



Village of Faith

VILLAGE BOARD MEETING

DECEMBER 12, 2011 - 7:00 P.M.

AGENDA

Mayor

Brian K. Reaves

Village Clerk

Charlene M. Smollen

Trustees

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

Administrator

Benjamin P. Wehmeier

Administration

phone (630) 257-1590
fax (630) 243-0958

Building Department

phone (630) 257-1580
fax (630) 257-1598

Planning & Economic Development

phone (630) 257-1595
fax (630) 243-0958

Engineering Department

phone (630) 243-2705
fax (630) 257-1598

Finance Department

phone (630) 257-1550
fax (630) 257-1598

Police Department

14600 127th Street
phone (630) 257-2229
fax (630) 257-5087

Public Works

16680 New Avenue
phone (630) 257-2532
fax (630) 257-3068

www.lemont.il.us

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. CONSENT AGENDA (RC)
 - A. APPROVAL OF MINUTES
 - B. APPROVAL OF DISBURSEMENTS
 - C. ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$5,690,000 WATERWORKS AND SEWERAGE BONDS, SERIES 2004 (ALTERNATIVE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS (FINANCE)(SNEGOWSKI)(WEHMEIER/SCHAFFER)
 - D. ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$1,525,000 GENERAL OBLIGATION BONDS, SERIES 2005 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS (FINANCE)(SNEGOWSKI)(WEHMEIER/SCHAFFER)
 - E. ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$1,825,000 GENERAL OBLIGATION WATERWORKS AND SEWERAGE REFUNDING BONDS, SERIES 2005 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS (FINANCE)(SNEGOWSKI)(WEHMEIER/SCHAFFER)
 - F. ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$4,290,000 GENERAL OBLIGATION (T.I.F.) REFUNDING BONDS, SERIES 2005A (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS (FINANCE)(SNEGOWSKI)(WEHMEIER/SCHAFFER)
 - G. ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$2,690,000 GENERAL OBLIGATION BONDS, SERIES 2007 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS (FINANCE)(SNEGOWSKI)(WEHMEIER/SCHAFFER)

- H. **ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$7,000,000 GENERAL OBLIGATION BONDS, SERIES 2007A (ALTERNATE REVENUE SOURCE), AND \$2,215,000 GENERAL OBLIGATION BONDS, SERIES 2008 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS (FINANCE)(SNIEGOWSKI)(WEHMEIER/SCHAFER)**
- I. **ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$1,755,000 GENERAL OBLIGATION BONDS, SERIES 2010 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS (FINANCE)(SNIEGOWSKI)(WEHMEIER/SCHAFER)**
- J. **ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$5,000,000 GENERAL OBLIGATION WATERWORKS AND SEWERAGE BONDS (ALTERNATE REVENUE SOURCE), SERIES 2010A AND BUILD AMERICA BONDS (DIRECT PAYMENT) OF THE VILLAGE OF LEMONT, COOK, WILL AND DU PAGE COUNTIES, ILLINOIS (FINANCE)(SNIEGOWSKI)(WEHMEIER/SCHAFER)**

IV. MAYOR'S REPORT

- A. **PUBLIC HEARING – ORDINANCE AUTHORIZING ISSUANCE OF UP TO \$3,750,000 (ALTERNATIVE REVENUE BONDS – TAX EXEMPT) (MOTIONS TO OPEN AND CLOSE) (VV)**
- B. **PUBLIC HEARING – ORDINANCE AUTHORIZING ISSUANCE OF UP TO \$4,750,000 (ALTERNATIVE REVENUE BONDS – TAXABLE) (MOTIONS TO OPEN AND CLOSE) (VV)**
- C. **PROCLAMATION FOR ST. AL'S/ST. PAT'S CELTICS JV FOOTBALL TEAM (VV)**
- D. **MUNICIPAL COMPLIANCE REPORT – POLICE PENSION BOARD TO VILLAGE BOARD**
- E. **AUDIENCE PARTICIPATION**

V. CLERK'S REPORT

- A. **CORRESPONDENCE**
- B. **ORDINANCES**
 - 1. **ORDINANCE FOR THE LEVYING AND ASSESSING OF TAXES FOR THE VILLAGE OF LEMONT, COOK, WILL AND DUPAGE COUNTIES, ILLINOIS, FOR THE CURRENT FISCAL YEAR COMMENCING MAY 1, 2011, ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT (RC) (FINANCE)(SNIEGOWSKI)(WEHMEIER/SCHAFER)**
 - 2. **ORDINANCE ESTABLISHING A STREET AND BRIDGE TAX (RC) (FINANCE)(SNIEGOWSKI)(WEHMEIER/SCHAFER)**
 - 3. **ORDINANCE ESTABLISHING A STREET LIGHTING TAX (RC) (FINANCE)(SNIEGOWSKI)(WEHMEIER/SCHAFER)**

C. RESOLUTIONS

- 1. RESOLUTION AMENDING THE LEMONT PERSONNEL MANUAL (RC)
(ADMINISTRATION)(REAVES)(WEHMEIER/SCHAFFER)**
- 2. RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A
CONTRACT TO JOIN THE SOUTH SUBURBAN GIS CONSORTIUM AND SERVE AS,
OR APPOINT, THE OFFICIAL REPRESENTATIVE OF THE VILLAGE OF LEMONT TO
THE SOUTH SUBURBAN GIS CONSORTIUM STEERING COMMITTEE (RC)
(PLANNING)(STAPLETON)(BROWN/JONES)**

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 TO DISCUSS PERSONNEL (RC)

XIII. MOTION FOR EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION (RC)

XIV. MOTION FOR EXECUTIVE SESSION TO DISCUSS THREATENED LITIGATION (RC)

**XV. MOTION FOR EXECUTIVE SESSION TO DISCUSS SETTING THE PRICE OF REAL ESTATE
(RC)**

XVI. ACTION ON CLOSED SESSION ITEMS

XVII. MOTION TO ADJOURN (RC)

**MINUTES
VILLAGE BOARD MEETING
November 28, 2011**

The regular meeting of the Lemont Village Board was held on Monday, November 28, 2011 at 7:00 p.m., President Brian Reaves presiding.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

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

III. CONSENT AGENDA

Motion by Miklos, seconded by Chialdikas, to approve the following items on the consent agenda by omnibus vote:

A. Approval of Minutes

1. November 14, 2011 Village Board Meeting.

B. Approval of Disbursements

Roll call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.

IV. MAYOR'S REPORT

A. Public Hearing – Tax Levy – Motion to open by Stapleton, seconded by Chialdikas. Voice Vote 6 ayes. Motion Passed. Motion to close by Sniegowski, seconded by Chialdikas. Voice Vote 6 ayes. Motion Passed.

B. Motion by Stapleton, seconded by Chialdikas to approve a Proclamation for Eagle Scout Kenneth M. Schumacher. Voice Vote 6 ayes. Motion Passed.

C. Motion by Miklos, seconded by Chialdikas to approve a Proclamation for December as National Drunk and Drugged Driving (3-D) Prevention Month. Voice Vote 6 ayes. Motion Passed.

D. AUDIENCE PARTICIPATION

V. CLERK'S REPORT

A. Correspondence

B. Ordinances

1. **Ordinance O-73-11 Authorizing the Acquisition of Certain Real Property Known as 12897 and 12935 Main Street.** Motion by Chialdikas, seconded by Miklos to adopt said ordinance. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.

2. **Ordinance O-74-11 Annexing to the Village of Lemont an Approximately 2.2 Acre Parcel of the Southwest Corner of the Intersection of Archer Avenue & Bell Road.** Motion by Stapleton, seconded by Miklos to adopt said ordinance. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.

3. **Ordinance O-75-11 Amending the Zoning Map of the Village of Lemont from R-1 Single-Family Detached Residential District to B-3 Arterial Commercial District at the Southwest Corner of the Intersection of Archer Avenue & Bell Road.** Motion by Miklos, seconded by Sniegowski to adopt said ordinance. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.

4. **Ordinance O-76-11 Granting a Cable Television Franchise to Comcast of Illinois VI, LLC.** Motion by Chialdikas, seconded by Miklos to adopt said ordinance. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.
5. **Ordinance O-77-11 Authorizing Referendum Question – Electrical Aggregation.** Motion by Miklos, seconded by Chialdikas to adopt said ordinance. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.
6. **Ordinance O-78-11 Amending the Budget for Fiscal Year 11-12 for the Village of Lemont.** Motion by Sniegowski, seconded by Miklos to adopt said ordinance. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.
7. **Ordinance O-79-11 Approving Northern Will County Joint Action Intergovernmental Agreement by and Among the Villages of Bolingbrook, Homer Glen, Woodridge, Romeoville and Lemont.** Motion by Stapleton, seconded by Miklos to adopt said ordinance. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.

C. Resolutions

1. **Resolution R-82-11 Resolution Approving Construction Engineering Services Agreement for Federal Participation of McCarthy Road, West of Derby Road to East of Archer Avenue.** Motion by Blatzer, seconded by Miklos to adopt said resolution. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.
2. **Resolution R-83-11 Approving Local Agency Agreement for Federal Participation for McCarthy Road, West of Derby Road to East of Archer Avenue.** Motion by Miklos, seconded by Blatzer to adopt said resolution. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.
3. **Resolution R-84-11 Authorizing the Execution of an Intergovernmental Agreement with Greater Metropolitan Auto Theft Task Force (GMAT).** Motion by Miklos, seconded by Stapleton to adopt said resolution. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.
4. **Resolution R-85-11 Approving Master Electricity Sales Agreement with Exelon Energy Company (Street Light Accounts).** Motion by Stapleton, seconded by Miklos to adopt said resolution. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.
5. **Resolution R-86-11 Adopting a Revenue and Cash Management Policy; and Revenue and Cash Management Procedures and Internal Control Manual.** Motion by Sniegowski, seconded by Miklos to adopt said resolution. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.
6. **Resolution R-87-11 Adopting a Capital Asset Policy and Procedures.** Motion by Sniegowski, seconded by Chialdikas to adopt said resolution. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.
7. **Resolution R-88-11 Adopting a Budget Policy.** Motion by Sniegowski, seconded by Miklos to adopt said resolution. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.

8. **Resolution R-80-11 – Resolution to Approve a Schematic Design Contract for Village Hall.** Resolution previously was tabled at November 14, 2011, Village Board Meeting. Motion made by Chialdikas, seconded by Sniegowski to take said resolution off the table. Voice Vote 6 ayes. Motion Passed. Motion by Sniegowski, seconded by Stapleton to adopt said resolution. Roll Call: Chialdikas, Miklos, Sniegowski, Stapleton, Virgilio, Blatzer: ayes. Motion passed.

VI. VILLAGE ATTORNEY REPORT

VII. VILLAGE ADMINISTRATOR REPORT

VIII. BOARD REPORTS

Trustee Virgilio – Hometown Holiday and Midnight Madness are scheduled in December.

IX. STAFF REPORTS

Public Works – Reminded residents to park on the odd side of the street on odd number days and the even side on even days when there is two or more inches of snow.

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

Trustee Sniegowski pointed out our budget policy as passed tonight.

XII. EXECUTIVE SESSION

Motioned by Chialdikas, seconded by Stapleton, to move into the Executive Session for the purpose of discussing Personnel and Pending Litigation.

XIII. ACTION ON CLOSED SESSION ITEMS

Motion by Stapleton, seconded by Blatzer to appoint Heather Knies and Maggie Poplawski to the Art and Culture Commission. Voice Vote: 6 ayes. Motion Passed.

There being no further business, a motion was made by Blatzer, seconded by Stapleton, to adjourn the meeting at 8:32 p.m. Voice vote: 6 ayes. Motion passed.

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO	AMOUNT DESCRIPTION	DIST
01 5TH AVENUE CONSTRUCTION	110522	10-00-28200	R-12715	1000.00 DUNMOOR	1000.00
01 AMALGAMATED BANK OF CHICAGO	11-12-01 5004	23-00-56950		1820.00 BOND FEES	535.00
	11-12-01 7004	23-00-56950		BOND FEES	810.00
	11-12-01 9007	14-00-56950		BOND FEES	475.00
01 ARCHON CONSTRUCTION CO INC	10444-3	25-00-573200		30378.78 STATE/WARNER	30378.78
01 AMAUDIT	424	22-05-54400		561.84 GAS CONTINGENCY	62.07
	424	10-90-53900		PHONE CONTINGENCY	469.38
	424	10-15-53000		ELECTRIC CONTINGE	30.39
01 AFTERMATH INC	JC2011-0028	10-20-57000		190.00 CLEANUP	95.00
	JC2011-0040	10-20-57000		CLEANUP	95.00
01 ARTHUR PETERSON INC	11-11-30	10-15-60900		161.38 SUPPLIES	161.38
01 AT&T	11/11-0436	22-10-54150		1097.40 CONNEMARA	44.51
	11/11-0448	22-10-54150		CHESTNUT XING	39.29
	11/11-0459	22-10-54150		OAKTREE	43.22
	11/11-1230	22-10-54150		EAGLE RIDGE	234.41
	11/11-1598	10-90-53900		PHONES	159.76
	11/11-1609	22-10-54150		KHOLLS/TARGET	45.61
	11/11-1739	22-05-54400		WELL #6	86.60
	11/11-1982	22-10-54150		RUFFLED FEATHERS	44.48
	11/11-2290	22-05-54400		WELL #3	102.10
	11/11-2474	10-90-53900		PHONES	123.89
	11/11-5271	22-10-54150		HARPERS GROVE	44.27
	11/11-5936	22-05-54400		WELL #4	50.13
	11/11-6421	22-05-54400		WELL #5	36.46
	11/11-9539	22-10-54150		KEEPATAW TRAILS	42.67
01 AVALON PETROLEUM COMPANY	547225	10-17-61500		6404.80 FUEL	3182.40
	547226	10-17-61500		FUEL	3222.40
01 ASPEN VALLEY LANDSCAPE	397456	10-15-60900		144.00 BLACK DIRT	144.00
01 AMERICAN WATER WORKS ASSN	700405748	22-05-52200		325.00 AWWA DUES	325.00
01 AZAVAR	8653	45-00-56600		809.19 CONTINGENCY PMT	809.19
01 BLACK DIRT INC	14807	10-15-60900		90.00 BLACK DIRT	90.00
01 BRISTOL HOSE & FITTING	00283501	10-17-61100		42.60 PARTS	42.60
01 BATTERY SERVICE CORPORATION				225.50	

DATE: 12/12/11

Monday December 12, 2011

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PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DIST
	216500	22-10-60650	BATTERIES		225.50
01 BAKER TILLY VIRCHOW KRAUSE LLP	BT556232	10-90-56100	AUDIT	4500.00	4500.00
01 COMCAST CABLE	11-22-11	10-90-53900	INTERNET	69.32	69.32
01 COOK COUNTY DEPARTMENT OF PUBL	11-11-15	10-25-56710	HEALTH INSPECTION	3660.00	3660.00
01 CCP INDUSTRIES INC	INO0797007	10-15-60900	SUPPLIES	470.00	470.00
01 CINTAS DOCUMENT MANAGEMENT	DD25129400	10-35-57515	SHREDDING	211.72	153.25
	DD25129469	10-10-60100	SHREDDING		58.47
01 CDW GOVERNMENT LLC	B291952	80-00-70100	WARRANTY	446.39	378.70
	B330533	80-00-70100	COMPUTER PARTS		67.69
01 COMED	11/11-0007	10-15-53000	STREET LIGHTING	2779.59	210.15
	11/11-4052	22-05-54400	METER HEATER		61.10
	11/11-6066	10-15-53000	STREET LIGHTING		2478.91
	11/11-8014	10-15-53000	STREET LIGHTING		29.43
01 CHIPAIN'S FINER FOODS	11-11-17	10-15-60100	SUPPLIES	61.29	61.29
01 CASTLETOWN HOMES INC	090113	10-00-28200	R-1331 KRYSTYNA	2000.00	1000.00
	110360	10-00-28200	R-16629 PASTURE		1000.00
01 CHICAGO INTERNATIONAL TRUCKS	13013446	10-17-61100	PARTS	12.02	12.02
01 COURTNEY'S SAFETY LANE	051342	10-17-57000	SAFETY LANE CHECK	264.50	64.00
	051342	10-17-61100	PARTS		25.00
	051348	10-17-57000	SAFETY LANE CHECK		64.00
	051352	10-17-57000	SAFETY LANE CHECK		111.50
01 CONSTRUCTION MANAGEMENT CORP	11206-2	17-11-571200	CANAL/LEMONT	47528.27	47528.27
01 CRAWFORD, MURPHY & TILLY INC	91063	22-10-56300	ENGR	2707.50	2671.50
	91191	22-10-56300	ENGR		36.00
01 CAREY C COSENTINO, PC	11-12-12	10-90-56430	LEGAL	1500.00	1500.00
01 CARIBBEAN POOLS INC	110517	10-00-28200	R-1242 ARBOR DR	1000.00	1000.00
01 CHICAGO PARTS SOUND	427117	10-17-61100	PARTS	115.08	115.08
01 CHIEF SUPPLY CORPORATION	440421	10-20-52100	STOP SIGN	23.98	23.98
01 DAHLBERG ROBERT	11-12-12	10-20-53550	CALEA CONFERENCE	294.88	294.88

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DIST
01 DICKSON, JOHN				1083.55	
11-12-12		10-90-58100	TAX REBATE		1083.55
01 DRALLE, ANN				277.33	
11-12-12		10-90-58100	TAX REBATE		277.33
01 DUSTCATCHERS				150.88	
28106		10-35-57515	FLOOR MATS		76.15
28107		10-35-57500	FLOOR MATS		74.73
01 EMERGENCY VEHICLE TECHNOLOGIES				8372.05	
1666		10-20-70300	EQUIPMENT		8372.05
01 EXELON ENERGY INC				18734.70	
100367800250		22-10-54150	CHESTNUT XING		143.41
100367800260		22-10-54150	CHESTNUT XING		187.29
100367900260		22-10-54150	HARPERS GROVE		57.93
100368000260		22-10-54150	OAKTREE		228.70
100368100260		22-05-54400	WELL #6		10719.06
100523800260		22-10-54150	KEEPATAW TRAILS		16.17
100523900260		22-05-54400	WELL #5		7379.72
100524000270		22-05-54400	WELL #4		2.42
01 FEDERAL EXPRESS CORP				24.91	
7-704-18848		10-10-52300	SHIPPING		24.91
01 FLEETPRIDE				905.58	
45113966		10-17-61100	PARTS		932.01
45174854		10-17-61100	CREDIT		50.00-
45177384		10-17-61100	CREDIT		540.10-
45177500		10-17-61100	PARTS		495.90
45211011		10-17-61100	PARTS		67.77
01 FRANK NOVOTNY & ASSOCIATES INC				84703.30	
02115-40		22-15-54110	NPDES		784.73
02123-10		10-30-56300	COV KNOLL ENGR		899.00
03293-10		10-30-56300	SMITH FARMS		430.68
03318-04		10-30-56300	MAEGAN MEADOW		481.50
04151-11		10-30-56300	KRYSTYNA CROSSING		593.75
05382-10		10-30-56300	GLENS/CONNEMARA		45.33
05413-04		10-30-56300	WOODGLEN CASE		1215.50
05462-07		10-30-56300	GLEN OAK ESTATES		1573.00
05472-11		10-30-56300	ATLANTIS BANQUET		214.50
05482-04		10-30-56300	PRAIRIE KNOLLS		286.00
06028.GE-27		10-15-56300	GENERAL ENGR		286.00
07271-02		10-30-56300	OLD QUARRY		143.00
09205-06&F		25-00-570100	ENGR		613.00
10026-03		25-00-550100	ENGR		197.50
10041-06		17-11-581100	ENGR ILLINOIS ST		500.50
10213-04		10-30-56300	NTS TRAILER SERVI		143.00
10245-03		10-15-56300	GENERAL ENGR		150.25
10360-06		25-00-567100	ENGR		33689.78
10367-03		10-15-56300	GENERAL ENGR		429.00

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DIST
	10371-01	17-11-581100	ENGR ILLINOIS ST	143.00	
	10428-04	25-00-571100	ENGR NEW AVE	26065.38	
	10444-04	25-00-573100	ENGR	6424.00	
	10452-04	25-00-575100	ENGR	966.38	
	11022-03	25-00-575100	CDBG APPLICATION	143.00	
	11043-04	25-00-517100	LOGAN DAM	3129.68	
	11044-03	25-00-574100	ENGR	1989.25	
	11206-02	17-11-571100	PARKING LOT	886.45	
	11217-02	10-30-56300	ST MATTHEWS	286.00	
	11239-02	22-10-57050	EVALUATION STUDY	492.64	
	11240-02	22-10-57050	SEWER CLEANING	214.50	
	11288-01	40-00-56300	MFT ENGR	71.50	
	11301-02	10-15-56300	GENERAL ENGR	286.00	
	11310-01	10-30-56300	BIKE PATH	71.50	
	11311-01	10-15-56300	GENERAL ENGR	214.50	
	11327-01	10-30-56300	TIMBERLINE KNOLLS	143.00	
	11330-01	10-30-56300	EAST ST PODROMOS	357.50	
	11362-01	10-15-56300	GENERAL ENGR	143.00	
01 GALLAGHER MATERIALS				864.00	
115563MB		40-00-60900	COLD PATCH		864.00
01 GALL'S INC				182.96	
511774916		10-20-61400	UNIFORMS		182.96
01 GT MECHANICAL INC				3370.00	
1100015874		10-35-57515	MAINTENANCE		3370.00
01 GUARANTEED TECH SERV & CONSULT				240.00	
2009942		80-00-70100	IT SUPPORT		240.00
01 GREATER WILL COUNTY EMERG SERV				100.00	
2012-04		10-60-52100	MEMBERSHIP		100.00
01 HOMER INDUSTRIES LLC				600.00	
S42415		10-15-52900	DUMPING		600.00
01 HY-TEST SAFETY SHOE SERVICE				136.99	
109980		22-05-61400	BOOTS		136.99
01 INTERNATIONAL CODE COUNCIL				125.00	
2862409		10-25-52200	ICC MEMBERSHIP		125.00
01 ILLINOIS DEPT OF AGRICULTURE				35.00	
11-12-12		10-15-52100	PESTICIDE LICENSE		35.00
01 INKWELL LTD				473.18	
56296		10-20-60100	SUPPLIES		81.99
56316		10-20-60100	SUPPLIES		243.95
56350		10-25-60100	SUPPLIES		147.24
01 JCM UNIFORMS				184.95	
660088		10-20-61400	UNIFORM		184.95
01 JOHNSON DEPP & QUISENBERRY INC				1622.00	
11-12-01		10-61-56600	OAN		1622.00
01 K-FIVE CONSTRUCTION CORP				342.26	
88407MB		40-00-60900	BLACKTOP		342.26
01 LANG ICE				125.00	

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DIST
	1069630	10-53-58000	ICE BLOCK		125.00
01 LEMONT EXPRESS CAR WASH 1335		10-20-57000	CAR WASHES	168.00	168.00
01 LAKES & RIVERS CONTRACTING INC 11043-2		25-00-517201	LOGAN DAM	17829.00	17829.00
01 LUDWIG'S INC 11-11-19		10-20-60600	CANIDAE	48.99	48.99
01 MARTINO CONCRETE COMPANY 1208 1209 1211		10-15-57400 10-15-57400 10-15-57400	SIDEWALK REPAIR DRAIN REPAIR DRAIN REPAIR	21865.00 3000.00 9934.00 8931.00	
01 MANCARI'S CHRYSLER JEEP 386154		10-17-61100	PARTS	76.76	76.76
01 MUNICIPAL ELECTRONICS INC 058809		10-20-57000	RADAR REPAIR	133.82	133.82
01 MECCON INDUSTRIES 10360-2		25-00-567200	HOUSTON/STATE	337077.00	337077.00
01 MENARD'S 46541 49472		10-15-61300 10-35-61010	TOOLS LIGHT BULBS	312.44	269.00 43.44
01 MCKEOWN, FITZGERALD, ZOLLNER, 11-10-31		10-90-56400	LEGAL	175.00	175.00
01 METROPOLITAN INDUSTRIES INC 000253775		22-10-57150	MAINT SERV	230.00	230.00
01 MIKRUT PAMELA AND MARK 110568		10-00-28200	R-1229 COUNTRY	1000.00	1000.00
01 M & M GLASS SERVICE 465374 465392		10-17-57000 10-17-57000	REPAIR GLASS REPAIR GLASS	170.00	85.00 85.00
01 NOTARIES ASSN OF ILLINOIS 11-12-12		10-10-52200	NOTARY	38.00	38.00
01 NORTH AMERICAN SALT CO 70759853		22-05-61050	WELL #6	2092.93	2092.93
01 NEXTEL COMMUNICATIONS 180900510-118		10-90-53900	PHONES	1731.17	1731.17
01 NICOR GAS 11/11-20008 11/11-2382 11/11-87001 11/11-2382		22-05-54400 22-10-54150 22-10-54150 22-10-54150	WELL #4 CONNEMARA SMITH FARMS CONNEMARA	106.01	48.43 9.76 22.43 25.39
01 NPELRA 11-12-12		10-10-52200	MEMBERSHIP	190.00	190.00
01 NU LOOK CAR WASH 11-11-18		10-20-57000	DETAIL	125.00	125.00
01 OTIS ELEVATOR CO RIJ111116055212		10-35-57515	ELEVATOR TEST	350.00	350.00
01 OFFICE MAX				124.95	

