



City of Pekin

REGULAR CITY COUNCIL MEETING MONDAY, MARCH 9, 2020 5:30 PM

1.	Pledge of Allegiance
2.	Call to Order
3.	Recognition Rose Hasler
4.	Approve Agenda
4.1.	Approve agenda
5.	Approval of Minutes
5.1.	City Council - Special Meeting - Feb 24, 2020 5:00 PM
5.2.	City Council - Regular Meeting - Feb 24, 2020 5:30 PM
6.	Public Input
7.	Consent Agenda
7.1.	Accounts Payable to be Paid Proof List thru March 6, 2020 ACTION REQUESTED: Receive and File Accounts Payable to be Paid Proof List thru March 6, 2020.
7.2.	Tazewell County Animal Control Billing - February 2020 ACTION REQUESTED: Receive and File.
7.3.	Resolution No. 67-19/20 Publication of the Zoning Map of the City of Pekin December 31, 2019 ACTION REQUESTED: Approve and Adopt the Resolution.
8.	Presentation
8.1.	Presentation of the Revisions to the Employee Handbook
9.	New Business
9.1.	Ordinance No. 2873 - 19/20 Amending Title 6, Chapter 2, Section 13-4(J)(4) Regarding Registration Requirements for Non-Owner Occupied Properties Crime Free Property/Nuisance Property Abatement

ACTION REQUESTED: Approve and Adopt the Ordinance.	
9.2.	Resolution No. 65-19/20 Approving Purchase of TASERS for Police Department ACTION REQUESTED: Approve and Adopt the Resolution.
9.3.	Resolution No. 66 - 19/20 Resolution Designating the Borrowing of Funds from Pekin Community Bank for the Purchase of a Vactor as a Qualified Tax-Exempt Obligation ACTION REQUESTED: Approve and Adopt the Resolution.
10.	Any Other Business To Come Before The Council
11.	Executive Session 5 ILCS 120/2 (c)
12.	Adjourn

 PROCEEDINGS OF THE SPECIAL MEETING
 OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
 HELD IN THE COUNCIL CHAMBERS OF CITY HALL
 111 S. CAPITOL ST
 ON MONDAY FEBRUARY 24, 2020 AT 5:00 O'CLOCK P.M.
 MARK LUFT * CHAIR * PRESIDING

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Luft.

Council received notice and an agenda was properly posted of a special meeting on February 19, 2020 for the purpose of moving to closed session to discuss 5 ILCS 120/2 (c.) 11. Litigation.

Attendee Name	Title	Status	Arrived
Michael Garrison	Councilman	Present	5:00 PM
Rick Hilst	Councilman	Present	5:00 PM
Karen Hohimer	Councilwoman	Present	5:00 PM
Dave Nutter	Councilman	Present	5:00 PM
Lloyd Orrick	Mayor Pro-Tem	Present	5:00 PM
John P Abel	Councilman	Present	5:00 PM
Mark Luft	Mayor	Present	5:00 PM

APPROVE AGENDA

Motion by Council Member Hilst, seconded by Council Member Orrick that the Agenda be approved as presented. On roll call vote all present voted Aye. Motion carried.

PUBLIC INPUT

No comments were received.

ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

There was no business heard to come before the Council in open session.

EXECUTIVE SESSION 5 ILCS 120/2 (C) (11.) LITIGATION

Mayor Luft noted additional items needed to be discussed and cited in the motion for closed session. Motion by Council Member Abel, seconded by Council Member Orrick that Council move to Executive Session at 5:10 p.m. to discuss 5 ILCS 120/2 (c.) 11. Litigation, 5. Purchase or Lease or Real Property for the use of the Public Body, 6. Setting of a price for Sale or Lease of Property owned by the Public Body. On roll call vote, all present voted Aye. Motion carried.

ADJOURN

No further business to come before the Council motion was made by Council Member Garrison, seconded by Council Member Hohimer to adjourn. Motion carried viva voce. Mayor Luft adjourned the meeting in open session.

COUNCIL ADJOURNED AT 5:55 P.M.

Minutes Acceptance: Minutes of Feb 24, 2020 5:00 PM (Approval of Minutes)

 PROCEEDINGS OF THE REGULAR MEETING
 OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
 HELD IN THE COUNCIL CHAMBERS OF CITY HALL
 111 S. CAPITOL ST
 ON MONDAY FEBRUARY 24, 2020 AT 5:30 O'CLOCK P.M.
 MARK LUFT * CHAIR * PRESIDING

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Mark Luft. The City Clerk confirmed all members were present and logged on. A quorum was declared by Mayor Luft.

Attendee Name	Title	Status	Arrived
Michael Garrison	Councilman	Present	3:40 PM
Rick Hilst	Councilman	Present	3:40 PM
Karen Hohimer	Councilwoman	Present	4:46 PM
Dave Nutter	Councilman	Present	3:40 PM
Lloyd Orrick	Mayor Pro-Tem	Present	3:40 PM
John P Abel	Councilman	Present	3:40 PM
Mark Luft	Mayor	Present	3:40 PM

APPROVE AGENDA

3.1. Motion to: **Approve agenda**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Garrison, Councilman
SECONDER:	John P Abel, Councilman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

APPROVAL OF MINUTES

4.1. **City Council - Regular Meeting - Feb 10, 2020 5:30 PM**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Michael Garrison, Councilman
SECONDER:	John P Abel, Councilman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

PUBLIC INPUT

Tom Hornstein, CEO of Excalibur Seasoning and a member of the community, spoke regarding agenda item 7.7 regulating low speed and electric and gas powered bicycles. Mr. Hornstein explained that he employs 4 or 5 people that drive gas bikes to work every day. He explained he was educated on the issues and spoke to the city attorney and Chief Dossey regarding this ordinance. Mr. Hornstein spoke for and against the item but felt it was very workable.

CONSENT AGENDA

- 6.1. **Accounts Payable to be Paid Proof List thru 02-21-20**
- 6.2. **December 2019 Financial Reports**
- 6.3. **Bids for Audit of City Revenue Collections**

- 6.4. Tazewell County Animal Control Billing - January 2020**
- 6.5. PY 2018 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER)**

Motion to: **Approve Consent Agenda**

Mayor Luft read through the 5 items on the Consent Agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Karen Hohimer, Councilwoman
SECONDER:	Lloyd Orrick, Mayor Pro-Tem
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

NEW BUSINESS

- 7.1. Resolution No. 63-19/20 Bid Award for Audit of Revenue Collections**

City Manager, Mr. Mark Rothert, presented the agenda item to approve and adopt Resolution No. 63-19/20 Bid Award for Audit of Revenue Collections. Mr. Rothert explained that the City issued a request for proposals last month to seek qualified applicants to provide professional services regarding an analysis and review of the City's major revenue sources. The City's objectives in obtaining these professional services are to maintain and enhance revenues that pay for city services and ensure their complete and accurate remittance. The two firms that responded to the RFP were Azavar Government Solutions (AGS), a government consultant firm based in Chicago and Brown Smith Wallace, a CPA and business advisory firm based in St. Louis. Mr. Rothert continued to propose that staff recommend the award to AGS as the most responsive and responsible bid. Mr. Rothert advised that no system is 100% accurate and the City has never to his knowledge done a collection of revenues. If approved, Mr. Rothert assured the item would come back to Council in two weeks with a final contract.

Mr. Tom Fagan, a representative from Azavar, was available to answer questions from Council.

Council discussed the scope of the work would only involve finding lost revenue not creating new revenue. Council continued to advise that they would not be approving the contract tonight, but would only be authorizing the City Manager to negotiate a contract to bring back at the next Council meeting as there are stipulations in the contract Council does not agree with.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Garrison, Councilman
SECONDER:	Lloyd Orrick, Mayor Pro-Tem
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

- 7.2. Resolution No. 62-19/20 PY 2019 Community Development Block Grant (CDBG) Public Services Funding**

CDBG Program Manager, Mr. David Bess, presented the agenda item to approve and adopt Resolution No. 62-19/20 PY 2019 Community Development Block Grant (CDBG) Public Services Funding. Mr. Bess explained that 15% of the City's annual allocation of CDBG funds from HUD can be used to provide funding to local non-profit organization. For PY 19 and to meet HUD's timely expenditures deadline of March 2, 2020, he is recommending approval for funding to the Carol House of Hope and the Salvation Army Rust Center. Mr. Bess felt both organizations were capable of carrying out the federal requirements for CDBG tracking. He also noted that they received funding in PY

18 and are prepared to allow us to reimburse them for expenditures to meet the timeliness test for HUD. Mr. Bess confirmed that the allocated amount is what was requested.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Karen Hohimer, Councilwoman
SECONDER:	Lloyd Orrick, Mayor Pro-Tem
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

- 7.3. Motion to: **Ordinance No. 2871-19/20 Amending title 2, Chapter 12 of the City Code Regarding the Composition and Function of the Pekin Tourism, Convention, and Visitors Committee**
- Economic Development Director, Mr. Matt Fick, presented the agenda item to approve and adopt Ordinance No. 2871-19/20 Amending Title 2, Chapter 12 of the City code Regarding the Composition and Function of the Pekin Tourism, Convention, and Visitors Committee. Mr. Fick worked with the City Attorney to modernize the Tourism Committee's purpose and role in the community. Mr. Fick explained that there are currently five members on the committee and the ordinance increases the members to eleven. Mr. Fick explained the grant process and the lack of grant activity. He also stated that the committee currently updates the EnjoyPekin website and facebook page. With the suggestion of the Mayor, the committee also felt that increasing membership helps represent those in the community and encourages tourism involvement. The committee would be renamed the Pekin Tourism and Beautification Committee.

Council discussed member appointments and posting member information to the website.

Councilmember Hilst made a motion that all funds in the tourism fund could be spent for any city purchase, no second. Councilmember Hilst continued to discuss the absent language in the proposed ordinance.

City Attorney, Ms. Kate Swise, added that the City Code currently states in Title 3 that hotel/motel tax can only be used for tourism.

Council continued the discussion on how to use the hotel/motel tax revenue.

- Motion to: **Amend Ordinance No. 2871-19/20 Section 2-12-2A to rename Pekin Fire Department to Pekin Firefighters Local 524**

Councilmember Nutter pointed out that the Pekin Fire Department should be changed to Pekin Firefighter Union.

City Attorney, Ms. Kate Swise, stated that the correct title was Pekin Firefighters Local 524.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Nutter, Councilman
SECONDER:	Rick Hilst, Councilman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

Ordinance No. 2871-19/20

An Ordinance Amending Title 2, Chapter 12 of the City Code Regarding the Composition and Function of the Pekin Tourism, Convention, and Visitors Committee including Renaming Pekin Fire Department to Pekin Firefighters Local 524

RESULT:	ADOPTED [6 TO 1]
MOVER:	John P Abel, Councilman
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Garrison, Hohimer, Nutter, Orrick, Abel, Luft
NAYS:	Rick Hilst

7.4. 2044 : Resolution No. 61-19/20 Mayor's Appointments to the Pekin Tourism and Beautification Committee Renaming Pekin Fire Department to Pekin Firefighters Local 524

Councilmember Abel motioned to amend agenda item 7.4 to include Pekin firefighters local 524, seconded by Councilmember Hohimer.

City Manager, Mr. Mark Rothert, introduced the request to approve and adopt Resolution No. 61-19/20 the Mayor's Appointments to the Pekin Tourism and Beautification Committee. Mr. Rothert explained that each member will be appointed until replaced, including himself and the event coordinator.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John P Abel, Councilman
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

7.5. Resolution No. 64-19/20 Authorizing City Manager to Purchase Service Truck

Fleet Manager, Mr. Dan Jost, presented the agenda item and request to Council to approve and adopt Resolution No. 64-19/20 authorizing the City Manager to purchase a service truck for the bus department for oil/water changes, plowing and mechanics. Mr. Jost explained that the vehicle would replace a used 2008 Ford F-350 as with age it was seeing mechanical wear and tear. The current truck is not practical or safe to use as a service truck due to the high bed floor.

Staff proposed purchasing an appropriately equipped Ford F-350 from Koenig Body and Equipment through Sourcwell, which is a government cooperative purchasing agency. The proposed truck would have a utility box/bed which is specifically designed for our intended use and include key items. Mr. Jost continued to explain that the Waste Water Treatment Plant would like to purchase the 2008 F-350 to utilize at their plant.

Council discussed the sale of the bus.

RESULT:	APPROVED [6 TO 1]
MOVER:	Dave Nutter, Councilman
SECONDER:	Rick Hilst, Councilman
AYES:	Garrison, Hohimer, Nutter, Orrick, Abel, Luft
NAYS:	Rick Hilst

7.6. Ordinance No. 2872-19/20 Amending Title 4, Section 2 of the City of Pekin Code Regarding Right Of Way Opening Permits

City Manager, Mr. Mark Rothert, presented the request to approve and adopt Ordinance No. 2872-19/20 amending Title 4, Section 2 of the city code regarding right of way opening permits. Mr. Rothert stated that this item was worked on by the Councilmember Orrick through the stormwater subcommittee.

City Engineer, Mr. Michael Guerra, explained that the city was tasked to look at street opening and all right of ways for the past several months. The proposed ordinance clarified requirements for opening and restoring pavement in the right

of way, including how long before incurring fines and how to patch openings. Another layer for sewer connections and water lines for residential was added but not charge for non-franchise utilities. The proposed ordinance will also restructure the fees.

Councilmembers discussed the date the ordinance would take effect and when enforcement would begin.

Mr. Rothert stated that the code spells out public works but the city does not have a public works director, that role will have to be assigned in the upcoming budget.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rick Hilst, Councilman
SECONDER:	Lloyd Orrick, Mayor Pro-Tem
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

7.7. Ordinance No. 1462-A363-19/20 An Ordinance Amending Title 8, Creating a New Chapter 7A of the City Code to Regulate Low Speed Electric and Gas Powered Bicycles

Police Chief John Dossey, presented the agenda item to approve and adopt Ordinance No. 1462-A363-19/20 amending Title 8, and creating a new Chapter 7A of the city code to regulate low speed electric and gas powered bicycles. Chief Dossey thanked Mr. Hornstein for his time coming in and connecting them. Chief Dossey explained that initially on December 9, 2019 the ordinance was brought to Council. The revised ordinance changed the registration requirement and puts a moratorium on the registration for the year 2020. The ordinance specifically applies to residents of the City of Pekin and not for those on the outside. Chief Dossey continued to explain that after that the penalty was reduced to \$75 with a max of \$750, which matches adjudication. Impoundment clause was left in the ordinance.

Chief Dossey continued to explain questions he had received ahead of time and which he explained. Those included the reasoning behind requiring a registration fee and how it partly gives them a chance to educate the community, and how insurance companies will not take the risk to insure these bicycles.

Chief Dossey added that the Illinois Vehicle Code is enforced and the requirements of the bike would be having a light. Between motorized and pedal bikes some arrests were involved and also citations given. A total of 64 violations were given with 28 involving motorized bikes.

Councilmembers discussed how there is no impact for driving under the influence as it does not require a license.

City Attorney, Ms. Kate Swise, added that the ordinance does not rescind registration, but the police department has tools to run if someone is under the influence, and impoundments and fines would be utilized.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lloyd Orrick, Mayor Pro-Tem
SECONDER:	Rick Hilst, Councilman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

Terri Gambetti of Pekin Main Street Board of Directors, spoke to Council thanking them for the downtown parking proposal last summer as the reserved signs have been taken down which provided more parking and user friendly parking for downtown. Ms. Gambetti invited members of Council to the annual meeting April 1 at the Pekin Library at 5 pm.

Rick Gebhardt spoke regarding Highland and 14th Street parking. He stated that he and Koch Fast Cash can no longer park in their driveways anymore as it impedes on wheelchairs. Stated that there can be some middle ground found on the issue. He has lived there for 18 years and never seen a wheelchair come across his sidewalk.

Mayor Luft assured Mr. Gebhardt that there is a lot of discussion on the issue to accommodate the situation.

Josh Houston spoke to inform Council that he was asked to begin a petition for the buses. He spoke with the City Manager and learned a lot about buses and the number of monitors. He feels he may not need a petition after all.

Councilmembers made their individual announcements.

EXECUTIVE SESSION 5 ILCS 120/2 (C) 5. PURCHASE OR LEASE OF REAL PROPERTY

Council did not motion to go into executive session.

ADJOURN

There being no further business to come before Council, a motion was made by Councilmember Orrick and seconded by Councilmember Hilst to adjourn. Mayor Luft adjourned the meeting at 7:39 P.M.



