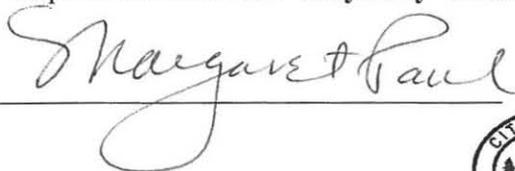


The Mayor and City Council welcome you. Please note: comments are permitted only during Open Forum and only for items not already on the agenda. When called upon by the Mayor, kindly state your name and address for the record. Thank you for your participation.

- A. Pledge of Allegiance and Moment of Silence**
- B. Open Forum**
- C. Approval of Minutes**
1. Committee of the Whole and Regular City Council Meeting Minutes of January 14, 2020
- D. Bid Openings**
- E. Berwyn Township, Berwyn Health District, Berwyn Development Corporation**
- F. Reports from the Mayor**
1. **Proclamation** – MacNeal Hospital Day – 1/28/ 2020
 2. **Proclamation** – Sandra Figatner, Donna Greenwald, & Lynn White of Old Fashioned Candies Day – 1/28/2020
- G. Reports from the Clerk**
1. Deferred: Appeal for Reconsideration of Handicap Space – 1510 Harvey
 2. Intergovernmental Agreement for Donation by the Berwyn Health District to the Berwyn Police Dept. for Replacement Doses of Life-Saving Naloxone (Narcan)
 3. Introducing Erie House as a Berwyn Census Complete Count Trusted Partner
- H. Zoning Boards of Appeals**
1. Recommendation to Deny the Request for a Special Use for a Place of Worship in the C-1 Neighborhood Mixed Use Zoning District at 6215 W. 26th Street
- I. Reports from the Aldermen, Committees and Board**
1. Ald. Ruiz: Request to Ask the Berwyn Development Corporation to Make Cermak Road a Priority
 2. Ald. Ruiz: Aldermanic Committee: Public Works, Parking, Trees, Traffic, Streets and Sewers Committee Meeting Minutes of 10/23/18; 12/11/18; 2/12/19; 4/23/19; and 11/26/19 - Informational
- J. Reports from the Staff**
1. City Attorney: Authorization for Settlement of 2018-L-5544 in the amount of \$175,000
 2. City Attorney: **Ordinance** entitled **An Ordinance Amending Sections 420.01 Portions Adopted, 420.02 Form of Citations of Violations and 420.04 Compliance Warning Traffic Tickets and Chapter 420 Illinois Vehicle Code of the Codified Ordinances of the City of Berwyn**
 3. City Admin.: **Resolution** Adopting a Newly Revised Employee Handbook entitled **A Resolution Approving the Adoption of the City of Berwyn’s Revised Employee Handbook for the City of Berwyn, County of Cook, State of Illinois**
 4. City Admin.: **Ordinance** Amending the City of Berwyn’s Personnel Policies entitled **An Ordinance Amending Part Two, Title Six, Chapter 242, Section 242.12 of the Berwyn Code of Ordinances Regarding Personnel Policies for the City of Berwyn, County of Cook, State of Illinois**
 5. City Admin.: **Ordinance** Amending the City of Berwyn’s Sexual Harassment Policy entitled **An Ordinance Amending Part Two, Title Six, Chapter 242, Section 242.16 of the Berwyn Code of Ordinances Regarding the City of Berwyn’s Sexual Harassment Policy for the City of Berwyn, County of Cook, State of Illinois**
 6. Library Dir.: Request to Solicit Bids to Replace Existing Lighting with LED Lighting
 7. Finance Dir.: Request to Approve and Authorize the Agreement with GW & Associates to Perform the 2019 Audit Services for the City of Berwyn
 8. City Administrator: Request for Authorization to Proceed with Independence Day Fireworks - July 3, 2020
- K. Consent Agenda**
1. Payroll: 1/22/20 in the amount of \$1,252,402.09 – Informational
 2. Payables: 1/16/20 to 1/29/20 in the amount of \$1,019,832.28 – Informational
 3. Event Request: **Fitzgerald’s – St. Patrick’s Festival Outdoor Event – March 14, 2020**
 4. Event Request: **Misericordia “Jelly Belly” Drive – April 24-25, 2020 (Rain Date: April 26, 2020)**



City Clerk No. of Items: 21





Berwyn City Council Committee of the Whole
Minutes of January 14, 2020

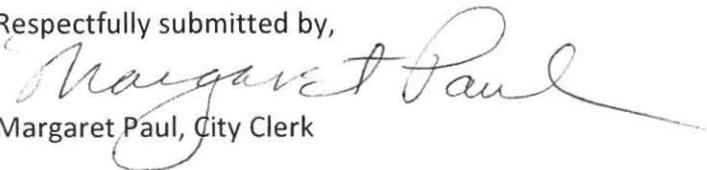
C-1

Mayor Lovero called the Committee of the Whole to Order at 7:00 p.m. The following Aldermen answered present: Lennon, Ramirez, Reardon, Fejt, Santoy, Ruiz, Avila, and Nowak.

1. Mayor Lovero recognized Ruth Volbre, the City Administrator. Ms. Volbre distributed a draft copy of the newly revised Employee Handbook for the City of Berwyn, requesting feedback prior to Wednesday, January 22, 2020.
2. Mayor Lovero recognized Berwyn Development Corporation Executive Director David Hulseberg. Mr. Hulseberg spoke about his request on the Regular Meeting agenda for the renewal of the Line of Credit with BMO Harris Bank. Questions by the Aldermen and discussion ensued.
3. Mayor Lovero recognized Mr. Hulseberg. He spoke about retaining Ice Miller as a municipal advisor for a Special Revenue Bond issue for the Depot District. Bond funds will be sought to complete the funding necessary for the planned infrastructure and streetscape improvements. Questions from Aldermen and discussion ensued. Public Works Director Schiller was asked about an estimated start date for the project. He advised that the EPA is still reviewing the project. He estimated that work on the utility portion of the project could begin this winter.
4. Mr. Hulseberg spoke regarding his request to retain Kane McKenna as an additional advisor on the Special Revenue (TIF) Bond Issue. Mr. Hulseberg reported on the Joint Review Board (JRB) meeting recently concluded for the amendment to the Harlem – Cermak TIF District and the proposed Ridgeland TIF District. He anticipates a February 2020 hearing date for required Public Hearings. Discussion of TIF timelines ensued.
5. Ald. Avila made the motion, seconded by Ald. Santoy, to adjourn the Committee of the Whole. The motion carried by a unanimous voice vote.

The Committee of the Whole adjourned at 7:30 p.m.

Respectfully submitted by,


Margaret Paul, City Clerk



MINUTES
Regular Berwyn City Council Meeting
January 14, 2020

C-1

A. Meeting Opening:

Mayor Lovero called the Regular Meeting of the City Council to Order at 8:00 P.M. Aldermen Lennon, Ramirez, Reardon, Fejt, Santoy, Ruiz, Avila, and Nowak answered Present on the Call of the Roll. Mayor Lovero led the Council and those in attendance in the Pledge of Allegiance. He asked for a moment of silence in memory of Christ Anisi, father of Berwyn Police Sergeant Christ Anisi, and for the safety of our local First Responders.

B. Open Forum:

Berwyn Development Corporation (BDC) President Andy Sotiropoulos invited all to the BDC's Annual Meeting to recap its successful 2019 year. The BDC will honor Old Fashioned Candies and MacNeal Hospital at the event. Paul Morten announced he would be attending a fundraiser for Alzheimer and Downs Syndrome research. Ald. Lennon announced the Berwyn Library's Mini-Golf Event on January 24, 2020 at 6:30 p.m. and its new service entitled Learn a Language with Mango.

C. Approval of Minutes:

Motion by Ald. Avila, seconded by Ald. Fejt, to approve the Committee of the Whole Minutes and the Regular City Council Minutes, both of December 23, 2019, as submitted. The motion carried by a unanimous voice vote.

D. Bid Openings: None submitted.

E. Berwyn Township, Berwyn Health District, Berwyn Development Corporation:

E-1: Motion by Ald. Lennon, seconded by Ald. Fejt, to approve the BDC's request to approve its renewal of the Commercial Loan Program Line of Credit with BMO Harris Bank for \$600,000 as submitted. The motion carried by a unanimous voice vote.

E-2: Motion by Ald. Lennon, seconded by Ald. Avila, to **adopt the Resolution** entitled **A Resolution Authorizing and Approving an Agreement between Ice Miller LLP and the City of Berwyn for the City of Berwyn, County of Cook, State of Illinois**, direct the Corporate Authorities to affix the necessary signatures, and send it on its way to passage. The motion carried by a unanimous roll call vote.

E-3: Ald. Lennon made the motion, seconded by Ald. Fejt, to **adopt the Resolution** entitled **A Resolution Authorizing and Approving an Agreement between Kane, McKenna Capital, Inc. and the City of Berwyn for the City of Berwyn, County of Cook, State of Illinois**, direct the Corporate Authorities to affix the necessary signatures, and send it on its way to passage. The motion carried by a unanimous roll call vote.

F. Reports from the Mayor: None submitted.

G. Reports from the Clerk:

Motion by Ald. Santoy, seconded by Ald. Avila, to defer for two weeks the Clerk's communication regarding an appeal of a denial for handicap parking at 1510 S Harvey (Clerk's Note: The agenda incorrectly listed the property as 1520 S Harvey). The motion carried by a unanimous voice vote.

H. Reports from Zoning, Planning, and Development Commission: None submitted.

I. Reports from the Aldermen, Committees and Boards:

I-1: Motion by Ald. Lennon, seconded by Ald. Nowak, to concur with the City of Berwyn's Police and Fire Commission in appointing Sonny Scardina to the rank of Probationary Paramedic/Firefighter. The motion carried by a unanimous voice vote. Clerk Paul administered the Oath of Office to Mr. Scardina.

I-2: Motion by Ald. Avila, seconded by Ald. Nowak, to concur with the City of Berwyn's Police and Fire Commission in appointing Shamiron Lopez to the rank of Probationary Police Officer. The motion carried with seven voting "Aye" and one (Reardon) voting "Nay." Clerk Paul administered the Oath of Office to Ms. Lopez.

Berwyn City Council Minutes
January 14, 2020 continued

I-3: Motion by Ald. Avila, seconded by Ald. Nowak, to concur with the City of Berwyn's Police and Fire Commission in appointing Jason Aguirre to the rank of Probationary Police Officer. The motion carried with seven voting "Aye" and one (Reardon) voting "Nay." Clerk Paul administered the Oath of Office to Mr. Aguirre.

I-4: Motion by Ald. Lennon, seconded by Ald. Reardon, to approve his request to host the "Berwyn Pride Walk" on Saturday, June 27, 2020 and allow assistance by the Police, Fire and Public Works Departments. The motion carried by a unanimous voice vote.

J. Reports from the Staff:

J-1: Motion by Ald. Avila, seconded by Ald. Nowak, to concur with and authorize Fire Chief Hayes' to contact the Police and Fire Commission to hire the next qualified Firefighter/Paramedic. The motion carried by a unanimous voice vote.

J-2: Motion by Ald. Ramirez, seconded by Ald. Lennon, to **adopt an Ordinance** entitled **An Ordinance Amending Superzone Permit Parking and Amending Section 484.02 of the Traffic Code of the Codified Ordinances of the City of Berwyn**, direct the Corporate Authorities to affix the necessary signatures, and send it on its way to passage. The motion carried by a unanimous roll call vote. Clerk's Note: This Ordinance will be effective on July 1, 2020.

J-3: Motion by Ald. Santoy, seconded by Ald. Lennon, to accept City Treasurer Gutierrez's submission of the November 11, 2019 Minutes of the Berwyn Municipal Securitization Corporation and attached reporting requirements as informational. The motion carried by a unanimous voice vote.

J-4: Motion by Ald. Ruiz, seconded by Ald. Avila, to accept the bid and award the 2019 MFT residential street light LED replacement project to Lyons Pinner Electric Company for the amount of \$199,975 plus a 3% contingency (\$5,999) for a total not to exceed \$205,974. The motion carried by a unanimous roll call vote.

J-5: Motion by Ald. Ruiz, seconded by Ald. Avila, to approve as submitted the Public Works Director's request to seek sealed Request for Proposals for tree services. The motion carried by a unanimous voice vote.

J-6: Motion by Ald. Ruiz, seconded by Ald. Nowak, to accept as informational the documentation review findings submitted by the Public Works Director re: IDOT Motor Fuel Tax Documents 2004 through 2017. The motion carried by a unanimous voice vote.

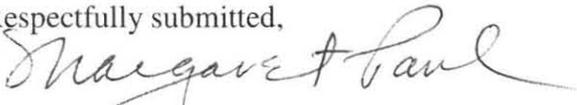
K. Consent Agenda:

Motion by Ald. Avila, seconded by Ald. Santoy, to approve Consent Agenda Items K-1 through K-14 by omnibus designation. The motion carried by a unanimous voice vote.

Aldermanic Committee Meetings / Announcements: Ald. Reardon will host her Third Ward Meeting at Proksa Park on Thursday, January 16, 2020 at 6:30 PM.

Adjournment: Ald. Nowak made the motion, seconded by Ald. Reardon, to adjourn. The motion carried by a unanimous voice vote. The meeting adjourned at the hour of 8:20 PM.

Respectfully submitted,


Margaret Paul, City Clerk



F-1

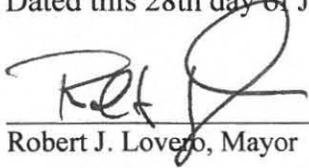
A Century of Progress with Pride

PROCLAMATION

- Whereas;** In 1919, Dr. Arthur MacNeal launched a small practice from the living room of his ten-room residence in Berwyn, quickly amassing an extensive patient network leading to the ground-breaking of a three-story building a few blocks north marking the MacNeal Hospital site where it is today; and
- Whereas;** In the 1940's, MacNeal's rapid expansion resulted in a positive opportunity and development ripple effect in our community, creating many jobs and becoming the city's top employer, a fact that remains today; and
- Whereas;** In 1964, MacNeal established its coronary care unit, a leading-edge technology, state-of-the-art facility, advancing diagnostics and minimally invasive procedures, earning a spot as one of IBM Watson Health's top 50 cardiovascular hospitals and maintains its place in the top 50 ranking to date; and
- Whereas;** In 1969, MacNeal instituted the first Department of Family Practice Residency Program in Illinois, establishing MacNeal as a teaching hospital training thousands of family physicians and cultivating leaders in healthcare and education, integral components of MacNeal's mission today; and
- Whereas;** MacNeal is nationally recognized for its dedication to stroke education, prevention and recovery through the Primary Stroke Center; serving patients for over ten years, it is a recipient of the Joint Commission Gold Seal of Approval and American Heart Association/American Stroke Association Stroke Gold Plus Quality Award – testaments to the comprehensive care and rehabilitation services MacNeal offers its patients throughout the recovery process; and
- Whereas;** Since 2018, Loyola Medicine and MacNeal have been proud sponsors of one of the community's largest signature events, Berwyn's Oktoberfest, and will be the headlining sponsor for 2020; and
- Whereas;** In 2019, MacNeal celebrated a milestone anniversary in our community, 100 years serving the City of Homes, Berwyn, and its surrounding communities; and
- Whereas;** In 2020, January 16th, MacNeal Hospital was honored as a recipient of the 10th Annual George W. Ashby Award for Business Excellence, a local honor given annually to one Berwyn-based business that presents a professional and favorable image of Berwyn, provides quality goods or services, and practices high quality customer service to patrons; and

NOW THEREFORE, let it be proclaimed that I, Mayor Robert Lovero and the esteemed members of City Council would like to extend our appreciation and thanks to MacNeal Hospital and hereby proclaim January 28th , 2020 as MacNeal Hospital Day in the City of Berwyn.

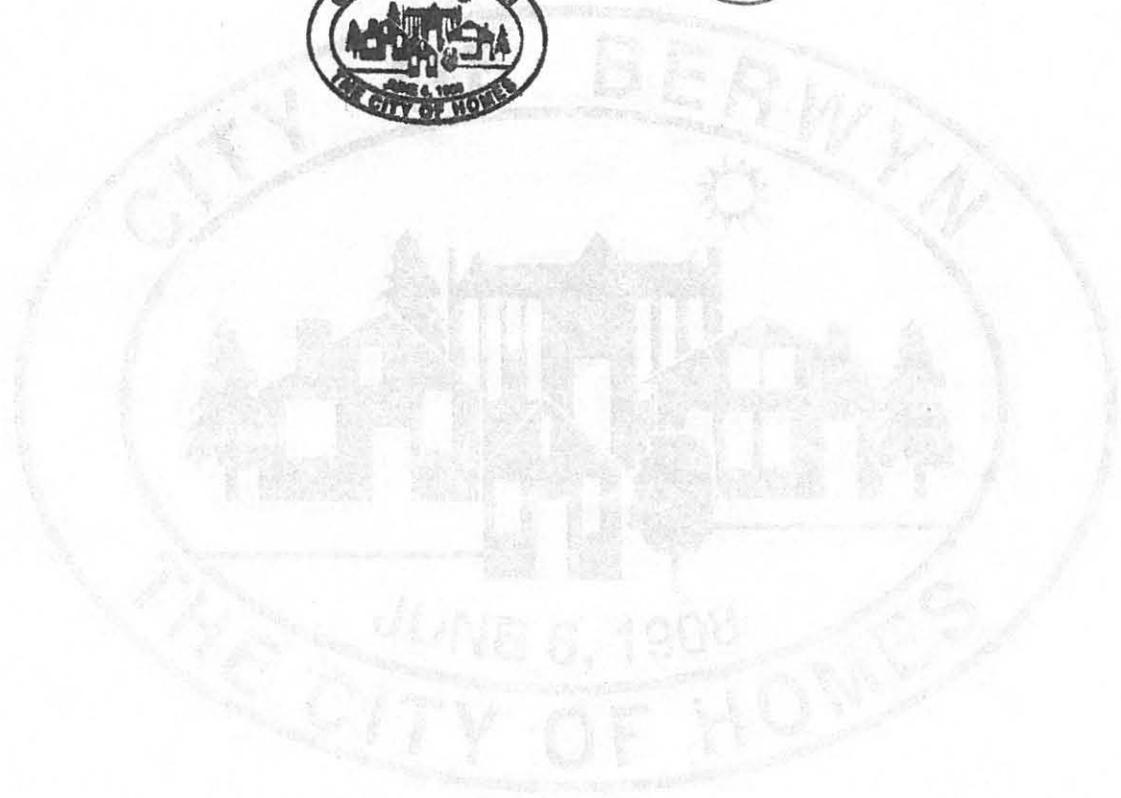
Dated this 28th day of January, 2020



Robert J. Lovero, Mayor



Margaret Paul, City Clerk





F-2

A Century of Progress with Pride

PROCLAMATION

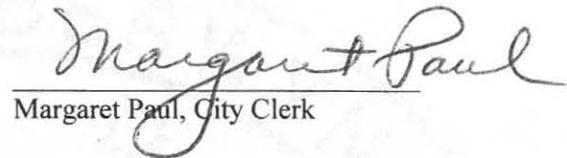
- Whereas,** In August 1969, Old Fashioned Candies was founded in Chicago, Illinois by George and Theresa Brunsluk and shortly thereafter, in 1976, George and Theresa settled on the bustling Cermak Road, among the harmony of the dividing streets of Berwyn and Cicero, marking Berwyn as their business community, where it remains today; and
- Whereas,** George and Theresa quickly become familiar faces in the community, working long hours side by side and raising their children, Sandra Figatner, Donna Greenwald, and Lynn White inside the candy filled storefront, teaching them everything about chocolate, community, family and hard work, a value they have passed down to their children; and
- Whereas,** the family business has since been passed down to the second generation; sisters Sandra, Lynn, and Donna, with the third generation now part of the staff; and
- Whereas,** All their delectable products are manufactured out of their Berwyn location, and sold at their two locations, Berwyn and Indian Head Park, opened in 2003, including their exclusive “Berwyn Mix Popcorn” which features the iconic Cermak Spindle; and
- Whereas,** For more than 31 years Old Fashioned Candies has organized the Candlelight Bowl, a fun community event with a charity component. 100% of the proceeds are donated to a deserving recipient; funds have assisted with the building of water wells in China, provided supplies for Fisher house, local animal rescues, local Berwyn summer camps, local fire departments, United Way, the Special Olympics ; and
- Whereas,** Over the course of the Candlelight Bowl history, over \$100,000 in proceeds have been collected, and the sisters and Old Fashioned team continue to give back by donating a chocolate fountain for Morton West High School educators for Teachers Appreciation Day, organizing raffle and donating “Giant George” a 3-foot chocolate rabbit along with proceeds to the Muscular Dystrophy Association (MDA) for Easter, providing meals to anyone that comes in hungry to the shop, and community therapy for anyone who needs a shoulder to cry on, or someone to listen; and
- Whereas,** On January 16th, 2014, production halted for nine months due to a fire causing devastating damage to the building, and Sandra, Donna and Lynn and their families didn’t know what would happen, and could not have predicted the outpouring of support for their customers leading to the reopening in October 1st of the same year; and
- Whereas,** Only six years later from that fated day, on January 16th 2020, Sandra Figatner, Donna Greenwald, and Lynn White of Old Fashioned Candies were honored by the Berwyn Development Corporation with the 35th Annual Charles Piper Award which highlights individuals who have contributed to the economic vitality in the City of Berwyn; and

Whereas, Old Fashioned Candies continues to thrive in the City of Berwyn and celebrated a milestone anniversary on August 13th, 2019, 50 years of being in business

NOW, THEREFORE, let it be proclaimed that I, Mayor Robert Lovero and the esteemed members of City Council would like to extend our appreciation and thanks to Sandra, Donna, Lynn and the entire staff of Old Fashioned Candies and hereby proclaim January 28, 2020 as Sandra Figatner, Donna Greenwald, and Lynn White of Old Fashioned Candies Day in the City of Berwyn.

Dated this 28th day of January 2020.


Robert J. Lovero, Mayor


Margaret Paul, City Clerk



The City of Berwyn



A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

Margaret Paul
City Clerk

ITEM NO. _____
DATE 1/14/2020 G-1
DISPOSITION
DEFERRED

Mayor Robert J. Lovero,
Members of the Berwyn City Council

January 14, 2020

Re: Appeal for Reconsideration of Handicap Space

Ladies and Gentlemen:

My office received an appeal from the applicant whose request to have handicap signs installed at 1510 S. Harvey Ave. was denied on November 26, 2019 by the City Council.

Data collected during the original application process denotes the residence to be a 2-flat and that the applicant is the property owner. There is a 2-car garage on site currently used for storage. The Community Service Officer noted in the original report that, per the applicant, the overhead doors are currently inoperable.

I have attached a copy of the appeal emailed to my office on December 10, 2019 by the applicant requesting review and reconsideration from City Council. The applicant has not provided any new information regarding the request. I have also attached a Google Earth photograph of the garage.

I respectfully request that the City Council vote to grant or deny the applicant's appeal.

Very truly yours,


Margaret Paul, City Clerk

MP/sla

Enc: (1) copy of 12/10/19 email from applicant
(1) copy of "Google Earth" photograph of garage

Sandra Anderson

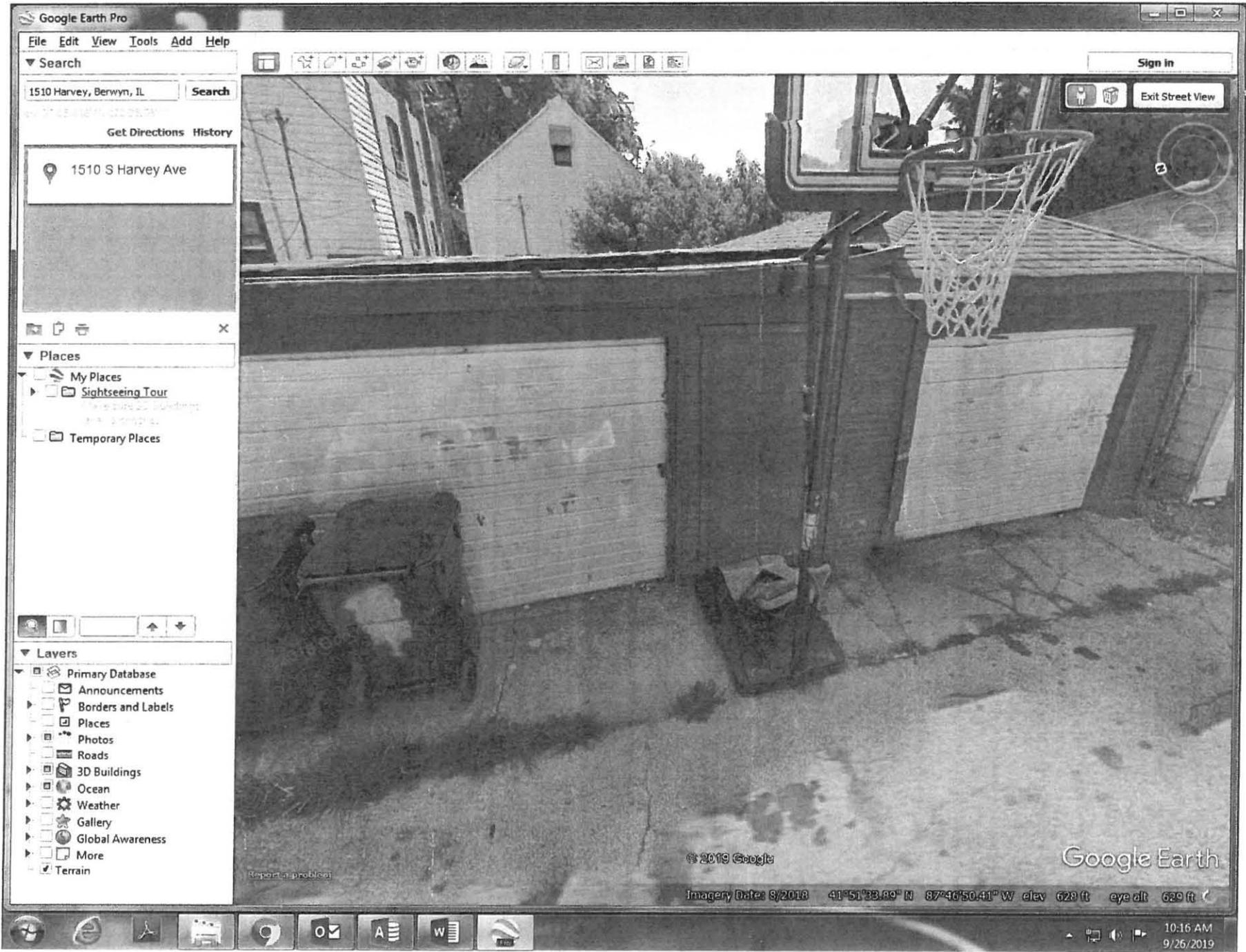
From: Juan Villalba
Sent: Wednesday, December 18, 2019 10:17 AM
To: Sandra Anderson

To : Berwyn Town I want to appeal my case My Name is Juan Villalba I am 66 years I am handicap I have trouble walking because of my knees pblems My garage is not in good condition to be use Metal doors are damaged inside condition are not good to be use and is an insecure garage to be used, also is very expensive to be repair I dont have that money to repair I am retired from my job I pay my home mortgage taxes I don't have extra money for my garage to be fix so I please ask for your help to review my appeal thank you Juan Villalba. 1510 Harvey ave berwyn.

NOTICE: EXTERNAL EMAIL

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- * Please verify the sender's email address is legitimate before opening attachments or links.
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- * Contact the HelpDesk before clicking links or opening attachments if you need to confirm this message's legitimacy.



Google Earth Pro

File Edit View Tools Add Help

Search

1510 Harvey, Berwyn, IL Search

Get Directions History

1510 S Harvey Ave



Places

My Places

Sightseeing Tour

Temporary Places

Layers

Primary Database

Announcements

Borders and Labels

Places

Photos

Roads

3D Buildings

Ocean

Weather

Gallery

Global Awareness

More

Terrain

Sign in

Exit Street View

© 2019 Google

Google Earth

Imagery Date: 8/2018 41°51'33.89" N 87°46'50.41" W elev 628 ft eye alt 629 ft

10:16 AM 9/26/2019



ELIZABETH A. PECHOUS
Supervisor
President, Board of Health

TOWNSHIP OF BERWYN
PUBLIC HEALTH DISTRICT

"A TRADITION OF SERVICE"
6600 W. 26th Street • Berwyn, IL 60402
(708) 788-6600 • Fax (708) 788-0432



MARGARET PAUL
Town Clerk/Secretary
DAVID J. AVILA
Assessor/Treasurer

G-2

Mayor Robert J. Lovero, and
Members of the Berwyn City Council

January 17, 2020

Re: Intergovernmental Agreement for Donation by the Berwyn Health District to the Berwyn Police Department for Replacement Doses of Life-saving Naloxone (Narcan)

Ladies and Gentlemen:

I requested that the Berwyn Health Department budget \$7,500 in 2018 to assist the Berwyn Police Department in procuring doses of Naloxone, the Opioid overdose-reversing drug. Fortunately, the Berwyn Police Department had a grant to pay for the two doses each officer was required to carry.

Police Chief Cimaglia recently advised the Health District that grant funding for Naloxone has ended. The Health District members overwhelming voted to release \$7,500 to the Berwyn Police Department to procure Naloxone. We submit the attached Intergovernmental Agreement (IGA) for your review.

The Health District Board has authorized me to tender a check to Mayor Lovero for \$7,500 upon his signature to the IGA.

Very truly yours,


Margaret Paul

2020
INTERGOVERNMENTAL COOPERATION AGREEMENT
REGARDING A NARCAN PROGRAM

BETWEEN
THE CITY OF BERWYN, ILLINOIS
AND
THE BERWYN PUBLIC HEALTH DISTRICT

This Intergovernmental Cooperation Agreement (hereafter referred to as the "Agreement") is entered into on the dates set forth below, by and between the **City of Berwyn, Illinois** (hereafter referred to as the "City"), and the **Berwyn public Health District**, hereafter referred to as the "Health District.")

WHEREAS, each of the parties is a political subdivision of the State Of Illinois, and is a unit of local government organized and existing under the laws of the State of Illinois; and

WHEREAS, Section Ten (10) of Article VII of the Illinois Constitution and Section 5 ILCS 220/1 et seq. of the Illinois Compiled Statutes authorizes units of local government to jointly exercise any powers, privileges and/or authorities which may be exercised by any public agency; and

WHEREAS, that the Berwyn Public Health District was created in 1921 by referendum, and Berwyn was the first City in the State to create a separate Public Health Authority. Under the Illinois Public Health District Act. (70 ILCS 905/1 et seq.) the Health District is charged with the responsibility to provide programs and services that address issues of health within the City; and

WHEREAS, the Health District and the City are acutely aware of the substance abuse crisis that plagues our nation, and particularly acknowledge the issue of misuse and abuse of illegal controlled substances, as well as prescription medications and opioids. They further acknowledge that the Berwyn Police Department and other first responders are on the front lines confronting this problem on a daily basis.

WHEREAS; The Health District and the City know that the use of NARCAN by first responders plays a critical role in first responders' ability to assist and intervene in instances of drug overdose. Lives are saved. They further acknowledge that supplies of NARCAN for the Berwyn Police Department have recently become scarce (due to expiration dates on inventory previously supplied through a grant program)

WHEREAS, The Health District seeks to assist the City by providing a grant for the purchase of NARCAN to resupply the inventory of the Berwyn Police Department; and

WHEREAS, each of the parties hereto strives to continue efforts in the provision of quality public services and the maintenance of an orderly NARCAN Program for a safer and healthier community.

NOW HEREOF. IT IS AGREED THAT the parties hereto do establish formalize an association and agreement (through an Intergovernmental Cooperation Agreement) for the Health District's assistance to the City's NARCAN Program, on the terms and conditions as set forth herein:

ARTICLE I - PURPOSE

The City and the Health District acknowledge and agree that there is a continuing need for the use of NARCAN by the City's first responders. It plays a critical role in first responders' ability to assist and intervene in instances of drug overdose. The purpose of this Intergovernmental Cooperation Agreement is for the Health District to provide resources to the City for its efforts.

ARTICLE II - AUTHORITY AND DUTIES

1. The parties acknowledge that the City has implemented a first responders' NARCAN Program.

2. The Health District has currently budgeted resources in its Appropriation Ordinance for the specific purpose of assisting with this type of live-saving program.

3. Nothing in this agreement is intended to alter, modify or shift any current mandates or responsibilities between the parties. Nor does either party waive, relinquish or transfer any jurisdictional authority that it currently possesses, whether exercised or not.

4. The Health District will provide to the City a monetary grant to be used toward the purchase of NARCAN by the City for the City's NARCAN Program. The Grant will be tendered upon receipt of proof of purchase of the NARCAN by the City.

5. It is understood and agreed that the Health District has no authority or duties in the implementation of the City's Program; and further bears no responsibility, and assumes no liability, for any aspect of the City's NARCAN Program.

ARTICLE III - FINANCES AND FUNDING

1. The parties understand and agree that per this Agreement, The Health District shall provide a one-time grant to the City in the total sum of Seven Thousand Five Hundred Dollars (\$7,500.00) from its budget for the fiscal year ending 3/31/2020. There is no understanding or agreement that the NARCAN Program will continue to be funded by the Health District in the future.

ARTICLE IV - WITHDRAWAL / TERMINATION

The parties to this Agreement understand and agree that this Agreement shall extend only until the Health District tenders the \$7,500.00 grant to the City; or to 3/31/2020 (end of Health District Fiscal Year), whichever occurs first.

ARTICLE V - MISCELLANEOUS PROVISIONS

1. All Notices hereunder shall be served in writing to the Mayor or Health District President at their corporate offices. Notice shall be deemed served and received if transmitted via facsimile or email before 5:00 pm on the day of service, with another copy placed in regular US mail by the next business day.

2. The agreements, covenants, terms and conditions of this Agreement may only be modified through the written mutual consent of the parties.

3. Nothing within this agreement in any way modifies or abridges any rights, powers or authority granted to the parties, either jointly or severally, by any law or ordinance. Nothing in this Agreement precludes a party from unilaterally utilizing its powers or jurisdictional authority to enforce any law or ordinance with respect to any matter covered within this Agreement.

4. The parties acknowledge and agree that the City has sufficient liability insurance coverage that insures the City for any and all acts and/or omissions envisioned or reasonably contemplated within its NARCAN Program. The City will not

seek reimbursement from the Health District for any loss or claim occasioned by any act or omission by its own staff, agents or officers. The City will indemnify and hold the Health District harmless for any and all loss, costs, expenses, claims and/or damages, including reasonable attorney's fees, occasioned by any act or omission by its own employees, staff, officers or agents with respect to this NARCAN Program.

5. This Agreement shall become effective upon its approval in accordance with the law by the respective corporate authorities of the City and the Health District

A. The City Council of The City Of Berwyn approved this Agreement on _____, 2020.

B. The Board of The Berwyn Public Health District approved this Agreement on January 13, 2020.

Dated: _____

CITY OF BERWYN, ILLINOIS

By: _____

ATTEST: _____

Dated: 11/13/2020

BERWYN PUBLIC HEALTH DISTRICT

By: *Elizabeth A. Pulano*

ATTEST: *Margaret Paul*

The City of Berwyn



Margaret Paul
City Clerk

G-3

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

Mayor Robert J. Lovero, and
Members of the Berwyn City Council

January 23, 2020

Re: Introducing Erie House as a Berwyn Census Complete Count Trusted Partner

Dear Mayor Lovero and City Council:

I am pleased to report that Berwyn Complete Count Committee Co-Chair Claudia Ayala recently conducted our monthly meeting on January 16, 2020. Due to her efforts, our meeting at the Berwyn Library was standing room only.

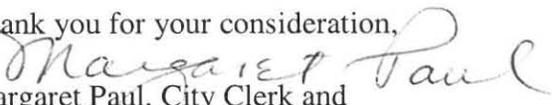
Erie Neighborhood House (La Casa Erie) was among the attendees. Erie House is a 501(c)3 Illinois non-profit organization established 150 years ago. They serve many Berwyn residents in their established Early Childhood Education, School Age and Youth support groups, as well as Adult ESL, Workforce Development, and Citizenship and Immigration services. They are long established as "Trusted Voices" in the Hispanic community due to this extensive work.

The U.S. Census Department and the Illinois Census Committee encourages Local Government Complete Count Committees (LGCCCs) to partner with Trusted Voices to assist in outreach and education efforts in Census identified Hard to Count (HTC) communities such as the Hispanic Community.

Erie house has received grant money to do Census outreach and education to residents in Berwyn as well as Cicero and Little Village. I am attaching an introduction letter from Erie House Executive Director Kirstin Chernawsky. We are grateful to Erie House for including Berwyn in their work area plan. We welcome the help to assist in Berwyn's Census efforts.

Please authorize the Berwyn Complete Count Committee to accept Erie House as one of our identified Census partners and allow their volunteers and staff to door knock in HTC areas within Berwyn city limits. We will notify the police department and licensing department of our partnership if approved and place Erie House on our Solicitation List for work in Berwyn beginning February, 2020 through May, 2020.

Thank you for your consideration,


Margaret Paul, City Clerk and
Berwyn Census Complete Count Committee Co-Chair



January 23, 2020

Mayor Robert J. Lovero and Berwyn Aldermen
6700 W 26th St.
Berwyn, IL 60402

Dear Mayor Lovero and Berwyn Aldermen:

Since 1870, Erie Neighborhood House has been an agent of hope and change to immigrant and low-income communities in Chicago and surrounding suburbs, enabling children to develop to their full potential and families to meet the challenges of poverty and build brighter futures. Erie House's mission is to empower our community—Latinx immigrants alongside individuals and families of all backgrounds—through education, access to critical services and advocacy, working together to create a just and inclusive society.

Our Health and Leadership Department, led by our Program Manager, Elva Serna, will be overseeing the Census outreach efforts in Berwyn and Cicero communities. With one of our offices located at 4225 W 25th St. in Little Village, we have a large number of participants and clients who live in Cicero and Berwyn, and we are thrilled to join efforts by partnering with the City of Berwyn.

We are planning to kick off our Census outreach efforts the first week of February. Attached please find a metrics worksheet with an example of our weekly work plan.

Please feel free to contact me should you have any questions about our participation in Census outreach efforts. We look forward to partnering with you to ensure a complete count in the 2020 Census.

Sincerely,

Kirstin Chernawsky
Executive Director

1701 W Superior St
Chicago, IL 60622
Phone: (312) 563-5800
Fax: (312) 563-5810

1347 W Erie St
Chicago, IL 60642
Phone: (312) 666-3430
Fax: (312) 666-3955

4225 W 25th St
Chicago, IL 60623
Phone: (773) 542-7617
Fax: (773) 542-7716

H-1

Mayor
Robert J. Lovero



City Clerk
Margaret M. Paul

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**Zoning, Planning and
Development Commission**

Joel Chrastka
Douglas Walega
Richard F. Bruen, Jr.
Lance C. Malina
Don Miller
Rosina LaPietra
Cathy Norden

January 24, 2020

Re: Request for approval of a Special Use for a Place of Worship in the C-1 Neighborhood Mixed Use Zoning District, at 6215 W. 26th Street

Mayor Lovero and Members of the City Council:

Attached for your consideration are Findings of Fact from the Zoning, Planning and Development Commission relative to the request of the Universal Church for a Special Use to locate a place of worship within the C-1 Neighborhood Mixed Use Zoning District, at the address commonly known as 6215 W. 26th Street. A place of worship requires a special use permit to operate within the C-1 Neighborhood Mixed Use Zoning District. A special use to locate a place of worship in the C-1 Neighborhood Mixed Use Zoning District at 6215 W. 26th Street may be granted where the standards applicable to special uses set forth in Section 1252.03 of the Zoning Code of the City of Berwyn are found to have been met. Attached to the Findings of Fact are Exhibits from the Public Hearing.

The recommendation of the Zoning, Planning and Development Commission in this matter was to DENY the request for a special use, on a vote of 6-1. Because this matter was recommended for denial by the Commission, I am not including an Ordinance for your consideration at this time. In order to concur with the recommendation of denial, the Council only needs to approve a motion. If the Council is inclined to approve the request for a special use after discussion however, I will prepare and send an Ordinance for your consideration.

Respectfully,

Lance C. Malina
Executive Secretary,
Berwyn Zoning, Planning and Development Commission

**FINDINGS OF FACT AND RECOMMENDATION OF THE
CITY OF BERWYN ZONING, PLANNING AND DEVELOPMENT COMMISSION
TO THE MAYOR AND CITY COUNCIL**

**ZPDC No. 19-04
January 15, 2020**

APPLICATION: Request for Approval of a Special Use to Allow a Place of Worship to Locate Within the C-1 Neighborhood Mixed Use Zoning District, at 6215 W. 26th Street, Berwyn, Illinois

PETITIONER: The Universal Church

PROPERTY: 6215 W. 26th Street, Berwyn, Illinois (the "Property")

SUMMARY OF REQUEST AND RECOMMENDATION: The City of Berwyn has received a request from Petitioner the Universal Church ("Petitioner") for a Special Use that would allow a place of worship to locate on Property located in the C-1 Neighborhood Mixed Use Zoning District, at 6215 W. 26th Street. A place of worship is a special use in the C-1 Neighborhood Mixed Use Zoning District, so approval of a special use permit is required in order to allow such a use to be located on the Property.

Following a public hearing held on January 15, 2020, the City of Berwyn Zoning, Planning and Development Commission recommended DENIAL of the requested special use on a vote of six (6) to one (1).

BACKGROUND: The existing building on the Property is a two-story building. The first floor was formerly used as a banquet hall, while the upper floor is a residential apartment. The Petitioner desires to utilize the first floor as a place of worship.

Staff determined that a special use was required pursuant to Section 1244.02 of the Zoning Code, in order to locate a place of worship in the C-1 Neighborhood Mixed Use Zoning District. Petitioner then requested that the Zoning, Planning and Development Commission grant a special use to allow the proposed place of worship use at the Property.

PUBLIC HEARING: At the public hearing on the special use request, Lizabeth Alvarez testified on behalf of the Petitioner regarding the requested relief.

Ms. Alvarez stated that the Petitioner is a church focused on spirituality, counseling, and helping the community.

The first floor consists of one (1) main room, and two (2) bathrooms. Upstairs is an occupied residential apartment. Nearby businesses consist of a mechanic, barbershop and supermarket.

The first floor of the Property was previously utilized as a banquet hall by the current owner. The Petitioner entered into a two-year lease for use of the Property in February, 2019.

The Petitioner has other locations in the Chicago-area, including three (3) locations in Chicago itself, and locations in Elgin, Gurnee, Aurora and Joliet. Sundays are busy; they would anticipate about twenty (20) people at the Property for two (2) services. There are also four daily services each day during the week, with less attendees. There is no service on Saturdays. The Petitioner does not currently have funeral services but may do so in the future. The Petitioner engages in counseling activities, youth groups, and community outreach, all of which may take place on-site. Those activities usually occur either immediately before or after a service. The Petitioner has two hundred (200) members on the southside of Chicago. There is a different pastor for each facility, who is generally present or available 24-hours a day. No particular qualifications are required to be a pastor for Petitioner.

There are ten (10) parking spaces at the Property, inclusive of handicapped spaces.

There being no further questions, comments or members of the public wishing to speak on the application, the Public Hearing was closed.

Exhibits marked during the course of the Public Hearing included: **City Group Exhibit 1**, which consisted of the published legal notice for the public hearing, and accompanying Certification of Publication, as well as the full application for the relief sought by Petitioner and supporting materials.

Zoning, Planning and Development Commissioner Cathy Norden was the area investigator appointed for this matter. Commissioner Norden summarized her investigation for the Commission and submitted a written report.

The other members of the Zoning, Planning and Development Commission each then in turn expressed their views on the proposed Special Use. Following a motion to recommend denial of the Special Use by Member Walega, seconded by Member Miller, the Zoning, Planning and Development Commission recommended that the City Council DENY the requested Special Use by a vote of 6-1.

