XIX
INSURANCE

Section 19.1 - Health and Major Medical Insurance

The Village shall select and provide a health and major medical insurance program for employees and dependents. The Village, at its option, may include the provision of vision care and dental care with the benefits to be determined by the Village. The Village shall provide bargaining unit employees with major medical and life insurance coverage at the same level of benefits and the same level of employee premium contributions which it provides to the general non-bargaining unit work force of the Village. The village reserves the right without future bargaining with the Union, to change the level of benefits provided bargaining unit employees, and to change the employee premium contribution requirements of bargaining unit employees under the foregoing insurance coverage so long as any such change is also applicable to the general non-bargaining unit work force of the Village.

Section 19.2 - Life Insurance

The Village shall select and provide group life insurance benefits for employees equal to the individual employee's annual salary with a minimum benefit under this section of one hundred thousand (\$100,000.00) effective no later than July 1st 2015. The Village shall pay the entire premium for said coverage.

Section 19.3 - Death of an Officer in the Line of Duty

The Public Safety Employee Benefits Act (820 ILCS 320) as it may be amended from time to time is hereby adopted by reference. In addition, the Village shall provide reimbursement of up to five thousand dollars (\$5,000.00) for burial expenses.

Section 19.4 – Cost Containment

If an employee can prove they have health insurance from another source and elect to be covered by health insurance that is not provided by the Village, then the Village will pay that employee \$1,750 per fiscal year. This amount will be divided into 12 equal payments and paid to the employee on the second paycheck of each month. In the event that an employee loses coverage from an outside source, has a life changing event, or elects to re enroll in the Village sponsored health plan during open enrollment, monthly payments to the employee will cease immediately upon enrollment.

ARTICLE XX
PAID VACATIONS

Section 20.1 - Eligibility and Accrual

Paid vacations are provided to employees in accordance with length of continuous service. Annual vacation is earned at the commencement of each fiscal year according to the following accrual schedule:

<u>Length of Service</u>	<u>Annual Vacation 80 Hours Shift</u>	<u>Annual Vacation 84 Hour Shifts</u>
Less than five (5) years	80 hours	84 hours
Upon reaching fifth (5 th) Anniversary of Employment	120 hours	126 hours
Upon reaching tenth (10 th) Anniversary of Employment	160 hours	168 hours
Upon reaching fifteenth (15 th) Anniversary of Employment	200 hours	210 hours
Upon reaching twentieth (20 th) Anniversary of Employment	240 hours	252 hours

Covered Sergeants who utilize vacation and subsequently leave the employ of the Village shall be required to reimburse the Village for the pro rata share of used but unearned vacation, (e.g., a first year officer utilizing 80 hours of vacation in June and departing the Village on October 31 shall be responsible for reimbursing the Village for 40 hours of vacation time used).

Section 20.2 - Vacation Pay

The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job classification at the commencement of the vacation period.

Section 20.3 - Scheduling

Sign-up for annual vacations will begin on May 1 with all employees covered by this Agreement's final vacation sign-ups being posted by May 31. A sign-up sheet will be posted providing each officer the opportunity to select vacations. Vacations will be allocated according to shift. After May 31, vacations will be on a first come, first serve basis according to shift.

Adjustments, cancellations, and re-scheduling of vacation periods may occur during the fiscal year, provided a minimum of thirty (30) days written notice is given to the Chief or his designate and that they do not conflict with previously scheduled employee vacation periods. Any such adjustment or scheduling shall be granted based on a first come basis.

A maximum of eighty-four (84) vacation hours may be carried over to the following fiscal year. In all other instances no carry over for vacation is permitted and all unused vacation at the end of a fiscal year shall be forfeited.

All vacation requests are subject to manpower constraints and the authorization of the Chief of Police or his designate. The Chief of Police or his designate may, to meet emergencies, order an Officer(s) to forego or cancel all or part of his vacation. The employee will be allowed a non-conflicting vacation period at a later date.

Section 20.4 - No Accumulation

Vacation credit shall not be accumulated during any layoff period, nor shall vacation credit be accumulated during an unpaid leave of absence.

ARTICLE XXI
WORKER'S COMPENSATION

Worker's Compensation shall be subject to state statute.

ARTICLE XXII
SHORT-TERM DISABILITY

Section 22.1 - Short-Term Disability.