DATE: 12/12/11

Monday December 12, 2011

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PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DIST
	00450155	10-20-60100	SUPPLIES		124.95
01 PETTY CASH				289.32	
	11-12-12	10-10-52100	MEETING		68.32
	11-12-12	10-53-58000	GIFT CARDS		58.29
	11-12-12	10-40-52100	MEETING		38.71
	11-12-12	10-10-60100	SUPPLIES		2.00
	11-12-12	10-05-52100	CLERK MEETINGS		45.00
	11-12-12	75-00-20005	METRA REFUNDS		77.00
01 PETTY CASH - POLC DEPT				423.61	
	11-12-12	10-20-52100	MEETINGS		262.51
	11-12-12	10-20-52300	POSTAGE		12.10
	11-12-12	10-20-61400	UNIFORM		74.29
	11-12-12	10-20-57000	VEHICLE MAINT		14.26
	11-12-12	10-20-60100	SUPPLIES		24.66
	11-12-12	10-20-52500	ADVERTISING		7.80
	11-12-12	10-20-60701	PUBLIC RELATIONS		27.99
01 PECINA, DONNA				61.12	
	11-11-02	10-90-53700	CARD STOCK		61.12
01 PINNER ELECTRIC INCORP 21675		40-00-60900	SIGNAL MAINT	400.00	400.00
01 QUINLAN SECURITY SYSTEMS 9008		10-15-57000	MAINT AGREEMENT	521.40	521.40
01 RAGS ELECTRIC 09726-1		30-11-517200	GARAGE LED	23238.90	23238.90
01 RAINES, RALPH 11-11-23		10-00-20001	REFUND	120.00	120.00
01 RELIABLE OFFICE SUPPLY CKZ73500		10-10-60100	ENVELOPES	25.78	25.78
01 RAY O HERRON CO INC 0045784-IN		10-20-61400	UNIFORMS	235.65	235.65
01 ROYAL PUBLISHING INC 7272943		10-10-52450	AD	115.00	115.00
01 ROYAL PLUMBING INC 27876		22-05-58100	RPZ TESTING	98.00	98.00
01 RAYSA & ZIMMERMANN, LLC 19863-19864		10-90-56410	LEGAL	11383.16	11383.16
01 SWALLOW CONSTRUCTION CORP 10428-4		25-00-571200	NEW AVE	189013.99	189013.99
01 SCHINDLER ELEVATOR CORP 8103061516		72-00-57000	P/G ELEVATOR	2697.39	2697.39
01 SURE-FIRE AUTO PARTS 11-11-30		10-17-61100	PARTS	598.97	598.97
01 SHORE GALLERIES INC 92663		10-20-61400	VESTS	5112.00	5112.00
01 SUBURBAN LIFE PUBLICATIONS 550901		10-10-52450	NOTICE OF TAX LEV	400.00	400.00
01 SUSSEX MANAGEMENT ASSOCIATES				1123.00	

PAYABLE TO	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DIST
	11-12-05	10-20-52100	REPORT WRITING		1123.00
01 SECRETARY OF STATE	11-12-12	10-10-52200	NOTARY	10.00	10.00
01 SEWER SYSTEM EVALUATIONS	11239-2SF	22-10-57050	SEWER TESTING	15208.87	15208.87
01 SWAHM POOL	11/12	10-90-53100	HEALTH/LIFE INS	84399.54	62079.63
	11/12	22-15-53100	HEALTH/LIFE INS		19604.10
	11/12	10-00-29550	COBRA		2715.81
01 TOSHIBA FINANCIAL SERVICES	56498450	10-90-70100	LEASE PURCHASE	785.00	785.00
01 TEMPLE DISPLAY LTD	TDLQ13465	10-15-60900	SUPPLIES	360.00	360.00
01 TIFCO INDUSTRIES	70727165	10-17-61100	SUPPLIES	139.90	139.90
01 T P I	6107	10-25-56400	PLAN REVIEW	3310.00	1190.00
	6107	10-25-56550	INSPECTIONS		1360.00
	6107	10-25-56600	CONSULTING		760.00
01 TOTAL PARKING SOLUTIONS INC	101574	75-00-57000	MAINT AGREEMENT	3780.00	3780.00
01 TEE TIME LAWN CARE INC	170075	10-35-57515	LAWN CARE	100.00	100.00
01 UNIFIRST CORPORATION	061-0843838	10-17-57000	SHOP TOWELS	40.68	40.68
01 UNITED RADIO COMMUNICATIONS	22062500	10-60-57000	MAINT SERV	283.20	283.20
01 VERIZON BUSINESS	05561867	10-90-53900	PHONES	17.10	17.10
01 VILLAGE OF ORLAND PARK	10695	10-35-57515	PRISONER	130.00	130.00
01 VISION SERVICE PLAN (IL)	11-11-17	10-90-53100	VISION INSURANCE	1918.42	1918.42
01 WILL COUNTY GOVERNMENTAL LEAGU	2011-2279	10-05-52100	WCGL RECEPTION	300.00	300.00
01 WEEDS INC	0034398	10-15-57400	WEED SPRAYING	762.00	762.00
01 WASTE MANAGEMENT	4398784-2007-4	10-15-52900	SERVICE	24.00	24.00
01 WATER RESOURCES INC	26809	22-05-70200	METERS	1505.30	1505.30
01 WHISTLE WHILE WE WORK INC	11-11-28	10-35-57500	V/H CLEANING	2740.00	1200.00
	11-11-28	10-35-57515	P/D CLEANING		1200.00
	11-11-28	10-35-57505	S/V CLEANING		240.00
	11-11-28	75-00-57350	METRA LOT		100.00
01 ZEIGLER CHRYSLER DODGE JEEP				3200.00	

SYS DATE:12/07/11

VILLAGE OF LEMONT

SYS TIME:13:55

A / P W A R R A N T L I S T

[NW1]

REGISTER # 389

DATE: 12/12/11

Monday December 12,2011

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PAYABLE TO

INV NO

CHECK DATE
G/L NUMBER

CHECK NO
DESCRIPTION

AMOUNT

DIST

28432

10-17-57000

REPAIR

3200.00

** TOTAL CHECKS TO BE ISSUED

972264.04

FUND	AMOUNT
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GENERAL FUND	177398.76
GENERAL DEBT SERVICE	475.00
T.I.F.	49058.22
WATER & SEWER FUND	63403.69
W & S ALT REV BOND	1345.00
WATER/SEWER CAPITAL IMPROVE FUND	647516.74
DOWNTOWN CANAL DIST. T.I.F.	23238.90
MOTOR FUEL TAX	1677.76
ROAD IMPROVEMENT FUND	809.19
PARKING GARAGE FUND	2697.39
PARKING LOT FUND	3957.00
GENERAL CAPITAL IMPROVEMENTS	686.39
*** GRAND TOTAL ***	972264.04

=====
A/P MANUAL CHECK POSTING LIST
POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)
=====

PAYABLE TO REG NO	INV NO	CHECK DATE G/L NUMBER	CHECK NO	AMOUNT	DIST
01 RUFFLED FEATHERS GOLF CLUB 421	11-12-02	12/02/11 10-90-53700	66256	3721.90	
			CHRISTMAS DINNER		3721.90

** TOTAL MANUAL CHECKS REGISTERED 3721.90

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REPORT SUMMARY
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CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	972264.04	3721.90	975985.94
TOTAL CASH	972264.04	3721.90	975985.94

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
10	177398.76	3721.90	181120.66
14	475.00	.00	475.00
17	49058.22	.00	49058.22
22	63403.69	.00	63403.69
23	1345.00	.00	1345.00
25	647516.74	.00	647516.74
30	23238.90	.00	23238.90
40	1677.76	.00	1677.76
45	809.19	.00	809.19
72	2697.39	.00	2697.39
75	3957.00	.00	3957.00
80	686.39	.00	686.39
TOTAL DISTR	972264.04	3721.90	975985.94

Village Board

AGENDA MEMORANDUM

Item #

To: Mayor & Village Board

From: Ben Wehmeier, Village Administrator
George Schafer, Assistant Village Administrator
Ted Friedley, Village Treasurer

Subject: Abatement of Bonds; Tax Levy; Street Light Tax; Road and Bridge Tax

Date: November 7, 2011

BACKGROUND / HISTORY

As we close out this calendar year, there are several business items to be finalized and presented before the board tonight.

Abatement of Taxes:

The Village of Lemont currently utilizes alternative revenue bonds to pay for long term financing. The Village pledged revenue streams is sufficient to meet these obligations and as such recommends abating all bonds listed below,

- Ordinance Abating the Tax Heretofore Levied for the year 2011 to Pay Debt Service on \$5,690,000 Waterworks and Sewerage Bonds, Series 2004 (Alternative Revenue Source)
- Ordinance Abating the Tax Heretofore Levied for the year 2011 to Pay Debt Service on \$1,525,000 General Obligation Bonds, Series 2005 (Alternative Revenue Source)
- Ordinance Abating the Tax Heretofore Levied for the year 2011 to Pay Debt Service on \$1,825,000 General Obligation Waterworks and Sewerage Refunding Bonds, Series 2005 (Alternative Revenue Source)
- Ordinance Abating the Tax Heretofore Levied for the year 2011 to Pay Debt Service on \$4,290,000 General Obligation (T.I.F.) Refunding Bonds, Series 2005A (Alternative Revenue Source)
- Ordinance Abating the Tax Heretofore Levied for the year 2011 to Pay Debt Service on \$2,690,000 General Obligation Bonds Series 2007(Alternative Revenue Source)
- Ordinance Abating the Tax Heretofore Levied for the year 2011 to Pay Debt Service on \$7,000,000 General Obligation Bonds Series 2007A (Alternative Revenue Source) and \$2,215,000 General Obligation Bonds, Series 2008 (Alternative Revenue Source)
- Ordinance Abating the Tax Heretofore Levied for the year 2011 to Pay Debt Service on \$1,755,000 General Obligation Bonds, Series 2010 (Alternative Revenue Source)
- Ordinance Abating the Tax Heretofore Levied for the year 2011 to Pay Debt Service on \$5,000,000 Taxable General Obligation Bonds, Series 2010A (Alternative Revenue Source) (Build America Bonds)

Property Tax Levy:

The Village of Lemont utilizes property tax for a portion of its revenue. Under the Truth in Taxation and PTELL (Tax Cap) there are several steps that have taken place prior to the passage of levy. In October, the Village of Lemont presented a Estimated Tax Levy which was approved by the corporate authority. The final levy is based on this approved estimate which was determined as follows:

The Village administers the Property Tax Extension Limitation Law (PTELL), which is commonly referred to as "tax caps." The increase factor we must use is the lesser of the current Consumer Price Index or five percent. This year the CPI is .015 (1.5%). Because the state supplies the multiplier

(a factor in the equation that produces the EAV), the EAV is not known until after the middle of the year in which the taxes are collected. The County Clerks then use a formula to compute a limiting rate that sets the upper limit of the Village's total tax rate. We can levy any amount of property taxes which would produce such a rate. If our levy exceeds the limiting rate, the county will reduce our levy.

The method we use to establish our levy is:

(Current aggregate extension) x (CPI factor) x (estimated new EAV as compared to prior EAV).

$$\begin{aligned} \text{This would project as: } & \$2,615,214.02 \times 1.015 \times \frac{702,423,260 + 5,811,017}{702,423,260} = 2011 \text{ Levy} \\ & \$2,615,214.02 \times 1.015 \times 1.088 = \$2,675,705.39 \end{aligned}$$

2011 Levy

	RATE	2011
	CEILING	Levy
Corporate	0.4375	1,370,600
Garbage	0.2000	0
Police Pension		500,000
I.M.R.F.		160,523
Street & Bridge	0.1400	125,000
Police Protection	0.6000	180,000
Civil Defense	0.0500	7,500
Social Security		59,582
Auditing		25,000
Liability Insurance		61,250
Street Lighting	0.0500	65,000
Crossing Guards	0.0200	7,500
Working Cash	0.0007	0
Worker's Compensation		113,750
		2,675,705

On November 28, the Village of Lemont held a Public Hearing concerning the estimated revenue. The notice of public hearing was published in accordance with Truth in Taxation.

Street and Bridge Tax and Street Light Tax:

On an annual basis the Village of Lemont is required to establish Street and Bridge Tax and Street and Light Tax.

ORDINANCE _____

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$5,690,000 WATERWORKS & SEWERAGE BONDS, SERIES 2004 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT COOK, DU PAGE AND WILL COUNTIES, ILLINOIS

WHEREAS, the President and Board of Trustees (the "Board") of the Village of Lemont, Cook, DuPage and Will Counties, Illinois (the "Village"), by Ordinance O-90-04 adopted on the 22nd day of November, 2004 (the "Ordinance"), did provide for the issue of \$5,690,000 Waterworks & Sewerage Bonds, Series 2004 (Alternate Revenue Source), (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the bonds; and

WHEREAS, the Village will have pledged revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2011 to pay such debt service on the Bonds be abated;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lemont, Cook, DuPage and Will Counties, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2011 in Ordinance Number O-90-04 is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village shall file a certified copy hereof with the County Clerks of Cook, DuPage and Will Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2011 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, WILL & DU PAGE COUNTIES, ILLINOIS on this 12th day of December, 2011.

	<u>AYES</u>	<u>NAYS</u>	<u>PASSED</u>	<u>ABSENT</u>
Debby Blatzer				
Paul Chialdikas				
Clifford Miklos				
Rick Sniegowski				
Ronald Stapleton				
Jeanette Virgilio				

BRIAN K. REAVES, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

ORDINANCE _____

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$1,525,000 GENERAL OBLIGATION BONDS, SERIES 2005 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS

WHEREAS, the President and Board of Trustees (the "Board") of the Village of Lemont, Cook, DuPage and Will Counties, Illinois (the "Village"), by Ordinance O-25-05 adopted on the 28^h day of February, 2005 (the "Ordinance"), did provide for the issue of \$1,525,000 General Obligation Waterworks & Sewerage Refunding Bonds, Series 2005 (Alternate Revenue Source), (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the bonds; and

WHEREAS, the Village will have pledged revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2011 to pay such debt service on the Bonds be abated;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lemont, Cook, DuPage and Will Counties, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2011 in Ordinance Number O-25-05 is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village shall file a certified copy hereof with the County Clerks of Cook, DuPage and Will Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for

the year 2011 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, WILL & DU PAGE COUNTIES, ILLINOIS on this 12th day of December, 2011.

	<u>AYES</u>	<u>NAYS</u>	<u>PASSED</u>	<u>ABSENT</u>
Debby Blatzer				
Paul Chialdikas				
Clifford Miklos				
Rick Sniegowski				
Ronald Stapleton				
Jeanette Virgilio				

BRIAN K. REAVES, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

ORDINANCE _____

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$1,825,000 GENERAL OBLIGATION WATERWORKS AND SEWERAGE REFUNDING BONDS, SERIES 2005 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS

WHEREAS, the President and Board of Trustees (the "Board") of the Village of Lemont, Cook, DuPage and Will Counties, Illinois (the "Village"), by Ordinance O-26-05 adopted on the 28TH day of February, 2005 (the "Ordinance"), did provide for the issue of \$1,825,000 General Obligation Waterworks and Sewerage Refunding Bonds, Series 2005 (Alternate Revenue Source), (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the bonds; and

WHEREAS, the Village will have pledged revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2011 to pay such debt service on the Bonds be abated;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lemont, Cook, DuPage and Will Counties, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2011 in Ordinance Number O-26-05 is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village shall file a certified copy hereof with the County Clerks of Cook, DuPage and Will Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for

the year 2011 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, WILL & DU PAGE COUNTIES, ILLINOIS on this 12th day of December, 2011.

	<u>AYES</u>	<u>NAYS</u>	<u>PASSED</u>	<u>ABSENT</u>
Debby Blatzer				
Paul Chialdikas				
Clifford Miklos				
Rick Sniegowski				
Ronald Stapleton				
Jeanette Virgilio				

BRIAN K. REAVES, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

ORDINANCE _____

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$4,290,000 GENERAL OBLIGATION (T.I.F) REFUNDING BONDS, SERIES 2005A (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS

WHEREAS, the President and Board of Trustees (the "Board") of the Village of Lemont, Cook, DuPage and Will Counties, Illinois (the "Village"), by Ordinance O-31-05 adopted on the 12th day of April, 2005 (the "Ordinance"), did provide for the issue of \$4,290,000 General Obligation (T.I.F.) Refunding Bonds, Series 2005A (Alternate Revenue Source), (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the bonds; and

WHEREAS, the Village will have pledged revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2011 to pay such debt service on the Bonds be abated;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lemont, Cook, DuPage and Will Counties, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2011 in Ordinance Number O-31-05 is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village shall file a certified copy hereof with the County Clerks of Cook, DuPage and Will Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for

the year 2011 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, WILL & DU PAGE COUNTIES, ILLINOIS on this 12th day of December, 2011.

	<u>AYES</u>	<u>NAYS</u>	<u>PASSED</u>	<u>ABSENT</u>
Debby Blatzer				
Paul Chialdikas				
Clifford Miklos				
Rick Sniegowski				
Ronald Stapleton				
Jeanette Virgilio				

Brian K. Reaves, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

ORDINANCE _____

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$2,690,000 GENERAL OBLIGATION BONDS, SERIES 2007 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT COOK, DU PAGE AND WILL COUNTIES, ILLINOIS

WHEREAS, the President and Board of Trustees (the "Board") of the Village of Lemont, Cook, DuPage and Will Counties, Illinois (the "Village"), by Ordinance O-58-07 adopted on the 23rd day of July, 2008 (the "Ordinance"), did provide for the issue of \$2,690,000 General Obligation Bonds, Series 2007 (Alternate Revenue Source), (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the bonds; and

WHEREAS, the Village will have pledged revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2011 to pay such debt service on the Bonds be abated;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lemont, Cook, DuPage and Will Counties, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2011 in Ordinance Number O-58-07 is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village shall file a certified copy hereof with the County Clerks of Cook, DuPage and Will Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2011 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, WILL & DU PAGE COUNTIES, ILLINOIS on this 12th day of December, 2011.

	<u>AYES</u>	<u>NAYS</u>	<u>PASSED</u>	<u>ABSENT</u>
Debby Blatzer				
Paul Chialdikas				
Clifford Miklos				
Rick Sniagowski				
Ronald Stapleton				
Jeanette Virgilio				

BRIAN K. REAVES, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

ORDINANCE _____

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$7,000,000 GENERAL OBLIGATION BONDS, SERIES 2007A (ALTERNATE REVENUE SOURCE), AND \$2,215,000 GENERAL OBLIGATION BONDS, SERIES 2008 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS

WHEREAS, the President and Board of Trustees (the "Board") of the Village of Lemont, Cook, DuPage and Will Counties, Illinois (the "Village"), by Ordinance O-108-07 adopted on the 10th day of December, 2007 (the "Ordinance"), did provide for the issue of \$7,000,000 General Obligation Bonds, Series 2007A (Alternate Revenue Source), and \$2,215,000 General Obligation Bonds, Series 2008 (Alternate Revenue Source) (the "Bonds") and the levy of a direct annual tax sufficient to pay principal and interest on the bonds; and

WHEREAS, the Village will have pledged revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2011 to pay such debt service on the Bonds be abated;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lemont, Cook, DuPage and Will Counties, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2011 in Ordinance Number O-108-07 is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village shall file a certified copy hereof with the County Clerks of Cook, DuPage and Will Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for

the year 2011 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, WILL & DU PAGE COUNTIES, ILLINOIS on this 12th day of December, 2011.

	<u>AYES</u>	<u>NAYS</u>	<u>PASSED</u>	<u>ABSENT</u>
Debby Blatzer				
Paul Chialdikas				
Clifford Miklos				
Rick Sniegowski				
Ronald Stapleton				
Jeanette Virgilio				

BRIAN K. REAVES, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

ORDINANCE _____

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$1,755,000 GENERAL OBLIGATION BONDS, SERIES 2010 (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF LEMONT, COOK, DU PAGE AND WILL COUNTIES, ILLINOIS

WHEREAS, the President and Board of Trustees (the "Board") of the Village of Lemont, Cook, DuPage and Will Counties, Illinois (the "Village"), by Ordinance O-07-10 adopted on the 9TH day of March, 2010 (the "Ordinance"), did provide for the issue of \$1,755,000 General Obligation Bonds, Series 2010 (Alternate Revenue Source), (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the bonds; and

WHEREAS, the Village will have pledged revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2011 to pay such debt service on the Bonds be abated;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lemont, Cook, DuPage and Will Counties, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2011 in Ordinance Number O-07-10 is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village shall file a certified copy hereof with the County Clerks of Cook, DuPage and Will Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2011 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, WILL & DU PAGE COUNTIES, ILLINOIS on this 12th day of December, 2011.

	<u>AYES</u>	<u>NAYS</u>	<u>PASSED</u>	<u>ABSENT</u>
Debby Blatzer				
Paul Chialdikas				
Clifford Miklos				
Rick Sniegowski				
Ronald Stapleton				
Jeanette Virgilio				

BRIAN K. REAVES, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

ORDINANCE _____

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY DEBT SERVICE ON \$5,000,000 GENERAL OBLIGATION WATERWORKS AND SEWERAGE BONDS (ALTERNATE REVENUE SOURCE), SERIES 2010A AND BUILD AMERICA BONDS (DIRECT PAYMENT) OF THE VILLAGE OF LEMONT, COOK, WILL AND DU PAGE COUNTIES, ILLINOIS

WHEREAS, the President and Board of Trustees (the "Board") of the Village of Lemont, Cook, DuPage and Will Counties, Illinois (the "Village"), by Ordinance O-103-10 adopted on the 13TH day of December, 2010 (the "Ordinance"), did provide for the issue of \$5,000,000 General Obligation Bonds Waterworks and Sewerage Bonds, Series 2010A (Alternate Revenue Source), and Build America Bonds (Direct Payment) (the "Bonds), and the levy of a direct annual tax sufficient to pay principal and interest on the bonds; and

WHEREAS, the Village will have pledged revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2011 to pay such debt service on the Bonds be abated;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lemont, Cook, DuPage and Will Counties, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2011 in Ordinance Number O-103-10 is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village shall file a certified copy hereof with the County Clerks of Cook, DuPage and Will Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for

the year 2011 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, WILL & DU PAGE COUNTIES, ILLINOIS on this 12th day of December, 2011.

	<u>AYES</u>	<u>NAYS</u>	<u>PASSED</u>	<u>ABSENT</u>
Debby Blatzer				
Paul Chialdikas				
Clifford Miklos				
Rick Sniegowski				
Ronald Stapleton				
Jeanette Virgilio				

BRIAN K. REAVES, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

Proclamation

Mayor
Brian K. Reaves

Village Clerk
Charlene Smollen



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

WHEREAS, St. Al's/St. Pat's Celtics Junior Varsity Football Team made history by capturing the 2011 Catholic Grade School Conference of Chicagoland title on Sunday, November 13, 2011, with a 9-2 record; and

WHEREAS, the Catholic Grade School Conference was established in 1967 to provide the youth of the Catholic Schools in the Chicagoland area with a football program, in which baseball was introduced in 1971. Each year these programs provide an athletic experience for over 1,500 local youth ranging in age from 8 to 14; and

WHEREAS, the Celtics, established five years ago, exemplify their primary goals of the program which are to foster the principle of team play, self discipline, good sportsmanship, scholarship, and Christian values, by stressing the fundamentals of the game and safe playing conditions; and

WHEREAS, the Celtics demonstrated their character and commitment to the Lemont community for the second consecutive year by holding a food drive during their Homecoming Game to support our Lemont Food Pantries.

NOW, THEREFORE, I, BRIAN K. REAVES, Mayor of Lemont, on behalf of the Village Board of Trustees and the entire community, herby commend St. Al's/St. Pat's 2011 Celtics Junior Varsity Football Team for their victory on and off the field, and herby express our pride and sincere congratulations to the coaches and to the dedicated and talented 2011 C.G.S.C. Junior Varsity Champions, the Celtics.

Dated at Lemont this 12th day of December 2011.