REQUEST FOR COUNCIL ACTION

Agenda Date: March 9, 2020
To: Council Members
From: Sue McMillan, City Clerk

AGENDA ITEM: Accounts Payable to be Paid Proof List thru March 6, 2020

ACTION REQUESTED: Receive and File Accounts Payable to be Paid Proof List thru March 6, 2020.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

3/5/2020

Date:

Accounts Payable

To Be Paid Proof List

User: mkflatley
 Printed: 03/03/2020 - 3:49PM
 Batch: 00011.02.2020 - missy1



City Of Pekin
 111 S. Capitol
 Pekin, IL 61554

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
3M									
10727									
9406759426	2/17/2020	1,980.88	0.00	03/06/2020				No	0
100-032-523000	Traffic/Street Signs & Marking		reflecting sheeting and film for signs						
9406759426 Total:		1,980.88							
9406767495	2/18/2020	298.52	0.00	03/06/2020				No	0
100-032-523000	Traffic/Street Signs & Marking		clear transfer tape for signs						
9406767495 Total:		298.52							
*** 9406792055	2/20/2020	588.50	0.00	03/06/2020				No	0
100-032-523000	Traffic/Street Signs & Marking		black film for signs						
*** 9406792055	2/20/2020	126.54	0.00	03/06/2020				No	0
100-032-522400	General Supplies		pre striped barricade						
9406792055 Total:		715.04							
3M Total:		2,994.44							
A to Z Rental									
10005									
80439	2/24/2020	64.20	0.00	03/06/2020				No	0
100-032-524000	Lease/rental Of Equipment		rental on core drill cutter						
80439 Total:		64.20							
80461	2/28/2020	62.06	0.00	03/06/2020				No	0
100-032-524000	Lease/rental Of Equipment		rental on post hole digger						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
80461 Total:		62.06							
A to Z Rental Total:		126.26							
AAA Certified Confidential Security Corp 10891 82222	2/17/2020	38.00	0.00	03/06/2020				No	0
100-761-569000 Other Contractual Service				confidential material disposal 2/6/20					
82222 Total:		38.00							
AAA Certified Confidentia		38.00							
AAIM Employers Association 10918 *** 42029	2/29/2020	196.35	0.00	03/06/2020				No	0
501-501-569000 Other Contractual Service				01/27/20 background checks					
*** 42029	2/29/2020	189.92	0.00	03/06/2020				No	0
231-029-569000 Other Contractual Service				02/04/20 background checks					
*** 42029	2/29/2020	79.00	0.00	03/06/2020				No	0
100-990-590900 Police And Fire Commission				02/21/20 background checks					
42029 Total:		465.27							
AAIM Employers Associa		465.27							
Ace Hardware 10911 27708/3	2/21/2020	19.03	0.00	03/06/2020				No	0
100-761-522400 General Supplies				supplies/decal letters for squad equipment bags					
27708/3 Total:		19.03							
Ace Hardware Total:		19.03							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Advance Auto Parts 12965									
1770	2/14/2020	6.14	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				door pins for st403					
1770 Total:		6.14							
1919	2/19/2020	249.84	0.00	03/06/2020				No	0
501-501-534000 Automotive Expense				fuel filters					
1919 Total:		249.84							
5485	2/13/2020	59.98	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				power steering pump and pressure hose for st403					
5485 Total:		59.98							
5486	2/13/2020	20.63	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				valve cover gaskets for st444					
5486 Total:		20.63							
6336	2/12/2020	95.10	0.00	03/06/2020				No	0
100-761-534000 Automotive Expense				2 solenoids for squad 5114					
6336 Total:		95.10							
6362	2/14/2020	367.81	0.00	03/06/2020				No	0
223-023-534000 Automotive Expense				fuel system anti-gel and emergency treatment					
6362 Total:		367.81							
6364	2/14/2020	13.90	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				door pins for st403					
6364 Total:		13.90							
6407	2/18/2020	58.53	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				wipers and sway bar bushings for st403					
6407 Total:		58.53							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
*** 6424	2/19/2020	63.62	0.00	03/06/2020				No	0
100-761-534000 Automotive Expense				sway bar links squad 5173					
6424 Total:		63.62							
*** 6444	2/20/2020	139.30	0.00	03/06/2020				No	0
100-761-534000 Automotive Expense				cv axle assemblies squad 5115					
6444 Total:		139.30							
6450	2/20/2020	21.49	0.00	03/06/2020				No	0
100-761-534000 Automotive Expense				transmission mount squad 5115					
6450 Total:		21.49							
6510	2/26/2020	5.00	0.00	03/06/2020				No	0
501-501-534000 Automotive Expense				light bulbs for stock					
6510 Total:		5.00							
Advance Auto Parts Total:		1,101.34							
Alexis Fire Equipment Co. 11112									
0067026in	2/24/2020	1,108.10	0.00	03/06/2020				No	0
100-034-534000 Automotive Expense				repairs to truck/spartan					
0067026in Total:		1,108.10							
Alexis Fire Equipment Co.		1,108.10							
Altorfer Inc 10019									
pc020600424	2/20/2020	185.50	0.00	03/06/2020				No	0
223-023-534000 Automotive Expense				hose coupling and sleeve for sw11					
pc020600424 Total:		185.50							
pc020601320	2/27/2020	169.05	0.00	03/06/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
223-023-534000 Automotive Expense					hose coupling for sw7				
pc020601320 Total:		169.05							
Altorfer Inc Total:		354.55							
Amerencilco 10021									
*** 0931067015	2/20/2020	35.02	0.00	03/06/2020				No	0
100-068-550100 Utilities					324 court st 1/19-2/18/20				
0931067015 Total:		35.02							
*** 2349029006	2/19/2020	1,229.91	0.00	03/06/2020				No	0
231-030-550100 Utilities					various liftstations 12/18/19-01/21/2020				
2349029006 Total:		1,229.91							
*** 2434114066	2/19/2020	2,144.81	0.00	03/06/2020				No	0
100-032-550500 Electricity For Street Li					owned street lights 1/17-2/18/20				
2434114066 Total:		2,144.81							
*** 3955025012	2/25/2020	49.23	0.00	03/06/2020				No	0
100-032-550500 Electricity For Street Li					1703 remington st light 1/22-2/23/20				
3955025012 Total:		49.23							
*** 8695491773	2/19/2020	5,623.00	0.00	03/06/2020				No	0
100-032-550500 Electricity For Street Li					elec for all street lights 1/17-2/18/2020				
8695491773 Total:		5,623.00							
Amerencilco Total:		9,081.97							
American Water 12288									
03022020	3/2/2020	525.00	0.00	03/06/2020				No	0
231-000-219900 AMW Shut Off Costs					january 2020 shut-offs				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	03022020 Total:	525.00							
4000186648	2/1/2020	1,029.04	0.00	03/06/2020				No	0
231-029-560701	American Water Consmptn Repts			january usage					
	4000186648 Total:	1,029.04							
	American Water Total:	1,554.04							
APWA Illinois Chapter 10025									
expense-0320	3/3/2020	50.00	0.00	03/06/2020				No	0
100-007-519000	Training And Education			APWA IL chapter conference for josie esker					
	expense-0320 Total:	50.00							
	APWA Illinois Chapter Tot	50.00							
Arrowsmith, Doug 11882									
expense-032020	3/2/2020	75.00	0.00	03/06/2020				No	0
223-023-550300	Telephone			march 2020 cell phone reimbursement					
	expense-032020 Total:	75.00							
	Arrowsmith, Doug Total:	75.00							
Atlas Supply Company 10038									
16192	2/21/2020	139.98	0.00	03/06/2020				No	0
501-501-522400	General Supplies			disinfectant for buses					
	16192 Total:	139.98							
	Atlas Supply Company To	139.98							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
Auto Mart 11557 12012019	12/1/2019	500.00	0.00	03/06/2020				No	0
100-001-599000 Miscellaneous				christmas decoration event					
12012019 Total:		500.00							
Auto Mart Total:		500.00							
Avfuel Corporation 10780 013273707	2/20/2020	20.00	0.00	03/06/2020				No	0
525-525-524000 Lease/rental Of Equipment				rental on credit card machine					
013273707 Total:		20.00							
Avfuel Corporation Total:		20.00							
Batteries Plus - 278 10898 p24580280	2/25/2020	35.95	0.00	03/06/2020				No	0
100-763-522400 General Supplies				replacement cell phone battery					
p24580280 Total:		35.95							
Batteries Plus - 278 Total:		35.95							
Baughman, Robert 10054 *** expense-0220	2/28/2020	77.00	0.00	03/06/2020				No	0
100-034-519000 Training And Education				fuel reimbursement while away at training in city vehicle					
expense-0220 Total:		77.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Baughman, Robert Total:		77.00							
Beecher, Chris 12149 expense-0220 100-763-519000 Training And Education	2/28/2020	14.00	0.00	03/06/2020	per diem reimbursement			No	0
expense-0220 Total:		14.00							
expense-0220-1 100-761-556100 Gasoline/diesel Fuel	2/25/2020	15.00	0.00	03/06/2020	fuel reimbursement during training			No	0
expense-0220-1 Total:		15.00							
Beecher, Chris Total:		29.00							
BestDrive LLC 10075 58018468 100-034-534000 Automotive Expense	2/25/2020	1,765.00	0.00	03/06/2020	4 rear tires for engine 3			No	0
58018468 Total:		1,765.00							
BestDrive LLC Total:		1,765.00							
BNL Custom Builders 13777 1949 100-068-534200 Buildings And Grounds Rep	2/24/2020	525.00	0.00	03/06/2020	door repair at police department			No	0
1949 Total:		525.00							
BNL Custom Builders Tota		525.00							
Brooks, Devin									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
10086									
200049630	2/21/2020	40.00	0.00	03/06/2020				No	0
231-031-519000 Training And Education				reimbursement for class					
200049630 Total:		40.00							
Brooks, Devin Total:		40.00							
CenturyLink									
10111									
*** 304025584	2/10/2020	48.69	0.00	03/06/2020				No	0
100-034-550300 Telephone				phone service 02/10-03/9/20					
304025584 Total:		48.69							
*** 304027612	2/13/2020	72.10	0.00	03/06/2020				No	0
100-034-550300 Telephone				ESDA phone service 1/13-2/12/20					
304027612 Total:		72.10							
30422613	2/10/2020	205.62	0.00	03/06/2020				No	0
100-009-550300 Telephone				copper phone line 02/10-03/09/20					
30422613 Total:		205.62							
CenturyLink Total:		326.41							
Chemco Industries, Inc									
11098									
97147	2/14/2020	128.81	0.00	03/06/2020				No	0
231-031-522400 General Supplies				odor control products					
97147 Total:		128.81							
Chemco Industries, Inc Tot		128.81							