If an employee shall require a leave of absence for medical reasons, and such leave extends beyond any accrued sick leave, vacation, personal days or compensatory time due, the employee may request to be placed on unpaid short-term disability status. During such unpaid leave, the employee may be eligible for disability earnings subject to the pension and/or insurance policy in force. Any short-term disability shall be documented with a written medical statement. Approval of short-term disability status shall be the role of the Village Administrator.

Sick leave, vacation, holiday benefits and seniority will not accrue during the short-term disability, and the employee's anniversary date shall be adjusted according to the length of absence. Health and life insurance benefits will be maintained during the disability leave, according to the provisions of the policy in effect, and provided that the employee pays the full premium amount.

If a short-term disability leave is granted for a period of three (3) calendar months or less, the employee's position will remain vacant until expiration of the leave. Reinstatement shall only occur if the position has not been eliminated due to reorganization or budgetary constraints. Unpaid leaves in excess of three (3) months provide no guarantee of reinstatement to the former positions, unless approved by the Village Administrator.

Upon expiration of a leave of absence the Village Administrator shall attempt to reinstate the employee to his/her former position or one that is similar, depending upon qualifications.

The Village will provide written notice of termination to an employee who has not returned to work within five (5) days after the disability period.

Sergeants assigned to temporary light duty assignments shall be paid at their regular rate of pay.

Section 22.2 - Family and Medical Leave

An employee shall be entitled to Family and Medical Leave as provided by law. All paid sick leave which is used for and FMLA eligible event shall run concurrently with FMLA leave and shall be deducted from an employee's annual FMLA leave time.

ARTICLE XXIII
VOLUNTARY LEAVE OF ABSENCE

An unpaid leave of absence may be requested by employees with more than one (1) year of continuous service. Requests for leave must not exceed six (6) months. Requests for leave shall be made in writing to the Department Head along with an explanation of the reason for the request. Unpaid leaves may be granted with the approval of the Village Administrator. Unpaid leaves of absence for sworn personnel shall be subject to state statutes.

Sick leaves, vacation, holiday benefits, and seniority will not accrue during the leave of absence, and the employee's anniversary date shall be adjusted according to the length of absence. Health and life insurance benefits will be maintained during the leave of absence according to the provisions of the policy in effect and provided that the employee pays the full premium amount. Upon return to duty, employees will receive credit for all unused sick or vacation leave earned prior to the leave of absence.

If a leave of absence is granted for a period of one (1) calendar month or less, the employee's position will remain vacant until the leave expires. Reinstatement shall only occur if the position has not been eliminated due to reorganization or budgetary constraints. Unpaid leaves in excess of one (1) month provide no guarantee of reinstatement to the former position, unless approved by the Village Administrator. A medical leave of absence (short-term disability) is subject to rules as outlined in Article XXII.

Upon expiration of a leave of absence the Village Administrator shall attempt to reinstate the employee to his/her former position or one that is similar, depending upon qualifications. If no position is available upon expiration of the leave of absence, the employee may be considered for future openings depending upon qualifications.

The Village shall provide written notice of termination to an employee who has not returned to work within five (5) days after the leave of absence has ended.

Denial of a voluntary leave of absence shall not be subject to the grievance procedure. An employee may request a meeting with the Village Administrator to discuss the denial.

ARTICLE XXIV
MILITARY LEAVE

Military leave, without pay, will be granted as required by state or federal law.

ARTICLE XXV
JURY LEAVE

Employees shall receive their regular base pay for the time spent on jury duty upon signing and returning their jury duty check to the Village.

ARTICLE XXVI
FUNERAL LEAVE

An employee will be granted five (5) paid regularly scheduled shifts funeral leave due to death in the immediate family. The immediate family is defined to include: spouse, child, mother, father, sister, sister-in-law, brother, brother-in-law, mother-in-law-, father-in-law, grandparents, step-parent, step/half siblings, step-children or guardian. The employee may elect to utilize sick time for other family members that do not fit into the definition of immediate family above.

ARTICLE XXVII
OUTSIDE EMPLOYMENT

The Chief of Police, in his sole discretion, may restrict off-duty employment in the best interest of department operations. Sergeants may be allowed to engage in off-duty employment subject to the prior written approval of the Chief of Police or his designate.