BRIAN K. REAVES, Mayor

Attest:

CHARLENE SMOLLEN, Village Clerk

**VILLAGE OF LEMONT, ILLINOIS
POLICE PENSION PLAN**

**House Bill 5088 (Public Act 95-950) - Municipal Compliance Report
For the Year Ended April 30, 2011**

The Pension Board certifies to the Village Board of the Municipality on the condition of the Pension Plan at the end of its most recently completed fiscal year the following information:

1. The total assets of the fund in its custody at the end of the fiscal year and the current market value of those assets:

Total Assets	<u>\$ 9,771,198</u>
Market Value	<u>\$ 9,771,198</u>

2. The estimated receipts during the next succeeding fiscal year from deductions from the salaries of police officers and from other sources:

Estimated Receipts - Employee Contributions	<u>\$ 186,168</u>
Estimated Receipts - All Other Sources	
Investment Earnings	<u>N/A</u>
Municipal Contributions	<u>\$ 470,330</u>

3. The estimated amount required during the next succeeding fiscal year to (a) pay all pensions and other obligations provided in Article 3 of the Illinois Pension Code, and (b) to meet the annual requirements of the fund as provided in Sections 3-125 and 3-127:

(a) Pay all Pensions and Other Obligations	\$ 408,323
(b) Annual Requirement of the Fund as Determined by:	
Illinois Department of Insurance	N/A
Private Actuary - Report Dated November 9, 2011 (Entry Age Normal - Level Percent)	<u>\$ 470,330</u>
Private Actuary - Report Dated November 9, 2011 (PA096-1495)	<u>\$ 448,610</u>

**VILLAGE OF LEMONT, ILLINOIS
POLICE PENSION PLAN**

**House Bill 5088 (Public Act 95-950) - Municipal Compliance Report
For the Year Ended April 30, 2011**

4. The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	Current Fiscal Year	Preceding Fiscal Year
Net Income Received from Investment of Assets	\$ 734,945	\$ 984,278
Assumed Investment Return		
Illinois Department of Insurance - Actuarial Report	N/A	7.00%
Private Actuary - Report Dated November 9, 2011	7.00%	N/A
Actual Investment Return	8.28%	12.2%

5. The total number of active employees who are financially contributing to the fund:

Number of Active Members	26
--------------------------	----

6. The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	Number of	Total Amount Disbursed
(i) Regular Retirement Pension	4	\$ 191,147
(ii) Disability Pension	0	\$ 0
(iii) Survivors and Child Benefits	5	\$ 154,404

7. The funded ratio of the fund:

	Current Fiscal Year	Preceding Fiscal Year
Illinois Division of Insurance - Actuarial Report	N/A	N/A
Private Actuary - Report Dated November 9, 2011	69.7%	69.07%

VILLAGE OF LEMONT, ILLINOIS
POLICE PENSION PLAN

House Bill 5088 (Public Act 95-950) - Municipal Compliance Report
For the Year Ended April 30, 2011

8. The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:

Unfunded Liability:

Illinois Department of Insurance - Actuarial Report

N/A

Private Actuary - Report Dated November 9, 2011

\$ 4,246,895

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

9. The investment policy of the Pension Board under the statutory investment restrictions imposed on the fund.

Investment Policy - See Attached

CERTIFICATION OF MUNICIPAL POLICE
PENSION PLAN COMPLIANCE REPORT

We, the undersigned Trustees of the Lemont Police Pension Plan, based upon information and belief, and to the best of our knowledge, certify pursuant to §5/3-134 of the Illinois Pension Code, that the preceding report is true and accurate.

Daniel M. Tully

President

John J. Beni

Asst. Secretary

Dated: 12/07/11

VILLAGE OF LEMONT
ORDINANCE NO. _____

**AN ORDINANCE FOR THE LEVYING AND ASSESSING OF TAXES
FOR THE VILLAGE OF LEMONT, COOK, WILL AND DU PAGE
COUNTIES, ILLINOIS, FOR THE CURRENT FISCAL YEAR
COMMENCING MAY 1, 2011 ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LEMONT**

**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 _____
day of _____, 2011.**

ORDINANCE NO. _____

**AN ORDINANCE FOR THE LEVYING AND ASSESSING OF TAXES
FOR THE VILLAGE OF LEMONT, COOK, WILL AND DU PAGE
COUNTIES, ILLINOIS, FOR THE CURRENT FISCAL YEAR
COMMENCING MAY 1, 2011 ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LEMONT**

**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF LEMONT, IN THE COUNTIES OF COOK, WILL AND DU PAGE,
ILLINOIS,**

SECTION 1: That the amounts hereinafter set forth or so much thereof as may be authorized by law as may be needed, be and the same are hereby assessed and levied for the General Corporate Fund, Street & Bridge Fund, Unemployment Insurance Fund, Police Protection Fund, Crossing Guard Fund, Liability Insurance Fund, Worker's Compensation Fund, Audit Fund, Social Security Fund, Police Pension Fund, Garbage Fund, Civil Defense Fund, Street Lighting Fund, Illinois Municipal Retirement Fund, Working Cash Fund, Bonds and Interest Fund and such other purposes as are hereinafter specifically described for the Fiscal Year of the VILLAGE OF LEMONT, ILLINOIS, beginning May 1, 2011 and ending April 30, 2012.

SECTION 2: That the amount levied for each object and purpose appears in EXHIBIT "A" in the column after the words "TO BE RAISED BY TAX LEVY" that portion of each levy to be raised by taxation and there is indicated under the column headed "ESTIMATED RECEIPTS FROM SOURCES OTHER THAN TAX LEVY" those portions of each item levied for which no 2011 levy is made.

SECTION 3: That any sum of money heretofore appropriated and not heretofore expended and now in the Treasury of the Village of Lemont is hereby appropriated by this Ordinance.

SECTION 4: That any unexpended balance in anyone of the foregoing appropriations may be used and applied toward the payment of any lawful corporate debt or charge of the Village of Lemont.

SECTION 5: If any section, subdivision, sentence or clause of this Ordinance is for any reason held invalid or to be unconstitutional, such decision shall not affect the validity of the remaining portion of the Ordinance.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage, approval and recording as required by law.

PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, WILL AND DU PAGE COUNTIES ILLINOIS on this 12th Day of December, 2011

AYES

NAYS

PASSED

ABSENT

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

Approved by me this 12th day of December, 2011

BRIAN REAVES, Village President

Attest:

CHARLENE M. SMOLLEN, Village Clerk

Exhibit A

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

	Estimated Receipts	To Be
Total	From source	Raised By
Budget	Other Than Levy	Tax Levy

GENERAL FUND

Mayor & Village Board

Personal Services				
10-05-51100	Regular Salaries	63,891	\$63,891	\$0
	Total Personal Services	\$63,891	\$63,891	\$0
Outside Services				
10-05-52100	Meetings/Conf/Training	15,700	\$15,700	\$0
10-05-52200	Membership Fees	11,670	11,670	0
	Total Outside Services	\$27,370	\$27,370	\$0
Materials & Supplies				
10-05-60100	Office Supplies	250	\$250	\$0
	Total Materials & Supplies	250	\$250	\$0
	Total Mayor & Village Board	\$91,511	\$91,511	\$0

Administration / Finance

Personal Services				
10-10-51100	Regular Salaries	\$405,000	\$405,000	\$0
10-10-51200	Overtime	7,500	7,500	0
10-10-51300	Deferred Compensation	7,500	7,500	0
	Total Personal Services	\$420,000	\$420,000	\$0
Outside Services				
10-10-52100	Meetings/Conf/Training	\$7,950	\$7,950	\$0
10-10-52200	Membership Fees	5,295	5,295	0
10-10-52250	Bank Charges	0	0	0
10-10-52300	Postage	11,250	11,250	0
10-10-52450	Rec/Adv/Printing	22,500	22,500	0
10-10-52550	Newsletter	24,000	24,000	0
10-10-53200	IRMA/Insurance Deductible	450	450	0
10-10-53500	Ordinance Codification	4,500	4,500	0
10-10-56200	Prof Svc - Data Processing	7,500	7,500	0
10-10-56600	Prof Svc - Consulting	83,500	83,500	0
	Total Outside Services	\$166,945	\$166,945	\$0
Materials & Supplies				
10-10-60100	Office Supplies	\$12,000	\$12,000	\$0
10-10-60200	Vehicle Expense	6,000	6,000	0
10-10-60300	Publications	200	200	0
	Total Materials & Supplies	\$18,200	\$18,200	\$0
	Total Administration/Finance	\$605,145	\$605,145	\$0

Public Works / Engineering

Personal Services					
10-15-51100	Regular Salaries	\$376,017	\$366,017	\$10,000	Street & Bridge Levy
10-15-51200	Overtime	80,000	80,000	0	
10-15-51400	Temporary Salaries	12,000	12,000	0	
	Total Personal Services	\$468,017	\$458,017	\$10,000	
Outside Services					
10-15-52100	Meetings/Conf/Training	\$1,800	\$1,800	\$0	
10-15-52200	Membership Fees	800	800	0	
10-15-52300	Postage	0	0	0	
10-15-52500	Advertising/Printing	600	600	0	
10-15-52600	Communications	300	300	0	
10-15-52900	Dumping Fees	10,000	10,000	0	
10-15-53000	Electricity - Street Lighting	80,000	15,000	65,000	Street Lighting Levy
10-15-53200	IRMA/Insurance Deductible	6,000	6,000	0	
10-15-56300	Pro Svc - General Engineering	30,000	30,000	0	
10-15-56400	Pro Svc - Subdivision Plan Review	7,500	7,500	0	
10-15-57000	Maint Svc - Equipment	20,000	20,000	0	
10-15-57400	Maint Svc - Streets & Alleys	90,000	2,500	90,000	Street & Bridge Levy
	Total Outside Services	\$247,000	\$94,500	\$155,000	

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

		Total	Estimated Receipts	To Be	
		Budget	From source	Raised By	
			Other Than Levy	Tax Levy	
Materials & Supplies					
10-15-60100	Office Supplies	\$3,000	\$3,000	\$0	
10-15-60900	Maint Supl - Street/Alleys	25,000	0	25,000	Street & Bridge Levy
10-15-61200	Safety Equipment	2,000	2,000	0	
10-15-61300	Tools & Hardware	2,500	2,500	0	
10-15-61400	Uniforms	5,000	5,000	0	
	Total Materials & Supplies	\$37,500	\$12,500	\$25,000	
Capital Outlay					
10-15-70200	Other Equipment	\$75,000	\$75,000	\$0	
	Total Capital Outlay	\$75,000	\$75,000	\$0	
	Total Public Works	\$827,517	\$640,017	\$190,000	
Vehicle Maintenance Division					
Outside Services					
10-17-52100	Meetings/Conf/Training	\$1,200	\$1,200	\$0	
10-17-52200	Membership Fees	350	350	0	
10-17-57000	Maint Serv - Equipment	25,000	25,000	0	
	Total Outside Services	\$26,550	\$26,550	\$0	
Materials & Supplies					
10-17-61100	Maint Supplies - Vehicles	\$80,000	\$80,000	\$0	
10-17-61200	Safety Equipment	1,000	1,000	0	
10-17-61300	Tools & Hardware	6,500	6,500	0	
10-17-61400	Uniforms	800	800	0	
10-17-61500	Fuel	230,000	230,000	0	
	Total Material & Supplies	\$318,300	\$318,300	\$0	
	Total Vehicle Maintenance	\$344,850	\$344,850	\$0	
Police Department					
Personal Services					
10-20-51100	Regular Salaries	\$2,400,000	\$1,029,400	\$1,370,600	Corporate Levy
10-20-51200	Overtime	259,350	\$79,350	\$180,000	Police Protection Levy
10-20-51250	Special Detail	63,000			
10-20-51300	Deferred Compensation	12,000			
10-20-51500	Training Wages	0	0	0	
10-20-51600	Auxiliary Wages	0	0	0	
10-20-51700	Crossing Guards	10,000	2,500	7,500	Crossing Guard Levy
10-20-51800	Part-time	0	0	0	
	Total Personal Services	\$2,744,350	\$1,111,250	\$1,558,100	
Outside Services					
10-20-52100	Meetings / Conf / Training	\$8,000	\$8,000	\$0	
10-20-52200	Membership Fees	5,000	5,000	0	
10-20-52300	Postage	2,000	2,000	0	
10-20-52500	Advertising / Printing	7,000	\$7,000	0	
10-20-52600	Communications	3,500	3,500	0	
10-20-52700	Animal Control	1,500	1,500	0	
10-20-53200	IRMA/Insurance Deductible	10,000	\$10,000	0	
10-20-53400	K-9 Services	0	0	0	
10-20-53550	Accreditation	11,975	11,975	0	
10-20-53800	Southwest Central Dispatch	283,394	\$283,394	0	
10-20-56200	Pro Svc - Data Processing	2,500	2,500	0	
10-20-57000	Maint Svc - Equipment	16,500	16,500	0	
10-20-57010	Maint Svc - E.R.T.	1,000	1,000	0	
	Total Outside Services	\$351,369	\$351,369	\$0	
Materials & Supplies					
10-20-60100	Office Supplies	\$17,200	\$17,200	\$0	
10-20-60110	Investigation Supplies	5,000	5,000	0	
10-20-60400	E.R.T. Equipment	0	0	0	
10-20-60450	Crime Prevention / CADET	500	500	0	
10-20-60550	Ammo / Range Supplies	15,000	15,000	0	
10-20-60600	K-9 Equip & Supplies	2,500	2,500	0	
10-20-60601	Misc Police Grant Expense	110,000	110,000	0	
10-20-60701	Pubic Relations	14,000	14,000	0	

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

		Estimated Receipts	To Be
	Total	From source	Raised By
	Budget	Other Than Levy	Tax Levy
10-20-61200	Safety Equipment	4,500	
10-20-61400	Uniforms	34,300	
	Total Materials & Supplies	\$203,000	\$0
	Capital Outlay		
10-20-70100	Office Equipment	\$22,000	
10-20-70200	Other Equipment	0	
10-20-70201	I-Clear Equipment	0	
10-20-70300	Vehicles	75,000	
	Total Capital Outlay	\$97,000	\$0

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

	Estimated Receipts	To Be
Total	From source	Raised By
Budget	Other Than Levy	Tax Levy

Total Police Department Expenses	\$3,395,719	\$1,740,619	\$1,558,100
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Building Department

10-25-51100	Personal Services			
10-25-51200	Regular Salaries	\$260,000	\$260,000	\$0
10-25-51800	Overtime	2,200	2,200	0
	Part-time Salaries	22,000	22,000	0
	Total Personal Services	\$284,200	\$284,200	\$0
	Outside Services			
10-25-52100	Meetings / Conf / Training	\$2,000	\$2,000	\$0
10-25-52200	Membership Fees	600	600	0
10-25-52300	Postage	4,000	4,000	0
10-25-52450	Rec / Ad / Printing	2,600	2,600	0
10-25-52600	Communications	0	0	0
10-25-53200	IRMA/Insurance Deductible	0	0	0
10-25-56300	Pro Svc - Engineering		0	0
10-25-56305	Pro Svc - Grad Residential	15,500	15,500	0
10-25-56307	Pro Svc - Grad Commercial	1,000	1,000	0
10-25-56310	Pro Svc - Grading Inspections	4,500	4,500	0
10-25-56400	Pro Svc - Bldg Plan Review	45,000	45,000	0
10-25-56550	Pro Svc - Bldg Inspections	35,000	35,000	0
10-25-56600	Pro Svc - Consulting	6,000	6,000	0
10-25-56710	Pro Svc - Health Inspections	10,000	10,000	0
10-25-57650	Maint Svc - Property Maint	5,000	5,000	0
	Total Outside Services	\$131,200	\$131,200	\$0
	Materials & Supplies			
10-25-60100	Office Supplies	\$3,000	\$3,000	\$0
10-25-60200	Vehicle Expense	200	200	0
10-25-60300	Publications	1,000	1,000	0
10-25-61200	Safety Equipment	500	500	0
	Total Materials & Supplies	\$4,700	\$4,700	\$0
	Total Building Department	\$420,100	\$420,100	\$0

Community Development Department

10-30-51100	Personal Services			
10-30-51200	Regular Salaries	\$151,000	\$151,000	\$0
10-30-51400	Overtime	0	0	0
	Temporary Salaries	3,500	3,500	0
	Total Personal Services	\$154,500	\$154,500	\$0
	Outside Services			
10-30-52100	Meetings / Conf / Training	\$980	\$980	\$0
10-30-52200	Membership Fees	360	360	0
10-30-52300	Postage	200	200	0
10-30-52400	Recording / Publishing	1,725	1,725	0
10-30-52500	Advertising / Printing	700	700	0
10-30-53200	IRMA/Insurance Deductible	0	0	0
10-30-56200	Pro Svc - Data Processing	0	0	0
10-30-56250	Pro Svc - Mapping	3,300	3,300	0
10-30-56300	Pro Svc - Engineering	12,500	12,500	0
10-30-56450	Pro Svc - Economic Development	16,000	16,000	0
10-30-56600	Pro Svc - Plan Review	2,000	2,000	0
10-30-56900	Pro Svc - Marketing	0	0	0
	Total Outside Services	\$35,765	\$35,765	\$0
	Materials & Supplies			
10-30-60100	Office Supplies	\$550	\$550	\$0
10-30-60300	Publications	820	820	0
	Total Materials & Supplies	\$1,370	\$1,370	\$0
	Total Community Development Dept.	\$191,635	\$191,635	\$0

Building & Grounds

10-35-57500	Outside Services			
10-35-57505	Maint Svc - V/H & Police	50,000	\$50,000	\$0
	Maint Svc - Safety Village	3,600	3,600	0

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

10-35-57515

Maint Svc - Police Dept.
 Total Outside Services

	Total Budget	Estimated Receipts From source Other Than Levy	To Be Raised By Tax Levy
	\$36,000	36,000	0
	\$89,600	\$89,600	\$0

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

		Total	Estimated Receipts	To Be
		Budget	From source Other Than Levy	Raised By Tax Levy
Materials & Supplies				
10-35-61000	Maint Supplies - V/H & Police	\$5,500	\$5,500	\$0
10-35-61010	Maint Supplies - Safety Village	250	250	0
10-35-61015	Maint supplies - Police Dept	2,000	2,000	0
	Total Materials & Supplies	\$7,750	\$7,750	\$0
Capital Outlay				
10-35-70200	Other Equipment V/H & P/D	\$18,000	\$18,000	\$0
10-35-70220	Other Equipment - Police	3,000	\$3,000	\$0
	Total Capital Outlay	\$21,000	\$21,000	\$0
	Total Building & Grounds	\$118,350	\$118,350	\$0
Planning and Zoning Commission				
Outside Services				
10-40-52100	Meetings / Conf / Training	\$1,000	\$1,000	\$0
10-40-52400	Recording/Publishing	\$1,000	\$1,500	\$0
	Total Outside Services	\$2,000	\$2,500	\$0
Materials & Supplies				
10-40-60300	Publications	\$200	\$200	\$0
	Total Materials & Supplies	\$200	\$200	\$0
	Total Planning & Zoning Commission	\$2,200	\$2,700	\$0
Police Commission				
Outside Services				
10-50-52100	Meetings / Conf / Training	\$400	\$400	\$0
10-50-52200	Membership Fees	400	400	0
10-50-52450	Rec / Ad / Printing	200	200	0
10-50-56400	Prof Svc - Legal	1,000	1,000	0
10-50-56700	Prof Svc - Testing	0	0	0
	Total Outside Services	\$2,000	\$2,000	\$0
	Total Police Commission	\$2,000	\$2,000	\$0
Downtown Commission				
Outside Services				
10-53-52300	HC - Postage	\$100	\$100	\$0
10-53-52301	FSE - Postage	400	400	0
10-53-52650	HC - Services	0	0	0
10-53-58000	FSE - Services	20,500	20,500	
10-53-58001	Quarryman - Svc	21,000	21,000	
10-53-58500	EDC - Services	6,500	6,500	0
	Total Outside Services	\$48,500	\$48,500	\$0
Materials & Supplies				
10-53-60110	HC - Operating Supplies	\$5,330	\$5,330	\$0
10-53-68010	P.A.A.L. Expenses	2,500	2,500	0
	Total Materials & Supplies	\$7,830	\$7,830	\$0
Capital Outlay				
10-53-70400	HC - Canal Improvements	\$0	\$0	\$0
	Total Capital Outlay	\$0	\$0	\$0
	Total Downtown Commission	\$56,330	\$56,330	\$0
Historic District Commission				
Outside Services				
10-58-52100	Meetings / Conf / Training	\$200	\$200	\$0
10-58-52200	Membership Fees	50	50	0
10-58-52300	Postage	50	50	0
10-58-52450	Rec / Adv / Printing	125	125	0
	Total Outside Services	\$425	\$425	\$0
Materials & Supplies				
10-58-60110	Operating Supplies - Signage	\$1,800	\$1,800	\$0

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

	Total Budget	Estimated Receipts From source Other Than Levy	To Be Raised By Tax Levy	
Total Materials & Supplies	\$1,800	\$1,800	\$0	
Total Historic District Commission	\$2,225	\$2,225	\$0	
L.E.M.A.				
Personnel Services				
10-60-51100 Regular Salaries	\$13,400	\$5,900	\$7,500	Civil Defense Levy
Total Personnel Services	\$13,400	\$5,900	\$7,500	

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

		Estimated Receipts	To Be
		Total	Raised By
		Budget	Tax Levy
		From source	
		Other Than Levy	
Outside Services			
10-60-52100	Meetings / Conf / Training	\$2,445	\$0
10-60-52200	Memberships	275	0
10-60-52300	Postage	50	0
10-60-52500	Advertising / Printing	200	0
10-60-52600	Communications	275	0
10-60-57000	Maint Svc - Equipment	4,500	0
	Total Outside Services	\$7,745	\$0
Materials & Supplies			
10-60-60100	Office Supplies	\$980	\$0
10-60-61200	Safety Equipment	1,000	0
10-60-61300	Tools & Hardware	100	0
10-60-61400	Uniforms	1,200	0
	Total Materials & Supplies	\$3,280	\$0
	Total L.E.M.A.	\$24,425	\$7,500
Environmental Commission			
Personal Services			
10-65-51100	Regular Salaries	\$150	\$0
	Total Personal Services	\$150	\$0
Outside Services			
10-65-52300	Postage	\$150	\$0
10-65-52500	Advertising / Printing	300	0
10-65-53600	Public Relations	4,500	0
	Total Outside Services	\$4,950	\$0
Materials & Supplies			
10-65-60100	Office Supplies	\$300	\$0
	Total Materials & Supplies	\$300	\$0
	Total Environmental Comm	\$5,400	\$0
Video Access League			
Capital Outlay			
10-70-70200	Other Equipment	\$9,000	\$0
	Total Capital Outlay	\$9,000	\$0
	Total Video Access League	\$9,000	\$0
General Accounts			
Outside Services			
10-90-52250	Bank Charges	\$9,000	
10-90-53100	Health / Life Insurance	775,000	\$0
10-90-53200	IRMA / Insurance Deductible	10,000	0
10-90-53300	IRMA / Insurance Premium	280,000	61,250
			Liability Insurance Levy
			113,750
			Workers Comp. Levy
10-90-53600	Public Relations	0	0
10-90-53700	Recognition Dinner	4,000	0
10-90-53900	Telephone Expense	80,000	0
10-90-54000	Unemployment Insurance	0	0
10-90-54250	Leases	3,400	0
10-90-56000	Pro Svc - Appraisal	5,000	0
10-90-56100	Pro Svc - Audit	35,000	25,000
			Audit Levy
10-90-56410	Pro Svc - Legal Corporate	80,000	0
10-90-56420	Pro Svc - Legal Adjudication	12,000	0
10-90-56430	Pro Svc - Legal Prosecution	18,000	0
10-90-56440	Pro Svc - Legal Labor	10,000	0
10-90-56500	Pro Svc - Medical	5,000	0
10-90-56600	Pro Svc - Consulting	37,000	0
10-90-57000	Maint Svc - Equipment	0	0
10-90-57010	Suggestion Awards/Empl Relations	0	0
10-90-57900	Special Census	0	0
10-90-58100	Developer Incentives	5,000	0
	Total Outside Services	\$1,368,400	\$200,000

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

	Total	Estimated Receipts	To Be
	Budget	From source	Raised By
		Other Than Levy	Tax Levy
Materials & Supplies			
10-90-61600			
	Festival Expenses	\$11,000	\$0
	Total Materials & Supplies	\$11,000	\$0
Capital Outlay			
10-90-70100			
	Office Equipment	\$15,000	\$0
	Total Capital Outlay	\$15,000	\$0

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

	Estimated Receipts	To Be
Total	From source	Raised By
Budget	Other Than Levy	Tax Levy

10-90-80140	Interfund Transfers Out			
	To Debt Service Fund	\$515,000	\$515,000	\$0
10-90-80500	To IMRF Fund	5,000	5,000	0
10-90-80800	To General Capital Improv Fund	30,000	30,000	0
10-90-80900	To Police Pension Fund	510,000	10,000	500,000
	Total Interfund Transfers Out	\$1,060,000	\$560,000	\$500,000
	Total General Accounts	\$2,454,400	\$1,745,400	\$700,000
0	Contingency	\$0	\$0	\$0
	Total General Fund Expenses	\$8,550,807	\$5,992,207	\$2,455,600

DEBT SERVICE FUND

14-00-56950	Outside Services			
	Bond Fees	\$3,000	\$3,000	\$0
	Total Outside Services	\$3,000	\$3,000	\$0
14-00-82100	Debt Service			
14-00-82200	2000A Road Imp Bond Principal	\$0	\$0	\$0
14-00-82510	2000A Road Imp Bond Interest	0	0	0
14-00-82520	2004 Sales Tax Rev LRM Bond Principal	345,000	345,000	0
14-00-82530	2004 Sales Tax Rev LRM Bond Interest	63,500	63,500	0
14-00-82540	2005 ARS Project Bond Prinicipal	65,000	65,000	0
14-00-82550	2005 ARS Project Bond Interest	50,015	50,015	0
14-00-82560	2007 ARS Police Bldg Bond Principal	200,000	200,000	0
14-00-82570	2007 ARS Police Bldg Bond Interest	303,760	303,760	0
14-00-82580	2008 ARS Police Bldg Bond Principal	55,000	55,000	0
	2008 ARS Police Bldg Bond Interest	73,270	73,270	0
	Tollway Payment	100,000	100,000	0
	Total Debt Service	\$1,255,545	\$1,255,545	\$0
	Total Expenses	\$1,258,545	\$1,258,545	\$0
14-00-90100	Contingency	\$0	\$0	\$0
	Total Debt Service Expenses	\$1,258,545	\$1,258,545	\$0

WORKING CASH FUND

15-00-80100	Interfund Transfers Out			
	To General Fund	\$3,000	\$0	\$0
	Total Interfund Transfers Out	\$3,000	\$0	\$0
	Total Expenses	\$3,000	\$0	\$0
15-00-90100	Contingency	\$500	\$600	\$0
	Total Working Cash Expenses	\$3,500	\$600	\$0