CINTAS Corporation

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
10115									
4043221945	2/20/2020	175.71	0.00	03/06/2020				No	0
699-069-569000 Other Contractual Service				clean uniforms					
4043221945 Total:		175.71							
4043222103	2/20/2020	89.81	0.00	03/06/2020				No	0
231-031-569000 Other Contractual Service				clean uniforms					
4043222103 Total:		89.81							
CINTAS Corporation Tota		265.52							
Cloudpoint Geographics Inc.									
11838									
002556	2/29/2020	7,450.00	0.00	03/06/2020				No	0
100-007-569000 Other Contractual Service				march service charge for managed GIS services					
002556 Total:		7,450.00							
Cloudpoint Geographics In		7,450.00							
Coe Equipment Inc									
10123									
73230	2/21/2020	424,496.00	0.00	03/06/2020				No	0
231-000-151500 Machinery And Equipment				2019 vactor combination sewer cleaner					
73230 Total:		424,496.00							
Coe Equipment Inc Total:		424,496.00							
Comcast Cable									
11073									
*** 203200090660	2/19/2020	222.64	0.00	03/06/2020				No	0
525-525-550100 Utilities				phone and internet service at airport 2/23-3/22/20					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	203200090660 Total:	222.64							
	Comcast Cable Total:	222.64							
Cruce Aviation 13646									
591	2/21/2020	506.00	0.00	03/06/2020				No	0
525-525-536300 Snow Removal - Salt And C				snow removal 2/13/20					
591 Total:		506.00							
592	2/26/2020	242.00	0.00	03/06/2020				No	0
525-525-536300 Snow Removal - Salt And C				snow removal 2/26/20					
592 Total:		242.00							
Cruce Aviation Total:		748.00							
CSS Audio, Inc. 13818									
3486	1/8/2020	3,250.00	0.00	03/06/2020				No	0
208-208-598505 Special Events				production service for christmas light show					
3486 Total:		3,250.00							
CSS Audio, Inc. Total:		3,250.00							
Cummins Sales and Service 13953									
*** e343807	2/13/2020	385.00	0.00	03/06/2020				No	0
100-009-538000 Maintenance Agreements				software for buses 2/14/20-2/13/21					
*** e343807	2/13/2020	385.00	0.00	03/06/2020				No	0
100-009-538000 Maintenance Agreements				software for garbage trucks 2/14/20-2/13/21					
e343807 Total:		770.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	Cummins Sales and Service	770.00							
David Burling Excavating Inc 10091									
38700	7/23/2019	3,850.00	0.00	03/06/2020				No	0
231-030-569000 Other Contractual Service				2211 sunset dr/sewer repair					
38700 Total:		3,850.00							
David Burling Excavating In		3,850.00							
Dennison Chevrolet 10154									
296074cvw	2/13/2020	35.04	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				cooling hose for st444					
296074cvw Total:		35.04							
Dennison Chevrolet Total:		35.04							
Emblem Enterprises, Inc 10979									
779000	1/17/2020	387.41	0.00	03/06/2020				No	0
100-761-529000 Equipment				300 pd patches					
779000 Total:		387.41							
Emblem Enterprises, Inc To		387.41							
Esker, Josie 13323									
expense-0320	3/2/2020	75.00	0.00	03/06/2020				No	0
100-007-550300 Telephone				march 2020 cell phone reimbursement					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	expense-0320 Total:	75.00							
expense-0320-1	2/25/2020	175.00	0.00	03/06/2020				No	0
100-007-519000	Training And Education			APWA conference 2/25/20					
	expense-0320-1 Total:	175.00							
	Esker, Josie Total:	250.00							
Farnsworth Group Inc 10180									
213728	2/11/2020	801.20	0.00	03/06/2020				No	0
231-031-561200	Engineering Fees			trouble shooting SCADA problems					
	213728 Total:	801.20							
	Farnsworth Group Inc Tot	801.20							
Fastenal Company 10181									
ilpek153384	2/3/2020	4.75	0.00	03/06/2020				No	0
223-023-534000	Automotive Expense			air line connector for sw9					
	ilpek153384 Total:	4.75							
ilpek153405	2/3/2020	3.72	0.00	03/06/2020				No	0
223-023-534000	Automotive Expense			air line quick connect for sw9					
	ilpek153405 Total:	3.72							
ilpek153515	2/6/2020	41.18	0.00	03/06/2020				No	0
223-023-534000	Automotive Expense			air line fitting for sw9					
	ilpek153515 Total:	41.18							
ilpek153527	2/6/2020	3.85	0.00	03/06/2020				No	0
100-032-534000	Automotive Expense			nuts, bolts, nylon lock for st406					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	ilpek153527 Total:	3.85							
ilpek153621	2/11/2020	104.39	0.00	03/06/2020				No	0
699-069-522400	General Supplies			36 safety gloves					
	ilpek153621 Total:	104.39							
ilpek153697	2/13/2020	3.80	0.00	03/06/2020				No	0
223-023-534000	Automotive Expense			idler pulley tool					
	ilpek153697 Total:	3.80							
ilpek153811	2/19/2020	10.60	0.00	03/06/2020				No	0
100-032-534000	Automotive Expense			bolt for dura patcher					
	ilpek153811 Total:	10.60							
	Fastenal Company Total:	172.29							
Fick, Matt									
13647									
31	2/18/2020	2,760.00	0.00	03/06/2020				No	0
270-270-560500	Consulting Services			consult fees 2/18-3/18/20					
	31 Total:	2,760.00							
	Fick, Matt Total:	2,760.00							
Fidelity Security Life Insurance Co									
13930									
164245608	3/2/2020	1,840.81	0.00	03/06/2020				No	0
695-095-517506	Vision Coverage			03/2020 vision coverage					
	164245608 Total:	1,840.81							
	Fidelity Security Life Insur	1,840.81							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Franciscovich, Brian 10207 expense-0320 699-069-550300 Telephone	3/2/2020	75.00	0.00	03/06/2020 march 2020 cell phone reimbursement				No	0
expense-0320 Total:		75.00							
Franciscovich, Brian Total:		75.00							
GFI Digital 13867 *** 1604921	2/20/2020	260.32	0.00	03/06/2020				No	0
100-001-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	436.14	0.00	03/06/2020				No	0
100-990-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	84.53	0.00	03/06/2020				No	0
100-006-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	54.92	0.00	03/06/2020				No	0
100-763-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	102.63	0.00	03/06/2020				No	0
100-763-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	313.48	0.00	03/06/2020				No	0
100-764-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	91.11	0.00	03/06/2020				No	0
100-761-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	36.11	0.00	03/06/2020				No	0
100-032-538000 Maintenance Agreements				copier usage 1/6/20-2/8/20					
*** 1604921	2/20/2020	27.73	0.00	03/06/2020				No	0
100-034-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	25.35	0.00	03/06/2020				No	0
501-501-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	14.59	0.00	03/06/2020				No	0
501-501-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	14.89	0.00	03/06/2020				No	0
501-501-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	250.74	0.00	03/06/2020				No	0
501-501-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	30.65	0.00	03/06/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
501-501-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
*** 1604921	2/20/2020	30.65	0.00	03/06/2020				No	0
699-069-538000 Maintenance Agreements				copier usage 1/9/20-2/8/20					
1604921 Total:		1,773.84							
GFI Digital Total:		1,773.84							
Gielarowski, Mark									
13955									
02282020	2/28/2020	750.00	0.00	03/06/2020				No	0
231-030-569000 Other Contractual Service				backwater valve program for 107 arrow dr					
02282020 Total:		750.00							
Gielarowski, Mark Total:		750.00							
Green Guard First Aid & Safety									
10749									
3362768	2/19/2020	129.98	0.00	03/06/2020				No	0
501-501-559000 Medical Expense/supplies				medicine cabinet refilled at bus department					
3362768 Total:		129.98							
Green Guard First Aid & S		129.98							
Greenhouse Flower Shoppe									
11022									
*** 3778	3/2/2020	186.00	0.00	03/06/2020				No	0
100-761-598100 Public Relations				sympathy planters for bryan elliott and vernon diveley					
3778 Total:		186.00							
Greenhouse Flower Shopp		186.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Group Plan Solutions 12142									
2073	2/20/2020	200.00	0.00	03/06/2020				No	0
695-092-517505 Flex Administration Fee				02/2020 flex run out 2019					
2073 Total:		200.00							
Group Plan Solutions Tota		200.00							
Guerra, Michael 10241									
expense-0320	3/2/2020	75.00	0.00	03/06/2020				No	0
100-007-550300 Telephone				march 2020 cell phone reimbursement					
expense-0320 Total:		75.00							
Guerra, Michael Total:		75.00							
Hanson Professional Svcs Inc 10248									
*** 13	2/10/2020	14,360.61	0.00	03/06/2020				No	0
240-240-561200 Engineering Fees				front st design invoice #13					
13 Total:		14,360.61							
Hanson Professional Svcs		14,360.61							
Hastings Air-Energy Control, Inc 11500									
i826126	2/19/2020	1,056.19	0.00	03/06/2020				No	0
100-034-534400 Equipment Repairs				plymovent repair					
i826126 Total:		1,056.19							
Hastings Air-Energy Contr		1,056.19							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Hawk Analytics Inc 13956 inv23432	2/13/2020	1,456.00	0.00	03/06/2020	poli-stat	equip		No	0
100-763-599801 Computer Software				computer software cell hawk subscription 2/14-9/11/20					
inv23432 Total:		1,456.00							
Hawk Analytics Inc Total:		1,456.00							
Heisel, Daniel 10261 03022020	3/2/2020	335.26	0.00	03/06/2020				No	0
695-095-450500 Premiums				02/2020 refund over payment of premium					
03022020 Total:		335.26							
Heisel, Daniel Total:		335.26							
Henderson, Robert 12126 expense-0320	3/2/2020	75.00	0.00	03/06/2020				No	0
501-501-550300 Telephone				march 2020 cell phone reimbursement					
expense-0320 Total:		75.00							
Henderson, Robert Total:		75.00							
Herr Petroleum Corporation 12712 d35884	2/21/2020	15,632.50	0.00	03/06/2020				No	0
699-000-160100 Fuel Inventory				fuel delivery 02/21/20					
d35884 Total:		15,632.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
Herr Petroleum Corporatio		15,632.50							
Hess, Dave 10265 expense-032020 695-095-516700 Wellness Program	3/2/2020	77.10	0.00	03/06/2020	10/19/19-02/20/20 50% gym membership			No	0
expense-032020 Total:		77.10							
Hess, Dave Total:		77.10							
Higgins, Thomas P. 10851 1221 100-003-599000 Miscellaneous	2/12/2020	300.00	0.00	03/06/2020	adjudication hearing officer 2/12/20			No	0
1221 Total:		300.00							
1222 100-003-599000 Miscellaneous	2/26/2020	300.00	0.00	03/06/2020	adjudication hearing officer 2/26/2020			No	0
1222 Total:		300.00							
Higgins, Thomas P. Total:		600.00							
Hoerr Construction Inc 10269 *** 120087 261-261-563209 Public Facilities Projects *** 120087 231-030-569000 Other Contractual Service	2/20/2020	216,386.00	0.00	03/06/2020	IDIS #512 5th st sewer			No	0
	2/20/2020	2,560.40	0.00	03/06/2020	5th st sewer lining cleaning			No	0
120087 Total:		218,946.40							
Hoerr Construction Inc Tot		218,946.40							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Hoover Fence Co 13957 hf88369	2/17/2020	2,729.54	0.00	03/06/2020				No	0
100-032-580501 Street Repair				gate for end of wingfoot					
hf88369 Total:		2,729.54							
Hoover Fence Co Total:		2,729.54							
IAAI 12601 28505	2/11/2020	780.00	0.00	03/06/2020				No	0
100-034-551600 Dues And Subscriptions				IAAI dues for 3/1/20-3/1/21					
28505 Total:		780.00							
IAAI Total:		780.00							
IL American Water 10291 *** 210000995141	2/18/2020	83.39	0.00	03/06/2020				No	0
100-034-550100 Utilities				3232 court st 1/16-2/14/20					
210000995141 Total:		83.39							
*** 210000997451	2/5/2020	76.74	0.00	03/06/2020				No	0
100-034-550100 Utilities				1000 n 14th 01/04-02/04/2020					
210000997451 Total:		76.74							
*** 210001081816	2/18/2020	30.32	0.00	03/06/2020				No	0
100-068-550100 Utilities				633 margaret st yd hy 1/16-2/14/20					
210001081816 Total:		30.32							
*** 210001269890	2/18/2020	20.35	0.00	03/06/2020				No	0
100-068-550100 Utilities				502 s 2nd st yd hy 1/16-2/14/20					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	210001269890 Total:	20.35							
*** 210001655200	2/20/2020	119.40	0.00	03/06/2020				No	0
231-031-550100 Utilities				608 s front st 1/16-2/14/20					
	210001655200 Total:	119.40							
*** 210002094969	2/18/2020	24.94	0.00	03/06/2020				No	0
100-068-550100 Utilities				100 state st 1/16-2/14/20					
	210002094969 Total:	24.94							
*** 210002243143	2/18/2020	24.94	0.00	03/06/2020				No	0
231-031-550100 Utilities				2500 s 2nd st 01/16-02/14/20					
	210002243143 Total:	24.94							
*** 210002282773	2/18/2020	204.77	0.00	03/06/2020				No	0
100-068-550100 Utilities				111 s capitol st 1/16-2/14/20					
	210002282773 Total:	204.77							
*** 210002365869	2/18/2020	20.35	0.00	03/06/2020				No	0
100-068-550100 Utilities				400 n 7th st yd hy 1/16-2/14/20					
	210002365869 Total:	20.35							
*** 210002547388	2/7/2020	92.80	0.00	03/06/2020				No	0
100-034-550100 Utilities				272 derby 1/8-2/6/20					
	210002547388 Total:	92.80							
*** 210004789874	2/18/2020	561.69	0.00	03/06/2020				No	0
231-031-550100 Utilities				606 s front st sewer 1/16-2/14/20					
	210004789874 Total:	561.69							
*** 220000296568	2/18/2020	44.13	0.00	03/06/2020				No	0
100-068-550100 Utilities				107 front st restrooms 1/16-2/14/20					
	220000296568 Total:	44.13							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
	IL American Water Total:	1,303.82							
Illini Plumbing, Inc. 12264									
12895	11/19/2020	3,635.70	0.00	03/06/2020				No	0
100-068-534200 Buildings And Grounds Rep					diagnostics and repair of 3232 court pumps				
	12895 Total:	3,635.70							
	Illini Plumbing, Inc. Total:	3,635.70							
Internatl Code Council Inc 10328									
1001165894	2/27/2020	330.00	0.00	03/06/2020				No	0
100-793-519000 Training And Education					training session for inspection staff				
	1001165894 Total:	330.00							
	Internatl Code Council Inc	330.00							
Interstate Batteries of Centra 10330									
20179740	2/13/2020	94.95	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense					battery for st464				
	20179740 Total:	94.95							
	Interstate Batteries of Cent	94.95							
IWIRC 10335									
303758	11/15/2019	42.00	0.00	03/06/2020				No	0
501-501-559000 Medical Expense/supplies					11/19 post accident testing				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	303758 Total:	42.00							
304997	12/6/2019	514.00	0.00	03/06/2020				No	0
501-501-559000	Medical Expense/supplies			12/19 randoms					
	304997 Total:	514.00							
	IWIRC Total:	556.00							
Janssen, Ryan 13959									
expense-2020	3/2/2020	400.00	0.00	03/06/2020				No	0
699-069-554300	Uniforms And Tools			tool allowance per contract					
	expense-2020 Total:	400.00							
	Janssen, Ryan Total:	400.00							
Joe's Towing & Recovery 11414									
433443	2/13/2020	312.50	0.00	03/06/2020				No	0
223-023-534000	Automotive Expense			tow of sw7					
	433443 Total:	312.50							
	Joe's Towing & Recovery T	312.50							
Jost, Dan 13257									
expense-0320	3/2/2020	75.00	0.00	03/06/2020				No	0
699-069-550300	Telephone			march 2020 cell phone reimbursement					
	expense-0320 Total:	75.00							
	Jost, Dan Total:	75.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Journal Star 10343									
in1348369	2/15/2020	28.50	0.00	03/06/2020				No	0
100-793-551000 Printing And Publications				legal notice for plan commission meeting					
in1348369 Total:		28.50							
in1348372	2/15/2020	60.00	0.00	03/06/2020				No	0
100-793-551000 Printing And Publications				legal notice for plan commission meeting					
in1348372 Total:		60.00							
Journal Star Total:		88.50							
Koenig Body & Equipment 10359									
86775	2/20/2020	310.87	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				stand assembly for snow plow truck					
86775 Total:		310.87							
86776	2/20/2020	50.00	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				tire for plow					
86776 Total:		50.00							
Koenig Body & Equipment		360.87							
Kreiling Roofing Co Inc 10361									
*** 210133	2/20/2020	7,598.61	0.00	03/06/2020				No	0
100-068-534200 Buildings And Grounds Rep				part 1 of roofing bus department					
*** 210133	2/20/2020	68,387.53	0.00	03/06/2020				No	0
501-000-150600 Building Improvements				part 1 of roofing bus department					
210133 Total:		75,986.14							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	Kreiling Roofing Co Inc To	75,986.14							
Laser Electric Inc 10367									
sc20382	2/20/2020	153.64	0.00	03/06/2020				No	0
100-032-532000	Electronic Equipment Main				signal maintenance at court and allentown rd				
	sc20382 Total:	153.64							
	Laser Electric Inc Total:	153.64							
Macqueen Equipment LLC 13949									
p00307	2/14/2020	2,099.78	0.00	03/06/2020				No	0
100-034-534000	Automotive Expense				pump govenor for eng4				
	p00307 Total:	2,099.78							
	Macqueen Equipment LLC	2,099.78							
Mark Bale & Son Concrete Construction 10045									
02142020	2/14/2020	1,942.00	0.00	03/06/2020				No	0
100-032-569000	Other Contractual Service				curb poured at 7th and park ave				
	02142020 Total:	1,942.00							
02142020-1	2/14/2020	1,330.00	0.00	03/06/2020				No	0
100-032-569000	Other Contractual Service				courb poured at northlake				
	02142020-1 Total:	1,330.00							
	Mark Bale & Son Concrete	3,272.00							
McKesson Medical-Surgical Inc. MMSGGS									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
10431									
76755886	3/13/2020	208.17	0.00	03/06/2020				No	0
100-034-522500	Emergency Medical Supplie			emergency medical supplies					
	76755886 Total:	208.17							
76759865	2/12/2020	747.77	0.00	03/06/2020				No	0
100-034-522500	Emergency Medical Supplie			emergency medical supplies					
	76759865 Total:	747.77							
	McKesson Medical-Surgica	955.94							
McMillan, Sue									
10407									
expense-0220	2/15/2020	4.14	0.00	03/06/2020				No	0
100-004-520200	Office Supplies			recorder batteries for closed sessions					
	expense-0220 Total:	4.14							
	McMillan, Sue Total:	4.14							
McNeilus Truck & Manufacturing									
10410									
4633250	2/26/2020	220.02	0.00	03/06/2020				No	0
223-026-534000	Automotive Expense			latch and spring for rc1					
	4633250 Total:	220.02							
4634123	2/27/2020	1,273.19	0.00	03/06/2020				No	0
223-026-534000	Automotive Expense			hook bracket, tee block and valve for rc1					
	4634123 Total:	1,273.19							
	McNeilus Truck & Manufa	1,493.21							
Menards									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
10414									
72349	2/19/2020	19.92	0.00	03/06/2020				No	0
501-501-522400 General Supplies				plastic sheeting to cover work areas during roofing					
72349 Total:		19.92							
72421	2/20/2020	110.27	0.00	03/06/2020				No	0
223-023-522400 General Supplies				bars, clamps and cscrows to repair carts					
72421 Total:		110.27							
72423	2/20/2020	21.48	0.00	03/06/2020				No	0
100-032-529000 Equipment				hammer and taper punch for sign truck					
72423 Total:		21.48							
72504	2/21/2020	45.88	0.00	03/06/2020				No	0
231-030-522400 General Supplies				mesh reinforcing, rebar for sewer repair					
72504 Total:		45.88							
72719	2/24/2020	7.98	0.00	03/06/2020				No	0
223-023-522400 General Supplies				hole saw to repair carts					
72719 Total:		7.98							
72726	2/24/2020	19.99	0.00	03/06/2020				No	0
100-068-522400 General Supplies				carbon block filter					
72726 Total:		19.99							
72747	2/24/2020	12.37	0.00	03/06/2020				No	0
100-034-522400 General Supplies				coax extension cord					
72747 Total:		12.37							
73038	2/28/2020	33.83	0.00	03/06/2020				No	0
100-032-529000 Equipment				levels and closed case TAP for shop					
73038 Total:		33.83							
73076	2/28/2020	8.85	0.00	03/06/2020				No	0
100-032-522400 General Supplies				concrete mix					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
73076 Total:		8.85							
Menards Total:		280.57							
Midwest Engineering Associates, Inc 11961 inv6064	1/31/2020	26,113.52	0.00	03/06/2020				No	0
231-033-561200 Engineering Fees				brentwood ditch/lake kennedy study					
inv6064 Total:		26,113.52							
Midwest Engineering Asso		26,113.52							
Mucciante Heating and Cooling 13682 03022020	3/2/2020	24,717.70	0.00	03/06/2020				No	0
501-000-150600 Building Improvements				building improvements- hvac replacement					
03022020 Total:		24,717.70							
Mucciante Heating and Coo		24,717.70							
MyFleetCenter.Com 13381 29723	2/19/2020	62.98	0.00	03/06/2020				No	0
100-761-534000 Automotive Expense				oil change squad 5152					
29723 Total:		62.98							
MyFleetCenter.Com Total		62.98							
NAPA Auto Parts of Pekin 10441 415433	2/12/2020	19.86	0.00	03/06/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
100-032-522400 General Supplies				oil dry for shop					
415433 Total:		19.86							
415623	2/14/2020	5.70	0.00	03/06/2020				No	0
100-034-534000 Automotive Expense				pipe connector					
415623 Total:		5.70							
415912	2/18/2020	229.64	0.00	03/06/2020				No	0
100-034-534000 Automotive Expense				battery for 2016 ford expedition					
415912 Total:		229.64							
416179	2/20/2020	87.16	0.00	03/06/2020				No	0
100-034-534000 Automotive Expense				drain pan, brakleen for trucks					
416179 Total:		87.16							
416180	2/20/2020	26.10	0.00	03/06/2020				No	0
100-034-534000 Automotive Expense				exhaust pipe reducer E5					
416180 Total:		26.10							
416284	2/20/2020	4.19	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				adapters for #69					
416284 Total:		4.19							
416443	2/22/2020	46.65	0.00	03/06/2020				No	0
100-034-534000 Automotive Expense				exhaust pipe reducer E5					
416443 Total:		46.65							
416999	2/28/2020	25.72	0.00	03/06/2020				No	0
100-032-522400 General Supplies				adapters for shop					
416999 Total:		25.72							
NAPA Auto Parts of Pekin		445.02							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Olson, Brett 12928									
expense-0320	3/2/2020	75.00	0.00	03/06/2020				No	0
100-032-550300 Telephone				march 2020 cell phone reimbursement					
expense-0320 Total:		75.00							
Olson, Brett Total:		75.00							
Patrick N Meyer & Associates 10471									
20201201	3/1/2020	2,500.00	0.00	03/06/2020				No	0
231-033-569000 Other Contractual Service				fees for CICN					
20201201 Total:		2,500.00							
Patrick N Meyer & Associ		2,500.00							
PDC Services 10474									
4495999	2/15/2020	934.33	0.00	03/06/2020				No	0
231-031-536400 Sludge Removal				sludge to landfill 02/03 and 02/05/20					
4495999 Total:		934.33							
PDC Services Total:		934.33							
Pekin Alignment & Autobody, Inc. 13351									
5250	2/17/2020	172.80	0.00	03/06/2020				No	0
501-501-534000 Automotive Expense				bumper paint for truck #605					
5250 Total:		172.80							
Pekin Alignment & Autob		172.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Pekin Hardwood Lumber Co. 11802									
502988	2/19/2020	2,226.02	0.00	03/06/2020				No	0
100-032-529000 Equipment				lumber for trailers at street dept					
502988 Total:		2,226.02							
Pekin Hardwood Lumber C		2,226.02							
Pekin Life Insurance Company 13317									
jw00191270000	3/2/2020	1,638.10	0.00	03/06/2020				No	0
695-095-517504 A D & D Life Premium				03/2020 life insurance					
jw00191270000 Total:		1,638.10							
Pekin Life Insurance Comp		1,638.10							
Pekin Police Premium Trust 11610									
22	2/17/2020	89,585.70	0.00	03/06/2020				No	0
695-095-517509 Police BCBS Health Ins Plan				03/2020 police insurance premiums					
22 Total:		89,585.70							
Pekin Police Premium Trus		89,585.70							
Pekin Trophy House 10493									
044122	2/14/2020	14.00	0.00	03/06/2020	poli-warr	expense		No	0
100-761-520200 Office Supplies				1 desk name plate					
044122 Total:		14.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	Pekin Trophy House Total	14.00							
Puritan Springs Water 10766									
*** 1386911	2/20/2020	24.02	0.00	03/06/2020				No	0
525-525-569000 Other Contractual Service				water delivery 2/17/20					
1386911 Total:		24.02							
*** 1523786	2/20/2020	84.97	0.00	03/06/2020				No	0
100-990-569000 Other Contractual Service				water delivery 2/20/20					
1523786 Total:		84.97							
Puritan Springs Water Tota		108.99							
Ragan Communications Inc 10533									
23466	2/18/2020	258.85	0.00	03/06/2020				No	0
100-761-555000 Radio Expense				replaced bad switch module assembly and outer knobs					
23466 Total:		258.85							
23467	2/18/2020	243.50	0.00	03/06/2020				No	0
100-761-555000 Radio Expense				replaced bad switch module on portable radio					
23467 Total:		243.50							
23537	2/27/2020	1,248.65	0.00	03/06/2020				No	0
100-761-555000 Radio Expense				monthly SMR charges january 2020					
23537 Total:		1,248.65							
Ragan Communications Inc		1,751.00							
Ray Allen Manufacturing 10538									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
rinv097859	6/19/2019	28.98	0.00	03/06/2020				No	0
100-761-592602 Canine Unit				spill proof dog bowl					
	rinv097859 Total:	28.98							
	Ray Allen Manufacturing T	28.98							
Ray O'Herron Co Inc 10539									
2010785in	2/21/2020	91.21	0.00	03/06/2020				No	0
100-761-592604 Emergency Services Team				2 less lethal pouches, stock caddy and 1 rail mount launcher					
	2010785in Total:	91.21							
	Ray O'Herron Co Inc Total	91.21							
Roanoke Concrete Products 10553									
178274	2/11/2020	241.75	0.00	03/06/2020				No	0
231-030-564000 Sewer Maintenance/Improvement				regular gravel for repairing manhole					
	178274 Total:	241.75							
	Roanoke Concrete Product	241.75							
Safety Kleen Corp 10560									
82136176	2/6/2020	174.90	0.00	03/06/2020				No	0
100-032-522400 General Supplies				solvent for parts washer					
	82136176 Total:	174.90							
	Safety Kleen Corp Total:	174.90							
Salvation Army									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
11129									
02122020	2/12/2020	21,912.84	0.00	03/06/2020				No	0
261-261-563205 Contributions				IDIS #503 TSARUST 2019					
02122020 Total:		21,912.84							
Salvation Army Total:		21,912.84							
SHI International Corp									
12297									
b11304280	2/10/2020	854.00	0.00	03/06/2020				No	0
100-009-599802 Computer Hardware				docking station for squad car					
b11304280 Total:		854.00							
SHI International Corp Tot		854.00							
Standard Heating & Cooling									
13042									
7165	2/12/2020	5,645.00	0.00	03/06/2020				No	0
100-068-534200 Buildings And Grounds Rep				installed coolant pump					
7165 Total:		5,645.00							
sd10265	1/31/2020	109.00	0.00	03/06/2020				No	0
100-068-534200 Buildings And Grounds Rep				heater diagnostic at city hall					
sd10265 Total:		109.00							
Standard Heating & Coolin		5,754.00							
Tazewell County Landfill									
10635									
4496013	2/15/2020	18,635.88	0.00	03/06/2020				No	0
223-023-566500 Landfill Expense				landfill fee 2/3-2/14/20					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
4496013 Total:		18,635.88							
Tazewell County Landfill T		18,635.88							
Tazewell County Recorder 11172									
02282020	2/28/2020	331.80	0.00	03/06/2020				No	0
231-029-593300 Lien Filing Fee				filing 4 and release of 3 wastewater liens					
02282020 Total:		331.80							
Tazewell County Recorder		331.80							
The Verdin Co 13961									
190927	2/7/2020	990.00	0.00	03/06/2020				No	0
100-068-534200 Buildings And Grounds Rep				clock inspection for repair					
190927 Total:		990.00							
The Verdin Co Total:		990.00							
Third Millennium Associates, Inc. 11953									
*** 24441	2/20/2020	982.35	0.00	03/06/2020				No	0
231-029-569000 Other Contractual Service				february bill rendering					
*** 24441	2/20/2020	982.34	0.00	03/06/2020				No	0
223-023-569000 Other Contractual Service				february bill rendering					
*** 24441	2/20/2020	11.15	0.00	03/06/2020				No	0
231-029-520400 Postage				february postage					
*** 24441	2/20/2020	11.15	0.00	03/06/2020				No	0
223-023-520400 Postage				february postage					
24441 Total:		1,986.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	Third Millennium Associat	1,986.99							
Truck Centers Inc 10664									
r14006060201	1/31/2020	455.70	0.00	03/06/2020				No	0
100-032-534000 Automotive Expense				check steering problem and misc repairs to #69					
	r14006060201 Total:	455.70							
	Truck Centers Inc Total:	455.70							
Tucker, Tim 13960									
02242020	2/24/2020	750.00	0.00	03/06/2020				No	0
231-030-569000 Other Contractual Service				backwater valve program at 1120 catherine st					
	02242020 Total:	750.00							
	Tucker, Tim Total:	750.00							
Uline 11578									
117261948	2/21/2020	129.52	0.00	03/06/2020				No	0
100-761-522400 General Supplies				evidence supplies, stay flat mailers and cd envelopes					
	117261948 Total:	129.52							
117266015	2/21/2020	115.12	0.00	03/06/2020				No	0
100-761-522400 General Supplies				evidence supplies, storage boxes and packing tape					
	117266015 Total:	115.12							
	Uline Total:	244.64							
United States Postal Service									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
10449									
03022020	3/2/2020	2,000.00	0.00	03/06/2020				No	0
100-990-520400 Postage				reload postage					
	03022020 Total:	2,000.00							
	United States Postal Servic	2,000.00							
Vachon Brake Service and Parts									
11430									
015927	2/18/2020	30.00	0.00	03/06/2020				No	0
100-032-557200 License And Inspection Fe				inspection of truck 403					
	015927 Total:	30.00							
	Vachon Brake Service and P	30.00							
Velde Ford									
10683									
357410foww	2/20/2020	258.24	0.00	03/06/2020				No	0
100-034-534000 Automotive Expense				motor for window on F1					
	357410foww Total:	258.24							
	Velde Ford Total:	258.24							
Verizon Connect Nwf, Inc									
12701									
osv000002026630	2/1/2020	1,715.01	0.00	03/06/2020				No	0
100-009-529500 AVL Equipment				AVL city equipment					
	osv000002026630 Total:	1,715.01							
	Verizon Connect Nwf, Inc	1,715.01							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Visa (business) 11433									
*** 0175-0220	2/23/2020	288.66	0.00	03/06/2020				No	0
100-761-529000 Equipment					reflective vests (16)				
*** 0175-0220	2/23/2020	6.00	0.00	03/06/2020				No	0
100-761-599000 Miscellaneous					amtrak parking				
*** 0175-0220	2/23/2020	148.98	0.00	03/06/2020				No	0
100-761-592604 Emergency Services Team					tactical bandages (20)				
0175-0220 Total:		443.64							
*** 2592-0220	2/23/2020	319.96	0.00	03/06/2020				No	0
100-009-538000 Maintenance Agreements					SSL certificate renewal GIS site 2 years				
*** 2592-0220	2/23/2020	2.00	0.00	03/06/2020				No	0
231-029-520200 Office Supplies					front desk supplies				
*** 2592-0220	2/23/2020	349.00	0.00	03/06/2020				No	0
100-005-519000 Training And Education					hr law boot camp				
*** 2592-0220	2/23/2020	1,229.69	0.00	03/06/2020				No	0
100-005-519000 Training And Education					SHRM-SCP newcomb class				
*** 2592-0220	2/23/2020	150.00	0.00	03/06/2020				No	0
100-005-551000 Printing And Publications					AFD ad GFOA				
*** 2592-0220	2/23/2020	797.00	0.00	03/06/2020				No	0
501-501-555000 Radio Expense					radio equipment for new vans				
*** 2592-0220	2/23/2020	41.86	0.00	03/06/2020				No	0
100-068-522400 General Supplies					cleaning supplies				
*** 2592-0220	2/23/2020	92.66	0.00	03/06/2020				No	0
100-068-522400 General Supplies					sanitizer and kleenex				
2592-0220 Total:		2,982.17							
*** 5141-0220	2/23/2020	125.82	0.00	03/06/2020				No	0
100-034-559000 Medical Expense/supplies					flomir for spirometry test/phsycials				
*** 5141-0220	2/23/2020	625.00	0.00	03/06/2020				No	0
100-009-538000 Maintenance Agreements					active 911 renewal/02/2020-02/2021				
5141-0220 Total:		750.82							
*** 6031-0220	2/23/2020	-72.00	0.00	03/06/2020				No	0
100-001-519000 Training And Education					credit voucher for parking deck				
*** 6031-0220	2/23/2020	427.85	0.00	03/06/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
261-261-519000 Training And Education				hotel for CDBG training 2/3-2/5/20					
6031-0220 Total:		355.85							
Visa (business) Total:		4,532.48							
Warning Systems Spec 13591									
9159	2/11/2020	678.00	0.00	03/06/2020				No	0
100-761-534000 Automotive Expense				5145 replaced charge guard, 5165 install new docking 5161					
9159 Total:		678.00							
9164	2/18/2020	581.00	0.00	03/06/2020				No	0
100-761-534000 Automotive Expense				5172 rewired new mastercom, pre empton bulb added i					
9164 Total:		581.00							
*** 9169	2/29/2020	749.00	0.00	03/06/2020	poli-cour	expense		No	0
100-761-534000 Automotive Expense				5176 added protective elbow to computer cables					
*** 9169	2/29/2020	683.00	0.00	03/06/2020				No	0
100-761-534000 Automotive Expense				5142 Lind trigger out put box/5165 replaced lind box, rewir					
9169 Total:		1,432.00							
Warning Systems Spec Tot		2,691.00							
Wayne Litwiller Excavating Inc 10695									
71608	11/11/2019	16,050.00	0.00	03/06/2020				No	0
261-261-562500 Demolition CDBG				IDIS #s/o-410 south street demolition					
71608 Total:		16,050.00							
Wayne Litwiller Excavating		16,050.00							
Will Harms Co									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
10706									
36313	2/18/2020	242.32	0.00	03/06/2020				No	0
100-034-520200 Office Supplies				toner and binders					
36313 Total:		242.32							
36325	2/26/2020	111.98	0.00	03/06/2020				No	0
231-029-520200 Office Supplies				2 toner cartridges					
36325 Total:		111.98							
36327	2/26/2020	87.13	0.00	03/06/2020				No	0
100-763-520200 Office Supplies				cd sleeves and file folders					
36327 Total:		87.13							
Will Harms Co Total:		441.43							
Report Total:		1,049,011.25							