ARTICLE XXVIII
CLOTHING ALLOWANCE

Section 28.1 – Uniform & Equipment Requirements

Sergeants shall be equipped with uniforms and equipment by the Village in accordance with the list described below. In the event that the Village changes to a new uniform style or changes the listed equipment, the Village shall provide the Sergeants with a first issue uniform and/or equipment at the Village's cost, to include changes in color of required uniform.

1. Hats
 - a. 1 year round dress hat
 - b. 1 winter
 - c. 1 baseball type cap
 - d. 1 hat shield

2. Jacket
 - a. 1 winter
 - b. 2 spring/fall

3. Stars/Shield
 - a. 1 shirt
 - b. 1 jacket

4. Shirts

- a. 3 long sleeve
 - b. 3 short sleeve
 - c. 2 polo shirts
5. Ties
- a. 2 ties
 - b. 1 tie bar
6. 3 pair trousers/pants
7. 1 trouser/pant belt
8. 1 pair shoes
9. 1 pair boots
10. Gun equipment
- a. Uncle Mike's belt or Sam Brown belt/or leather duty belt
 - b. 1 patrol holster
 - c. double snap clip pouch or quick loader
 - d. handcuff case
 - e. PR24 or nightstick holder/or ASP (dependant on certification)
 - f. 4 double snap keepers
 - g. set of handcuffs with key
11. Protective vest
12. Rain gear
13. 1 wooly pully sweater
14. 2 name tags/plates
15. 2 police badges
16. Capstun device with holster
17. 1 baton ring
18. Radio holder
19. 1 epaulet radio mic holder
20. 50 rounds of ammunition
21. 1 key holder
22. 1 reflective vest
23. 2 sets of ammo magazines or speed loaders for revolver ammunition
24. Dress Blouse

Section 28.2 - Uniform Allowance

By May 5th of each year of this Agreement, each officer shall receive a separate one thousand dollar (\$1000) check for his/her annual uniform allowance , to be used for the replacement and acquisition of authorized uniform components and equipment. An officer assigned to plainclothes duty as a regular assignment may use said amount for civilian clothes needed for plainclothes duty.

Section 28.3 - Protective Vest Replacement

The Village shall replace protective vests five (5) years from the manufacture date of the vest.

ARTICLE XXIX
EDUCATIONAL BENEFITS

A full-time employee with at least one year of service with the Department may seek reimbursement for job-related college courses in accordance with the provisions of this section. All requests shall be subject to the approval of the Village Administrator, and subject to the availability of funds.

Reimbursement shall be subject to the following criteria:

1. A written request by the employee with all supporting documents to the Chief prior to registration.
2. The course or curriculum must be, in the opinion of the Village Administrator, related to the employee's job, and approved by the Village Administrator prior to enrollment.
3. The amount of funds budgeted by the Village and available for reimbursement on a village wide basis.
4. Courses must be taken from an accredited college or university.
5. The employee must receive a minimum grade of "C" or its numerical equivalent.
6. Reimbursement is limited to tuition, books and laboratory fees which must be supported by presentment of an official receipt of payment issued by the institution attended.
7. Classes are not to be taken during employee's work hours.
8. The employee must sign an agreement to repay the Village for all reimbursement received, if the employee leaves the employment of the Village for any reason prior to the completion of a period of one (1) year after completion of the course so reimbursed, including therein an agreement for withholding of said amount from the employee's last payroll check or checks.

Reimbursement shall be limited to a maximum of Three Thousand Dollars (\$3,000) per employee during any calendar year. In the event that funding is not available for all village employees who have been approved for reimbursement, the Village Administrator may prorate the reimbursement among the approved employees.

ARTICLE XXX
SICK LEAVE

Section 30.1 - Absence from Work

All absences from work must be reported to the Supervisor in charge a minimum of two (2) hours prior to their assigned work shift. Unauthorized absence from work is to be regarded as an unpaid absence without leave. Instances of absence without leave may be grounds for disciplinary action.

If a Sergeant becomes ill during working hours, he must notify his supervisor before leaving work.