FINDINGS: The Zoning, Planning, and Development Commission makes the following Findings as to the proposed Special Use:

(A) The proposed special use will not, under the circumstance of the particular case, endanger the health, safety, comfort, convenience and general

welfare of the public. A majority of the Zoning, Planning and Development Commission found that this standard had not been met. In general, it was felt that locating a place of worship with daily activity and its associated parking requirements at this particular location was not appropriate, given the nature of the building on the Property and the block itself, and would therefore endanger the comfort, convenience and general welfare of the public.

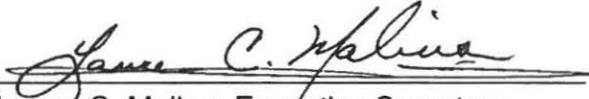
- (B) The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.** A majority of the Zoning, Planning and Development Commission found that this standard had not been met. In general, it was felt that locating a place of worship with daily activity and its associated parking at this particular location was not appropriate or compatible with the character of adjacent properties and other property within the immediate vicinity, given the nature of the building on the Property and the block itself.

- (C) The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use. The area is already fully developed.**

- (D) The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities. The Zoning, Planning and Development Commission found this standard was met, in that all necessary utilities to the Property already exist.**

- (E) The proposed special use is consistent with the intent of the Comprehensive Plan, the Zoning Code, and the other land use policies of the City.** The Zoning, Planning and Development Commission found that the special use permit for a place of worship at the Property would not be consistent with the intent of the Zoning Code. Locating a place of worship in a small building in the middle of a block with limited parking was not appropriate, given the nature of the building on the Property and the block itself.

RECOMMENDATIONS: Based upon the foregoing Findings, the Zoning, Planning and Development Commission, by a vote of 6-1, recommends to the Mayor and City Council that the request of Petitioner the Universal Church to locate a place of worship on the Property in a C-1 Neighborhood Mixed Use Zoning District at 6215 W. 26th Street, Berwyn, Illinois, be DENIED.

Signed: 
Lance C. Malina, Executive Secretary

Mayor
Robert J. Lovero



City Clerk
Margaret M. Paul

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6700 W 26th Street • Berwyn, IL 60402 • Ph: (708) 788-2660 • Fax (708) 788-2675 • Berwyn-IL.gov

**Zoning, Planning and
Development Commission**

Joel Chrastka
Douglas Walega
Richard F. Bruen, Jr.
Lance C. Malina
Don Miller
Rosina LaPietra
Cathy Norden

July 3 2019

Mr. David Micena
Vice President
The Universal Church
247 Walnut Street
Newark, New Jersey 07105

Ms. Lizabeth Alvarez
5040 W. Irving Park Road
Chicago, Illinois 60641

RE: Application for a Special Use for a Place of Worship in a C-1 Neighborhood Mixed-Use Zoning District – 6215 W. 26th Street, Berwyn, Illinois

Dear Mr. Micena/Ms. Alvarez:

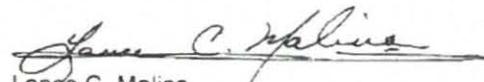
I am in receipt of your letter to City of Berwyn Building Director Charles Lazzara requesting a hearing before the City of Berwyn Zoning, Planning and Development Commission in order to seek a special use permit to open a place of worship on property located in the C-1 Neighborhood Mixed-Use Zoning District at 6215 W. 26th Street.

As you are aware, your application to open a place of worship on the property was denied, as places of worship are special uses in the City's C-1 Zoning District. Your request therefore requires a special use pursuant to § 1244.02 (Use Table) and Table 1244.02-A (Use Table) of the Zoning Code of the City of Berwyn. A special use to allow a place of worship may be granted where the standards applicable to special uses set forth in Section 1252.03 of the Zoning Code relative to special uses are found to have been met.

Enclosed is an application for petitioning the Berwyn Zoning, Planning and Development Commission for a special use. Please arrange for the application to be completed in its entirety and returned to me. After I have reviewed the Petition for completeness, I will let you know of a proposed public hearing date. Notice of the public hearing will then be published by the City, and notice delivered to all properties within 250 feet of the property line of 6215 W. 26th Street not more than thirty (30) days and not less than fifteen (15) days prior to the scheduled public hearing date.

Please feel free to contact me with any questions.

Sincerely,
KLEIN, THORPE & JENKINS, LTD.


Lance C. Malina
Executive Secretary

Encl.

cc: Alderman Robert Fejt (via email, at 4thward@berwyn-il.gov)
Charles Lazzara, Building Director (via email, at clazzara@ci.berwyn.il.us)

420432_1

**PLEASE REVIEW THE BELOW CRITERIA FOR APPROVAL OF A SPECIAL USE
BEFORE YOU SUBMIT YOUR FORMS AND PAY THE FEES.**

Standards for Approval. The Planning, Zoning and Development Commission shall evaluate applications for special use permits and make specific written findings based on each of the following standards, pursuant to § 1252.03.C.4. of the Zoning Code of the City of Berwyn:

- a. The proposed special use will not endanger the health, safety, comfort, convenience and general welfare of the public.
- b. The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.
- c. The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.
- d. The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.
- e. The proposed special use is consistent with the intent of the Comprehensive Plan, the Zoning Code, and the other land use policies of the City.

CITY OF BERWYN - ZONING PETITION
- SPECIAL USE

I. GENERAL INSTRUCTIONS

1. Please submit either an electronic copy, or, in the event of hardcopies, three (3) copies of this Petition Form and three (3) copies of all other exhibits, plans, data, and miscellaneous documents required to be submitted.
2. All copies must be received no later than 60 days from the date on the permit Denial Letter in the office of the Executive Secretary of the Zoning, Planning and Development Commission, at the following address:

Lance C. Malina, Executive Secretary
Berwyn Zoning, Planning and Development Commission
c/o Klein, Thorpe and Jenkins, Ltd.
20 N. Wacker Drive, Suite 1660
Chicago, IL 60606-2903

The 60 day requirement shall not apply if no building permit has been denied. If you have any questions for the Executive Secretary, he may be reached at 312-984-6439.

3. Materials required to be included in your submitted Petition package include:
 - a. A receipt for the cost of the applicable Hearing Fee paid to the City Collector. You may pay the Hearing Fee at City Hall. The Fee varies depending on the nature of the request. Upon payment, you will be provided with a receipt. **BE CERTAIN TO INCLUDE A COPY OF THE PAID RECEIPT WITH THE PETITION FORMS.**
 - b. A receipt for the \$300 publication fee previously paid to the City Collector. You must pay your publication fee to the City Collector. Upon payment, you will be provided with a receipt. **BE CERTAIN TO INCLUDE A COPY OF THE PAID RECEIPT WITH THE PETITION FORMS.**
 - c. A signed completed copy of this Petition, with Sections II and III fully completed and executed.
 - d. An 8 ½" x 11" depiction of the Property, showing the location of buildings, streets, sidewalks, parking areas, and the like as necessary to depict your proposed usage of the Property.
 - e. If applicable, a copy of the permit request made to the Zoning or Building Commissioner, from which this Petition arises. If the Petition does not arise from a permit request, a copy of the Zoning Code provision from which it does arise.
 - f. If applicable, a copy of notice mailed by you to the Building or Zoning commissioner advising him that you are appealing the matter referred to herein to the Zoning, Planning and Development Commission.
 - g. A copy of a survey of the property should be submitted if available.

UPON RECEIPT OF A FULLY COMPLETED APPLICATION, YOU WILL BE NOTIFIED OF THE NEXT AVAILABLE HEARING DATE, WHICH IS DEPENDENT ON THE MEETING SCHEDULE OF THE ZONING, PLANNING AND DEVELOPMENT COMMISSION AND THE NEED TO COMPLY WITH STATUTORILY REQUIRED TIMELINES FOR ADVANCE PUBLICATION AND NOTICE OF THE HEARING.

II. GENERAL INFORMATION

Please provide all of the requested information below. If you fail to provide all of the requested information, your Petition may be rejected as incomplete.

1. Full common address or location of the property for which zoning relief is sought (the "Property"):

6215 W 25th St. Berwyn Illinois 60402

2. Legal Description of the Property (obtain from Deed, Survey or Title Policy) (attach additional sheet if necessary): LOT 3, LOT 4 AND LOT 5 IN FLICK'S DIVISION OF THE NORTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29 TOWNSHIP 39 NORTH RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS

3. Permanent Index Number of the Property: 16-29-303-004-0000

4. Size of the Property (in square feet or acres): 6,750 SQ FT

5. Contact Information:

Applicant(s)

Property Owner(s) (if different from Applicant)

Name DAVID NETO MICENA

Name Park Avenue Banquet Hall Inc

Address 100 MULBERRY ST GATEWAY CENTER

Address 6215 26th St

3 14TH FL NEWARK NJ 07102

Berwyn, IL 60402

Telephone (973) 474 - 2222

Telephone (630) 570 - 1323

Telephone () -

Telephone () -

Fax () -

Fax () -

E-mail VIOLATIONS@UNIVERSAL.ORG

E-mail kellie2081@yahoo.com

Agent/Attorney

Name Lizabeth ALVAREZ

Address 5040 W. IRVING PARK RD CHICAGO

IL 60641

Telephone (773) 867 - 6183

6. If the Property is in a trust, provide name, address and number of trust.

Chicago Title Land trust Company number - 8002360252

10 S LaSalle St. Chicago, IL 60603

7. Briefly describe Applicant's interest in the Property. If Applicant is not the Owner of Record, please attach copies of: i. the purchase contract or other documents in support of Applicant's interest; and ii. written permission from the current Owner of Record to petition the Village:

As the tenant our interest is to use the property as a place of worship/church as mentioned in our purchase contract/documents that support our interest.

8. Are there any leases, offers or contracts to sell or buy, options, etc., in existence which affect the present or future ownership or interest in the affected Property (include the type of transaction, the parties thereto, dates of execution of documents referred to, and the actual consideration involved in the transaction). If so, please describe:

NO

9. Are any of these transactions described in 8. above contingent upon Zoning relief being granted? If, so, explain in detail.

N/A

10. What is the current Zoning designation of the Property: C-1 NEIGHBORHOOD MIXED USE

11. Describe the Zoning Relief you are seeking?

SO A PLACE OF WORSHIP MAY BE GRANTED IN A ZONING DISTRICT C-1 NEIGHBORHOOD MIXED USE

BUT WHERE STANDARDS APPLICABLE TO SPECIAL USES SET FORTH IN SECTION 1252.03 OF THE ZONING

CODE RELATIVE TO THE SPECIAL USES ARE FOUND AND MET.

12. Has the Property, to the best of your knowledge, previously been the subject of a request for zoning relief? If, so, explain in detail: (1) the date of the Hearing; (2) the relief requested; (3) the outcome of the Hearing; and (4) the applicant:

NO, it has not.

13. Describe any existing structures on the Property:

There are non existing structures.

14. Give a brief description of the proposed construction, rehabilitation or other work that will be performed at the Property, if any:

INTERIOR RENOVATIONS: PREPARATION OF WALLS, LIGHT FIXTURES (LIGHTBULB REPLACEMENT)

AND CONSTRUCTION OF 3 NEW ROOMS.

15. Describe any private parking facilities proposed and number of cars accommodated:

PRIVATE PARKING WITH A GRAND TOTAL OF 10 SPACES.

**III. EVIDENCE IN SUPPORT OF PETITIONER'S
SPECIAL USE REQUEST**

NOTE: This entire application and petition shall become a part of your hearing records. You are encouraged to set forth all arguments, evidence and exhibits (whether requested or not) in full support of your appeal within and made a part of this petition. Use additional pages if necessary.

1. The Zoning, Planning and Development Commission shall not make a recommendation to approve a special use to Council, and Council shall not grant a special use, unless the applicant establishes, by a preponderance of the evidence presented at the public hearing, evidence to support each of the following conclusions. Please respond after each with a short narrative stating how the proposed special use meets or is consistent with each standard:

a. The proposed special use will not endanger the health, safety, comfort, convenience and general welfare of the public.

~~No it will not endanger the health, safety or comfort, convenience and general welfare of the public.~~

b. The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.

c. The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.

~~No we will not impede or interfere with any improvements proposed by the adjacent properties and other property within the immediate vicinity.~~

d. The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.

~~Yes we will comply with all local & state laws. And will be provided all adequate utilities, access roads, drainage and/or other necessities.~~

e. The proposed special use is consistent with the intent of the Comprehensive Plan, the Zoning Code, and the other land use policies of the City.

Yes it's consistent.

2. Do you have any further evidence to present in support of your petition? If so, attach a supplemental sworn statement hereto specifying the facts fully.

NOTICE: ALL PARTIES IN INTEREST MUST SIGN AS APPLICANTS

I (WE) HEREBY DEPOSE THAT ALL THE ABOVE STATEMENTS CONTAINED IN THIS PETITION AND THE PAPERS AND DOCUMENTS SUBMITTED HERewith ARE TRUE AND CORRECT.

Sworn to before me, this 30th

day of August, 2019

[Signature]
Notary Public
(Notary Section must be completed)

[Signature] 2/30/19
Applicant
The Universal Church
David Micena Neto
Vice President

Interest _____

Sworn to before me, this _____
day of _____, 20____
Notary Public
(Notary Section must be completed)

MARIA T. CUERO
Notary Public, State of New York
No. 01CU6088126
Qualified in Bronx County
Commission Expires March 3, 2023

Applicant _____

Interest _____

OWNER, IF DIFFERENT THAN APPLICANT, MUST SIGN TO INDICATE CONSENT TO THE FILING OF THIS PETITION:

Sworn to before me, this 6

day of September, 2019

[Signature]
Notary Public
(Notary Section must be completed)

[Signature]
Property Owner (if different then Applicant)

LIZABETH ALYAS
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 07, 2023

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

Mr. Lance C. Malina
Klein, Thorpe and Jenkins, Ltd.
20 N. Wacker Drive, Suite 1660
Chicago, IL 60606

Re: 6215 W 26th Street

Dear Mr. Malina,

Please be advised that I received an appeal letter from: Lizabeth Alvarez with regard to my denial dated: June 4, 2019

At that time I denied his request to: open up a church in a C-1 Neighborhood Mixed Use District.

As a result he has written a letter appealing that decision.

I am forwarding the following papers for your use and so a hearing can be scheduled with the Zoning Board of Appeals.

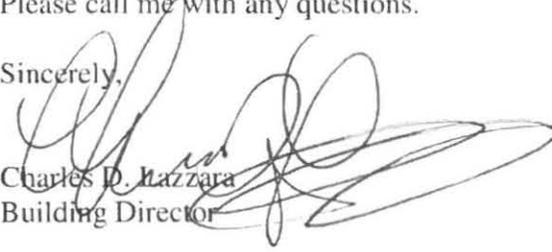
One copy of denial letter dated: June 4, 2019

One copy of appeal letter dated: June 18, 2019

One copy of the business license application dated: April 12, 2019

Please call me with any questions.

Sincerely,


Charles D. Lazzara
Building Director

Cc: Margaret M. Paul, City Clerk
Alderman Robert W. Fejt – 4th Ward
Anthony Perri – Licensing Officer
Lizabeth Alvarez, Applicant

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

Date: June 4, 2019

Name: Lizabeth Alvarez 773-867-6183
Address: 5040 W. Irving Park Road
City: Chicago, IL 60641

Re: 6215 W. 26th Street Opening up a church

Dear: Ms. Alvarez,

Your request to: open up a church cannot be approved by this office.

The reason for such inability is based upon our Zoning Ordinance.

Your Property is located in a C-1 Neighborhood Mixed-Use District and is subject to the following regulations.

- Chapter 1244: Uses
 - 1244.02 Use Table
 - Table 1244.02-A Use Table

(SEE ATTACHED)



The Universal Church

Tuesday, June 18, 2019

RE: 6215 West 26th St. Berwyn Illinois, 60402

Dear. Mr. Lazzara,

The Universal Church has received your denial letter, yet we would like to appeal your decision and request an opportunity to appear before the zoning board.

I would like to send this letter to ask the City of Berwyn for the opportunity to have the doors of this location open, while we resolve the issue of securing a Special Use Permit. I state some reasons here below and ask your approval on working with us to be able to serve the Berwyn Community through our various support groups and sessions.

- The Universal Church has outreach programs that gives emotional and spiritual support to different members of the community. This stems from our regional church located in North Chicago area. Some of those programs include; o Youth outreach programs o Depression therapy o Substance abuse program o Marriage counselling o Suicide prevention program
- The church has achieved positive results on seeing the participants of these programs excel and give their testimony.

The goal of the Universal Church is to be able to operate in the same manner as our regional church. Having the people who partake of these programs count on the full support of our clergy and staff.

Needless to say, should we be obligated to “close” our doors and then reopen them at a later date, will have a tremendous negative impact. We would not be able to give to the people the help that reach out for. I would risk to state that you would agree with us that one life that changes for the better is worth all the effort.

I kindly ask that the city works with us to have an arrangement to continue our ministry and outreach while we in turn, make all necessary efforts to comply with city regulations.

Sincerely, .

David Micena - Vice President

Headquarters Office: 247 Walnut Street, Newark, NJ 07105

T: (973) 474-2222 F: (973) 589-7107 E: mainoffice@universal.org Web: www.universalusa.org



PLEASE PRINT -
USE BALLPOINT PEN OR TYPEWRITER
APPLICATION FOR BUSINESS REGISTRATION

DATE _____ 20____

TO BE FILED BY APPLICANT IF AN INDIVIDUAL, PARTNERSHIP OR CORPORATION
PLEASE CLEARLY PRINT ALL INFORMATION

TO THE COLLECTOR'S OFFICE

The undersigned hereby applies for a license to operate the following type of business:

NAME OF BUSINESS: The Universal Church BUSINESS PHONE: 913 474-2222

ADDRESS OF BUSINESS: 6215 W. 26th Berwyn, IL 60402
Street City Zip

BUSINESS MAILING ADDRESS: 247 Walnut St Newark NJ 07105
Street City Zip

Check the type of ownership of this business and complete the following:

Sole Proprietor _____ Co-Partnership _____ Corporation

NAME OF PARTNERSHIP: _____

Individual/Partner's full name _____ Home Phone _____

Home Address _____ No. Yrs. _____
Street City Zip

Drivers Lic. No. _____ Cell Phone _____ Date of Birth _____
PRIOR ADDRESS

Partner's full name _____ Home Phone _____

Home Address _____ No. Yrs. _____
Street City Zip

Drivers Lic. No. _____ Cell Phone _____ Date of Birth _____
PRIOR ADDRESS

OTHER PARTNERS - Use separate sheet

CORPORATION NAME The Universal Church STATE OF INCORPORATION NY

BUSINESS NAME _____

Name & Title _____ Home Address _____

Home Ph. _____ Cell Ph. _____ City, State, Zip _____

Name & Title _____ Home Address _____

Home Ph. _____ Cell Ph. _____ City, State, Zip _____

Name & Title _____ Home Address _____

Home Ph. _____ Cell Ph. _____ City, State, Zip _____

Name & Title _____ Home Address _____

Home Ph. _____ Cell Ph. _____ City, State, Zip _____

State whether you are the owner(s) or lessee(s) of premises exhibiting evidence of title or written lease:

Owner of premises: Park Avenue Banquet Hall
Address of owner: 6215 W. 26th Berwyn, IL 60402
Owners Phone No. 630.570.1323

Insurance Company or Agent: (copy of insurance if applicable)

Name: _____

Address: _____

Phone No. _____

AS PART OF THIS APPLICATION A COPY OF THE CORPORATE ARTICLES OF INCORPORATION MUST BE ATTACHED HERETO

Automatic Amusement Devices (Amt.) _____ Vend. Mach. (Amt.) _____ Juke Box (Amt.) _____ Pool Table _____ No. of persons employed or engaged (inc. owners) _____

Cigarette Vend. Mach (Amt.) _____ Tobacco Counter Sales _____ Square Foot Floor Area 2184 Parking Stalls _____

Gallon Capacity _____ (if appl.) Hazardous Materials Yes _____ No _____

State Type _____

ABOVE MUST BE COMPLETED

IBT No. _____ COPY OF ILLINOIS BUSINESS TAX NO. (IF APPLICABLE)

If business is to be conducted by a manager or agent, give name, residence and age of such manager or agent:

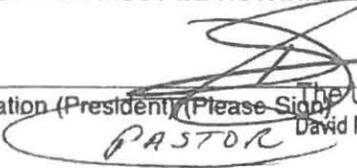
Name: Leo Gonzalez / Lizbeth Alvarez
Address: 247 Walnut Newark, NJ 07105 / 5070 W. Lavinia Pr. #10 Chicago, IL 60641
Drivers Lic. No. _____ Cell Phone: 973 974 2222 X 1196
Res. Phone: _____ Date of Birth: _____ 773-867-418

Have any other City of Berwyn Licenses been issued to you? (Describe fully)

_____ AVP

(I) (We) hereby request that the City of Berwyn issue a business license based on the foregoing and swear the above statements are true and correct and that (I) (We) shall observe all the laws of the State of Illinois, of the United States, and the ordinance of the City of Berwyn in the conduct of this business. Commercial properties must provide their own scavenger services.

APPLICATION MUST BE NOTARIZED: (Any change of ownership and/or address must be reported to Collector's Office)

 04/12/19
Corporation (President) (Please Sign) The Universal Church Individual or Partner (Please Sign)
PASTOR David M Neto Vice President

Corporation (President) (Please Sign) Partner (Please Sign)
(Seal)

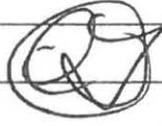
Subscribed and sworn to before me this

12th Day of April, 2019
(Notary Public)

MARIA T. CUERO
Notary Public, State of New York
No: 01CU6088126
Qualified in Bronx County
Commission Expires March 3, 2023

Approved by: 4-22-19
(All Churches must go to zoning)

Licensing/Zoning Denied by Licensing Date 4-22-19

Building Denied / must go to zoning  Date 4-22-19

Fire _____ Date _____

Health _____ Date _____

Mayor _____ Date _____

RESTRICTIONS

POLICE DEPARTMENT INFORMATION

BUSINESS ADDRESS _____

BUSINESS NAME _____

BUSINESS OWNER NAME (1) _____

BUSINESS OWNERS NAME(2) _____

HOME TELEPHONE NO. _____

EMERGENCY CONTACT INFORMATION

1) NAME LIZABETH Alvarez TELEPHONE NO. 708-417-5020

2) NAME Leo Gonzalez TELEPHONE NO. 973-474-2222

3) NAME Marco Almeida TELEPHONE NO. 973-474-2222

DATE: _____

(Name - Please Print) (date of birth)

(Home address) (City and State)

hereby grant the Berwyn Police Department and agents thereof, permission to run a computerized and/or fingerprint record check to determine any prior criminal history I may have. I understand that the above information will not be released to any other investigative agency without my prior permission.

SIGNED



The Universal Church
David M Neto Vice President

WITNESS: _____

LEGAL NOTICE/NOTICE OF PUBLIC HEARING

Notice is hereby given to all interested persons that the City of Berwyn Zoning, Planning and Development Commission will hold a public hearing on Wednesday, the 15th day of January, 2020, in the City of Berwyn Council Chambers on the second floor, located at 6700 West 26th Street, Berwyn, Illinois, at the hour of 7:00 P.M. or as soon thereafter as the business of the Zoning, Planning and Development Commission permits, to consider the following:

The request of the Universal Church for a Special Use to locate a place of worship within the C-1 Neighborhood Mixed Use Zoning District, at the address commonly known as 6215 W. 26th Street Berwyn, Illinois, and legally described as follows:

LOT 3, LOT 4 AND LOT 5 IN FLICK'S DIVISION OF THE NORTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 39 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS.

PIN: 16-29-303-004-0000.

COMMONLY KNOWN AS: 6215 W. 26th Street, Berwyn, Illinois

A place of worship requires a special use permit to operate within the C-1 Neighborhood Mixed Use Zoning District pursuant to Section 1244.02 (Use Table) and Table 1244.02-A (Use Table) of the Zoning Code of the City of Berwyn. A special use to locate a place of worship in the C-1 Neighborhood Mixed Use Zoning District at 6215 W. 26th Street may be granted where the standards applicable to special uses set forth in Section 1252.03 of the Zoning Code are found to have been met.

During the Public Hearing the Zoning, Planning and Development Commission will hear testimony from and consider any evidence presented by persons interested to speak on this matter. In addition, objections and other comments, if any, relating to the proposed Special Use request may be submitted to the Building Director, 6700 West 26th Street, Berwyn, Illinois, prior to 4:00 P.M. the day of the Public Hearing.

The Public Hearing may be continued from time to time without further notice, except as otherwise required under the Illinois Open Meetings Act.

Dated this 26th Day of December, 2019

By Order of the City of Berwyn Zoning, Planning and
Development Commission
Lance Malina, Executive Secretary

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

Date: June 4, 2019

Name: Lizabeth Alvarez 773-867-6183
Address: 5040 W. Irving Park Road
City: Chicago, IL 60641

Re: 6215 W. 26th Street Opening up a church

Dear: Ms. Alvarez,

Your request to: open up a church **cannot be approved by this office.**

The reason for such inability is based upon our Zoning Ordinance.

Your Property is located in a C-1 Neighborhood Mixed-Use District and is subject to the following regulations.

- Chapter 1244: Uses
 - 1244.02 Use Table
 - Table 1244.02-A Use Table

(SEE ATTACHED)

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

-2-

Because of this regulation, it will be necessary for you to seek a variance from the Berwyn Zoning Board of Appeals.

The law requires you to request an appeal of my decision within 45 days of this denial letter. Your request must be made in writing by sending me an appeal letter asking for a hearing before the Zoning Board of Appeals. Your request must specify the grounds for such action. Please read the **sample appeal letter** below. This is an example you may tailor to your project.

Dear Mr. Lazzara,

I received your denial letter. I would like to appeal your decision and request an opportunity to appear before the Zoning Board.

The reason we would like to build a four-car garage is so we can park our cars off the street and to provide a place to store our lawn and gardening equipment.

Sincerely,

Mr. and Mrs. Smith

A copy of the appeal letter must also be mailed to:

Zoning Board of Appeals
Mr. Lance C. Malina
Klein, Thrope and Jenkins, Ltd.
20 N. Wacker Drive, Suite 16603
Chicago, IL 60606

Please **do not send your appeal letter to Mr. Malina by certified mail**. If you need verification of receipt, please include an extra copy of your appeal letter and he will return it to you properly acknowledged.

Upon receipt of your letter, Mr. Malina will mail you a Petition for Variation Hearing form. The form must be properly executed and seven (7) copies delivered to Mr. Malina within 60 days of the denial letter. You are advised to make a copy of the forms for your records. Proof of fee payment must accompany the forms. The Filing Fee must be paid at Berwyn City Hall. The Publication Fee for the required Legal Notice is paid to the local paper. Instructions for placing the ad are included on the form. Bring the forms to the City Collector's office at City

Hall, pay the proper filing fee, enclose a copy of both fee receipts with the forms and mail them to Mr. Lance Malina

After Mr. Malina receives and reviews the forms, he will mail you a letter informing you of the date of your hearing. A sign may be placed on your property informing the public of the hearing.

The Zoning Board of Appeals meets every third Tuesday of the month at 7:00 p.m. in the second floor conference room at City Hall. At the conclusion of your hearing, the board will vote to either concur with or deny your request. This recommendation is then sent to the City Council. The Council meets every second and fourth Tuesday of the month at 8:00 p.m. in the Council Chambers on the second floor at City Hall. You will receive notification by the City Clerk of the date your case will be before City Council. It is recommended you attend. At this meeting, the Council will vote to concur with or deny the Zoning Board's recommendation. You will receive a letter as to the outcome of this vote from the City Clerk.

Time is of the essence for this process to be successful. These procedures are required by law and cannot be circumvented. Please respond to all requests as soon as possible. The time limits must be adhered to or you will be required to start the process again from the beginning. The entire process can take up to three months.

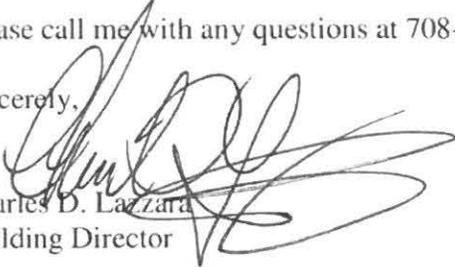
Zoning Filing Fees:

1. \$300.00 All Residential Properties (except 2, 3 & 4 below)
2. \$75.00 Residential Fences
3. \$75.00 Residential Garages
4. \$75.00 Residential Above Ground Pools
5. \$500.00 All Commercial Properties (except below)
6. \$100.00 Commercial Retail Overlay (RO) Regulated Use

The publication fee is not included in the above fees.

Please call me with any questions at 708-788-2660 x 3210.

Sincerely,


Charles D. Lazara
Building Director

Cc: Lance C. Malina, Zoning Board
Margaret M. Paul, City Clerk
Alderman Robert W. Fejt – 4th ward
Anthony Perri – Licensing Officer

§ 1244.02 Use Table

A. Use Table. Table 1244.02-A. Use Table establishes the uses allowed in each zoning district. Each use is given one of the following designations for each zoning district.

1. Permitted Use ("P"). A "P" indicates that a use is allowed by right within the designated district provided that it meets all applicable use standards set forth in § 1244.03 (Use Standards).
2. Special Use ("S"). An "S" indicates that the use requires the approval of a special use permit (refer to § 1252.03.C (Special Use Permit)) and must meet the use standards set forth in § 1244.03 (Use Standards) in order to be allowed within the designated district.
3. No Designation. The absence of a letter (a blank space) or the absence of the use from the table indicates that the use is not allowed within the designated district.

B. Use Standards. Uses that are designated as "Permitted Use" or "Special Use" may have use standards that must be met, as established in § 1244.03 (Use Standards).

Table 1244.02-A. Use Table

Uses	Districts										Use Standards	
	C-1	C-2	C-3	C-4	I	P	R-1	R-2	R-3	R-4		
Residential												
Community Residence	P						P	P	P	P	See § 1244.03.E	
Dwelling Above the Ground Floor	P	P	P	P							None	
Multi-Family Dwelling	S	S	S	P						P	See § 1244.03.Q	
Residential Care Facility	P	P	P	P						P	None	
Single-Family Dwelling	P						P	P	P	P	None	
Townhouse Dwelling	P	S	S							P	None	
Two-Family Dwelling	P								P	P	None	
Civic and Institutional												
Community Garden	P	P	P	P		P	P	P	P	P	See § 1244.03.D	
Cultural Facility	S	S	S	S		S					None	
Government Facility	P	P	P	P	P	P	P	P	P	P	See § 1244.03.J	
Hospital	S	S	S	S		S					None	
Park	P	P	P	P	P	P	P	P	P	P	None	
Place of Worship	S	S	S	S	P	P	P	P	P	P	None	
Preschool or Elementary School	S	S	S	S		S	S	S	S	S	See § 1244.03.W	
Secondary School	S	S	S	S		S					See § 1244.03.W	
Commercial												
Adult Use						S					None	
Animal Boarding				S	P						See § 1244.03.A	
Animal Hospital	P	P	P	P	P						None	
Banquet Hall		S	S	S							See § 1244.03.B	
Bar/Tavern	S	P	P	P							None	
Car Wash				S	P						See § 1244.03.C	
Credit Union, Loan Company, or Mortgage Broker		S	S	P							See § 1244.03.F	
Currency Exchange or Payday Loan		S		P	P						See § 1244.03.G	
Day Care Center	S	S	S	S							None	
Day Care Home							P	P	P	P	See § 1244.03.H	
Financial Institution	P	P	P	P	P						None	
Funeral Home	S	P	S	P							None	
Gas Station	S	S		P	P						See § 1244.03.I	
Hotel or Motel		S	S	S							None	

ADOPTION DRAFT: City of Berwyn Zoning Code

Commercial	C-1	C-2	C-3	C-4	I	P	R-1	R-2	R-3	R-4	Use Standards
Indoor Entertainment or Recreation	S	S	S	S	P						See § 1244.03.K
Medical/Dental Office With Dispensary				S	S						None
Medical/Dental Office Without Dispensary	P	P	P	P	P						None
Medical Marijuana Dispensary				S	S						See § 1244.03.L
Microbrewery / Micro-Distillery	S	S	S	S	S						See § 1244.03.M
Motor Vehicle Rental		S	S	P	P						See § 1244.03.N
Motor Vehicle Repair and/or Service	S	S	S	P	P						See § 1244.03.O
Motor Vehicle Sales				P	P						See § 1244.03.P
Nursery				P	P						None
Outdoor Entertainment or Recreation	S	S	S	S	S						See § 1244.03.S
Pawn Shop		S		P	S						See § 1244.03.U
Personal Services Establishment	P	P	P	P	P						None
Professional Office	P	P	P	P	P						None
Research / Development Facility		P	P	P	P						None
Restaurant	P	P	P	P	P						None
Retail Goods Establishment	P	P	P	P	P						None
Self-Service Storage		P		P	P						See § 1244.03.X
Tattoo Parlor		S	S	P	P						None
Tobacco Shop	P	S	S	P	P						See § 1244.03.Z
Transitional Treatment Facility With Dispensary				S	S						See § 1244.03.AA
Transitional Treatment Facility Without Dispensary	S	S	S	S	P						See § 1244.03.AA
Manufacturing	C-1	C-2	C-3	C-4	I	P	R-1	R-2	R-3	R-4	
General Manufacturing					P						None
Small Food Manufacturing		P	P	P	P						See § 1244.03.Y
Warehousing, Storage, or Distribution Facility				S	P						None
Wholesale Establishment				S	P						None
Other Uses	C-1	C-2	C-3	C-4	I	P	R-1	R-2	R-3	R-4	
Club, Lodge, or Hall	S	S	S	S	S	S				S	None
Off-Street Parking Lot	S	S	S	P	P	P				S	See § 1244.03.R
Parking Garage		S	S	P	P	P					See § 1244.03.T
Planned Development	S	S	S	S	S	S	S	S	S	S	See § 1244.03.V
Utility	S	S	S	S	S	S				S	See § 1244.03.BB
Wireless Telecommunication Facility or Tower	S	S	S	S	S	S	S	S	S	S	See § 1244.03.CC
Table Key											
P: Allowed by right and shall meet requirements of § 1244.03 (Use Standards) when applicable.											
S: Allowed with special use permit and shall meet requirements of § 1244.03 (Use Standards) when applicable.											



PLEASE PRINT -
USE BALLPOINT PEN OR TYPEWRITER
APPLICATION FOR BUSINESS REGISTRATION

DATE _____ 20 _____

TO BE FILED BY APPLICANT IF AN INDIVIDUAL, PARTNERSHIP OR CORPORATION
PLEASE CLEARLY PRINT ALL INFORMATION

TO THE COLLECTOR'S OFFICE

The undersigned hereby applies for a license to operate the following type of business:

NAME OF BUSINESS: The Universal Church BUSINESS PHONE: 913 474 2222

ADDRESS OF BUSINESS: 6215 W. 26th Berwyn, IL 60402
Street City Zip

BUSINESS MAILING ADDRESS: 247 Walnut St Newark NJ 07105
Street City Zip

Check the type of ownership of this business and complete the following:

Sole Proprietor _____ Co-Partnership _____ Corporation

NAME OF PARTNERSHIP: _____

Individual/Partner's full name _____ Home Phone _____

Home Address _____ No. Yrs. _____
Street City Zip

Drivers Lic. No. _____ Cell Phone _____ Date of Birth _____
PRIOR ADDRESS

Partner's full name _____ Home Phone _____

Home Address _____ No. Yrs. _____
Street City Zip

Drivers Lic. No. _____ Cell Phone _____ Date of Birth _____
PRIOR ADDRESS

OTHER PARTNERS - Use separate sheet

CORPORATION NAME The Universal Church STATE OF INCORPORATION NY

BUSINESS NAME _____

Name & Title _____ Home Address _____

Home Ph. _____ Cell Ph. _____ City, State, Zip _____

Name & Title _____ Home Address _____

Home Ph. _____ Cell Ph. _____ City, State, Zip _____

Name & Title _____ Home Address _____

Home Ph. _____ Cell Ph. _____ City, State, Zip _____

Name & Title _____ Home Address _____

Home Ph. _____ Cell Ph. _____ City, State, Zip _____

State whether you are the owner(s) or lessee(s) of premises exhibiting evidence of title or written lease:

Owner of premises: Park Avenue Banquet Hall
Address of owner: 6215 N. 26th Berwyn, IL 60402
Owners Phone No. 630.570.1323

Insurance Company or Agent: (copy of Insurance if applicable)

Name: _____

Address: _____

Phone No. _____

AS PART OF THIS APPLICATION A COPY OF THE CORPORATE ARTICLES OF INCORPORATION MUST BE ATTACHED HERETO

Automatic Amusement Devices (Amt.) _____ Vend. Mach. (Amt.) _____ Juke Box (Amt.) _____ Pool Table _____ No. of persons employed or engaged (inc. owners) _____

Cigarette Vend. Mach (Amt.) _____ Tobacco Counter Sales _____ Square Foot Floor Area 2184 Parking Stalls _____

Gallon Capacity _____ (if appl.) Hazardous Materials Yes _____ No _____

State Type _____

ABOVE MUST BE COMPLETED

IBT No. _____ COPY OF ILLINOIS BUSINESS TAX NO. (IF APPLICABLE)

If business is to be conducted by a manager or agent, give name, residence and age of such manager or agent:

Name: Leo Gonzalez / Lizbeth Alvarez
Address: 247 Walnut Newark, NJ 07105 / 5070 W. Lavinia Pr. Rd Chicago, IL 60644
Drivers Lic. No. _____ Cell Phone: 913 974 2222 X 1196
Res. Phone: _____ Date of Birth: _____

Have any other City of Berwyn Licenses been issued to you? (Describe fully)

773-867-418
AVDIO

(I) (We) hereby request that the City of Berwyn issue a business license based on the foregoing and swear the above statements are true and correct and that (I) (We) shall observe all the laws of the State of Illinois, of the United States, and the ordinance of the City of Berwyn in the conduct of this business. Commercial properties must provide their own scavenger services.

APPLICATION MUST BE NOTARIZED: (Any change of ownership and/or address must be reported to Collector's Office)

04/12/19
Corporation (President) (Please Sign) The Universal Church Individual or Partner (Please Sign)
PASTOR David M Neto Vice President

Corporation (President) (Please Sign) Partner (Please Sign)
(Seal)

Subscribed and sworn to before me this

12th Day of April, 2019
(Notary Public) MARIA T. CUERO
Notary Public, State of New York
No: 01CU6088126
Qualified in Bronx County
Commission Expires March 3, 2023

Approved by: 4-22-19
(All Churches must go to zoning)
Licensing/Zoning Denied by Licensing
Building Denied / Must go to zoning
Fire _____
Health _____
Mayor _____

Date 4-22-19
Date 4-22-19
Date _____
Date _____
Date _____

RESTRICTIONS

POLICE DEPARTMENT INFORMATION

BUSINESS ADDRESS _____

BUSINESS NAME _____

BUSINESS OWNER NAME (1) _____

BUSINESS OWNERS NAME(2) _____

HOME TELEPHONE NO. _____

EMERGENCY CONTACT INFORMATION

1) NAME LIZABETH Alvarez TELEPHONE NO. 708-417-5020

2) NAME Leo Gonzalez TELEPHONE NO. 973-474-2222

3) NAME Marco Almeida TELEPHONE NO. 973-474-2222

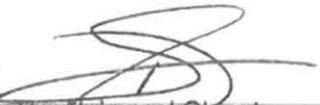
DATE: _____

I _____
(Name - Please Print) (date of birth)

I _____
(Home address) (City and State)

hereby grant the Berwyn Police Department and agents thereof, permission to run a computerized and/or fingerprint record check to determine any prior criminal history I may have. I understand that the above information will not be released to any other investigative agency without my prior permission.

SIGNED



The Universal Church
David M Neto Vice President

WITNESS: _____

The City of Berwyn



Alicia Ruiz
6th Ward Alderman

I-1

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

January 24, 2020

Mayor Lovero
City Council Members

Re: Cermak Rd Corridor

As we all know, in the past we have shared our concerns and challenges regarding the Cermak Rd corridor. It is also no secret that Cermak Rd still lacks its true economic vitality, stability and strength. I believe, as I am sure you do too, that it is time for us to rebuild Cermak Rd the way we rebuilt the City of Berwyn. The days of being in recovery/survival mode due to the real estate crash are over and the mindset of "we have to take what we can get" is over. I firmly believe the City of Berwyn is in a position to get what we want! We are in a position to seek and find the kind of businesses that promote vitality, sustainability and walkability but more importantly are advantageous to all current families and businesses.

The rebranding of Berwyn was not by accident but by the hard work of the BDC which could not have been possible without the commitment and support of the city's administration and its city council members. The rebranding happened by a collective vision of all parties and what we believed it to be. Kudos to all of us for making it happen. Now I charge you all to reposition our vision to create a 3-5 year strategic plan to do the same for Cermak Rd. Let me remind you that Cermak Rd is a main vein that many public and private commuters pass thru daily. We are missing an opportunity not only for additional revenue but servicing our residents and bridging the north and south sides of our city. Additionally, the density of our city needs to be addressed, we can potentially improve parking if we provide walkable shopping, dining and entertainment for the entire family. So as you can see we are truly missing the mark!

I ask you all to join me in making Cermak Rd a priority and asking David Hulseberg to get the strategic plan in motion.

Respectfully,

Alicia M. Ruiz
6th Ward Alderman

The City of Berwyn



**Alicia Ruiz
6th Ward Alderman**

I-2

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

October 23, 2018

Public Works, Parking, Trees, Traffic, Streets & Sewers Committee Meeting Minutes

Convened: Tuesday, October 23, 2018 5:05 pm / Adjourned: 5:55 pm

Committee Members Present

Chairman / Alicia M Ruiz 6th Ward Alderman / Robert Fejt 4th Ward Alderman / Cesar Santoy,
5th Ward Alderman

Berwyn Staff Members Present

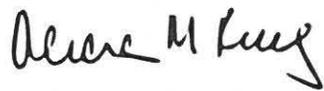
Robert Schiller, Public Works Director

- Open Forum - Alderman Ruiz opened the meeting for public comments. No public members in attendance.
- Alderman Ruiz opened discussion of agenda item traffic accidents at 21st & East, Street Parking & Safety at Crosswalks. Director Schiller shared a stop sign and traffic study was already conducted at this intersection. Schiller will forward report to committee for review and further discussion, if necessary.
- Alderman Ruiz opened discussion on resident complaints regarding street parking. Discussions ensued around potential reasons for challenges and possible solutions. It was agreed to continue discussions after additional information is provided for review. The requested additional information 1) what is the city's liability for leasing private owned spaces for residential parking, 2) costs for conversion to diagonal parking on 19th Street, 3) generating revenue for any future solutions to provide residential parking relief, 4) vehicle sticker revenue and sales, guests passes revenue and sales, vacin fairway revenue and sales, super block charge, and 5) costs to model Oak Park and Forest Park residential parking structures.

Motion to adjourn was made by Santoy and seconded by Fejt, (3) votes in favor, (0) votes against.

Submitted as informational.

Sincerely,

A handwritten signature in black ink that reads "Alicia M. Ruiz". The signature is written in a cursive style with a large initial "A" and a long, sweeping underline.

Alicia M. Ruiz
6th Ward Alderman

The City of Berwyn



**Alicia Ruiz
6th Ward Alderman**

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

December 11, 2018

Public Works, Parking, Trees, Traffic, Streets & Sewers Committee Meeting Minutes

Convened: Tuesday, December 11, 2018 5:05 pm / Adjourned: 6:15 pm

Committee Members Present

Chairman / Alicia M Ruiz 6th Ward Alderman / Robert Fejt 4th Ward Alderman / Cesar Santoy,
5th Ward Alderman

Berwyn Staff Members Present

Robert Schiller, Public Works Director

- Open Forum - Alderman Ruiz opened the meeting for public comments. No public members in attendance.
- Alderman Ruiz opened the discussion on agenda item reports from city engineer and finance director. The discussion ensued around finance director's report on vehicle sticker sales. It was agreed that the most problematic area is families who own 4 or more vehicles. Ruiz reported she met with City Attorney, Anthony Bertuca to discuss the city's current insurance policy and liability coverage for leasing private owned space for residential parking. Any future leasing liabilities would fall under the umbrella of the current insurance policy. The committee agreed to continue discussion after additional requested information was reviewed from meeting on 10.23.18.