**REQUEST FOR COUNCIL ACTION**

Agenda Date: March 9, 2020
To: Council Members
From: Lee Wrhel, Police & Fire Secretary

AGENDA ITEM: Tazewell County Animal Control - February 2020

ACTION REQUESTED: Receive and File.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

3/6/2020

Date:

Tazewell County Animal Control

21314 State Route 9
PO Box 158
Tremont, IL 61568
Phone: (309) 925-3370
FAX: (309) 925- 3633

7.2.a

RECEIVED MAR 04 2020



FEBRUARY 2020 INVOICE

Balance Due \$3753.83

City Of Pekin
111 S Capitol St
Room 242
Pekin, IL 61554

Our records show the following charges are unpaid.

<u>Date</u>	<u>Description</u>	<u>Charge Amount</u>	<u>Unpaid balance</u>
03-02-2020	Pekin Contract Fee	\$3,753.83	\$3,753.83
As of 03-02-2020, there is a balance due of			\$3,753.83

FOR SERVICES PROVIDED 2/1/2020 - 2/29/2020

Attachment: Tazewell County Animal Control - February 2020 (2071 : Tazewell County Animal Control - February 2020)

Tazewell County Animal Control

Record count on this entire report: 99

Run Date: 03-02-2020 10:06:54 AM by Ryan Sanders

FAX: (309) 925-3633

Case Intake Register 02-01-2020 to 02-29-2020Group By Municipality
Order By Intake Date
Page Number: 11 of 16

Municipality: PEKIN							Officer Call
Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal		
02-02-2020 1	02-02-2020	Stray/Aco Pickup Pickup location: 1725 St Clair Drive, Pekin, IL 61554	Kautz, Chad	Justin Maskrey	#182459/F/Dog/Labrador Retriever Charlie/Large/Adult/Yellow		7548
02-02-2020 3	02-02-2020	Stray/Aco Pickup Pickup location: 1501 Augusta, Pekin, IL 61554	Kautz, Chad	Bruce Harris	#181633/M/Dog/Golden Retriever Rez/Medium/Adult/Brown/White		7551
02-02-2020 5	02-02-2020	Other/Aco Pickup Pickup location: S 4th + Winter St, Pekin, IL 61554	Kautz, Chad	Ryan Burk	#182425/M/Cat/Dmh Newton James/Medium/Adult/White/Tri		7554
02-02-2020 2	02-02-2020	Stray/Aco Pickup Pickup location: 1501 Augusta, Pekin, IL 61554	Kautz, Chad	Bruce Harris	#182426/M/Dog/Cockapoo Jazz/Small/Adult/Tri-color/Tan		7551
02-03-2020 10	02-03-2020	Stray/Aco Pickup Pickup location: 111 S Capitol St, Pekin, IL 61554	Kautz, Chad	Josh And Megan...	#9898/M/Dog/Labrador Retriever Jager/Medium/Adult/Black		7564
02-03-2020 4	02-03-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		David Toon	#135528/M/Dog/Corgi Buster/Tan		
02-03-2020 6	02-03-2020	Wildlife/Aco Pickup Pickup location: 1904 Quaker, Pekin, IL 61554	Harms, Jaymee		#182455/U/Bird/Hawk Large/Adult/Red/White		7560
02-03-2020 7	02-03-2020	Wildlife/Aco Pickup Pickup location: 1904 Quaker, Pekin, IL 61554	Harms, Jaymee		#182456/U/Bird/Dove Small/Adult/Gray		7560
02-05-2020 1	02-05-2020	Stray/Aco Pickup Pickup location: 300 South St, Pekin, IL 61554	Harms, Jaymee	Doug Bolen	#97814/M/Dog/Chihuahua Brownie/Small/Senior/Black/Brown		7574
02-06-2020 3	02-06-2020	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#182535/M/Cat/Dsh Flynn/Medium/Adult/Orange/Tabby		
02-11-2020 2	02-11-2020	Stray/Aco Pickup Pickup location: 1901 Sheridan Road, Pekin, IL 61554	Harms, Jaymee		#182657/M/Cat/Dsh Medium/Adult/Gray/Tabby		7598
02-11-2020 5	02-11-2020	Stray/Aco Pickup Pickup location: 1411 Hillview Drive, Pekin, IL 61554	Lohnes, Pam		#182696/U/Cat/Siamese Ferral/Medium/Adult/Lilac Point		7599
02-11-2020 4	02-11-2020	Stray/Aco Pickup Pickup location: 218 Charlotte St, Pekin, IL 61554	Lohnes, Pam		#182662/F/Cat/Dmh O'Luckey Girl/Small/Adult/Gray/Tabby		7594
02-11-2020 3	02-11-2020	Quarantine/Aco Pickup Pickup location: 1206 S 3rd, Pekin, IL 61554	Harms, Jaymee	Amy Bouchez	#164767/M/Dog/Pit Bull Cowboy/Large/Adult/White/Black		7596
02-11-2020 7	02-11-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Fredrick Bell	#182708/F/Cat/Dsh Baby/Black		
02-11-2020 8	02-11-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Jessica And...	#177517/M/Dog/Pit Bull Banner/Brindle		
02-18-2020 4	02-18-2020	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#182833/F/Cat/Dsh Ferral/Medium/Adult/Calico/Tabby		
02-18-2020 3	02-18-2020	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#182831/M/Cat/Dih Sylvester/Large/Adult/Black/White		

Printed using Shaker Pro

Tazewell County Animal Control

Record count on this entire report: 99

Run Date: 03-02-2020 10:06:54 AM by Ryan Sanders

FAX: (309) 925- 3633

Case Intake Register 02-01-2020 to 02-29-2020Group By Municipality
Order By Intake Date
Page Number: 12 of 16

Municipality: PEKIN						
Case ID	Intake Date	Reason and Transport	ACO	Owner at intake	Animal	Officer Call
02-18-2020 2	02-18-2020	Stray/Aco Pickup Pickup location: 100 Taps Lane, Pekin, IL 61554	Harms, Jaymee		#182830/F/Dog/Labrador Retriever Cinderella/Large/Adult/Gold	7615
02-19-2020 4	02-19-2020	Wildlife/Aco Pickup Pickup location: Matilda St, Pekin, IL 61554	Lohnes, Pam		#182858/U/Other/Squirrel Small/Adult/Brown	7624
02-20-2020 4	02-20-2020	Quarantine/Owner Turn-in Pickup location: 1004 Market, Pekin, IL 61554		Angela Duke	#182878/M/Dog/Chihuahua Cheeto/Small/Adult/Tan	7627
02-21-2020 2	02-21-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Tory Bowser	#182889/F/Cat/Dmh Delores/Small/Adult/Calico	
02-21-2020 8	02-21-2020	Euthanasia Request Bite/Owner... Pickup location: Not specified or see notes		Doris Miles	#182906/F/Cat/Dsh Missy/Medium/Adult/Brown/Tabby	
02-21-2020 11	02-21-2020	Stray/Aco Pickup Pickup location: 100 Taps Lane, Pekin, IL 61554	Lohnes, Pam		#182914/M/Cat/Dsh Small/Adult/Gray	7631
02-25-2020 1	02-25-2020	Stray/Aco Pickup Pickup location: 1410 S 10th St, Pekin, IL 61554	Lohnes, Pam		#182974/U/Cat/Dsh Ferral/Small/Adult/Gray	7648
02-25-2020 3	02-25-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Samuel Clifton	#183018/F/Cat/Dsh Lucifer/Small/Adult/Black	
02-25-2020 2	02-25-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Malorie Anderson	#183017/M/Dog/Labrador Retriever Odie/Large/Adult/Black	
02-25-2020 5	02-25-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes			#175834/F/Dog/Pit Bull Sophie/Small/Adult	
02-28-2020 8	02-28-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Samantha Pierce	#183108/F/Cat/Dsh Small/Kitten/Gray/White	
02-28-2020 4	02-28-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Samantha Pierce	#183103/F/Cat/Dsh Ivy/Medium/Adult/White/Gray	
02-28-2020 5	02-28-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Samantha Pierce	#183104/F/Cat/Dsh Kitten/Black/White	
02-28-2020 11	02-28-2020	Owner Surrender/Aco Pickup Pickup location: 1003 Veerman St, Apt 2, Pekin, IL 61554	Harms, Jaymee		#183121/F/Cat/Dsh Athena/Small/Kitten/Black/White	7666
02-28-2020 2	02-28-2020	Stray/Aco Pickup Pickup location: 100 Taps, Pekin, IL 61554	Lohnes, Pam	Nicole Rabe	#180987/M/Dog/Great Pyrenees Nash/Large/Adult/White	7661
02-28-2020 13	02-28-2020	Owner Surrender/Aco Pickup Pickup location: 1003 Veerman St, Apt 2, Pekin, IL 61554	Harms, Jaymee		#183123/M/Cat/Dsh Thor/Medium/Adult/Black	7666
02-28-2020 12	02-28-2020	Owner Surrender/Aco Pickup Pickup location: 1003 Veerman St, Apt 2, Pekin, IL 61554	Harms, Jaymee		#183122/U/Cat/Dsh Tolkien/Medium/Adult/Tabby/White	7666
02-29-2020 1	02-29-2020	Stray/Aco Pickup Pickup location: Ppd Capitol, Pekin, IL 61554	Harms, Jaymee	George Squires	#65572/M/Dog/Pit Bull Scar/Large/Adult/Red/White	7675
End of Group	Group count:	36				

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REQUEST FOR COUNCIL ACTION

Agenda Date: March 9, 2020
To: Council Members
From: Sue McMillan, City Clerk

AGENDA ITEM: Resolution No. 67 - 19/20 Publication of the Zoning Map as of December 31, 2019

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: Each year the Council is to direct that the Zoning Map of the City of Pekin be published pursuant to 65 ILCS 5/11-13-19 if there are changes the preceding year as of December 31, 2019. The City approved 4 Zoning Ordinances in 2019, 416 & 422 Catherine P-1; 131 Parkway B-3; 904 N. 10th RT; and RWBP north and south of Hanna west of 5th Street I-1.