Section 30.2 - Sick Leave Usage

Sick leave may be used only for illness for employee, or for the care of an ill or injured member of the officer's immediate family, which is defined as spouse, child or parent/guardian. If the duration of the illness lasts longer than one day, the employee must notify the Chief of Police and/or his designate daily. An employee may be required after three (3) consecutive days' absence to furnish a certificate from a licensed physician to support their sick leave claim. The employee may be required to be examined by a physician designated by the Village at the expense of the Village. Sick leave may only be used in increments of no less than one (1) hour. Failure to follow the foregoing procedures or providing false or misleading information may result in the absence being considered an unexcused absence for which no pay will be received and may result in disciplinary action.

Section 30.3 - Sick Leave Accrual

Employees shall accrue sick leave at the rate of 8 hours for each month worked or 8.4 hours for 2184 schedule employees.

An employees shall receive credit for a month if the employee has worked or been on paid sick leave at least one-half of the employee's scheduled workdays in a calendar month. Sick leave may accumulate to a maximum of 2080 hours. Sick leave earned in excess of the maximum shall be forfeited.

Section 30.4 - Sick Leave Buy Back

Upon separation from the Village police department, an employee will receive payment, as shown below, of any unused, accumulated sick leave for service with the Village

- 1-5 years 10%
- 6-10 year 15%
- 11-15 years 20 %
- 16-19 years 25%
- At 20 years 40%.

Sergeants who separate from the Village due to a duty-related disability, regardless of years of service, will be treated as if they have at least 20 years of service.

ARTICLE XXXI
HOURS OF WORK AND OVERTIME

Section 31.1 - Overtime

31.1.1 Eight-Hour Shift

Sergeants who are assigned to an eight-hour shift shall receive overtime pay for all time worked in excess of eighty hours in a 14-day work period. Overtime shall be compensated at a rate of one and one-half (1 1/2) times the Officer's regular hourly straight time rate of pay. All authorized paid time off shall be included in determining whether an Officer has worked in excess of the 80-hour requirement.

Sergeants shall be permitted two (2) fifteen (15) minute rest periods, one to be taken at a reasonable time during the first half of the shift and one to be taken at a reasonable time during the second half of the shift, and one thirty (30) minute meal period during each shift. Sergeants shall remain on duty during rest and meal periods.

31.1.2 Twelve-Hour Shift

Sergeants who are assigned to a twelve-hour shift receive overtime pay for all time worked in excess of eighty-four (84) hours in a 14-day work period. Overtime shall be compensated at a rate of one and one-half (1-1/2) times the Sergeant's regular hourly straight time rate of pay. All authorized paid time off shall be included in determining whether an Officer has worked in excess of the 84-hour requirement.

Sergeants shall be permitted two (2) fifteen (15) minute rest periods, one to be taken at a reasonable time during the first half of the shift and one to be taken at a reasonable time during the second half of the shift, and one thirty (45) minute meal period during each shift. Sergeants shall remain on duty during rest and meal periods.

So long as the Department employs twelve hour shifts for patrol, employees assigned to tasks other than patrol duties may be assigned to daily shifts other than twelve hour shifts, however for purposes of overtime calculations and benefits they shall be treated the same as patrol employees assigned to twelve hour shifts.

31.1.3 Modified Twelve-Hour Shift

The modified twelve-hour shift shall provide for a combination of twelve-hour shifts with one eight-hour shift within a 14-day work period. Sergeants who are assigned to a modified twelve-hour shift shall receive overtime pay for all time worked in excess of eighty (80) hours in a 14-day work period. Overtime shall be compensated at a rate of one and one-half (1-1/2) times the Sergeant's regular hourly straight time rate of pay. All authorized paid time off shall be included in determining whether a Sergeant has worked in excess of the 80-hour requirement.

While working the eight-hour shift, Sergeants shall be permitted two (2) fifteen (15) minute rest periods, one to be taken at a reasonable time during the first half of the shift and one

to be taken at a reasonable time during the second half of the shift, and one thirty (30) minute meal period during each shift. While working the twelve-hour shift, Patrol Officers shall be permitted two (2) fifteen minute rest periods and one forty-five (45) minute meal period during each shift. Sergeants shall remain on duty during rest and meal periods.

So long as the Department employs modified twelve hour shifts for patrol, employees assigned to tasks other than patrol duties may be assigned to daily shifts other than twelve hour shifts, however for purposes of overtime calculations and benefits they shall be treated the same as patrol employees assigned to modified twelve hour shifts.