T.I.F. FUND

T.I.F. Administrative Expenses

17-00-51100	Personal Services			
17-00-51850	Regular Salaries	\$46,125	\$46,125	\$0
	FICA / IMRF	8,050	8,050	0
	Total Personal Services	\$54,175	\$54,175	\$0
17-00-52200	Outside Services			
17-00-52300	Memberships	\$375	\$375	\$0
17-00-52450	Postage	50	50	0
17-00-56100	Rec / Ad / Printing	0	0	0
17-00-56900	Prof Svc - Audit	2,500	2,500	0
17-00-56950	Prof Svc - TIF Marketing	25,000	25,000	0
	Prof Svc - Bond Fees	1,200	1,200	0
	Total Outside Services	\$29,125	\$29,125	\$0

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

	Total Budget	Estimated Receipts From source Other Than Levy	To Be Raised By Tax Levy
Total T.I.F. Administrative Expenses	\$83,300	\$83,300	\$0
17-11-82425 Debt Service			
17-11-82430 2005 Ref Bond Principal	435,000	\$435,000	\$0
17-11-82500 2005 Ref Bond Interest	86,273	86,273	0
17-11-82600 Senior Housing Senior Bond	62,000	62,000	0
Senior Housing Junior Lein	1,000	1,000	0
Total Debt Service	\$584,273	\$584,273	\$0
Total Capital Expenses	\$584,273	\$584,273	\$0
Total Expenses	\$667,573	\$667,573	\$0
17-00-90100 Contingency	\$0	\$0	\$0
Total T.I.F. Fund Expenses	\$667,573	\$667,573	\$0

DOWNTOWN CANAL T.I.F. DISTRICT

30-11-82301 Debt Service			
2007 Canal Bond Principal	\$100,000	\$100,000	\$0
30-11-82302 2007 Canal Bond Interest	109,575	109,575	0
30-11- 2010 Canal TIF P&I	68,830	68,830	
Total Debt Servcie	\$278,405	\$278,405	\$0
Total Expenses	\$278,405	\$278,405	\$0
30-11-90100 Contingency	\$0	\$0	\$0
Total Downtown Canal T.I.F. Dist. Exp.	\$278,405	\$278,405	\$0

VILLAGE OF LEMONT
LEVY ORDINANCE
FISCAL YEAR ENDING APRIL 30, 2012

	Estimated Receipts	To Be
Total	From source	Raised By
Budget	Other Than Levy	Tax Levy

I.M.R.F. FUND

50-00-52150	Outside Services			
	Village I.M.R.F. Contribution	\$241,000	\$80,477	\$160,523 I.M.R.F. Levy
	Total Outside Services	\$241,000	\$80,477	\$160,523
	Total Expenses	\$241,000	\$80,477	\$160,523
50-00-90100	Contingency	\$13,000	\$13,000	\$0
	Total I.M.R.F. Expenses	\$254,000	\$93,477	\$160,523

SOCIAL SECURITY FUND

55-00-52150	Outside Services			
	Village Social Security Contribution	\$213,000	\$153,418	\$59,582 Social Security Levy
	Total Outside Services	\$213,000	\$153,418	\$59,582
	Total Expenses	\$213,000	\$153,418	\$59,582
55-00-90100	Contingency	\$0	\$0	\$0
		0		
	Total social Security Fund Expenses	\$213,000	\$153,418	\$59,582

Corporate Levy	\$1,370,600
Garbage Levy	0
Police Pension Levy	500,000
I.M.R.F. Levy	160,523
Street & Bridge Levy	125,000
Police Protection Levy	180,000
Civil Defense Levy	7,500
Social Security Levy	59,582
Audit Levy	25,000
Liability Insurance Levy	61,250
Street Lighting Levy	65,000
Crossing Guard Levy	7,500
Working Cash Levy	0
Workers Compensation Levy	113,750
	\$2,675,705

ORDINANCE NO. _____

ORDINANCE ESTABLISHING STREET AND BRIDGE TAX

WHEREAS, the Corporate Trustees of the Village of Lemont are authorized by 65 ILCS 5/11-81-1, to levy an annual tax in excess of .06% of the total assessed valuation as determined by the Illinois Department of Revenue for street and bridge purposes; and

WHEREAS, an additional tax levy not to exceed .04% of the total assessed valuation may be levied if three-fourths of the members elected to the Board of Trustees desire to create such additional tax; and,

WHEREAS, the Trustees of the Village of Lemont are desirous of enacting an additional tax of .04% for street and bridge purposes pursuant to 65 ILCS 5/11/81-1.

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Village of Lemont, and an additional tax levy of .04% be enacted for street and bridge purposes for the fiscal year beginning May 1, 2011 and ending April 30, 2012.

This Ordinance shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

All Ordinances or parts of Ordinances in conflict herewith shall be and the same are hereby repealed.

The Village Clerk of the Village of Lemont shall certify to the adoption of this Ordinance 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 DU PAGE, ILLINOIS,**

on this 12th day of December, 2011.

AYES

NAYS

PASSED

ABSENT

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

BRIAN K. REAVES, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

ORDINANCE ESTABLISHING A STREET LIGHTING TAX

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

SECTION ONE: That pursuant to 65 ILCS 5/11-80-5, the Corporate Authorities hereby levy and assess a street lighting tax of .05% of the value, as equalized or assessed by the Department of Revenue, of all the taxable property in the Village of Lemont to be used for the purpose of lighting streets for the fiscal year beginning May 1, 2011 through April 30, 2012.

SECTION TWO: This Ordinance shall take effect and be in full force and effect immediately on and after its passage and approval.

All Ordinances or parts of Ordinances in conflict herewith shall be and the same are hereby repealed.

The Village Clerk of the Village of Lemont shall certify to the adoption of this Ordinance 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 DU PAGE, ILLINOIS,
on this 12th day of December, 2011.

AYES NAYS PASSED ABSENT

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

BRIAN K. REAVES, Village President

Attest:

CHARLENE SMOLLEN, Village Clerk

RESOLUTION NO. _____

A RESOLUTION AMENDING PERSONNEL MANUAL

WHEREAS, the President and Board of Trustees desire to amend the Village of Lemont Personnel Manual by adding new provisions as required by The Illinois Religious Freedom Protection and Civil Union Act (750 ILCS 75/1 *et. seq.*) and the Genetic Information Nondiscriminatory Act (29 CFR. part 1635); and

WHEREAS, the President and Board of Trustees desire to amend the Village of Lemont Personnel Manual by adding a new provision, pursuant to Section 5/7-172 of the Illinois Pension Code (40 ILCS 5/7-172), to maintain the current privileges provided to Village of Lemont employee's hired before January 1, 2012.

WHEREAS, the President and Board of Trustees find that adopting the attached amendments to the Village of Lemont Personnel Manual is in the interest of the public health, safety and welfare of the residents of Lemont;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES as follows:

SECTION 1: That the additions to the Village of Lemont Personnel Manual shown in underline in the attached Exhibit A hereto is hereby adopted.

SECTION 2: This Resolution shall be in full force and effect from and after its passage as provided by law.

SECTION 3: 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 _____, 2011.

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



MEMORANDUM

Date: December 6, 2011

To: Village President and Board of Trustees

From: Jeffrey Stein, Village Attorney

Re: Changes to the Village of Lemont Personnel Policy Manual (Updated)

Introduction

On August 26, 2011, Governor Quinn signed Senate Bill 1831 into law as Public Act 97-0609 (“PA 97-609”). This Public Act amends various portions of the Illinois Pension Code as well as the Open Meetings Act.¹ One such amendment requires municipalities to pre-fund a portion of an employee’s Illinois Municipal Retirement Fund (“IMRF”) pension obligation if that employee receives an earnings increase for a calendar year used to calculate the final rate of earnings that exceeds *the greater of* 6% or 1.5 times the increase in the Consumer Price Index (the “Accelerated Payment”).

Among the exemptions to this rule, is an exemption for earnings increases attributable to a written personnel policy adopted by the municipality before January 1, 2012, and applicable only to members who were participating in IMRF before January 1, 2012. Thus, if the Village desires to avoid the pre-funding obligation, it is our recommendation that the Village adopt, prior to January 1, 2012, the attached amendments to the Village’s Personnel Policy Manual.

Note: Illinois law requires employers to pay an employee who resigns or is terminated the monetary equivalent of all earned vacation no later than the next regularly scheduled payday for that employee.² Therefore, if a Village employee resigns or is terminated, receives a payment for earned vacation which causes an earnings increased greater than 6% or 1.5 times the increase in the Consumer Price Index, and retires in a timeframe where that year of employment is used to calculate the final rate of earnings, then the Village will be obligated to pre-fund that portion of the employee’s IMRF pension obligation. Other than drastically reducing the amount of vacation time permitted to be accrued, the Village cannot avoid this potential obligation.

¹ PA 97-609 enacts a wide range of amendments to the Illinois Pension Code. Only the amendment to 40 ILCS 5/7-172 will be discussed in this memorandum.

² 820 ILCS 115/5.



The Amendments

In order to relieve the Village from the Accelerated Payment obligation for employees hired by the Village after January 1, 2012, the Village must prohibit employees hired on or after January 1, 2012 from receiving cash-outs of accrued leave. Furthermore, the Village Board must adopt these provisions in a *written* policy on or before January 1, 2012.

The IMRF has stated that there is not a specific exemption “for long-standing policies that provide for a cash-out of accrued leave at retirement.”³ The IMRF goes on to state that “if cash outs of sick and vacation time are not paid pursuant to exempt personnel policies, or an exempt contract or CBA, and the cash out causes an increase of 6% or more in one of the FRE 12-month periods, the [Accelerated Payment] will be required.” Thus, the Village must ensure that a cash-out policy is established in writing and that this policy excludes employees hired by the Village after January 1, 2012.

Illinois law does not require employers to compensate employees for accrued sick leave, but Illinois law does require employers to compensate employees for accrued vacation time. Therefore, the amendments to the sick leave policy will vary slightly from the vacation time policy in that an employee must either use or lose his or her accrued sick leave prior to retirement while an employee is required to use all of his or her accrued vacation time prior to retirement.

Sick Leave. It is important to note that the Village also allows employees, pursuant to the Illinois Pension Code⁴, to convert up to 240 days of unused, unpaid sick leave to service credit. Because this conversion does not result in “an earnings increase for a calendar year”, future employees may still utilize this conversion option without that conversion resulting in the Village becoming obligated for an Accelerated Payment.

Comp Time. Illinois law also requires employers to compensate employees for earned overtime. In this regard, one of the Act’s exceptions is for any earned overtime for that calendar year. Therefore, the amendments to the Village’s overtime/compensatory policy include an exemption for employees hired prior to January 1, 2012 so that those employees may continue to accrue compensatory time. However, the Village may still tender payment of overtime/compensatory time to employees on an annual basis, should it desire to do so.

³ General Memorandum 620, Frequently Asked Questions.

⁴ Section 7/5-139(a)8 of the Illinois Pension Code.



Public Act 97-0609

Pursuant to PA 97-609, the present value of all pension obligations created by an earnings increase that is awarded during the “final rate of earnings period” must be pre-funded by the municipality if the increase exceeds *the greater of* 6% or 1.5 times the annual increase in the Consumer Price Index-U for the preceding September.⁵ This provision applies to both current and future IMRF employees.

IMRF released General Memorandum 620 which explains how the IMRF will implement this new law:

When a member applies for a pension, IMRF calculates the member’s final rate of earnings. For pensions with an effective date of February 1, 2012, and later, IMRF will compare each 12 months’ earnings within the final rate of earnings period with the earnings for the previous 12 months. IMRF will identify any year in which the member’s earnings are more than the previous 12 months’ earnings by the greater of 6% or 1.5 times the increase in the Consumer Price Index-Urban (as of the previous September). IMRF will calculate the present value of the member’s pension with and without the earnings increases that exceed the limit. The member’s employer will be required to pay that portion of the present value attributable to earnings increases that exceed the limit (“Accelerated Payment”).

Thus, the IMRF will begin this process for all pensions applied for on or after February 1, 2012. While the above explains the mechanics of the calculation, the IMRF guidance also explains that such increases paid prior to January 1, 2012 are not counted. Therefore, the Village will not be required to pay the Accelerated Payment for any increase greater of 6% or 1.5 times the increase in the Consumer Price Index that occurs prior to January 1, 2012.

The Exemptions

Once the IMRF alerts the Village that it is responsible for an Accelerated Payment, the Village has thirty (30) days to dispute that payment by providing documentation of any exemption. The exemptions include:

1. Overtime or overload (cash-outs of accumulated time credited in lieu of overtime are not exempt);
2. If the employee receives an increase in the number of hours required to be worked;

⁵ 40 ILCS 5/7-172(k).



3. Standard employment promotions resulting in increased responsibility and workload;
4. Earnings increases for employees who are more than 10 years from retirement *eligibility*;
5. Earnings increases paid under contracts or collective bargaining agreements entered into, amended or renewed before January 1, 2012;
6. Earnings increases attributable to personnel policies adopted by the governing body before January 1, 2012, and applicable only to members who were participating in IMRF before January 1, 2012.

VILLAGE OF LEMONT

PERSONNEL POLICY MANUAL

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ARTICLE I - INTRODUCTION

DISCLAIMER

Except for employees under the jurisdiction of the Board of Fire and Police Commissioners, employees of the Village are "at will" employees and may be removed at any time, with or without cause. This manual does not create, and shall not be construed as creating, any contract or offer to contract with the Village. No property or tenure rights in employment shall be created, or deemed to be created, by this manual. All provisions of this manual are subject to change, at the sole discretion of the Village, at any time, with or without notice. No policy, benefit or procedure set forth in this manual implies or may be construed to imply that it or any portion thereof is an employment contract. Employment and compensation may be terminated by the Village with or without notice at any time at the option of the Village. In the event any of the provisions of this manual conflict with the laws of the State of Illinois or the United States Government, the latter shall take precedence.

1.1 Application and Administration

This document shall be known as the Village of Lemont Personnel Manual. This Manual shall apply to employees of the Village of Lemont and is designed to assist employees in performing their duties and responsibilities. This Manual does not, and is not intended to, cover every aspect of Village operations. Rather, the intent is to enable employees to gain a better understanding of their role as a member of the Village staff and to provide general guidelines and procedures. The Manual may be amended at any time at the sole discretion of the Village.

1.1.1 Precedence of Board of Fire and Police Commissioners

Certain employees of the Police Department are under the jurisdiction of the Lemont Board of Fire and Police Commission. In case of a conflict between this Manual and any ordinance, statute or rule of the Board of Fire and Police Commission, the latter shall take precedence over this Manual.

1.1.2 Precedence of Collective Bargaining Agreement

Any collective bargaining agreement between the Village and a recognized bargaining unit shall take precedence over this Manual.

1.1.3 Administration of Manual by Village Administrator

The Village Administrator shall administer, or cause to be administered, the provisions of this Manual.

1.1.4 Manual Does Not Create Contract of Employment or Tenure Rights

Except for employees under the jurisdiction of the Board of Fire and Police Commission, employees of the Village are "at will" employees and may be removed at any time, with or without cause. This manual does not create, and shall not be construed as creating, any contract or offer to contract with the Village. No property or tenure rights in employment shall be created, or deemed to be created, by this manual. All provisions of this manual are subject to change, at the sole discretion of the Village, at any time, with or without notice. No policy, benefit or procedure set forth in this manual implies or may be construed to imply that it or any portion thereof is an employment contract. Employment and compensation may be terminated by the Village with or without notice at any time at the option of the Village. In the event any of the provisions of this manual conflict with the Laws of the State of Illinois or the United States Government, the latter shall take precedence.

1.2 Code of Ethics.

All members of the Village Staff should assume an obligation to maintain the highest standards of professionalism as public employees. It shall be the duty and role of each Village employee to strive to:

- A. Effectively administer and implement the policies and procedures as established by the Village Board of Trustees, or their representative.
- B. Provide the highest level of service to the public in an impartial and efficient manner.
- C. Enforce all laws, ordinances, rules and regulations as required.
- D. Encourage and maintain open communications between the Village Government and the citizens of Lemont.
- E. Interact with the public in a polite and cooperative manner to provide a positive image of the Village of Lemont.
- F. Maintain a spirit of cooperation and teamwork between fellow employees to effectively carry out the goals and tasks of the organization.
- G. Maintain the highest level of honesty and integrity in all dealings with the public, outside parties and other employees.

1.3 Coverage of Personnel Policy Manual Provisions.

The provisions of this Personnel Policy Manual shall apply to all appointed officers and employees of the Village full-time and part-time, sworn and non-

sworn. In this Manual, persons affected by its provisions will generally be referred to as "employees."

The terms and conditions of employment for patrol officers and sergeants are set forth in the Collective Bargaining Agreement (Agreement) executed between the Village of Lemont and Metropolitan Alliance of Police Lemont Chapters #33 and #39 as it may be in effect and as it may be amended from time to time. To the extent any subject covered in the manual is addressed in the Collective Bargaining Agreement, the Agreement shall govern and provide the sole source for the terms and conditions of employment for affected patrol officers. All other provisions within this manual which are not inconsistent with the Agreement will apply to patrol officers and sergeants unless otherwise noted.

The Personnel Policy Manual shall not preclude the establishment of written departmental work rules setting forth policies and procedures for an individual department work force. In the event of a conflict, the provisions of this Personnel Policy Manual shall govern.

On occasion, the Village Board may choose to enter into an employment agreement with an employee or a labor agreement with a class of employees. If any provision(s) of such agreement shall conflict with this Personnel Policy Manual, the provision(s) of the agreement shall govern. (Amended 2/28/94, Res. 302)

1.4 Adoption of Rules.

The authority to adopt the rules and regulations set forth in this manual rests solely with the Board of Trustees and requires action of the majority of a quorum of these officials, unless otherwise required by law.

1.5 Administration of Manual

The Village Administrator shall be responsible for administration of these personnel rules and regulations within the Village organization, and may, at any time, develop and promulgate procedural rules, interpretations and administrative and/or technical changes or modifications. In addition, he/she may recommend amendments to the personnel rules and regulations for consideration by the Village Board of Trustees, and may review, approve and amend actions taken pursuant to these personnel rules and regulations.

1.6 General Management Rights.

The Village of Lemont shall possess and maintain the sole authority to determine matters of inherent managerial policy as specified in this policy manual. Such authority shall rest with the Village Board or through their designated representatives, subject to the specific duties, authority and responsibilities as established by Ordinance. This general authority shall include, but not be limited to, the following:

- A. The right to establish the mission, policies, standards of service and annual operating budget of the Village.
- B. The right to determine the methods, means, and number of personnel required to accomplish the mission of the Village.
- C. The right to establish and revise the organizational structure of the Village, or job descriptions, including the right to hire, transfer, promote, discipline, suspend or discharge employees.
- D. The right to establish work procedures, work rules, work standards, work shifts and examination requirements for Village employees.
- E. The right to select the means and origin of service delivery to be provided to the public.

1.7 Management Structure.

To carry out the day-to-day activities of the Village, several levels of supervisory authority exist. The Village Administrator manages the overall operation of the Village with direct supervisory responsibility over Department Heads. Village Department Heads include the Building Commissioner, Public Works Director, Police Chief, Treasurer, Planning and Economic Development Director, and Village Engineer. The Assistant Village Administrator manages the Administration Department and assumes duties of Village Administrator in his/her absence.

Employees within each Department either report directly to the Department Head, or to a line supervisor who may be responsible for day-to-day supervision. Employees shall rely upon this chain of command to insure proper communication, direction and overall coordination of effort.

ARTICLE II - EMPLOYMENT PRACTICES

2.1 Administration

The Village Administrator shall be responsible for the recruitment and screening and appointment of all Village employees, except those positions governed by State Statutes.

2.2 Recruitment.

As vacancies occur on the Village staff, qualified applicants will be sought through several means of recruitment. Depending on the level of the vacancy, employment notices will be placed in local newspapers, professional newsletters

or journals.

When possible, attempts will be made to fill vacancies through the promotion of current employees.

Recruitment and hiring of patrol officers shall be in accordance with the rules and regulations of the Board of Fire and Police Commissioners.

2.3 Application for Employment.

All individuals seeking employment will be required to complete and submit a standard application form which will be provided by the Village. Such applications shall be directed to the Village Administrator's office. Professional or managerial applicants may submit resumes in lieu of an application form. All employment applications received from qualified candidates will be maintained on file for a period of six (6) months.

Applicants seeking employment as sworn employees shall be subject to the procedures established by the Lemont Board of Fire and Police Commissioners, and/or by State statutes.

Any applicant who knowingly submits false or fraudulent information on an employment application may be subject to disqualification. False or fraudulent information on an application may be grounds for dismissal.

2.4 Applicant Testing.

On occasion, the Village may require applicant testing prior to selection. Such testing shall measure the job skills, ability and background required to perform the minimum duties of the position.

2.5 Selection of Personnel.

Personnel selected for Village employment or promotional opportunities shall be chosen solely on the basis of merit. All applications submitted shall be given equal consideration to determine those candidates meeting the qualifications listed in the job description. The selection process shall conclude with a personal interview of those candidates deemed qualified.

Selection criteria shall generally be based upon the following characteristics of applicants: relevant work experience, technical knowledge, educational background, general aptitude, maturity, compatibility and personal references.

Selection of patrol officers shall be made in accordance with the rules and procedures of the Lemont Board of Fire and Police Commissioners.

2.6 Employment Status.

The employment status of individuals hired by the Village shall be determined according to the number of hours assigned per week, and duration of employment.

Regular Employees shall be defined as those individuals selected to serve the Village for an unspecified period of time. Temporary or Seasonal Employees shall be defined as those individuals selected to serve the Village for a specified period of time.

Full time employees shall be defined as those individuals who consistently work a schedule considered to be a full workweek according to the provisions of this manual. Part-time employees shall be defined as those individuals who consistently work a schedule considered to be less than a full workweek according to the provisions of this manual.

2.7 Citizenship

United States citizenship is not a prerequisite for employment, except for those positions specifically covered under federal or state statutes.

2.8 Residency.

Although employees are encouraged to live within the Village limits, residency is not a requirement for initial or continued employment.

2.9 Hiring of Relatives.

Under most circumstances a supervisory relationship shall not exist between relatives. This shall include newly hired employees as well as promoted employees. This regulation shall apply to all full-time, part-time, and temporary positions which may become vacant.

Should a supervisory relationship occur between relatives due to promotion, marriage or other action, the subordinate employee shall be reassigned to an equivalent position.

No applicant shall be appointed for employment if that individual is related to an elected official serving a term of office within the Village of Lemont. This restriction shall not apply to those individuals who may be appointed prior to a relative being elected or any individual who may have been hired prior to the adoption of this manual.

The applicable relationships covered under this section are listed as follows: mother, father, brother, sister, grandmother, grandfather, son, daughter, spouse, Civil Partner (as defined under the Illinois Religious Freedom Protection and Civil Union Act), mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, ~~and~~ daughter-in-law and the parents, siblings and children of a Civil Partner.

If an individual is hired without disclosing such a relationship, that employee shall be subject to termination upon discovery by the appropriate appointing authority.

2.10 Equal Employment Opportunity.

It is the policy of the Village of Lemont to afford equal employment opportunities regardless of race, religion, color, national origin or sex. Furthermore, the Village will strictly adhere to all applicable local, state and federal laws including, but not limited to, age, marital status, Civil Partner status, veterans, disability, ~~and~~ handicap discrimination and genetic information. This policy applies to all aspects of employment.

2.11 Discrimination and Harassment.

A. PURPOSE

The Village of Lemont is committed to maintaining an environment free from discrimination and harassment. In keeping with this commitment, we will not tolerate any form of harassment that violates this policy. This policy forbids any employee, supervisor, elected official, vendor, client, customer or other person, to harass any employee of Village of Lemont.

B. PROHIBITED CONDUCT

Harassment consists of discriminatory employment action and any unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, including race, age, sex, color, religious affiliation, political preference, national origin, disability, ancestry, marital status, unfavorable discharge from the military (except dishonorable), genetic information, or other protected status under applicable law. The Village will not tolerate harassing conduct that results in tangible employment action (a significant change in employment status), that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; and

Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment, the Village of Lemont discourages any such conduct in the workplace.

C. SEXUAL HARASSMENT

Sexual harassment deserves special mention. Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term of employment, (2) submission to or rejection of the conduct is used as a bias for an employment decision affecting an individual (tangible employment action), or (3) conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

The Village of Lemont considers the following conduct to represent, but are not limited to, some of the types of acts that violate this Harassment Policy:

Physical assaults of a sexual nature included but not limited to rape, sexual battery, molestation, intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, etc.

Unwanted sexual advances, propositions or other sexual comments including, but not limited to sexually oriented gestures, noises, remarks, jokes, or comments or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct.

Sexual or discriminatory displays or publications anywhere in the Village's work place by Village employees including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually suggestive, demeaning, or pornographic.

D. EMPLOYEE RESPONSIBILITY

Everyone at the Village can help assure that our workplace is free from prohibited discrimination or harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as

prohibited harassment; no employees, not even the highest-ranking people in the Village are exempt from the requirements of this policy.