Motion to adjourn was made by Santoy and seconded by Fejt, (3) voted in favor, (0) voted against.

Submitted as informational.

Sincerely,

Alicia M. Ruiz
6th Ward Alderman

The City of Berwyn



**Alicia Ruiz
6th Ward Alderman**

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

February 12, 2019

Public Works, Parking, Trees, Traffic, Streets & Sewers Committee Meeting Minutes

Convened: Tuesday, February 12, 2019 5:00 pm / Adjourned: 5:50pm

Committee Members Present

Chairman / Alicia M Ruiz 6th Ward Alderman / Robert Fejt 4th Ward Alderman / Cesar Santoy, 5th Ward Alderman

Berwyn Staff Members Present

Robert Schiller, Public Works Director
City Clerk Margaret Paul

Public Attendee

Julissa Arjon
1848 Cuyler Avenue
Alderman Scoot Lennon

- Open Forum - Alderman Ruiz opened the meeting for public comments. Ms. Julissa Arjon introduced herself and shared her reason for attending the meeting was 2 fold she is a student at Fenwick HS and as a class assignment needed to attend a governmental meeting that had interest to her. She shared her interest for attending was her concern regarding the yield sign at 19th Street by Hett Park as well as the removal of a tree in front of her home. Alderman Santoy, her alderman, addressed her matters and offered additional conversation after the meeting.
- Director Schiller opened the discussion on the recent discovery of many pocket areas through out the city that have severe sidewalk damage due to ATV use to remove snow. As a result he recommends that the City of Berwyn adopt State regulations to ban the use of ATVs to remove snow on sidewalks. Discussion ensued with Director Schiller and committee members. A motion made by Alderman Fejt to deny the adoption of State regulations regarding the none use of ATV's on public sidewalks motioned carried by (3) votes in favor, (0) votes against.
- Alderman Ruiz open continued discussion on vehicle sticker sales from last meeting referencing the vehicle sticker sales report from Finance Director. The proposed

options for consideration were 1) lease/purchase land to model Vacin Fairway parking structure in dense areas 2) create diagonal parking on 19th Street corridor from Ridgeland to East Avenue 3) increase vehicle sticker fees for vehicle #4 and up which and earmark funds for future street/parking projects. Alderman Ruiz motioned to continue exploring potential solutions #1 and #2 and proceed with #3 increasing vehicle sticker pricing in 2019 for vehicle #4 from \$90 to \$200 and an additional \$40 for each additional vehicle sticker purchased per family. Motion carried with (3) votes in favor, (0) votes against. Alderman Ruiz will forward a communication to City Council for approval.

Motion to adjourn was made by Fejt and seconded by Santoy, (3) votes in favor, (0) votes against.

Submitted as informational.

Sincerely,

A handwritten signature in black ink that reads "Alicia M. Ruiz". The signature is written in a cursive, flowing style.

Alicia M. Ruiz
6th Ward Alderman

The City of Berwyn



**Alicia Ruiz
6th Ward Alderman**

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

April 23, 2019

Public Works, Parking, Trees, Traffic, Streets & Sewers Committee Meeting Minutes

Convened: Tuesday, April 23, 2019 5:07 pm / Adjourned: 6:30 pm

Committee Members Present

Chairman, Alicia M Ruiz, 6th Ward Alderman / Robert Fejt, 4th Ward Alderman / Cesar Santoy, 5th Ward Alderman

Berwyn Staff Members Present

Robert Schiller, Public Works Director
Margaret Paul, City Clerk
Sandra Anderson, Deputy City Clerk

- Open Forum - Alderman Ruiz opened the meeting for public comments. No public members in attendance. Alderman Ruiz read a letter received from a concerned resident who could not attend the meeting and asked Alderman Ruiz to present their concern.
- Alderman Ruiz opened the discussion on resident's letter regarding speeding cars from 19th-21st on East Avenue. Director Schiller suggested the first step in indicating if a stop sign should be implemented is to station a speed radar device for a couple of months to obtain data. Alderman Fejt motioned to proceed with Director Schiller's recommendation motioned carried by (3) votes in favor, (0) votes against.
- Alderman Ruiz opened the discussion for Clerk Paul to address her agenda item to review the current Handicap Ordinance, Installation & Renewals. Clerk Paul suggested a change in the process for approval of handicap applications. She recommended the approving authority be removed from Alderman and transferred to the Clerk's Office. Deputy Clerk Sandra Anderson added there are currently 216 approved handicapped signs were majority are annually renewed and approximately 25-30 new applications are processed annually. The application process involves employee hours from the Berwyn Police Department, City Engineer office and City Clerk's office. The committee ensued discussions. A motion made by Alderman Fejt to deny removing the approval authority from Alderman and transfer to clerks of-

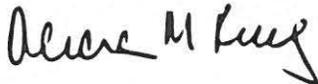
fice, motion carried (3) votes in favor, (0) votes against. It was agreed to continue discussions on modifying handicap sign installation and renewal fees.

- Alderman Ruiz opened the discussion for Director Schiller to address his agenda item of alleys vs streets. Director Schiller shared he currently has a budget of 150-175K to address alley or street critical maintenance needs and would like some direction on which take precedents alleys or streets. He shared it is more costs affective to address streets as they are the most used and service a greater number of residents than alleys. Alderman Ruiz motioned Director Schiller to set a precedents for streets and alleys should be discussed in the future during capital campaigns. The motion carried by (3) votes in favor, (0) votes against.
- Alderman Ruiz opened the discussion on agenda item parking lots vs diagonal parking on 19th street. Director Schiller provide a rough estimate project costs for converting the 19th street corridor to diagonal parking. It would roughly costs \$7K per parking space and the parking would increase to 166 spaces totaling \$1,162,000. It was agreed to further explore this option at a later date.

Motion to adjourn was made by Santoy and seconded by Fejt, (3) votes in favor, (0) votes against.

Submitted as informational.

Sincerely,



Alicia M. Ruiz
6th Ward Alderman

Attachment

The City of Berwyn



Alicia Ruiz
6th Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

November 26, 2019

Public Works, Parking, Trees, Traffic, Streets & Sewers Committee Meeting Minutes

Convened: Tuesday, November 26, 2019 6:12 pm / Adjourned: 7:30 pm

Committee Members Present

Chairman / Alicia M Ruiz, 6th Ward Alderman / Robert Fejt, 4th Ward Alderman / Cesar Santoy, 5th Ward Alderman

Berwyn Staff Members Present

Robert Schiller, Public Works Director
Margaret Paul, City Clerk
Sandra Anderson, Deputy City Clerk
Nicole Campbell, City Engineer

- Open Forum - Alderman Ruiz opened the meeting for public comments. No public members in attendance.
- Alderman Ruiz opened the discussion for Clerk Paul to present her agenda item on Ordinance Title 8, Chap. 484, Section 484.05 (K) and Requests for Children Warning Signs. Clerk Paul shared the current State of IL regulations and policies for such signage. Additionally, Nicole Campbell, City Engineer shared the history of such signs and the adoption of state policies and recommendation for the removal of such signs. The committee ensued discussions. Alderman Santoy motioned that we adopt the current State of IL rules and regulations on such signs and strike it from our current ordinance. Motion carried by (3) votes in favor, (0) votes against. Clerk Paul will forward a communication to legal to modify the current ordinance.
- Alderman Ruiz opened the discussion on agenda item Accessible (Handicap) Parking Fees. Alderman Ruiz reviewed the past meeting discussions on accessible parking process and fees. The current installation fee is \$10 and actual costs per installation for materials and labor is \$155. She also shared the renewal process is \$20 with no penalties for late submissions or removal and reinstallation of signs due to non responsive residents. Discussions ensued. Alderman Ruiz motioned for an increase for the installation of signs to \$55, a non refundable \$20 application fee, renewal fee increased to \$25 from \$20. Any signs removed due to negligence of residents

requires a \$55 re-installation fee. Motion carried by (3) votes in favor, (0) votes against. Clerk Paul will forward a communication to modify the current ordinance.

- Alderman Ruiz opened the discussion on a quarterly report for 2018 vehicle sticker sales received from Ben Daish, Finance Director. Discussions ensued on the report and it was agreed that Alderman Ruiz will meet with Finance Director and report to the committee at the next meeting.

Motion to adjourn was made by Santoy and seconded by Fejt, (3) votes in favor, (0) votes against.

Submitted as informational.

Sincerely,

A handwritten signature in black ink that reads "Alicia M. Ruiz". The signature is written in a cursive, flowing style.

Alicia M. Ruiz
6th Ward Alderman

The City of Berwyn



Anthony T. Bertuca
City Attorney

J-1

A Century of Progress with Pride

January 23, 2020

Margaret M. Paul

City Clerk

City of Berwyn

6700 W. 26th Street

Berwyn, Illinois 60402

Re: 2018-L-5544

Dear Ms. Paul:

Please put this item on the January 28, 2020 agenda authorizing the settlement of the above referenced matter for the total of \$175,000.00 based upon City Council authority granted in Executive session.

Very truly yours,

Anthony T. Bertuca

Anthony T. Bertuca
City Attorney

The City of Berwyn



Anthony T. Bertuca
City Attorney

J-2

A Century of Progress with Pride

January 28, 2020

To: Mayor Robert J. Lovero & City Council Members

From: Anthony Bertuca, City Attorney
Nicole Campbell, Senior Engineer

Re: Revisions to Chapter 420 Illinois Vehicle Code

In the past, the City has previously adopted individual provisions of the Illinois Vehicle Code. City staff has determined that it is in the best interest of the City, its residents, and guests; to fully and completely adopt the provisions of the Illinois Vehicle Code, by reference. This will ensure compliance to any revisions that the state of Illinois implements to the code. Please see the revised ordinance reflecting these changes.

Sincerely,

Anthony T. Bertuca, City Attorney

Nicole Campbell, Senior Engineer

J-2

THE CITY OF BERWYN
COOK COUNTY, ILLINOIS

ORDINANCE
NUMBER

**AN ORDINANCE AMENDING SECTIONS 420.01 PORTIONS ADOPTED,
420.02 FORM OF CITATIONS OF VIOLATIONS AND 420.04
COMPLIANCE WARNING TRAFFIC TICKETS AND CHAPTER 420
ILLINOIS VEHICLE CODE OF THE CODIFIED ORDINANCES OF THE
CITY OF BERWYN**

ROBERT J. LOVERO, Mayor
MARGARET PAUL, City Clerk
CYNTHIA GUTIERREZ, Treasurer

JAMES "SCOTT" LENNON
JOSE RAMIREZ
JEANINE REARDON
ROBERT FEJT
CESAR A. SANTOY
ALICIA M. RUIZ
RAFAEL AVILA
ANTHONY NOWAK
Aldermen

ORDINANCE NO.: _____

**AN ORDINANCE AMENDING SECTIONS 420.01 PORTIONS ADOPTED, 420.02
FORM OF CITATIONS OF VIOLATIONS AND 420.04 COMPLIANCE WARNING
TRAFFIC TICKETS AND CHAPTER 420 ILLINOIS VEHICLE CODE OF THE
CODIFIED ORDINANCES OF THE CITY OF BERWYN**

WHEREAS, the City of Berwyn, Cook County, Illinois (the "City ") is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs (the "Home Rule Powers"); and

WHEREAS, the Mayor and the City Council of the City of Berwyn (the "Corporate Authorities") has adopted a Traffic Code, which has been amended from time to time;

WHEREAS, the Corporate Authorities recognize that regulations regarding to traffic are important to the fabric and safety of the community and must be upheld; and

WHEREAS, the Corporate Authorities determine that it is in the best interests of the residents of the City to amend the Codified Ordinances as set forth below.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Berwyn, Cook County, Illinois, by and through its Home Rule Powers, as follows:

Section 1: Chapter 420, Illinois Vehicle Code is hereby amended to read as follows (with proposed additions underlined and proposed deletions ~~stricken~~):

Section 2: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

CHAPTER 420: ILLINOIS VEHICLE CODE

Section

- 420.01 Portions adopted
- 420.02 Form of citation of violations
- 420.03 File copies
- 420.04 Compliance warning tickets
- 420.05 Parking restrictions
- 420.99 Penalty

§ 420.01 PORTIONS ADOPTED.

For the purpose of regulating and controlling traffic on the streets of the city, there are hereby adopted, by reference, by and for the city, the following portions of the 1994 Illinois Vehicle Code, being ILCS Ch. 625, including any subsequent amendments or revisions thereto:

~~(A) Chapter 1. Title and Definitions, ILCS Ch. 625, Act 5, § 1-101 through Act 5, § 1-218.5.~~

~~(B) Chapter 2. The Secretary of State.~~
~~(1) ILCS Ch. 625, Act 5, § 2-101;~~
~~(2) ILCS Ch. 625, Act 5, § 2-103; and~~
~~(3) ILCS Ch. 625, Act 5, § 2-114.~~

~~(C) Chapter 3. Certificates of Title and Registration of Vehicles.~~
~~(1) ILCS Ch. 625, Act 5, § 3-100 through Act 5, § 3-100.3;~~
~~(2) ILCS Ch. 625, Act 5, § 3-101;~~
~~(3) ILCS Ch. 625, Act 5, § 3-102;~~
~~(4) ILCS Ch. 625, Act 5, § 3-112;~~
~~(5) ILCS Ch. 625, Act 5, § 3-113(a);~~
~~(6) ILCS Ch. 625, Act 5, § 3-401;~~
~~(7) ILCS Ch. 625, Act 5, § 3-402;~~
~~(8) ILCS Ch. 625, Act 5, § 3-404;~~
~~(9) ILCS Ch. 625, Act 5, § 3-411;~~
~~(10) ILCS Ch. 625, Act 5, § 3-413;~~
~~(11) ILCS Ch. 625, Act 5, § 3-416;~~
~~(12) ILCS Ch. 625, Act 5, § 3-417;~~
~~(13) ILCS Ch. 625, Act 5, § 3-501;~~
~~(14) ILCS Ch. 625, Act 5, § 3-502;~~
~~(15) ILCS Ch. 625, Act 5, § 3-601;~~
~~(16) ILCS Ch. 625, Act 5, § 3-605;~~
~~(17) ILCS Ch. 625, Act 5, § 3-701 through Act 5, § 3-703;~~
~~(18) ILCS Ch. 625, Act 5, § 3-706;~~
~~(19) ILCS Ch. 625, Act 5, § 3-815; and~~
~~(20) ILCS Ch. 625, Act 5, § 3-833.~~

~~(D) Chapter 5. Dealers, Transporters, Wreckers and Rebuilders.~~
~~(1) ILCS Ch. 625, Act 5, § 5-100 through Act 5, § 5-102;~~
~~(2) ILCS Ch. 625, Act 5, § 5-201;~~
~~(3) ILCS Ch. 625, Act 5, § 5-202(e); and~~
~~(4) ILCS Ch. 625, Act 5, § 5-301.~~

~~(E) Chapter 6. The Illinois Driver Licensing Law.~~

- ~~(1) ILCS Ch. 625, Act 5, § 6-100 through Act 5, § 6-105;~~
- ~~(2) ILCS Ch. 625, Act 5, § 6-112;~~
- ~~(3) ILCS Ch. 625, Act 5, § 6-113;~~
- ~~(4) ILCS Ch. 625, Act 5, § 6-116;~~
- ~~(5) ILCS Ch. 625, Act 5, § 6-301;~~
- ~~(6) ILCS Ch. 625, Act 5, § 6-303 through Act 5, § 6-305.1; and~~
- ~~(7) ILCS Ch. 625, Act 5, § 6-401.~~

~~(F) Chapter 11. Rules of the Road.~~

- ~~(1) ILCS Ch. 625, Act 5, § 11-100;~~
- ~~(2) ILCS Ch. 625, Act 5, § 11-203;~~
- ~~(3) ILCS Ch. 625, Act 5, § 11-204;~~
- ~~(4) ILCS Ch. 625, Act 5, § 11-208;~~
- ~~(5) ILCS Ch. 625, Act 5, § 11-209;~~
- ~~(6) ILCS Ch. 625, Act 5, § 11-301;~~
- ~~(7) ILCS Ch. 625, Act 5, § 11-305 through Act 5, § 11-307;~~
- ~~(8) ILCS Ch. 625, Act 5, § 11-309 through Act 5, § 11-313;~~
- ~~(9) ILCS Ch. 625, Act 5, § 11-401(a);~~
- ~~(10) ILCS Ch. 625, Act 5, § 11-402 through Act 5, § 11-410;~~
- ~~(11) ILCS Ch. 625, Act 5, § 11-502 through Act 5, § 11-504;~~
- ~~(12) ILCS Ch. 625, Act 5, § 11-601;~~
- ~~(13) ILCS Ch. 625, Act 5, § 11-605;~~
- ~~(14) ILCS Ch. 625, Act 5, § 11-606;~~
- ~~(15) ILCS Ch. 625, Act 5, § 11-608;~~
- ~~(16) ILCS Ch. 625, Act 5, § 11-610;~~
- ~~(17) ILCS Ch. 625, Act 5, § 11-611;~~
- ~~(18) ILCS Ch. 625, Act 5, § 11-701 through Act 5, § 11-711;~~
- ~~(19) ILCS Ch. 625, Act 5, § 11-801 through Act 5, § 11-806;~~
- ~~(20) ILCS Ch. 625, Act 5, § 11-901 through Act 5, § 11-907;~~
- ~~(21) ILCS Ch. 625, Act 5, § 11-1001 through Act 5, § 11-1007;~~
- ~~(22) ILCS Ch. 625, Act 5, § 11-1009 through Act 5, § 11-1011;~~
- ~~(23) ILCS Ch. 625, Act 5, § 11-1101 through Act 5, § 11-1104;~~
- ~~(24) ILCS Ch. 625, Act 5, § 11-1201 through Act 5, § 11-1205;~~
- ~~(25) ILCS Ch. 625, Act 5, § 11-1301;~~
- ~~(26) ILCS Ch. 625, Act 5, § 11-1301.1 through Act 5, § 11-1301.3;~~
- ~~(27) ILCS Ch. 625, Act 5, § 11-1303 through Act 5, § 11-1305;~~
- ~~(28) ILCS Ch. 625, Act 5, § 11-1401 through Act 5, § 11-1408;~~
- ~~(29) ILCS Ch. 625, Act 5, § 11-1410 through Act 5, § 11-1421;~~
- ~~(30) ILCS Ch. 625, Act 5, § 11-1423 through Act 5, § 11-1425; and~~
- ~~(31) ILCS Ch. 625, Act 5, § 11-1501 through Act 5, § 11-1507.1.~~

~~(G) Chapter 12. Equipment of Vehicles.~~

- ~~(1) ILCS Ch. 625, Act 5, § 12-101;~~
- ~~(2) ILCS Ch. 625, Act 5, § 12-201 through Act 5, § 12-215;~~
- ~~(3) ILCS Ch. 625, Act 5, § 12-301;~~
- ~~(4) ILCS Ch. 625, Act 5, § 12-401 through Act 5, § 12-405;~~
- ~~(5) ILCS Ch. 625, Act 5, § 12-501 through Act 5, § 12-503;~~
- ~~(6) ILCS Ch. 625, Act 5, § 12-601 through Act 5, § 12-604;~~
- ~~(7) ILCS Ch. 625, Act 5, § 12-606 through Act 5, § 12-610.1;~~
- ~~(8) ILCS Ch. 625, Act 5, § 12-701 through Act 5, § 12-703;~~

- ~~(9) ILCS Ch. 625, Act 5, § 12-704.3;~~
- ~~(10) ILCS Ch. 625, Act 5, § 12-706 through Act 5, § 12-710;~~
- ~~(11) ILCS Ch. 625, Act 5, § 12-801 through Act 5, § 12-812.~~

~~(H) Chapter 13. Inspection of Vehicles, ILCS Ch. 625, Act 5, § 13-111.~~

~~(I) Chapter 13C. Emission Inspection.~~

~~(J) Chapter 15. Size, Weight, Load and Permits.~~

- ~~(1) ILCS Ch. 625, Act 5, § 15-101 through Act 5, § 15-114;~~
- ~~(2) ILCS Ch. 625, Act 5, § 15-301(a) through (h) and (j) and (k);~~
- ~~(3) ILCS Ch. 625, Act 5, § 15-317.~~

~~(K) Chapter 18C. Illinois Commercial Transportation Law.~~

- ~~(1) ILCS Ch. 625, Act 5, § 18C-4104(a);~~
- ~~(2) ILCS Ch. 625, Act 5, § 18C-4604(1);~~
- ~~(3) ILCS Ch. 625, Act 5, § 18C-4604(3);~~
- ~~(4) ILCS Ch. 625, Act 5, § 18C-4604(4); and~~
- ~~(5) ILCS Ch. 625, Act 5, § 18C-4701(1).~~

The Illinois Vehicle Code (625 ILCS5/1 et seq.), the Illinois Vehicle Code is hereby adopted and made a part of this chapter by reference and shall be applicable in the City.

§ 420.02 FORM OF CITATION OF VIOLATIONS.

In referring to a violation of any of the provisions of the State Vehicle Code, as adopted in § 420.01, the violation shall be noted by referring to § 420.01 and then listing the section of the State Vehicle Code adopted by reference in § 420.01.

§ 420.03 FILE COPIES.

Three copies of the State Vehicle Code, as adopted in § 420.01, and three copies of this chapter shall be available for inspection at the City Clerk's office during normal business hours.

420.04 COMPLIANCE WARNING TICKETS.

(A) The following violations of 625 Illinois Compiled Statutes, otherwise known as the Illinois vehicle code for the period of time as prescribed by law, as presently enacted, or as may be amended from time to time, are hereby adopted by reference and shall qualify forAny person, pursuant to the issuance of a compliance warning ticket, who is accused of a violation of those portions of the State Vehicle Code ~~provided in division (B) hereof~~, except a traffic offense for which a court appearance is required pursuant to the Illinois Vehicle Code, being ILCS Ch. 625, may settle and compromise the ticket by paying to the city a fee as provided in § 422.99.

(B) For the purposes provided in division (A) hereof, the following portions of the Illinois Vehicle Code, being ILCS Ch. 625, are hereby adopted, and § 420.01 is hereby amended by adding the same, by reference, thereto:

ILCS Ch. 625, Act 5, Chapter 3: Certificates of Title and Registration of Vehicles		
(1)	ILCS Ch. 625, Act 5, § 3-112(b)	Failure to transfer title within five twenty days
(2)	ILCS Ch. 625, Act 5, § 3-401(a)	No valid registration - never applied
(3)	ILCS Ch. 625, Act 5, § 3-404	No bill of lading or manifest/dispatch record
(4)	ILCS Ch. 625, Act 5, § 3-411(a)	Failure to carry registration card or reciprocity permit - second division vehicle
(5)	ILCS Ch. 625, Act 5, § 3-413(a), (b)	Improper display of license plates
(6)	ILCS Ch. 625, Act 5, § 3-413(f)	Operation of vehicle with expired registration plate or sticker
(7)	ILCS Ch. 625, Act 5, § 3-416	Failure to notify the Secretary of State of name/address change
(8)	ILCS Ch. 625, Act 5, § 3-417(a)	Failure to immediately apply for replacement registration card, plate or sticker
(9)	ILCS Ch. 625, Act 5, § 3-701(1)	No valid registration - no valid plate or sticker obtained
(10)	ILCS Ch. 625, Act 5, § 3-701(2)	No valid registration - reciprocity, prorate or apportionment
Chapter 5. Dealers, Transporters, Wreckers and Rebuilders		
(11)	ILCS Ch. 625, Act 5, § 5-201(h)	No in-transit plates
(12)	ILCS Ch. 625, Act 5, § 5-202(e)	Failure to display three tow-truck plates
Chapter 11. Rules of the Road		
(13)	ILCS Ch. 625, Act 5, § 11-1419.01	Failure to display Illinois Motor Fuel Tax Identification Card
(14)	ILCS Ch. 625, Act 5, § 11-1419.02	Failure to display external motor fuel tax identification device
(15)	ILCS Ch. 625, Act 5, § 11-1507(a)	Operation of bicycle without lamp and reflector
(16)	ILCS Ch. 625, Act 5, § 11-1507.1	Operation of motorized pedacycle without lamp and reflector
Chapter 12. Equipment of Vehicles		
(17)	ILCS Ch. 625, Act 5, § 12-101(a)	Operation of vehicle with unsafe equipment
(18)	ILCS Ch. 625, Act 5, § 12-201(a)	Operation of motorcycle without lighted headlamp
(19)	ILCS Ch. 625, Act 5, § 12-201(b)	Driving vehicles other than motorcycles without two lighted headlamps and tail lamps when required
(20)	ILCS Ch. 625, Act 5, § 12-201(c)	No white rear registration light
(21)	ILCS Ch. 625, Act 5, § 12-202(a), (b)	Insufficient clearance, identification or side marker lamps and reflectors - second division vehicle
(22)	ILCS Ch. 625, Act 5, § 12-203(a)	Failure to use parking lights while vehicle is standing on highway
(23)	ILCS Ch. 625, Act 5, § 12-204	Improper lamp or flat flag on projecting load
(24)	ILCS Ch. 625, Act 5, § 12-205	Improper use of lamps on towing and towed vehicles
(25)	ILCS Ch. 625, Act 5, § 12-207(a)	Improper use or more than one spot lamp
(26)	ILCS Ch. 625, Act 5, § 12-	Improper use of more than three auxiliary driving lamps

	207(b)	
(27)	ILCS Ch. 625, Act 5, § 12-208(a)	No stop signal lamp or device
(28)	ILCS Ch. 625, Act 5, § 12-209(c)	Defective back-up lights
(29)	ILCS Ch. 625, Act 5, § 12-210(a)	Failure to dim headlights/auxiliary driving lamps within 500 feet on approach of vehicle
(30)	ILCS Ch. 625, Act 5, § 12-210(b)	Failure to dim headlights/auxiliary driving lamps within 300 feet of vehicle in same direction
(31)	ILCS Ch. 625, Act 5, § 12-211(a)	Improper lighting on vehicles other than motorcycles - only one headlamp
(32)	ILCS Ch. 625, Act 5, § 12-211(b)	Improper use of more than four lighted headlights/auxiliary driving lamps
(33)	ILCS Ch. 625, Act 5, § 12-212(a)	Improper use of red light visible from front of vehicle
(34)	ILCS Ch. 625, Act 5, § 12-212(b)	Unlawful use of flashing lights
(35)	ILCS Ch. 625, Act 5, § 12-215	Unlawful use of oscillating, rotating or flashing lights
Chapter 12. Equipment of Vehicles (Cont'd)		
(36)	ILCS Ch. 625, Act 5, § 12-301	Defective brakes
(37)	ILCS Ch. 625, Act 5, § 12-401	Unlawful use of metal studded tire
(38)	ILCS Ch. 625, Act 5, § 12-405(d)	Unsafe tires
(39)	ILCS Ch. 625, Act 5, § 12-501(a)	Operation of vehicle without windshield
(40)	ILCS Ch. 625, Act 5, § 12-502	Operation of vehicle without rear reflecting mirror
(41)	ILCS Ch. 625, Act 5, § 12-503(a)	Obstructed view of windshield or side windows adjacent to driver
(42)	ILCS Ch. 625, Act 5, § 12-503(b)	Unlawful application of tinted film to windshield or window(s) adjacent to driver - all vehicles manufactured after 12-31-1981
(43)	ILCS Ch. 625, Act 5, § 12-503(c)	Obstructed view of any window by stationary or suspended object(s)
(44)	ILCS Ch. 625, Act 5, § 12-503(d)	Operation of vehicle without windshield cleaning device; operation of vehicle with view obstructed by snow, ice or moisture
(45)	ILCS Ch. 625, Act 5, § 12-503(e)	Obstructed view due to defective condition or repair of any window
(46)	ILCS Ch. 625, Act 5, § 12-601(a)	Operation of vehicle with defective horn
(47)	ILCS Ch. 625, Act 5, § 12-601(b)	Unlawful possession or use of siren
(48)	ILCS Ch. 625, Act 5, § 12-602	Operation of vehicle with defective or modified exhaust system
(49)	ILCS Ch. 625, Act 5, § 12-603(b)	Operation of vehicle without two front seat safety belts - vehicles of 1964-1965 or later model years
(50)	ILCS Ch. 625, Act 5, § 12-603.1	Failure of driver/front seat occupant(s) to use seat safety belt
(51)	ILCS Ch. 625, Act 5, § 12-606:	Operation of tow truck without:

	ILCS Ch. 625, Act 5, § 12-606(a)	Identifying sign attached on each side
	ILCS Ch. 625, Act 5, § 12-606(b)	Required equipment - one broom, shovel, trash can and fire extinguisher
	ILCS Ch. 625, Act 5, § 12-606(c)	Removing roadway debris and spreading dirt or sand on oil/grease deposits
	ILCS Ch. 625, Act 5, § 12-606(d)	Insurance policy in cab
(52)	ILCS Ch. 625, Act 5, § 12-607(a)	Operation of vehicle with unlawfully altered vehicle suspension system - body lifted in excess of three inches from chassis
(53)	ILCS Ch. 625, Act 5, § 12-607.1(a)	Operation of first division vehicle with frame in excess of 22 inches above ground
Chapter 12. Equipment of Vehicles (Cont'd)		
(54)	ILCS Ch. 625, Act 5, § 12-607.1(b)	Operation of second division vehicle with frame in excess of specified limits above ground - refer to statute
(55)	ILCS Ch. 625, Act 5, § 12-608(a)	Operation of vehicle with a gross vehicle weight rating (GVWR) of 9,000 pounds or less or a recreational vehicle without two bumpers
(56)	ILCS Ch. 625, Act 5, § 12-608(a)	Operation of vehicle with unlawful bumper height
(57)	ILCS Ch. 625, Act 5, § 12-610(a)	Operation of vehicle while wearing headset receiver
(58)	ILCS Ch. 625, Act 5, § 12-702(a)	Operation of second division vehicle without carrying flares/warning devices
(59)	ILCS Ch. 625, Act 5, § 12-702(c), (d), (e), (f), (g)	Failure to use flares/warning devices when second division vehicle is disabled
(60)	ILCS Ch. 625, Act 5, § 12-707	Overloaded school bus, commuter van or motor vehicle used for hire
(61)	ILCS Ch. 625, Act 5, § 12-711	Operation of garbage truck, roll-off hoist or roll-on container without audible backing warning system
(62)	ILCS Ch. 625, Act 5, § 12-806	Failure to cover school bus sign
(63)	ILCS Ch. 625, Act 5, § 12-808	Operating school bus without fire extinguisher
(64)	ILCS Ch. 625, Act 5, § 12-809	Operating school bus without first aid kit
(65)	ILCS Ch. 625, Act 5, § 12-810	Transporting handicapped passenger(s) without restraining device(s)
Chapter 13. Inspection of Vehicles		
(66)	ILCS Ch. 625, Act 5, § 13-111	Operating without certificate of valid safety test attached to windshield - second division vehicle
Chapter 13c. Emission Inspection		
(67)	ILCS Ch. 625, Act 5, § 13C-15	Failure to display valid unexpired emission inspection sticker (affected counties only)
Chapter 15. Size, Weight, Load and Permits		
(68)	ILCS Ch. 625, Act 5, § 15-105	Load projecting beyond left fenders or six inches beyond right fenders of first division vehicle
(69)	ILCS Ch. 625, Act 5, § 15-106	Failure to fasten loose projecting member
(70)	ILCS Ch. 625, Act 5, § 15-108	Failure to plank edge of pavement for any vehicle in excess of 8,000 pounds

(71)	ILCS Ch. 625, Act 5, § 15-109(a)	Spilling load on highway
(72)	ILCS Ch. 625, Act 5, § 15-109(b)	Operating loaded vehicle without securely fastened covering
Chapter 15. Size, Weight, Load and Permits		
(73)	ILCS Ch. 625, Act 5, § 15-109.1	Operating second division vehicle with load falling, blowing or dropping to highway
(74)	ILCS Ch. 625, Act 5, § 15-114	Unlawful pushing of disabled vehicle
Chapter 18c. Commercial Transportation Law		
(75)	ILCS Ch. 625, Act 5, § 18C-4104(1)(a)	Operation without registration - intrastate or interstate
(76)	ILCS Ch. 625, Act 5, § 18C-4604(1)	Operation without current cab card and state identifier stamp
(77)	ILCS Ch. 625, Act 5, § 18C-4604(3)	Use of a cab card and state identifier stamp issued to another carrier
(78)	ILCS Ch. 625, Act 5, § 18C-4604(4)	Failure to display or present a cab card and state identifier stamp
(79)	ILCS Ch. 625, Act 5, § 18C-4701(1)	Operating without trade name, license and registration number of carrier painted or affixed to both doors of power unit
Snowmobile Registration and Safety Act		
(80)	ILCS Ch. 625, Act 40, § 3-1	Operation of unnumbered snowmobiles
(81)	ILCS Ch. 625, Act 40, § 4-1	Operation of snowmobile without required
	ILCS Ch. 625, Act 40, § 4-1A.	One white headlamp during darkness
	ILCS Ch. 625, Act 40, § 4-1B.	One rear taillight during darkness
	ILCS Ch. 625, Act 40, § 4-1C.	Brake system in good mechanical condition
	ILCS Ch. 625, Act 40, § 4-1D.	Reflective material on each side of cowling
	ILCS Ch. 625, Act 40, § 4-1E.	Adequate sound suppression equipment
(82)	ILCS Ch. 625, Act 40, § 5-1D.	Operation of snowmobile without lighted headlamp and taillight

Section 3. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

Adopted by the Mayor and City Council of the City of Berwyn, Cook County, Illinois this _____ day of _____ 2020, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Lennon				
Ramirez				
Reardon				
Fejt				
Santoy				
Ruiz				
Avila				
Nowak				
(Mayor Lovero)				
TOTAL				

Approved by the Mayor of the City of Berwyn, Cook County, Illinois on this _____ day of _____ 2020.

 Robert J. Lovero
 MAYOR

ATTEST:

 Margaret Paul
 CITY CLERK

The City of Berwyn



Ruth E. Volbre
City Administrator

J-3

A Century of Progress with Pride

Date: January 28, 2020

To: The Mayor and City Council

Re: A Resolution adopting a newly revised employee handbook

On January 14, 2020 I presented City Council with a draft of a newly revised employee handbook. This newest edition includes:

- Gender neutral pronouns that are inclusive to all current and future City personnel
- Updated sexual harassment policy that includes reporting and independent review of an allegation of sexual harassment for elected officials as mandated by the State
- Cellular phone policy
- Updated tobacco policy (includes vaping)
- Addition of Victims' Economic Safety and Security Act (VESSA) policy which is required by State law
- Updated drug and alcohol policy that takes cannabis into account
- Updated IT policy which adds language supporting the City's move to two factor authentication (2FA) and a ransomware section/discussion and prevention
- Social media policy
- Media relations policy

Recommendation:

Staff requests that City Council adopt the attached Resolution titled a *Resolution Approving the Adoption of the City of Berwyn's Revised Employee Handbook for the City of Berwyn, County of Cook, State of Illinois.*

Best Regards,

Ruth E. Volbre

City Administrator

THE CITY OF BERWYN
THE CITY OF BERWYN, ILLINOIS

RESOLUTION
NUMBER _____

A RESOLUTION APPROVING THE ADOPTION OF THE CITY OF BERWYN'S REVISED
EMPLOYEE HANDBOOK FOR THE CITY OF BERWYN, COUNTY OF COOK, STATE OF
ILLINOIS

ROBERT J. LOVERO, Mayor
MARGERET PAUL, Clerk
CYNTHIA GUTIERREZ, Treasurer

JAMES "SCOTT" LENNON
JOSE D. RAMIREZ
JEANINE REARDON
ROBERT W. FEJT
CESAR A. SANTOY
ALICIA M. RUIZ
RAFAEL AVILA
ANTHONY NOWAK

ALDERMEN

Published in pamphlet form by authority of the Mayor and City Council of the City of Berwyn on this ____ day of
January 2020.

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE ADOPTION OF THE CITY OF BERWYN'S
REVISED EMPLOYEE HANDBOOK FOR THE CITY OF BERWYN, COUNTY OF
COOK, STATE OF ILLINOIS**

WHEREAS, the City of Berwyn, Cook County (the "City"), is a home rule municipality pursuant to Article VII, Section 6 (a) of the Constitution of the State of Illinois of 1970 and may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Mayor of the City (the "Mayor") and City Council (collectively, the "Corporate Authorities") are committed to providing standardization of personnel and benefit policies and fostering an effective and productive working environment for City employees; and

WHEREAS, the City maintains an employee handbook (the "Handbook") which sets forth policies, guidelines, procedures, regulations and benefits pertaining to City personnel and officials; and

WHEREAS, the Corporate Authorities find that from time to time it is necessary to review and revise the Handbook to assure compliance with local, state and federal laws and regulations; and

WHEREAS, in light of the foregoing, the Corporate Authorities have determined that it is necessary, advisable and in the best interests of the City and its residents to adopt a revised version of the Handbook entitled "THE CITY OF BERWYN'S EMPLOYEE HANDBOOK," as fully set forth on Exhibit A, attached hereto and incorporated herein (the "Revised Handbook");

NOW THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Berwyn, County of Cook, State of Illinois, in the exercise of the City's home rule powers, as follows:

Section 1. The statements set forth in the preamble to this Resolution are found to be true and correct and are incorporated into this Resolution as if set forth in full.

Section 2. The City Council hereby finds and determines that it is necessary and advisable and otherwise in the best interests of the City to adopt the Revised Handbook, as set forth on Exhibit A, to ensure compliance with all local, state and federal laws and regulations.

Section 3. The Revised Handbook is hereby approved with such insertions, omissions and changes as shall be approved by the Mayor and the Attorney.

Section 4. The officers, employees and/or agents of the City shall take all action necessary or reasonably required to carry out, give effect to and consummate the transactions contemplated by this Resolution and shall take all action necessary in conformity therewith including, without limitation, the execution and delivery of any and all documents required to be delivered in connection with this Resolution.

Section 5. The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

Section 6. All ordinances, resolutions, rules and orders, employment policies, handbooks or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7. This Resolution shall be immediately in full force and effect after passage, approval and publication. A full, true and complete copy of this Resolution shall be published in pamphlet form as provided by the Illinois Municipal Code, as amended.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

PASSED this 28th day of January 2020, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Lennon				
Ramirez				
Reardon				
Fejt				
Santoy				
Ruiz				
Avila				
Nowak				
(Mayor Lovero)				
TOTAL				

APPROVED by the Mayor on January _____, 2020.

Robert J. Lovero
MAYOR

ATTEST:

Margaret Paul
CITY CLERK

EXHIBIT A



EMPLOYEE HANDBOOK

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Article 1 General

Section 1.01 Disclaimer

Please Read Carefully

Unless otherwise provided by a collective bargaining agreement, individual employment contract, or applicable law, your employment with the City of Berwyn (hereinafter referred to as the "City of Berwyn" or the "City") is considered "at will," which means that your employment has no definite term and can be terminated at any time, with or without cause. This Employee handbook is not intended to create, nor should it be construed to constitute any type of employment contract, promise, or guarantee between the City of Berwyn and its employees. This Employee handbook is also not intended to provide any assurance of continued employment for any specific term. Rather, it is simply intended to describe the City of Berwyn and some of its personnel policies and procedures. These policies and procedures supersede all prior policies and statements regarding these issues and they may, and likely will, be changed from time to time with or without notice, as the City deems appropriate.

An exception are departmental policies that continue to supersede the Employee handbook. In the event of any inconsistency between this Handbook and a specific department policy, the department policy takes precedence but only as to those employees within the department. In the event that the department policy is silent on an issue, the Handbook's guidance shall preside.

Furthermore, employment terms and conditions and compensation may be altered or terminated at any time with or without cause and with or without notice at the option of the City. Should any provision in this employee handbook be found to be unenforceable and invalid, such finding does not invalidate the entire employee handbook, but only the subject provision. No representative of the City, other than the Mayor or City Administrator, has the authority to enter into any agreement contrary to the foregoing.

Section 1.02 Collective Bargaining Agreements

The City is a party to certain Collective Bargaining Agreements with the union(s) for certain covered employees. The terms and conditions of employment for the covered employees are set forth in a Collective Bargaining Agreement. In the event of any inconsistency between this Handbook and a specific provision of a Collective Bargaining Agreement, the Collective Bargaining Agreement takes precedence but only as to those employees covered by the Collective Bargaining Agreement. Employees with questions about their Collective Bargaining Agreement should contact their union steward(s) for guidance. All inquiries regarding union membership, except for payroll processes and procedures, will be referred to the exclusive bargaining representative. In the event that a Collective Bargaining Agreement is silent on an issue, the Handbook's guidance shall preside.

Section 1.03 Equal Opportunity Employer

The City is firmly committed to prohibiting unlawful discrimination on the basis of all legally protected categories, including without limitation, based on race, color, sex, sexual orientation, gender identity, age, religion, creed, military status, marital status, national origin, genetic information, pregnancy, mental or physical disability status, etc. This Policy extends throughout the employment process, from application/selection through termination, and in all employment related decisions.

The City is also committed to providing reasonable accommodations to disabled individuals who are otherwise qualified to perform the essential job functions of the position for which the individual applies and/or is hired unless doing so would result in undue hardship or a significant risk of substantial harm to health and safety. If you believe you are in need of a reasonable accommodation, you should notify the City Administrator or your Department Head so that your request can be considered as appropriate on a confidential basis. We encourage your participation in the interactive reasonable accommodation process.

If you feel that you have been the victim of unlawful discrimination of any kind (including denial of a reasonable accommodation if disabled) or if you have witnessed a violation of this Policy, you are directed to promptly report the allegations to your Department Head or the City Administrator (or designee). Be assured that all complaints will be promptly investigated and remedied as appropriate. Also be assured that no retaliation will be taken or tolerated against any person who reports a complaint of a violation of this Policy and/or participates in an investigation of a complaint allegation. In the event the Administration determines that a violation of this Policy has occurred, appropriate disciplinary action (including immediate termination, if warranted) will be taken as deemed necessary by management.

Section 1.04 Light Duty

Employees who are unable to perform their normal essential job duties, due to a job related or non-job related injury/illness which rises to the level of a disability may return in a light duty capacity when the work is available and provided it does not present an undue hardship to the City. The light duty must be approved in writing by a licensed physician. It is understood that this section in no way obligates or requires the City to allocate a light-duty assignment where one is neither available nor needed or when such work would not be immediately beneficial to the City. Additionally, an eligible employee may be entitled to time off for this purpose under the FMLA or other City leave policies. These issues will be addressed on a case-by-case basis with consideration given to all facts involved. Employees are encouraged to participate in an interactive discussion to determine the appropriate form of a reasonable accommodation where medically necessary.

Additionally, in accordance with state law, when requested, the City will provide alternate work assignments that better accommodates a pregnant police officer, firefighter, or other employee, provided there is no undue hardship caused by the

alternate work assignment. If this is applicable to you, please speak to your Department Head/Chief (or designee) to have a request of this sort to be considered.

Section 1.05 Civility Policy and Policy against Workplace Violence or Threats

The purpose of this Policy is to set forth some examples of the types of acts or behaviors that cannot and will not be tolerated in the workplace. Though these issues can best be described as "common sense," there are times when certain individuals may forget standards of decorum thus requiring that this Policy be spelled out as a reminder. In short, it is the City's Policy that all employees treat co-workers, residents, businesses and visitors with respect and as they would like to be treated themselves. All employees are entitled to a reasonably comfortable working environment while on premises and while properly engaged in business activities on behalf of the City.

Workplace Violence: Workplace violence includes, without limitation, any act or threat of violence or "bullying" by any current City employee, customer or visitor against another employee, resident or visitor on or about City premises or elsewhere, at any time while properly engaged in City business or in circumstances that may affect your employment with the City. This definition includes acts or threats of harm or damage against personal or City property (regardless of the person who initiates the action and even if intended to be a joke). By definition, the actual or threatened possession of weapons (firearms, explosives, knives, etc.), except as allowed and properly used pursuant to City and department rules and regulations, on City premises also constitutes workplace violence and is strictly prohibited.