Section 31.3 - Compensatory Time

31.3.1 Accrual

Overtime compensation at the overtime rate may, at the employer's discretion, be made as wages or as compensatory time off. Compensatory time may accrue to a maximum of 180 hours. If an employee is at the maximum accrual, all additional overtime compensation shall be as wages.

31.3.2 Usage

Use of compensatory time will be subject to the approval of the Chief or his designate. Said approval shall not be unreasonably denied.

Section 31.3.4 - No Guarantee

The Village and Union agree based on operational needs to move from a modified twelve (12) to a straight twelve (12) hours of work for all members. All Sergeants, regardless of position will work 2184 hours per year. Specialty positions may be assigned to work shifts other than twelve (12) hour shifts on a set schedule. These hours can be temporarily changed for operational necessity and/or training. The additional four (4) hours per pay period will be considered overtime paid at straight-time rates.

If due to financial issues or operational changes and the Village has a need to move to a modified twelve (12) schedule, the parties will conduct impact and effect bargaining concerning a schedule change. The Village will offer sixty (60) days notice of its intent to seek changes and such negotiations shall commence within forty-five (45) days of receipt of such notice. If a schedule change does occur, the Village and Union will meet on a quarterly basis to discuss the updates status as to operational concerns and/or financial concerns to determine at what point to return to straight twelve (12) shift schedule.

Section 31.4 - Court Time

When an Officer is required to be present at court for work-related reasons during non-duty hours, the officer shall receive a minimum of three (3) hours pay at time and one-half (1-1/2) the officer's regular base rate.

Section 31.5 - Call-Back Time

All Sergeants called back to work after having left work shall receive a minimum of two (2) hours pay at time and one-half (1-1/2) the officer's regular base rate, unless the time extends to the officer's regular work shift or unless the officer is called back to rectify his own error.

Section 31.6 - Effects Bargaining

In the event that the Village, in its sole discretion, elects to change the practice of using a straight 12-hour shift, it agrees to bargain with the Union over the effect of such change.

Section 31.7 - Overtime Assignment

Whenever a patrol Sergeant, who is scheduled for duty, is absent from duty when no patrol officer designated as an OIC is also scheduled for duty, and the Chief elects to fill the absence, he shall first seek Sergeants to fill the absence on a voluntary basis. If the Chief is unable to secure a volunteer, including a failure by a Sergeant to respond to the request, the Chief may, at his discretion, order a Sergeant to fill the absence or fill the absence with other personnel.

Section 31.8 - Shift Exchange

Sergeants may switch a scheduled day with another Sergeant. Such exchange shall not be the cause of overtime and shall be subject to the approval of the Chief of Police or his designee.

**ARTICLE XXXII
SALARIES**

Section 32.1 - Base Annual Salary

Covered employees shall receive compensation as set forth in Appendix A, attached hereto. All wages and wage-related benefits shall be retroactive to May 1, 2012.

Section 32.2 - Stipends

A. Detectives/Juvenile Sergeant

All Sergeants assigned to work as a Detective or Juvenile Sergeant shall receive an annual stipend of \$2000 to be paid pro rata on each paycheck while the officer is serving in said assignment.

Section 32.3 - Pension Contributions

The Village agrees to adopt a resolution implementing a tax deferral of employee pension contributions as provided by law.

**ARTICLE XXXIII
MANAGEMENT RIGHTS**

Except as limited by the express language of this Agreement, Employer retains the exclusive right to manage the operations, determine its policies, budget and operations, the manner of exercise of its statutory functions and the directions of its working forces, including, but not limited to the rights to hire, promote, demote, transfer, allocate and assign Employees: to discipline, suspend and discharge, to lay off or relieve Employees from duty; to determine the size and compositions of the work force; to make and endorse work rules, rules of conduct and regulations; to maintain discipline, order and efficiency; to determine the departments, divisions and sections and work to be performed therein; to determine the number of hours of work shift per work week; to establish and change work schedules and assignments; to introduce new methods of operation; to eliminate, contract, and relocate transfer work and maintain efficiency.

ARTICLE XXXIV
FIRE AND POLICE COMMISSIONERS

Except as modified by this agreement with respect to an employee's choice of disciplinary forum, the parties hereto expressly recognize the statutory authority of the Board over employees covered by this Agreement, including, but not limited to, making, altering and enforcing rules and regulations, and hiring, promoting, demoting, disciplining, and discharging employees. The parties expressly agree that the actions of the Board are not subject to the terms of this Agreement. The parties agree that all newly employed Patrol Officers are required to serve a probationary period as prescribed by the Village. During the probationary period, the officer is an employee-at-will and may be disciplined or discharged without notice and without cause, and without recourse to the grievance procedure.