The full map is no longer required to be published in the newspaper. The City Clerk will publish the resolution in pamphlet form at City Hall and will publish the Public Notice in the newspaper that the Zoning Map with all revisions as of December 31, 2019 is available for public inspections in the Office of the City Clerk.

FINANCIAL IMPACT: Cost of publication of Notice to the Public

Requested Amount: \$25.00 estimate
 Line Item: 100-004-551000 printing and publications
 Budgeted Amount: \$2,750.00
 Remaining Funds: \$1,483.73

IMPACT IF APPROVED: Public is aware of zoning areas in the City

IMPACT IF DENIED: State Statutes non-conformance

ALTERNATIVES: None

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness

Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

3/6/2020

Date:

Resolution No. 67-19/20
Publication of the Zoning Map of the City of Pekin December 31, 2019

WHEREAS, pursuant to 65 ILCS 5/11-13-19 the corporate authorities shall publish no later than March 31 of each year a map of existing zoning classifications for the preceding calendar year, and;

WHEREAS, new zoning classifications have been assigned to the following parcels from last published Zoning Map as of December 31, 2018:

416 & 422 Catherine Street from RM-3 to P-1
 131 Parkway Drive from OS-1 to B-3
 904 N. 10th Street from R-4 to RT
 PIN 1010-10-200-005 and 10-10-10-400-006 Second Addition Riverway Business Park

NOW THEREFORE BE IT RESOLVED that the City Clerk be and she is hereby directed to publish the Zoning Map of the City of Pekin,

December 31, 2019, revision, hereunto attached as Exhibit A, in pamphlet form.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

 MAYOR

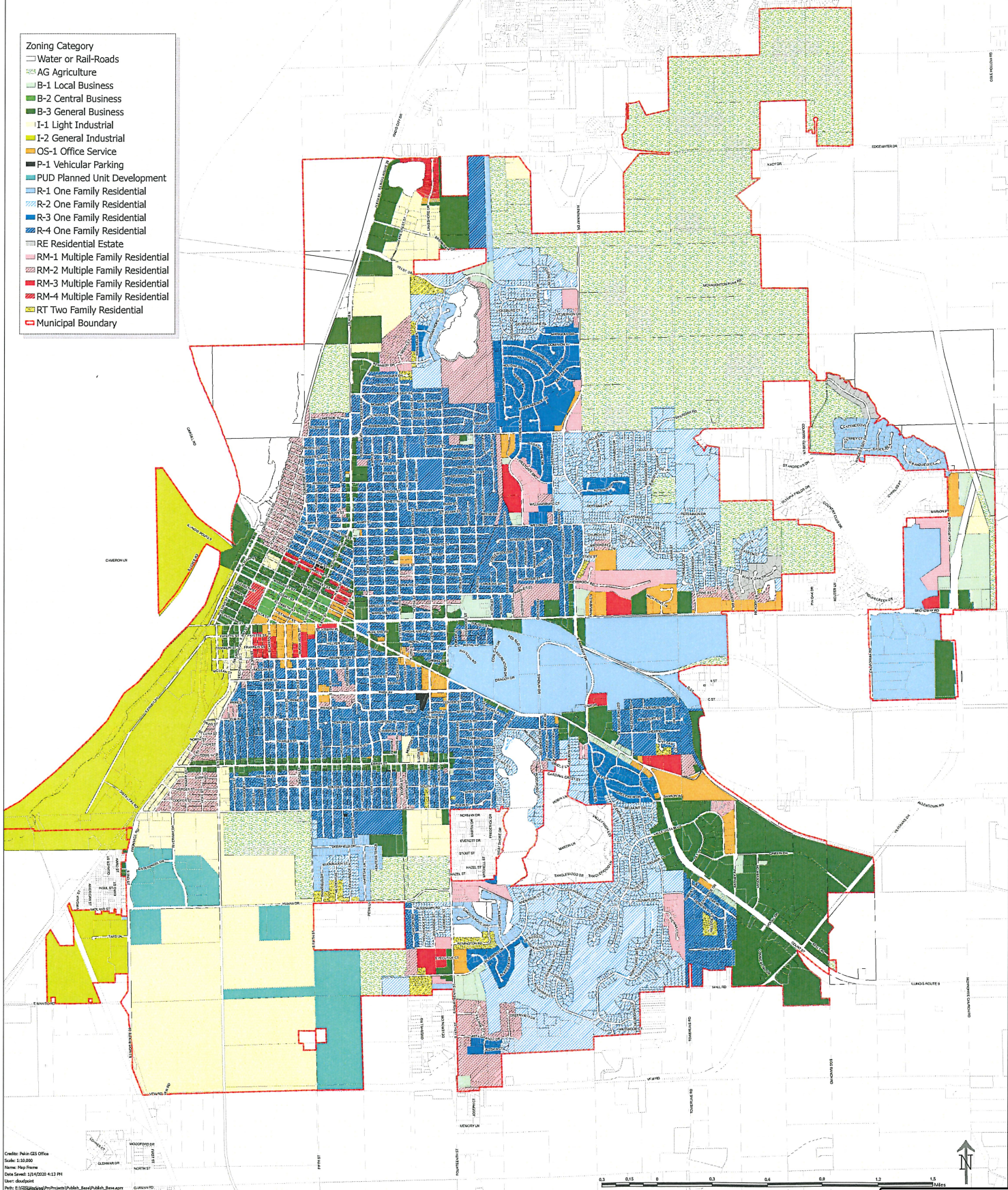
ATTEST:

 CITY CLERK



City of Pekin Zoning Classification

- Zoning Category**
- Water or Rail-Roads
 - AG Agriculture
 - B-1 Local Business
 - B-2 Central Business
 - B-3 General Business
 - I-1 Light Industrial
 - I-2 General Industrial
 - OS-1 Office Service
 - P-1 Vehicular Parking
 - PUD Planned Unit Development
 - R-1 One Family Residential
 - R-2 One Family Residential
 - R-3 One Family Residential
 - R-4 One Family Residential
 - RE Residential Estate
 - RM-1 Multiple Family Residential
 - RM-2 Multiple Family Residential
 - RM-3 Multiple Family Residential
 - RM-4 Multiple Family Residential
 - RT Two Family Residential
 - Municipal Boundary





REQUEST FOR COUNCIL ACTION

Agenda Date: March 9, 2020
To: Council Members
From: Sarah Newcomb, Human Resources Dir

AGENDA ITEM: Presentation of the Revisions to the Employee Handbook

DESCRIPTION: Presentation of the proposed revisions to the Employee Handbook.

The last full revision of the City of Pekin Employee Handbook was in 2012 with an addendum in 2014. Due to changes in laws and regulations, it is time for another full revision. The attached Employee Handbook has been reviewed by the City's labor attorney and a copy of the redlined version has been provided to the collective bargaining units for their review as well.

Major proposed changes affect:

- Workplace drug policies;
- Residency requirements;
- Spousal carve-out language regarding insurance;
- Elimination of external Retirement Health Savings Accounts for sick time at retirement;
- Vacation days (adding MLK Jr day to handbook [approved via 2014 addendum] and trading Presidents' day for Christmas Eve;
- Added administrative leave section;
- Added vaping and nicotine free;
- Eliminated much of the section related to the IT policies;
- Updated harassment language; and
- Updated various sections due to law and regulatory changes involving personnel matters.

A summary of the changes and a redlined version is included in the packet to help follow the proposed changes. The intention is to bring the proposed changes back to the Council floor for a vote on 3/23/2020.

FINANCIAL IMPACT: N/A

Requested Amount: N/A

Line Item:

Budgeted Amount:

Remaining Funds:

IMPACT IF APPROVED:

IMPACT IF DENIED:

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

	Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.
	Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness
	Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.
	Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

Changes to Employee Handbook 2020

Section	Page	Change
Table of Contents		Will be completely updated after all changes are completed
1.1	1	do:certainly
1.2	1	shall:may added email and employee self service/help desk
1.4. 3	3	Employees expected to adhere to purchasing & procurement...
1.4. 5	3	Outside employment for full time employees reported to HR
2.3	5	EEO categories added to include all protected classes
2.5	5	Applications will be kept according to the state records review act Added selection criteria to include prior work history, ability to coalesce with department
2.7	6	Added information about demotions
2.8	7	Employee's responsibility to notify HR of relationship to current employees or new hires
2.9	7	Added language regarding employees' responsibility to ensure their licenses are up to date and all physical requirements are met well before the expiration of license/permit
2.9 .1	7	Changed from 2.9(a) also added as a guide for reasonable accommodation and changed from City Manager to HR approval
2.10	8	Residency updated per Council Goal 6
3.1	9	Introductory:Probationary
3.2	10	Strikethrough confidential was confusing language
3.6	11	Introductory:Probationary
3.7	11	will:may and are:may be added ¶13 regarding performance management software and modernized the language
4.1	12	Is distributed:may be provided
4.2	13	Added spousal carveout language in 4 directly from Teamsters contracts and non union policy effective 2018 and eliminated redundant language
4.3	14	Introductory:Probationary
4.6	14	Eliminated language about RHSA (this language is still in fire and police CBAs
4.8	15	¶17 will:may and added roll over one week per practice for 15+ years added sole discretion of CM
4.9	16	must:may be required to
4.10	16	Changed to reflect employees hired after May 2020 to use unused sick time only for extension of service through IMRF
4.11	17	Add MLK Jr day (added in 2014) and trade President's day for Christmas Eve

4.13	18	Added non-union and changed to 3 days which has been practice since May 2017 (Teamsters Contract)
4.14	18	Rearranged risk manager to put supervisor first
4.15	19	Updated bereavement language to reflect law changes and clarify full time and part time benefits
4.16	19	Changed from six to three visits and updated language to be more inclusive of employee well being
5.1	20	Deleted 7 minute language as systems can figure to the minute
5.2	20	Added typically, because it happens every 11 or 12 years that there are 27
5.3	20	Finance department:payroll coordinator
6.1	21	¶1 Safety committee members are not rotated to my knowledge ¶3 added human resources
	21	Safety policy is not a part of the employee handbook and Added PPE is provided and employees are expected to use it
	21	Added concealed carry section form handbook addendum approved in 2014
6.2	22	Added language if employee is out of benefit hours
6.3	23	Added sentence noting fire dept may be based on 24 hour shifts and unless otherwise authorized
6.5	23	Added language in ¶1&2 to reflect Local Gov Travel & Expense Act and ¶3 IRS rules regarding use of own vehicle and eliminated sentence regarding same in ¶4
	24	¶5 eliminated sentence that employees should share a room
	24	¶7-10 changed to reflect per diem basis and local Gov Travel & expense Act
6.6	25	¶1 Added word credit and explanation of efficiencies in purchasing ¶3 When:If ¶4 added that spending limits are set by the finance dept Last ¶ added that any rebates or benefits belong to the City
6.8	26	Eliminated confusing language about 40/60 hours and revised language regarding Monday/Friday and 'prior'
7.1	27	Minor grammar corrections
7.2	28	Revised 2 weeks to according to laws and allow for use of benefit hours if not MT does not qualify for pay
7.3	28	Corrected sentence in ¶2; Added classes and changed financial assistance to tuition reimbursement
7.4	29 31	Added or condition allowed by FMLA regulations and eliminated "first" in ¶ re use to concurrent
7.5	33	Fixed typos and strikeout (which has been in handbook for a long time)of 2 to 1 hour which
7.8	34	Added new section on administrative leave
8.3	35	Added Risk Manager and use of hands free devices ¶4 added according to state law, alcohol & cannabis and no smoking in city vehicles; Added AVL language; No tampering with AVL etc

8.4	36	¶13 is section added from handbook addendum approved 06/2014 and added during the course of business
8.5	37	replaced constructive criticism with counseling/recorded events; clarified the Procedure section 1 & 2 Report:Form and note:copy and verbal:written
8.6	38	¶11 added language goals of City and CX Step 2 added language fi dept head isn't supv. Step 3 changed HR to City Manager and extension of time in case of investigation changed time limits language added final ¶ re grievance
8.7	39	may:is likely to
8.8	40-47	Eliminated most of this section because IT has its own policies and replaced with a much more simple and concise section regarding IT
8.9	47	Added language regarding media and public relations
8.10	49-51	Added new ¶1 regarding ordinance 2776 Under Procedures section added language to deal directly with the issue and in ¶13 added municipal officer ¶15 added language per state laws ¶16 added or official and added ¶17 to refer to city ordinance
8.11	51-55	Changed to reflect new laws regarding marijuana and emphasize the City is still a drug free workplace
8.12	55	Added vaping and nicotine free and reminder that no tobacco or vaping in vehicles.
8.14	55	Added language to say neat, clean, business like and appropriate and modern added language about casual days
8.16	57	Added in writing
9.2	58	Documents are turned in to finance dept not City Clerk
9.3	59	Added wireless communication devices and cleaned up/clarified language for more modern usage also reminded that must use hands free devices per state law in city vehicles Eliminated language about long distance as it is antiquated and added language about FOIA and public record
9.4	60	Added cell phones and watches and no recording without prior authorization added including termination and added "by the City" in the last ¶
9.5	60	agency:City and eliminated section on why and what we use SS# for as this is city wide social security policy, not just related to employees
9.6	61	Added working off premises only in rare occasions and added importance due to records review act, HIPAA, FACTA
9.7	61	Added language about completing injury form within 24 hours
9.11	62	Added citizens, customers, businesses and students as well as privilege and financial and note that disclosure of such information may result in disciplinary action

City of Pekin

Employee Handbook



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NO CONTRACTS OF EMPLOYMENT

The policies in this Personnel Manual are not intended to create a contract and are not an offer to enter into a contract. These policies do not establish contractual rights for employment or any employment benefit. The policies are not to be construed to constitute contractual obligations of any kind, or a contract of employment between the City of Pekin ("City") and any employee.

No commitment for employment for any specified duration, including "lifetime" employment, shall be valid or binding on the City unless expressly set forth in a written document and signed by both the employee and by the City Manager.

Employment with the City is voluntary and "at-will." Just as you are free to resign at any time for any reason, the City has the right to terminate your employment and/or benefits at any time, with or without cause or advance notice.

The policies in this Personnel Manual have been developed at the discretion of the City and may be amended or eliminated at any time, at the sole discretion of the City. The City retains the right to modify, eliminate, amend, or cancel any of its published or unpublished policies for any reason, with or without advance notice, at its sole discretion without having to give justification.

This Personnel Manual is not intended to replace or supersede a collective bargaining agreement that may cover many of the terms and conditions of employment for employees covered by that agreement.

These policies replace all previous policies and practices and may not be changed or added to without the express written approval of the City Manager. Questions about these policies should be directed to the Human Resources Director.



1. INTRODUCTION

1.1 WELCOME

It is a pleasure to welcome you as an employee of the City of Pekin and to wish you success in your new job. This Personnel Manual is provided for your personal use. The following pages are intended to provide newcomers and those of you who have been with us for some time a better understanding of the privileges and responsibilities of being a City of Pekin employee. We encourage you to read it and keep for your future reference. If you have any questions about the contents of this Manual, or about anything that pertains to your job, please discuss these issues with your immediate supervisor, department head, or the Human Resources Director.

The City Manager and other management staff have faith in their employees, as well as a real interest in them, their concerns, thoughts and ideas. Our primary aim is to serve the public, and we strive to provide quality service in an effective and efficient manner. We recognize the credit for this distinction most of the time goes unappreciated; however, the City Manager and management staff do certainly appreciate everything our employees do for the public.

Thank you for joining us. We look forward to working with you and hope your experience will be enjoyable and rewarding.

1.2 PURPOSE

This Personnel Manual is provided to all employees of the City of Pekin, which will also be referenced throughout this Manual as the “the City.” It is intended to serve as a guideline for reference to the day-to-day administration of the human resources policies, practices, and work rules, and also outlines various employee benefit programs. All statements herein are designed to increase employee understanding and provide direction to allow accomplishment of our objectives. These provisions supersede the existing Personnel Manual. Existing departmental policies and procedures necessary for the operations of a specific department ~~shall not~~ may be affected by this Manual. This Manual is not an employment contract and does not establish contractual rights. The City Manager may modify, change, or eliminate the policies and/or procedures listed in these guidelines at any time, with the approval of our City Council. All changes and modifications will be communicated to employees through one or more of the City’s usual channels of communication such as: mailings, email, newsletters, payroll stuffers, employee self-service, employee meetings, city website, or internal postings.

It is the responsibility of all employees to become familiar with and adhere to all policies and provisions of the Manual. Day-to-day interpretations of policy statements and their intent fall under the authority of the Human Resources Director, with final approval by the City Manager.

The official copy of this document is kept and maintained in the Human Resources Department. This Policy is also part of the official records maintained by the City Clerk. For further clarification regarding the full rights, benefits and obligations of employees and of the City, please contact the Human Resources Director.

It is recognized that the City has in the past and may in the future, enter into collectively bargained agreements on behalf of particular groups of employees within the City's operation. It is expressly acknowledged that the provisions of such collectively bargained agreements control and shall be applied to employees covered by such agreements, notwithstanding any contrary provisions within this Manual. Accordingly, any matters specifically covered by the collectively bargained agreements supersede these policies for those employees covered by the collective bargaining agreement.