E. COMPLAINTS OF HARASSMENT

If you believe you have been subjected to harassment, sexual or otherwise, you have the right to file a complaint. This may be done in writing or orally. Any such complaint should be filed with the Village Administrator or Assistant Village Administrator or Village Treasurer. These are the individuals who are authorized by this policy to receive and act upon complaints of harassment or discrimination on behalf of the Village. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

F. VILLAGE RESPONSE

All reports describing conduct that is inconsistent with this policy will be investigated promptly. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Village will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Village might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Village cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, and then the Village will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engages in harassment is not employed by the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

G. STATE AND FEDERAL REMEDIES

Consistent with this policy against workplace harassment, the Village maintains posters on bulletin boards that refer to legal definitions of harassment. These posters identify governmental agencies to contact on how and when to file administrative claims. Using the Village complaint process does not prohibit an employee from filing a claim with a state governmental agency or with a federal agency such as the EEOC. The time period for an EEOC filing is 180 or 300 days from the harassment. The time period for filing a claim continues to run during a Village

investigation. Our policy provides for immediate notice of problems to the Village officials listed above, so that we may address and resolve any problems without waiting for any legal proceedings to run their course.

H. POLICY AGAINST RETALIATION

The Village forbids that any employee treat any other employee or former employee or applicant adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

I. CONFIDENTIALITY

In investigating and in imposing any discipline, the Village will attempt to preserve confidentiality to the extent that the needs of the situation permit.

J. TRAINING ON POLICY

The Village will conduct training on this harassment policy on an annual basis. All employees shall be required to attend annual training.

I. ACCEPTANCE OF POLICY

All Village employees have a personal responsibility to conduct themselves in compliance with this policy and to report any observations of conduct inconsistent with this policy. If you have any questions concerning this policy, then please contact your supervisor or Village Administrator.

2.12 Medical Examination and Substance Abuse Screening.

All new Village employees shall undergo a substance abuse screening and/or medical examination by a Village-designated physician at the Village's expense.

A. Post-Offer Medical Examination.

1. Conditional Job Offer:

After a conditional offer of employment is made, applicants will be referred for a medical examination. If the examining physician recommends that the applicant not be hired, a conditional offer may be withdrawn only if the physical problem identified during the examination will prevent the applicant from performing the essential job functions and the condition cannot reasonably be accommodated by the Village.

The Village neither requests nor requires genetic information of an individual or family member of the individual and the applicant need not provide any genetic information.

2. Record Keeping.
Records of physical examinations shall be kept separately and considered to be strictly confidential. Only persons with a need to know may access them by contacting the Village Administrator.

B. Pre-Employment Drug Screening.
All persons selected for hire, including seasonal personnel, shall undergo a drug screen conducted by a Village-designated physician at the Village's expense. A confirmed positive test will result in the withdrawal of a conditional offer of employment.

Pre-employment physicals and drug screening for patrol officers will be conducted according to the rules and regulations established by the Board of Fire and Police Commissioners.

2.13 Probationary Employee.

Upon hiring, the immediate supervisor will be required to observe and evaluate the skill, ability, knowledge, attitude, work habits and any other pertinent characteristics of the employee. The supervisor shall conduct an on-going evaluation during the probationary period noting any deficiencies or problems. The probationary period for non-sworn personnel shall be one (1) year. The probationary period for sworn personnel shall be in accordance with rules and regulations established by the Board of Fire and Police Commissioners.

If an employee fails to perform the duties of the position in a satisfactory manner any time during the probationary period, the employee shall be subject to termination. If the employee had been promoted or involuntarily transferred, the individual will be reassigned to the former classification or one which is comparable, if available. When this provision conflicts with any State statutes, the statutes shall govern.

2.14 Personnel Records

All Village personnel records are maintained by the Village Administrator. If an employee seeks to examine the contents of his/her official personnel file, a written request must be directed to the Village Administrator.

The Village will allow inspections upon written notification. All contents will be provided to the employee except those exempt under State law. If the employee shall disagree with any of the information contained in the

personnel file, that individual shall have the right to submit a written rebuttal which will be made part of the official file.

Each employee shall be required to notify the Village Administrator's Office and Department Head immediately of any change of address or telephone number which may occur during the course of employment. This notification shall also apply to any change in marital status in order to comply with C.O.B.R.A regulations.

2.15 Drug and Alcohol Free Workplace Policy

- A. It is the policy of the Village of Lemont that all employees and contractors shall be free from drugs and alcohol. All employees and contractors shall be prohibited from: the unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance while on Village premises or while performing work for the Village.
- B. For purposes of this policy, a controlled substance is one which is:
- Not legally obtainable;
 - being used in a manner different than prescribed;
 - Legally obtainable, but has not been legally obtained.
- C. As a condition of employment or of any written contract, each employee or contractor shall:
- agree to abide by the terms of the policy respecting a drug and alcohol-free workplace;
 - agree to notify their supervisor of any conviction of any criminal drug statute for a violation occurring on Village premises or while performing work for the Village no later than five (5) days after such a conviction.
- D. In order to make employees and contractors aware of dangers of drug and alcohol abuse, the Village of Lemont shall:
- provide each employee and contractor with a copy of the Drug and Alcohol Policy;
 - make available materials from local, state, and national anti-drug and alcohol abuse organizations;
 - provide in-service information.
- E. In order to assist employees who have not violated policy as set forth in subsection A hereof, but who nonetheless may have a substance-abuse problem, the Village may establish procedures to:

- enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to employees;
- encourage such employees to refer themselves to an employee assistance program which would treat all referrals confidentially, and initiate no disciplinary action in such instances.

Action upon violation of Policy

An employee who violates the term of this policy shall be subject to corrective counseling as outlined in Article VII of the Policy Manual.

Should the Village be a current participant in a federal program in which the Village is the prime grantee and a direct receiver of federal funds, the Village shall notify the appropriate federal agency from which the Village receives grant monies of any employee or contractor conviction within ten (10) days after receiving notice of the conviction.

The Village may require an employee who violates the terms of this policy to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program which has been approved and selected by the Village.

2.16 Drug & Alcohol Abuse Policy

A. Purpose

The purpose of this policy is to perform the necessary drug and alcohol testing pursuant to the federally mandated requirements under 49 CFR Part 40 and Part 382. The drug and alcohol related requirements become effective on January 1, 1996.

B. Definitions

"Driver" is any employee of the Village, who as a requirement of employment, must possess a CDL and may in the course of their duties have to operate a CDL required vehicle regardless if it is not a normally assigned duty. An individual subject to pre-employment testing because applying for positions which meet the requirement stated above will be considered a driver.

The term "safety-sensitive function" includes:

1. All time waiting to be dispatched.

2. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All time spent driving a commercial motor vehicle.
4. All time, other than driving time, spent on or in a commercial motor vehicle.
5. All time loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time spent performing the driver requirements associated with an accident.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. (49 CFR 395.2)

A driver is considered to be "performing" a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function set forth above.

C. Use Prohibited

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or use of alcohol is prohibited on all Village of Lemont premises, in any Village owned or leased motor vehicle, or other location at which the driver is to perform work. Nor will the Village hire or retain any individual who uses or possesses any illegal drug, in any amount and regardless of frequency, or any individual who engages in prohibited alcohol-related conduct.

1. The Village will maintain a pre-employment screening program designed to prevent hiring anyone who uses any illegal drugs, or engages in prohibited alcohol-related conduct.
2. No driver shall consume a Schedule 1 drug of the Schedule of Controlled Substance of the Drug Enforcement Administration or any amphetamines, narcotics, opiates, hallucinogenic substances, depressants, stimulants, cannabis (THC) or any other habit forming drug while on or off duty, except as provided in Section C.4.

3. No driver shall report for work or drive while impaired by any drug, controlled substance, or with an alcohol breath concentration of .02 or greater.
4. A driver may use a substance administered by or under the direction of a physician who has advised the driver that the substance will not affect the driver's ability to safely operate a motor vehicle.
5. No driver may operate any motor vehicle whose motor senses, sight, hearing, balance, reaction, reflexes or judgment are or may be presumed affected or has consumed any alcohol within 4 hours.
6. Any driver who sells or otherwise dispenses illegal drugs or alcohol to others on Village premises, in or from a Village owned or leased motor vehicle is subject to immediate termination.
7. Employees shall not be on duty or operate a commercial motor vehicle while the driver possesses alcohol (this includes medicines containing alcohol unless the packaging seal is unbroken) except as provided in C.4.
8. Employees are prohibited from using alcohol while performing safety-sensitive functions.
9. When the employee is required to take a post-accident alcohol test, the employee shall not use alcohol within 8 hours after the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
10. An employee shall not refuse to submit to a required alcohol or controlled substance test.
11. An employee shall not report for duty, remain on duty or perform safety-sensitive functions if the employee tests positive for controlled substance.

D. Drug Testing

The Village will contract with an outside organization to function as Medical Review Officer (MRO) for the collection or urine samples to be tested. Collection and testing procedures shall be in accordance with 49 CFR 40 Part 40 and 382.

The Village will require drug testing in accordance with the Federal Motor Carrier Safety Requirements as set forth in 49 CFR parts 40 and 382. All urine samples will be split samples. The "primary sample" shall be at least 30 ml. of urine; the split sample shall be at least 15 ml. Failure of the driver to provide that quantity even after a 2 hour second opportunity immediately following up to 24 oz. of water, will cause the driver to be referred for a medical examination to develop pertinent information whether the driver's inability to provide a specimen is genuine or constitutes a refusal to test. The physician shall submit a written evaluation to the Village which will make a conclusion. While this process is being accomplished, the driver shall be placed out of service.

E. Alcohol Testing

The Village will require alcohol testing in accordance with the Federal Motor Carrier Safety Requirements as set forth in 49 CFR Parts 40 and 382. Two breath tests are required to determine if a person has a prohibited alcohol concentration. A "screen test" shall be conducted first. Any result of less than .02 alcohol concentration is considered a "negative test." If the alcohol concentration is .02 or greater, a second or "confirmation test" must be conducted.

Alcohol breath testing shall be by an "Evidential Breath Testing Device" (E.B.T.) that prints out the results, date, time, a sequential test number, name and serial number of the E.B.T. The alcohol test must be conducted by a "Breath Alcohol Technician" (B.A.T.) who is trained to operate the E.B.T. and is proficient in all breath alcohol testing procedures.

Alcohol breath testing will be conducted at the Lemont Police Department by a state certified Breath Alcohol Technician.

For random and reasonable suspicion testing, drivers will only be tested for alcohol while performing a safety-sensitive function, just before performing a safety-sensitive function or just after performing a safety-sensitive function. Any test of .02 or greater shall cause the driver to immediately be removed as a driver or from any other safety sensitive function and will subject the driver to disciplinary action in accordance with this policy.

For reasonable suspicion testing, the driver shall be immediately removed as a driver or from any other safety-sensitive function

once a reasonable suspicion determination has been made and cannot return to work until an alcohol test has been administered with a result of less than 0.02 alcohol concentration or 24 hours has passed since the reasonable suspicion determination was made.

Failure of the driver to provide an adequate amount of breath will cause the driver to be immediately referred for a medical evaluation to develop pertinent information whether the driver's inability to provide the adequate amount of breath is genuine or constitutes a refusal to test. The physician shall submit a written evaluation to the Village which will make a conclusion in writing. While this process is being accomplished the driver shall be placed out of service.

F. Types of Testing

1. **Compliance Required:** For the purpose of compliance with the Federal Motor Carrier Safety Regulations, all drivers will be required to take and successfully pass urine drug testing and breath alcohol testing. Refusal to submit to such screening is considered a positive test.

2. **Pre-employment:** Applicants for positions as drivers will also be required to take and successfully pass a urine drug test and alcohol breath test before they can be used as drivers. A drug test is not required for the driver participating in a qualified program in the last 30 days and who was tested in the last 6 months, or participated in a random testing program in the last 12 months with no positive results. An alcohol test is not required if the driver has undergone a required alcohol test within the last 6 months as a result indicating a blood alcohol level below 0.02. For those individuals not required to be tested. The following information must be obtained on any new drivers from previous employers for the past two years: any positive drug test or alcohol test of .04 or greater, including any refusals to be tested. Every new employee shall provide to the Village a written release that authorizes the Village obtain the driver's past drug and alcohol test results. Any driver found to have had a positive test result in these two years shall cause the Village to further obtain information on the subsequent substance abuse professional's evaluation and/or determination under section 382.605 and determine if there was compliance with sections 382.309 and 382.311.

3. **Reasonable Suspicion:** If a supervisor or other qualified personnel has reasonable suspicion to believe that a driver has violated the alcohol or controlled substance regulations (see "Use Prohibited" section) then the driver shall submit to a urine drug or breathe alcohol test. Upon being notified that they are to be tested, the employee shall proceed immediately to the designated testing site. Refusal to submit to such screening will be considered a positive test. A reasonable cause observation form must be completed and signed by at least one qualified supervisor within 24 hours of observation that led to the reasonable cause test. A copy of the form shall be forwarded to the Village Administrator and Public Works Director within 48 hours of the observation.

4. **Random Testing:**
 - (a) The MRO will randomly select 50% of all employees covered by this policy for drug testing and 25% for breath alcohol testing per the requirements of 49 CFR Part 40 and section 382.

 - (b) The selected employee will not be informed of the need to be tested until just prior to the test. Upon notice that they are to be tested, the employee shall proceed to the testing site.

 - (c) All test results will be placed into the driver's qualification file.

5. **Post Accident Testing:**
 - (a) The Village will require post-accident urine drug and breath alcohol testing of all employees covered by this policy as required by 49 CFR Part 40 and section 382.303.

 - (b) Post accident urine drug and breath alcohol testing will be required of those drivers who are involved in an accident if the driver receives a citation for a moving traffic violation arising from the accident, or if there is any injury or fatality resulting from the accident.

 - (c) The post accident urine drug test shall be conducted as soon as possible but no later than 32 hours after the reportable or fatal accident. The breath alcohol test shall be administered within 2 hours after the accident, but in no event later than 8 hours after the accident. After an

accident a driver shall not consume any alcohol for at least 8 hours or until a breath alcohol test has been administered.

(d) A driver who is seriously injured and cannot provide a urine specimen or a breath alcohol test at the time of the accident shall provide the necessary authorization for obtaining medical records and reports that will indicate if a controlled substance or alcohol was in the driver's system and the level present.

(e) Failure of the driver to be readily available or refusal to give a urine sample or a breath alcohol test when the driver has been involved in a fatal accident, or receives a citation for a moving violation, except for a driver who meets the conditions of section (F) above, shall be considered a refusal to take a test and a positive result. This includes return to duty and follow-up testing as required.

(f) The driver's immediate supervisor shall be notified immediately regarding an accident involving a driver. The supervisor will be responsible for overseeing the testing requirement.

G. Drug Test Results

Test results will be reviewed to determine whether there is any indication of a controlled substance abuse.

1. The test results will be reviewed by the Medical Review Officer (MRO). If there is any evidence of a positive result, the MRO will give the person tested an opportunity to discuss the results and provide documentation of legally prescribed medication. A copy of these test results will be given to the employee.
2. Test results will be maintained in the driver qualification file.

H. Alcohol Test Results

1. Test results will be maintained in the driver qualification file. A copy of the test results will be given to the employee.
2. The test results will not be released to any unauthorized

party without written consent.

I. Assistance Program

An Employee Assistance Program will be conducted by the Village to provide educational information concerning the effects and consequences of drug or alcohol use on personal health, safety and work environment.

1. Every driver will be required to take at least one hour of training each year on substance abuse and alcohol use, and sign an attendance certification sheet.
2. Written notice will be given when this training is available.

J. Records

1. The Village will comply with all federal, state and local laws and regulations concerning any violations of criminal drug and alcohol use laws in the workplace.
2. Record Keeping: all records will be retained as listed in 49 CFR Section 382.401.
3. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of drugs or alcohol, and test results.
4. Records shall be made available to a subsequent employer upon receipt of a written request from a driver.
5. Every driver upon termination is required to permit in writing the release of their urine drug and breathe alcohol test results for at least 2 years to any future employer. The Village is required upon the receipt of a written request of a driver to provide copies of his or her urine drug and breathe alcohol test results promptly to any other possible employer at no charge.
6. The Village may disclose information required to be maintained under this policy on a driver, to a decision made in a law suit, grievance, or other procedure initiated by or on behalf of that driver and arising from the results of an alcohol or controlled substance test required by this policy, or from the Village's determination that the driver engaged in conduct prohibited by this policy. (Including but not

limited to worker's compensation, unemployment compensation, or other proceedings related to benefits sought by the driver.)

K. Disciplinary Action

1. An employee who violates these regulations shall be immediately removed from performance of any safety-sensitive function and shall be subject to disciplinary action which may include suspension or termination.
2. An employee who is in violation of the controlled substance regulations of this policy shall be terminated.
3. An employee who is in violation of the alcohol use regulations of this policy shall be subject to suspension or termination according to the following circumstances:
 - a) If an employee is confirmed to have an alcohol concentration of less than .04 and greater than or equal to .02, the employee shall be subject to a fifteen (15) working day suspension for the first offense. The employee shall be terminated upon the second offense.
 - b) If an employee is confirmed to have an alcohol concentration of .04 or greater, the individual shall be immediately terminated.
4. If an employee violates these regulations, the employee cannot return to work unless he or she has taken a return to duty alcohol test with a result of less than 0.02 alcohol concentration.
5. Every driver who has engaged in violations of this policy will be advised by the employer of resources available to the driver in evaluating and resolving problems associated with the misuse of drugs or alcohol.
6. A refusal to submit to testing, or an Employee Assistance Program in accordance with this policy guidelines shall subject the employee to termination.

ARTICLE III - EMPLOYMENT CLASSIFICATION AND SALARY

ADMINISTRATION

3.1 Administration.

The administration of the employment classification and salary system shall be the responsibility of the Village Administrator. The job classification schedule, pay schedule and pay plan shall be adopted by the Village Board and may be amended from time to time.

3.2 Classification of Positions.

All authorized positions are classified into occupational classes consisting of similar duties and responsibilities.

3.3 Classification Plan.

The Village classification plan consists of a series of pay ranges. Each position is classified into a specific pay range based upon the following job related criteria: level of supervisory responsibility; level of overall responsibility; level of difficulty; level of required education; level of required experience; and comparable position compensation as identified by salary studies which may be utilized to provide comparable data.

3.4 Pay Ranges.

Each pay range shall have an entry rate and a maximum rate governing the salary of employees who are assigned to the range. Employees will progress through the pay range dependent upon merit increases as provided by the Supervisor and Department Head.

3.5 Entry Rate of Pay.

New employees will normally begin their employment at the minimum level of the pay range assigned to their job classification. However, if it is determined to be in the best interest of the Village, the Village Administrator may choose to assign a higher salary to a new employee.

Justification for assignment of a higher salary may include exceptional qualifications, years of experience of a candidate, the re-hiring of a former employee, factoring in salaries within the department, or a lack of available candidates which may be hired at the entry level.

3.6 Salary Adjustments.

Periodic salary adjustments shall be available to all employees at the 6-month anniversary date, one year anniversary date, and May 1, subject to the rules of the Pay Plan. The salary to be paid shall be determined through an evaluation completed by the Department Head and immediate supervisor of each employee's performance and recommendation on pay in accordance with the Village's pay plan. Employees at the top of their range will continue to receive evaluation not less than annually. Patrol

officers shall receive salary adjustments in accordance with the terms of the collective bargaining agreement.

3.7 Performance Evaluation

The Performance Evaluation Program is designed to measure performance as objectively as possible and requires that ratings above or below standard performance be evidenced by relevant documentation. The standards of performance reflect the primary functions the employee performs during the evaluation period(s).

The job performance of every Village employee through the level of Department Head shall be reviewed annually prior to May first.

Each employee shall meet with the supervisor or Department Head at the end of each review period to discuss openly and in detail the results of his or her performance evaluation. The employee shall have an opportunity to comment in writing on the evaluation form prior to signing it. The evaluation shall be permanently filed in the employee's personnel file.

Probationary Review.

A probationary employee's performance shall be reviewed twice during the probationary period: once at the end of the third month and again at the end of six months. The employee's performance may be reviewed more frequently if it is necessary for developmental or other performance-related reasons. Oral feedback should be given regularly throughout the probationary period.

ARTICLE IV - HOURS OF WORK.

4.1 Hours of Work

The standard workday of Village personnel may vary between departments due to service and operational demands. Such standard workday may be changed on occasion to accommodate Village and/or employee needs. The Village Administrator shall have the authority to alter work hours based on the operational need of the department.

A. Administration Office - Personnel

Office hours from 8:30 a.m. to 5:00 p.m. Full-time administrative and clerical employees shall normally be assigned a minimum forty (40) hour work week. Building Inspectors shall normally be assigned a minimum forty (40) hour work week.

B. Public Works

Public Works employees shall normally be assigned to work from 7:30

a.m. to 4:00 p.m. and are assigned a minimum of forty (40) hours per work week.

C. Police

The work week for patrol officers is determined by the terms of the collective bargaining agreement. Police Commanders and Sergeants shall normally be assigned to work a minimum of forty (40) hours per work week.

D. Managerial

Managerial positions as outlined in Section 1.5 are expected to work the necessary hours to adequately perform their roles. This may include attendance at evening meetings of advisory boards or commissions. It is expected the minimum number of hours is forty (40) hours per week.

4.2 Meal Periods.

All employees who are scheduled to work more than six (6) hours in any one work day will be provided a minimum thirty (30) minute meal period. Department Heads may authorize a longer meal period.

Meal periods are not considered hours worked. Except as listed below, employees shall be relieved of their duties, leave their work areas, and not be subject to call while on meal periods.

Patrol officers use their meal periods as described in the Collective Bargaining Agreement.

Sergeants take meal periods as their schedules allow. Meal periods are considered hours worked.

Salaried-exempt employees are encouraged to take meal periods as their schedules allow. Neither the use nor the omission of the meal period shall have any impact on their pay.

4.3 Overtime.

It is the policy of the Village to keep work in excess of established schedules at a minimum and to permit such work only when it is necessary to meet operational requirements. All overtime must be approved by the employee's immediate supervisor prior to the overtime being worked.

All overtime must be in accordance with standards established by the Department Head. Overtime is considered to be work in excess of forty (40) hours in a standard seven (7) day work week and will be paid at a rate of one and one-half (1 ½) hours for each overtime hour worked. Hours worked includes use of compensation time taken, vacation, personal and sick time.

Patrol officers and Sergeants are entitled to overtime pay in accordance with the terms of the collective bargaining agreement.

Departments may establish policies which guarantee the fair distribution of overtime. Department Heads shall have the authority to assign overtime in instances when employees do not voluntarily take overtime opportunities.

4.4 Employees Not Eligible for Overtime

The following positions are exempt from receiving overtime compensation:

- Village Administrator
- Assistant Village Administrator
- Police Chief
- *Police Commander
- Director of Public Works
- Assistant Public Works Director
- Street Superintendent of Public Works
- Water Superintendent of Public Works
- Treasurer
- Planning & Economic Development Director
- Planner
- Village Engineer
- Building Commissioner

*Police Commanders may receive overtime pay, subject to prior approval by the Village Administrator, in cases of special duty assignments that are reimbursed entirely through outside agencies or organizations.

4.5 Emergency Call Outs.

During off-duty hours, any non-exempt employee may be required to respond to an emergency call-out. If an employee is called out for any reason, and is eligible for overtime, the individual will be compensated for a minimum of two (2) hours of overtime pay per call-out, unless such call-out occurs less than two hours prior to the employee's regular shift; in which case such employee shall be paid only for the amount of time between the call-out and the start of the shift. If a call-out necessitates working longer than two (2) hours, the appropriate amount of overtime will be provided to the employee.

The calculation of overtime due shall be based upon the amount of time which elapses between the arrival of the employee at Village-owned facilities and the subsequent departure from such facilities. No compensation will be provided, or is implied, for transportation to work for an emergency call out.

In the event that an emergency call-out dictates that an employee cancel prepaid vacation expenses which cannot be recovered, the Village will

strive to ensure no financial hardship is incurred by the employee.

4.6 Overtime Exception

In case of civil disaster, state of extreme emergency or local peril, the overtime procedures herein established shall not be in effect and compensation procedures shall be determined at the time for such consideration by the Village Administrator.

4.7 Compensatory Time

Excluding employees hired by the Village on or after January 1, 2012, Department Heads may, from time to time, permit an employee to accrue compensatory time in lieu of overtime pay. The employee shall have the option of taking time off or being paid at the applicable hourly rate for the overtime hours worked. Compensatory time shall be accrued at one and one-half times the hours worked over 40 hours and time off shall be subject to approval of the Department Head or their designee. Accrued compensatory time shall, if practical, be used within the calendar year in which it was accrued. An employee shall not be permitted to accrue more than one hundred sixty-eight (168) hours of compensatory time.

Compensatory time off may be taken at a time mutually agreed upon by the employee and the Department Head. Under no circumstances will compensatory time be granted where such granting would create a hardship, as determined by the Department Head or Village Administrator, in the operation of the respective department.

The Department Head may request that the employee exhaust any earned yet unused compensatory time in instances where, in the opinion of the Department Head, the efficient operation of the Department and the Village would be served.

Department Heads shall report accrued compensatory time off for each eligible employee on an annual basis, as of March 30.

4.8 Court Time.

When an employee is required to present evidence or testify in court for work-related reasons during non-duty hours, the individual shall receive a minimum of three (3) hours of overtime. If the court appearance extends beyond three (3) hours, the appropriate amount of overtime will be provided.

4.9 Submittal of Time Sheets.

All employees are responsible for the accurate reporting of hours worked. Prior to submittal to the Village Administrator, time sheets must be signed by the employee and approved by the Department Head. Any individual who knowingly falsifies information on time sheets or payroll records shall be subject to termination, except that in the case of a sworn officer

such employee shall be subject to disciplinary action by the Police Chief and/or Board of Fire and Police Commissioners.

All time sheets or other pay-related documents must be received by the Finance Department no later than noon on Monday of the week in which the payroll is prepared.