Unacceptable Behavior: Unacceptable behavior includes (without limitation) any act, statement, gesture, or other behavior that occurs while at the workplace or while engaged in business activities and/or in behalf of the City which a reasonable employee, customer or visitor would or could reasonably find offensive. Unacceptable behavior can include, but is not limited to:

1. Obscene, inappropriate or unprofessional communications of any kind, including (without limitation) telephone calls, letters, facsimile transmissions, electronic mail including posting of same;
2. Racial, sexual, religious, ethnic or other similarly inappropriate jokes or comments based on any of the protected bases stated in our EEO Policy (Section 1.03);
3. Obscene, offensive, inappropriate and/or abusive gestures;
4. Abusive, offensive or disruptive acts, statements or behavior;
5. Invasions of privacy of a fellow employee, resident, business or visitor of the City.

6. Use, disclosure or misappropriation of any City property or confidential information.
7. Any other action, inaction, gesture or statement deemed harmful to the City, its employees, property or reputation.

Note: This policy will be construed in accordance with the law and it is not intended to restrict or limit an employee's lawful communications or protected conduct as allowed by the Illinois State Labor Relations Act or any other law that governs the employment of the City's employees.

Reporting of Policy Violation:

The City expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of workplace violence, bullying or other unacceptable behavior, the employee should report that conduct to their immediate supervisor, Department Head or the City Administrator (or designee) within five calendar days of the offense or as soon as practicable. Employees are not required to approach the person who is engaging in such behavior, and they may bypass any offending member of management. The person the workplace violence or bullying is reported to will take the necessary steps to initiate a prompt and thorough investigation. In the case of an imminent threat and/or emergency situation, employees and members of management are directed to immediately contact law enforcement.

Employees should also be aware that complaints of this sort are a serious matter and may lead to discharge against the offender when warranted and deemed appropriate by the City Administrator.

Every supervisor is reminded to take appropriate steps to help ensure that the workplace is free from workplace violence, bullying and/or unacceptable behavior. For example, when appropriate, supervisors should consider doing any one or more of the following:

1. Informing all employees of the substance of this Policy and the potential consequences of a violation;
2. Encouraging employees who are aware that another employee has engaged in violence or unacceptable behavior to report this behavior to their supervisors promptly; and
3. Taking prompt action when such reports are made so that the matter can be investigated and remedied as appropriate.
4. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor.

Employees are asked and expected to report any incidents of workplace violence or unacceptable behavior to their supervisor or the appropriate party as soon as possible after becoming aware of the event (no matter how slight the incident may seem at the time). The City prohibits retaliation against anyone for making a complaint pursuant to this Policy or cooperating in an investigation under this Policy. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct to their immediate supervisor, another member of management or the City Administrator within five calendar days of the offense, or as soon as practicable. Employees are not required to approach the person retaliating against them and may bypass any offending member of management.

Consequences of Policy Violation:

Workplace violence, bullying and unacceptable behavior is strictly prohibited. The City requires that all employees, residents, and visitors engage in proper, professional conduct. The City maintains a "zero tolerance" policy for such behavior and a violation of this Section will be grounds for disciplinary action including immediate dismissal (no matter when discovered), and even where the incident may have been intended as a joke. Depending on the incident and surrounding circumstances involved, civil and/or criminal action also may be taken against the offender in appropriate cases.

Section 1.06 Sexual Harassment Policy

Statement of Policy

It is the Policy of the City that all employees engage in the highest possible professional standards and that all persons be treated fairly, civilly and with respect. To this end, the City will not tolerate or condone discrimination or harassment on the basis of race, color, religion, sex, gender, gender-identity, gender-expression, sexual orientation, genetic information, national origin, age, physical or mental disability, pregnancy, childbirth (or common conditions related thereto) ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status, or any other classification prohibited under federal or state law. Sexual misconduct is also prohibited.

The City will neither tolerate nor condone discrimination, harassment or sexual misconduct by employees, managers, supervisors, elected officials, co-workers, or non-employees with whom the City has a business, service, or professional relationship. "Employee" for purposes of this Policy includes any individual performing services for the City, a contractor, a consultant, an apprentice, an applicant for apprenticeship, an unpaid intern or volunteers. Retaliation against an employee who complains about or reports any act of discrimination, harassment or misconduct in violation of this Policy is prohibited. Retaliation against any employee who participates in an investigation

pursuant to this Policy is likewise prohibited. The City is committed to ensuring and providing a workplace free of discrimination, harassment, sexual misconduct and retaliation. The City will take disciplinary action, up to and including termination, against an employee who violates this policy.

Definition of Sexual Harassment

This Policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation.

Responsibilities

A. Supervisors. Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment or sexual misconduct;
2. Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois;
3. Immediately addressing any observed acts of discrimination, harassment or sexual misconduct and taking steps to intervene when appropriate, whether or not the involved employees are within their line of supervision;
4. Immediately reporting any complaint of harassment, discrimination or sexual misconduct to their Department Head; and
5. Take immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment or sexual misconduct, pending investigation.

B. Employees. Each employee is responsible for assisting in the prevention of discrimination, harassment and sexual misconduct through the following acts:

1. Refrain from participation in, or encouragement of, actions that could be perceived as discrimination, harassment or sexual misconduct.
2. Immediately reporting any violations of this policy to a supervisor and law enforcement (if appropriate under the circumstances). Employees are obligated to report violations of this policy as soon as they occur. An Employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All Employees are obligated to report instances of prohibited conduct, even if the conduct is merely observed and directed toward another individual, and even if the other person does not appear to be bothered or offended by the conduct. All Employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g. man, woman, supervisor, elected official, co-worker, volunteer, vendor, and/or member of the public.)
3. Encouraging any employee who confides that they are the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to report known discrimination, harassment or sexual misconduct may be grounds for discipline.

Procedure for Reporting an Allegation of Sexual Harassment

An employee who either observes sexual harassment or believes themselves to be the object of sexual harassment should, if they feel safe doing so, deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending employee and their immediate supervisor. If the employee is a union member, it may be reported to their union representative as well. It is not necessary for sexual harassment to be directed at the person making the report. The employee experiencing what they believe to be sexual harassment must not assume that the employer is aware

of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

Any employee may report conduct, which is believed to be sexual harassment, in any of the following ways:

- **Electronic/Direct Communication.** If there is sexual harassing behavior in the workplace, the harassed employee should, if they feel safe doing so, directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- **Contact with Supervisory Personnel.** At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report (unless that person is the harasser/offender) and/or to any of the following: a department head, the city administrator, or the Mayor.
- **Resolution Outside Municipality.** The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Reporting and Independent Review of an Allegation of Sexual Harassment for Elected Officials

- A. An elected official who either observes another elected official engage in sexual harassment or believes themselves to be the object of sexual harassment by another elected official may report such conduct for independent review to the City Attorney. If the City Attorney believes a conflict exists which prevents her or him from conducting an independent review, the City Attorney must notify the City of such conflict. Upon receiving notification of the conflict, the City Council shall authorize the engagement of outside legal counsel to conduct the review.
- B. The City Attorney or outside legal counsel shall conduct an independent review of the allegations and provide any findings to the corporate authorities of the City. Any documents, communications or other records created pursuant to the review shall remain confidential, subject to attorney-client privilege, and will not be disclosed unless such disclosure is authorized by resolution with the concurrence of a majority of all members then holding office on the City Council, including the Mayor, or as otherwise required by applicable local, State or federal law.

C. Such records shall also be presumed as exempt from disclosure under the Freedom of Information Act, to the extent it is applicable.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

Supervisors shall immediately report any conduct that may violate this policy of which they become aware of to their Department Head who will in turn report to the Mayor. The Mayor will advise the City Council of all such complaints.

Investigation Procedures

All reported violations of this policy will be investigated. The investigation will be conducted thoroughly and promptly. It may include interviews with the person making the complaint; the person against whom the complaint is made, any potential witnesses identified by either person, as well as with others whom the City believes may have relevant information. Employees are expected to cooperate in this process. The investigation may also include review of pertinent documents and other materials. In most circumstances, the person making the complaint will be requested to put their complaint in writing, honestly setting forth full particulars (such as the date, time, location, presence of any witnesses, etc.) to ensure that all possible violations of this Policy are properly investigated.

The investigation will be conducted in a manner that protects the confidentiality of those involved to the extent reasonably possible. Employees involved in an investigation may be instructed to or instructed not to discuss the investigation with other employees depending upon the specific circumstances of the investigation. The City will use the criteria set forth in rulings of the National Labor Relations Board in making these determinations.

This complaint procedure is a critical part of the City's efforts to eliminate unlawful workplace harassment. A request not to investigate a reported violation of this policy cannot be honored.

The results of the investigation shall be reported to the Mayor and the City Council along with a prevention analysis.

Prohibition on Retaliation for Reporting Sexual Harassment Allegations

No municipal official, supervisor or employee or any municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's or any other person/resident's:

1. Disclosure or threatened disclosure of any violation of this Policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this Policy, or

3. Assistance or participation in a proceeding to enforce the provisions of this Policy.

For the purposes of this Policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this Policy.

No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because they have opposed that which they reasonably and in good faith believe to be sexual harassment in employment, because they have made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 300 days of the alleged retaliation.

Consequences of a Violation or the Prohibition on Discrimination, Harassment or Sexual Misconduct

Where harassment, discrimination or sexual misconduct has been found to have occurred, the City will take is prompt and proportionate disciplinary action, up to and including discharge, based on the behavior(s) at issue and the severity of the infraction. This disciplinary action may, but need not necessarily, include:

- a. Verbal or written reprimand;
- b. Placing the offending employee on a corrective action plan for a period of time to be identified;
- c. Delay in pay increases or promotions;
- d. Suspending the offending employee from work without pay;
- e. Demotion;
- f. Immediate termination.

In addition to any and all other disciplinary action that may be taken by the City, any person who violates this Policy or the prohibition on sexual harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

Upon completion of the investigation, the City will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

Consequences for Knowingly Making a False Report

A false report is a report of discrimination, harassment or sexual misconduct made by an accuser using the report to accomplish some end other than stopping the discrimination, harassment or sexual misconduct. **A false report is a report not made in good faith, which cannot be proven.** Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any

other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

Additional Resources

If you have any questions concerning the City's policies on this matter, please see your supervisor or the City Attorney. Further information may also be obtained from the Illinois Department of Human Rights, 312-814-6200, or the Equal Employment Opportunity Commission (EEOC), 800-669-4000 or for matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS), 800-25-ABUSE.

Section 1.07 Definition of Employees

Appointive Personnel – Personnel appointed by the Mayor shall be directly responsible to the Mayor or their designee in the performance of their duties, and the Mayor shall set their compensation and duties.

Administrative Personnel – Administrative Personnel shall include those persons hired in the positions of Department Heads, Assistant Department Heads or Supervisors. Administrative Personnel shall be employed by and responsible to the Mayor in the performance of their duties except Supervisors and Assistants to Department Heads, who will be responsible to that Department Head.

Supervisory Personnel – Supervisory Personnel shall be responsible to their respective Department Head or assistant department head. Supervisory Personnel shall carry out and be responsible for tasks and duties as assigned by the appropriate Department Head or other administrative personnel. In addition, they shall evaluate employees, recommend and impose discipline in consultation with the Department Head, assign work duties as called upon, supervise employees, assist and train employees as necessary, and provide input when requested for the hire, promotion or demotion of employees, among other duties that may be assigned.

Supervisory personnel, as well as administrative and appointed personnel, are considered "exempt" employees under the Fair Labor Standards Act.

Regular Full-time Employees – Regular Full-time Employees shall include those persons who have completed the probationary period and have been employed by the Municipality for duties and responsibilities on a full-time and year-round basis. Regular Full-time Employees are eligible for benefits during the probationary period. Regular Full-time Employees acquire and accumulate seniority beginning on their start date in the full-time position. Regular personnel shall be recommended for employment by administrative or supervisory personnel with approval of the Mayor and shall be responsible to the same.

Regular Part-time Employees – Regular Part-time Employees shall be defined as any employee who has completed the probationary period and who work a minimum of 1,000 hours per year. Unless otherwise provided in a collective bargaining agreement, regular part-time employees do not acquire and accumulate seniority. Regular part-time employees are eligible for vacation, holiday, personal, and major medical and sick leave benefits on a prorated basis (*i.e.* 32 hours per week equals 80% of benefits, 24 hours per week equals 60% of benefits, 20 hours per week equals 50% of benefits) during their probationary period. The only exception are booking officers, part-time community service officers, and auxiliary officers who are not eligible to receive any benefits. Consult the Benefits Administrator or benefits plan documents for specific details and eligibility requirements.

Seasonal / Part-Time Personnel – Personnel employed for a specific job or for seasonal work and who shall not be considered in the regular employee classifications shall automatically be included in this classification. Employees in this category shall be employed and dismissed by the Department Head with the approval of the Mayor. Unless specifically stated herein, fringe benefits will not be applicable to persons in this classification nor do such personnel acquire and accumulate seniority. Further, these personnel shall work hours as established in their job description as well as established by the appropriate Department Head.

Regardless of the specific employee definition, all employees are bound by and protected by the policies set forth in this Employment Handbook, including but not limited to: anti-discrimination, anti-harassment, and anti-retaliation policies summarized throughout this Handbook.

Section 1.08 Probationary Period - New Employees

All new employees, and those re-hired after loss of seniority, shall be considered probationary employees until they complete a probationary period of at least six (6) full months. A probationary employee may be laid-off, disciplined or terminated without cause during such probationary period or thereafter. The period may be extended at the sole discretion of the City Administrator or Mayor.

Upon successful completion of the probationary period, a Regular Full-time Employee shall acquire seniority which shall be retroactive to their last date of hire with the City in a position covered by the City Personnel Rules.

Benefit eligible employees begin receiving their benefits at a pro-rated rate during their probationary period.

Section 1.09 Nepotism Policy

After February 8, 2000, no person shall be hired and placed in any position of employment within the City which would cause the person to report directly to a supervisor with whom the person has a familial relationship.

A "familial relationship" shall be defined as a relationship between two persons where at least one of them is a mother, father, sister, brother, grandmother, grandfather, daughter, son, spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law to the other person.

Where the person to whom a City employee reports becomes a person with whom the employee has a familial relationship due to promotion, marriage or other action, the subordinate employee shall be reassigned to another shift or a position in the same or another department.

No person shall be considered for hiring or for promotion unless and until they completely and accurately fill out and submit to the City Administrator or Mayor an affidavit disclosing all persons employed by the City with whom they have a familial relationship. Any affidavit found to be false or misleading shall constitute grounds for termination of the person who submitted false or misleading affidavit.

No person shall participate in any decision to hire if that person has a familial relationship with the person being considered for hiring.

No person shall participate in any decision to promote if that person has a familial relationship with the person being considered for promotion.

Section 1.10 Gift Ban Policy

City employees and officials must be compliant with the Illinois State Gift Ban Act (5 ILCS 430). The City has adopted the Illinois State Gift Ban Act as Ordinance No.201.03 and this Ordinance will be subject to revision from time to time to comply with the changes in the law.

Except as otherwise provided, no employee shall intentionally solicit or accept any gift from any prohibited source in violation of any federal or State statute or City ordinance. This ban applies to and includes the spouse of and immediate family living with the Employee.

This gift ban restriction does not apply to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public;
2. Anything for which the Employee pays the market value;
3. Any (i) contribution that is lawfully made under the Illinois Election Code or the Illinois State Officials and Employees Ethics Act or (ii) activities associated with a fundraising event in support of a political organization or candidate;
4. Educational materials and missions;
5. Travel expenses for a meeting to discuss City business;

6. A gift from a relative, meaning those people related to the Employee as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, spouse, civil union partner, grandfather, grandmother, grandson, granddaughter, father-in-law, stepfather, stepmother, stepson, stepdaughter, stepfather, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the Employee's spouse and the Employee's fiancé or fiancée;
7. Anything provided by an individual on the basis of a personal friendship unless the Employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the Employee and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the Employee shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the Employee, including any previous exchange of gifts between the individual and the Employee; (ii) whether to the actual knowledge of the Employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift, and (iii) whether to the actual knowledge of the Employee the individual who gave the gift also at the same time gave the same or similar gifts to other Employees;
8. Food or refreshments not exceeding \$75.00 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For purposes of this section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means;
9. Food, refreshments, lodgings, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the Employee as an Employee of the City) of the Employee, or the spouse of the Employee, if the benefits have not been offered or enhanced because of the official position or employment of the Employee, and are customarily provided to others in similar circumstances;
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to an Employee from another Employee or other officer or employee of the City. "Inter-governmental gift" means any gift given to an Employee by a member, officer or employee of a State agency, of a federal agency, or of any governmental entity;
11. Bequests, inheritances, and other transfers at death;
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.00.

Each of the exceptions listed in this section is mutually exclusive and independent of one another.

An Employee does not violate this gift ban if the Employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered or succeeded.

Section 1.11 Code of Conduct and Whistleblower Protection Policy

The City of Berwyn is strongly committed to conducting its business lawfully and in accordance with the highest ethical standards. We are proud of our values and hold ourselves out to our community as a model for others to follow. To this end, this Code of Conduct and Whistleblower Protection Policy shall serve to: (1) emphasize the City's commitment to ethics and compliance with the law; (2) set forth some (but not all) general standards of ethical and legal behavior; (3) provide a reporting mechanism for known or suspected ethical or legal violations; and (4) help prevent and detect wrongdoing.

1.11.1 Scope

This policy applies to all of the City of Berwyn's personnel and employees.

1.11.2 Ethical Standards

A. Conflict of Interest

A conflict of interest exists when a person's private interests interferes in any way with the interests of the City of Berwyn. A conflict can arise when an employee takes actions or has interests that may make it difficult to perform their work for the City objectively and effectively. Conflicts of interest may also arise when an employee receives improper personal benefits as a result of their position at the City.

Conflicts of interest may not always be clear cut, so if you have a question, you should consult with your immediate supervisor, the City of Berwyn's City Administrator or, if circumstances warrant, the City Attorney. Any employee who becomes aware of a conflict or potential conflict should immediately bring it to the attention of the appropriate person in the chain of command.

B. Compliance with Laws, Rules and Regulations

Obedying the law, both in letter and in spirit, is the foundation on which the City's ethical standards are built. In conducting the business of the City, employees shall be expected to understand and comply with all applicable governmental laws, rules and regulations. That said, if an employee does not feel that they have a good grasp of the applicable laws and regulations, then the employee should seek the assistance at the most appropriate level of the chain of command.

C. Fraud and/or Significant Accounting Deficiencies

Any City employee, officer or director shall promptly bring to the attention of the City Attorney any information they may have concerning: (a) significant deficiencies in internal controls over financial reporting which could adversely affect the City's ability to legitimately and accurately record, process, summarize and report financial data or (b) any fraud involving any financial or operational matter anywhere within the City.

D. Reporting Known or Suspected Violations

The City of Berwyn's employees are strongly encouraged to report all known or suspected violations of this Code of Conduct. Specifically, employees should talk to the appropriate person in the organization about any known or suspected illegal or unethical behavior. If the employee is uncomfortable speaking with this person, then the employee can follow the chain of command to seek resolution all the way to the Mayor. No retaliatory action of any kind will be permitted or tolerated against anyone making such a report under this Policy or against any person who participates in an investigation under this Policy. The City will strictly enforce this prohibition, and violators will be subject to disciplinary action up to and including termination if deemed appropriate based on the circumstances involved.

Note, reporting known or suspected illegal or unethical behavior is not optional. It is required. Similarly, all employees are required to cooperate in internal investigations of misconduct. Any failure to report a violation or to withhold information related to a violation will result in discipline up to and including discharge.

Finally, it goes without saying, that any violation of this Code of Conduct, will result in discipline up to and including discharge. Any violation of this Code that also constitutes a violation of law may result in criminal penalties and civil liabilities for the offending employee.

REMEMBER

1. ALL EMPLOYEES ARE STRONGLY ENCOURAGED TO REPORT SUSPECTED ILLEGAL OR UNETHICAL BEHAVIOR or any other actual or potential violation of this Policy.
2. EMPLOYEES WHO MAKE SUCH A REPORT (OR PARTICIPATE IN AN INVESTIGATION) WILL BE PROTECTED FROM ANY RETALIATION FOR DOING SO.
3. This Policy will be reviewed from time to time for possible revision and should be construed in a manner that complies will applicable laws.

1.11.3 Code of Ethics

General City Code of Ethics:

- A. Employees, as public employees, are deemed to acknowledge and understand the following (not exhaustive list):
1. The public judges its government by the way public employees conduct themselves in their employment.
 2. The public has a right to expect that every public employee will conduct themselves in a manner that will tend to preserve public confidence in and respect for the government represented.
 3. Such confidence and respect can best be promoted if every public employee will uniformly: (i) treat all citizens with courtesy, impartiality, fairness and equality under the law; and (ii) avoid both actual and potential conflicts between their private self-interest and the public interest.
 4. The avoidance of such actual, potential and perceived conflicts between private self-interest and the public interest can best be promoted if every public employee will uniformly: (i) avoid the expenditure of public funds for nonpublic purposes; that is, the expenditure of public funds by any and all public employees shall be for and in furtherance of only recognized public purposes; and (ii) avoid the expenditure of public funds without supporting original receipts therefor; that is, there shall be no expenditures of public funds by any public employee without original receipts accounting for one hundred percent (100%) of such expenditures. Such obligations of honest and truthful conduct and fair dealing are minimum requirements with which all public employees shall comply and are in addition to any other obligations required or imposed by law.
 5. The best interests of the public require that all public employees be obligated to report for investigation all alleged violations of this ethics code discovered in good faith.
- B. For purposes of this Ethics Code, the following definitions shall apply:
1. **Financial Interest:** any interest which shall yield, directly or indirectly, a monetary or other material benefit (other than the duly authorized salary or compensation for their services to the City) to the Employee or to any person employing or retaining the services of the Employee.
 2. **Immediate Family:** a person who is related to an Employee as spouse or as any of the following, whether by marriage or a civil union partnership, blood or adoption: parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter,

stepbrother, stepsister, half-brother, half-sister, brother-in-law or sister-in-law.

3. Official Action: any act, action, approval, decision, denial, directive, disapproval, inaction, order, performance, nonperformance, recommendation, vote or other direct result of an Employee's exercise of discretionary authority in connection with the Employee's public position.
 4. Partner in Interest: (i) a member of the Employee's immediate family; or (ii) a business with which the Employee or a member of the Employee's immediate family is associated; or (iii) any other person with whom the Employee or a member of the Employee's immediate family is in business, or is negotiating or has an agreement concerning future employment or the future conferring of any personal benefit, whether in the Employee's own name or the name of any business or person from whom the Employee is entitled or expects to become entitled to receive any personal benefit, as a result of a contract or transaction which is, or which is expected to become, the subject of an official action by or with the City.
 5. Personal Benefit: any benefit which is offered or received, or perceived to be offered or received, primarily for the purpose of influencing the manner in which an Employee performs or refrains from performing an official action, so that an attempt is made to induce the Employee, or the Employee is induced, to act in favor of some interest other than the public interest on the basis of an expectation or hope that the Employee or a partner in interest of said Employee will obtain some private gain by acting against the public interest; provided, however, that the term "personal benefit" does not include payment by the City of salaries, compensation or employee benefits or payment by an employer or business other than the City of salaries, compensation, employee benefits or pursuant to a contract, when the payment is unrelated to an Employee's status as such and is not made for the purpose of influencing, directly or indirectly, an official action of an Employee.
 6. Personal Interest: any direct or indirect interest, whether the value is financial or nonfinancial, which value may accrue to a person or result in such person deriving or potentially deriving a personal benefit as a result of the approval or denial of any ordinance, resolution, order or other official action, or the performance or nonperformance thereof, by an Employee, and which interest is not shared by the general public.
- C. Fair and Equal Treatment: No Employee shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large. No Employee shall request, use or permit the use of any publicly owned or publicly supported property, vehicle, equipment, labor or service for the personal convenience or the private advantage of the Employee or any other person. This

rule shall not be deemed to prohibit an Employee from requesting, using or permitting the use of such publicly owned or publicly supported property, vehicle, labor or service which it is the general practice to make available to the public at large.

D. Prohibited Acts:

1. No employee or partner in interest of such employee shall have any financial interest or personal interest, directly in their own name or indirectly in the name of any other person, association, trust or corporation, in any contract, business or official action of the City or any board, body, committee or department thereof, except as may be specifically permitted under the Illinois Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 et seq., as amended, or under any other applicable law.
2. No employee or partner in interest of such employee shall solicit or accept from any person, directly or indirectly, any personal benefit, regardless of value, or the promise of receiving a personal benefit in the future, for the employee or partner in interest of such employee.
3. No employee shall expend public funds for nonpublic purposes. That is, the expenditure of public funds by any employee shall be made only upon the authorization of the Corporate Authorities of the City and only for and in furtherance of properly identified public purposes.
4. No employee shall expend public funds without supporting receipts. That is, there shall be no expenditures of public funds by any employee unless such expenditures have been previously authorized by the Corporate Authorities of the City and all such expenditures must be evidenced by receipts accounting for one hundred percent (100%) of such expenditures.

- E. All employees shall be and are hereby obligated to report to the City Administrator or Mayor for investigation of all alleged violations of this ethics code discovered by such employee in good faith.

Section 1.12 Political Activities

Employees shall not engage in the following prohibited political activities (not all inclusive) on working time or with the use of City resources. This Policy shall be construed in accordance with ILCS 430/5-15 and all other applicable laws and regulations:

1. Employees shall not perform any political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any City property or resources by engaging in any political activity for the benefit of any campaign for elective office or any political organization;

2. At no time shall any employee misappropriate the services of any other employee of the City by requiring the other employee to perform any political activity (i) as part of that other employee's City duties, (ii) as a condition of City employment, or (iii) during any time off that is compensated by the City (such as vacation, personal, or compensatory time off);
3. An employee shall not be required at any time to participate in any political activity in consideration for that employee being awarded any additional compensation or other City benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise; and
4. An employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the Employee's participation in any political activity.

Nothing in this section shall prohibit activities that are otherwise appropriate for an employee to engage in as a part of their official duties or activities that are undertaken by an employee on a voluntary basis as permitted by law. No employee in a position that is subject to recognized merit principles of public employment shall be denied or deprived of City employment or tenure solely because they are a member or an officer of a political committee, of a political party, or of a political organization or club.

No rule or regulation herein shall in any way be interpreted to inhibit or prohibit any employee from exercising their full political rights to engage in political activities, including the right to petition, make speeches, campaign door to door, and to run for public office, so long as the Employee does not use their official position to coerce or influence others and does not engage in these activities while they are at work on duty and/or as otherwise prohibited by law.

This policy will be carried out to the fullest extent of the law.

Section 1.13 Salary Review

At the Mayor's discretion, salaries will be reviewed based upon the following criteria:

- 1) Relative difficulty and responsibility of each position;
- 2) Availability of employees in particular occupational careers;
- 3) The financial ability of the City to balance salary and fringe benefit costs against all other obligations.

The minimum, maximum, and intermediate steps of each salary range shall be those rates in the basic salary schedule which most nearly reflect the above factors.

Article 2 Personnel

Section 2.01 Personnel Files

The privacy of current and past employees will be assured by the City and its representatives to the maximum extent required by law. The City Administrator (or designee) shall be responsible for the maintenance and administration of the official personnel files for all current employees consistent with applicable law. Employees are responsible for updating personal information any time there is a change. All personnel files including any medical information regarding an employee shall remain in a confidential file with limited access to others.

The privacy and access to an employee's personnel files will be governed in accordance with the Illinois Personnel Record Review Act. If you have questions about your rights and obligations under this law, you are encouraged to speak to the City Administrator or their designee.

Section 2.02 Car Allowance

All City employees issued a City owned automobile will adhere to IRS tax regulations.

City gasoline pump usage will be permitted for City-owned vehicles only or other approved vehicles as deemed necessary and appropriate by the Mayor.

When City business requires a City employee to use their personal automobile, the employee shall be reimbursed at the applicable I.R.S. rate for all authorized miles. If you have a question about the current rate, please contact your Supervisor. You will not be reimbursed unless you are specifically authorized to engage in the travel at issue.

Section 2.03 City Related Expenses

Any time an employee has been authorized by a Department Head to spend funds for City business, the employee will be reimbursed upon presenting original valid receipts to the Finance Director.

Section 2.04 Conferences and Seminars

1. Philosophy - The City shall provide opportunities for employees to attend conferences which may be of benefit to the employee and which would help to improve the City's operation or service. With prior approval by the Mayor or Department Head, the employee may attend such conferences and seminars without loss of pay and at the City's expense in accordance with authorized budgetary provisions.
2. Authorization - Each department head shall recommend conferences and/or seminars that they feel employees in that particular department will benefit from by attending. The Mayor shall approve said requests.

3. Expenses – Reimbursed expenses for conferences shall include mileage or travel costs, registration, meals (excluding alcohol), lodging, and other pertinent miscellaneous expenses. Persons authorized to attend conferences should make a request for an advance for anticipated expenses. It is mandatory that all authorized persons account for the advance and expenses on an expense form with original receipts attached.

It shall be the practice of this City to pay for all legitimate expenses as outlined above.

**Note: The City of Berwyn's Police Department is an exception in regard to expense reimbursement for conferences, seminars, and training. Police Department staff will not be reimbursed for mileage and meals for in-state conferences, seminars, and trainings. Meals for out of state conferences and seminars will be reimbursed using the per diem rates located on the U.S. General Services Administration website: www.gsa.gov*

Section 2.05 Job Openings

Openings in positions within the City will be posted so that qualified candidates may be considered. Any employee who wishes to apply for such positions shall submit an application in writing to the designated department for consideration. In all cases, the City reserves the right to select the most qualified candidate for any available opening.

Article 3 Conditions of Employment (not all inclusive)

Section 3.01 Outside Employment

It is to be understood that an employee's employment with the City (even if part-time or seasonal) is to be their primary employment. Therefore, it is recommended that outside employment by any City employee should be kept to a minimum as your work for this City must be your priority.

No outside employment shall be permitted if:

- A. It could or does physically or mentally hamper or interfere with the employee in their ability to do the essential job functions required of the employee by the City.
- B. It would or could reflect adversely upon the employee or the City; and/or
- C. It is in conflict with (or appears to be in conflict with) the employee's position as a City employee.

Each employee, prior to engaging in outside employment, shall notify the Department Head as to:

- A. The name of the outside employer;

- B. The nature of the outside work; and
- C. The standard work schedule of the outside work.

Employees who have accepted secondary employment may not use sick leave, FMLA leave, disability leave, or other leaves offered by the City to work on the secondary job. Fraudulent use of leave will result in disciplinary action up to and including termination.

A leave of absence will not be granted to enable an employee to apply for or accept employment elsewhere or for self-employment, except with the express written approval of the City Administrator. Employees who engage in employment elsewhere in violation of this Policy during such leave may immediately be terminated by the City.

The City expects employees engaged in secondary employment to perform the duties and responsibilities of their position with the City in a satisfactory manner and with the knowledge that all employees will be evaluated based on the performance standards for their position and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

The City Administrator shall reserve the right to prohibit and/or restrict any outside employment on the part of any City employee which employment, in their judgment, might be detrimental to the best interest of the City or the employee's performance of services on behalf of the City. In such cases, the employee will be given an appropriate warning and then must decide if they want to continue their service with the City or with the outside employer. Employees of the City may not engage in outside business activities while on normal duty nor may City property be used for anything but City functions.

If an employee suffers any injury or illness during or resulting from an outside employment activity, the City will not be responsible for any workers' compensation benefits, except as otherwise required by law.

NOTE: Those employees who are covered by a collective bargaining agreement, should consult the union contract for details applicable to them.

IMPORTANT NOTE: Employees are required to seek approval for outside employment in writing on an annual basis.

Section 3.02 General

A. **Employee Suggestions**

All employees who make suggestions for improvement of City services, reductions of cost, improvement of safety or training, or other related programs, are encouraged to communicate their suggestions in a written report to the Department Head, City Administrator and/or Mayor.

The employee shall be informed of the disposition of their suggestion and a copy of the report will be filed in the employee's personnel history file.

Meritorious suggestions shall be recognized by special commendations to be recommended by the Mayor to the City Council.

B. Council Meeting Attendance

All employees of the City are welcome to attend any public meeting except executive sessions. The Mayor may require certain staff members to attend Council meetings as deemed necessary.

In the interest of efficiency and better working relationships, employees shall utilize the grievance procedure set forth in this manual (Section 7.01) or otherwise consult with their immediate supervisor or Department Head concerning any matter directly related to their employment with the City. Therefore, employees shall not directly contact elected Aldermen concerning matters affecting their employment without first seeking resolution through the chain of authority up to and including the Mayor. In addition, under no circumstances shall an employee seek to use public meetings conducted by the City as a forum to raise grievances or disputes concerning matters affecting their employment. The City does not and will not restrict any employee's right to discuss matters of public importance not relating to their employment with any elected official or other persons in any forum. Violations of this prohibition will be dealt with as a disciplinary matter.

C. Staff Meetings

1. City-Wide. From time to time, a meeting or meetings of all regular employees may take place to discuss matters of mutual interest to the City and employees. The Mayor or their designee shall chair the meetings which will be held during the normal business hours.
2. Department Staff Meetings. Each department will hold staff meetings for all departmental employees. The Department Head will chair the meetings which will be held as deemed necessary and appropriate. If deemed appropriate, suggestions resulting from these meetings may be placed in writing and submitted to the Mayor.

D. Change of Address and/or Qualifying Life Event - All employees must notify the Payroll Administrator, Benefits Administrator, and their Department Head upon the change of address and/or change of contact information and if there is a qualifying life event for insurance purposes (ex. marriage, having a baby, loss of health coverage).

E. Resignation Notice – Except for extraordinary circumstances, employees who fail to give at least two (2) weeks advance notice prior to resignation are

considered to be not in "good standing." Those employees are generally not eligible for rehire.

All resignations shall be in writing giving the reasons for leaving. Where, for any reason, it is impossible or impractical to obtain a written notification, the Department Head or Mayor shall record the reasons in writing. All resignation letters will be placed in the employee's personnel history file.

Article 4 Benefits

Section 4.01 Medical and Dental Insurance

The City provides a comprehensive medical and dental insurance plan for full-time employees and eligible dependents. Pro-rated comprehensive medical and dental insurance is available for regular part-time employees who regularly work between 30 hours and 32 hours a week (*i.e.* of prorated schedules: for 30 hours per week, the employer covers 75% of premium and employees cover 25% of premium; for 32 hours or more per week, the employer covers 87.5% of premium and employees cover 12.5% of premium.) Information and Summary Plan Descriptions regarding these plans are available from the Benefits Administrator.

All full-time employees become eligible for the City's medical and dental plan on the first of the month after completing one (1) calendar month of employment.

The City reserves the right to amend, modify, add to and subtract from any coverages or items of coverage for insurance (except as provided by law). The City expressly reserves the right to change carriers and to provide other or different benefits than those set forth above. In addition, the City reserves the right to institute cost reduction measures including but not limited to mandatory second opinions on elective surgery; use of day surgery and prohibitions on weekend admissions; and changes in deductibles and coverage limits. Finally, the City reserves the right to change the amount of percentage share of its contribution to provide these benefits.

Benefits

All benefits and requirements of the plans are described in the policy booklet provided to each employee through the Benefits Administrator.

Enrollment

Enrollment forms should be completed in the following instances:

1. New employees beginning service with the City;
2. Employees wanting to add an eligible dependent;
3. Employees who want to drop a dependent.

Enrollment forms are available from the Benefits Administrator. It is the employee's responsibility to notify the Benefits Administrator of any change in dependent status by completing an enrollment form within a 30 day period. Upon termination of employment with the City, the employee may elect to continue medical coverage under the Consolidated Omnibus Budget Reconciliation Act (R.L. 99-272) (COBRA).

Premiums

The City will offer several choices of insurance plans. Premiums are deducted bi-weekly from the employee's paycheck.

Section 4.02 Life Insurance

The City provides all full-time employees group life insurance in the amount of \$25,000.

Benefits

All benefits and requirements of the plan are described in the policy booklet provided by the Benefits Administrator.

Enrollment

Beneficiary forms are available from the Benefits Administrator. It is the employee's responsibility to notify the Benefits Administrator of any changes in beneficiary(s) by updating a beneficiary form.

Premiums

There are no employee paid premiums for employer provider life insurance coverage.

Additional Coverage

Employees are offered the opportunity to purchase additional life insurance at their own expense.

Section 4.03 Employee Assistance Program (EAP)

The City provides an Employee Assistance Program (EAP) for use by eligible employees and their dependents in order to help employees address possible personal problems, which may be affecting job performance or general personal attitude. The EAP is intended to provide assistance to employees who may be exhibiting below standard, unusual or less than satisfactory job performance, which may be attributable to trauma or personal stresses. Employees are encouraged to seek EAP assistance/counseling prior to job performance being affected.

Department Head Training

Department Heads have been trained to recognize performance problems, which may be caused by personal problems and to become knowledgeable of the performance impacts on personal problems. Department Heads are not trained to be counselors, only to recognize the problem and performance implication in order to refer the employee to the appropriate place for assistance.

Confidentiality

All communications between a counselor and an employee will be considered strictly confidential, with the following exceptions:

- Matters that involve violations of the law. Violations of the law will only be revealed through legal precedence.
- There is an indication the employee presents an immediate physical danger or a threat to their safety or the safety of others.

Section 4.04 Retirement Systems

City employees who work one thousand (1,000) hours or more per year must participate in the Illinois Municipal Retirement Fund (IMRF). Police officers and firefighters are excluded as participating employees and shall participate in their established pension funds.

Benefits

All benefits and requirements of the plan are described in the plan booklet mailed to the employee by IMRF.

Enrollment

Enrollment and beneficiary forms are available from the Benefits Administrator. It is the employee's responsibility to keep information on file up-to-date as to name, address, and beneficiary(s).

Premiums

Retirement benefits accrue from both employee and employer contributions. Contributions to the retirement system are mandatory and 4.5 percent (4.5%) is deducted from the member's salary each payroll period. The employer's contribution percentage is determined each year based on funding requirements of the pension plan.

Contributions made after January 1, 1985, represent deferred compensation and are not taxed until withdrawn from the retirement system.

Benefit Statement

Annual benefit statements are provided by the retirement system to participating members. Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.

Retirement

Employees who plan to retire from the system are encouraged to contact the retirement system at least ninety (90) days in advance of the anticipated retirement date to secure estimate of benefits information and to finalize the retirement date. Retirement is defined as receiving retirement wages upon termination from the City. This action should be coordinated with the City Administrator.

Questions regarding benefits should be directed to IMRF (1-800-ASK-IMRF)
www.imrf.org

Section 4.05 Retirement Savings Plan – Deferred 457 Compensation Plan

The City offers an option to any regular full-time employee to invest a portion of their present earning in a deferred 457 compensation plan. This is an arrangement where a certain dollar amount or percent can be designated by the employee to be withheld from their paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

Benefits

All benefits and requirements of the plan are described in the policy booklets available from the Payroll Administrator.

Benefits received through this program are in addition to any Social Security or public employees' retirement system benefits for which the participating employee would be eligible.

Enrollment

Enrollment can be arranged through the Payroll Administrator and is open to any individual who has achieved regular full-time employee status with the City. Contributions to the program are financed solely by the employee through payroll deduction.

Section 4.06 Changes in Personal Status

A change in an employee's personal status may have an important effect upon employee benefits and/or the amount an employee has withheld for federal and state income taxes.

Mandatory Notifications to the Benefits Administrator

Employees must notify the benefits and payroll administrators within thirty (30) days of any change in:

1. Home address or telephone number;
2. Marital status – name of spouse, date of birth, and social security number (a copy of the marriage license is also required);
3. Dependents (addition) – name of dependent and date of birth (a copy of the birth certificate is also required);
4. Dependents (deletion) – name of dependent being dropped due to divorce, age limit, death, etc.; or
5. Name, address, and telephone number of the person to be notified in case of an emergency.

The City may deny benefits to the new dependent if the employee does not notify them within thirty (30) days of the change.

Section 4.07 Continuing Education

All full-time personnel shall be encouraged to further their education. 50% of tuition for continuing education courses may be paid by the City if a prior recommendation is made by the Department Head and approved by the Mayor. To be eligible for reimbursement, the employee must receive approval prior to the course starting, and the courses must be work related. The employee must receive a grade of "C" or above to qualify for reimbursement.

**Note: The City of Berwyn's Police Department is an exception in regard to reimbursement for continuing education. Police Department staff will not be reimbursed for continuing education courses.*

Section 4.08 Organization Membership

1. Professional organizations. Professional organizations are defined as any broadly accepted viable organization which deals primarily with municipal services. It is felt that any designated employee wishing to join such an organization should be encouraged to do so to foster good public relations benefits to the City. Upon recommendation of the Mayor, the City will pay the annual dues.
2. Holding organizational office. Before indicating a willingness to accept nomination or appointment to office requiring time during normal working hours, approval should be secured from the Mayor.

Article 5 Miscellaneous Policies

Section 5.01 Inclement Weather

In the event of unusually severe weather, the Mayor, City Administrator, or their designee will decide whether to stop work for the day. It is within management's discretion to determine whether time off is paid or unpaid. If an employee fails to report to work on a day when the City is open for business, the employee may not be compensated for the absence.

Section 5.02 Searches and Investigations

Our City policies and work rules include prohibitions on various types of misconduct, such as theft, possession of weapons, violation of our drug and alcohol policy, and health and safety violations. These policies and rules exist for the protection of our employees, our residents, and others with whom we do business and have contact, including members of the public. We are also subject to health and safety requirements imposed by various laws. In order to make sure that our policies and rules are being followed, it is necessary that we investigate possible violations of our policies, and inspect items brought on City premises.

Accordingly, the City reserves the right, when it determines it is appropriate, to conduct searches of persons (including employees) and their personal vehicles and belongings on Company property, including desks, lockers, cars, packages, toolkits, bags and briefcases, as well as voice mail, computers, and computer software, e-mail, files, storage and other media. (Employees are reminded that desks, lockers, telephones, voice mail, tools, personal computers and computer media and other items supplied by the City are and remain City property.) Failure or refusal to consent to a search when requested by the City, or failure to cooperate fully in any investigation, may result in discipline, up to and including immediate discharge.

Section 5.03 No Solicitation/No Distribution

To avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit to other employees for any purpose on City premises during working time. City premises include all areas where employees perform their assigned work tasks. Working time includes the time during which any of the employees involved are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working.

Unless permitted by law or with the permission of the City Administrator, employees may not distribute literature of any kind in working areas. However, during non-working time, employees may distribute literature in non-working areas (such as the lunchroom), provided undue litter does not result.

Non-employees may not solicit for any purpose or engage in the distribution of literature of any kind while on City premises (including City parking lots). Any employee who violates this No Solicitation/No Distribution rule is subject to disciplinary action, including but not limited to discharge.

Section 5.04 Personal Telephone Calls Policy

Our telephones are for business use and generally should not be used for personal calls (either in or out) during working time, except in cases of emergency or other compelling circumstances. Our prohibition against personal calls during working time includes use of personal cellular phones, regardless of who owns the phone or pays for the airtime.

Under no circumstances should the City's telephones be used for making long distance personal calls, without specific advance approval by management.

Making unauthorized long-distance calls, failing to follow long distance calling procedures, or making or receiving excessive personal calls during working time constitutes grounds for discipline up to and including termination.

Please remember: Our City residents and those we serve depend upon us for cheerful and prompt service. Therefore, it is important that we treat telephone callers with courtesy and respect, and that we keep our phone lines open for residents and others with whom we do business.