ARTICLE XXXV
NO PYRAMIDING

Compensation shall not be paid more than once for the same hours under any provision of this Agreement.

ARTICLE XXXVI
TERM OF AGREEMENT

This Agreement shall be in effect upon execution by both parties and shall remain in effect until April 30, 2018

VILLAGE OF LEMONT

**METROPOLITAN ALLIANCE OF POLICE
LEMONT POLICE CHAPTER #39**

By: _____

By: _____

Date: _____

Date: _____

By: _____

By: _____

Date: _____

Date: _____

APPENDIX A
WAGES

Step	5/1/2014 – 4/30/2015	5/1/2015 – 4/30/2016	5/1/2016 – 4/30/2017	5/1/2017 – 4/30/2018
Start	\$89,236.46	\$91,467.37	\$93,982.72	\$96,802.20
Step 1	\$90,442.22	\$92,703.28	\$95,252.62	98,110.20
Step 2	\$91,647.98	\$93,939.18	\$96,522.51	\$99,418.19
Step 3	\$92,853.77	\$95,175.11	\$97,792.43	\$100,726.20
Step 4	\$94,059.54	\$96,411.02	\$99,062.33	\$102,034.20
Step 5	\$97,900.18	\$100,347.68	\$103,107.25	\$106,200.46
Step Ranges for 2080 hr Employees				

Step	5/1/2014 – 4/30/2015	5/1/2015 – 4/30/2016	5/1/2016 – 4/30/2017	5/1/2017 – 4/30/2018
Start	\$93,698.28	\$96,040.74	\$98,681.86	\$101,642.32
Step 1	\$94,964.33	\$97,338.44	\$100,015.249	\$103,015.71
Step 2	\$96,230.39	\$98,636.15	\$101,348.65	\$104,389.11
Step 3	\$97,496.44	\$99,933.85	\$102,682.03	\$105,762.50
Step 4	\$98,762.51	\$101,231.57	\$104,015.44	\$107,135.91
Step 5	\$102,795.19	\$105,365.07	\$108,262.61	\$111,510.49
Step Ranges for 2184 hr Employees				

Step placement is based on years of service at the rank of Sergeant. Step movement shall occur on the anniversary date of the appointment to the rank of Sergeant by the Board of Fire and Police Commissioners.

All wages are retroactive to May 1, 2014. Steps are based on actual years of service; officers advance on their anniversary date of promotion. In addition, Sergeants shall receive salary adjustments on May 1 of each year, as set forth above. Sergeants at top pay shall receive salary adjustments on May 1 of each year only.

The salary schedule set forth in Appendix A for 2184 work hours per year is based on a base salary of a 2080hr schedule with an additional 4 hours per pay period paid at straight time.

APPENDIX B

THE EMPLOYEE IS TO EXECUTE ONE, BUT NOT BOTH, OF THE FOLLOWING OPTIONS IN ORDER TO ELECT THE FORUM IN WHICH TO CONTEST DISCIPLINE:

OPTION 1: ELECTION TO USE THE GRIEVANCE/ ARBITRATION PROCEDURE:

ELECTION, WAIVER AND RELEASE TO USE GRIEVANCE/ARBITRATION WITH REGARD TO DISCIPLINE WHICH WOULD OTHERWISE BE SUBJECT TO THE JURISDICTION OF THE LEMONT BOARD OF FIRE AND POLICE COMMISSIONERS

I, _____, being proposed for discipline by the Village of Lemont Police Department (including suspension from duty with or without pay or termination of employment) hereby elect to pursue a grievance over such discipline according to the appropriate provisions of the collective bargaining agreement between the Village of Lemont, Illinois, and the Metropolitan Alliance of Police. I agree that such grievance shall be my sole remedy to the exclusion of other remedies available to me, including but not limited to, the provisions of any Illinois civil service law, board of fire and police commissioners law, rule or regulation, such as 65 ILCS 5/10-2.1 et seq., as amended.