ARTICLE V - EMPLOYEE BENEFITS

5.1 Coverage of Benefit Provisions.

The employee benefits provided by the Village are intended to be part of a comprehensive compensation package to supplement the annual salary. Such benefits are offered contingent upon the availability of funds.

The benefits described in the Personnel Policy Manual are provided to individuals with regular, full-time employment status as defined in Article II (2.6).

Part-time employees eligible to receive vacation, sick, and personal days shall include the following positions which work a minimum of one-thousand forty (1,040) hours annually (twenty (20) hours per week): part-time Administrative Assistant and Community Service Officers.

5.2 Holidays.

Village employees will receive eight (8) paid holidays during the calendar year. Those holidays designated for full pay are listed as follows:

New Year's Day	January 1
Martin Luther King Jr. Day	3 rd Monday January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25

Application.

If an authorized holiday should fall on a Saturday, the preceding Friday will be observed as the paid holiday. If an authorized holiday should fall on a Sunday, the following Monday will be observed as the paid holiday.

On occasion, an employee's work schedule may require working on a designated holiday. In such an instance the employee will be reimbursed

for all hours worked at a rate of 1.5 times the regular hourly rate.

To receive compensation for holiday pay, an employee must work the day before and day after a holiday unless on paid leave authorized by the Department Head. An employee absent due to illness will also be eligible if properly documented and approved by the Department Head.

Eligible part-time employees regularly scheduled twenty (20) hours or more shall be entitled to holiday pay if the holiday falls on the employee's regularly scheduled work day.

5.3 Personal Holidays.

A maximum of three (3) personal holidays equal to their daily hours will be provided to all full-time and eligible part-time regularly scheduled-twenty (20)-hours or more employees during each calendar year. Personal days shall be taken at the discretion of the employee, provided that the scheduled date is approved by the Department Head. Employees shall request a personal holiday at least four (4) days in advance.

Personal holidays must be utilized during the calendar year and cannot be accumulated or reimbursed in the form of an extra day of pay. Any personal holiday not utilized before December 31, or prior to an employee's termination is to be considered forfeited. Personal holidays may be used in full day, half day or two-hour increments. The two-hour increment is the smallest increment of time off which employees may use.

New employees receive a pro-rated amount of personal holidays during the first calendar year of employment. Employees shall not be eligible to utilize personal holidays until completion of six (6) months of continuous service. The number of hours which eligible part-time employees receive is determined by the same method of calculation used to determine other holiday hours.

5.4 Vacation Leave.

The Village provides all eligible employees with paid vacation leave so they may rest and relax away from work. The vacation policy covers all full-time employees, and eligible part-time regularly scheduled-twenty (20)-hour or more employees as identified in Section 5.1

Vacation days are earned on upon appointment and accrue according to the following schedule:

<u>Length of Service</u>	<u>Vacation</u> _____
Less than five (5) years	Ten (10) working days per annum

	40 hr. wk:	6.66 hr.
Upon reaching fifth (5th) Anniversary of Employment	Fifteen (15) working days per annum 40 hr. wk:	9.37 hr
Upon reaching tenth (10th) anniversary of Employment	Twenty (20) working days per annum 40 hr. wk:	13.33 hr.
Upon reaching fifteenth (15th) anniversary of Employment	Twenty-five (25) working days per annum	
Upon reaching twentieth (20th) anniversary of Employment	Thirty (30) working days per annum 40 hr. wk:	20.00 hr.

Department heads shall be entitled to earn fifteen (15) vacation days per annum upon appointment. Subsequent adjustments to vacation accruals will occur after 10, 15, and 20 years of service as indicated.

The amount of vacation leave increases after 5, 10, 15, or 20 years of service, beginning on the date of anniversary of the 5th, 10th, 15th or 20th year of service, with the increase in vacation leave to be taken during the current year of employment.

Employee vacation requests are subject to the approval of the Department Head. Department Head vacation requests are subject to the approval of the Village Administrator. Vacation requests for more than ten (10) consecutive work days shall be approved by Department Heads with the concurrence of the Village Administrator. The resolution of any vacation scheduling conflicts shall be based upon employee seniority. Requests for vacation time of five (5) or more consecutive days shall be made no later than thirty (30) days in advance to allow for proper departmental planning. No employee shall be eligible to receive a paid vacation until completion of six (6) months of continuous service unless authorized by the Department Head. Vacation time must be requested in increments of one full day.

Vacation time should be taken during the fiscal year earned. If a vacation balance of greater than ten (10) days exists as of April 30, it will be considered forfeited.

If an employee ~~terminates-resigns or is terminated from~~ employment with the Village and the employee withas at least twelve (12) months service prior to using all accrued vacation time, ~~and proper notice is given as outlined in Article IX (9.1),~~ the amount of unused vacation time will be reimbursed on the final paycheck at the employee's regular rate of pay. Eligible employees 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. an employee (appointed in May) utilizing 80 hours of vacation in October and departing on October 31 shall be responsible for reimbursing the Village for 40 hours of vacation time used).

Excluding employees hired by the Village on or after January 1, 2012, if an employee retires from Village employment, the employee may elect to be paid the full value of accrued but unused vacation time remaining to the employee at the employee's regular rate of pay at the time of retirement.

5.5 Sick Leave.

Full-time employees and eligible part-time employees regularly scheduled twenty (20) hours or more shall accumulate sick leave at the rate of equal to their daily hours for each month of service.

Sick leave may be used only for illness for employee, or for the care of an ill or injured member of the employee's immediate family, which is defined as spouse, Civil Partner, child or parent/guardian. For family illness or injury, employees are to provide for other care as soon as practical. Such use of sick leave shall be only on an emergency or temporary basis.

New employees shall not be eligible for paid sick leave until thirty (30) days from the date of hire. Sick leave will be taken in increments of not less than one (1) hour. The sick leave bank may accumulate to a maximum of eighteen hundred hours (1,800).

An employee unable to report to work shall contact his/her immediate supervisor at the earliest opportunity. Shift personnel shall report any illness no later than two (2) hours prior to their scheduled starting time. If the absence is longer than one (1) day, the employee shall keep the supervisor informed of the condition daily or as otherwise agreed to by the Supervisor, and provide the anticipated return to work date. At the discretion of the Department Head, employees absent for more than two (2) days may be required to submit a statement from a physician verifying the illness and fitness to return to duty. If the condition of an employee is in question, the Village Administrator may require a physical examination

at the expense of the Village.

The use of sick leave is intended only for legitimate reasons as outlined in this section. Any abuse of the sick leave policy shall result in non-payment of sick leave benefits and shall be grounds for disciplinary action. Abuse of sick leave shall include, but not be limited to the following actions: failure to notify supervisor of absence or condition; failure to provide documentation as required; continued pattern of absences subsequent to or following regularly scheduled off-days; or continued pattern of vacation days. In addition, paid sick leave will not be granted to any employee during the last two (2) weeks of employment unless verification is received from a physician that the employee was physically unable to work.

Excluding any employees hired on or after January 1, 2012, upon separation from the Village, 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 years 15%
- 11-15 years 20%
- 16-19 years 25%
- At 20 years 40%

5.55 Paid Leave Donation Policy

I. POLICY

In an effort to bridge the gap for employees who have used all accrued paid leave, but whom have not started to receive Long Term Disability benefits because the ninety-day (90) day waiting period has not yet expired, the Village of Lemont (the "Village") has developed a Paid Leave Donation Program. It is the policy of the Village to allow a participating full-time employee to donate accumulated sick, vacation and/or personal leave to another designated participating full-time, employee who submits a written request for and is granted an approved Leave of Absence, pursuant to the terms and conditions of the Village's Leave of Absence Policy, due to a catastrophic illness or injury. This qualified employee would otherwise be required to take such leave without pay because he or she has exhausted all of his or her sick leave, vacation time, personal days and compensatory time.

The rules below provide a framework for the administration of a Village-wide paid leave designated donation program for eligible permanent full-time, employees. If alternative paid leave donation procedures have been negotiated on behalf of represented employees, those procedures shall apply to the bargaining

unit thereunder; this policy may not be used to add to or subtract from any provisions contained in a collective bargaining agreement.

Represented personnel shall be eligible to participate provided their bargaining agent has provided the Village with written acceptance of the terms, which acceptance may be withdrawn at any time. Provided, any such withdrawal shall not affect time donated or received prior to the date of withdrawal. There is no limitation between the exchange of donated and received paid leave time between authorized represented employees and non-represented employees.

II. DEFINITIONS

- A. **“Paid leave designated donation”** means a voluntary transfer by an eligible donor employee of accumulated sick, vacation and/or personal leave to a designated eligible recipient employee pursuant to the terms and conditions contained in the policy set forth herein. Donation shall be effective upon the date the offer of donation is received by the Village.
- B. **“Eligible donor employee”** means a permanent full-time, employee who has been employed by the Village for a period of six (6) consecutive months or more who voluntarily elects to donate accumulated sick, vacation and/or personal leave to an eligible recipient employee. An employee who wishes to donate said leave must have a minimum of ten (10) days of accumulated sick leave and five (5) days of accrued vacation leave remaining in his or her employee benefits account after the amount donated is deducted therefrom.
- C. **“Catastrophic illness or injury”** means a temporary disability or incapacity injury to the employee or a member of the employee’s immediate family resulting from a life threatening illness or injury of other catastrophic proportion as determined by the Village Administrator. Factors considered in determining whether the employee is covered under this Policy shall include, but are not limited to the length of time the employee must be absent from work due to illness or injury. **“Hospital”** or **“Institution”** means a facility licensed to provide care and treatment for the condition causing the (employee’s) absence from work.
- D. **“Covered monthly earnings”** means the employee’s basic monthly salary in that amount received on the day just before the date of leave. Covered monthly earnings does not include commissions, overtime pay, bonuses, raises or any other special compensation not received as covered monthly earnings.

For hourly-paid employees, the number of hours worked during a regular workweek, not to exceed thirty-seven and one-half (37.5) hours per week will be used to determine covered monthly earnings. If an employee is paid on an annual basis, the covered monthly earnings will be determined by dividing the

basic annual salary by 12.

III. PARTICIPATION

Eligible donor employees may designate accrued sick, personal and/or vacation leave, or any combination thereof, to be donated to a recipient who has been determined eligible to receive the same prior to the time of the donation. An employee who wishes to donate leave must complete a donation form indicating the amount and type of leave to be donated and submit the form to the Village Administrator. Anyone wishing to donate leave may donate up to four (4) weeks total of annual leave during a given fiscal year. This leave may be comprised of sick, vacation or personal leave or any combination thereof.

An eligible recipient employee, or a representative of the employee if he or she is unable to do so, who wishes to receive leave must fill out a form describing his or her circumstances, based upon the eligibility criteria below, and submit the form to the Village Administrator.

- A. **Eligibility to Donate:** Participation in the paid leave designation donation program is voluntary on the part of any employee. No employee shall be subject to discipline or any other adverse employment action for choosing not to participate, and no employee shall be rewarded in any manner for choosing to participate. Employees wishing to participate must be permanent full-time, employees with a minimum of six (6) months of continuous service with the Village.
- B. **Eligibility to Receive:** To be eligible to receive donated leave, a permanent full-time, employee who is **not** eligible for disability or workers' compensation, nor any other type or kind of disability benefits, must show need based on at least one of the following criteria:
 - 1. Serious illness or medical emergencies involving the employee,;
 - 2. Ongoing crisis or hardship;
 - 3. All accrued paid leave has been completely exhausted.
- C. **Maximum Donation:** A participating donor employee may donate up to four (4) weeks of accumulated sick, vacation and/or personal leave as desired provided that the participating employee must have remaining in his or her own employee benefits account at least ten (10) sick days and five (5) vacation days after the amount donated is deducted therefrom.
- D. **Donation Period:** Upon receipt of a request from an eligible recipient employee pursuant to the terms of this policy for donated paid leave, and the

determination by the Village Administrator that (1) the employee is eligible to receive such paid leave, and (2) the amount of leave authorized for the employee to receive, employees will be notified of the request and given the opportunity to donate leave to the recipient employee. Donations will be accepted for a period of three (3) weeks following the original request. The Village Administrator may extend this period up to one (1) additional week.

- E. **Maximum Leave Period**: A leave of absence may not be taken for an indefinite period of time. The leave period shall be determined by the Village Administrator based upon the information contained in the Physician's Certification, in consultation with the employee's direct supervisor. Recipient employees shall not use donated paid leave until all of their accrued vacation time, personal days, sick leave and compensatory time has been exhausted. Regardless of the amount of leave authorized by the Village Administrator for the recipient employee to receive, donated paid leave may only be permitted to the extent that sufficient leave is actually donated to the recipient employee and, under no circumstances shall a recipient employee be permitted to receive more donated leave than that which is necessary to cover the period of leave authorized by the Village Administrator. Any such leave shall run concurrently with Family Medical Leave (FMLA).

Upon approval of a request for donated paid leave, the Village Administrator will inform the employee of the start and end date of his or her leave.

Note: The amount of donated paid leave initially approved by the Village Administrator may be **increased** at the request of the employee based upon information contained in any periodic progress report(s) received from the employee's treating physician. The Village Administrator reserves the right, at its sole discretion, to **decrease** the period of leave initially approved based upon information furnished by the employee's treating physician in any progress report(s).

However, under no circumstances shall an employee be granted a total period of donated leave in excess of ninety (90) days, whether consecutive or intermittent, in any given fiscal year.

- F. **Physician's Certification**: The recipient employee is responsible for submitting medical documentation from his or her health care provider. This information must be submitted on a form provided by the Village Administrator and may be obtained the Village Administrator's office.

Information contained in the Physician's Certification must include:

1. Date when the serious medical condition began;

2. Anticipated duration of treatment and/or hospitalization and recovery;
3. Appropriate medical facts regarding the medical condition to determine whether it prohibits the employee from performing the essential functions of his or her job;
4. Employees anticipated date of return to work.

~~Additional~~ Additional information and/or documentation deemed necessary by the Village Administrator to determine whether and to what extent to grant an employee's request for leave may also be required on a case by case basis. The Village Administrator reserves the right to require a second opinion from a health care provider for the purpose of verifying the seriousness of an employee's medical condition as it relates to the employee's ability to perform the essential functions of his or her job and, if it so elects to do so, will bear the entire cost of the second opinion.

The Village neither requests nor requires genetic information of an individual or family member of the individual and the employee need not provide any genetic information when submitting the Physician's Certification.

- G. **Non-Transferable/Personal Use Only**: Any donated paid leave used by a participating recipient employee shall be only for the personal catastrophic illness or injury of the employee and may not be transferred to another employee or used for any other purpose without prior express, written approval from the Village Administrator.
- H. **Authority-Wide Program**: The Village shall establish a single paid leave designated donation program for the benefit of all eligible employees, regardless of the location at which a participating employee renders services to the Village. No individual employee(s) or department(s) may institute a separate donated paid leave program or policy of its own, either in addition to or in place of this policy without the prior express, written approval of the Village Administrator.
- I. **Relationship to the Illinois Workers' Compensation Act**: Injuries and illnesses that are compensable under the Illinois Workers' Compensation Act, 820 ILCS 305/1 et seq., or Illinois Workers' Occupational Disease Act, 820 ILCS 310/1 et seq., shall not be eligible for sick leave bank use.
- J. **Irrevocable Donation**: Once the required donation form has been completed by the donor and submitted to the Village Administrator, it is irrevocable.

K. **Reciprocity with Other Government Employers:** Participating employees who were employed by another government agency, instrumentality, or political subdivision, whether federal, state or local, that also maintained a paid leave designated donation program for its employees may not be permitted to transfer any benefits received pursuant to participation in that program to the Village's program.

IV. PAY/BENEFITS

Any paid leave granted pursuant to this policy will be paid at the following rate(s):

Group health insurance benefits will be continued at the same level and coverage during an employee's paid leave. In order for an employee to continue coverage of his or her voluntary life and/or health benefits during the period of approved leave, he or she is responsible for payment of any contribution amount. Arrangements for payment of such contribution(s) may be made on an individual basis with the Village Administrator. Other employee benefits such as vacation time, sick leave, personal days and/or pension benefits will **not** continue to accrue during the leave period.

V. INVOLUNTARY TERMINATION OF PARTICIPATION

Any abuse by an employee of the paid leave designated donation program shall be investigated by the Village and, upon a finding of wrongdoing on the part of a participating employee, shall result in that employee being required to reimburse the Village for any and all paid leave received pursuant to this policy, and may subject the employee to other disciplinary action up to and including termination.

THIS POLICY IS SUBJECT TO CHANGE WITHOUT FURTHER NOTICE AT ANYTIME AT THE SOLE DISCRETION OF THE VILLAGE.

5.6 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 leave, 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 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 one (1) month provide no guarantee of reinstatement to the former position, unless approved by the Village Administrator in writing.

as A medical leave of absence and/or short term disability is subject to rules outlined in Sections 5.65 and 5.7.

Upon expiration of a leave of absence greater than one (1) month, 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 will 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.

5.65 Family and Medical Leave

Leave Eligibility

To be eligible for family and medical leave, an employee must have been employed by the Village for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave.

Leave Description

Eligible employees may use unpaid family and medical leave, guaranteed by the Federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, calculated on a rolling calendar basis.

Available paid vacation, personal, or sick leave shall be substituted for family and medical leave necessitated by birth, adoption/foster care placement, a family member or employee's own serious health condition. Any substitution required by this policy will count against the employee's family and medical leave entitlement. At the discretion of the Village Administrator, five (5) days of paid vacation may be held back for the

return of the employee from leave. The Village will pay family leave or sick leave only under the circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

Family and medical leave is available in one or more of the following instances: 1) the birth and first-year care of a son or daughter; 2) the adoption or foster placement of a child; 3) the serious health condition of an employee's spouse, Civil Partner, parent or child; and 4) the employee's own serious health condition.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4 above, with certain limitations provided by law. Within 15 calendar days after the Village Administrator makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4 above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request. In the event the reason for leave taken is 4 above, that made the employee unable to perform the employee's job, the employee shall obtain and present certification from the employee's health care provider that the employee is able to resume work. The cost of the certification shall be borne by the employee and the employee is not entitled to be paid for the time or travel costs spent in acquiring the certification. Said certification will not be required when the employee takes intermittent leave as described above. If both spouses or Civil Partners are employed by the Village, they may together take only 12 weeks for family and medical leaves when the reason for the leave is 1 or 2 above, or to care for a sick parent.

The Village neither requests nor requires genetic information of an individual or family member of the individual and the employee need not provide any genetic information when submitting the health-care provider's certificate.

Notice

If possible, employees must provide at least 30 days' notice to the Village of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given within 2 business days of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the Village aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave.

Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the employee provides notice.

Continuation of Health Benefits

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the employee is required to pay a portion of the premiums for health insurance, the payments will continue during the period of FMLA. Sick leave, vacation, holiday benefits will not accrue during the FMLA leave.

Return to Work

An employee returning from a family and medical leave will be given an equivalent position to his or her position before they leave, subject to the Village's reassignment policies and practices.

Implementing Procedures

The Village Administrator shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act. (Family and Medical leave Act, 29 U.S.C. Section 2601 *et seq.*, 29 C.F.R. Part 825)

5.7 Short-Term Disability.

If an employee shall require a leave of absence for disability or medical reasons as defined in the Family & Medical Leave Act of 1993, and such leave extends beyond any accrued sick leave, vacation, personal days or compensatory time due, the employee may request to be placed on short-term disability/medical leave 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/medical leave shall be documented with a written medical statement. Approval of short-term disability/medical leave status shall be the role of the Village Administrator.

Sick leave, vacation, holiday benefits and seniority will not accrue during the short-term disability/medical leave 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 shall be paid by the Village provided that the employee has been employed for a period of not less than one (1) year, and has worked over one thousand two hundred fifty (1,250 hours during the previous year). If the employee receives paid health and life insurance and does not return to work following the expiration of the leave, the Village may recover the cost of premiums paid.

If a short-term disability/medical leave is granted for a period of ninety (90) days 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 position, unless approved by the Village Administrator in writing.

Upon expiration of a leave of absence in excess of ninety (90) days 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.

5.8 Military Leave.

Any full-time employee who is a member of the reserve components of the United States Armed Forces, the National Guard, or the Naval Militia will be allowed leave of absence, with pay as outlined in (a) and (b) below; during any calendar year without loss of any accrued leave. Requests for such leave must be made to the Village Administrator and be accompanied by a copy of official orders requiring such training period or notice of mobilization/deployment. Any full-time employee who enters military service shall, upon termination of his active service, be entitled to return to Village employment at a level equivalent to the position held upon his departure. Any such leave of absence shall not exceed a period of time necessary to complete the period of required active duty. An employee once discharged from active duty, is allowed to request reappointment to employment with the Village based on the number of days on active duty status:

Less than 31 days – Report on the second regular business day following discharge;

30 – 180 days – Report within 14 days;

More than 180 days – Report within 90 days;

(a) Any employee who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, and who is mobilized to active military duty as a result of an order of the President of the United States, shall for each pay period receive the same regular compensation that (s)he receives or was receiving as an employee at the time mobilized to active military duty, plus any health insurance and other benefits he is or was receiving or accruing at that time, minus the amount of his base pay for military service, for the duration of his active

military service. (Per 50 ILCS 140/2)

(b) Any full-time employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her public employment for any period actively spent in military service, including:

- (1) Basic training;
- (2) Special or advanced training, whether or not within the State, and whether or not voluntary; and
- (3) Annual training.

During these leaves, the employee's seniority and other benefits shall continue to accrue. During leaves for annual training, the employee shall continue to receive his or her regular compensation as a public employee. During leaves for basic training and up to 60 days of special or advanced training, if the employee's compensation for military activities is less than his or her compensation as a public employee, he or she shall receive his or her regular compensation as a public employee minus the amount of his or her base pay for military activities. (Per 5 ILCS 325/0.001 et seq).

5.9 Jury Leave.

Jury Leave will be granted to employees upon presentation of proper documentation. Leave with pay shall be the difference between the employee's pay for jury duty and his/her regular rate of pay at the time of jury duty. When such leave is granted and the employee receives full compensations, he/she must turn over his/her jury pay, less mileage, to the Finance Department.

Upon being excused from jury duty, such employee shall report to work if released from duty during the regularly assigned hours of work.

5.10 Funeral Leave.

An employee may be granted by the Department Head a maximum of five (5) working days funeral leave due to death in the immediate family. The immediate family is defined to include: spouse, Civil Partner, child, mother, father, sister, sister-in-law, brother, brother-in-law, mother-in-law, father-in-law, grandparents or guardian.

5.11 Health Insurance.

The Village selects and provides a medical insurance program for employees and dependents subject to the terms and conditions of the policy(ies) in effect. Insurance is provided to full-time employees subject to the terms and conditions of the policy (ies) in effect. If desired, the employee may elect to extend coverage to his/her family. The Village may require an employee co-payment for any sponsored health program.

The Village retains the right to change insurance carriers or to self-insure or to adopt additional coverage alternatives or join a health insurance pool for the provision of medical benefits, dental benefits or life insurance. The Village further reserves the right to institute, maintain and change cost containment, benefit and other provisions of the medical plan provided that such changes made shall only take effect on the plan anniversary date, currently January 1.

Upon termination, the provision of paid health insurance shall cease except as may be provided by State or Federal law. At that time information will be provided for obtaining individual insurance coverage.

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 the employee \$1,500 per fiscal year. Payment will be made once open enrollment period is complete. If an employee is eligible to return during non-open enrollment period, the employee will be required, at a pro-rated amount to return that amount to the employer. If an employee is eligible to drop coverage during non-open enrollment period, the employer will pay that employee, at a pro-rated amount up to \$1,500; subject to no cost implications to the Village.

5.12 Life and Disability Insurance.

The Village selects and provides a group life insurance policy. Disability coverage is provided to employees enrolled in the Illinois Municipal Retirement Fund. Additional supplemental life insurance is available for purchase at the employee's discretion.

Upon termination, the provision of paid life and disability insurance shall cease except as may be provided by State or Federal Law. At that time information will be provided before obtaining individual coverage.

5.13 Retirement Programs.

Village employees are eligible to participate in several retirement programs, depending upon their employment status with the Village. The specific details concerning each program may be obtained in the Village Administrator's office. The retirement programs available are listed as follows:

- A. Illinois Municipal Retirement Fund.
I.M.R.F. is a state retirement and disability program for public employees in Illinois. All non-sworn employees working 1000 or more hours annually must participate. Both the Village and

employee contribute a percentage of earnings to this program. All employee earnings contributed are tax deferred in accordance with applicable State and Federal regulations. Employees become vested after eight (8) years of service.

B. Social Security.

Social Security is a federally mandated retirement and disability program. All non-sworn personnel, regardless of employment status, are required to participate. Both the Village and employee contribute a percentage of earnings to this program. Sworn personnel are required to participate in the Medicare portion of Social Security.

C. Police Pension.

The Police Pension Plan is a State mandated program for all sworn Police personnel. Both the Village and employee contribute to this program. Employees become vested after eight (8) years of service.

D. Deferred Compensation.

Employees may participate in a deferred compensation plan if one is offered by the Village. Deferred compensation is a tax-sheltered retirement plan which involves deducting a portion of the employee's salary, with the money transferred to an investment fund selected by the employee. The employer's gross or taxable income is reduced by the amount deferred; therefore, income taxes are reduced. Income taxes are paid when the funds are distributed to the employee (upon retirement, termination of Village employment or in the event of an emergency. Complete information is available from the Finance Department.

E. Other Benefits:

1. Savings Bonds.

Series EE bonds are available for purchase through payroll deductions.