Section 5.05 Cellular Phone Policy

Increasingly, cellular phones are being used for both personal and business reasons. Although we do not want to interfere with your personal time, we are aware of reports that have shown that using a cellular phone can distract a driver and possibly increase the driver's chance of getting into an accident. In order to protect the safety of our employees and others, and to safeguard equipment, we have developed, and expect our employees to adhere to, the following policy:

It is your responsibility to know how to use the features available on your cellular phone, including speed dialing, redialing and safe, hands-free operations. At all times, the cellular phone should be within safe reach of the driver in case of an emergency. The City of Berwyn does not condone the use of cellular phones while operating a vehicle unless it is hands free via a blue tooth device as allowed per Illinois state law. The only exception provided is for Law Enforcement Officers who are on duty and using their cell phone for official duties.

Safety must come before all other concerns. Employees whose job responsibilities involve regular or occasional driving and who receive a cell phone for business use should refrain from using their cellular phone while driving. Regardless of the circumstances, including slow or stopped traffic, the City strongly encourages you to pull off to the side of the road and to safely stop your vehicle before placing or accepting a call.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for official City business use, and employees who may on occasion choose to use a personal cell phone for official City business purposes, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk in order to fulfill business needs.

Employees are required to report moving violations that result while using a cellular phone while driving while conducting official City business or with a City issued cellular phone or vehicle, and such employees will be solely responsible for all liabilities that result from such violations.

Employees in possession of City issued cellular phones are expected to protect the phones from loss, damage or theft. Upon resignation or termination of employment, or at any time upon the City's request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (*i.e.* 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for cell phone loss or unauthorized cell phone charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

City provided cell phones are for business use and personal calls should be limited to emergency circumstances. Regardless of whether a cell phone is company-issued or personal in nature, employees should never use any type of photographic feature on their cell phones to take pictures on City premises, while conducting City business, or at City sponsored functions without receiving written permission from management to do so. Excessive personal phone calls, regardless of the phone used, can interfere with safety and productivity and be distracting to others. During work time, employees should limit the use of their personal cell phones. Employees should set personal cell phones on the silent ring mode during work hours to avoid disturbing those around them. Employees are asked to make personal phone calls during non-work hours and to ensure that family and friends are aware of this policy. Flexibility will be provided in emergency circumstances. The City will not be liable for the loss of personal cell phones brought into the workplace.

Section 5.06 Tobacco Policy

It has long been determined that smoking is dangerous to the health of those who smoke. It has been confirmed that smoking is also dangerous for others who inhale the smoke on a second-hand basis. In addition, smoking typically leaves odors and can damage furniture, vehicles, equipment, and buildings. The negative results of smoking have led to the passage of regulatory laws and the decision of many employers to limit or ban smoking in their facilities.

By City resolution and pursuant to state law, smoking (or use of any tobacco products including e-cigarettes) of any kind is prohibited in any City building, facility, while operating City equipment, or vehicles. Smoking will be permitted on City grounds outside of buildings during designated break periods provided it is at least fifteen (15) feet from any entrance(s) to the facility. Your Department Head and/or supervisor will determine what qualifies as a designated break period and interpreting whether a particular location is suitable for smoking. If you have questions, please speak to your supervisor. Violation of this Policy is considered a serious safety threat and will lead to disciplinary action (including immediate dismissal) if deemed warranted by management.

Section 5.07 Dress and Appearance Standards

All employees are expected to dress appropriately and be groomed in keeping with the standards as set forth by their immediate supervisor.

Section 5.08 Bulletin Boards

The City of Berwyn has placed bulletin boards in the City buildings to keep you informed of important legal matters, as well as City activities and events. Legal notices relating to employment and labor laws are normally posted in the break rooms. We encourage you to check bulletin boards on a daily basis so that you will be fully informed of matters that directly affect you and your employment.

No materials may be posted on or removed from bulletin boards without the prior approval of your supervisor. For applicable employees, consult your collective bargaining agreement if you need additional information about posting of union approved notices.

Section 5.09 Verification of Employment/References

Often when our employees apply for a mortgage, for housing, or for credit, calls are made to the City of Berwyn to verify that the applicant works here. The institution to whom you are applying may verify your employment by mailing us a verification form along with an Authorization to Release Information form that has been signed by you. We will then complete the form and mail it back to the institution. All inquiries for references should be referred to the office of the City Administrator.

Article 6 Attendance, Hours of Work, and Approved Time off Work

Section 6.01 Hours of Work

The "normal" hours of work shall be those necessary for the efficient conduct of the City's business, as determined or revised from time to time by the City Administrator. Each Department Head shall maintain a schedule of normal working hours for their department. Of course, exceptions to the normal schedule may arise and we appreciate an employee's cooperation if this occurs.

Work Week

1. **Appointive, Administrative and Supervisory Personnel** – These personnel are expected to work a schedule that fulfills the objectives of the City and the department in which they are employed. These personnel are exempt employees under the Fair Labor Standards Act.
2. **Regular Full-Time Personnel** – These personnel are expected to work forty (40) hours per week (including a one (1) hour paid lunch per workday).
3. **Regular Part-Time Personnel** – Work hours will vary in accordance with the applicable job description and the needs of the appropriate Department Head. As hourly personnel, these employees will be entitled to one (1) hour paid lunch on any workday in which they work six (6) hours or more.

Actual work hours on a daily basis will vary from position to position and will be established by the applicable job description and modified as the need arises by the appropriate department head for persons in their area of responsibility.

4. **Seasonal / Part-time Personnel** – Hours for persons hired in this category will be established by the individual who is responsible for their work.

Overtime Compensation

1. **Appointive, Administrative and Supervisory Personnel** – In the case of appointive, administrative and supervisory personnel, it is implicit that the nature of their positions may require additional time beyond the normal work schedule without compensation. Such personnel are exempt employees under the Fair Labor Standards Act. In appropriate instances, as set forth in section 3(a) below, they may take administrative time off.
2. **Regular Personnel** – All regular personnel who are called upon to work hours in addition to Section 6.01 "Work week", of this manual shall be compensated at a pay of 1.5 times regular rate, or, in instances where compensatory time is requested and granted as set forth in section (3)(b) below, by compensatory time off. The amount of compensatory time off for each hour of overtime performed will be in accordance with the actual hours worked on the over-time basis. Employees may not work overtime without advance permission from their Department Head. Department Heads can discipline employees after they work unapproved overtime. As per City policy, employees must receive overtime/compensatory time for all hours worked over forty (40) hours per pay week. In the event of a holiday, overtime/compensatory time will occur in excess of the applicable workweek. (Example: Holiday falls on a Monday resulting in a 32 hour workweek. Overtime/compensatory time would occur beyond 32 hours).

3. Definitions

- a. **Administrative Time** – Administrative time is defined as time that may be granted to appointive, administrative, and supervisory personnel in lieu of financial reimbursement. Due to the requirement that these individuals work many additional hours in the evening and on weekends, it is fitting that from time to time they be granted time off from work when they feel that their schedules will permit. Said time off shall be approved by their immediate supervisor, who shall use proper care and judgement before granting the request. It should be clearly understood by all concerned that administrative time is not to be construed on an hour-for-hour matching basis.
- b. **Compensatory Time** – In lieu of payment for overtime hours, regular personnel may request compensatory time off as follows: An employee who desires to accumulate compensatory time off must request to take the overtime hours as compensatory time before the overtime is worked.

Such requests shall be made to the immediate supervisor. If approved by the Department Head, compensatory time will be accrued to the employee in accordance with the actual hours overtime hours worked.

An employee may accumulate no more than 24 hours of compensatory time off within a pay period. Requests to take compensatory time off shall be directed to the immediate supervisor and approved by the Department Head. Requests to take compensatory time off will not be unreasonably denied if operating requirements can be satisfied. The Department Head will be responsible for keeping appropriate records on the accumulation and use of compensatory time. Notwithstanding the foregoing provision, all compensatory time must, if at all possible, be utilized by the conclusion of the pay period subsequent to the period in which the time accrued.

Section 6.02 Payday and Payroll Deductions

By default, the City deposits payroll via direct deposit to your personal bank account. If for some reason, you would like a traditional paycheck, please see the Payroll Administrator to make arrangements.

Unless otherwise designated, the City's workweek for pay purposes begins each Thursday at 12:01 a.m. and ends the following Wednesday night at midnight. Payroll will be issued every other Wednesday, unless otherwise noted. Your paycheck will include payments for your work performed during the prior work week. For your protection, you are the only person who can receive your payroll check, unless you submit a signed written request to the Payroll Administrator for another person to receive your payroll check. The person who receives your paycheck may be asked to show proof of identity at the time she/he is to receive your paycheck.

Your paycheck check stub itemizes the amounts and descriptions of all deductions from your gross earnings, such as Federal and State taxes, Social Security, and other legally required deductions, as well as those which you have previously authorized the City to make (such as group insurance contributions, Section 457(b) plan contributions, employee purchases, etc.). The Payroll Administrator is available to answer any questions you may have concerning your paycheck. If any mistakes are made in regard to pay, the City will make good-faith efforts to correct them when they are alerted to them.

If a current or former City employee is in debt to the City (water, parking, fines *etc.*), the monies owed may be deducted from any form of payment owed to them by the City. If the employee is over \$100 (one hundred dollars) in arrears, the City will establish a payment plan with the employee so that such monies owed will be withheld from employee's paycheck(s) until the debt is satisfied.

Section 6.03 Attendance

You are needed and important to this operation. Please remember that the City and your fellow employees depend upon you to be at work and on time on all of your scheduled workdays. Maintaining a good attendance record is very important. Attendance records (including absences, tardiness and leaving early) will be kept. Attendance is considered to be a part of your overall performance, and unapproved absences may result in discipline or discharge. Likewise, unapproved, excessive tardiness or leaving early will not be tolerated and may result in disciplinary action, including but not limited to discharge.

Whenever you must be absent from or late to work because of sickness or other emergency, it is your responsibility to let your supervisor (or in their absence, the Department Head) know as soon as possible and at least one (1) hour prior to the start of your scheduled work time if possible, on each and every day of your absence or tardiness. Failure to do so may result in an unexcused absence. (If the telephone is not answered, you should leave a voice-mail message for the Department Head.) The City reserves the right to require you to provide medical certification of your illness. This will enable your supervisor to make the arrangements necessary to keep our operation running smoothly. Always keep your supervisor and the Department Head advised on when you plan to return to work. Notifying the receptionist or a fellow employee is not sufficient. You must speak to a member of management within your department.

If you need to leave work prior to the end of your shift due to an illness or an emergency, you must first tell your supervisor and obtain permission to do so. If your supervisor is unavailable, please notify the Department Head (or designee). You must speak to a member of management; notifying the receptionist or a fellow employee is not sufficient.

Section 6.04 Holidays

The following are paid holidays for eligible employees in covered positions (when these days fall on a normally scheduled workday of the employee and provided the day is designated by the City as a covered holiday):

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

**Note: The above holidays provision does not apply to employees of the City's library. Please refer to the current AFSCME union contract for library employee holidays.*

6.04.1 *Holidays on Weekends*

Whenever any of the holidays listed above fall on Saturday, the preceding Friday normally will be observed as the holiday. When any of the holidays listed above fall on Sunday, the succeeding Monday normally will be observed as the holiday.

6.04.2 *Holiday Pay*

For each such City designated holiday, when not worked, an eligible employee shall receive holiday pay computed at their regular straight-time hourly rate for the number of hours for which he/she is normally and regularly scheduled to work immediately prior to the holiday. For each such holiday in fact worked, an eligible employee shall receive one and one-half (1-1/2) times their regular straight-time hourly rate for all hours worked on that holiday in lieu of the paid holiday time off. If the employee and City mutually agree, compensatory time off may be granted and scheduled in lieu of pay for time worked on a holiday.

6.04.3 *Eligibility Requirements*

In order to be eligible for holiday pay, the employee must regularly work at least twenty (20) hours per week. The employee also must have worked the employee's full normally scheduled workday immediately preceding and following the designated

holiday. Unless prior approval is received, no employee will be eligible for holiday pay unless the employee is in a covered position and works the full regularly scheduled workday immediately before or after a designated holiday. The only exception is for an employee on approved FMLA leave for one or both of the days.

6.04.4 Holiday Hours for Overtime Purposes

For the purpose of computing overtime, all holiday hours worked or not worked but paid under this Policy shall be regarded as "hours worked". Employees in certain eligible positions, who are required to work on a designated holiday, will be entitled to either an alternate day off (within the same pay period) or paid at a rate of one and one-half (1-1/2) times their regular straight-time hourly rate for all hours worked on that holiday as determined by your Department Head.

Section 6.05 Vacation

6.05.1 Eligibility and Allowances

Full-time eligible employees in covered positions (other than seasonal employees) and regular part-time employees (pro-rated) shall be eligible for paid vacation time. Vacation allowances shall be based on the following schedule:

6.05.2 Working Days

<u>CLASSIFICATION</u>	
5 days prorated	1 - 12 months
7 days	After 1 year anniversary date
10 days	After 2 year anniversary date
15 days	After 5 year anniversary date
16 days	After 7 year anniversary date
17 days	After 9 year anniversary date
18 days	After 11 year anniversary date
19 days	After 13 year anniversary date
20 days	After 15 year anniversary date
21 days	After 21 year anniversary date
22 days	After 22 year anniversary date
23 days	After 23 year anniversary date
24 days	After 24 year anniversary date
25 days	After 25 year anniversary date

The term "working days" as used in this vacation schedule shall mean a full-time employee's regular working day, not to exceed eight (8) hours. Ordinarily, vacation time taken during a given anniversary year shall be the vacation allowance earned during the preceding anniversary year except for employees having worked less than one year.

Following are examples of the pro-rated vacation pay for regular part-time employees:

40 hours per week – 100% of vacation plan above

32 hours per week – 80% of vacation plan above

20 hours per week – 50% of vacation plan above

6.05.3 Vacation Pay

The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's vacation.

6.05.4 Scheduling and Accrual

Employees shall be awarded vacation time by the City in accordance with its service needs. Each department shall maintain their own vacation schedule. Written vacation requests are to be made to the Department Head for approval. Unused vacation time shall not accumulate from calendar year to calendar year, except upon written approval of the City Administrator or Mayor.

6.05.5 Emergencies

Where a vacation day is needed for emergency reasons, such as unexpected family illness covered by FMLA, the employee will notify their immediate supervisor as soon as possible of such need. If the City is able to arrange suitable coverage for the employee's work, the employee will be given the requested day(s) off as a vacation day(s), provided the employee has the requisite number of accrued vacation day(s) available.

6.05.6 Vacation Rights in Case of Layoff or Separation

Any employee who retires, voluntarily quits, or is otherwise terminated prior to taking their earned vacation shall be compensated for the unused vacation they have properly accumulated but not used at the time of separation prorated during the year of retirement/termination. For example, if the employee receives 22 vacation days per year, and they retire at the end of June, they will only receive 11 days vacation for the year. Payment shall be made on the next regular payday following the date of separation.

Section 6.06 Personal Days

6.06.1 Eligibility and Allowances

Full-time eligible employees in covered positions (other than seasonal employees) shall be eligible for four (4) paid personal days per calendar year after the completion of one year of service with the City. Regular part-time employees are pro-rated. Personal

days shall not carry over from year to year except upon written approval of the City Administrator or Mayor.

**Note: An exception in regard to personal days exists for employees of the City's library as they receive additional personal days for the holidays where City Hall is closed and the library is open. Details regarding library personal days can be found within the AFSCME union contract.*

6.06.2 Personal Day Pay

The rate of personal day pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's personal day.

6.06.3 Personal Day Rights in Case of Layoff or Separation

Any employee who retires, voluntarily quits, or is otherwise terminated prior to taking their earned personal day shall be compensated for the unused personal day(s) they have properly accumulated but not used at the time of separation prorated during the year of retirement/termination. For example, if the employee receives 4 personal days per year, and they retire at the end of June, they will only receive 2 personal days for the year. Payment shall be made on the next regular payday following the date of separation.

Section 6.07 Sick Leave

6.07.1 Purpose

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick. Sick employees are expected to remain at home unless hospitalized or visiting their doctor. Sick leave also may be used in limited instances when absence from work is due to illness in the employee's immediate family (defined as the employee's legal spouse (including civil union partner), children, parents, parents of spouse, siblings of employee and spouse or grandparents and grandchildren of employee and spouse or anyone living in the employee's household at the time of the sickness).

6.07.2 Allowance

Any employee contracting or incurring any non-service connected sickness or disability shall receive sick leave with pay as provided in this Policy. Sick leave will be granted for purposes of childbearing on the same terms and conditions as any other illness or disability. Where applicable, time off that qualifies for sick pay will run concurrently with otherwise approved unpaid FMLA time off.

6.07.3 Days Earned In Accumulation

Employees shall be allowed one (1) day of sick leave for each month of service up to a maximum "cap" of forty (40) days. Employees with more sick days than the maximum forty (40) days at the end of the year will be compensated with one (1) day's regular wage for each day of unused sick leave over the forty (40) day bank. Sick leave shall be earned by an employee for any month in which the employee is compensated for more than eighty (80) hours of work.

6.07.4 Rate of Payment

Employees shall be paid eight (8) hours at their regular, straight-time hourly rate of pay for each single day of sick leave properly utilized (or the number of hours per day the employee was regularly scheduled to work prior to the sick leave, if other than eight (8) hours).

6.07.5 Notification

Notification of absence due to sickness shall be given as soon as possible on the first day of such absence to the employee's supervisor. Unless authorized under FMLA, failure to properly report an illness shall be considered as absence without pay and may subject the employee to discipline as well.

6.07.6 Medical Examination

The City may require a health care provider's note attesting to (a) the employee's medical need to be away, and/or (b) the employee's release to return to work (either with or without a reasonable accommodation where applicable) immediately upon the employee's return from such leave. The City may, where there is reason to suspect abuse, due to a pattern of absences or extended days off, and/or for an absence of three (3) workdays or more, require an employee seeking to utilize sick leave to submit a health care provider's certification of the illness and/or to submit at any time during such leave to an examination by a doctor or nurse designated by the City. Examinations administered by a physician or nurse selected by the City shall be paid for by the City. In the case of a sick day used for an ill family member, the City may require a health care provider's certification by the physician of the family member as a condition of payment under this Policy. Failure or refusal to provide requested medical information will result in loss of benefits and privileges under this Policy.

6.07.7 Abuse of Sick Leave

Abuse of sick leave is a serious matter. If proper notification is not given, or abuse is observed, any absence may be charged as leave without pay and/or may constitute cause for discipline up to and including discharge.

6.07.8 Sick Leave Utilization

Accumulated sick leave above the standard twelve (12) days issued per year may be used only for the following purposes: a) for major illness or injury, prior to major medical leave or workmen's compensation benefits becoming effective; b) extension of major medical leave if necessary and upon proper documentation; c) extension of regular wages upon retirement; d) administrative and appointive personnel may extend regular wages if not reappointed after the termination of an Administration. Other than listed above, there shall be no compensation for unused accumulated sick leave upon leaving employment, by termination or resignation. Excess sick leave can be credited, however, toward IMRF length of service upon proper documentation to the pension authority.

Any unpaid time off that qualifies under this Policy and the FMLA will run concurrently, except if prohibited by law.

Section 6.08 Leaves of Absence

6.08.1 Discretionary Leave

The City may, in its discretion, grant a leave of absence at the request of an employee without pay for good and sufficient reason (as determined by the Mayor or their designee).

6.08.2 Application for Leave

Any request for a leave of absence shall be submitted in writing by the employee to the Mayor or their designee as far in advance as practicable (and at least 30 days in advance when the need for leave is foreseeable). The request shall state the reason for the leave of absence and the approximate length of time off the employee desires. Authorization for leave of absence shall, if granted, be furnished to the employee by their immediate supervisor and it shall be in writing.

Employees wishing to take such leaves of absence must realize that positions may be eliminated or the duties may become obsolete or the duties may be transferred to other positions during the ordinary course of business; moreover, in cases of a lengthy leave, a position may be filled and thus may not be available. Thus, no assurance whatsoever of reinstatement after 30 days can be given. However, if the position is still vacant at the conclusion of the granted leave period, the employee shall resume their same status therein. If the position no longer exists, every effort will be made to place the employee in a suitable position as soon as possible. In any event, the employee will retain their status as to creditable service for the computation of fringe benefits upon return to full-time status.

Except as otherwise provided herein or mandated by law, unpaid leaves of absence shall only be granted when it will not unduly interfere with the best interest of the City. In no event will the City grant a leave of absence for the purpose of working at other

employment or securing other employment unless the employee intends to return to services with the City and the employment experience that is sought is directly related to their duties with the City.

During the duration of a valid and approved leave of absence, all benefits will be suspended, however pursuant to applicable State and Federal guidelines and standards, employees may upon request, retain certain hospitalization and other benefits at their own cost and expense. Vacation is not earned during a leave of absence.

Requests for special unpaid leave absence without pay shall be for a period not to exceed one (1) year in duration. Any requests for extension of leave shall be subject to all of the requirements of the initial request.

6.08.3 Jury Leave or Witness Duty

Employees who are summoned to jury duty or subpoenaed as witnesses in matters in which they have no personal or pecuniary interest shall receive time off with pay, provided that proper notice is given to their immediate supervisor. An employee shall notify their immediate supervisor as soon as possible after being subpoenaed or summoned. The City shall compensate such employees at their regular rate of pay for time lost while serving on jury duty or witness duty. They may be required to present verification of the witness appearance or jury duty. If an employee is subpoenaed to be in court for any other reason, the time off will be granted but without pay (or the employee may be required to substitute their earned time off benefits, if any).

6.08.4 Funeral Leave

In the event of death in the employee's "immediate family" (defined as the employee's legal spouse (including civil union partner), children, parents, parents of spouse, siblings of employee and spouse or grandparents and grandchildren of employee and spouse, or anyone living in the employee's household at the time of their death), an employee shall be granted up to three (3) consecutive workdays off work to attend the funeral. Leave beyond such three (3) consecutive workdays may, upon approval of the City Administrator or their designee, be taken if charged to the employee's sick leave or vacation leave accrual account, if any.

6.08.5 Military Leave

The City provides approved time off, pay, benefits and reinstatement rights for eligible employees who need time off for military reasons in accordance with state, federal or local military leave laws.

6.08.6 Major Medical Leave

In cases of major illness, certified by a physician, the following schedule for paid major medical leave shall take effect:

- From six (6) months of service up to 2nd anniversary date: Up to a maximum of three (3) weeks full pay after a waiting period of ten (10) working days of illness without pay.
- From the 2nd anniversary date to the 5th anniversary date: Up to a maximum of four (4) weeks full pay after a waiting period of ten (10) working days of illness without pay.
- After the 5th anniversary date: Up to a maximum of eight (8) weeks full pay after a waiting period of five (5) working days of illness without pay.

Use of Accumulated Sick Leave: An employee eligible for major medical leave may use any unused accumulated sick leave, as outlined above, during the five (5) day waiting period; and upon proper certification from their physician, may use sick leave upon the expiration of major medical leave benefits.

Extension of Major Medical Leave: Under extreme circumstances and upon submission of proper documentation and certification, the Mayor may grant an additional period of major medical leave up to the maximum originally allowed by the City. However, an employee must first exhaust all available and unused vacation time, accumulated sick leave, personal leave and compensatory time before they are eligible for the extended major medical leave.

Length of Major Medical Leave: Notwithstanding the foregoing maximum schedules for Major Medical Leave, the City of Berwyn may from time to time adopt policies and procedures that will designate time periods for return to work following selected conditions and medical procedures. These time periods shall be available in the office of the City Administrator and will control the amount of major medical leave that will be allowed subject however to the maximums outlined herein.

**Note: Illinois Municipal Police Association, Local #1 (IMPA) members do not qualify for major medical leave as they receive extended leave per their union contract.*

6.08.07 Maternity Leave

Requests for Maternity Leave shall be granted and governed by the policies for Major Medical Leave as outlined in Section 6.08.6 herein. Notwithstanding these policies, the waiting period without pay shall be waived. Additionally, the employee may request an unpaid leave of absence once all major medical leave, vacation time have been exhausted, under the Family Leave Act.

6.08.08 Victims' Economic Safety and Security Act (VESSA):

The Victims Economic Safety and Security Act (VESSA) grants up to 12 weeks of leave in any 12-month period for employees who are victims of gender, domestic or sexual violence or who have a family or household member who is a victim of gender, domestic or sexual violence. The employee must provide the City with at least 48 hours' notice of the employee's intention to take leave unless notice is not practicable in emergency

situations. The purpose of VESSA is to reduce domestic violence, dating violence, sexual assault, gender violence and stalking by enabling victims of domestic violence to leave abusive situations, achieve safety, and minimize the physical and emotional injuries from gender, domestic or sexual violence. For more information, please contact the City Administrator or their designee.

Section 6.09 Family Medical Leave Act ("FMLA") Policy

1. If you have been employed by the City for at least twelve (12) months **and** have worked at least 1,250 hours during the 12-month period preceding the start of the leave (which includes all periods of absence from work due to or necessitated by USERRA or Illinois Service Member Employment and Reemployment Rights Act (ISERRA)-covered service), and you work at or report to a work site which has fifty (50) or more City employees within a 75-mile radius of that work site, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:

- a. *Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);*
- b. *Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);*
- c. *In order to care for your spouse, child, or parents if they have a "serious health condition;"*
- d. *Because of a "serious health condition" that makes you unable to perform the functions of your job; or*
- e. *Because of any "qualifying exigency" (as defined by the Secretary of Labor) arising out of the fact that your spouse, child, or parent is deployed on active duty (or has been notified of an impending call or order to active duty in a foreign country) in the Armed Forces, including the National Guard and Reserves.*

2. Serious Health Condition. For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

- a. Hospital Care. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
- b. Absence Plus Treatment. A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: one (1) treatment two (2) or more times (within 30 days and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or two (2) treatments by a health care provider on at least one (1) occasion which

results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);

- c. Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;
- d. Chronic Conditions Requiring Treatment. A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- e. Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
- f. Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

3. Qualifying Exigency Leave. If you are an eligible employee (as defined above), you are entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency leave arising out of the fact that a military member is on covered active duty or called to active duty status in a foreign country. The leave described in this paragraph is available during a 12-month rolling period and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the military member's active duty orders or other documentation issued by the military that indicates that the military member is on covered active duty or is called to active duty status in a foreign country and the dates of the covered military member's covered active duty service. Eligible employees may take all twelve (12) weeks of their FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave or any other qualifying reason listed above.

With respect to a qualifying exigency leave:

- a. A "military member" means your spouse, son, daughter, or parent who is on covered active duty or called to covered active duty

status in any foreign country in any of the Armed Forces, including a member of the National Guard or Reserves.

- b. A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) parental care; (e) financial and legal arrangements; (f) counseling; (g) rest and recuperation; (h) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (i) additional categories that are agreed to by the employer and employee within this phrase.
- c. The phrase "son or daughter" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, of any age for qualifying exigency leave, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy). If the exigency leave is to arrange for childcare or school activities of a military member's child, the military member must be the spouse, son, daughter or parent of the employee requesting the leave.
- d. A "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter but it does not include "parents in law".
- e. Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
- f. Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

4. Military Caregiver Leave. If you have been employed by the City for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more City employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered

Service member, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a single 12-month period to care for the Covered Service member (including twelve (12) workweeks for any other FMLA qualifying reason). The leave described in this paragraph shall only be available during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Service member (or the same Service member with multiple or subsequent injuries or illnesses) up to a combined total of twenty six (26) workweeks in a twelve (12) month period. However, your total available leave time in any single 12-month period generally may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. You will be required to timely submit a medical certification available from the City Administrator or their designee or an invitational travel order or authorization from the Department of Defense as a condition of receiving approved Military Caregiver Leave. NOTE: the 12-month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave:

- a. A "Covered Service member" means (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy, and who was discharged or released under conditions other than dishonorable.
- b. "Outpatient status" means the status of a Covered Service member assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- c. "Next of kin" means the nearest blood relative of that individual (regardless of age) other than an employee's spouse, son or daughter. You are required to provide confirmation of the relationship upon request. The Service member may designate the blood relative who is considered their next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.

- d. "Serious injury or illness" for a Current Service member means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the Service member's active duty and was aggravated by service in the line of duty) that (i) may render the Service member medically unfit to perform the duties of the member's office, grade, rank or rating, or (ii) in the case of a veteran Service member, that manifests itself before or after the member became a veteran.
- e. "Serious injury or illness" for a Covered Veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is: (1) A continuation of a serious injury or illness that was incurred or aggravated when the Covered Veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; OR (2) A physical or mental condition for which the Covered Veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR (3) A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR (4) An injury, including a psychological injury, on the basis of which the Covered Veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

5. Spouses Employed by the City. If your spouse also works for the City and you both become eligible for a leave under paragraphs 1a. or 1b. above, or for the care of a sick parent under paragraph 1c. above, the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if you and your spouse both become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the Military Caregiver Family Leave provision, paragraphs 1a. and 1b. above, or to care for your parent with a serious health condition under paragraph 1c above, the two of you together generally will be limited to a combined total of twenty-six (26) workweeks of leave in any single 12-month period.

6. Medical Certification. Any request for a leave under paragraphs 1c., 1d. or under the Service member Family Leave provision above must be supported by certification issued by the applicable health care provider or the Department of Defense. You are required to submit this information on the forms provided to you and available from the City Administrator or their designee or on the Invitational Travel Orders or Authorizations provided to you by the Department of Defense.

You will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally, you are required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as "lifetime" or "unknown".

At its discretion, the City may require a second medical opinion and periodic recertification to support the continuation of a leave or under paragraphs 1.c. and 1.d. (except as otherwise provided by the Department of Labor). If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both you and the City (unless you accept the second opinion as determinative). A second medical opinion generally will not be requested for Military Caregiver Leave but may be requested if the Certification is completed by a health care provider who is not affiliated with the DOD, VA or TRICARE.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the City asks that employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

There is an exemption to GINA's limitation on the disclosure of family medical history when an employee requests a leave of absence under the FMLA due to a family member's serious health condition. In such situations, all information necessary to make the medical certification form complete and sufficient under the FMLA should be provided.

7. Intermittent Leave. If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (Paragraphs 1.c. and 1.d., above), or to care for a Covered Service member if you are a spouse, child, parent or next of kin to the Covered Service member (Paragraph 3, above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described in Paragraph 1e, above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the City may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

8. Light Duty Work Assignments. While voluntarily performing in a light duty capacity, that time does not count against your 12-week FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a

light duty capacity (or until the end of the applicable 12-month FMLA leave year if longer).

9. Notification and Reporting Requirements. All requests for leaves of absence must be submitted to your supervisor or the City Administrator or their designee at least thirty (30) days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, you must provide notice as soon as "practicable," which generally means either the same day or the next business day that you learn of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of your leave. Your supervisor will forward the request to the City Administrator or their designee for approval.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to a FMLA-qualifying reason for which the City has previously granted you FMLA-protected leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work.* It is not sufficient to simply "call in sick" without providing additional information which would provide the City with reasonable cause to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice to the City consistent with the City's established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Service member, in which case your leave can last for up to twenty-six (26) workweeks in a single twelve (12) month period (unless legally required otherwise).

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

10. Employee Benefits During Family and Medical Leave of Absence. You will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the City for the costs and expenses associated with insuring you during the leave.

11. Return From a Family and Medical Leave. If you return from your leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks during a single twelve (12) month period if you took a leave under the Service member Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is "equivalent", we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with our normal policies and practices applicable to other leaves of absence, certifying that you are able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to you for compliance with this requirement prior to the City designating your leave as FMLA leave. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every thirty (30) days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition. Generally, a returning employee will be permitted to return to work within two (2) business days of the City's receipt of a valid fitness for duty release.

If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

12. Key Employees. Certain highly compensated key employees may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the City's operations. A "key" employee is a salaried Employee who is among the highest paid 10% of employees employed by the City. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

13. Coordination with Other Policies. You must substitute any accrued paid vacation days, personal time, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on unpaid Family and Medical Leave. Further, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation (or any other type of lawfully allowed leave), will be counted toward your Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, you are required to meet the City's conditions for taking the paid leave (although the City may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

14. Anti-Retaliation Provisions. Be assured that no retaliation will be taken or tolerated against any employee who exercises their rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact the City Administrator and/or City Attorney so that the matter can be promptly investigated and remedied as appropriate.

15. Compliance With Other Laws. In administering this FMLA Policy, the City complies with the Americans with Disabilities Act ("ADA") and any other relevant law. The City may approve a reasonable request for an extension of a leave of absence beyond the amount of leave provided by the FMLA, approve a leave of absence for an employee who does not qualify for FMLA leave, or otherwise modify this Policy, as a reasonable accommodation for a disability under the ADA.

Article 7 About Your Employment

Section 7.01 Complaint/Grievance Procedure

Whenever people work closely together as we do here, complaints and misunderstandings are bound to arise from time to time. We make every effort to provide you with an opportunity to bring all such matters to management's attention and receive prompt and fair consideration. As part of this effort, we have developed the procedure set forth below for handling such complaints and problems.

Before seeking advice or assistance from anyone outside the City, we strongly encourage you to make use of this procedure because we believe that a successful future depends upon our ability to work together to solve our own problems.

Procedure for Filing a Grievance

- Step 1. The employee having a grievance shall discuss the matter with their immediate supervisor within thirty (30) calendar days of the incident. Unless the grievance is presented within this time frame, it shall be deemed not to exist. The supervisor shall make a careful inquiry into the facts and circumstances of the complaint in an attempt to resolve it

promptly and fairly and give their answer to the employee within three (3) working days of the discussion. The supervisor shall advise the Department Head and City Administrator in brief, written form as to the question and departmental response. If the supervisor does not reply within this time frame, or if the employee is dissatisfied with the response of the supervisor, the employee may initiate Step 2 of the procedure.

Step 2. The question or dispute shall be put into writing and submitted to the Department Head within five (5) working days of the supervisor's decision in Step 1. The Department Head shall make a separate investigation, including discussion with both the employee and supervisor. The Department Head will respond to the employee in writing within five (5) working days of the receipt of the employee's grievance. A copy of the written dispute and the response will also be forwarded to the City Administrator. If the Department Head does not respond within five (5) working days, the employee shall consider the answer to be "grievance denied." The employee may initiate Step 3 at that time.

Step 3. If the employee is dissatisfied with the Department Head's decision, they may submit a written request for a final determination by the City Administrator or their staff designee within five (5) working days of the receipt of the Department Head's response. The City Administrator shall review the matter in detail and give a binding written response based on the policies and procedures of the City within ten (10) working days of the receipt of the employee's grievance.

We believe strongly in open, free communication at all levels. This procedure is not designed to discourage you from talking to anyone in the City at any time. Rather, it is simply a way to ensure that complaints and problems are dealt with in a prompt, orderly and consistent fashion. If you would feel uncomfortable speaking with a member of management within your chain of command, then you can speak with any member of management with whom you would feel more comfortable.

In addition to your own problems and concerns, for the safety and well-being of everyone who works at the City, we encourage you to follow these procedures whenever you learn of a violation of City rules and policies.

No one who comes forward under this procedure will be retaliated against or suffer any negative consequences no matter how the complaint or problem is resolved. Be assured that the confidentiality of all such matters will be maintained to the fullest extent possible.

Article 8 Guidelines for Conduct

Section 8.01 General Rules

Your primary responsibility is to do a good job, and this carries with it a number of obligations, such as obeying City rules, adhering to safe working practices, cooperating with management, fellow employees and our residents and remaining committed to the best interests of the City. As an employee of the City of Berwyn, you also are expected to meet reasonable standards of work performance and personal conduct at all times.

The City's policy is, whenever appropriate, to utilize progressive discipline procedures for violations of work rules, policies, or poor work performance. However, the City reserves the right to deal with each violation or infraction on a case-by-case basis. This means that as a general rule, you will be given an increasingly severe penalty each time an offense is committed or work performance falls below an expected standard. Some types of misconduct, however, are so intolerable that you may be suspended (with or without pay as determined by the City Administrator) or even terminated immediately upon the first occurrence.

The following are examples of offenses which are so intolerable that they may result in immediate, severe disciplinary action up to and including immediate termination for the first offense. THIS LIST IS NOT ALL INCLUSIVE:

1. Stealing (taking without permission) property belonging to the City, a resident or another employee.
2. Being absent three (3) or more consecutive days without acceptable notice to the Department Head.
3. Failing to return on time from a leave of absence.
4. Falsifying or altering City records (no matter when discovered).
5. Fighting with, assaulting, threatening, or using obscene language towards management, a co-worker, visitor or resident regardless of where the incident occurs.
6. Fighting with, assaulting, and threatening, on City property, any person not covered by above Rule #5; or deliberately provoking or inciting another person to engage in an assault or fight on City property.
7. Destroying, damaging or hiding property belonging to the City, a resident or another employee.
8. Giving false information to anyone who has any duty in preparing City records including employment applications (no matter when discovered).

9. Refusal or failure to promptly comply with a work assignment or instruction or failing or refusing to perform assigned work.
10. Reporting to work or working under the influence of alcoholic beverages, cannabis, or a habit-forming or illegal drug, or having such in one's possession on City property, or other violation of Alcohol and Drug Policy.
11. Attempting to or bringing alcoholic beverages, cannabis or cannabis-infused products, or any non-prescription drugs or illegal substances into working areas.
12. Engaging in immoral or indecent conduct or any conduct which could embarrass the reputation of or discredit the City.
13. Possessing or storing dangerous weapons or explosives on City property.
14. Removal or adjustment of safety or security devices or alarm systems, without authorization from your supervisor.
15. Being convicted of a felony or other serious crime which reflects upon an employee's continuing fitness to perform their job, or which results in harm to the City's reputation. (These issues will be addressed on a case-by-case basis considering all of the facts involved.)
16. Failing or refusing to cooperate with the City in any investigation of a theft or a suspected theft of property, or other conduct harmful to the City or the concealment of or failure to report the occurrence of any violation of any City rules or policies or general understanding of proper conduct.
17. Reckless (or dangerous) driving in parking lots or other similar activity that presents an actual or potential safety threat to our employees or others.

The following are examples of offenses which may result in disciplinary action under our progressive discipline procedure. In certain situations, depending on the severity and/or frequency of the offense, the first offense may result in immediate suspension or even discharge for the first offense. Nothing in this Policy is intended to create a procedural or contractual right.

1. Failing to follow prescribed work rules or policies.
2. Repeated absenteeism or tardiness.
3. Violation of No-Solicitation/Distribution policy.
4. Refusing to work a reasonable amount of overtime or failing to work voluntarily accepted overtime.
5. Using obscene or threatening language in a malicious manner towards another employee, resident or visitor.

6. Destruction of bulletin boards or marking or destroying any literature on such bulletin boards, or posting anything on bulletin boards without permission of management.
7. Failing to follow prescribed parking regulations, prescribed safety and health procedures, practices or policies.
8. Failing to report any accident or injury as promptly as possible to your supervisor or Department Head.
9. Failing to maintain satisfactory work performance, or incompetent or inefficient work performance.
10. Failing to maintain satisfactory or proper standards of dress, grooming or cleanliness.
11. Engaging in horseplay, or other disorderly conduct.
12. Interfering with the work performance of other employees.
13. Unauthorized absence from premises or assigned work area, including leaving early for breaks, lunch or at the end of the day or failing to return on time from breaks or lunch, and/or failing to properly record time away when leaving work areas.
14. Excessive loafing on the job or unreasonable use of toilet, washroom or breakroom facilities during working time.
15. Being in an unauthorized area of the building or examining any type of City records without your supervisor's authorization.
16. Engaging in personal business during working time, such as personal work, personal telephone calls, sleeping, reading, visiting other employees, etc., without permission of your supervisor.
17. Failing to call the City, as far in advance as possible under the circumstances, when not reporting for work.
18. Failing to report knowledge of violation of City rules, policies or procedures by another employee.
19. Habitual, repeated or frequent neglecting or failing to log in or out on timecards or time sheets, (including logging out to record breaks, lunch periods or when changing departments).
20. Carelessness or negligent use of computers, copying machines, fax machines, or other City property or equipment or any violation of computer or equipment use policy.

21. Use or wearing of sunglasses, headsets, or personal radios in working areas without prior permission from your supervisor.
22. Any other act or omission deemed harmful or hazardous to the City, our property, our employees, our residents and/or our visitors.

Section 8.02 Drug & Alcohol Policy

8.02.1 Policy.

The use of unauthorized controlled substances by employees poses a significant danger to the health, safety and welfare of the employee and public. It undermines the public trust, adversely affects productivity, and is therefore prohibited. This policy includes post-accident/incident testing. To the extent that this policy does not conflict with union contracts or department drug & alcohol policies, this policy shall be administered for all City employees. This policy establishes "zero tolerance" of any level of alcohol or controlled substances (for the purposes of this Policy, "controlled substances" includes cannabis and cannabis-infused products). ZERO TOLERANCE specifically means that no level of alcohol or unauthorized controlled substances is accepted for any employee of the City while on duty.

8.02.2 Purpose.

The purpose of this policy is to establish written procedures for conducting urinalysis/toxicology tests of all employees under the following conditions:

1. When there is a reasonable suspicion that an employee is under the influence of alcohol or is using an unauthorized controlled substance while on duty;
2. Post-accident testing; and
3. Alcohol/drug testing for all new employees.

8.02.3 Responsibility.

1. All department heads, supervisors and managers are responsible for the implementation of this policy.
2. The City is responsible for obtaining and approving the laboratory testing facility and testing procedures.
3. The fee for testing employees shall be paid for by the City.

8.02.4 Employment Testing; Reasonable Suspicion.

1. Reasonable suspicion exists if specific objective facts and circumstances warrant rational inferences that a person may be under the influence of alcohol,

cannabis, or another banned substance. Illustrative, but not all inclusive, criteria of reasonable suspicion are:

- (a) A pattern of abnormal conduct or erratic behavior; a dramatic decline in work performance; excessive sick leave usage;
 - (b) Information provided by a reliable and credible source which is independently corroborated by supervisory staff;
 - (c) Difficulty walking, slurred speech, needle marks, glazed stare;
 - (d) Observation, such as direct observation of use and/or physical symptoms of being under the influence of alcohol or a controlled substance; and
 - (e) Possession of alcohol or a controlled substance while on duty or while on City property.
2. If an employee believes that there is reasonable suspicion that another employee is under the influence of alcohol or a controlled substance, that employee should report their suspicion to their immediate supervisor.
3. If the supervisor believes that there is reasonable suspicion that an employee is under the influence of alcohol or a controlled substance, they must confirm their suspicion with the Department Head. If those suspicions are confirmed, the suspected employee will be immediately notified that a blood or urine sample will be required. The following procedures will be immediately taken:
- (a) The employee shall sign a release and consent authorization form for the alcohol/drug testing information to be released to the City;
 - (b) The employee's refusal to take the alcohol/drug test shall be treated the same as a positive test result. If an employee leaves the premises after being advised by their supervisor of the above, it shall be considered "insubordination," and as if the employee had refused to submit to the test, which is a violation of this policy. The violation shall be considered "just cause" and treated in the same manner as a positive test result;
 - (c) Chain-of-custody documentation for the specimen shall be maintained by the doctor, collection facility and/or laboratory from collection to analysis to destruction. A copy of the results shall be forwarded to the City Administrator or their designee;
 - (d) The employee will be escorted by the supervisor to a designated collection facility or laboratory where a urine/blood sample will be taken by a medical professional. The test results shall be submitted to the City where they shall remain as confidential;

- (e) Upon completion of the tests, the employee shall be transported to their residence at the City's expense. Under no circumstances shall an employee suspected of being under the influence of alcohol, cannabis or using drugs be allowed to leave the work site or the test site driving their own or a City owned vehicle. If there is reason to believe that a medical or safety issue might exist at the time of employee testing, the employee will be evaluated by a physician at the testing facility for medical clearance to return to their residence; and
- (f) The employee shall remain on paid status until the results are received. If the test is positive, the employee will be notified and will be given the opportunity to present information that the positive result was the result of an over-the-counter or prescribed drug, or that special circumstances may have affected the test results.

8.02.5 Pre-Employment Testing.

The City of Berwyn reserves the right to require new hires to pass a pre-employment drug screening.

8.02.6 Post-Accident Testing.

1. Post-accident drug/alcohol testing for any employee operating a City owned vehicle is always required.
2. Testing must be done as soon as possible after the accident. Testing for alcohol must be done within two (2) hours and for drugs within thirty-two (32) hours after the accident.