1.3 EMPLOYEE RESPONSIBILITIES

Each of us, as an employee, is an "Ambassador" of the City. It is hoped and even expected that you are proud to be a member of our team and will always refer to the City of Pekin in a positive manner.

Our ability to successfully provide the level of service the citizens of our community (our customers) expect and deserve depends upon the quality of our staff and their commitment to excellence. It is expected that all City employees strive to understand, appreciate, commit to, and exemplify the following:

- A. Provide QUALITY work at a productive pace;
- B. Treat others with courtesy and respect their rights;
- C. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all public activities;
- D. Respect each other, and support the City's goals and philosophies;
- E. Display a positive attitude and a smile to the people we serve no matter how challenging the day has been;
- F. Take initiative within your authority; and
- G. Perform your responsibilities to the best of your ability.

All complaints from the public shall be handled courteously and promptly. The employee who receives a complaint should attempt to resolve the complaint if possible, or immediately refer the complaining party to the appropriate department head or the City Manager. All complaints shall be properly documented.

1.4 BUSINESS PRACTICES

Employees are expected to follow certain guidelines and standards in day-to-day conduct. Violations are subject to disciplinary action, up to and including termination of employment. City business practices include, but are not limited to the following:

1. COMPLIANCE WITH LAWS AND REGULATIONS

City employees shall conduct all activities in compliance with all applicable federal, state, and local laws and regulations. It is the responsibility of the employee to make sure any license, permit, certification or the like is kept current. The City will not be held responsible for the expiration of any such item if the employee did not give proper notice to the City.

2. PROPER RECORDING OF ASSETS AND DISBURSEMENTS

Making false or fictitious entries in the City books and records and/or issuing false or misleading reports about the City operations, are prohibited. No employee shall engage in any transaction that requires or contemplates such prohibited activities.

3. PURCHASING POLICIES

All suppliers, seeking or participating in business dealings with the City, will be accorded fair and impartial treatment. Soliciting or accepting monetary or non-monetary kickbacks, fees, or commissions from a supplier is expressly forbidden. Employees are expected to adhere to the purchasing and procurement policies set forth by the City of Pekin. Accepting normal business courtesies is permissible in accordance with the Illinois State Gift Ban Act. Also see Conflict of Interest policy below, and refer to current State mandated ethics, gift ban, etc. policies.

4. POLITICAL CAMPAIGN POLICY

The City encourages individuals to participate in civic and political activities in their own way during their personal time. In doing so, individuals must never act as a representative of the City or give the appearance that the City is supporting their activity without the expressed consent of the City Manager. Participation in political activity of any kind is prohibited during the employee's working hours.

5. OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the City. Full-time Employees must notify their immediate supervisor and the ~~City Manager~~ Human Resources Department in writing of any outside employment. All employees are subject to the City scheduling requirements, regardless of any existing outside work requirements. City work schedules will not be adjusted to accommodate non-City work schedules.

If an employee's outside work interferes with his or her performance or ability to meet the requirements of their job as it is modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City for materials sold, or services rendered, while performing their jobs with the City.

Employees in certain job categories should be aware that working while on disability may decrease certain pension benefits, in accordance with applicable state law.

6. ON/OFF DUTY MORALS, EFFICIENCY, IMAGE, PUBLIC CONFIDENCE

No employee shall engage in conduct, on or off duty, which adversely affects the morale or efficiency of the organization, or, engage in conduct, on or off duty, which has a tendency to destroy public respect for the employee and/or the City, and/or destroy confidence in the operations of the City or otherwise reflect negatively on the City. Employees must ensure that all actions and statements, whether made publicly or privately, are such as to promote the execution of City ordinances, regulations, policies, and programs.

7. CONFLICT OF INTEREST

Employees are expected to avoid any outside interest or activity which is in conflict or incompatible with the conduct of official duties or has the potential to be a conflict of interest. Employees must decline from participating in any business activity with the City, or participating in any decision on any such activity when the employee either has an ownership interest in the business with which the City is dealing or stands to receive personal outside gain from such dealings.

Employees are also expected to take precautions to avoid any appearance of conflict of interest or raise suggestions of impropriety. To this end, the City expressly precludes any City employee from soliciting, or accepting, any gift, gratuity, service, favor or valuable service(s), or other personal gain for themselves or a relative in exchange for, or as a result of, or which might influence, the performance of their duty as City employees. The sole exceptions are that employees may in compliance with the Illinois State Gift Ban Act:

- accept (but may not solicit or request) gifts of normal business courtesies with a nominal value; or
- may, with prior approval of the City Manager, participate in activities / events (e.g., seminars, conventions, golf tournaments) sponsored by an entity with which the City does business or might do business.

This policy is to provide guidelines so that employees can seek further clarification on conflicts of interest or potential conflicts of interest. Contact the Human Resources Director for more information or questions about conflicts of interest.

2. EMPLOYMENT

2.1 EMPLOYMENT AT WILL

Employment with the City is “at will,” which means employment with the City is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the City may terminate the employment relationship at will at any time, with or without advance notice or cause.

2.2 EMPLOYEE RELATIONS: OPEN DOOR POLICY

The City values employees' constructive opinions and suggestions, and believes communication is important in the workplace. The City encourages employees to discuss suggestions, problems, or concerns with their supervisor. In most cases, talking with your supervisor may resolve an issue. However, an employee may also discuss problems and concerns with their immediate supervisor, Department Head, Human Resources Director, or City Manager.

Direct communication is always the best route to take to resolve issues.

2.3 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate in any aspect of employment opportunities or practices on the basis of race, color, religion or gods, ~~creed~~, sex, sexual orientation, national origin, ancestry, protected military or veteran status, marital status, age, disability, order of protection status, genetics, gender identity or expression, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate Supervisor, Human Resources Director, or the City Manager. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.4 REASONABLE ACCOMMODATION

The City will make reasonable accommodations for qualified employees ~~with known disabilities~~ unless doing so would result in undue hardship. Questions about reasonable accommodation should be directed to the Human Resources Director.

2.5 EMPLOYMENT PROCESS

The Human Resources Department may generally advertise ~~for~~ position openings through various resources and methods. In addition, position openings are posted in every City department. The job vacancy announcement shall be in a consistent format for all City jobs, and include at minimum the job title, rate or range of pay, a summary of duties, the essential qualifications, and the basic procedure to be followed in hiring.

Applications for regular full-time and regular part-time employment, and all applications and resumes received in response to advertised vacancies will be kept on file ~~for one (1) year~~ according to the state records review act. Applicants must submit a new application for each job posting.

Employees are selected on the basis of their qualifications to fulfill established specifications for the job, or as outlined in collective bargaining agreements. General selection criteria include knowledge, experience, education, training, skills, prior work history, ability to coalesce with the department and willingness to work in a specified environment. Applicants meeting criteria ~~are interviewed and~~ may be subject to testing for the position requirements and may be are interviewed.

Hiring of Department Head personnel shall be the responsibility of the City Manager. When a non-management vacancy exists in a department, the respective Department Head will notify the City Manager to obtain authorization for filling the position before taking any other steps. The Department Head and the Human Resources Director will screen all applicants and interview a sufficient number of qualified candidates and select the most qualified candidate. Participation in the interview/selection process may include the City Manager if he/she elects to participate or is requested to participate by the Department Head. All applicants interviewed shall be notified by the responsible department head or the Human Resources Department when the vacancy is filled.

2.6 EMPLOYMENT PROCESS FOR POLICE AND FIRE

Procedures and specific provisions for hiring members of the Police and Fire Departments will be followed as set forth in the Rules and Regulations of the Board of Fire and Police Commissioners of the City of Pekin.

2.7 PROMOTIONS AND DEMOTIONS

The City values the talents and expertise of their employees and employees are encouraged to seek advancement opportunities within the City. Current employees of the City will be considered if they possess the necessary qualifications and/or experience that are equal to or would exceed others who make application, and when it is in the best interest of the City to do so.

An employee may be demoted from one position to another provided they meet the minimum qualifications of an available lower level position. Voluntary demotion requests may be initiated in writing by the employee and must be approved by the department director and the Human Resources Director to be effective. If an employee is involuntarily demoted as a result of disciplinary action, the City will consider factors such as the nature and severity of the offense and years of service within the City as major factors in determining the rate of pay the employee will receive within the lower pay range for their new classification.

A demoted employee returning to their former job will normally be placed at the same rate of pay they were receiving when they left that position; however, such rate shall be determined at the current scale or alternatively at the discretion of the City. A demoted employee who has limited experience related to the lower level job may receive a lower rate of pay based on the employee's skill level. In no case shall the salary of a demoted employee be below or above the minimum or maximum of the salary range of the new position.

2.8 EMPLOYMENT OF RELATIVES

Relatives and/or personal acquaintances are subject to the same hiring standards and job requirements as other applicants. It is the City's policy that an employee may not work under the direct or indirect supervision of a relative as defined in this policy. For the purpose of this policy "relatives" includes spouses, civil union partners, sons or daughters, grandchildren, brothers or sisters, brothers or sisters-in-law, mothers or fathers, mother or father-in-law, or "step" relatives of the same level. It is the employee's responsibility to notify Human Resources of any relationship to current employees or new hires. ~~The Employees are explicitly informed that the~~ City reserves the right to may take action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship even if no direct reporting relationship is involved.

2.9 EMPLOYMENT PHYSICALS

Post-offer pre-employment medical exams, including drug screen, are required for every applicant who is offered employment with the City. Offers of employment by the City are conditional upon the candidate successfully completing these requirements, and employment will not begin until the employment medical examination is successfully completed. Successful completion of the exam requires a negative drug screen and the health care provider's certification that the candidate meets the minimal physical standards established for the specific job.

Some positions within the City require regular physical examinations as a requirement of the position or for license or permits. Employees with these requirements are responsible for ensuring any license does not lapse due to untimely physical exams. It is imperative that employees provide enough time for the exam to be completed with any additional information requested from other doctors requested by the City physician and for the physician to have ample time to review those documents prior to your license lapsing.

The City will provide reasonable accommodations, when necessary and requested, for qualified individuals with disabilities, in accordance with the Americans with Disabilities Act.

2.9 (a).1 FITNESS FOR DUTY EXAM

Current employees may be required to take medical examinations to determine fitness for duty when the examination is job-related and consistent with business necessity in accordance with the ADA and applicable law. For example, a medical examination may be required ~~when as a guide for reasonable accommodation~~, prior to a "light duty" assignment, or other reason or as a guide for reasonable accommodation.

Individual departments may, with ~~City Manager~~ Human Resources approval, establish additional testing requirements to evaluate the capacity and fitness of candidates to effectively and efficiently perform the duties of the specific job for which they have applied. For example, the Board of Fire and Police Commissioners may establish testing for strength, dexterity, agility, etc. beyond the basic employment physical examination for specific positions in the fire and police departments. In no case will such job or department specific rules or procedures be inconsistent or in conflict with City policies.

2.10 RESIDENCY REQUIREMENT

revised 04-11-11

General Conditions. Beginning May 1, 2020 All employees shall reside within the 10⁵ miles radius of the intersection of 14th and Broadway. Residency requirements for employees covered under collective bargaining agreements shall be governed by those agreements. Residency requirements for non-union sworn police and fire personnel shall also be governed by the police and fire collective bargaining agreements. Employees hired prior to May 1, 2020 may be grandfathered at the current residence; however, if an employee chooses to move, they must reside within the 15-mile radius of the intersection of 14th and Broadway.

Newly hired employees who do not reside within 10⁵ miles radius of the intersection of 14th and Broadway may have up to twelve (12) months from the end of their ~~Introductory~~ Probationary Period to establish residency.

The City of Pekin encourages employees to live within the corporate City limits and from time to time may provide incentives to those employees that reside within the corporate City limits. The City of Pekin may also provide assistance to employees choosing to move into the corporate City limits through its incentive program if funded annually in the budget.

Exceptions to this policy may only be temporary, for personal hardship reasons, and must be authorized in writing by the City Manager. An employee who fails to meet this requirement shall be terminated.

Special Conditions. ~~Employees occupying the following positions shall be required to live within the corporate limits of the City of Pekin: City Manager, Assistant City Manager, Public Works Director, Operations Supervisor (for Public Works), Superintendent of Transportation, Police Chief, and Fire Chief.~~

2.11 LICENSING AND PERMITTING

Various permits, licenses and certificates are required of employees by State and Federal agencies as a prerequisite to performing certain municipal tasks. It is the employee's responsibility to maintain permits, licenses and certificates. The City will confirm, on occasion, that all such licenses and certificates are in the possession of the applicable department or the employee before authorizing the employee to perform such regulated work. The City will not be held responsible for the expiration of any such item.

Costs for such permits, licenses and certificates may be paid by the City (except regular vehicular drivers' licenses), together with any specialized training required to achieve such permits, licenses, or certificates on approval of the department head or City Manager.

3. EMPLOYMENT STATUS and RECORDS

3.1 EMPLOYMENT CATEGORIES

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

DEFINITIONS OF CLASSIFICATIONS

Employees are designated as either Non-Exempt or Exempt from certain federal and state wage and hour laws. **Non-Exempt** employees are not exempt from minimum wage and overtime provisions and are paid for the actual number of hours they work. **Exempt employees** are exempt from specific provisions of state and federal wage and hour requirements, including minimum wage and overtime provisions. Exempt employees are paid annual salaries without regard to the number of hours worked.

DEFINITIONS OF CATEGORIES

Regular Full-Time: Employees who have successfully completed initial ~~Introductory~~ **Probationary** Period and are regularly scheduled to work 40 hours or more per week on a regular basis. Generally, regular full-time employees are eligible for City employee benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-time: Employees who have successfully completed their initial ~~Introductory~~ **Probationary** Period and are regularly scheduled to work less than 40 hours per week on a regular basis. Regular part-time employees receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), and may be eligible for other benefits as outlined in any applicable collective bargaining agreement or the benefit program itself.

Seasonal: Employees hired for a specific "not to exceed" period of time of less than one year, including school year employees. Seasonal employees' rates of pay may differ from regular employees in similar positions. Seasonal employees receive legally mandated benefits and may receive other benefits as stated in any applicable collective bargaining agreement or the benefit program itself.

Temporary: An employee whose employment with the City is of a limited duration, such as an interim replacement, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees may be scheduled to work either a full-time or part-time schedule. Temporary employees are not eligible for any benefits offered by the City, other than legally mandated benefits.

Contractual: Contracted personnel are not employees of the City of Pekin, and therefore, not eligible to participate in the City's benefit programs.

- * NOTE: Occasionally, FULL-TIME employees may work less than their normal schedules, or PART-TIME employees may work more than their normal schedules. These variations do not change the status of the employee or the position.

3.2 ACCESS TO PERSONNEL FILES

The City maintains a ~~confidential~~ personnel file for each employee. The personnel file normally includes, but is not limited to, such information as the employee's job application, resume, records of training, documentation of performance evaluations, disciplinary records, pay history, and other records. Official personnel files are kept and maintained in the Human Resources Department. Personnel information kept by individual departments is limited to information needed for day-to-day operations.

Personnel files are the property of the City, and access to the information they contain is restricted, generally limited to the respective department head, the City Manager, and human resources personnel who have a legitimate reason to review information in the file.

Employees who wish to review their own personnel file should contact the Human Resources Office. Files will be reviewed in the Human Resources Office and in the presence of the Human Resources Director.

Employees may request copies of material contained within their own personnel file. The City reserves the right to charge a reasonable fee for copying the material in accordance with the Illinois Personnel Records Review Act.

3.3 EMPLOYMENT REFERENCE CHECKS

The City will respond only to those reference check inquiries that are submitted in writing. No employment data beyond dates of employment and eligibility for re-hire will be released without a written authorization and release form signed by the individual who is the subject of the inquiry.

3.4 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personnel data. Personal mailing addresses, telephone numbers, citizenship, marital or civil union status, number and names of dependents, and individuals to be contacted in the event of an emergency must be accurate and current at all times. If any personnel data has changed, the employee must promptly advise the Human Resources Department of the new information.

3.5 EMPLOYMENT APPLICATIONS

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, may result in disciplinary action, up to and including termination of employment.

3.6 INTRODUCTORY-PROBATIONARY PERIOD

The initial ~~Introductory~~ Probationary Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City utilizes this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the City may end the employment relationship at will at any time during or after the ~~introductory~~ probationary period.

All new and rehired employees, as well as current employees who transfer to a new position, work on an ~~introductory~~ probationary basis for the first six (6) months after their date of hire or job change, or as outlined in their collective bargaining agreement. At the end of the six (6) month period, the responsible department head will make a recommendation to retain or terminate the employee; or to extend the ~~introductory~~ probationary period. Extending the initial ~~Introductory~~ Probationary Period will only be considered if there are strong indications that more time will bring the required improvement. There is no employee right to grieve or appeal a termination made in conjunction with the ~~introductory~~ probationary Period. The Human Resources Department shall be notified of action taken at the conclusion of the ~~introductory~~ probationary Period.

Upon satisfactory completion of the ~~introductory~~ probationary Period, employees enter the “regular” employment classification. Successful completion of the ~~Introductory~~ Probationary Period does not change the “employment-at-will” status.

3.7 PERFORMANCE EVALUATION

Managers and employees are strongly encouraged to discuss job performance on an informal, day-to-day basis. A written performance evaluation ~~will~~ may be conducted for each employee near the end of, or shortly before, the completion of the ~~Introductory~~ Probationary Period. Written evaluations ~~will~~ provide an assessment of the employee’s capabilities, work habits, and overall performance. Additional performance evaluations ~~are~~ may be periodically conducted to provide both managers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for performance improvement. The City uses performance management software for evaluation and documentation purposes by recording events through ongoing observations, incidents, rewards and recognitions as well as record of discipline. The employee is to acknowledge the ~~review~~ performance management record by dating and signing the ~~evaluation form~~ record or recognizing the action if in electronic format. The ~~signature~~ employee recognition does not imply agreement with the evaluation/review, but only that it was completed and reviewed. If the employee is not in agreement with any part of the review, he/she may provide a written response to the ~~evaluation~~ record to be attached to the completed ~~written evaluation form~~ record. A copy of ~~t~~ The

completed and ~~signed~~executed evaluation form performance management record and any attachments are considered a part of the employee's personnel file.