2. Credit Union

Employees may participate in the DuPage Schools Credit Union through payroll deduction.

3. Employee Assistance Program

The Village has made arrangements with a counseling

agency whereby employees and/or their family members can receive counseling. A family member is defined as a spouse, Civil Partner, child or parents. An initial number of counseling sessions will be paid entirely by the Village.

4. Flexible Spending Account

The Village offers a flexible account plan to all full-time employees. The flexible spending account can be used for eligible medical, vision, prescription and certain over the counter drugs and dental expenses that are not reimbursed by health or dental insurance. The plan allows employees to redirect part of their income to a non-taxable status.

5.14 Worker's Compensation.

All employees are covered by Workers Compensation insurance, as provided in State Statutes, in the event of accident or death occurring while on the job. It is necessary that the employee notify his/her Department Head as soon as possible of the accident, and in no event shall he/she delay notification longer than 24 hours. In the event of loss of time caused by the accident, such loss of time will be reported to the Assistant Village Administrator, which will prepare all necessary correspondence. An employee must report to the Department Head and Assistant Village Administrator when returning to work from a lost time injury.

All full-time and part-time employees are provided with worker's compensation coverage required by State statute. Worker's compensation will provide payment for medical, pharmacy and related expenses which are determined to be the direct result from any on-duty injury or illness incurred by an employee. Injuries and illnesses resulting from non-duty related causes are to be submitted to the health insurance carrier.

The Village will continue to pay an injured full-time employee's salary and benefits for thirty (30) days from the date of the job-related injury. Any Worker's Compensation benefits or insurance payments received by the employee shall revert to the Village during the time for which continuing compensation is paid.

If an employee is unable to return to work at the expiration of the thirty (30) working days, the employee may, at his/her option, use all accumulated sick leave, vacation and personal days or to make up the difference between Worker's Compensation benefits and full pay.

Sworn personnel are provided workers compensation benefits per state statute.

If a sworn employee has not returned to work after one (1) calendar year, such employee shall have two options in receiving compensation during this time. An employee may choose to utilize accrued sick leave or other available leaves to supplement the amount of regular salary not covered by worker's compensation, or an employee may choose to preserve his/her accrued sick leave balance and only receive those worker's compensation benefits as specified by statute.

An employee who is eligible for workers compensation benefits may be required to return to work for an available temporary light duty assignment per the Village's light duty policy and department specific light duty policy, if applicable.

5.15 Tuition Reimbursement

Full-time employees are encouraged to enroll in college, university or technical school courses or participate in other types of studies which are designed to improve job skills. Tuition reimbursement for college credit may be based upon the following priorities.

- A. The amount of budgeted training funds available.
- B. The direct and immediate benefit derived by the Village as a result of this particular employee completing the course.
- C. The length of time which the employee has been employed by the Village and the length of time the employee is expected to remain in the employ of the Village.
- D. The specific job-related nature of the course.
- E. The overall performance of the employee.
- F. The length of time which the employee has served.
- G. The employee's technical or supervisory responsibility.
- H. The compatibility of the course schedule and the employee's work schedule.
- I. Other factors which may be relevant.

Where a course is directly and immediately related to the employee's work responsibilities and the Village will receive a significant benefit, the employee may qualify for one hundred percent (100%) tuition reimbursement upon satisfactorily completing the course. Reimbursement will be limited to two thousand dollars (\$2,000) per employee per fiscal year, based upon the above criteria. Travel and time spent in the course shall be the responsibility of the employee. All courses subject to tuition reimbursement shall be taken during non-working hours.

Requests for tuition reimbursement should be submitted by January 1 for

consideration in budgeting procedure.

Depletion of Funds

When requests for training and reimbursement exceed funds specifically budgeted for that purpose, the Village Administrator may provide partial reimbursement of expenses in order to extend training opportunities to as many employees as possible.

Qualifications

To qualify for tuition reimbursement, an employee shall:

- A. Submit a written request prior to enrolling in the course.
- B. Obtain tuition reimbursement approval from the Village Administrator.
- C. Successfully complete the course with a grade of “C” or better.
- D. Submit to the Finance Department proof of satisfactory course completion and proof of amount spent for tuition.
- E. Have been classified as a full-time employee with the Village for a period of at least one (1) year.
- F. Sign an agreement or promissory note agreeing to reimburse the Village the amount of the tuition reimbursement if the employee does not remain in the employ of the Village for a period of one (1) year after completion of a course.

Termination of Employment

If an employee does not remain with the Village for a period of one year after completing a course, the employee agrees that the Village shall deduct from the amount of tuition reimbursement previously granted from the employee’s final paycheck or make other arrangements to see that the tuition reimbursement funds which have been granted to the employee are paid back to the Village.

ARTICLE VI - WORK RULES AND REGULATIONS.

6.1 Work Rules.

The Village may prepare, issue and enforce work rules which are deemed to be necessary for the safe, orderly and efficient operation of the organization.

6.2 Work Habits.

Employees are required to maintain the highest standards of conduct, efficiency and cooperation in the performance of their duties. Employees shall be punctual in reporting to work and shall be dressed in a manner appropriate to their job responsibilities.

Employees shall report to work in proper physical condition and shall not possess, consume or be under the influence of any alcoholic beverage or illegal drug immediately prior to or during working hours.

6.3 Employee Safety.

To establish and maintain a safe and injury-free work environment, employees are required to adhere to established safety rules and procedures in the Village wide Safety Manual and the Department specific Safety Manual, if applicable. Safety is the shared responsibility of individuals at every level of the Village organization. All employees shall be aware of those risks associated with their employment and strive to minimize the potential for work-related hazards. The safety record of all employees shall be a major consideration in performance evaluations.

It shall be the individual responsibility of all employees to report any unsafe practice, policy, procedure, condition or equipment to the attention of the supervisor or Department Head. Such report shall be made in writing along with a recommended course of action to alleviate the problem.

6.4 Vehicle Operation.

All village vehicles shall be operated in a safe, courteous and lawful manner. Employees are required to wear seat belts during the operation of any vehicle and insure that unattended vehicles are locked and secured. Any parking fines or traffic violations incurred while operating a Village vehicle shall be the sole responsibility of the driver. Village owned vehicles and equipment are to be utilized for official business only.

6.5 Reporting of Accidents and Injuries.

When conducting Village business, all accidents involving Village employees or Village property are to be reported to the Department Head immediately subsequent to occurrence. If any accident or damage involves public or private property, the Police Department should also be notified immediately.

Department Heads shall inform the Safety Coordinator of the occurrence of all accidents or injuries immediately upon discovery. In addition, the supervisor must undertake investigation of the incident immediately upon discovery and submit investigative reports to the Village Administrator within two (2) calendar days of any accident.

If an injury occurs to a Village employee, the Department Head shall be responsible for the completion and submission of a Form 45 within twenty-four (24) hours.

6.6 Light Duty Policy.

If an employee is injured during the course of employment and is unable to perform the required duties of the position, but can perform work of a less strenuous nature, the individual may be considered for a light duty assignment. Light duty will be assigned only if an injured employee is determined to be physically able to perform the required light duty tasks, and provided such light duty assignments are available. Such a light duty assignment shall be at the discretion of the Department Head, subject to the approval of the Village Administrator, and may be made on a day-to-day basis, but shall not exceed ninety (90) working days.

Light duty assignments may be made in any Village department and shall be based upon the physical abilities and skills of the employee, and the personnel needs of the Village. Light duty positions shall be maintained only if in the best interests of the Village. The Village shall require a medical examination when the physical abilities of any injured employee are in question. Such examination shall be at the expense of the Village.

6.7 Use or Modification of Village-Owned Equipment or Property

All equipment, supplies, tools, uniforms and property owned or purchased by the Village are to be utilized for official business only. No employee shall modify or alter any Village property unless specifically authorized in writing by the Village Administrator.

6.75 E-Mail and Electronic Communication Policy

A. INTRODUCTION

Recent advances in electronic communications and information technologies present valuable opportunities for the Village. These technologies, when properly used, support our activities and enable us to better serve our citizens and constituents through closer and timelier communications and nearly instantaneous access to vast stores of information. In recognition of these benefits, the Village has made a substantial investment in its electronic communications and information systems. While the Village encourages the use of its systems, such use carries with it important responsibilities. The careless or inappropriate use of these systems can have dramatic consequences, harming the Village, our citizens and the individual users of the Village's systems. This policy is intended to minimize the likelihood of such harm by educating users of the Village's electronic communications tools as to proper and improper usage of such tools and by setting forth the conditions that apply whenever the Village's electronic communication tools are being used.

B. APPLICABLE COMMUNICATION TOOLS

These guidelines address the appropriate use of the Village's electronic "communication tools." These tools include, but are not limited to the following:

- Telephones, pagers, cellular phones and voicemail facilities;
- E-mail systems;
- Fax machines, modems and servers;
- Palm, laptop and desktop computers;
- Software licensed to Village; and
- All internal and external computer and communications networks (such as Internet access facilities, browsers, commercial on-line services, e-mail systems) accessible directly or indirectly from Village's computer network.

C. USAGE GUIDELINES FOR COMMUNICATION TOOLS

1. Conditions of Access

Access to the Village communications tools is provided in conjunction with the Village's business and the job responsibilities of everyone working on behalf of the Village. All use of the Village's communications tools is subject to this policy and to other Village policies and procedures that may be implicated by such use. The Village's communications tools also may be made available to individuals who are not employees of Village (e.g., customers, temporary employees, vendors and subcontractors). Such individual's use of Village's communications tools is also governed by this policy.

Communications tools and all messages and information produced or carried by such tools are Village property and are subject to inspection by the Village at all times. Use of the Village's communications tools is a privilege that may be revoked at any time. Anyone who uses or is granted access to such tools must comply with the provisions of this policy.

2. Acceptable Use

The Village's communications tools may be used to communicate internally with employees of the Village or externally with citizens, consultants, suppliers, vendors and other business relations and acquaintances. The Village provides electronic communications tools to facilitate business communications, enhance productivity and improve service to our customers. The Internet may be used for appropriate business uses such as, research, updates of business information or news, or for specifically approved projects.

As with the telephone, there may be occasion to use these facilities for personal purposes. Personal use is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of Village business, consume significant resources, give rise to more than nominal additional costs or interfere with the activities of other employees of Village.

All communications Via the computer, computer system, e-mail, internet or facsimile transmission, regardless of the business or personal nature of the communication, transmitted, received and/or stored using any of the Village's electronic communications tools are subject to being accessed and reviewed by the Village. Users should not assume that any such communications are or shall remain private.

3. Unacceptable Use

- a) Users should not monopolize the Village's electronic communication tools to the exclusion of others. Accordingly, activities such as sending mass e-mails or e-mails with large attachments that are not business-related, sending chain e-mails, spending excessive amounts of time on the Internet, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic are not allowed.
- b) Because audio, video and picture files require significant storage space, files of this sort should not be downloaded unless they are business-related.
- c) Use of communication tools such as email or texting when driving Village vehicles and equipment within the right-of-way is prohibited by personnel during routine operation, e.g., non-911 service calls or other deemed non-life threatening responses; by personnel operating CDL required type vehicles; by personnel operating construction or non-licensed type equipment due to inherent hazards present; and by personnel maintaining, repairing, operating, or any other similar activity involving energized equipment such as, but not limited to, electrical panels, motors, energized circuits, etc. due to being a potential distraction to the user and/or may create an unsafe work environment.
- d) In addition to the other restrictions and conditions discussed in this policy, the Village's communications

tools shall not be used:

- To engage in activities for personal financial gain (e.g., day trading, gambling);
- To update Facebook, My Space or other social networking sites, unless for Village use
- To solicit others for activities unrelated to Village's business or in connection with political campaigns or lobbying;
- To carry or publish any defamatory, discriminatory or obscene material;
- To infringe, attempt to infringe or aid in any way in the infringement or attempted infringement on another person's or entity's intellectual property rights (e.g., copyrights);
- To violate, attempt to violate or aid in any way in the violation or attempted violation of any applicable telecommunications license or any laws that govern transborder data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
- To violate, attempt to violate or aid in any way in the violation or attempted violation of any other law.

The Village shall not be responsible for any losses or damages resulting from or relating to any use of the Village's communications tools, which violates this policy.

4. Unacceptable Content

The Village's policies prohibiting all forms of harassment, including sexual harassment, are applicable to the use of the Village's communication tools. In accordance with such policies, material that is harassing, embarrassing, sexually explicit, profane, pornographic, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent by, displayed on, stored in, accessed from or downloaded to the Village's communications tools. Users encountering or receiving this kind of material should immediately delete the material

from the system and should not forward the material to any other person or address. In addition, any user who believes the Village's communications tools are being used in a manner which violates either this policy or the Village's policies prohibiting harassment should immediately report the matter pursuant to the requirements of Section VII below. It is the responsibility of all users of the Village's communication tools to see that these tools are used in an efficient, lawful and ethical manner at all times.

Examples of unacceptable content include, but are not limited to:

- Sexually explicit messages, images, cartoons or jokes;
- Unwelcomed propositions, requests for dates or love letters;
- Ethnic, religious or racial slurs; or
- Any other message that could be constructed as harassment or disparagement of others based on sex, race, age, national origin, religion, disability, genetic information or sexual orientation.

Although the Village does not regularly monitor voicemail or electronic messages, *all users of the Village's communications tools should be aware that even personal e-mail and voicemail messages may be viewed publicly or by Village's management without notice. The Village reserves the right to inspect the content of all information and messages generated by or contained in any of its communication tools. Users should not assume that any such communications are or shall remain private.*

5. Transmitting Confidential Information

Employees also have a responsibility to protect from disclosure, at all times, privileged and confidential information pertaining to the Village or other employees. In recognition of this significant responsibility, the Village's communications tools, especially its e-mail system, should not be used to transmit confidential communications. Most e-mail is sent over the Internet, which is not a secure means of communication. There is a possibility that e-mail messages may be intercepted and read by others than the party to whom they are addressed.

Moreover, it is difficult, if not impossible, to remove e-mail messages from the system with certainty. This means that

e-mail, even internal e-mail messages, may be subject to discovery in future litigation. There is also a possibility that, when documents are transmitted electronically, earlier drafts of the documents thought to have been deleted may be retrieved by the person receiving the document. Accordingly, extreme care must be taken when using e-mail to transmit confidential communications, even internally.

To protect against unintentional disclosure of confidential information in situations where there is a need to communicate such information electronically (either on a regular basis or in an emergency situation); the following guidelines are to be observed:

- Confidential information pertaining to the Village itself or to any of its employees shall not be sent by e-mail without the express authorization of management.
- In cases where confidential information may need to be transmitted electronically on a regular basis, the Administration Department should be consulted regarding the availability of encryption software and other means for securing the communication. Note: Only authorized encryption tools may be used in connection with any Village communications tools. All such encryption tools must implement key-recovery or key-escrow techniques to permit the Village to access and recover all encrypted information.

7. Etiquette and Village Representation

E-mail and voicemail messages reflect the Village's image. Such messages, therefore, should always be composed in a professional manner that is no different than the manner used to compose letters or memoranda on Village letterhead. Users of the system must keep in mind that electronic files are subject to discovery and may subsequently be used in litigation. Inappropriate use of the Village's facilities may damage the Village's reputation and could give rise to Village and individual liabilities. Accordingly, every effort must be made to be professional in all usage of the Village's communications tools.

D. LIMITS OF PRIVACY

The Village respects the personal privacy of its employees. However, because communications tools are provided for the

Village's business purposes, employee privacy rights in this context are extremely limited. *Users of the Village's communications tools should have no expectation that any information transmitted over Village facilities or stored in the Village computers is or will remain private. These systems are owned and/or controlled by the Village and are accessible at all times by the Village without notice for maintenance, upgrades or any other business or lawful purposes.* Use of passwords to gain access to the computer system or to secure particular files or messages does not imply that users have an expectation of privacy in any material created or received on the computer system. The Village has global passwords that permit it to access all material stored on the system, regardless of whether such material has been password-protected by the user.

The Village permits personal use of its communications tools with the express understanding that it *reserves the right to review employee use of and to inspect all material created by or stored on, these communication tools. Use of these tools constitutes each employee's permission for the Village to monitor communications and to access files that are made on or with these communications tools.*

E. VIRUSES

Viruses can cause substantial damage to electronic communications and information systems. Each user is responsible for taking responsible precautions to ensure he or she does not introduce viruses into the Village's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to Village must be scanned for viruses and other destructive programs before being placed onto Village's network. Users should understand also that their home computers and laptops may contain viruses and that all disks transferred from these computers to Village's network must be scanned for viruses.

F. REGULATION AND ENFORCEMENT

The Village Administrator or his/her designee is responsible for monitoring the compliance with the provisions of these procedures. The Village Administrator shall also be responsible for investigation of suspected non-compliance with the provisions of this procedure.

Misuse of any Village communications tools or violations of this

policy may result in disciplinary action including, suspension of privileges to user, or up to and including termination of employment. Criminal or civil action may be initiated in appropriate instances. Such discipline shall be in accordance with the Village's policies and procedures.

6.8 Driver's License Verification

All employees occupying positions which require the operation of a Village vehicle or personal vehicle for Village business shall be required to supply their driver's license number to the Department Head for verification on an annual basis. If an employee uses his/her personal vehicle for Village business, proof of insurance may be required.

6.9 Mileage Reimbursement

Any employee utilizing his/her private vehicle for Village business as approved by the respective Department Head shall be entitled to reimbursement in accordance with the Internal Revenue Service's established rate. The Village Administrator may enter into a car allowance agreement with an employee if deemed necessary.

6.10 Acceptance of Gifts.

In order to prevent any appearance of favoritism or conflict of interest, employees must not accept gifts, loans or preferential treatment from vendors, contractors, business contacts, residents or other individuals with whom the Village conducts business.

Employees should consult the Village of Lemont Gift Band Ordinance for further guidance on acceptance of gifts. It is required that all gifts which do not qualify will be politely refused or returned citing the Village's policy as the reason for refusal.

6.11 Losses Involving Personal Property of Employees.

The Village cannot assume responsibility for losses or damages involving personal property, unless subject to prior written agreement. If an individual feels the Village is responsible for causing the loss or damage, a written claim shall be submitted to the Department Head.

The claim shall be reviewed by the Department Head and a formal recommendation shall be made to the Village Administrator.

6.12 Retention of Driving Privileges.

Many employment positions with the Village require the operation of motor vehicles. It shall be the responsibility of such employees to retain a valid driver's license while employed with the Village. Employees shall be required to notify the department head of any suspension or revocation of driving privileges.

Periodic record checks will be performed to insure that each individual operating a vehicle is properly licensed. If any employee required to operate a vehicle as part of his/her job duties is found to have a suspended or revoked license, that employee shall be subject to disciplinary procedures.

6.13 Outside Employment.

Employees may have outside employment provided that such employment does not interfere with the employee's ability to devote primary attention to the work requirements of the Village. Sworn employees shall not have outside employment unless specifically authorized by the Chief of Police. Employees shall be prohibited from participating in outside employment which may involve any of the following conditions:

- A. Utilization of official information not available to the general public.
- B. Utilization of Village time, facilities or equipment, except for special Police details.
- C. Activities which are, or may appear to be, a conflict of interest.
- D. Acceptance of employment with a vendor or individual which requires approval or review of any department of the Village.
- E. Activities which are prohibited by Federal, State or local statutes.

6.14 Political Activities and Affiliations within the Village of Lemont.

Village employees may participate in political affairs at any level of government provided that such participation does not adversely affect the performance of the employee or adversely affect the conduct of Village business. Employees may not involve themselves in any political activity during assigned working hours.

No Village employee may be appointed, promoted, dismissed or retained on the basis of his/her political activities or views. No employee shall be coerced to participate in political campaigns, solicit votes or contribute funds for any political office.

Any full or part-time Village employee who wishes to run for Village President, Village Trustee or Village Clerk of the Village of Lemont must first take an unpaid leave of absence from employment with the Village. This leave is to commence with the first formal activities of the employee to obtain nomination or election to the office and will end upon the completion of all activities connected with the office.

6.15 Dress Code.

All employees shall wear appropriate clothing necessary to perform their duties including interaction with the public. Public Works and Water employees shall wear shirts and any necessary protective clothing. The Village may provide clothing which identifies the employee as a representative of the Village.

Uniforms may be provided in accordance with Departmental Rules and Regulations.

6.16 Smoke Free Workplace and Tobacco Use

In order to maintain a healthy environment for employees and members of the public transacting business in Village facilities, to maintain the cleanliness of Village facilities and vehicles, and to present a professional and business-like appearance to members of the public, use of tobacco products inside Village vehicles and facilities is not permitted. Additionally, Village ordinances prohibit smoking in public places and places of employment. Employees are prohibited from using tobacco products inside any Village facility or vehicle, or while on Village business that may involve contact with the public. Smoking in approved areas while on authorized break periods is permitted.

6.17 Preventing and Reporting Workplace Violence

Preventing workplace violence begins with the awareness that violence can occur anywhere and at anytime. Consequently, every person that interacts with the Village of Lemont's workplace is responsible for helping prevent violence.

Workplace violence can include:

- Verbal, written or physical threats of violence;
- Assault and battery;
- Attempted murder or murder;
- Plots to damage a facility or to intimidate, hurt or kill employees or others that interact with the workplace; and
- Other violent actions or crimes at work or during work-related events or directed toward any employee or workplace participant while performing his or her job duties.

The Village of Lemont prohibits all forms of violence. Any employee that threatens, plots to commit or commits a violent act is subject to discipline, including termination.

Reporting Threats, Suspicions, Concerns

Should life-threatening violence occur in the workplace or at a work event or anywhere an employee is performing their job duties, you should call law enforcement and take yourself away from the threat immediately.

If you have witnessed an act of violence using deadly or potentially deadly force, then you should call 911, and, if possible, inform your supervisor at once so long as you can do so without placing yourself or other workplace participants at risk.

If you have a reasonable suspicion that an act of violence is about to occur, you should call 911, and, if possible, your supervisor.

If you have concerns that an employee or other workplace participant may commit an act of violence or if you have heard rumors of potential violence from employees or others that interact with your workplace, you should contact your supervisor, and if applicable, contact law enforcement.

If you have questions, suggestions or concerns about this section, please contact your supervisor or the human resources representative.

6.18 Sensitive and Non-Public Information Policy

The Village has adopted a Sensitive and Non-Public Information Policy to help protect employees, residents, customers, contractors and the Village of Lemont from damages related to loss or misuse of sensitive information. Village Employees are required to make every effort to comply with the policy for protection of employees, residents, customers and contractors.

ARTICLE VII - CORRECTIVE COUNSELING AND GRIEVANCE PROCEDURES.

7.1 Employee Corrective Counseling.

The continued employment of each Village employee shall be contingent upon adherence to acceptable norms of conduct, satisfactory job performance, and compliance with the rules and regulations of the Personnel Policy Manual or any other Village organizational rules and regulations, and the need of the Village to maintain the employee's job position. Such adherence is necessary to maintain an efficient and equitable organization and work environment.

Department Heads and supervisors shall discuss any deficiencies or work related problems with individual employees. It is the responsibility of an employee to correct any faults in performing his/her duties and abide by the rules and regulations of the Village. Failure to abide by this basic organizational requirement shall result in corrective counseling procedures.

7.2 Corrective Counseling Procedures.

Village corrective counseling procedures may be of a progressive nature whenever appropriate. Such a progression may involve increasingly severe counseling measures listed as follows:

- A. Verbal warning administered by Village Administrator, Department Head or supervisor with possible written documentation submitted to employee personnel file.
- B. Written warning administered by Village Administrator, Department Head or supervisor with copy submitted to employee personnel file.
- C. Suspension (1-3 days) without pay by Department Head with written documentation submitted to Village Administrator and employee personnel file. Suspension in excess of 3 days (up to 30 days) must be approved by the Village Administrator.
- D. Recommendation of dismissal by department head to Village Administrator with written documentation submitted to employee personnel file.

If corrective counseling action warrants deviating from progressive steps, the Village may take such necessary action. When deviating from progressive procedures, the Village personnel should weigh actions in the context of the severity of the offense, previous counseling action, and previous corrective action attempted.

If an employee disagrees with the actions or facts related to any counseling measures taken by management personnel and seeks to appeal such a decision, such employee shall have the right to file a grievance as outlined in Article VII (7.4, 7.5).

During a disciplinary suspension an employee shall not accrue sick leave, vacation leave or receive holiday pay.

Suspension or termination of sworn police personnel shall be governed by State statutes and the rules and regulations of the Board of Fire and Police Commissioners.

7.3 Corrective Counseling.

Corrective counseling measures shall be applied in cases involving unacceptable job performance or misconduct. The following list shall include, but not be limited to, those acts considered to be grounds for corrective counseling action:

- A. Violation of any rule, regulation or provision of the Personnel Policy Manual, or any other organizational rules and regulations.

- B. Intentional refusal or failure to perform any valid request, instruction or order of a supervisor.
- C. Engaging in conduct unbecoming a public employee.
- D. Usage, possession, or being under the influence of illegal drugs or alcoholic beverages while on duty or on Village property.
- E. Falsification of any document, information, report, or statement.
- F. Willful abuse, neglect or carelessness resulting in damage to public or private property or equipment.
- G. Unsafe, illegal or hazardous operation of equipment or vehicles.
- H. Refusal to submit to a medical exam if requested by the Village Administrator.
- I. Absence without official authorization, or habitual absenteeism or tardiness.
- J. Failure to properly report any accident or personal injury.
- K. Conviction of a felony or other crime involving moral turpitude.
- L. Unauthorized use of Village equipment, property, services or funds.
- M. Failure or inability to adequately meet the minimum work requirements as listed in the employee job description and as established by the department head.
- N. Failure to address deficiencies noted by supervisory personnel during formal or informal reviews.
- O. Any other act, or failure to act, which may disrupt Village operations, endanger the health or well being of the public or another employee, or bring discredit to the Village of Lemont.