8.02.7 Payment for Testing.

1. The City will assume all costs for testing outlined in this Policy.
2. If an employee tests positive for alcohol or any controlled substance, they may be terminated from their employment with the City or given the opportunity to resign.

8.02.8 Test Results.

1. All test results and related documentation will be treated confidentially and shall not be utilized by the City for any purpose other than employment matters.
2. Test results shall not be released to any other agency or to prospective employers of the employee without the written consent of the employee. Test results shall not be released to any law enforcement agency, except pursuant to a lawful subpoena or court order.

8.02.9 Disciplinary Action for Positive Test Results.

1. A positive test result for either alcohol or an unauthorized controlled substance will result in discipline up to, and including, immediate termination, or the City may accept the employee's resignation. The action described herein is not mutually exclusive of any other action that another agency may take.
2. Any violation of this Policy is considered "just cause" for termination.

8.02.10 Employee Assistance.

1. The City fully supports all assistance programs that are available and encourages employees who have alcohol and/or drug problems to seek these confidential services. These services play an important role by providing employees an opportunity to eliminate alcohol and drug use. These treatment centers will follow up with individuals during their rehabilitation and track their progress and encourage successful completion of the program. Information regarding the City's Employee Assistance Program (EAP) is found in Section 4.03 of this employee handbook.
2. Admittance to an assistance program is not a substitute for work rule violations.

(Ord. 99-50, passed 10-26-1999)

Article 9 Department of Information Technology (IT) Use and Security Policy

THIS POLICY IS NOT INTENDED TO LIMIT OR INTERFERE WITH ANY EMPLOYEE'S RIGHT TO ENGAGE IN PROTECTED OR CONCERTED ACTIVITIES AS DEFINED BY THE ILLINOIS LABOR RELATIONS ACT OR OTHER APPLICABLE LAWS. IN THE EVENT OF A CONFLICT BETWEEN THIS POLICY AND THE LAW, THE LAW WILL GOVERN.

Section 9.01 Introduction

The City of Berwyn provides employee access to information technology for the purpose of furthering the goals and objectives of the City.

The acceleration of technology has allowed the City to expand the base of employees using computers within the City. The ability of the City to operate effectively is very reliant upon the proper operation of its computers and the security and integrity of its data. Everything from telephone and voicemail to monitoring and managing our utilities is computer dependent. These facts, coupled with the power of the individual workstation and the ability to communicate with the world outside the City network, make it very important that management provide guidance on proper use of City computers and other IT equipment.

It is unquestioned that a well-trained work force properly versed in computer operating procedures and computer user security matters will have the best chance of minimizing

business interruptions and potential litigation due to inappropriate, negligent, or unethical use of City computers. For this reason, we have created the City of Berwyn Information Technology Use and Security Policy. Please understand it is not our intention to encumber your use of the computer, but rather our fiduciary responsibility to protect the resources of the City. We believe this Policy accomplishes that with little to no hardship to you, the computer user and our valued employee.

Section 9.02 Purpose

The purpose of the Information Technology Use and Security Policy is to ensure the responsible and acceptable use of City technological resources. Adherence to the Policy will protect the City and its employees from liability and business interruptions due to inappropriate use of City computers and breaches of computer security.

This Policy summarizes many of the computer users' responsibility to safeguard computer and telecommunications equipment and information from accidental or deliberate unauthorized access, tampering, snooping, distribution, or destruction. It sets forth what is, and is not, appropriate use of City technological resources. Users may be disciplined for noncompliance with City Policy up to and including termination. This Policy does not purport to address every computer operating and security issue. It is your responsibility to use sound judgment. Check with your supervisor if you identify an issue or situation that you are not certain how to handle.

Section 9.03 General Information

9.03.1 Applicability

For purposes of this document, the term 'computer user' is meant to include all full-time, part-time and seasonal City employees, elected officials, temporary employees, library staff, volunteers, and contractors. Computer users are responsible for the appropriate use of City computers and for taking reasonable precautions to secure the information and equipment entrusted to them. This Policy also applies to other technology resources in use around the City. Examples of these resources include fax machines, telephones, cellular phones, pagers, two-way radios, and other communication devices. The Policy also applies to new or emerging technologies and those not specifically named.

Employees are responsible for reporting inappropriate use of City computers and breaches of computer security and for assisting in resolving such matters. Users are responsible for adhering to City policies and practices as described herein and in other City policy manuals to ensure City computers are used in accordance with City policy guidelines. They are also responsible for ensuring that reasonable measures are taken to prevent loss or damage of computer information and equipment.

9.03.2 Computer Access

Access to City computers, as well as the level of access, must be authorized by each employee's supervisor. Access may be revoked any time at the discretion of the supervisor; or as security requires, by the Director of Information Technology. Users must utilize individual user accounts and passwords for accessing all City I.T. computer systems, unless otherwise approved by the Director of I.T. Employees will never share their network access with other employees and must keep passwords confidential. Two-factor authentication (2FA) may be required for computer access at the discretion of the Director of I.T.

9.03.3 Remote Access

Remote access (VPN) to City computers resources, electronic documents, or desktops, is prohibited without the authorization of the Director of I.T. and City Administrator. As necessary and with Department Director approval, employees are granted remote access to City email via Outlook Web Access (OWA) or their City-issued telephone. 2FA, Two-Factor Authentication controls must be in place for staff to receive remote access. City IT will oversee control over City's authentication control systems.

9.03.4 Password Access Program

The City's password access program is an excellent tool to defend against unauthorized access of City computers. However, a password access program is only effective when used properly.

Do not leave your computer logged on and unattended for an extended period of time. Do not log on to your system if someone can see you keying in your password. Report any irregularities flagged by the password access program (last login time and date, number of attempts to login, etc.) to your supervisor or to the I.T. Department.

9.03.5 Password Cracking

It is not uncommon for employees to try to figure out a friend or associate's password, just to see if they can. However, the same employee would never steal the key and go through your desk drawer, looking at everything and anything private and confidential. Yet, this is just what happens when passwords are cracked. Stay away from such activity. It is a serious violation of City Policy and could result in termination.

9.03.6 Password Selection and Protection

Select difficult passwords composed of numbers and letters combined. Do not use the names of loved ones commonly known to other employees. Change them regularly and protect them from snoopers. A lot of damage can be done if someone gets your password. Users will be held accountable for password selection and protection.

Do not share your password with anyone other than a supervisor or an I.T. Department technician. Do not write it down where someone can find it, do not send it over the Internet, Intranet, e-mail, or any other communication line.

All employees of the City are provided unique usernames and passwords which govern all access to City I.T resources. Sharing your username and password is prohibited and constitutes a direct violation of this Policy. Users are to use, and only use, their unique user ID and passwords accessing all City I.T resources. All City employee user account passwords expire after 90 days and must be reset to something unique. Complex password algorithms are in place to ensure "simple" passwords are prohibited.

If you have a question about password selection or safekeeping, please see your supervisor or an I.T. Department technician.

9.03.7 Computer Sabotage

Destruction, theft, alteration, or any other form of sabotage of City computers, telephones, network or telecommunications cabling, programs, files, or data is prohibited and will be investigated and prosecuted to the fullest extent of the law.

9.03.8 Hackers

Hackers frequently penetrate computer systems by calling unsuspecting employees representing themselves as new employees, supervisors, or other trusted individuals. Through a variety of probing questions they obtain information necessary for their invasive programs to do their work.

Never give any information about computer systems out over the telephone or in any other way to anyone but authorized personnel. If someone requests such information, get their name and phone number, and tell them you will get right back to them. Report the incident immediately to the Help Desk.

Using hacker programs and trying to access computer systems using hacker techniques is prohibited. Trying to hack into third party computer systems using City computers is prohibited and will be reported to the appropriate authorities. Hacker crimes result in millions of dollars of downtime, lost data, and other problems. If you are caught hacking, it is a serious offense. If you identify vulnerability in the City's computer security system, report it to the Director of I.T.

9.03.9 Harassment, Threats and Discrimination

It is City policy, and the law, that employees are able to work free of unlawful harassment, threats, and discrimination. Unlawful harassment is physical or verbal behavior directed towards an individual due to their race, age, marital status, gender, disability, religion, sexual orientation, or nationality for the purpose of interfering with an individual's work performance or creating an intimidating or hostile work environment.

It is not uncommon for employees to receive files, data, pictures, games, jokes, etc., that may be considered offensive by some. The computer is possibly the easiest tool for obtaining, storing, sharing, and disseminating to large audiences such material and viewpoints. Such activity is a serious violation of City Policy. It is inappropriate to use City computers to share your personal views about religion, politics, sexuality, or any other subject of a personal nature that could be considered offensive to others within or outside the City. City computers are not vehicles to express free speech.

Computers provide a huge potential for unlawful harassment. Users often think their communications are private, and trashed or deleted files are gone forever. However, deleted files are often easily recovered; and information on City computers is not necessarily private. Users often feel comfortable writing and storing files within the confines of their "personal" computer, and sharing personal views on a wide range of non-business subjects. Remember, whatever you transmit is a permanent record to the receiver. It can, at some future date, be taken out of context and used against you and the City.

9.03.10 Snooping

Snooping into City computer systems is a serious violation of City Policy. If you have no business being there, don't go there. If you accidentally identify a new way-to access information, report it to the I.T. Director. Watching other users enter information and looking at computer disks that do not belong to you are prohibited. Obtaining or trying to obtain other users' passwords or using programs that compromise security in any way are violations of City Policy. If you observe someone snooping, report it to your supervisor.

9.03.11 Unauthorized Access

Unauthorized access of City computers is prohibited. Unauthorized access of third-party computers using City computers is prohibited. Attempting to access City computers without specific authorization is prohibited. Any form of tampering, including snooping and hacking, to gain access to computers is a violation of City Policy and carries serious consequences. Employees are required to log off their computers at the end of the day and when not in use for an extended period of time. This will help prevent computer security breaches. In addition, computer users must take other reasonable precautions to prevent unauthorized access of City computers.

Department Directors have primary responsibility for the creation and maintenance of application data. These system owners shall be responsible for defining the security and integrity requirements of their data. They are primarily responsible for authorizing data access and ensuring adequate security, accountability, and control is employed to protect the data.

9.03.12 Viruses, Worms, and Trojan Horses

Data that has been exposed to any computer other than a City computer must be scanned before installation. This includes e-mail with attachments (a virus can quickly

contaminate your computer simply by opening an e-mail attachment), downloads from the Internet, and other sources of data that may be contaminated. Viruses can result in significant damage and lost productivity. If you are uncertain whether data needs to be scanned before installation, call the Help Desk.

Use of virus, worm, or Trojan horse programs is prohibited. If you identify a virus, worm, or Trojan horse, or what you suspect to be one, do not try to fix the problem. Make notes as to what you observed and contact the Help Desk.

If you receive a virus warning, call the Help Desk immediately. Do not forward it to other computer users within the City. Many such warnings are hoaxes meant to do nothing more than alarm people and create large amounts of traffic on the network. If the I.T. Department technicians determine that the warning is valid they will take the appropriate steps to notify other users.

Ransomware is a type of malicious software that infects a computer and restricts users' access to it until a ransom is paid to unlock it. Ransomware variants have been observed for several years and often attempt to extort money from victims by displaying an on-screen alert. Typically, these alerts state that the user's systems have been locked or that the user's files have been encrypted. Users are told that unless a ransom is paid, access will not be restored. The ransom demanded from individuals varies greatly but is frequently \$200–\$400 dollars and must be paid in virtual currency, such as Bitcoin.

Protect yourself and learn how to report suspicious communications containing ransomware.

Backup regularly and keep a recent backup copy encrypted on a separate system.

There are dozens of ways that files can suddenly vanish, such as fire, flood, theft, a dropped laptop or even an accidental delete. Backup and be sure to encrypt your backups. If you are unsure if your system is being regularly backed up, contact the City I.T. Department.

Don't enable macros in document attachments received via email. Microsoft deliberately turned off the auto-execution of macros by default many years ago as a security measure. A lot of malware infections rely on persuading you to turn macros back on, so don't do it!

Do not open unsolicited email attachments. If you are unsure of an email or an attachment, don't open it. Forward suspicious emails and attachments to helpdesk@ci.berwyn.il.us or call us at extension 4357.

Don't log in as an admin unless it's needed. Don't stay logged in as an administrator any longer than is strictly necessary and avoid browsing, opening documents, or other "regular work" activities while you have administrator rights.

Review network file share permissions. System administrators should review file share permissions for users and groups, using the principle of least privilege. Damage to network file shares (e.g. departmental share) can sometimes be limited using strict permissions.

Stay up-to-date on software patches/updates. Malware that doesn't come in via document macros often relies on security bugs in popular applications, including Office, your browser, Adobe Flash, etc. The sooner you patch, the fewer open holes remain. If you are unsure if your system is being regularly patched, contact the City of Berwyn I.T Department.

Ransomware is commonly delivered via phishing emails that entice you to click on, download, or open a malicious file attachment. If you are unsure of the sender's origin or a questionable link appears, contact the helpdesk staff before clicking any link or opening any attachments.

9.03.13 Personal Use of Computers

During scheduled "break" times, incidental and occasional personal use of City computers is permitted for reasonable activities that do not need substantial computer hard disk space or other computer resources. Personal use of computers must not interfere with the employee's or any other employee's job duties or business activities. As a general rule, if you would be uncomfortable asking for permission, it is probably not an appropriate use of City computers.

Prohibited activities include, but are not limited to, computer games, personal software, and running a personal business on the side. Using City computers to store or transmit inappropriate jokes, junk mail, chain letters, or to solicit for commercial, religious, or political causes is prohibited. If you are uncertain about a specific activity, ask your supervisor. With regard to employee privacy, personal computer files will be treated as though they belong to the City.

Data produced or received for City purposes while you are employed by the City is considered the property of the City. All other data is considered personal property and should not be used on City computers without the consent of your Department Director and the I.T. Director.

9.03.14 Accidents, Mistakes and Spills

It is not hackers, snoopers, viruses, worms, or Trojan horses that cause the most damage to computers and information. Most data loss and damage to computers occurs at the hands of authorized users. Mistakes and accidents represent the biggest cost when it comes to computer information loss. We have all done it, deleted a file that we just spent hours creating, spilled coffee on the keyboard, or dropped the laptop on the floor. Take a few seconds to read the computer screen before you delete, save, or transmit files. In addition, users need to take reasonable precautions with respect to computer operations, maintenance, handling, and transportation.

Section 9.04 Administration

9.04.1 *Back-up*

Backing up files is key to productivity and safeguarding data against unwanted intrusions. Most City computers are attached to the network. If data is being properly stored on the network, backup is automatically handled by the I.T. Department.

If your computer is not attached to the network, you are responsible for your own backups. Important files should be backed-up daily.

All backed-up files should be stored on a secure computer disk or tape, other than the one containing the original data. The back-up disk or tape should be stored off site, preferably in a locked drawer or cabinet. All data stores on removable media, such as portable hard drives, USB drives, DVD/CD-R(w), etc. is not subject to backup and if lost, is not recoverable. Please ensure you take appropriate action to preserve and backup any data you opt to store on all removable media.

9.04.2 *Copyright Infringement*

The City does not own most of the computer software that it utilizes, but rather licenses the right to use software. Accordingly, City owned or licensed software may only be reproduced or modified by authorized I.T. Department personnel in accordance with the terms of the software licensing agreements. Unauthorized modifying, copying, redistributing, and republishing of copyrighted or proprietary material are strictly prohibited. Copyright laws apply to the Internet as well. Copyright infringement is serious business and the City strictly prohibits any such activity. If you have questions about copyright infringement, discuss it with the Director of the I.T. Department immediately.

Copies of shareware or "free" programs must be registered with the I.T. Department. Shareware and free software often have licensing and use restrictions and should not be copied or forwarded to others. Typically, if you continue to use shareware you must send in a "donation," often of a specified amount, to the creator of the program. If you neglect to do so, you may have committed copyright infringement. If you provide the program to a friend, you may have violated copyright law. It is not unusual for "free" software to contain a virus. As such, it is important that all new software is purchased through and installed by the I.T. Department. Your Department Director and the Director of I.T must approve all requests for application programs.

Users are prohibited from installing software on a City computer without prior authorization from the I.T. Department. This specifically includes the downloading of software from the Internet. The purpose of this is to ensure the integrity of the network and managed workstations as well as ensuring City compliance with software licensing requirements.

9.04.3 Purchases of Computer Software and Equipment

All purchases of computer software and equipment are prohibited without approval from your Department Director. All computer software and hardware purchases must be made through the I.T. Department, meet pre-established quality requirements, and be compatible with other City computer software and equipment. Donated or confiscated equipment must be placed into service by the I.T. Department subject to current quality and compatibility guidelines.

The I.T. Department is responsible for maintaining appropriate procedures for tracking computer assets and licenses and maintaining proper security for all computer related resources.

9.04.4 Disposal of City Data and Technological Equipment

Dated information is only useful to individuals who should not have the data.

A word of caution, permanently removing a file from your computer is something you need to consider carefully before taking action. Recreating a file you did not intend to delete can be tedious and time consuming. Although the file probably exists on back up, it is not always practical for the technician to expend the resources necessary to find the file.

When a user or department no longer has use for a hardware or software component of an information technology resource, the component should be transferred to the I.T. Department. The I.T. Department will retain a repository of computer system components and will supply user/departments with available components as needed to avoid unnecessary purchases. The I.T. Department will also appropriately dispose of obsolete computer equipment.

9.04.5 Proprietary Information

City data, databases, programs, and other proprietary information represent City assets and can only be used for authorized City business. Use of City assets for personal gain or benefit is prohibited. Sharing, misappropriating, forwarding, copying or retaining any of the City's confidential or proprietary information with unauthorized City personnel or third parties is prohibited.

9.04.6 Reporting Policy Violations

Employees are required to report violations, or suspected violations, of computer policy. Activities that should immediately be reported to your Department Director include, but are not limited to:

- Attempts to circumvent established computer security systems
- Use, or suspected use, of virus, Trojan horse, or hacker programs

- Obtaining, or trying to obtain, another user's password
- Using the computer to make harassing or defamatory comments or to in any way create a hostile work environment
- Using the computer to communicate inappropriate messages or jokes that may be considered offensive by others
- Illegal activity of any kind
- Trying to damage the City or an employee of the City in any way

Computer Policy violations will be investigated. Noncompliance with the City's employee computer Policy may result in discipline up to, and including, termination. Depending upon the nature of the violation, criminal or civil charges might also be filed. Employees that report violations or suspected violations of City Policy will be protected from termination, discrimination, harassment, and any other form of retaliation. Hackers, snoopers, password stealers, virus installers, data erasers, and anyone involved in such activity will be disciplined.

If you identify computer security vulnerability, you are required to report it immediately.

9.04.7 Termination of Employment

All information on City computers is considered City property. Deleting, altering, copying, or sharing confidential, proprietary, or any other information upon termination requires authorization from your Department Director. The computer you have been entrusted with must be returned with your password, identification code, and any other appropriate information necessary for the City to continue using the computer and information uninterrupted.

The following activity is prohibited upon termination and will be prosecuted to the fullest extent of the law:

- Accessing City computers
- Providing third parties, or anyone else, access to City computers
- Taking computer files, data, programs, or computer equipment

9.04.8 Unauthorized Changes to City Computers

Installing software and making changes to computer hardware, software, system configuration, and the like are prohibited. The City's computer systems have been designed and documented to prevent loss of data and provide an audit trail for correcting problems. Unauthorized changes to computer systems ultimately result in lost productivity. Such changes often require a computer technician to fix both the original problem and the problem caused by the would-be computer technician. Poor

documentation of the procedures performed and the order in which they were completed further complicate unauthorized changes to computer systems.

You must get approval from the I.T. Department before making any changes to City computers.

Section 9.05 Confidentiality

Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended use is prohibited without prior approval from your Department Head.

All computer information is considered confidential unless you have received permission to use it. Accessing or attempting to access confidential data is strictly prohibited. Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended use is prohibited without prior approval from your Department Director and the I.T. Department.

9.05.1 Handling Confidential Information

Using confidential information stored on computers is typically more difficult to manage than traditional paper documents that are sealed in an envelope and locked in a filing cabinet clearly labeled CONFIDENTIAL. As such, it is important that users take extra care with confidential information stored on computers. The following are inappropriate under normal circumstances when dealing with confidential information:

- Printing to a printer in an unsecured area where documents may be read by others
- Leaving your computer unattended with confidential files open
- Leaving computer disks, CDs, or other media with confidential data unattended in easy to access places. Remember it only takes a minute to copy a disk
- Sending confidential information over the Internet, Intranet, dial-up modem lines, or other unsecured communication lines without approval from your Department Director

If you observe a document at a shared printer, or any other location, do not read it without permission.

9.05.2 Encryption

Encryption and encryption utilities are prohibited without the approval of your Department Director and the Director of I.T. If you need to send confidential or proprietary information over the Internet or other public communication lines you must obtain prior approval.

Section 9.06 Physical Security

9.06.1 Locks

Physical security is key to protecting your computer and computer information from loss and damage. Store floppy disks, CD-ROM, DVD-ROM, flash drives, external hard drives and other sensitive information in a secure location. Log off your computer when it is not in use for an extended period of time. Lock the door to your office or work area when leaving for the night. Take a few minutes to practice good physical security. Your investment of time will provide an excellent return and help prevent temptation by others.

For emergency access and maintenance purposes, the I.T. Department must have a duplicate of any key to a computer or docking station.

9.06.2 Laptops, Tablets, I-pads and other Devices

There is no sure way to secure all computer-based devices (tablets, I-pads, computers, laptops, etc). However, there are many sensible, cost-effective measures that can help reduce the risk of loss or damage. The following are required when taking these devices off City property:

- Report lost or stolen computers or other devices immediately (prior to end of the workday)
- All important files must be backed-up, and back-up disks must be stored in a separate physical location from the computer
- Confidential, important, and proprietary data leaving the facility requires authorization from your Department Director
- Use reasonable precautions to safeguard the laptop or other device against accidental damage or misuse
- When traveling, laptops and other computerized devices must be in sight at all times or physically secure
- Always store laptops and other devices in a protective carrying case

Unless otherwise approved by the IT department in writing, employees are prohibited from plugging all employee-equipment equipment (laptops, PC's, etc.) into the City network.

9.06.3 Off-Site Computers

Off-site users must take additional precautions to safeguard computer information and equipment, including but not limited to:

- Safeguarding the computer and information from theft or damage
- Prohibiting access to the computer (including family, friends, associates, and others) for any purpose without authorization from your Department Director
- Adhering to all computer policies and practices of the City for on-site users
- Remote access to City resources, equipment, information and desktops is prohibited unless approved by the Director of I.T & Mayor

Section 9.07 Privacy

9.07.1 Monitoring Computer Communications and Systems

Many people think data stored on computers, transmission of data between individuals on dial-up modem lines, communications on the Internet, and e-mail are private, and in most cases they are. However, the City reserves the right, without prior notice, to access, disclose, use, or remove both business and other computer communications and information, and will do so for legitimate business purposes.

IMPORTANT: Random audits to verify that City computers are clear of viruses and used in accordance with City policy will be performed. The City will investigate complaints about inappropriate images on computers, inappropriate e-mail, or other inappropriate conduct. The City will monitor Internet activity to see what sites are frequented, duration of time spent, files downloaded, and information exchanged. Again, computer systems and information are City property and should be used principally for business purposes.

It is not management's intention to be "Big Brother." However, it is management's fiduciary responsibility to:

- Establish and enforce policy to help prevent the violation of personal rights and illegal acts
- Reduce the risk of liability and business interruption to the City
- Maintain a professional work environment where computer abuse will not be tolerated

Section 9.08 Website Privacy Policy

9.08.1 Privacy Policy & Notices

This notice is provided to help you better protect your privacy by explaining the City of Berwyn's online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on the City of Berwyn website homepage and at every point where personally identifiable information may be requested.

While we encourage the interactive nature of online media, it is our policy to create website content that requires minimum collection of information from our visitors.

- Generally, we limit the personally identifiable information to only that which is reasonably necessary to provide proper service and/or response.
- The City of Berwyn accepts email, online form submissions, written, and verbal communications from anyone and/or any organization. These communications may be shared within the government, and may, depending on the subject matter, be retained in agency files. Sharing of these emails or form data is generally limited to those individuals who are responsible for or with oversight of the subject matter contained in the email. Emails received are not used to create a master list for unsolicited contacts by the City of Berwyn. Information from the City's files is subject to information requests made under the Freedom of Information Act and as otherwise required by law.
- The City of Berwyn never sells, markets, trades or otherwise shares personally identifiable information with any third party.

9.08.2 Log Data

If you visit this site the City's web server, it collects and stores: the name of the domain and host from which you access the Internet (for example, aol.com or princeton.edu); the Internet protocol (IP) address of the computer you are using; the browser software you use and your operating system; the date and time you access our site; and the Internet address of the website from which you linked directly to our site. We use this information to measure the number of visitors to the different sections of our site, and to help us make our site more useful. Generally, we delete this information after one year. The City of Berwyn does not link the log data collected to the personal information that users submit online when participating in our activities.

9.08.3 Disclaimer/ Terms and Conditions of Use

This Web site was created and is maintained by the City of Berwyn, Illinois, and is intended to be a non-public forum, the purpose of which is to provide access to local government departments, services, programs and information. The user assumes the entire risk related to use of this data. In no event will the City of Berwyn be liable to the user or to any third party for any direct, indirect, incidental, consequential, special or exemplary damages or lost profit resulting from any use or misuse of this data.

There shall be no use of the City of Berwyn's seal, logos, designs, slogans, images, trademarks or service marks contained in this site without specific, written permission from the City of Berwyn. Berwyn staff provides information to the City of Berwyn's website. While we try to keep it accurate and up-to-date, we cannot guarantee that it always will be entirely current. If you see something that should be corrected or updated, please contact us via email. Be sure to give the full URL of the document in your message, as well as provide notification to the I.T. Department.

9.08.4 Links to Other Sites

This site contains links to other sites and servers. The City of Berwyn is not responsible for the privacy practices or the content of such Web sites. Once you link to another site, you are subject to the privacy policy of the new site. The appearance of external links on this site does not constitute endorsement by the City of Berwyn of external web sites or the information, products or services contained therein.

The City of Berwyn believes there are reasonable and desirable needs for links to Web sites outside the span of control of the municipality, when these sites help further the goals of the City by providing useful government-related information. Links are provided to web sites that fall under the following guidelines:

- Web sites owned and operated by local, state, federal government and educational agencies.
- Web sites owned and operated by utilities that serve the residents of the City of Berwyn and by franchise are granted such authority.
- Web sites of organizations that receive direct financial support from the City as partners in pursuit of governmental purposes.
- Web sites of hospitals located in Berwyn providing emergency public services.

To ensure the continued government related purposes of the City of Berwyn's website, links generally are not provided to any other for-profit business or non-profit organization not meeting the above criteria, nor any for-profit web site or web site containing advertising. In order to avoid the appearance of City endorsement of, or involvement with, political content, links are not made to sites that are associated with, sponsored by or serving a candidate for elected office, or any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

9.08.5 Questions and Concerns?

If you have any questions, comments or concerns regarding the privacy policy and/or practices of City of Berwyn's website, please contact the I.T. department at 708-788-2660.

Section 9.09 External Communications

9.09.1 Internet Connections

Internet connections are authorized for specific business needs. Connection to the Internet without your supervisor's authorization is prohibited. Such use is a privilege that may be revoked at any time if abused. Furthermore, the following activities are prohibited without the authorization of your Department Director & Director of I.T.

- Accessing the Internet by intentionally bypassing the firewall
- Downloading information of any kind, including data, files, programs, pictures, screen savers, streaming video or audio, and attachments, that is not directly required based on the nature of your position within the City
- Exploring the Internet for profit
- Establishing communications with third parties
- Forwarding or transmitting information to third parties or employees for reasons other than City business
- Copying programs, files, and data
- Transmitting important, confidential, or proprietary information
- Speaking on behalf of the City

Individuals that have received management approval to transmit information on the Internet should understand that such transmissions are identifiable and attributable to the City. Disclaimers such as "The opinions expressed do not necessarily represent those of the City," while a good idea, do not necessarily relieve the City of liability. The Internet should be considered a public forum for all transmissions. All communications on the Internet provide an opportunity for a permanent record and can be edited and retransmitted. Accordingly, maintain a professional decorum in all communications and transmissions.

The following actions are prohibited under any circumstances:

- Portraying yourself as someone other than who you are or the City you represent
- Accessing inappropriate web sites, data, pictures, jokes, files, and games
- Inappropriate chatting, e-mail, monitoring, or viewing
- Harassing, discriminating, or in any way making defamatory comments
- Transmitting junk mail, chain letters, or soliciting for commercial, religious, or political causes
- Gambling or any other activity that is illegal, violates City policy, or is contrary to the City's interests
- Accessing video sites for entertainment purposes

9.09.2 Filters

The City reserves the right to identify and block Internet content that is inconsistent with the goals of the City. Materials that may reasonably be construed to be obscene, disruptive, or harmful to the working environment and security may be blocked. Since no filtering mechanism is capable of blocking all objectionable content, however, computer users must adhere to the guidelines stated herein and refrain from viewing, displaying, sending, receiving, storing, or printing all such materials.

9.09.3 Subscriptions

Use of subscription-based services without approval from your Department Director is prohibited. Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without prior approval. Resources, of any kind, where fees are assessed may not be accessed without prior approval.

9.09.4 Surveys

Participation in web-based surveys without authorization from your Department Director is prohibited. When using the Internet, the user implicitly involves the City in their expression. Therefore, users should not participate in Web or E-mail surveys or interviews without authorization.

9.09.5 Third Parties

The same standards of decorum, respect, and professionalism that guide us in the office environment, apply to computer communications with third parties. Important, confidential, and proprietary information is stored on City computer systems. Accordingly, only City personnel are allowed access to the City's computer systems without written authorization from your Department Director. Your Department Director must approve computer data and other information received by, or provided to, third parties. Please keep in mind that third parties may have a legitimate business need, duty, legal right, or obligation to access, disclose, or use information transmitted.

9.09.6 E-mail

E-mail is provided by the City to assist in the conduct of City business. All messages composed, sent, or received on the electronic mail system are and remain the property of the City. They are not the private property of any employee. E-mail should never be considered confidential.

Incidental or occasional use of e-mail for personal reasons is permitted. Such use is a privilege that may be revoked at any time if abused. Only City personnel are allowed access to the City email system. The following e-mail activity is prohibited:

- Accessing, or trying to access, another user's e-mail account
- Obtaining or distributing another user's e-mail account

- Using e-mail to harass, discriminate, or make defamatory comments
- Sending inappropriate e-mail to third parties. Any message containing sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious, or political beliefs, national origin, or disability is considered inappropriate.
- Transmitting City records within, or outside, the City without authorization from your Department Director.
- Transmitting junk mail, chain letters, or soliciting for commercial, religious, or political causes
- Sending or receiving copyrighted materials, trade secrets, proprietary financial information, or similar information without authorization from your Department Director.

Employees are required to report inappropriate use of e-mail to the I.T. Department.

Appropriate e-mail etiquette is essential to maintaining a productive and professional work environment. Comments that might be made at parties, in elevators, and on the telephone are now done via e-mail. However, e-mail can be widely, easily, and quickly disseminated. E-mail can be edited, forwarded, distributed, and filed for later use, possibly at the most inopportune time. For professionals with electronic recovery skills, e-mail is a gold mine. If you would not put it in a memorandum on City letterhead, do not say it with e-mail!

9.09.7 Forwarding Information

E-mail makes attaching files and forwarding data a snap. However, the damage from forwarding something to the wrong person may be serious. Please take a minute to think through the appropriateness of all the parties to whom you are forwarding. If you receive an e-mail (particularly an e-mail with an attachment) and intend to forward it to others, consider the following:

- Is any of the information unnecessary or inappropriate for any individual?
- Would the author take exception to, or be embarrassed by, your forwarding the information? (A good rule of thumb is to copy the author.)
- Might the information be received negatively?
- Might the information be misunderstood?
- Is the receiver likely to forward the information to individuals that should not have, or do not need, the information?
- Do the attachments have viruses?

If the answer to any of these questions is yes, do not forward the information. A bad decision may only result in misunderstanding, hurt feelings, and added work. When in doubt, please contact the IT Department prior to sending your communication.

Forwarding City e-mail to a personal or private account is prohibited without the consent of your Department Director and only for business purposes.

9.09.8 Spam

Sending unsolicited messages or files to individuals, groups or organizations that you do not have a prior relationship with is prohibited without authorization from your supervisor. Sending messages or files with the intent to cause harm or damage to the intended receiver is a violation of City Policy and will be prosecuted to the full extent of the law.

Global messages to City e-mail recipients such as "City Access" is prohibited without the consent of your Department Director.

9.09.9 Social Media Policy

This Policy governs the use of social media by all City employees, whether full-time, part-time, or seasonal. For purposes of this Policy, social media is defined as Internet or mobile digital tools and systems used to share and/or receive information. This Policy covers employee conduct on, among many other things, internet blogs, message boards, and various social media websites such as Facebook, Linked-In, Instagram, Snapchat, Twitter, and YouTube.

Nothing in this policy shall prohibit or infringe upon any communication, speech or expression that is protected under state or federal constitutions, the Illinois Public Labor Relations Act, or any other applicable law.

The City recognizes that its employees may use social media as a method for communicating ideas and information. However, employees should recognize the potential for damage caused (either directly or indirectly) to the City in certain circumstances via your personal use of social media when you can be identified as a City employee. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized.

You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are public and often permanent. When in doubt, you should seek guidance from your Department Head on how to comply with this Policy. The City reserves the right to read what you write or say publicly and make a determination if it meets this Policy.

Prohibited Conduct

1. Employees are prohibited from engaging in the use of social media for reasons falling outside of their job responsibilities during working time. For purposes of this Policy, "working time" means those times when employees are required to be engaged in work-related tasks and does not include time before or after the workday, authorized break times, or mealtimes.
2. Employees are prohibited from disclosing confidential information relating to the City. For purposes of this policy, confidential information includes, but is not limited to, nonpublic information about the City, its employees, or other individuals that would not be subject to disclosure under the Illinois Freedom of Information Act and other information that, if disclosed, would violate any law or court order. Questions about whether information constitutes confidential information should be directed to the City Administrator.
3. Employees are prohibited from utilizing any City logos, trademarks, copyrights, or other images associated with the City when using social media for reasons falling outside of their job responsibilities if doing so would reasonably create the impression that the information utilized is sponsored or sanctioned by the City.
4. When using social media for reasons falling outside of their job responsibilities, employees are prohibited from making any statements that would give the impression that the views they have expressed are the opinions of the City. If there may be the potential for confusion on this issue (for example, if the individual making the statement is identified as an employee of the City), employees are expected to include a disclaimer stating that the views being expressed are personal and do not necessarily reflect the views of the City.
5. Employees are prohibited from communicating about the City and its employees, citizens, vendors, contractors, or suppliers in a manner that is vulgar, obscene, threatening, intimidating, harassing, libelous, or discriminatory on the basis of race, color, religion, sex, gender, gender-identity, gender-expression, sexual orientation, genetic information, national origin, age, physical or mental disability, pregnancy, childbirth (or common conditions related thereto) ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status, or any other characteristic protected by federal, state, or local law. Additionally, employees are prohibited from making statements that they know to be false about the City, its employees, or any third party.

Violations of this Policy may result in disciplinary action up to and including termination of employment. The City will not tolerate retaliation against any employee who reports,

in good faith, a possible violation of this Policy or who cooperates in an investigation relating to a violation of this Policy.

Section 9.10 Local Area Network

All important, confidential, or proprietary information must be stored on the LAN. Storing information on your desktop computer is prohibited without authorization from your supervisor. The LAN is equipped with electronic and physical security. Activity on the network is monitored for tampering and other security breaches. Maintenance and back up are performed on the LAN daily; and programs and other information are updated regularly. Use the LAN! It is safe, effective, and reliable.

Because important, confidential, and proprietary information is stored on the LAN, only City employees are allowed access without written authorization from a Department Director. All City policies apply to the LAN.

The following activities are prohibited, without authorization from the Director of I.T.:

- Installation of business or personal software on the LAN
- Making any changes to the LAN hardware or software
- Exceeding authorization to LAN programs, data, and files
- Assisting anyone within, or outside, the City in obtaining access to the LAN

Section 9.11 Glossary of Terms

9.11.1 Computer Information

Data, software, files, and any other information stored on City computers and systems.

9.11.2 Encryption

The process of turning plain text into cipher text by applying an algorithm that rearranges or changes its input into something unrecognizable.

9.11.3 Firewall

A specifically configured system that serves as a secure gateway between an outside network (e.g., the Internet), and the organization's internal networks.

9.11.4 Hacker

Slang for an individual intensely absorbed with and/or extremely knowledgeable about computer hardware and software. Also used to describe those who break into and

corrupt computer systems. (Hacker is used here to describe those who break into and corrupt computer systems.)

9.11.5 Instant Messaging

A method of linking people together electronically for the purpose of real-time communication.

9.11.6 Internet

A group of networks connected via routers.

9.11.7 LAN

A set of connections between computers that provides the basis for electrical transmissions of information, generally within a small geographical location to serve a single organization.

9.11.8 Login

A start-up file stored in the user's directory. This file is used to execute commands that should only be executed at login time, such as establishing the terminal type and starting windows systems.

9.11.9 2FA

Short for Two-factor authentication: (2FA) is a second layer of security to protect an account or system.

9.11.10 Server

A computer or device that administers network functions and applications.

9.11.11 Spam

Many copies of the same unsolicited message sent to newsgroups or via email intended to force the message on people who would not otherwise choose to receive it.

9.11.12 Third-Party Computer

A computer that does not belong to the City. In this instance the employee and the City are the first two parties.

9.11.13 Ransomware

A program that masquerades as something it is not, usually for the purpose of breaking into an account or exceeding commands with another user's privileges, and uses encryption to lock data, requiring "ransom" to be paid in order to receive the decryption key.

9.11.14 Virus

A set of instructions that can reside in software and can be used to destroy other files or perform other tasks with another user's privileges.

9.11.15 Web Site

A server computer that makes documents available on the World Wide Web. Each web site is identified by a host name.

9.11.16 Worm

A program that propagates by replicating itself on each host in a network, with the purpose of breaking into systems.

Article 10 Media Relations Policy

Section 10.01 Goal

The City of Berwyn seeks to work cooperatively with the media to disseminate information of public interest and concern in an accurate, complete and timely manner.

Section 10.02 Policy

1. To achieve the City's goal, the City Administrator is designated as the City Public Information Officer ("City PIO") and shall be responsible for the implementation of this Policy. When the City PIO is unavailable, they shall designate one of the authorized City spokespersons as the acting City PIO.
2. All media calls are to be treated as important calls, and we must ensure that we respond to the journalists' enquiry and/or interview request in a timely and informative way. Any media inquiries received by City staff will be referred immediately to their Department Director who, in turn, will immediately forward the contact to the City PIO for response.
3. It is important not to respond to any questions on the initial call.

The person taking the call should say:

- "I'm not the best person to talk to, but I will arrange for the right person to call you back." OR
- "I am not an expert in this area, but I can get someone to call you back."
- For spokespeople – "I am busy, but will call you back as soon as possible"

The person taking the call must ask:

- What is your name?

- What publication are you calling from?
- When is your deadline?
- What information are you looking for and what is the topic of the interview?
- What is your phone number?

Once you have this information, tell the journalist that a spokesperson will call them back as soon as possible.

4. When contacted by the City PIO for information needed to respond to a media inquiry, all Department Directors shall immediately provide the City PIO the most accurate and complete information available for the response.
5. If the City PIO determines that the City's goal can best be achieved by having someone with more background or expertise speak for the City on a particular topic, they may designate one of the authorized spokespersons to assist with or give the City's response.
6. To assure that the City's elected officials have accurate, complete and timely information to fulfill their responsibilities to represent the public in City affairs, they shall be informed by email of the substance of significant media inquiries and of the City's official response.

Section 10.03 City Spokespersons

Authorized City spokespersons that the City PIO, in their judgment, may designate for a particular response are:

The Mayor and City Council members
 The City Attorney
 All Department Directors
 The Police Public Information Officer ("Police PIO")
 The Fire Public Information Officer ("Fire PIO")
 City employees with expertise on a specific issue

Section 10.04 Records Requests

1. Media requests for records will be handled in accordance with this Policy, to the extent it is consistent with the Illinois Open Records Act (5 ILCS 160/1) and Illinois Criminal Justice Records (20 ILCS 3930).
2. The City PIO will be notified of all media records requests.
3. Media requests for records shall be made in writing on the Freedom of Information Act form and delivered to the City Clerk. A copy of all records provided to the media in response to the request shall be attached to the

completed form and archived by the City Clerk after disseminating to the City PIO.

4. The records produced in response to media requests shall be readily available for public viewing upon request.

Section 10.05 Privileged and Private Information

1. The vast majority of the records and affairs of the City of Berwyn are public information which citizens, including the press, have the right to know. All public information should be provided to the press upon request without unnecessary delay.
2. Some matters, however, like ongoing investigations, information regarding litigation or the threat of litigation, personnel issues, real estate transactions, medical and mental health matters, private data regarding citizens, documents in draft form, to name a few, are governed by privileges and laws intended to advance important public policy goals.
3. When a media request for an interview or for records appears to involve a subject matter that may be privileged or private, the City PIO or City Clerk should consult with the City Attorney. The City Attorney will review the request and provide counsel to staff.

Section 10.06 Personal Points of View

1. It is recognized that all employees have the right to express their personal points of view regarding matters of general public concern.
2. However, personal points of view may conflict with the City's official policy.
3. Therefore, City employees who write letters to the editor may not use official City stationary. If an employee chooses to identify themselves as a City employee in a letter or email to the editor, they must state that the views set forth in the letter do not represent the views of the City but are the employee's personal opinions.
4. A similar disclaimer must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for radio or television, unless the employee has been designated by the City PIO as a spokesperson for the City.

Section 10.07 City Initiated Information

1. Proactive media contact on behalf of the City is processed through the City PIO – this includes press releases, media advisories and personal contacts with reporters and editors for coverage.

2. Departments seeking publicity for events or activities, or needing to collaborate with the media to communicate important information to the public, will coordinate with the City PIO.

Section 10.08 Public Safety Issues

1. Because the Berwyn Police Department ("BPD") and Berwyn Fire Department ("BFD") operate 24/7 and their work generates a high volume of media calls, they shall designate fire personnel and police personnel as BPD and BFD Public Information Officers or BPD PIO's and BFD PIO's and follow specific guidelines when releasing information as illustrated herein.
2. When the City PIO is notified by a City staff member of a media call regarding a police investigation or general criminal activity, the City PIO will immediately work with the BPD PIO for the appropriate response.
3. When the City PIO is notified by a City staff member of a media call regarding a fire investigation, the City PIO will automatically work with the BFD PIO for the appropriate response. All information released to the media by either the BPD PIO and/or BFD PIO should be reviewed by the City PIO who will forward the information by email to elected officials.
4. Media inquiries concerning matters of police/fire personnel, general police/fire policies and procedures, or in any way reflecting upon the competency or integrity of police/fire personnel or police/fire administration will be routed to and handled directly by the City PIO as provided in this policy.
5. In law enforcement situations, on-scene requests for media interviews will be referred to the BPD PIO. The City PIO may write and distribute press releases based on information provided by the on-scene BPD PIO.
6. In fire and EMS situations, on-scene requests for media interviews will be referred to the BFD PIO. The BFD PIO will notify the City PIO if an interview was conducted. The City PIO may write and distribute press releases based on information provided by the BFD PIO.
7. In combined law enforcement/fire/EMS situations, only one person will speak on behalf of the City as determined by the City PIO.

Section 10.09 Crisis or Emergency Issues

During a crisis or major emergency (i.e. flooding, tornado, mass casualty incident, etc.), the procedure for communicating with the media is highlighted in the City Emergency Plan. The plan designates the City PIO as the main point of contact for the media. The

City PIO will be assisted by alternates, including the BPD PIO and BFD PIO to prepare and disseminate emergency public information.