NOTE: Contracted employees will receive performance evaluations in accordance with the terms of their contract.

~~All employees normally receive a written and associated verbal performance review at least annually. The employee is to acknowledge the review by dating and signing the evaluation form. The signature does not imply agreement with the evaluation, but only that it was completed and reviewed. If the employee is not in agreement with any part of the review, he/she may provide a written response to the evaluation to be attached to the completed written evaluation form. A copy of the completed and signed evaluation form and any attachments will be included in the employee's personnel file.~~

4. EMPLOYEE BENEFIT PROGRAMS

Note: Employees covered by collective bargaining agreements should refer to their specific contract language where appropriate. Contract language shall take precedence over statements found in the Manual.

4.1 BENEFITS IN GENERAL

The City recognizes the importance of providing a full range of benefits to its employees and takes pride in the benefits available to qualified employees. Everyone should share in the effort to use these benefits wisely and appropriately to help keep the costs in line so that we can maintain quality and affordable benefits.

These policies do not constitute a guarantee of plan coverage or benefits. Periodic changes to various benefits are necessary from time to time as contracts are renegotiated and business conditions dictate. Benefits are subject to change or termination at any time with or without advance notice. In the event there is a conflict between the language in these policies and the language in the benefit plan documents, the language in the plans documents shall prevail.

An updated schedule is distributed may be provided periodically outlining the current benefits for City employees.

4.2 INSURANCE BENEFITS

Full-time employees are eligible to participate in the City of Pekin health insurance programs the first day of the month following their date of hire or date they attain full-time status until the age of Medicare eligibility, unless otherwise stated in Illinois State Statutes or collective bargaining agreement.

~~A Summary Plan Document of the City of Pekin Employee Health Benefit Plan will be provided to all eligible employees. Along with other pertinent information, this document provides a~~

~~summary of the plan options available, deductibles, co-insurance levels, out-of-pocket levels, major medical benefits, prescription drug program co-payments, life insurance benefits, and dental benefits.~~

Specific Plan coverages, benefits, and eligibility requirements are determined by and may be found in the ~~Summary Plan Document~~ summarized format. Benefit information provided in this Personnel Manual is only summary information and not binding or controlling.

The City of Pekin ~~also~~ conducts an Annual Open Enrollment. During this period, employees are given the opportunity to update their insurance information and elections for the new year. Full-time employees must attend the Annual Open Enrollment or complete the Open enrollment electronically within the time frame provided.

Employees and Retirees receiving insurance hereunder shall notify the Employer if they, their spouse, or dependent(s) is/are eligible for insurance through their spouse's employer, or through other available coverage. Employees or Retirees with such availability shall, at the earliest opportunity, but no later than the next open enrollment (Fall of 2018 for coverage beginning January 1, 2019), obtain insurance coverage for their spouse, as applicable, through such coverage and to the greatest extent possible.

4.3 CONTINUATION OF BENEFITS (COBRA)

The federal Consolidated Omnibus Reconciliation Act (COBRA) gives the employee and his/her qualified beneficiaries the opportunity to continue health insurance coverage under the employer's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events include termination of employment, death, certain leaves of absence, reduction in an employee's hours, divorce, legal separation, and a dependent child no longer meeting eligibility requirements.

A notification of health care continuation rights will be mailed to the employee at his or her last known address within the timeframe specified by law. If continued coverage is elected and the proper premium is paid and received within the designated time frame, there will be no break in coverage.

Employees should refer to the Continuation of Benefits (COBRA) section of the Plan document or the Summary Plan Description for a more thorough explanation of this subject. The information shown in this manual is only summary in nature.

IN ADDITION TO THOSE COBRA BENEFITS DESCRIBED OR REFERRED TO ABOVE, THE CITY HAS ADOPTED THE FOLLOWING:

- If an employee resigns or is terminated prior to retirement, the employee will only have the rights, if any, provided by federal and state law.
- If an employee retires under the retirement requirements of IMRF, Fire Pension or Police Pension, the employee and the employee's spouse may continue their health insurance at the employee's cost until the employee and spouse becomes eligible for Medicare.

- Employees should refer to their Summary Plan Description (SPD) for additional information regarding continuation of benefits when: an employee retires but dies before the employee becomes eligible for Medicare, if an employee who has successfully completed his or her ~~Introductory~~ Probationary Period becomes disabled, and continuation under other scenarios.

4.4 RETIREMENT PLAN

Illinois State law requires participation in the Illinois Municipal Retirement Fund (IMRF) by employees who work in an IMRF qualified position. An IMRF qualified position is one that is intended to be over 1,000 hours per year. Currently, as a member of IMRF making contributions toward a Regular IMRF pension, employees contribute 4.5% of their salary (3.75% for the employee's pension and 0.75% for a surviving spouse pension).

IMRF contributions are tax deferred; employees do not pay either federal or Illinois income tax on the money used to make your contributions. IMRF benefits include retirement benefits, disability benefits, and death benefits. The benefits and provisions of the IMRF are governed by Illinois law and the plan is administered by IMRF. An IMRF Benefit Booklet which summarizes these and other IMRF benefits and the requirements to be eligible for those benefits is available at www.imrf.org.

Illinois state law requires participation in the Police Pension Fund or Fire Pension Fund for those individuals who work as a fire fighter or sworn police officer. Employee contributions, through payroll deduction, are set by the Illinois Pension Code, and change periodically.

4.5 SECTION 125 FLEXIBLE SPENDING ACCOUNT

The City provides employees with the opportunity to participate in a Section 125 Flexible Spending Account (FSA). Section 125 refers to the section of the IRS Code that allows eligible employees to deduct pre-tax dollars for qualified expenses under the health plan and for child care.

4.6 ADDITIONAL VOLUNTARY BENEFITS

Employees may choose to purchase additional benefits on a voluntary basis. These currently include Long-Term Care, Cancer, additional life insurance, and a 457 Deferred Compensation plan. Other plans are available from time to time. It is each employee's responsibility to contact the insurance broker directly to discuss these coverages. ~~The City provides employees with the opportunity to participate in a Retirement Health Savings Account (RHSA). With the RHSA, participating employees can pay for qualified out of pocket expenses (medical, dental, vision, etc.) on a pretax basis with deductions taken directly from the employee's paycheck. All premiums (costs) are paid by the employee. Payroll deduction may be utilized on approved programs. Information about what is available and who to contact may be obtained from the Human Resources Department.~~

4.7 WELLNESS PROGRAMS

In addition to the Employee Assistance Program, employees are encouraged to participate in various other City-sponsored Wellness Programs and activities that are designed to maintain or improve employee health. The City sponsors programs from time to time to educate employees and encourage healthy behavior through participation in our annual health fair, smoking cessation, general athletic club membership, and other programs.

4.8 VACATION (ANNUAL LEAVE)

The City provides vacation benefits to eligible regular full-time employees for time away from work for rest, relaxation, or for personal needs. Vacations are accrued (earned) based on the employee's anniversary date, and are scheduled during the calendar year in the period in which they were earned.

In those years the employee progresses to a new level of benefit accrual (after completing 1, 5, 10 or 15 years of service), the additional week earned can be taken any time during the vacation year of the employee's anniversary date.

Vacation hours must normally be scheduled in advance with the approval of the department head. Approval is based on a number of factors, including the operating requirements of the department. Vacation hours will be paid based on the employee's base rate of pay at the time the vacation is taken.

Employees accrue vacation based on their anniversary date according to the following schedule unless otherwise designated in writing by the sole discretion of the City Manager (unless outlined differently in collective bargaining agreements):

1 Year of Completed Service	2 Weeks or 80 Hours
5 Years of Completed Service	3 Weeks or 120 Hours
10 Years of Completed Service	4 Weeks or 160 Hours
15 Years of Completed Service	5 Weeks or 200 Hours

New hires may request one week of their earned vacation hours after 6 months, with supervisor approval.

If an employee becomes ill while on vacation, he or she can use sick leave time instead of vacation if a statement from their doctor is provided to the department head.

Exempt employees ~~will~~ may be reimbursed up to one week (40 hours) each year for unused vacation at a rate of one-half the value of the unused vacation and/or roll over up to one week of vacation to be used within 90 days of the following accrual year.

Eligible employees who change status (full-time to part-time or vice-versa) may retain the vacation they have already accrued, however, no vacation hours will accrue while the employee is classified in part-time or any status other than full-time unless their collective bargaining agreement or contract states the contrary. If the employee does not plan to return to covered-status, they may wish to be paid for their accrued vacation benefit. Employees who retire or whose employment otherwise terminates will be paid for all earned but unused vacation in accordance with Illinois law.

4.9 SICK PAY PLAN

The City provides regular full-time employees paid sick days to eligible employees who are temporarily absent due to their own illness or injury or the illness or injury of the employee's immediate family member. For the purpose of this policy, immediate family members consist of the employee's spouse, civil union partner, mother, father, brother, sister, mother-in-law, father-in-law, child (adopted, biological or step), maternal and paternal grandparents.

Eligible employees earn 1 sick day per month (12 days per year) up to a maximum accrual of 240 days (1920 hours). Employees covered by collective bargaining agreements should refer to the respective contract or written agreement language. Accumulated sick leave will not be paid when an employee changes from a benefit eligible classification status, or upon termination of employment.

Employees must notify their immediate supervisor of all sick leave absences, regardless of the expected length of the absence, before the scheduled start of their workday, if possible, or as soon as possible. Extenuating circumstances will be taken into consideration. Employees are to inform their supervisor of their impending absence, the best estimate of the expected length of the absence, and the reason for the absence. Employees must notify their supervisor for each additional day of absence under this policy.

Department heads may require a physician's certification of the need to take sick leave. Employees who are absent for three or more consecutive days ~~must~~ may be required to provide a physician's certification to return to work. Return to work certification may also be requested for absences of less than three days. Failure to provide such certification may be the basis for denial of sick leave and the equivalent reduction in pay for the time absent from work when applicable.

Abuse of the sick leave policy in any manner including but not limited to: failure to take sick leave when needed, taking sick leave for purposes other than its intended use, and/or falsifying illness or injury shall be the basis for disciplinary action up to and including termination.

4.10 SICK PAY UPON RETIREMENT

Upon retirement, up to a maximum of 240 sick days (1,920 hours) ~~can~~ may be used to pay for City of Pekin group health insurance premiums and/or to extend IMRF service credit for up to one (1) year. ~~An~~ Employees hired prior to May 1, 2020 with an employee's sick time balance at retirement will ~~be~~ have sick time hours computed at their current hourly rate (unless otherwise noted in a contract or collective bargaining agreement) and placed in a City of Pekin account: for the sole and exclusive purpose of paying the retiree's portion of the City of Pekin health insurance premium contribution. Such account shall not bear interest and shall expire upon depletion of the sick leave value placed therein and shall be used exclusively for City of Pekin health insurance premiums. Employees hired after May 1, 2020 shall be allowed to use sick time benefits only for the extension of IMRF service time per regulations set forth by IMRF.

The value of this sick time computation can be used exclusively to pay for:

- (1) City of Pekin group health insurance premiums;
- (2) to extend IMRF service time for up to one year 120 sick days (960 hours) or according to IMRF regulations; or
- (3) any combination of these two options, as long as the total hours used does not exceed 240 days, or 1,920 hours for those hired prior to May 1, 2020.

Upon the death of a retired employee who was using his or her sick time monies to pay for health insurance, his or her spouse may use the balance of any sick time monies to pay for health insurance premiums until exhausted.

4.11 HOLIDAYS

The City provides non-exempt employees holiday pay upon hire. The City-recognized Holidays are:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- ~~President's Day~~
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day / Day after Thanksgiving
- Christmas Eve
- Christmas Day

Holidays falling on a Saturday are normally recognized on the Friday before, and holidays falling on a Sunday are normally recognized on the following Monday.

All non-exempt employees who must work on a designated holiday, or on the day the holiday is recognized, will receive double their normal rate of pay for any holiday hours worked, or as outlined in collective bargaining agreements. All non-exempt employees required to take off on the day a holiday is recognized, and for which they would otherwise normally be scheduled to work, will receive ~~regular pay~~ (base pay) for the holiday.

If a recognized holiday falls during an eligible employee's leave of absence from work or during a period of sick leave, the employee will be eligible for holiday pay. If the holiday falls during an employee's approved vacation time, holiday pay will be paid. If an employee calls in sick the day before or the day after a recognized holiday without prior authorization from the supervisor or department, the employee will not be eligible for holiday pay unless otherwise required by law.

Exempt employees receive the same salary they would have received for the week had the holiday not occurred. This is the case regardless of whether or not they worked on a holiday.

4.12 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. When possible, advance notification of these mandatory assignments will be provided. Overtime work must be authorized in advance by the employee's supervisor.

Overtime compensation will be paid to all Non-Exempt employees at one and one-half times the employee's regular hourly rate of pay for hours worked in excess of 40 in any workweek. Sick time will not be considered hours worked for the purpose of calculating overtime pay. Vacation time, personal days, and holidays shall be considered as hours worked for the purpose of computing overtime.

Employees who do not work scheduled overtime or who work overtime without prior approval are subject to discipline.

4.13 PERSONAL DAYS

The City of Pekin grants its regular full-time non-union employees ~~two~~three paid days each calendar year for personal time. These days require the prior approval of the supervisor or department head and may be taken to observe a religious holiday or to conduct personal business. Personal days are not cumulative from year to year and no compensation will be paid for unused time. Personal days may be taken in ~~half-day~~ increments if approved by the department head.

4.14 WORKERS COMPENSATION INSURANCE

The City carries and pays the full cost for workers compensation insurance for the benefit of employees who incur injury or illness arising out of and in the course of employment with the City, in accordance with applicable law.

Employees who sustain a work related injury or illness, no matter how minor, must *immediately* report it to ~~the Risk Manager and to the~~ employee's immediate supervisor if available, or to a supervisor on duty or the Risk Manager, at the time the injury happened. The supervisor is to be informed about how the injury happened, the nature of the injury, time of the incident, and if and where the employee is going for treatment.

When the illness or injury arises out of or in the course of the performance of the employee's duties, the employee is to be sent to the City Physician immediately, if it is not an emergency. In the case of an emergency, the employee should go, or be taken, to the nearest available clinic or hospital emergency room depending on the severity and/or time the action is taken. All employees involved in a work-related accident are required to undergo drug and alcohol testing immediately after the accident without any deviation from the location of the accident to the designated physician's facility.

If the injury or illness is deemed compensable under the Illinois Workers' Compensation Act, the City will pay for necessary first aid, medical and surgical services thereafter, limited, however, to that which is reasonably required to cure or relieve the effects of the accident or injury, in accordance with applicable law.

Eligibility: This coverage is provided to all employees, and paid for by the City.

Neither the City, nor the insurance carrier, will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

4.15 BEREAVEMENT LEAVE

Each regular full-time Employees may be ~~grant~~allowed up to three (3) working days off with pay to make arrangements for and/or attend the funeral of a member of ~~his/her~~ the employee's immediate family, which shall include the employee's legal ~~Immediate family includes~~ spouse, civil union partner, ~~parent~~ natural or adoptive child, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, ~~brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or legal guardian,~~ or any relative residing in the employees home. Step relatives with the same relationship as above shall also be included. In addition, days off without pay may be granted due to the death of any close friend or relative with the approval of the department head. Regular part-time employees shall be entitled to one (1) day off with pay, based on four (4) hours pay to attend a funeral as provided for all full-time employees. Bereavement leave used during a vacation period shall extend or credit the employee's vacation. Employees shall be entitled to two (2) paid weeks bereavement leave in the event of a child's death, subject to the terms and requirements of the Illinois Child Bereavement Leave Act.

4.16 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a confidential service designed to help employees resolve personal and workplace problems that have the potential of affecting job performance and personal well-being. Any employee or member of their immediate family may contact the designated EAP counselors, on a confidential basis and at no cost to the employee for up to ~~six~~ three visits per year, to seek evaluation and help to deal with the employee's ~~personal problems including, but not limited to: marriage and family problems, excessive stress at work or home, alcohol, drug and other dependencies, financial issues, etc.~~ mental and emotional well-being. Contact the Human Resources Director or your Department Head for more information.

5. TIME KEEPING and PAYROLL

5.1 TIME KEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. "Time worked" is all the time actually spent on the job performing assigned duties. Full-Time employees, regardless of exempt status, are expected to work 40 hours per week by either their presence or by using benefit hours to complete the 40 hours.

All employees, regardless of status, must accurately record each day's time on their time sheet. All other time is to be documented with an explanation on the time sheet. Employees are required

to sign their time sheet if they do not electronically record the time themselves, and by signing, certify to the accuracy of the records submitted. All employees are to be given copies of their time sheet upon request. No employee may record or sign another employee's time record under any circumstances. Overtime work must always be approved by the immediate supervisor before it is performed.

~~Since worked hours are recorded to the nearest quarter hour, hourly employees should begin their workday no more than seven (7) minutes prior to their scheduled starting time or continue working more than seven (7) minutes after their scheduled stop time without expressed, prior authorization from their supervisor.~~

Altering, falsifying, tampering with time records, or recording time in a deceiving manner in order to receive pay inappropriately may result in disciplinary action including, but not limited to, termination of employment.

5.2 PAYROLL PERIODS

The pay period consists of fourteen (14) consecutive days beginning with the first shift on Sunday and ending with the last shift on the second Saturday. Starting and ending times of shifts may vary depending on the job assignment.

All employees are paid bi-weekly (every other week) and paychecks are normally distributed on the Friday following the end of the pay period. A designated employee from each department will be allowed to pick up paychecks for their department. The bi-weekly pay schedule is typically made up of twenty-six (26) pay periods per year. Changes will be made and announced in advance whenever the City's holidays or closings interfere with the normal pay schedule. The City offers the convenience of direct deposit. The employees are encouraged to participate in this benefit.

5.3 PAY CORRECTIONS

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck. The City prohibits improper deductions from employee paychecks. In the event ~~that~~ there is an error in the amount of pay (including any improper deduction) employees should promptly notify the ~~finance department~~ payroll coordinator so that corrections can be made as quickly as possible.