7.4 Employee Grievances and Disciplinary Appeal.

When an employee may have a dispute, disagreement or problem concerning employment with the Village, it is anticipated that a resolution can be accomplished through informal discussions with supervisory personnel. If an employee feels that a resolution cannot be attained through informal means, formal grievance procedures may be initiated.

A grievance may be filed by any employee in response to any problem, concern, disagreement, disciplinary action or unresolved matter related to employment with the Village. A grievance may not be filed in regard to decisions rendered by any Village official under General Management Rights as outlined in Article I (1.4) of the Personnel Policy Manual.

7.5 Grievance Procedure and Disciplinary Appeal.

The following steps shall be followed in filing a grievance. Special attention should be given to the time limits established for proceeding with any such filing. Sworn personnel shall be subject to grievance procedures as specified by State statutes.

Step 1.

The employee shall verbally notify the supervisor or Department Head of the topic of concern. The supervisor or department head shall attempt to provide a response to the employee within a reasonable amount of time. If the supervisor or Department Head does not provide a response, or if the response does not satisfy the employee, the employee shall have the option to proceed to Step 2.

Step 2.

Within five (5) working days of the supervisor or Department Head's verbal response, the employee shall prepare a written statement outlining the nature of the grievance, and shall present it to the department head. The department head shall respond in writing no later than five (5) working days from receiving the written notice. If the written response does not satisfy the employee, or if the department head does not provide a timely response, the employee shall have the option to proceed to Step 3.

Step 3.

If the grievance reaches the Village Administrator, the Village Administrator shall undertake the necessary action to investigate the problem. The Village Administrator shall schedule a meeting to discuss the matter within five (5) working days of the written request. The meeting shall include the supervisor or department head, Village Administrator and the employee. The Village Administrator shall render a decision in the matter within ten (10) working days of the meeting. A written copy of the decision shall be forwarded to the employee and department head. The decision of the Village Administrator shall be final.

The timetables stated in this section may be extended if mutually agreed upon by the subject individuals.

No employee shall be disciplined or discriminated against in any way because of his or her proper use of the grievance procedure.

Employees have the right to representation during a formal grievance

procedure. Employees are allowed reasonable time during working hours for presenting their grievances, and no deductions shall be made from the pay of a grieving employee for time spent in this way as long as it does not disrupt normal business. Employees may call on fellow workers who have personal knowledge and were directly involved in the incident being grieved.

ARTICLE VIII - INSERVICE PLACEMENT

8.1 Promotions

Whenever possible, the Village will promote existing employees to fill vacancies which arise. Consideration for promotion shall be based upon prior job performance, personal qualifications, educational or technical training and promise of future development. Employees seeking promotional opportunities shall indicate their desires through the standard employment application procedures.

An employee who is promoted shall receive a pay and classification adjustment. .

Sworn personnel shall be subject to the promotion procedures established by the Board of Fire and Police Commissioners.

8.2 Appointment to "Acting" Status.

In the event that a prolonged vacancy occurs in a supervisory or administrative non-sworn position, an existing employee may be appointed to assume the duties of the vacant position in an "acting" capacity. Such appointment shall be made by the Village Administrator, and shall be considered a temporary appointment.

If the individual assigned to "acting" status is anticipated to perform the duties of a higher pay range, the "acting" employee shall receive a temporary pay and classification adjustment as determined by the Village Administrator. Upon the return of the permanent occupant of the position, the "acting" employee shall return to the position and pay rate held prior to the temporary appointment.

Under no circumstances shall an employee remain in an "acting" capacity for longer than one (1) year.

8.3 Lateral Transfers.

Voluntary transfers may be requested by employees with the written recommendation of the affected department head(s). The department head(s) shall evaluate the request in terms of the employee's past performance, qualifications, promise for success in the desired position and needs of the organization. The recommendation of the department

head(s) shall be submitted to the Village Administrator, who shall approve or deny the request.

An involuntary lateral transfer consists of a reassignment of an employee to another job of similar pay, status, and responsibility. Transfers may be made if necessary to meet the needs of the Village.

Transfer, when possible, will be discussed in advance with employees concerned in order to explain reasons for the transfer and, when possible, to give consideration to employee's wishes.

Employees involved in a voluntary transfer will be required to successfully complete a ninety (90) day probationary period.

8.4 Demotions.

If an employee is demoted to another position with a lower pay range, the Village shall have the right to reduce the employee's pay range in accordance with the pay plan of the Village.

8.5 Reductions in Personnel.

If it is necessary to reduce the work force of the Village due to insufficient funds or a lack of available work, the Village Administrator shall formulate a list of positions eligible for layoff, and shall provide such list to the Mayor and Village Board.

A full-time regular employee is to be given at least fourteen (14) calendar days notice of a reduction in the work force or two (2) weeks pay in lieu of such notice.

In accordance with the management rights outlined in Section (1) 1.4, such a list shall be formulated to best provide, prioritize and fulfill the service needs of the Village.

8.6 Recall From Layoff.

Employees subject to layoff due to a lack of available work or insufficient funds shall be eligible for recall for a period not to exceed one (1) calendar year from the date of layoff. A recall list shall be maintained by the Village Administrator with all recalls occurring in the inverse order of layoff.

Individuals on a layoff may be considered for other positions should they become available. If the Village seeks to fill a vacated position while any employees are on layoff, the Village shall examine the qualifications and abilities of laid off personnel prior to any outside recruitment. The Village shall also attempt to keep laid off employees apprised of the potential for recall.

Employees eligible for recall shall have a maximum of seven (7) days to respond to a notice of recall and an additional fourteen (14) days to report to work. Any former employee who does not respond to a recall notice or report to work shall be considered to have voluntarily resigned.

An employee recalled within one (1) calendar year of layoff shall be entitled to any sick leave or seniority accrued prior to layoff.

8.7 Reappointment.

Any employee who voluntarily resigns in good standing may be eligible for reappointment at a future time, provided an opening exists and the candidate is qualified for the position. The reappointed employee shall be considered a new hire. An employee who resigns and is later re-hired shall not be credited with any sick leave, personal days or seniority accrued prior to resignation.

Any employee who is terminated for disciplinary reasons, resigns during disciplinary proceedings, or does not resign in good standing shall not be eligible for reappointment.

ARTICLE IX - TERMINATION OF EMPLOYMENT.

9.1 Resignation.

To resign in good standing, an employee must submit a written statement to the department head at least fourteen (14) calendar days prior to leaving Village employment. Managerial personnel shall be required to provide a minimum notice of twenty-one (21) calendar days prior to leaving Village employment. The statement shall be forwarded to the Village Administrator and made part of the employee's permanent personnel file.

Any employee who fails to provide proper notice of resignation shall not be considered for any future position with the Village.

9.2 Retirement.

Any employee seeking to retire shall be subject to the same resignation procedures as outlined in Article IX (9.1).

9.3 Exit Interview.

Exit interviews may be requested by the employee, department head or Village Administrator upon notice of a pending resignation. The exit interview shall be considered voluntary on the part of the employee and shall not effect any compensation or benefits due to an employee.

The purpose of an exit interview shall be to provide feedback to Village management on employment matters including: working conditions, compensation, job satisfaction, quality of supervision and training, and suggestions for improvement.

9.4 Return of Village Property.

Prior to leaving the employment of the Village, all employees are required to return any Village-owned property to their immediate supervisor. Such property shall include the employee identification card, keys to Village facilities or vehicles, tools, office supplies or any other property. Failure to return Village property will result in the retention of the employee's final paycheck and any benefits due until such return.

APPENDIX A

PAY PLAN DESCRIPTION AND RULES

VILLAGE OF LEMONT

I. INTRODUCTION.

The pay plan of the Village has been designed to insure consistent and standardized employee salary administration. The day-to-day management and interpretation of the pay plan shall be the responsibility of the Village Administrator. The pay plan and classification system does not include, and shall not apply to any employment position covered as part of a collective bargaining agreement or any temporary employment position with the Village, such as a seasonal position; or any employment position covered by an employment contract; except to the extent otherwise provided in the employment contract.

II. PAY PLAN CLASSIFICATION SYSTEM

The classification of all jobs will be classified utilizing specific job titles plus an assignment of that job title to a salary range on the salary schedule.

In general, the Village will construct pay ranges measuring 33%-36% in width and 4-5% between each pay grade, as recommended by the Position and Classification Study completed in 2008 and adopted by the Village Board.

III. PROGRESSION THROUGH PAY PLAN

- A. Employees will normally start at the entry step of the pay range assigned to the job classification. If determined to be in the best interest of the Village, the Village Administrator may start an employee at a step higher than the minimum. Reasons for starting an employee at a pay step above the minimum shall be limited to instances in which the applicant possesses experience above what would be considered entry level, the re-hiring of a previously employed individual or instances in which competition within the labor market warrants such a pay level.
- B. Progression through an employee's pay range will be dependent upon performance evaluations conducted by the Department Head and/or immediate Supervisor. Individual merit raises may range from 0% to 8%, subject to a Village-wide mean as determined by the Village Board.
- C. The maximum merit pay increase within any twelve (12) month period shall be ten percent (10%). The pay raise for a first year employee will be divided between two separate increases at the 6-month and 1-year anniversary dates.

IV. FREQUENCY OF PAY ADJUSTMENTS.

- A. New employees shall be evaluated and shall be eligible to receive a pay adjustment upon the completion of six (6) months of service, and upon the completion of one (1) year of service.
- B. Merit increases shall be considered annually thereafter on May 1, subject to the following conditions:
 - 1. If an employee has less than 1 year 4 months of service as of May 1, that employee shall not be eligible for a merit increase.
 - 2. If an employee has at least 1 year 4 months of service, but less than 1 year 9 months of service as of May 1, that employee shall be eligible for a merit increase.

V. EMPLOYEE PERFORMANCE EVALUATIONS.

- A. The Performance Evaluation Program is designed to measure performance as objectively as possible and requires that ratings above or below standard performance be evidenced by relevant documentation. The standards of performance reflect the primary functions the employee performs during the evaluation period(s).
- B. Each employee shall meet with the supervisor or Department Head at the end of each review period to discuss openly and in detail the results of his or her performance evaluation. The employee shall have an opportunity to comment in writing on the evaluation form prior to signing it. The evaluation shall be permanently filed in the employee's personnel file.
- C. The Village Administrator shall review, process and maintain all employee evaluations, and insure that appropriate documentation is provided regarding the performance of employees.
- D. Department heads and those individuals supervised by the Administrator shall be evaluated by the Village Administrator.

VI. AMENDMENTS TO CLASSIFICATION SYSTEM & PAY SCHEDULE.

- A. All amendments to the pay plan; job classifications, assigned pay ranges, authorized strength, and to the pay schedule shall require adoption of an Ordinance by the Village Board of Trustees.
- B. From time to time the Village Administrator shall analyze the pay ranges

and job classifications of the Village to determine whether revisions are required. Such recommended revisions shall be forwarded to the Village Board for consideration and possible adoption.

- C.** Individuals exempt from overtime are defined as salaried employees. Those employees who are eligible for overtime are defined as hourly-paid employees. The actual hourly rate paid shall be based upon the salary assigned, divided by the number of hours designated for the position.
- D.** In order to maintain its competitiveness, the Village will review and, if necessary, make market adjustments to the pay ranges. Such adjustments may be based upon trends in the economy and labor market. Any such adjustment shall be effective on May 1, and shall apply to all non-represented employees.
- E.** The Village Board may choose to delay the frequency of pay adjustments as indicated in Section VI, B subject to economic conditions which may make such action necessary.

VII. SCHEDULE OF AUTHORIZED POSITIONS AND PAY RANGES.

The following list indicates those authorized positions, pay ranges and approved number of personnel.

POSITION	SALARY RANGE		AUTHORIZED STRENGTH	
	Minimum	Maximum		
<u>ADMINISTRATION</u>				
Village Administrator	Per Contract		1	
Asst. Vil. Administrator	\$72,700	\$96,691	1	
Asst. to the Village Administrator	\$55,929	\$76,064	1	
Executive Assistant	\$43,850	\$59,636	1	
Marketing Coordinator	\$35,440	\$48,198	1	
<u>FINANCE</u>				
Finance Director	\$78,632	\$104,581	0	
Village Treasurer	\$58,726	\$79,867	1	
Account Analyst	\$43,850	\$59,636	1	
Account Assistant	\$33,752	\$45,903	1	
<u>POLICE</u>				
Police Chief	\$85,049	\$113,115	1	
Police Administrator	\$75,608	\$100,559	0	
Police Commander	\$72,700	\$96,691	2	
Police Sergeant	Per Union Contract			
6	Patrol Officer	Per Union Contract		
2 3	Community Service Officer	\$32,145	\$43,717	2
	Administrative Assistant	\$35,440	\$48,198	0
	Office Manager	\$43,850	\$59,636	
1	Police Records Assistant	\$33,752	\$45,903	
2	Police Records Clerk	\$32,145	\$43,717	1
<u>COMMUNITY DEVELOPMENT</u>				
	Community Dev. Director	\$78,632	\$104,581	1
	Planner	\$50,762	\$69,036	1
	Administrative Assistant	\$35,440	\$48,198	0
<u>BUILDING DEPARTMENT</u>				
	Building Commissioner	\$64,745	\$88,053	1
	Administrative Assistant	\$35,440	\$48,198	1
	Chief Building Inspector	\$48,345	\$65,749	1
	Code Enforcement Officer	\$43,850	\$59,636	1

PUBLIC WORKS

Public Works Director	\$81,778	\$108,764	1
Asst. Public Wks. Director	\$72,700	\$96,691	0
Streets Superintendent	\$72,700	\$96,691	1
Water Superintendent	\$72,700	\$96,691	1
Water Supervisor	\$53,266	\$72,442	0
Operations Supervisor	\$53,266	\$72,442	0
Fleet Manager	\$48,345	\$65,749	1
Mechanic	\$46,043	\$62,618	1
Crew Leader	\$46,043	\$62,618	3
Maintenance Worker I	\$30,614	\$41,635	*
Maintenance Worker II	\$43,850	\$59,636	*
Water Operator	\$46,043	\$62,618	1
Water Billing Supervisor	\$33,752	\$45,903	1
Administrative Assistant	\$35,440	\$48,198	0
Meter Reader/Custodian	\$27,768	\$37,764	0

* 9 combined positions

PART-TIME POSITIONS

ADMINISTRATION

Administrative Intern	\$11.21	\$13.71	0
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POLICE DEPARTMENT

Police Officer	\$ 14.04	\$ 20.54	6
Crime Prevention Officer	\$ 13.20	\$16.34	1
Crossing Guards	\$ 11.84	\$ 14.37	6
Cadets	\$ 7.72	\$ 10.32	11
Community Service Officer	-	-	0
Records Clerk	\$ 13.20	\$ 16.34	0
Traffic Aides	\$ 10.00		8
Crime Prevention Officer	\$ 13.20	\$ 16.34	1
Evidence Custodian	\$ 13.04	\$ 19.54	1

PUBLIC WORKS

Temp. Summer Maint. (PW)	\$ 7.62	\$ 14.00	5
Meter Reader	\$ 12.89	\$ 19.19	0

COMMUNITY DEVELOPMENT

Planning Intern	\$ 11.21	\$ 13.71	0
Planning & Zoning Com. Secretary	\$ 15.15	\$ 18.89	0

BUILDING DEPARTMENT

Code Enforcement Officer	\$10.76	\$14.15	0
Plumbing Inspector**	\$32.50		2

Electrical Inspector**	\$32.50		2
Clerk	\$13.20	\$16.34	1

FINANCE

Clerk	\$ 13.20	\$16.34	2
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** Per inspection

Adopted 3/23/92	Resolution 210
Amended 4/13/92	Ordinance 725 (Pay Plan)
Amended 4/27/92	Resolution 220
Amended 7/27/92	Ordinance 749
Amended 11/23/92	Ordinance 767 (effective 1/1/93)
Amended 4/12/93	Ordinance 777 (effective 5/1/93)
Amended 8/23/93	Ordinance 800 (effective 9/1/93)
Amended 2/14/94	Ordinance 831 (effective 2/25/94)
Amended 2/28/94	Resolution 302 (effective 3/10/94)
Amended 5/9/94	Ordinance 842 (effective 5/19/94)
Amended 11/28/94	Ordinance 873 (effective 12/8/94)
Amended 4/10/95	Ordinance 881 (effective 4/20/95)
Amended 4/24/95	Resolution 358 (effective 5/1/95)
Amended 6/26/95	Ordinance 890 (effective 7/7/95)
Amended 9/25/95	Ordinance 919 (effective 10/5/95)
Amended 11/27/95	Ordinance 945 (effective 12/7/95)
Amended 1/22/96	Resolution 394 (effective 2/1/96)
Amended 4/22/96	Ordinance 982 (effective 5/1/96)
Amended 11/25/96	Ordinance 1043 (effective 12/5/96)
Amended 1/13/97	Ordinance 1044 (effective 1/15/97)
Amended 4/14/97	Ordinance O-13-97 (effective 5/1/97)
Amended 6/23/97	Ordinance O-35-97 (effective 7/1/97)
Amended 7/28/97	Ordinance O-45-97 (ef. 5/97 & 1/98)
Amended 11/24/97	Ordinance O-65-97 (effective 12/4/97)
Amended 5/11/98	Ordinance O-45-98 (effective 5/21/98)
Amended 8/10/98	Ordinance O-65-98 (effective 8/20/98)
Amended 4/12/99	Ordinance O-25-99 (effective 5/1/99)
Amended 1/24/00	Ordinance O-8-00 (effective 2/4/00)
Amended 4/10/00	Ordinance O-18-00 (effective 5/1/00)
Amended 4/9/01	Ordinance O-27-01 (effective 5/1/01)
Amended 4/22/02	Ordinance O-20-02 (effective 5/1/02)
Amended 6/10/02	Ordinance O-39-02 (effective 6/20/02)
Amended 7/22/02	Ordinance O-52-02 (effective 7/22/02)
Amended 9/23/02	Ordinance O-62-02 (effective 9/23/02)
Amended 11/25/02	Ordinance O-70-02
Amended 5/12/03	Ordinance O-30-03
Amended 6/23/03	Ordinance O-33-03
Amended 5/10/04	Ordinance O-13-04
Amended 8/9/04	Ordinance O-46-04
Amended 4/12/05	Ordinance O-35-05
Amended 6/13/05	Resolution R-26-05
Amended 6/13/05	Ordinance O-51-05
Amended 12/12/05	Ordinance O-84-05
Amended 4/10/06	Ordinance O-23-06
Amended 5/22/06	Resolution R-44-06
Amended 4/16/07	Ordinance O-24-07
Amended 8/13/07	Ordinance O-59-07
Amended 10/8/07	Ordinance O-79-07
Amended 2/25/08	Resolution R-10-08
Amended 5/12/08	Resolution O-26-08
Amended 6/9/08	Resolution R-40-08 (Sick Leave)

Amended 8/11/08	Resolution O-41-08
Amended 10/27/08	Resolution R-49-08
Amended 5/12/09	Ordinance O-26-09
Amended 12/21/09	Ordinance O-80-09
Amended 7/12/10	Ordinance O-47-10
Amended 6/27/11	Resolution R-46-11



Village of Lemont
Planning & Economic Development Department

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

TO: Mayor Brian K. Reaves
Village Board #129-11

FROM: Charity Jones, Village Planner

THRU James A. Brown, Community Development Director

SUBJECT: **South Suburban GIS Consortium – Intergovernmental Agreement**

DATE: November 22, 2011

SUMMARY

As presented at the Committee of the Whole, the Village has the opportunity to join the South Suburban GIS Consortium. For a fee of \$7,500 annually the Village will gain access to a wealth of GIS data and will receive an online interactive web mapping application.

RECOMMENDATIONS

That the Board approve the resolution as drafted.

ATTACHMENTS

1. Resolution Authorizing the Village Administrator
2. Agreement for Access to Geographic Information System

VILLAGE OF LEMONT
RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT TO JOIN THE SOUTH SUBURBAN GIS CONSORTIUM AND SERVE AS, OR APPOINT, THE OFFICIAL REPRESENTATIVE OF THE VILLAGE OF LEMONT TO THE SOUTH SUBURBAN GIS CONSORTIUM STEERING COMMITTEE

(SOUTH SUBURBAN GIS CONSORTIUM RESOLUTION)

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT THIS 12th DAY OF DECEMBER, 2011

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 12th day of December, 2011.

Resolution No. _____

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT TO JOIN THE SOUTH SUBURBAN GIS CONSORTIUM AND SERVE AS, OR APPOINT, THE OFFICIAL REPRESENTATIVE OF THE VILLAGE OF LEMONT TO THE SOUTH SUBURBAN GIS CONSORTIUM STEERING COMMITTEE

WHEREAS, the South Suburban Mayors and Managers Association, is an Illinois not-for-profit corporation whose members consist of the mayors and managers of 42 south suburban communities (“SSMMA”); and,

WHEREAS, SSMMA has established a Geographic Information System (GIS) database which serves as the foundation for all mapping and geographic information systems application development performed by the SSMMA, and

WHEREAS, SSMMA had formed a consortium, “the South Suburban GIS Consortium” to address mapping and spatial data needs of south suburban communities; and,

WHEREAS, the Village’s participation in the South Suburban GIS Consortium is authorized by the Intergovernmental Cooperation Act, 5, ILCS 2201, *et seq*, and by Article III, Section 10 of the Illinois Constitution of 1970; and

WHEREAS, SSMMA desires to recover the incremental costs of providing GIS data services to the public and member municipalities; and

WHEREAS, the SSMMA Executive Board has set forth fees to cover software maintenance fees and GIS staff time incurred during the daily operation of the South Suburban GIS Consortium; and,

WHEREAS, the South Suburban GIS Consortium has created a Steering Committee (the “GIS Steering Committee”) with voting representation from each of the member communities. Each community receives one vote, and voting allows the members to set and approve the activities of the Consortium, including without limitation the establishment and development of goals, long-range planning, and activities of the GIS Consortium; the allocation, distribution and administration of funds that may be received by the GIS Consortium; requests and applications for, and participation with other agencies and organizations in, requests and applications for, funds or other assistance; the selection and engagement of consultants, professionals and contractors; and the selection and purchase of insurance; and,

WHEREAS, the Village desires to join the consortium and authorize the Village Administrator to serve as, or to appoint another individual to serve as, the official representative of the Village of Lemont to the South Suburban GIS Consortium Steering Committee;

WHEREAS, all data created for each respective municipality is deemed as intellectual property of said municipality, subject to and protected by applicable law.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, DuPAGE, AND WILL, ILLINOIS, as follows:

SECTION ONE: That the Village Administrator is authorized to serve as the official representative of the Village of Lemont to the South Suburban GIS Consortium Steering Committee “Official Representative”.

SECTION TWO: Alternatively, that the Village Administrator is authorized to appoint an individual to serve as the Official Representative of the Village of Lemont to the South Suburban GIS Consortium Steering Committee.

SECTION THREE: That the Official Representative shall provide regular reports to the Board of Trustees regarding the activities of the South Suburban GIS Consortium and the Steering Committee, including any funds awarded and received by the South Suburban GIS Consortium and the geographic distribution of such funds allocated by the South Suburban GIS Consortium, and shall annually provide the draft budget and work plan for the South Suburban GIS Consortium to the Board of Trustees.

SECTION FOUR: Should any provision of this Resolution be declared invalid by a court of competent jurisdiction, that the remaining provisions of this Resolution will remain in full force and effect the same as if the invalid provision had not been a part of this Resolution.

SECTION FIVE: That this Resolution shall be in full force and effect on and after its approval, passage and publication in pamphlet form as required by law.

SECTION SIX: Membership in the South Suburban GIS Consortium is based on a Tier structure. Therefore, the municipality has agreed to commit to the **Tier 1** level for one calendar year at the set price of \$7,500.

SECTION SEVEN: Payment schedule to the SSMMA will be yearly.

**PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL, AND DUPAGE,
ILLINOIS, on this 12th day of December, 2011.**

AYES

NAYS

ABSENT

ABSTAIN

Debby Blatzer

Paul Chialdikas

Clifford Miklos

Ron Stapleton

Rick Sniegowski

Jeanette Virgilio

Approved by me this 12th day of December, 2011

BRIAN K. REAVES, Village President

Attest:

CHARLENE M. SMOLLEN, Village Clerk

[SSMMA Director of Information Services]

Date _____



Village of Lemont

418 Main Street • Lemont, Illinois 60439

Village of Faith

Mayor

Brian K. Reaves

Village Clerk

Charlene M. Smollen

Trustees

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

Administrator

Benjamin P. Wehmeier

Administration

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Building Department

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fax (630) 243-0958

Engineering Department

phone (630) 243-2705
fax (630) 257-1598

Finance Department

phone (630) 257-1550
fax (630) 257-1598

Police Department

14600 127th Street
phone (630) 257-2229
fax (630) 257-5087

Public Works

16680 New Avenue
phone (630) 257-2532
fax (630) 257-3068

www.lemont.il.us

EXECUTIVE SESSION AGENDA

DECEMBER 12, 2011

I. PERSONNEL

II. PENDING LITIGATION

III. THREATENED LITIGATION

IV. SETTING PRICE OF REAL ESTATE