RECEIPT OF PERSONNEL EMPLOYEE HANDBOOK

I have received a copy of the City of Berwyn Employee handbook ("Employee Manual"). I understand that the Employee Manual contains a summary of some benefits and policies and that the City reserves the right to change, modify or delete rules, policies and benefits contained in the Employee Manual. I agree to abide by the rules and regulations contained in the Employee Manual and with any revisions made thereafter. I also understand that any delay or failure by the City to enforce any City Policy or rule will not constitute a waiver of the City's right to do so in the future.

I understand that neither this Employee Manual nor any other communication by a management representative, whether oral or written, is intended in any way to create a contract of employment. Since employment with the City of Berwyn is voluntarily entered into, I am free to resign at any time. Similarly, the City of Berwyn may terminate the employment relationship whenever it believes it is appropriate. In the event of a conflict between this Employee Manual and a specific provision of the collective bargaining agreement, the collective bargaining agreement will govern.

I am aware that the City has the right and responsibility to take reasonable steps to inspect and review any items, materials or communications that are made with City equipment or on City time. Therefore, I acknowledge that I have no expectation with respect to the privacy of such communications. Finally, I acknowledge and understand that nothing in this Employee Manual or this Receipt is intended to diminish my rights to engage in free speech or other forms of communication that are protected by law, including the right to engage in lawful protected or concerted activity under the Illinois State Labor Relations Act.

Date

Signature

[Return to the Office of the City Administrator and Copy in Employee Personnel File]

The City of Berwyn



Ruth E. Volbre
City Administrator

J4

A Century of Progress with Pride

Date: January 28, 2020

To: The Mayor and City Council

Re: Amendment of Chapter 242, Section 242.12 Regarding Personnel Policies

With the adoption of a new employee handbook / personnel policies, Chapter 242, Section 242.12, of the Codified Ordinances is in need of modification reflecting the new date associated with the updated policies.

Recommendation:

Staff requests that City Council adopt the attached titled *An Ordinance Amending Part Two, Title Six, Chapter 242, Section 242.12 of the Berwyn Code of Ordinances Regarding Personnel Policies for the City of Berwyn, County of Cook, State of Illinois.*

Best Regards,

City Administrator

J-4

THE CITY OF BERWYN
THE CITY OF BERWYN, ILLINOIS

ORDINANCE
NUMBER _____

AN ORDINANCE AMENDING PART TWO, TITLE SIX, CHAPTER 242, SECTION 242.12 OF THE BERWYN CODE OF ORDINANCES REGARDING PERSONNEL POLICIES FOR THE CITY OF BERWYN, COUNTY OF COOK, STATE OF ILLINOIS.

ROBERT J. LOVERO, Mayor
MARGERET PAUL, Clerk
CYNTHIA GUTIERREZ, Treasurer

JAMES "SCOTT" LENNON
JOSE D. RAMIREZ
JEANINE REARDON
ROBERT W. FEJT
CESAR A. SANTOY
ALICIA M. RUIZ
RAFAEL AVILA
ANTHONY NOWAK

ALDERMEN

Published in pamphlet form by authority of the Mayor and City Clerk of the City of Berwyn, Illinois on January 28, 2020.

ORDINANCE NO. _____

AN ORDINANCE AMENDING PART TWO, TITLE SIX, CHAPTER 242, SECTION 242.12 OF THE BERWYN CODE OF ORDINANCES REGARDING PERSONNEL POLICIES FOR THE CITY OF BERWYN, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the City of Berwyn, Cook County (the “City”), is a home rule municipality pursuant to Article VII, Section 6 (a) of the Constitution of the State of Illinois of 1970 and may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Mayor of the City (the “Mayor”) and City Council (collectively, the “Corporate Authorities”) are committed to providing standardization of personnel and benefit policies for City employees; and

WHEREAS, the City maintains an employee handbook (the “Handbook”), also known as the personnel policies, which sets forth policies, guidelines, procedures, regulations and benefits pertaining to City personnel and officials; and

WHEREAS, the City of Berwyn Code of Ordinances (the “City Code”), previously enacted regulations related to the City’s personnel policies and the maintenance of the Handbook (the “Existing Regulations”); and

WHEREAS, on January 28, 2020, the City Council passed a Resolution authorizing the adoption of a revised Handbook; and

WHEREAS, in light of the foregoing, the Corporate Authorities have determined that it is necessary and in the interest of the efficient operation of government to amend Part Two, Title Six, Chapter 242, Section 242.12 of the City Code as set forth below to reflect the revised Handbook;

NOW, THEREFORE, BE IT ORDAINED the Mayor and the City Council of the City of Berwyn, County of Cook, State of Illinois, in the exercise of the City's home rule powers, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.00 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 2.00 Purpose.

The purpose of this Ordinance is to amend Part Two, Title Six, Chapter 242, Section 242.12 of the City Code as set forth below.

**ARTICLE II.
AMENDMENT OF PART TWO, TITLE SIX, CHAPTER 242,
SECTION 242.12 OF THE CITY CODE**

Section 3.00 Amendment of Part Two, Title Six, Chapter 242, Section 242.12.

The City Code is hereby amended, notwithstanding any provision, ordinance, resolution or City Code section to the contrary, by amending Part Two, Title Six, Chapter 242, Section 242.12 as follows (additions underlined and deletions ~~stricken~~):

§ 242.12 PERSONNEL POLICIES.

The document known as the Personnel Policies, approved and effective ~~June 26, 1990~~ January 28, 2020, by resolution of Council, as amended, is hereby incorporated into these Codified Ordinances by reference as if the same was fully set forth herein.

Section 3.01 Other Actions Authorized.

The officers, employees and/or agents of the City shall take all action necessary or reasonably required to carry out, give effect to and consummate the transactions contemplated by this Ordinance and shall take all action necessary in conformity therewith including, without limitation, the execution and delivery of any and all documents required to be delivered in connection with this Ordinance.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.00 Headings.

The headings of the articles, sections, paragraphs and subparagraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

Section 5.00 Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

Section 6.00 Superseder.

All code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.00 Publication.

A full, true and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the City as provided by the Illinois Municipal Code, as amended.

Section 8.00 Effective Date.

This Ordinance shall be immediately in full force and effect after passage, approval and publication. A full, true and complete copy of this Ordinance shall be published in pamphlet form as provided by the Illinois Municipal Code, as amended.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this 28th day of January 2020, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Lennon				
Ramirez				
Reardon				
Fejt				
Santoy				
Ruiz				
Avila				
Nowak				
(Mayor Lovero)				
TOTAL				

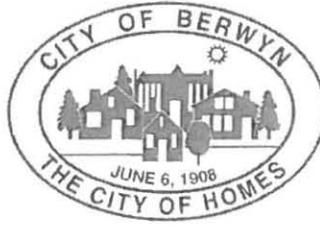
APPROVED by the Mayor on January _____, 2020.

Robert J. Lovero
MAYOR

ATTEST:

Margaret Paul
CITY CLERK

The City of Berwyn



Ruth E. Volbre
City Administrator

J-5

A Century of Progress with Pride

Date: January 28, 2020

To: The Mayor and City Council

Re: An Ordinance amending the City of Berwyn's Sexual Harassment Policy

As a result of State legislature Public Act 101-0221, the City of Berwyn has been directed to adopt an ordinance or resolution amending its sexual harassment policy to establish a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit.

The City of Berwyn has amended its sexual harassment policy accordingly, and has also included it in its revised employee handbook.

Recommendation:

Staff requests that City Council adopt the attached Ordinance amending Part Two, Title Six, Chapter 242, Section 242.16 of the Berwyn Code of Ordinances Regarding the City of Berwyn's Sexual Harassment Policy for the City of Berwyn.

Best Regards,

City Administrator

J-5

THE CITY OF BERWYN
THE CITY OF BERWYN, ILLINOIS

ORDINANCE
NUMBER _____

AN ORDINANCE AMENDING PART TWO, TITLE SIX, CHAPTER 242,
SECTION 242.16 OF THE BERWYN CODE OF ORDINANCES REGARDING THE CITY
OF BERWYN'S SEXUAL HARASSMENT POLICY FOR THE CITY OF BERWYN,
COUNTY OF COOK, STATE OF ILLINOIS

ROBERT J. LOVERO, Mayor
MARGERET PAUL, Clerk
CYNTHIA GUTIERREZ, Treasurer

JAMES "SCOTT" LENNON
JOSE D. RAMIREZ
JEANINE REARDON
ROBERT W. FEJT
CESAR A. SANTOY
ALICIA M. RUIZ
RAFAEL AVILA
ANTHONY NOWAK

ALDERMEN

ORDINANCE NO. _____

**AN ORDINANCE AMENDING PART TWO, TITLE SIX, CHAPTER 242,
SECTION 242.16 OF THE BERWYN CODE OF ORDINANCES REGARDING THE
CITY OF BERWYN'S SEXUAL HARASSMENT POLICY FOR THE CITY OF
BERWYN, COUNTY OF COOK, STATE OF ILLINOIS**

WHEREAS, the City of Berwyn, Cook County (the "City"), is a home rule municipality pursuant to Article VII, Section 6 (a) of the Constitution of the State of Illinois of 1970 and may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Illinois General Assembly recently enacted Public Act 101-0221, an Act concerning employment and governmental ethics, which became effective immediately, dated August 9, 2019 (the "Act"); and

WHEREAS, pursuant to the Act, each governmental unit shall adopt an ordinance or resolution amending its sexual harassment policy to establish a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit; and

WHEREAS, the City of Berwyn Code of Ordinances (the "City Code"), previously enacted regulations related to discrimination, harassment and sexual misconduct (the "Existing Regulations"); and

WHEREAS, to ensure compliance with the Act, the Corporate Authorities have determined that it is in the best interests of the health, safety and welfare of the employees, contractors and officials of the City, and the efficient operation of government, to update the Existing Regulations by amending the City Code as set forth herein;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Berwyn, County of Cook, State of Illinois, in the exercise of the City's home rule powers, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.00 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 2.00 Purpose.

The purpose of this Ordinance is to amend Part Two, Title Six, Chapter 242, Section 242.16 of the City Code as set forth below.

**ARTICLE II.
AMENDMENT OF PART TWO, TITLE SIX, CHAPTER 242,
SECTION 242.16 OF THE CITY CODE**

Section 3.00 Amendment of Part Two, Title Six, Chapter 242, Section 242.16.

The City Code is hereby amended, notwithstanding any provision, ordinance, resolution or City Code section to the contrary, by striking Part Two, Title Six, Chapter 424, Section 242.16 in its entirety and replacing it as follows:

§ 242.16 DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT
POLICY.

(A) Statement of Policy

- (1) It is the Policy of the City that all employees engage in the highest possible professional standards and that all persons be treated fairly, civilly and with respect. To this end, the City will not tolerate or condone discrimination or harassment on the basis of race, color, religion, sex, gender, gender-identity, gender-expression, sexual orientation, genetic information, national origin, age, physical or mental disability, pregnancy, childbirth (or common conditions related thereto) ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status, or any other classification prohibited under federal or state law. Sexual misconduct is also prohibited.
- (2) The City will neither tolerate nor condone discrimination, harassment or sexual misconduct by employees, managers, supervisors, elected officials, co-workers, or non-employees with whom the City has a business, service, or professional relationship. "Employee" for purposes of this Policy includes any individual performing services for

the City, a contractor, a consultant, an apprentice, an applicant for apprenticeship, an unpaid intern or volunteers. Retaliation against an employee who complains about or reports any act of discrimination, harassment or misconduct in violation of this Policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this Policy is likewise prohibited. The City is committed to ensuring and providing a workplace free of discrimination, harassment, sexual misconduct and retaliation. The City will take disciplinary action, up to and including termination, against an employee who violates this Policy.

(B) Definition of Sexual Harassment. This Policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

- (1) Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- (2) Conduct which may constitute sexual harassment includes:
 - a. Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
 - b. Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
 - c. Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
 - d. Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
 - e. Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).
- (3) The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation.

(C) Responsibilities

- (1) *Supervisors.* Each supervisor shall be responsible for ensuring compliance with this Policy, including the following:
 - a. Monitoring the workplace environment for signs of discrimination, harassment or sexual misconduct;

- b. Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois;
 - c. Immediately addressing any observed acts of discrimination, harassment or sexual misconduct and taking steps to intervene when appropriate, whether or not the involved employees are within their line of supervision;
 - d. Immediately reporting any complaint of harassment, discrimination or sexual misconduct to their Department Head; and
 - e. Take immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment or sexual misconduct, pending investigation.
- (2) *Employees.* Each employee is responsible for assisting in the prevention of discrimination, harassment and sexual misconduct through the following acts:
- a. Refrain from participation in, or encouragement of, actions that could be perceived as discrimination, harassment or sexual misconduct.
 - b. Immediately reporting any violations of this Policy to a supervisor and law enforcement (if appropriate under the circumstances). Employees are obligated to report violations of this Policy as soon as they occur. An Employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All Employees are obligated to report instances of prohibited conduct, even if the conduct is merely observed and directed toward another individual, and even if the other person does not appear to be bothered or offended by the conduct. All Employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g. man, woman, supervisor, elected official, co-worker, volunteer, vendor, and/or member of the public.)
 - c. Encouraging any employee who confides that they are the victim of conduct in violation of this Policy to report these acts to a supervisor.

Failure to report known discrimination, harassment or sexual misconduct may be grounds for discipline.

(D) Procedure for Reporting an Allegation of Sexual Harassment

- (1) An employee who either observes sexual harassment or believes themselves to be the object of sexual harassment should, if they feel safe doing so, deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending employee and their immediate supervisor. If the employee is a union member, it may be reported to their union representative as well. It is not necessary for sexual harassment to be directed at the person making the report. The employee experiencing what they believe to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.
- (2) Any employee may report conduct, which is believed to be sexual harassment, in any of the following ways:
 - a. *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should, if they feel safe doing so, directly and clearly

express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

- b. *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report (unless that person is the harasser/offender) and/or to any of the following: a department head, the city administrator, or the Mayor.
- c. *Resolution Outside Municipality.* The purpose of this Policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

Supervisors shall immediately report any conduct that may violate this Policy of which they become aware of to their Department Head who will in turn report to the Mayor. The Mayor will advise the City Council of all such complaints.

(E) Reporting and Independent Review of an Allegation of Sexual Harassment for Elected Officials

- (1) An elected official who either observes another elected official engage in sexual harassment or believes themselves to be the object of sexual harassment by another elected official may report such conduct for independent review to the City Attorney. If the City Attorney believes a conflict exists which prevents her or him from conducting an independent review, the City Attorney must notify the City of such conflict. Upon receiving notification of the conflict, the City Council shall authorize the engagement of outside legal counsel to conduct the review.
- (2) The City Attorney or outside legal counsel shall conduct an independent review of the allegations and provide any findings to the corporate authorities of the City. Any documents, communications or other records created pursuant to the review shall remain confidential, subject to attorney-client privilege, and will not be disclosed unless such disclosure is authorized by resolution with the concurrence of a majority of all members then holding office on the City Council, including the Mayor, or as otherwise required by applicable local, State or federal law.
- (3) Such records shall also be presumed as exempt from disclosure under the Freedom of Information Act, to the extent it is applicable.

(F) Investigation Procedures

- (1) All reported violations of this Policy will be investigated. The investigation will be conducted thoroughly and promptly. It may include interviews with the person making the

complaint; the person against whom the complaint is made, any potential witnesses identified by either person, as well as with others whom the City believes may have relevant information. Employees are expected to cooperate in this process. The investigation may also include review of pertinent documents and other materials. In most circumstances, the person making the complaint will be requested to put their complaint in writing, honestly setting forth full particulars (such as the date, time, location, presence of any witnesses, etc.) to ensure that all possible violations of this Policy are properly investigated.

- (2) The investigation will be conducted in a manner that protects the confidentiality of those involved to the extent reasonably possible. Employees involved in an investigation may be instructed to or instructed not to discuss the investigation with other employees depending upon the specific circumstances of the investigation. The City will use the criteria set forth in rulings of the National Labor Relations Board in making these determinations.
- (3) This complaint procedure is a critical part of the City's efforts to eliminate unlawful workplace harassment. A request not to investigate a reported violation of this Policy cannot be honored.
- (4) The results of the investigation shall be reported to the Mayor and the City Council along with a prevention analysis.

(G) Prohibition on Retaliation for Reporting Sexual Harassment Allegations

- (1) No municipal official, supervisor or employee or any municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's or any other person/resident's:
 - a. Disclosure or threatened disclosure of any violation of this Policy,
 - b. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this Policy, or
 - c. Assistance or participation in a proceeding to enforce the provisions of this Policy.
- (2) For the purposes of this Policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this Policy.
- (3) No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.
- (4) Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:
 - a. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
 - b. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or

- c. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.
- (5) Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).
- (6) According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because they have opposed that which they reasonably and in good faith believe to be sexual harassment in employment, because they have made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.
- (7) An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 300 days of the alleged retaliation.

(H) Consequences of a Violation or the Prohibition on Discrimination, Harassment or Sexual Misconduct

- (1) Where harassment, discrimination or sexual misconduct has been found to have occurred, the City will take is prompt and proportionate disciplinary action, up to and including discharge, based on the behavior(s) at issue and the severity of the infraction. This disciplinary action may, but need not necessarily, include:
 - a. Verbal or written reprimand;
 - b. Placing the offending employee on a corrective action plan for a period of time to be identified;
 - c. Delay in pay increases or promotions;
 - d. Suspending the offending employee from work without pay;
 - e. Demotion; or
 - f. Immediate termination.
- (2) In addition to any and all other disciplinary action that may be taken by the City, any person who violates this Policy or the prohibition on sexual harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.
- (3) Upon completion of the investigation, the City will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

(I) Consequences for Knowingly Making a False Report

- (1) A false report is a report of discrimination, harassment or sexual misconduct made by an accuser using the report to accomplish some end other than stopping the discrimination, harassment or sexual misconduct. **A false report is a report not made in good faith, which cannot be proven.** Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this Policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.
- (2) In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

(J) Additional Resources. If you have any questions concerning the City's policies on this matter, please see your supervisor or the City Attorney. Further information may also be obtained from the Illinois Department of Human Rights, 312-814-6200, or the Equal Employment Opportunity Commission (EEOC), 800-669-4000 or for matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS), 800-25-ABUSE.

Section 3.01 Other Actions Authorized.

The officers, employees and/or agents of the City shall take all action necessary or reasonably required to carry out, give effect to and consummate the transactions contemplated by this Ordinance and shall take all action necessary in conformity therewith including, without limitation, the execution and delivery of any and all documents required to be delivered in connection with this Ordinance.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.00 Headings.

The headings of the articles, sections, paragraphs and subparagraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this

Ordinance.

Section 5.00 Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

Section 6.00 Superseder.

All code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.00 Publication.

A full, true and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the City as provided by the Illinois Municipal Code, as amended.

Section 8.00 Effective Date.

This Ordinance shall be immediately in full force and effect after passage, approval and publication. A full, true and complete copy of this Ordinance shall be published in pamphlet form as provided by the Illinois Municipal Code, as amended.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this 28th day of January 2020, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Lennon				
Ramirez				
Reardon				
Fejt				
Santoy				
Ruiz				
Avila				
Nowak				
(Mayor Lovero)				
TOTAL				

APPROVED by the Mayor on January _____, 2020.

Robert J. Lovero
MAYOR

ATTEST:

Margaret Paul
CITY CLERK



J-6

BERWYN PUBLIC LIBRARY

January 22, 2020

Honorable Mayor Robert J. Lovero
Members of the City Council
City of Berwyn
6700 W. 26th Street
Berwyn, IL 60402

Dear Mayor Lovero and Members of City Council:

The Library is seeking authorization to solicit bids to replace the existing lighting at the Library with LED lighting. This project would be done in conjunction with the Commonwealth Edison incentive program.

Partial funding for this expenditure has been approved by the State of Illinois through a grant program and the remainder of the funding has been included in the FY2020 budget. The Library Board of Trustees agreed to the bid process at their meeting on January 20, 2020.

Respectfully submitted,

Tammy Sheedy
Library Director



The City of Berwyn



Benjamin J. Daish
Finance Director

J-7

A Century of Progress with Pride

Date: January 24, 2020

To: Mayor Robert J. Lovero
Members of City Council

Re: 2019 Audit Engagement Letter

Please see the attached engagement letter from the accounting firm GW & Associates, P.C. as it relates to performing the City's 2019 audit. The proposed fee of \$65,025 for the 2019 audit remains **unchanged** compared to the 2018 fee. GW & Associates, P.C. has performed the City's audit for the past four years and the City is very satisfied with the level of service that has been provided. Audit services are considered professional services according to the City's ordinance, and contracts related to audit services do not require a formal bid process.

Recommendation: City Council to approve the agreement with GW & Associates, P.C. to perform the 2019 audit services for the City and authorize the Mayor and City Attorney to execute said agreement.

Thank you,

A handwritten signature in black ink, appearing to read "B. J. Daish".

Benjamin J. Daish
Finance Director



January 3, 2020

To the City Council and Honorable Mayor
City of Berwyn, Illinois

We are pleased to confirm our understanding of the services we are to provide the City of Berwyn, Illinois ("the City") for the year ended December 31, 2019. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended December 31, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedules
- 3) Schedule of Funding Progress and employer Contributions for OPEB
- 4) Schedule of Changes in the Net Pension Liability and Related Ratios
- 5) Schedule of Employer Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.
- 2) Combining and individual fund financial statements and schedules
- 3) Consolidated Year-End Financial Report (for GATA)

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Introductory section
- 2) Statistical section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council and Mayor of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility

as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

In addition, we will examine management's assertion that the City has complied with the provisions of subsection (q) of Section 11-74.4-3 of the Illinois Tax Increment Redevelopment Allocation Act (Illinois Public Act 85-1142) related to the City's tax increment financing districts for the year ended December 31, 2018. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government and component units from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the

supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are responsible for compliance with the provisions of subsection (q) of Section 11-74.4-3 of the Illinois Tax Increment Redevelopment Allocation Act (Illinois Public Act 85-1142) related to the City's tax increment financing districts for the year ended December 31, 2018.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of GW & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Department of Housing and Urban Development or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of GW & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the U.S. Department of Housing and Urban Development. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit with interim work in mid March and to issue our reports by June 22, 2020. John Wysocki is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be as follows:

Financial Audit	\$48,000
Single Audit	6,250
TIF Reporting	2,100
CAFR Preparation	7,900
Illinois Comptroller's AFR	775

The fees for the audits of the police and fire pension funds and the Berwyn Municipal Securities Corporation will be included in separate engagement letters for each entity.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

GW & Associates, P.C.

GW & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Berwyn, Illinois.

Signature:

Title:

Date:

The City of Berwyn



Ruth E. Volbre
City Administrator

J-8

A Century of Progress with Pride

January 28, 2020

To: Mayor Robert J. Lovero & City Council Members

From: Ruth E. Volbre, City Administrator

Re: Authorization to Proceed with Independence Day Celebration Fireworks

Ladies and Gentlemen:

Tom Benson, local proprietor of the World's Largest Laundromat has approached City staff with the offer to once again collaborate with the City of Berwyn in holding a fireworks display on Friday, July 3rd with a rain date of Friday, July 5th in celebration of Independence Day. Mr. Benson has agreed to pay for the fireworks display. He is asking the City's assistance in providing security and emergency services for the event and to act as a liaison with Morton West High School; Morton West High School has agreed to hold the venue. I am seeking approval to collaborate with Tom Benson in holding a July 3rd fireworks display.

Recommended Actions:

Approval to collaborate with Tom Benson in holding a July 3rd fireworks display with a rain date of July 5th and to provide security and emergency services for the event.

Respectfully,

Ruth E. Volbre
City Administrator



Accounts Payable by G/L Distribution Report

Payment Date Range 01/16/20 - 01/29/20

K-2

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 02 - Mayor's Office										
Account 5290 - Other General Expenses										
1810 - Robert J. Lovero	2019-00001582	Expense Reimbursement	Paid by Check # 52974		12/31/2019	12/31/2019	12/31/2019		01/21/2020	170.72
2664 - Ruth Volbre	2020-00000071	Expense Reimbursement	Paid by Check # 53095		01/14/2020	01/14/2020	01/14/2020		01/29/2020	147.87
							Account 5290 - Other General Expenses Totals		Invoice Transactions 2	<u>\$318.59</u>
							Department 02 - Mayor's Office Totals		Invoice Transactions 2	<u>\$318.59</u>
Department 03 - City Administrator's Office										
Account 5220 - Training, Dues & Publications										
180 - West Central Municipal Conference	2020-00000032	WCMC-2020 Breakfast	Paid by Check # 53127		01/14/2020	01/14/2020	01/14/2020		01/29/2020	500.00
180 - West Central Municipal Conference	2020-00000072	legislative breakfast	Paid by Check # 53127		01/14/2020	01/14/2020	01/14/2020		01/29/2020	500.00
							Account 5220 - Training, Dues & Publications Totals		Invoice Transactions 2	<u>\$1,000.00</u>
							Department 03 - City Administrator's Office Totals		Invoice Transactions 2	<u>\$1,000.00</u>
Department 04 - City Clerk's Office										
Account 5220 - Training, Dues & Publications										
344 - Illinois Municipal League	2020-00000070	2020 Membership Dues	Paid by Check # 53028		01/17/2020	01/17/2020	01/17/2020		01/29/2020	3,500.00
							Account 5220 - Training, Dues & Publications Totals		Invoice Transactions 1	<u>\$3,500.00</u>
Account 5290 - Other General Expenses										
1764 - Margaret Paul	2020-00000035	Expense Reimbursement	Paid by Check # 53059		01/17/2020	01/17/2020	01/17/2020		01/29/2020	250.00
							Account 5290 - Other General Expenses Totals		Invoice Transactions 1	<u>\$250.00</u>
							Department 04 - City Clerk's Office Totals		Invoice Transactions 2	<u>\$3,750.00</u>
Department 08 - City Council										
Account 5200-02 - Administrative Expenses Ward 2										
PROJECT 88	2019-00001572	Alderman Donation / Jose Ramirez	Paid by Check # 53141		12/31/2019	12/31/2019	12/31/2019		01/29/2020	250.00
							Account 5200-02 - Administrative Expenses Ward 2 Totals		Invoice Transactions 1	<u>\$250.00</u>
Account 5200-06 - Administrative Expenses Ward 6										
5698 - Alicia Ruiz	2019-00001588	Expense Reimbursement	Paid by Check # 52978		12/31/2019	12/31/2019	12/31/2019		01/29/2020	326.24
6042 - The Answer Inc.	2019-00001589	Alderman Donation / Alicia Ruiz	Paid by Check # 53108		12/31/2019	12/31/2019	12/31/2019		01/29/2020	50.00
							Account 5200-06 - Administrative Expenses Ward 6 Totals		Invoice Transactions 2	<u>\$376.24</u>
Account 5200-08 - Administrative Expenses Ward 8										
5438 - Anthony Nowak	2019-00001580	Expense Reimbursement	Paid by Check # 52982		12/31/2019	12/31/2019	12/31/2019		01/29/2020	416.45
							Account 5200-08 - Administrative Expenses Ward 8 Totals		Invoice Transactions 1	<u>\$416.45</u>
							Department 08 - City Council Totals		Invoice Transactions 4	<u>\$1,042.69</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 10 - Legal										
Account 5300 - Professional Services										
2021 - Del Galdo Law Group, LLC	23833	Legal Services Dec. 2019	Paid by Check # 53011		12/31/2019	12/31/2019	12/31/2019		01/29/2020	7,547.50
2021 - Del Galdo Law Group, LLC	23834	Legal Services Dec. 2019	Paid by Check # 53011		12/31/2019	12/31/2019	12/31/2019		01/29/2020	7,719.24
2231 - Storino, Ramello & Durkin	79450	Legal Services Through Dec. 2019	Paid by Check # 53104		12/31/2019	12/31/2019	12/31/2019		01/29/2020	1,023.60
5097 - Veritext	MW4114502	Legal Services Dec. 2019	Paid by Check # 53121		12/31/2019	12/31/2019	12/31/2019		01/29/2020	286.55
							Account 5300 - Professional Services Totals		Invoice Transactions 4	<u>\$16,576.89</u>
							Department 10 - Legal Totals		Invoice Transactions 4	<u>\$16,576.89</u>
Department 12 - Finance										
Account 5220 - Training, Dues & Publications										
5698 - Alicia Ruiz	2020-00000073	Expense Reimbursement	Paid by Check # 52978		01/14/2020	01/14/2020	01/14/2020		01/29/2020	321.63
5698 - Alicia Ruiz	2019-00001587	Expense Reimbursement	Paid by Check # 52978		12/31/2019	12/31/2019	12/31/2019		01/29/2020	239.65
							Account 5220 - Training, Dues & Publications Totals		Invoice Transactions 2	<u>\$561.28</u>
Account 5225-01 - Supplies Office										
5013 - Felicia Gunn	2020-00000037	Expense Reimbursement	Paid by Check # 52973		01/17/2020	01/17/2020	01/17/2020		01/21/2020	9.68
							Account 5225-01 - Supplies Office Totals		Invoice Transactions 1	<u>\$9.68</u>
							Department 12 - Finance Totals		Invoice Transactions 3	<u>\$570.96</u>
Department 16 - Information Technology										
Account 5290 - Other General Expenses										
1800 - CDW Government, Inc.	WHG0028	I.T. Supplies	Paid by Check # 53001		01/13/2020	01/13/2020	01/13/2020		01/29/2020	40.38
1800 - CDW Government, Inc.	WJL7185	I.T. Supplies	Paid by Check # 53001		01/13/2020	01/13/2020	01/13/2020		01/29/2020	23.11
							Account 5290 - Other General Expenses Totals		Invoice Transactions 2	<u>\$63.49</u>
Account 5510 - Hardware Purchase										
1800 - CDW Government, Inc.	WJQ9084	Replacement UPS for Darlene	Paid by Check # 53001		01/13/2020	01/13/2020	01/13/2020		01/29/2020	83.51
5820 - SYNCB / AMAZON	2020-00000036	HP Fuser, Apple cables/Motorola repl cable modem	Paid by Check # 53105		01/17/2020	01/17/2020	01/17/2020		01/29/2020	306.03
							Account 5510 - Hardware Purchase Totals		Invoice Transactions 2	<u>\$389.54</u>
Account 5515 - Software Purchase										
6038 - KnowBe4 Inc.	INV80046	Security Awareness Training/subscription 1yr	Paid by Check # 53046		01/13/2020	01/13/2020	01/13/2020		01/29/2020	6,058.80



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 16 - Information Technology										
Account 5515 - Software Purchase										
20693 - PC Connection Sales Corp	57424834	Fortigate Auth 1yr license/2fa	Paid by Check # 53083		01/17/2020	01/17/2020	01/17/2020		01/29/2020	2,109.24
							Account 5515 - Software Purchase Totals		Invoice Transactions 2	<u>\$8,168.04</u>
							Department 16 - Information Technology Totals		Invoice Transactions 6	<u>\$8,621.07</u>
Department 18 - Fire Department										
Account 5220 - Training, Dues & Publications										
117 - Village of Romeoville Fire Academy	2019-866	Training / Richard Chaput	Paid by Check # 53124		12/31/2019	12/31/2019	12/31/2019		01/29/2020	325.00
							Account 5220 - Training, Dues & Publications Totals		Invoice Transactions 1	<u>\$325.00</u>
Account 5225 - Supplies										
1171 - US Gas	327807	Medical Compressed Oxygen Cylinders	Paid by Check # 53118		12/31/2019	12/31/2019	12/31/2019		01/29/2020	144.90
							Account 5225 - Supplies Totals		Invoice Transactions 1	<u>\$144.90</u>
Account 5290 - Other General Expenses										
6037 - Ink Your Wear, Inc	992	Shirts	Paid by Check # 53031		01/15/2020	01/15/2020	01/15/2020		01/29/2020	69.00
							Account 5290 - Other General Expenses Totals		Invoice Transactions 1	<u>\$69.00</u>
Account 5400-30 - Repairs & Maintenance Building										
3452 - Applied Controls, Inc.	4163	New Battery	Paid by Check # 52983		01/15/2020	01/15/2020	01/15/2020		01/29/2020	247.44
881 - Braniff Communications, Inc.	112311-1	OutDoor Warning Siren System Preventative Maint. #112311	Paid by Check # 52995		01/15/2020	01/15/2020	01/15/2020		01/29/2020	1,240.00
							Account 5400-30 - Repairs & Maintenance Building Totals		Invoice Transactions 2	<u>\$1,487.44</u>
Account 5400-31 - Repairs & Maintenance Fleet										
4506 - Global Emergency Products	AG73915	Priming Valve Repair Kit	Paid by Check # 53022		12/31/2019	12/31/2019	12/31/2019		01/29/2020	111.85
31638 - Interstate Battery System of Central Chicago	58005959	1- MTZ-65 For 900	Paid by Check # 53032		01/15/2020	01/15/2020	01/15/2020		01/29/2020	259.95
32052 - Just Tires	319100	New Tires & Repairs	Paid by Check # 53041		01/15/2020	01/15/2020	01/15/2020		01/29/2020	146.12
							Account 5400-31 - Repairs & Maintenance Fleet Totals		Invoice Transactions 3	<u>\$517.92</u>
							Department 18 - Fire Department Totals		Invoice Transactions 8	<u>\$2,544.26</u>
Department 20 - Police Department										
Account 5210 - Vehicle Gas & Oil										
5805 - Wex Bank	63097655	Fuel	Paid by Check # 53128		12/31/2019	12/31/2019	12/31/2019		01/29/2020	471.09
							Account 5210 - Vehicle Gas & Oil Totals		Invoice Transactions 1	<u>\$471.09</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 100 - General Fund											
Department 20 - Police Department											
Account 5215-01 - Telephone In-House											
4024 - AT & T	708795560101-2	Dec. 14 2019 - Jan. 13 2020	Paid by Check # 52984		01/22/2020	01/22/2020	01/22/2020		01/29/2020	527.87	
478 - Comcast Cable	2020-00000067	Cable TV	Paid by Check # 53006		01/22/2020	01/22/2020	01/22/2020		01/29/2020	129.85	
302 - Sprint	733579818145	Dec. 04 2019 - Jan. 03 2020	Paid by Check # 53103		01/22/2020	01/22/2020	01/22/2020		01/29/2020	155.30	
5703 - Technology Management Revolving Fund	T2016696	LEADS FIBER CIRCUITS	Paid by Check # 53106		12/31/2019	12/31/2019	12/31/2019		01/29/2020	942.40	
									Account 5215-01 - Telephone In-House Totals	Invoice Transactions 4	<u>\$1,755.42</u>
Account 5220 - Training, Dues & Publications											
5918 - Animal Control Training Services	2019-0546	Training / Thomas Brophy	Paid by Check # 52981		01/22/2020	01/22/2020	01/22/2020		01/29/2020	550.00	
2633 - Michael Vokac	01162020	Expense Reimbursement	Paid by Check # 53068		12/31/2019	12/31/2019	12/31/2019		01/29/2020	249.48	
265 - Northeast Multi-Regional Training, Inc.	264494	Training	Paid by Check # 53076		01/22/2020	01/22/2020	01/22/2020		01/29/2020	11,875.00	
5605 - Police Law Institute	14033	Legal Training Website Access	Paid by Check # 53084		01/22/2020	01/22/2020	01/22/2020		01/29/2020	9,918.00	
									Account 5220 - Training, Dues & Publications Totals	Invoice Transactions 4	<u>\$22,592.48</u>
Account 5225 - Supplies											
5418 - Cintas Corporation	8404473001	First Aid Cabinet Restocked	Paid by Check # 53002		01/22/2020	01/22/2020	01/22/2020		01/29/2020	275.52	
492 - Fullmer Locksmith Service, Inc.	N22613	Locksmith Services	Paid by Check # 53018		01/22/2020	01/22/2020	01/22/2020		01/29/2020	24.00	
492 - Fullmer Locksmith Service, Inc.	N22601	Locksmith Services	Paid by Check # 53018		01/22/2020	01/22/2020	01/22/2020		01/29/2020	9.00	
6015 - George Janecek	01212020	Expense Reimbursement	Paid by Check # 53021		01/22/2020	01/22/2020	01/22/2020		01/29/2020	84.13	
1241 - Sirchie Finger Print Laboratories	0430578-IN	Booking Supplies	Paid by Check # 53100		01/22/2020	01/22/2020	01/22/2020		01/29/2020	521.26	
5516 - Thomas O'Halloran	011820	Expense Reimbursement	Paid by Check # 53111		01/22/2020	01/22/2020	01/22/2020		01/29/2020	80.00	
									Account 5225 - Supplies Totals	Invoice Transactions 6	<u>\$993.91</u>
Account 5235 - Postage & Printing											
465 - Diamond Graphics, Inc.	0102830110	Traffic Stop Data Sheets	Paid by Check # 53012		01/22/2020	01/22/2020	01/22/2020		01/29/2020	835.00	
5573 - Lynn Card Company	2191219-011	Printing	Paid by Check # 53054		01/22/2020	01/22/2020	01/22/2020		01/29/2020	445.00	
									Account 5235 - Postage & Printing Totals	Invoice Transactions 2	<u>\$1,280.00</u>
Account 5290 - Other General Expenses											
5534 - Berwyn Police Department	011520	Tobacco Enforcement	Paid by Check # 52991		01/22/2020	01/22/2020	01/22/2020		01/29/2020	50.00	



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 20 - Police Department										
Account 5290 - Other General Expenses										
3198 - Critical Reach	20-667	Software License	Paid by Check # 53008		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,100.00
4919 - Everbridge, Inc.	M45467	ENS System Renewal	Paid by Check # 53014		01/22/2020	01/22/2020	01/22/2020		01/29/2020	14,500.00
5293 - First Advantage Background Services Corp.	5540261912	Background Checks	Paid by Check # 53015		12/31/2019	12/31/2019	12/31/2019		01/29/2020	32.62
6041 - Heartland Customer Solutions, LLC	INV1112147	Law Enforcement Expense	Paid by Check # 53025		12/31/2019	12/31/2019	12/31/2019		01/29/2020	175.49
3263 - Heritage Funeral Home	20H05	Removal & Morgue Transport	Paid by Check # 53026		01/22/2020	01/22/2020	01/22/2020		01/29/2020	405.00
5482 - JG Uniforms	67509	CSO Uniforms	Paid by Check # 53036		01/22/2020	01/22/2020	01/22/2020		01/29/2020	34.95
5482 - JG Uniforms	67508	CSO Uniforms	Paid by Check # 53036		01/22/2020	01/22/2020	01/22/2020		01/29/2020	17.50
5482 - JG Uniforms	19031	P.D. Uniforms	Paid by Check # 53036		01/22/2020	01/22/2020	01/22/2020		01/29/2020	34.95
5482 - JG Uniforms	19032	P.D. Uniforms	Paid by Check # 53036		01/22/2020	01/22/2020	01/22/2020		01/29/2020	17.50
6010 - Occupational Health Center at River Forest	5512	Physical Exams	Paid by Check # 53078		01/22/2020	01/22/2020	01/22/2020		01/29/2020	120.00
6040 - PRI Management Group	7450	Law Enforcement Expense	Paid by Check # 53085		12/31/2019	12/31/2019	12/31/2019		01/29/2020	195.00
5588 - Pro Softnet Corporation	INV223	Cloud Storage	Paid by Check # 53086		01/22/2020	01/22/2020	01/22/2020		01/29/2020	2,999.50
4904 - R.E. Walsh & Associates, Inc.	23549	Finger Print Classification	Paid by Check # 53088		01/22/2020	01/22/2020	01/22/2020		01/29/2020	625.00
								Account 5290 - Other General Expenses Totals	Invoice Transactions 14	<u>\$20,307.51</u>
Account 5400-30 - Repairs & Maintenance Building										
3893 - Aftermath	JC2019-4505	Bio-Hazard Cleaning	Paid by Check # 52977		12/31/2019	12/31/2019	12/31/2019		01/29/2020	105.00
5901 - C & W Building Services, Inc.	20026	Painting 2nd Floor	Paid by Check # 52999		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,080.00
4569 - J. R. Carpet, Inc.	1090	Cleaning services	Paid by Check # 53034		01/22/2020	01/22/2020	01/22/2020		01/29/2020	3,250.00
5523 - L-K Fire Extinguisher Service Inc. No 2	72812	Fire Extinguisher	Paid by Check # 53048		01/22/2020	01/22/2020	01/22/2020		01/29/2020	126.98
929 - McDonough Mechanical Services, Inc.	112107	HVAC Repairs	Paid by Check # 53063		12/31/2019	12/31/2019	12/31/2019		01/29/2020	1,196.50
929 - McDonough Mechanical Services, Inc.	34507	Monthly HVAC	Paid by Check # 53063		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,702.42
3743 - SEPS, Inc.	164618	Main Building UPS Maintenance Contract	Paid by Check # 53099		01/22/2020	01/22/2020	01/22/2020		01/29/2020	3,229.51



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Fund 100 - General Fund											
Department 20 - Police Department											
Account 5400-30 - Repairs & Maintenance Building											
5658 - Specialty Mat Service	998486	Floor Mats	Paid by Check # 53102		12/31/2019	12/31/2019	12/31/2019		01/29/2020	147.54	
5658 - Specialty Mat Service	1000700	Floor Mats	Paid by Check # 53102		12/31/2019	12/31/2019	12/31/2019		01/29/2020	147.54	
790 - Thyssenkrupp Elevator Corporation	3004992409	Elevator Maintenance	Paid by Check # 53113		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,410.70	
									Account 5400-30 - Repairs & Maintenance Building Totals	Invoice Transactions 10	\$12,396.19
Account 5400-31 - Repairs & Maintenance Fleet											
2693 - ABC Automotive Electronics	C229385	Vehicle Repairs	Paid by Check # 52976		01/22/2020	01/22/2020	01/22/2020		01/29/2020	558.50	
5631 - Buddy Bear Car Wash	120	118 Car Washes @ 3.00 ea	Paid by Check # 52997		12/31/2019	12/31/2019	12/31/2019		01/29/2020	354.00	
2673 - Deece Automotive	34835	Vehicle Maintenance	Paid by Check # 53010		12/31/2019	12/31/2019	12/31/2019		01/29/2020	260.00	
2673 - Deece Automotive	34980	Vehicle Maintenance	Paid by Check # 53010		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,808.90	
32052 - Just Tires	317851	Tire Repairs	Paid by Check # 53041		12/31/2019	12/31/2019	12/31/2019		01/29/2020	20.00	
32052 - Just Tires	317927	New Tires & Repairs	Paid by Check # 53041		12/31/2019	12/31/2019	12/31/2019		01/29/2020	333.22	
32052 - Just Tires	318048	New Tires & Repairs	Paid by Check # 53041		12/31/2019	12/31/2019	12/31/2019		01/29/2020	278.22	
32052 - Just Tires	318068	New Tires & Repairs	Paid by Check # 53041		12/31/2019	12/31/2019	12/31/2019		01/29/2020	689.48	
32052 - Just Tires	318904	New Tires & Repairs	Paid by Check # 53041		01/22/2020	01/22/2020	01/22/2020		01/29/2020	322.00	
32052 - Just Tires	318917	New Tires & Repairs	Paid by Check # 53041		01/22/2020	01/22/2020	01/22/2020		01/29/2020	168.19	
32052 - Just Tires	319208	Tire Repairs	Paid by Check # 53041		01/22/2020	01/22/2020	01/22/2020		01/29/2020	20.00	
1678 - Mike & Sons	40185	Vehicle Maintenance	Paid by Check # 53071		12/31/2019	12/31/2019	12/31/2019		01/29/2020	1,485.00	
1678 - Mike & Sons	40543	Vehicle Maintenance	Paid by Check # 53071		01/22/2020	01/22/2020	01/22/2020		01/29/2020	979.00	
595 - Secretary of State	S574574	Confidential Services Program	Paid by Check # 53098		01/22/2020	01/22/2020	01/22/2020		01/29/2020	151.00	
5831 - Zeigler Ford North Riverside	652425	Vehicle Maintenance	Paid by Check # 53130		12/31/2019	12/31/2019	12/31/2019		01/29/2020	100.00	
5831 - Zeigler Ford North Riverside	653730	Vehicle Maintenance	Paid by Check # 53130		01/22/2020	01/22/2020	01/22/2020		01/29/2020	100.00	
									Account 5400-31 - Repairs & Maintenance Fleet Totals	Invoice Transactions 16	\$7,627.51