I acknowledge that by making this election of remedy I am waiving the rights and remedies of any alternative review or appeal procedure available to me, such as provided for in any Illinois civil service law, rule or regulation, such as 65 ILCS 5/10-2.1 et seq., as amended, in favor of the rights and remedies afforded to me under the provisions of the collective bargaining agreement between the Village of Lemont and the Metropolitan Alliance of Police. Furthermore, I acknowledge and agree that execution of the Election, Waiver and Release shall be a prerequisite to processing of any grievance concerning the proposed discipline of me by the Lemont Department. By selecting the grievance process alternative, I acknowledge my understanding that the Village has the right to unilaterally impose the proposed discipline immediately, subject to possible later modification or reversal by an arbitrator should I or the Union choose to pursue a grievance through arbitration.

By election to file a grievance over my suspension or discharge, I hereby release the Village of Lemont, the Lemont Board of Fire and Police Commissioners and the Metropolitan Alliance of Police, as well as their officers, directors, agents, employees, attorneys, and other representatives from any and all liability which flows as a consequence of my election.

Signed this _____ day of _____, 20__.

By: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public, Illinois
My commission expires _____

Received by the Chief of Police's Office: _____, 200__
Date

OPTION 2: ELECTION TO HAVE A HEARING BEFORE THE BOARD OF FIRE AND POLICE COMMISSIONERS OF THE VILLAGE OF LEMONT AND TO WAIVE GRIEVANCE/ ARBITRATION:

ELECTION, WAIVER AND RELEASE TO HAVE A HEARING BEFORE THE BOARD OF FIRE AND POLICE COMMISSIONERS AND TO WAIVE THE GRIEVANCE/ARBITRATION PROCEDURE

I, _____, being subject to discipline by the Village of Lemont Police Department (including suspension from duty with or without pay or termination of employment) hereby elect to have a hearing over such discipline before the Board of Fire and Police Commissioners of the Village of Lemont in accordance with their rules and the laws of the State of Illinois. I agree that such hearing shall be my sole remedy to the exclusion of other remedies available to me, including but not limited to, the grievance/ arbitration procedures of the collective bargaining agreement between the Village of Lemont and the Metropolitan Alliance of Police.

I hereby acknowledge that charges will be filed with the Board of Fire and Police Commissioners requesting my suspension without pay or my termination.

By election to have a hearing before the Board of Fire and Police Commissioners over my suspension or discharge, I hereby release the Village of Lemont, the Lemont Board of Fire and Police Commissioners and the Metropolitan Alliance of Police, as well as their officers, directors, agents, employees, attorneys, and other representatives from any and all liability which flows as a consequence of my election.

Signed this _____ day of _____, 20__.

By: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public, Illinois
My commission expires _____

Received by the Chief of Police's Office: _____, 200__
Date

APPENDIX C



Metropolitan Alliance of Police

215 Remington Boulevard Suite C • Bolingbrook, IL 60440
Phone: 630/759-4925 • Fax: 630/759-1902
E-mail: mapunion@msn.com • www.mapunion.org

CHECK OFF DUES AUTHORIZATION

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CHIEF COUNSEL

Joseph Mazzone

CO-COUNSEL

Richard Reimer
Steven Calcaterra

GENERAL COUNSEL

Ronald Cicinelli

Keith Karlson

Chris Potthoff

Jerry Marzullo

Jeffrey A. Goodloe

Nicholas A. Caputo

Anthony A. Polse

Matthew Roeschley

David Wysopal

Karen Zajicek

I, the undersigned member of the Metropolitan Alliance of Police (MAP)
Chapter # _____, hereby authorize and direct my employer, _____,
to deduct from my wages and to pay to the Metropolitan Alliance of Police or its
authorized representative, the regular monthly dues of \$ _____, which may be owed to
the Metropolitan Alliance of Police as a result of my membership therein.

I understand that if I refuse to sign this form, I am subjected to the fair share
arrangements set forth in the collective bargaining agreement. Fair share dues are set at
the same amount as regular monthly dues and I understand that if I am fair share, I am
not eligible for the free legal defense as an offered benefit of full dues paying status.

This authorization shall continue to be in effect for the term of this contract between the
employer and the Metropolitan Alliance of Police, although the dues amount may
change during the term of the contract.

Member's name: _____ Date: _____
(Please print)

Member's signature: _____ DOB: _____

Address: _____ City/State/Zip _____

Phone: _____ E-mail: _____