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 20 - Police Department										
Account 5800 - Capital Outlay										
6039 - Truax Patient Services	4880	Narcan Supplies	Paid by Check # 53114		01/22/2020	01/22/2020	01/22/2020		01/29/2020	7,500.00
							Account 5800 - Capital Outlay Totals		Invoice Transactions 1	<u>\$7,500.00</u>
							Department 20 - Police Department Totals		Invoice Transactions 58	<u>\$74,924.11</u>
Department 22 - Fire & Police Commission										
Account 5290-11 - Other General Expenses Pre-Employment Physicals										
5619 - MacNeal Health Network	54157284	medical treatment	Paid by Check # 53058		12/31/2019	12/31/2019	12/31/2019		01/29/2020	387.80
6010 - Occupational Health Center at River Forest	5516	Physical Exams	Paid by Check # 53078		01/23/2020	01/23/2020	01/23/2020		01/29/2020	2,710.00
5660 - Theodore Polygraph Services Inc	6905	Polygraph Exams	Paid by Check # 53110		01/23/2020	01/23/2020	01/23/2020		01/29/2020	1,050.00
							Account 5290-11 - Other General Expenses Pre-Employment Physicals Totals		Invoice Transactions 3	<u>\$4,147.80</u>
							Department 22 - Fire & Police Commission Totals		Invoice Transactions 3	<u>\$4,147.80</u>
Department 24 - Building/Neighborhood Affairs										
Account 5300 - Professional Services										
3014 - JNC Consulting, Inc.	1251	Permit Inspections	Paid by Check # 53038		01/15/2020	01/15/2020	01/15/2020		01/29/2020	3,300.00
							Account 5300 - Professional Services Totals		Invoice Transactions 1	<u>\$3,300.00</u>
							Department 24 - Building/Neighborhood Affairs Totals		Invoice Transactions 1	<u>\$3,300.00</u>
Department 26 - Public Works										
Sub Department 35 - Streets										
Account 5015 - Stipends - Uniform										
3461 - J & L Uniforms	9852	P.W. Uniforms	Paid by Check # 53033		01/22/2020	01/22/2020	01/22/2020		01/29/2020	372.96
5717 - Red Wing Shoe Company Inc	24-1-61011	P.W. Uniforms	Paid by Check # 53091		01/22/2020	01/22/2020	01/22/2020		01/29/2020	328.48
280 - Roscoe Company	1628105	P.W. Uniforms	Paid by Check # 53092		01/22/2020	01/22/2020	01/22/2020		01/29/2020	109.25
280 - Roscoe Company	1627092	P.W. Uniforms	Paid by Check # 53092		01/22/2020	01/22/2020	01/22/2020		01/29/2020	109.25
5182 - Snap-On Industrial	ARV/42513310	P.W. Uniforms	Paid by Check # 53101		01/22/2020	01/22/2020	01/22/2020		01/29/2020	16.99
5182 - Snap-On Industrial	ARV/42500647	P.W. Uniforms	Paid by Check # 53101		01/22/2020	01/22/2020	01/22/2020		01/29/2020	204.68
							Account 5015 - Stipends - Uniform Totals		Invoice Transactions 6	<u>\$1,141.61</u>
Account 5215 - Telephone										
5317 - Verizon Connect NWF , INC	OSV00001997513	Telephone	Paid by Check # 53122		01/22/2020	01/22/2020	01/22/2020		01/29/2020	479.05
							Account 5215 - Telephone Totals		Invoice Transactions 1	<u>\$479.05</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 26 - Public Works										
Sub Department 35 - Streets										
Account 5225 - Supplies										
4907 - Building Services of America,LLC	62509	P.W. Supplies	Paid by Check # 52998		12/31/2019	12/31/2019	12/31/2019		01/29/2020	324.00
4711 - Continental Research Corporation	0010328	P.W. Supplies	Paid by Check # 53007		01/22/2020	01/22/2020	01/22/2020		01/29/2020	883.42
1824 - High PSI, LTD	65676	P.W. Supplies	Paid by Check # 53027		12/31/2019	12/31/2019	12/31/2019		01/29/2020	253.99
5705 - Josie Mora	2020-00000074	Expense Reimbursement	Paid by Check # 53039		01/22/2020	01/22/2020	01/22/2020		01/29/2020	15.51
5705 - Josie Mora	2020-00000075	Expense Reimbursement	Paid by Check # 53039		01/22/2020	01/22/2020	01/22/2020		01/29/2020	19.96
3422 - Kara Company, Inc.	348925	P.W. Supplies	Paid by Check # 53043		01/22/2020	01/22/2020	01/22/2020		01/29/2020	113.40
3422 - Kara Company, Inc.	193177	P.W. Supplies	Paid by Check # 53043		01/22/2020	01/22/2020	01/22/2020		01/29/2020	113.40
179 - McCann Industries, Inc.	P12572	P.W. Supplies	Paid by Check # 53061		01/22/2020	01/22/2020	01/22/2020		01/29/2020	707.59
							Account 5225 - Supplies Totals	Invoice Transactions 8		\$2,431.27
Account 5300 - Professional Services										
5203 - AMS Electric, Inc.	2179	Electrical Services	Paid by Check # 52980		01/22/2020	01/22/2020	01/22/2020		01/29/2020	590.00
5134 - The Horton Group,Inc.	58177	Safety Training	Paid by Check # 53109		01/22/2020	01/22/2020	01/22/2020		01/29/2020	720.00
							Account 5300 - Professional Services Totals	Invoice Transactions 2		\$1,310.00
Account 5400 - Repairs & Maintenance										
32375 - National Seed	592611SI	calcium chloride	Paid by Check # 53073		01/22/2020	01/22/2020	01/22/2020		01/29/2020	2,770.00
6010 - Occupational Health Center at River Forest	5491	Physical Exam	Paid by Check # 53078		12/31/2019	12/31/2019	12/31/2019		01/29/2020	60.00
4902 - Ozinga Ready Mix Concrete Inc.	1388761	concrete	Paid by Check # 53080		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,470.00
4902 - Ozinga Ready Mix Concrete Inc.	1386940	concrete	Paid by Check # 53080		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,135.00
							Account 5400 - Repairs & Maintenance Totals	Invoice Transactions 4		\$5,435.00
								Sub Department 35 - Streets Totals	Invoice Transactions 21	\$10,796.93
Sub Department 37 - Fleet										
Account 5225 - Supplies										
3301 - Atlas Bobcat, LLC	BG9451	P.W. Supplies	Paid by Check # 52986		12/31/2019	12/31/2019	12/31/2019		01/29/2020	261.28
182 - Freeway Ford Truck Sales, Inc.	531579	P.W. Supplies	Paid by Check # 53016		01/22/2020	01/22/2020	01/22/2020		01/29/2020	688.64



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 26 - Public Works										
Sub Department 37 - Fleet										
Account 5225 - Supplies										
182 - Freeway Ford Truck Sales, Inc.	531642	P.W. Supplies	Paid by Check # 53016		01/22/2020	01/22/2020	01/22/2020		01/29/2020	48.14
182 - Freeway Ford Truck Sales, Inc.	531692	P.W. Supplies	Paid by Check # 53016		01/22/2020	01/22/2020	01/22/2020		01/29/2020	96.54
162 - Jack's Rental, Inc.	80760	P.W. Supplies	Paid by Check # 53035		01/22/2020	01/22/2020	01/22/2020		01/29/2020	355.60
5603 - L.A. Fasteners Inc	1-209550	P.W. Supplies	Paid by Check # 53049		01/22/2020	01/22/2020	01/22/2020		01/29/2020	74.81
5603 - L.A. Fasteners Inc	1-208980	P.W. Supplies	Paid by Check # 53049		01/22/2020	01/22/2020	01/22/2020		01/29/2020	59.48
5603 - L.A. Fasteners Inc	1-208972	P.W. Supplies	Paid by Check # 53049		01/22/2020	01/22/2020	01/22/2020		01/29/2020	44.43
5603 - L.A. Fasteners Inc	1-208800	P.W. Supplies	Paid by Check # 53049		01/22/2020	01/22/2020	01/22/2020		01/29/2020	151.84
2493 - Monroe Truck Equipment, Inc.	328269	P.W. Supplies	Paid by Check # 53072		01/22/2020	01/22/2020	01/22/2020		01/29/2020	32.20
4974 - Partsmaster	23500857	P.W. Supplies	Paid by Check # 53081		01/22/2020	01/22/2020	01/22/2020		01/29/2020	385.35
4932 - Rush Truck Centers of Illinois, Inc.	3017883605	P.W. Supplies	Paid by Check # 53094		01/22/2020	01/22/2020	01/22/2020		01/29/2020	78.90
5182 - Snap-On Industrial	ARV / 42597681	Tools	Paid by Check # 53101		01/22/2020	01/22/2020	01/22/2020		01/29/2020	104.12
1364 - Tryad Automotive	006-210368	P.W. Supplies	Paid by Check # 53115		01/22/2020	01/22/2020	01/22/2020		01/29/2020	71.82
1364 - Tryad Automotive	006-210337	P.W. Supplies	Paid by Check # 53115		01/22/2020	01/22/2020	01/22/2020		01/29/2020	139.00
69 - Warehouse Direct	4538063-0	supplies	Paid by Check # 53126		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,187.94
5506 - Winzer	6537113	supplies	Paid by Check # 53129		01/22/2020	01/22/2020	01/22/2020		01/29/2020	349.26
5506 - Winzer	6534029	supplies	Paid by Check # 53129		01/22/2020	01/22/2020	01/22/2020		01/29/2020	846.39
							Account 5225 - Supplies Totals	Invoice Transactions 18	\$4,975.74	
Account 5300 - Professional Services										
5872 - Cummins Sales And Service	F2-38106	City Hall Generator Maintenance	Paid by Check # 53009		12/31/2019	12/31/2019	12/31/2019		01/29/2020	897.16
5567 - JJ Hydraulic Service	1211	vechile repair	Paid by Check # 53037		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,460.00
821 - Metro Collision Service / Metro Garage, Inc.	45697	Safety Inspections	Paid by Check # 53066		12/31/2019	12/31/2019	12/31/2019		01/29/2020	25.00
821 - Metro Collision Service / Metro Garage, Inc.	45712	Safety Inspections	Paid by Check # 53066		12/31/2019	12/31/2019	12/31/2019		01/29/2020	25.00



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 26 - Public Works										
Sub Department 37 - Fleet										
Account 5300 - Professional Services										
821 - Metro Collision Service / Metro Garage, Inc.	45753	Safety Inspections	Paid by Check # 53066		12/31/2019	12/31/2019	12/31/2019		01/29/2020	25.00
821 - Metro Collision Service / Metro Garage, Inc.	45761	Safety Inspections	Paid by Check # 53066		12/31/2019	12/31/2019	12/31/2019		01/29/2020	25.00
821 - Metro Collision Service / Metro Garage, Inc.	45763	Safety Inspections	Paid by Check # 53066		12/31/2019	12/31/2019	12/31/2019		01/29/2020	25.00
							Account 5300 - Professional Services Totals	Invoice Transactions	7	<u>\$2,482.16</u>
							Sub Department 37 - Fleet Totals	Invoice Transactions	25	<u>\$7,457.90</u>
							Department 26 - Public Works Totals	Invoice Transactions	46	<u>\$18,254.83</u>
Department 32 - Recreation										
Account 5100 - Special Events										
5426 - Menards	26046	Winter Wonderland Raffle Prizes / After School Supplies	Paid by Check # 53064		01/17/2020	01/17/2020	01/17/2020		01/29/2020	354.20
3750 - Rose's Catering	17033	150 Meals For January	Paid by Check # 53093		01/17/2020	01/17/2020	01/17/2020		01/29/2020	1,145.00
3750 - Rose's Catering	17028	75 Meals	Paid by Check # 53093		01/17/2020	01/17/2020	01/17/2020		01/29/2020	562.50
5940 - Santa's Village at Dundee, IL	1226	Summer Camp Trip / 100 Campers	Paid by Check # 53096		01/17/2020	01/17/2020	01/17/2020		01/29/2020	649.50
101 - Schultz Supply Company, Inc.	306690	Sr. Luncheon Supplies	Paid by Check # 53097		01/17/2020	01/17/2020	01/17/2020		01/29/2020	47.25
							Account 5100 - Special Events Totals	Invoice Transactions	5	<u>\$2,758.45</u>
Account 5215 - Telephone										
4024 - AT & T	708749087101-3	Dec. 11 2019- Jan. 10 2020	Paid by Check # 52984		12/31/2019	12/31/2019	12/31/2019		01/29/2020	29.81
302 - Sprint	380311334-084	Dec. 15 2019- Jan. 14 2020	Paid by Check # 53103		12/31/2019	12/31/2019	12/31/2019		01/29/2020	601.34
							Account 5215 - Telephone Totals	Invoice Transactions	2	<u>\$631.15</u>
Account 5225 - Supplies										
4357 - American Red Cross-Health & Safety Services	22248148	CPR/ First Aid / AED Certification	Paid by Check # 52979		12/31/2019	12/31/2019	12/31/2019		01/29/2020	450.00
4357 - American Red Cross-Health & Safety Services	22249034	CPR/ First Aid / AED Certification	Paid by Check # 52979		12/31/2019	12/31/2019	12/31/2019		01/29/2020	60.00
32406 - BSN Sports	907781399	Athletic Equipment	Paid by Check # 52996		01/17/2020	01/17/2020	01/17/2020		01/29/2020	838.97
3116 - GSBS Basketball	Winter 2020	2020 Winter Basketball League	Paid by Check # 53023		01/17/2020	01/17/2020	01/17/2020		01/29/2020	2,200.00
							Account 5225 - Supplies Totals	Invoice Transactions	4	<u>\$3,548.97</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 32 - Recreation										
Account 5290 - Other General Expenses										
1692 - M. K. Sports	2020-00000069	Youth Basketball Officials	Paid by Check # 53056		01/17/2020	01/17/2020	01/17/2020		01/29/2020	2,910.00
							Account 5290 - Other General Expenses Totals		Invoice Transactions 1	<u>\$2,910.00</u>
Account 5400 - Repairs & Maintenance										
514 - Berwyn Western Plumbing & Heating	61759	Winterize Baseball Alley	Paid by Check # 52992		12/31/2019	12/31/2019	12/31/2019		01/29/2020	1,590.00
514 - Berwyn Western Plumbing & Heating	106628	Winterize Janura Park	Paid by Check # 52992		12/31/2019	12/31/2019	12/31/2019		01/29/2020	395.00
5418 - Cintas Corporation	4039984899	Building Maintenance Supplies	Paid by Check # 53002		01/17/2020	01/17/2020	01/17/2020		01/29/2020	443.26
5123 - Nationwide Transmission & Complete Auto Service	5538	Vehicle Repairs	Paid by Check # 53074		01/17/2020	01/17/2020	01/17/2020		01/29/2020	75.00
101 - Schultz Supply Company, Inc.	308324	Rec Building Supplies	Paid by Check # 53097		01/17/2020	01/17/2020	01/17/2020		01/29/2020	421.03
391 - Tele-Tron Ace Hardware	86961	Rec Supplies	Paid by Check # 53107		01/17/2020	01/17/2020	01/17/2020		01/29/2020	363.87
							Account 5400 - Repairs & Maintenance Totals		Invoice Transactions 6	<u>\$3,288.16</u>
							Department 32 - Recreation Totals		Invoice Transactions 18	<u>\$13,136.73</u>
Department 46 - Senior Citizen Program										
Account 5100-03 - Special Events Senior Breakfast										
20687 - Mary Ellen Depcik	2020-00000066	Expense Reimbursement	Paid by Check # 53060		01/22/2020	01/22/2020	01/22/2020		01/29/2020	100.00
							Account 5100-03 - Special Events Senior Breakfast Totals		Invoice Transactions 1	<u>\$100.00</u>
Account 5215 - Telephone										
4024 - AT & T	708484242001-2	DEC 05 - JAN 04 2020	Paid by Check # 52984		01/22/2020	01/22/2020	01/22/2020		01/29/2020	48.03
							Account 5215 - Telephone Totals		Invoice Transactions 1	<u>\$48.03</u>
Account 5400 - Repairs & Maintenance										
31591 - Midas Auto Service Experts	1876187	Senior Van Repair	Paid by Check # 53069		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,737.75
							Account 5400 - Repairs & Maintenance Totals		Invoice Transactions 1	<u>\$1,737.75</u>
Account 5400-04 - Repairs & Maintenance Landscape										
294 - B. Davids Landscaping	2020-00000064	Senior Snow Removal Jan. 2020	Paid by Check # 52987		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,560.00
294 - B. Davids Landscaping	2020-00000065	Senior Snow Removal Jan. 2020	Paid by Check # 52987		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,590.00
5425 - Blades of Glory, Inc.	27-1	Senior Snow Removal Jan. 2020	Paid by Check # 52994		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,875.00
							Account 5400-04 - Repairs & Maintenance Landscape Totals		Invoice Transactions 3	<u>\$5,025.00</u>
							Department 46 - Senior Citizen Program Totals		Invoice Transactions 6	<u>\$6,910.78</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
					Fund 100 - General Fund Totals			Invoice Transactions 163		\$155,098.71	
Fund 205 - Library Fund											
Department 40 - Library											
Account 5105-07 - Community Programs Adult/Children Programs											
5885 - Clarence Goodman	2020-00000059	Community Programs Adult/Children Programs	Paid by Check # 53004		01/22/2020	01/22/2020	01/22/2020		01/29/2020	275.00	
4734 - Kym Frankovelgia	2020-00000060	Community Programs Adult/Children Programs	Paid by Check # 53047		01/22/2020	01/22/2020	01/22/2020		01/29/2020	300.00	
4956 - Leslie Elizabeth Goddard	2020-00000061	Community Programs Adult/Children Programs	Paid by Check # 53051		01/22/2020	01/22/2020	01/22/2020		01/29/2020	325.00	
2924 - Michael Niksic	2020-00000062	Community Programs Adult/Children Programs	Paid by Check # 53067		01/22/2020	01/22/2020	01/22/2020		01/29/2020	250.00	
5946 - Nona Chapman	2020-00000063	Community Programs Adult/Children Programs	Paid by Check # 53075		01/22/2020	01/22/2020	01/22/2020		01/29/2020	53.87	
								Account 5105-07 - Community Programs Adult/Children Programs Totals		Invoice Transactions 5	\$1,203.87
Account 5215 - Telephone											
31245 - Verizon Wireless - LeHigh	9845625376	Telephone	Paid by Check # 53123		01/22/2020	01/22/2020	01/22/2020		01/29/2020	76.02	
								Account 5215 - Telephone Totals		Invoice Transactions 1	\$76.02
Account 5225 - Supplies											
4543 - Bayscan Technologies	63361	Supplies	Paid by Check # 52990		01/22/2020	01/22/2020	01/22/2020		01/29/2020	348.00	
31968 - Berwyn's Violet Flower Shop	007374	Supplies	Paid by Check # 52993		01/22/2020	01/22/2020	01/22/2020		01/29/2020	50.00	
996 - Case Lots, Inc.	1927	Supplies	Paid by Check # 53000		01/22/2020	01/22/2020	01/22/2020		01/29/2020	933.35	
391 - Tele-Tron Ace Hardware	087668	Supplies	Paid by Check # 53107		01/22/2020	01/22/2020	01/22/2020		01/29/2020	2.59	
391 - Tele-Tron Ace Hardware	087995	Supplies	Paid by Check # 53107		01/22/2020	01/22/2020	01/22/2020		01/29/2020	3.96	
								Account 5225 - Supplies Totals		Invoice Transactions 5	\$1,337.90
Account 5245 - Books											
531 - Baker & Taylor Entertainment, Inc.	2035032348	Books	Paid by Check # 52988		01/22/2020	01/22/2020	01/22/2020		01/29/2020	203.48	
123 - Gale / Cengage	69152838	Books	Paid by Check # 53019		01/22/2020	01/22/2020	01/22/2020		01/29/2020	220.42	
398 - Ingram Library Services LLC	43496386	Books	Paid by Check # 53030		01/22/2020	01/22/2020	01/22/2020		01/29/2020	90.16	
6003 - Kanopy Inc.	178561-PPU	Books	Paid by Check # 53042		12/31/2019	12/31/2019	12/31/2019		01/29/2020	239.00	



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 205 - Library Fund										
Department 40 - Library										
Account 5245 - Books										
6003 - Kanopy Inc.	KDEP-5572	Books	Paid by Check # 53042		01/22/2020	01/22/2020	01/22/2020		01/29/2020	2,500.00
815 - Law Bulletin Publishing Company	2152702	Books	Paid by Check # 53050		01/22/2020	01/22/2020	01/22/2020		01/29/2020	112.15
30520 - Midwest Tape	98448366	Books	Paid by Check # 53070		01/22/2020	01/22/2020	01/22/2020		01/29/2020	7,000.00
3894 - Overdrive	H-0063708	Books Database	Paid by Check # 53079		01/22/2020	01/22/2020	01/22/2020		01/29/2020	6,000.00
33113 - Proquest	70608171	Books & Databases	Paid by Check # 53087		01/22/2020	01/22/2020	01/22/2020		01/29/2020	2,572.00
33113 - Proquest	70602804	Books & Databases	Paid by Check # 53087		01/22/2020	01/22/2020	01/22/2020		01/29/2020	491.23
33113 - Proquest	70604415	Books & Databases	Paid by Check # 53087		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,546.69
4682 - RAILS	6452	Books & Databases	Paid by Check # 53089		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,340.00
4498 - Record Information Services, Inc.	47963	Books & Databases	Paid by Check # 53090		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,363.00
							Account 5245 - Books Totals	Invoice Transactions	13	<u>\$23,678.13</u>
Account 5250 - Audio Visual										
30520 - Midwest Tape	98441691	Audio Visual materials	Paid by Check # 53070		01/22/2020	01/22/2020	01/22/2020		01/29/2020	51.97
							Account 5250 - Audio Visual Totals	Invoice Transactions	1	<u>\$51.97</u>
Account 5400 - Repairs & Maintenance										
4791 - Gauntlet Pest Control	1086	Repairs & Maintenance	Paid by Check # 53020		01/22/2020	01/22/2020	01/22/2020		01/29/2020	150.00
							Account 5400 - Repairs & Maintenance Totals	Invoice Transactions	1	<u>\$150.00</u>
Account 5665 - Reciprocal Borrowing										
1163 - Unique Management Services, Inc.	575141	Reciprocal Borrowing	Paid by Check # 53116		12/31/2019	12/31/2019	12/31/2019		01/29/2020	62.65
							Account 5665 - Reciprocal Borrowing Totals	Invoice Transactions	1	<u>\$62.65</u>
Account 5800 - Capital Outlay										
5862 - Library Furniture International Inc	6772	Capital Outlay	Paid by Check # 53053		01/22/2020	01/22/2020	01/22/2020		01/29/2020	14,194.67
							Account 5800 - Capital Outlay Totals	Invoice Transactions	1	<u>\$14,194.67</u>
							Department 40 - Library Totals	Invoice Transactions	28	<u>\$40,755.21</u>
							Fund 205 - Library Fund Totals	Invoice Transactions	28	<u>\$40,755.21</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 210 - Community Development Fund										
Department 42 - CDBG										
Account 5105 - Community Programs										
5638 - Valucentric	VALU-19-12-165	SFR Appraisal	Paid by Check # 53120		01/22/2020	01/22/2020	01/22/2020		01/29/2020	150.00
								Account 5105 - Community Programs Totals	Invoice Transactions 1	<u>\$150.00</u>
Account 5215 - Telephone										
4024 - AT & T	708749945701-2	Dec. 11 2019- Jan. 10 2020	Paid by Check # 52984		01/22/2020	01/22/2020	01/22/2020		01/29/2020	78.44
								Account 5215 - Telephone Totals	Invoice Transactions 1	<u>\$78.44</u>
Account 5235 - Postage & Printing										
5576 - VS Printing Services, LLC	17996	Single Family Rehab Letter	Paid by Check # 53125		01/22/2020	01/22/2020	01/22/2020		01/29/2020	100.00
								Account 5235 - Postage & Printing Totals	Invoice Transactions 1	<u>\$100.00</u>
Account 5400-01 - Repairs & Maintenance Sewer										
5149 - M & J Asphalt Paving	19044-4	PY 2018 Sewer Replacement	Paid by Check # 53055		01/22/2020	01/22/2020	01/22/2020		01/29/2020	18,683.00
								Account 5400-01 - Repairs & Maintenance Sewer Totals	Invoice Transactions 1	<u>\$18,683.00</u>
Account 5400-02 - Repairs & Maintenance Street/Sidewalk										
5149 - M & J Asphalt Paving	19044-3	PY 2018 Street Replacement	Paid by Check # 53055		01/22/2020	01/22/2020	01/22/2020		01/29/2020	30,295.58
								Account 5400-02 - Repairs & Maintenance Street/Sidewalk Totals	Invoice Transactions 1	<u>\$30,295.58</u>
								Department 42 - CDBG Totals	Invoice Transactions 5	<u>\$49,307.02</u>
								Fund 210 - Community Development Fund Totals	Invoice Transactions 5	<u>\$49,307.02</u>
Fund 215 - Motor Fuel Tax Fund										
Account 5400-03 - Repairs & Maintenance Traffic control										
3047 - H & H Electric Company	34215	december 2019 street lighting	Paid by Check # 53024		12/31/2019	12/31/2019	12/31/2019		01/29/2020	12,042.90
								Account 5400-03 - Repairs & Maintenance Traffic control Totals	Invoice Transactions 1	<u>\$12,042.90</u>
								Fund 215 - Motor Fuel Tax Fund Totals	Invoice Transactions 1	<u>\$12,042.90</u>
Fund 245 - Asset Forfeiture Fund										
Department 20 - Police Department										
Account 5191-30 - State Travel / Training										
5735 - Full Circle K9 Solutions Inc.	1070	K-9 Training	Paid by Check # 53017		01/22/2020	01/22/2020	01/22/2020		01/29/2020	400.00
								Account 5191-30 - State Travel / Training Totals	Invoice Transactions 1	<u>\$400.00</u>
Account 5192-30 - Federal LE, PS, Detention Facilities										
478 - Comcast Cable	2020-00000068	Stanley Avenue Internet	Paid by Check # 53006		01/22/2020	01/22/2020	01/22/2020		01/29/2020	183.35
3503 - Keyth Technologies, Inc.	680739	Access Control Maintenance	Paid by Check # 53044		01/22/2020	01/22/2020	01/22/2020		01/29/2020	354.96
1052 - McDonald Modular Solutions, Inc.	RI226012	Storage Containers	Paid by Check # 53062		01/22/2020	01/22/2020	01/22/2020		01/29/2020	95.00
								Account 5192-30 - Federal LE, PS, Detention Facilities Totals	Invoice Transactions 3	<u>\$633.31</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 245 - Asset Forfeiture Fund										
Department 20 - Police Department										
Account 5192-35 - Federal LE Operations / Investigations										
32555 - LexisNexis Risk Solutions	1342444-20191231	Research Data Base	Paid by Check # 53052		12/31/2019	12/31/2019	12/31/2019		01/29/2020	393.93
3757 - Thomson Reuters - West	841570991	Research Data Base	Paid by Check # 53112		12/31/2019	12/31/2019	12/31/2019		01/29/2020	413.91
Account 5192-35 - Federal LE Operations / Investigations Totals									Invoice Transactions 2	<u>\$807.84</u>
Account 5192-40 - Federal LE / PS Joint Operations										
1518 - Northern Illinois Police Alarm System	13222	Joint Task Force Operations	Paid by Check # 53077		01/22/2020	01/22/2020	01/22/2020		01/29/2020	400.00
1518 - Northern Illinois Police Alarm System	13224	Joint Task Force Operations	Paid by Check # 53077		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,005.00
1518 - Northern Illinois Police Alarm System	13223	Joint Law Enforcement Operations	Paid by Check # 53077		01/22/2020	01/22/2020	01/22/2020		01/29/2020	4,800.00
Account 5192-40 - Federal LE / PS Joint Operations Totals									Invoice Transactions 3	<u>\$6,205.00</u>
Account 5192-55 - Federal LE Equipment										
3061 - Kiesler's Police Supply, Inc.	IN124898	New Less Lethal Weapons	Paid by Check # 53045		01/22/2020	01/22/2020	01/22/2020		01/29/2020	4,500.60
302 - Sprint	484479818-145	Dec. 04 2019 - Jan. 03 2020	Paid by Check # 53103		01/22/2020	01/22/2020	01/22/2020		01/29/2020	235.51
Account 5192-55 - Federal LE Equipment Totals									Invoice Transactions 2	<u>\$4,736.11</u>
Department 20 - Police Department Totals									Invoice Transactions 11	<u>\$12,782.26</u>
Fund 245 - Asset Forfeiture Fund Totals									Invoice Transactions 11	<u>\$12,782.26</u>
Fund 400 - Capital Bond Fund										
Department 20 - Police Department										
Account 5800 - Capital Outlay										
4029 - AT&T Mobility	287287552872-4	Telephone 1st Net Services	Paid by Check # 52985		12/31/2019	12/31/2019	12/31/2019		01/29/2020	1,101.16
4379 - Patrick Engineering	21953.039-2	Fire Pump Replacement Project	Paid by Check # 53082		12/31/2019	12/31/2019	12/31/2019		01/29/2020	8,635.00
4379 - Patrick Engineering	21953.040-3	HVAC Electrical Evaluation Project Nov1 -Dec 15 2019	Paid by Check # 53082		12/31/2019	12/31/2019	12/31/2019		01/29/2020	8,250.00
Account 5800 - Capital Outlay Totals									Invoice Transactions 3	<u>\$17,986.16</u>
Department 20 - Police Department Totals									Invoice Transactions 3	<u>\$17,986.16</u>
Fund 400 - Capital Bond Fund Totals									Invoice Transactions 3	<u>\$17,986.16</u>
Fund 500 - Utilities Fund										
Department 36 - Garbage										
Account 5300 - Professional Services										
5576 - VS Printing Services, LLC	17997	Waste Increase Letter	Paid by Check # 53125		01/22/2020	01/22/2020	01/22/2020		01/29/2020	100.00
Account 5300 - Professional Services Totals									Invoice Transactions 1	<u>\$100.00</u>
Department 36 - Garbage Totals									Invoice Transactions 1	<u>\$100.00</u>



Accounts Payable by G/L Distribution Report

Payment Date Range 01/16/20 - 01/29/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 500 - Utilities Fund											
Department 44 - Water & Sewer											
Account 5225 - Supplies											
13 - Barge Terminal & Trucking	188163	stone	Paid by Check # 52989		01/22/2020	01/22/2020	01/22/2020		01/29/2020	1,786.20	
4306 - Ennis-Flint ,Inc.	242750	w/d supplies	Paid by Check # 53013		01/22/2020	01/22/2020	01/22/2020		01/29/2020	2,010.50	
5567 - JJ Hydraulic Service	1219	Hydraulic Cylinder Repair	Paid by Check # 53037		01/22/2020	01/22/2020	01/22/2020		01/29/2020	325.00	
									Account 5225 - Supplies Totals	Invoice Transactions 3	<u>\$4,121.70</u>
Account 5300 - Professional Services											
3638 - ClearView Plumbing & Sewer Corp	6952	sewer work	Paid by Check # 53005		01/22/2020	01/22/2020	01/22/2020		01/29/2020	4,978.65	
5872 - Cummins Sales And Service	F2-39819	Generator Maintenance	Paid by Check # 53009		12/31/2019	12/31/2019	12/31/2019		01/29/2020	305.00	
2639 - Infrasearch, Inc.	1851	locating service	Paid by Check # 53029		12/31/2019	12/31/2019	12/31/2019		01/29/2020	9,600.00	
880 - Julie, Inc.	2020-0123	yearly locating	Paid by Check # 53040		01/22/2020	01/22/2020	01/22/2020		01/29/2020	2,422.10	
5213 - M.E. Simpson Co., Inc.	34625	Sensus Water Meter Test	Paid by Check # 53057		01/22/2020	01/22/2020	01/22/2020		01/29/2020	55.93	
3372 - USIC Locating Services, Inc.	362634	DECEMBER 2019 LOCATING	Paid by Check # 53119		12/31/2019	12/31/2019	12/31/2019		01/29/2020	2,813.26	
									Account 5300 - Professional Services Totals	Invoice Transactions 6	<u>\$20,174.94</u>
Account 5600 - Cost of Water											
4264 - City of Chicago	143	Nov. 15 - Dec. 16 2019	Paid by Check # 53003		12/31/2019	12/31/2019	12/31/2019		01/29/2020	195,623.40	
4264 - City of Chicago	144	Nov. 15 - Dec. 16 2019	Paid by Check # 53003		12/31/2019	12/31/2019	12/31/2019		01/29/2020	206,445.12	
4264 - City of Chicago	1899	Nov. 15 - Dec. 16 2019	Paid by Check # 53003		12/31/2019	12/31/2019	12/31/2019		01/29/2020	84,849.42	
4264 - City of Chicago	142	Nov. 15 - Dec. 16 2019	Paid by Check # 53003		12/31/2019	12/31/2019	12/31/2019		01/29/2020	89,130.54	
									Account 5600 - Cost of Water Totals	Invoice Transactions 4	<u>\$576,048.48</u>
Account 5800 - Capital Outlay											
5597 - Unique Plumbing Company, Inc.	20191318	inv #20191318	Paid by Check # 53117		12/31/2019	12/31/2019	12/31/2019		01/29/2020	10,656.90	
5597 - Unique Plumbing Company, Inc.	20200113	inv #20200113	Paid by Check # 53117		01/22/2020	01/22/2020	01/22/2020		01/29/2020	2,925.00	
									Account 5800 - Capital Outlay Totals	Invoice Transactions 2	<u>\$13,581.90</u>
									Department 44 - Water & Sewer Totals	Invoice Transactions 15	<u>\$613,927.02</u>
									Fund 500 - Utilities Fund Totals	Invoice Transactions 16	<u>\$614,027.02</u>



Accounts Payable by G/L Distribution Report

Payment Date Range 01/16/20 - 01/29/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 600 - Internal Service Fund										
Account 5645 - Premiums - Workmans Comp										
3392 - Mesirow Insurance Services, Inc.	1236153	Workers Compensation Insurance	Paid by Check # 53065		01/14/2020	01/14/2020	01/14/2020		01/29/2020	117,833.00
							Account 5645 - Premiums - Workmans Comp Totals	Invoice Transactions	1	<u>\$117,833.00</u>
							Fund 600 - Internal Service Fund Totals	Invoice Transactions	1	<u>\$117,833.00</u>
							Grand Totals	Invoice Transactions	228	<u>\$1,019,832.28</u>



CITY OF BERWYN EVENT APPLICATION



K-3

Please provide information about your planned event:

Date of Event: March 14, 2020 Time: Start 1pm End 10pm

Allowed Event Times

Block Parties
8AM to 9PM

All Other Events
8AM to 11PM

Type: Block Party Parade Open Air Event Use of Public Way

Description of Event: St. Patrick's Festival (tent with music in parking lot)

Location of Event: FitzGerald's, 4615 W. Roosevelt

(Please print)

Name of Applicant: Bill Fitzgerald

Address: 4615 W. Roosevelt Daytime Phone: 708-788-2118

E-mail Address: info@fitzgeraldsnightclub.com Alt. Phone: _____

Do you plan to use:

(Please mark all that apply)

Live or Recorded Music <input checked="" type="checkbox"/>	Sound Equip. / Amplifiers <input type="checkbox"/>	Bounce Houses or Inflatables <input type="checkbox"/>
	Food Vendors <input type="checkbox"/>	Commercial Food Prep. Equipment <input type="checkbox"/>
Crafter / Vendors <input type="checkbox"/>	Alcohol Sales <input type="checkbox"/>	Portable Toilets and Sanitation <input type="checkbox"/>

Will you require any of the following City services? Yes No

* Please contact the Police Dept. for fee schedule if requesting Police Detail or Security.

Street Closure <input type="checkbox"/>	Rolling Street Closure <input type="checkbox"/>	Alley Closure <input type="checkbox"/>	Parade Route Closure <input type="checkbox"/>
Barricades <input type="checkbox"/>	*Police Detail/Security <input type="checkbox"/>	Traffic Control <input type="checkbox"/>	
**Fire Truck <input type="checkbox"/>	**McGruff <input type="checkbox"/>	**K-9 Unit <input type="checkbox"/>	**Police Explorers Unit <input type="checkbox"/>

** These City services supplied only if available on the day of the event and subject to personnel availability

City Council Approval IS REQUIRED for your event. (City Council meets the 2nd & 4th Tuesday of every month)

- Submit this application to the Clerk's Office **8 weeks** prior to the event date.
- A Certificate of Insurance is required for Parades, Outdoor Events, Use of Public Way, as well as for all food and beverage sales.
- A Food License is required from the Berwyn Public Health Department for ALL food sales.
- A City of Berwyn Temporary Liquor License is required for ALL alcoholic beverage sales.
- A route map must be submitted with this application for all parades / demonstrations.
- USE OF PUBLIC WAY: Provide a list of intersections/corner locations and all dates being requested for use of public way. Location and Date availability is subject to approval. Use of public way is limited to one group per day, one group per location, and on a First Come—First Serve basis.
- The City reserves the right to regulate, restrict and limit use of the public way at all times.

FitzGerald's
6615 W. Roosevelt
(708) 788-2118

January 16, 2020

To: Mayor and City Council

RE: St. Patrick's Festival outdoor event

FitzGerald's asks permission to hold its St. Patrick's
Festival in a tent in our parking lot on March 14, 2020.
The music will run from 1-10 pm.

Any question, please call FitzGerald's

Thanks, Bill



CITY OF BERWYN EVENT APPLICATION



K-4

Please provide information about your licensed event.

Date of Event: APRIL 24, 25, 26 2020 Start: 7am End: 7pm

Type: Block Party Parade Open Air Event Use of Public Way

Description of Event: MISERICORDIA "JELLY BELLY" DRIVE

Location of Event: LOCATIONS ON SEPARATE SHEET

APPROVED EVENT TYPES

Block Party
SATE to 9PM

Other Events
SATE to 12PM

Name of Applicant: William Kareiva - Area Coordinator

Address: 6901 W. 34th St. Berwyn Daytime Phone: _____

E-mail address: _____ Alt. Phone: _____

Do you plan to use:

Use of Recorded Music Sound Equipment / Amplifiers Bounce houses or Inflatables

Food Vendors Commercial Food Prep. Equipment

Beer / Vendors Alcohol Sales Tents / Tables and Seating

Will you require any of the following City services? Yes No

* Please contact the Police Dept. for more details on requesting Police Detail or Security.

Street Closure Rolling Street Closure Alley Closure Parade Route Closure

** These City services supplied only if available on the day of the event and subject to personnel availability.

Barricades ** Police Detail / Security Traffic Control

** Fire Truck ** M/G/P ** S Unit ** Police Support Unit

City Council Approval **IS REQUIRED** for your event. (City Council meets the 2nd & 4th Tuesdays of every month)

- Submit this application to the Clerk's Office **8 WEEKS** prior to the event date.
- A Certificate of Insurance is required for Parades, Outdoor Events, Use of Public Way, as well as for all food and beverage sales.
- A Food License is required from the Berwyn Public Health Department for all food sales.
- A City of Berwyn Temporary Liquor License is required for all alcoholic beverage sales.
- A route map must be submitted with this application for all parades / demonstrations.
- USE OF PUBLIC WAY: Provide a list of intersecting/corner locations and all dates being requested for use of public way location and date availability is subject to approval. Use of public way is limited to one group per day, one group per location, and on a First Come - First Serve basis.
- The City reserves the right to regulate, restrict and limit use of the public way at all times.

LOCATIONS OF THE MISERICORDIA "JELLY BELLY" CANDY DAY DRIVE

15 St. & Oak Park Ave.
15 St. & Ridgeland Ave.
16 St. & Weseley
22nd & Harlem Ave.
26 & Harlem Ave.
Ogden & Harlem Ave.
39 & Harlem Ave.
24 & Ridgeland Ave.
Oak Park & Stanley Ave
Oak Park & Windsor Ave.
Oak Park & Ogden Ave.
Oak Park & 26 St.
39 & Ridgeland
Oak Park & 39 St.
Oak Park & Cermak Ave.
Culver's-Roosevelt Rd.
Walgreen - Cermak Plaza
Berwyn Fruit Mkt. 38 & Harlem Ave
Walgreen - Oak Park & Ogden



MISERICORDIA

Heart of Mercy
Center

6300 North Ridge • Chicago, IL 60660-1017 • 773-973-6300 • fax 773-973-5214

www.misericordia.org

November 10, 2019

Margaret Paul, Village Clerk
City of Berwyn
6700 West 26th Street
Berwyn, IL 60402-0701

Dear Friend of Misericordia:

Misericordia is already planning for our Annual Misericordia/Jelly Belly Candy Days tag day fundraising event for next year. **The dates for 2020 are Friday and Saturday, April 24 and 25.** As you know, each year our volunteers collect in street intersections and in front of heavy pedestrian walkways or stores and businesses, distributing tags and packets of Jelly Belly Candy while collecting donations.

We assure you that this tag day fundraiser makes a difference in the lives of the 600 children and adults who call Misericordia "Home", as the funds we receive from the State cover only a portion of our program costs. This year we must raise \$17 million to cover the cost of programs that are not reimbursed.

For some areas, this letter is for information only because we have already received permission or they do not grant permission for streets or intersections. All other areas will find the information they require attached to this letter. **The coordinator for your area is: Bill Kareiva 708-602-3107 (cell).**

We believe that our residents can achieve, and we believe in the compassionate and generous people who share our mission. For many, a first visit to Misericordia is an eye-opening experience – from programs that provide independent living and work opportunities for our residents to round-the-clock care at the Mother McAuley Skilled Nursing Residence. We provide a full continuum of care and quality programs to meet the individual needs of all those who call Misericordia home.

If you need more information or have any questions, please contact the coordinator for your area. You may also contact Misericordia at 773-273-4189 or mam1955@att.net or nancy.turvy@misericordia.com.

For your belief in Misericordia, for your past assistance, and your consideration of this request, we are most grateful. God's blessings on you and yours.

Sincerely,

Sister Rosemary Connelly, R.S.M.
Executive Director

June 12, 2019

PLEASE SAVE THE DATE!

Margaret Paul, Village Clerk
City of Berwyn
6700 West 26th Street
Berwyn, IL 60402-0701

Dear Friend of Misericordia:

Misericordia is already planning for our Annual Misericordia/Jelly Belly Candy Days tag day fundraising event for next year. **The dates for 2020 are Friday and Saturday, April 24 and 25.** This letter is to provide you with advance notice of our upcoming fundraiser. Our official letter of request will be sent in late November.

As you know, each year our volunteers collect in street intersections and in front of heavy pedestrian walkways or stores and businesses, distributing tags and packets of Jelly Belly Candy while collecting donations.

We assure you that this tag day fundraiser makes a difference in the lives of the 600 children and adults who call Misericordia "Home", as the funds we receive from the State cover only a portion of our program costs. This year we must raise \$20 million to cover the cost of programs that are not reimbursed.

We believe that our residents can achieve, and we believe in the compassionate and generous people who share our mission. For many, a first visit to Misericordia is an eye-opening experience – from programs that provide independent living and work opportunities for our residents to round-the-clock care at the Mother McAuley Skilled Nursing Residence. We provide a full continuum of care and quality programs to meet the individual needs of all those who call Misericordia home.

If you need more information or have any questions, please contact Misericordia at 773-273-4189 or email mam1955@att.net or nancy.turphy@misericordia.com.

For your belief in Misericordia, for your past assistance, and your consideration of this request, we are most grateful. God's blessings on you and yours.

Sincerely,



Sister Rosemary Connelly, R.S.M.
Executive Director