6. WORK CONDITIONS and HOURS

6.1 SAFETY

Overview

Safety is a top priority for the City and we are committed to maintaining a safe and healthful work environment for employees. To assist in providing a safe work environment, the City has established a workplace safety program. The City Safety Committee is comprised of

representatives from various City departments. Goals of the safety committee include developing, implementing, monitoring, and evaluating safety and emergency procedures. ~~Safety Committee members hold 2-year staggered terms.~~ Its success depends on the alertness and personal commitment of all employees.

The City provides information to employees about workplace safety issues through regular internal communication channels. Employees also receive periodic workplace safety training. The training covers potential safety hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with the City's Safety Committee or their department head. Reports of workplace safety issues may be made anonymously to Human Resources if the employee wishes. All reports can be made without fear of retaliation. The Safety Committee has in place a Safety Suggestion Program.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must use safety equipment whenever the job requires. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Safety Policy

The City has a formal Safety Manual which ~~is attached to and a part of this Personnel~~ will be provided to all employees. It also recognizes individual departments have unique issues and safety needs and may have their own department-specific policies in place. Employees shall refer to and familiarize themselves with both the City Safety Manual and those policies put into place within their respective departments.

Your job may have additional safety guidelines which are established for your protection, and the protection of others. If so, you will be required to know and follow them carefully. The City provides personal protective equipment (PPE). Employees are expected to wear the appropriate PPE at all times. Any questions regarding safety guidelines should be directed to your supervisor, department head, or the City Manager.

Concealed Carry

Employees may not possess or use any weapon except for Illinois certified Peace Officers, at any time while on duty in the employment for the City of Pekin or in any City of Pekin owned, leased, or controlled building or vehicle, including anywhere that City business is conducted. This policy also applies to City of Pekin sponsored functions such as parties or picnics and other such events.

Regardless of whether an employee possesses a concealed carry weapon permit or is allowed by law to possess a weapon, weapons are prohibited in any City controlled building or vehicle or in any location in which the employee represents the City of Pekin for business purposes.

If otherwise permitted by law, employees who lawfully possesses a firearm may transport or store the firearm in a locked, privately owned motor vehicle in any City of Pekin parking lot or other designated parking area provided that the firearm is (1) locked in the trunk of the employee's vehicle, (2) kept in the glove compartment or closed console of the employee's locked vehicle, or (3) stored out of plain sight in the employee's locked vehicle.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation including all firearms, illegal knives or other weapons covered by the law. Legal chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy. If you have a question about whether an item is covered by this policy, please call the Human Resources Office. You will be held responsible for making sure that any potentially covered item you possess is not prohibited by this policy. Only the Police Chief, or his designee, may authorize the carrying of or use of a weapon while serving in employment of the City of Pekin

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

6.2 INCLEMENT WEATHER and EMERGENCY CLOSINGS

All employees are expected to report to work during inclement weather conditions. However, if weather conditions are extreme and travel to work would present a safety concern, employees should contact their immediate supervisor. Depending on your job duties, or other circumstances, your supervisor may send a city vehicle to pick you up or give you the option of remaining at home. Employees choosing to remain at home will be paid for the day using benefit time, i.e. vacation, sick, personal, or comp time, if available and if the employee has no available benefit time, the employee shall not be paid for such leave.

On occasion, bad weather occurs during the day after you have arrived at work. Depending on your job duties, or other circumstances, and if approved by the City Manager, employees may be sent home with the option of using comp time, vacation, or personal time, if available, for remaining hours of the work day. Employees who choose to remain at work will be paid their normal rate of pay for that day.

6.2 (a) EMERGENCY CLOSINGS

In the event an emergency (such as power failure) disrupts City operations, City administration will make every effort to open City facilities and offices to the public and employees. In extreme cases, such circumstances may require a delay in opening a facility or the closing of a work facility. Critical City operations and services may be required to maintain a minimum level of staffing during adverse weather or emergency conditions when other employees are not required to report to work.

6.3 WORK SCHEDULES

Work schedules for employees may vary due to the needs of the City and each Department. Department heads will establish, subject to approval of the City Manager, the working schedule

for employees within their department, unless otherwise outlined in a collective bargaining agreement.

Department Heads shall have authority to vary the working hours for employees to meet operational needs of the department and, when possible and appropriate, meet employee needs, so long as it does not create overtime or other unnecessary expense, or unduly disrupt operations. Any change in a work schedule desired by an employee must be approved by his/her department head.

Staffing needs and operational demands may necessitate changes in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The standard work week, for all full-time employees, is forty (40) hours from the first shift on Sunday to the last shift on Saturday, as scheduled by the respective supervisors unless otherwise specified in writing. Some employees may be scheduled to work less than the standard forty hours. Salaried and management personnel shall spend the time necessary to properly perform their duties and responsibilities but shall work a minimum of forty (40) hours. Fire Department employee hours may be based on twenty-four (24) hour shifts.

6.4 EMPLOYEE MEETINGS and TRAINING

All employees, as a condition of employment, must attend scheduled orientation and training sessions as assigned.

Periodic employee meetings scheduled by management provide an opportunity to inform employees of the City policies, provide training, and to disseminate information. It also provides the employee an opportunity to express his or her views and make contributions for improvements.

All meetings and seminars will be classified as either optional or mandatory. Mandatory meetings are considered to be important to the employees as well as to the City, and are considered as hours worked for pay and overtime purposes. Failure to attend mandatory meetings will result in disciplinary actions similar to other violations of City policies. Optional meetings are highly encouraged, but no disciplinary action will be taken as a result of not attending.

6.5 CONFERENCE AND MEETING EXPENSES

The City Manager or Department Heads may approve travel to conferences and meetings for persons in their departments to represent the City and are responsible to approve all such related expenses in accordance with departmental budgets and established policy and procedure. The City of Pekin will regulate the reimbursement of all travel, meal and lodging expenses to its employees per Public Act 99-0604, Local Government Travel Expense Control Act.

The City will only pay out of town expenses as defined in this policy for those conferences and meetings that are determined to be advantageous to the conduct of City business and according to the Local Government Travel Expense Control Act and Internal Revenue Service regulations and policies. Employees are encouraged to travel together when more than one individual is attending the same event in order to reduce costs.

Transportation: It is expected that the shortest and most direct route and the least expensive method of transportation will be used. City owned vehicles shall be used whenever possible and is the preferred form of transportation. If private vehicle is used for travel, the transportation allowance shall be at the current allowable Internal Revenue Service rate and based upon the trip originating and ending at City Hall, plus tolls and parking. Prior to the date of travel by use of a privately owned vehicle, the employee must provide proof of a valid driver's license issued by the State of Illinois and automobile insurance coverage in an amount not less than that required by the Illinois Vehicle Code to the Human Resources office. If air or train travel is selected, it will be at coach-class fare. The City will pay the cost of round trip air-fare, the cost of employee travel to and from the employee's home and the air-terminal, the cost of employee parking at the air terminal, and the cost of transportation to and from the point of arrival/departure and the conference/meeting center. ~~If private vehicle is used for travel, the transportation allowance shall be at the current allowable Internal Revenue Service rate.~~ If a city-owned vehicle is used, there will be no allowance except for out-of-pocket operating expenses, such as re-fueling while on the trip. When feasible, employees are expected to car pool on out-of-town travel. A City vehicle shall be used for local travel when at all possible.

Lodging: The City will pay for conference and meeting-related out-of-town lodging. Employees are expected to stay at the conference center hotel/motel, any hotels/motels affiliated with the conference, or at a hotel/motel with rates not in excess of the conference hotel/motel. ~~Whenever appropriate, employees are encouraged to share rooms in order to save on travel expenses.~~

When the event is more than 120 miles from the City of Pekin, the City will pay for lodging on the evening before a conference only when the conference is scheduled to begin before noon the following day. Similarly, the City will pay for lodging on the evening of a conference when the conference ends after 5:00 p.m. when the event is more than 120 miles from the City of Pekin.

Meals and Incidental Expenses: Per Diem Basis – The City will reimburse employees for meals based on United States General Services Administration per the M & IE Breakdown chart. For travel out of state, the maximum daily meal reimbursement will be determined by the City Manager/Finance Director or the current IRS Per Diem Rate. Under the per diem basis, no receipts are necessary to turn in.

~~Reimbursement shall be made for the reasonable cost of meals and incidental expenses. The City shall establish from time to time the maximum allowance per day for meals and incidental expenses in accordance with IRS specifications. Meal reimbursements will only be made for meals during regular business hours and when the employee is 50 miles away from his or her normal work location. Employees are expected to use discretion in meal reimbursement. In general, breakfast is only reimbursable if the employee's travel time necessarily begins before 7:00am.; lunch is only reimbursable if the employee is necessarily travelling during normal lunch hours. Dinner is only reimbursable if the employee's actual departure time to the event is before 5:00pm or the employee's return time is after 6:30 pm. In other words, if the employee has a reasonable opportunity to eat breakfast before travel begins, breakfast is not reimbursable.~~

Reimbursements will only be made for actual expenses incurred and with complete receipts attached to the reimbursement form. Any expense reimbursement over \$2,000 must be approved by the City Council prior to the reimbursement on the next available accounts payable run. Incidental expenses shall be defined as: local taxi fares for transport to and from meeting, business telephone calls, local parking, tolls, and tips. Tipping shall not exceed 20%. Car rental expenses

related to meeting or business purposes may be approved if unusual situations so require such rental.

Advances for travel expenses may be provided to an employee by submitting a travel, meal and expenses reimbursement form to the department head for approval and upon final approval by the finance department and the supervisor and will be paid on a regular accounts payable run.

Conference Expenses: The City will pay for all necessary conference fees, registration, and materials charges, in accordance with IRS limits.

Procedures: Travel, lodging, and registration arrangements must be made as far in advance as possible, and at least two weeks in advance, to allow for securing the lowest rates and obtaining the required approval from the Department Head or City Manager. No travel expenses shall be reimbursed without receipts. Certain situations may require prior approval of the City Manager. Employees must submit a completed expense form with receipts within 14 days of the employees return.

Travel advances and per diem checks may be made on the regular bill runs, by approval of the responsible Department Head, to cover estimated expenses of the travel; reconciliation of the advance with the actual expense receipts shall take place as soon as possible, but no later than within 3-10 days after the travel is completed, by submittal to the Department Head and the Finance Department for the accounting of actual travel expenses; including receipts for all expenses. If an employee has received cash in advance, and total expenses are less than the amount of the advance, a check in the amount of the difference must be submitted to the Finance Department within 10 business days of return from trip.

6.6 CORPORATE CARD PROGRAM

The purpose of the City's Corporate (Credit) Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions. The program is designed, in part, ~~to replace department purchase orders to~~ improve efficiencies when making purchases, and eliminate the use of petty cash fund ~~reimbursements for small dollar purchases including office supplies, subscriptions, computer software and accessories, certain maintenance and repair materials, and other petty cash type items.~~

Cardholder Use Only – The Corporate Card may be used only by the employee to whom the card has been issued or employees who have been authorized to do so. The cardholder is responsible and accountable for all transactions that occur on his or her card. The cardholder may be held personally responsible for unauthorized or inappropriate charges.

City Purchases Only – The Corporate Card is to be used for City-authorized purchases only. The Corporate Card cannot be used for any personal use and any such use will require immediate reimbursement ~~and should only be the result of an extreme emergency~~ and improper use will result in disciplinary action that may include termination of employment. ~~When~~ If unauthorized purchases are inadvertently included ~~on approved out-of-town travel expenses~~, the employee must immediately reimburse the City and provide a written explanation.

Spending Limits – The person using the card must attain his or her supervisor's approval for the purpose and estimated amount of purchase prior to use. Card spending limits will be set by the Finance Department.

Prohibited Uses of Corporate Cards – The following types of items may **not** be purchased with a Corporate Card, regardless of the dollar amount:

- Cash advances.
- Telephone charges; except during travel, to be included in lodging charges.
- Any additional goods or services specifically restricted by the departments.
- Personal items.
- Unauthorized entertainment expenses.

Cardholders must review detailed Finance Department Corporate Card policies and procedures and sign the Cardholder Agreement form prior to receiving a Corporate Card. Any rebates or benefits associated with purchases are the property of the City of Pekin and may not be used for personal benefit.

6.7 MEAL AND BREAK PERIODS

Meal periods of not less than twenty (20) minutes duration are provided to all employees working a shift of at least seven (7) hours. Department heads will schedule meal periods to accommodate operating requirements. Break periods not to exceed fifteen (15) minutes per four hours worked may be scheduled or approved by department heads if needed and not disruptive to operations. Break times cannot be combined, and cannot be used for reporting late or leaving work early. Employees are expected to eat in the breakroom or other designated location rather than at their work location.

6.8 COMPENSATORY TIME OFF (COMP TIME)

Compensatory time for employees covered under collective bargaining agreements is governed by and described within the applicable agreements. However, the City provides compensatory time to non-exempt, non-union employees. When an employee who is eligible for compensatory time under this policy works in excess of 40 hours in a workweek, the employee is eligible to be paid at the rate of one and one-half times their regular hourly rate of pay or for compensatory time off at a rate of one and one-half hours for each hour of overtime.

Regular full-time non-exempt, non-union employees may accrue up to ~~forty (40) hours at time and one-half (60 hours total)~~. Each individual employee is responsible for maintaining written accrual and utilization records on their time sheet in accordance with the terms of this policy.

Employees may use accrued compensatory time within a reasonable period after making the request as long as the absence does not unduly disrupt the operations of the department. ~~It is anticipated by the City that compensatory time will be used for personal commitments, rest and recuperation after particularly heavy work loads or allow for additional time in conjunction with scheduled vacation time.~~ It is expected that employees will make all efforts to avoid ~~not to be used~~ ing it on Mondays and Fridays to extend the weekend or immediately before or after a holiday

without department head or City Manager's prior approval. Factors that will be considered include staffing and operational demands.

Non-union employees will not be compensated, either during or upon separation of employment from the City, for any accumulated but unused compensatory time. Exempt employees are not eligible for compensatory time.

7.0 UNPAID LEAVES OF ABSENCE

7.1 PERSONAL LEAVE OF ABSENCE

The City will consider requests for personal leaves of absence from regular full-time and regular part-time employees who have at least twelve (12) months of continuous service. The City provides personal leave of absence in certain circumstances not covered by FMLA or other City leave policy. Requests are granted based on the nature of the request and the service needs of the City. Leaves of absence under this policy are unpaid.

Eligible employees may request a leave of absence for a period of up to twelve (12) weeks. Employees must submit a request for a leave of absence at least 30 days in advance, whenever the need for leave is foreseeable. If the need for leave is not foreseeable, employees must request leave as soon in advance as practicable.

Personal leave itself is unpaid. However, City policy requires employees to first use their available paid time off (vacation, sick leave, compensation time, etc., as applicable) during the FMLA leave period. When an employee has taken all available accrued paid leave, any additional leave under this policy will be unpaid. Paid sick leave is not available under circumstances in which the employee is not otherwise eligible for such leave.

Employees on leave of absence under this policy are prohibited from engaging in outside or supplemental employment.

Benefit accruals, such as vacation and sick time, will be suspended during any unpaid portion of leave under this policy and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on leave must, whenever possible, provide his or her supervisor with at least two weeks advance notice of the date he or she intends to return to work.

When a leave ends, the employee will normally be reinstated to the same position, if it is available, or to a similar position for which the employee is qualified. However, approval of leave does not guarantee reinstatement in all cases. If another position is not found for the employee within thirty (30) days from the date the leave expires, the employee's employment will be terminated. If an employee fails to report to work promptly at the end of the approved leave, the employee is considered to have voluntarily resigned unless otherwise protected by applicable law.

Please note that the eligibility and other requirements and limitations do not apply to an employee's request for reasonable accommodation under the ADA. Employees in need of leave as reasonable accommodation under the ADA for a medical condition may make such a request regardless of their length of service, employment category, or other requirement of this policy. See Reasonable Accommodation policy.

7.2 MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees on military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Differential pay may be granted for military leave ~~greater than two weeks~~ in accordance with state and federal law. When military leave does not qualify for pay. Employees may use their available vacation, personal, or compensatory time while absent for service under this policy.

7.3 EDUCATIONAL LEAVE & FINANCIAL ASSISTANCE

The City encourages employees to continue their education and professional development whenever possible. Employees should take advantage of worthwhile educational opportunities to help improve job performance in their current positions. Employees may request leave and financial assistance for courses of study that the City determines are directly related to the employee's present job or that will enhance the employee's potential for advancement to a position within the City and to which the employee has a reasonable expectation of advancing. Factors the City will consider in approving courses include the nature and purpose of the course of study, the benefits of the course to the employee and the City, the employee's current position and length of service, and cost.

Employees may request a leave of absence without pay for educational purposes for up to 12 months duration when absence from work is needed to attend classes at a junior college, college, or trade school. All educational leave requests must be approved in advance according to the City's Tuition Reimbursement policy and by recommendation by the department head and approval by the City Manager. The Human Resources Director should be contacted regarding how seniority, health insurance, vacation, and other benefits are affected during and after the leave of absence.

All employees seeking reimbursement *must be pre-approved* under the Tuition Reimbursement Policy. The Tuition Reimbursement Policy is available through the Human Resources Department. Approved employees are eligible for reimbursement according to the Tuition Reimbursement Policy available in the Human Resources Department. The maximum reimbursement for tuition is limited to the current tuition rate per hour for courses at University of Illinois-Springfield. Tuition reimbursements will be made through the payroll process and be taxed according to IRS regulations.

Department heads or the City Manager may approve time off for employees to attend approved classes, workshops or seminars to improve job performance or prepare for advancement or promotion opportunities. Time off for these purposes can be with or without pay depending on the program content, and fees may be reimbursed depending on the availability of budgeted dollars.

While educational leave and ~~financial assistance~~ tuition reimbursement are expected to enhance an employees' performance and professional abilities, the City cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increase.

7.4 FAMILY AND MEDICAL LEAVE

Eligible employees may take up to 12 workweeks of unpaid FMLA leave in a consecutive 12-month period (rolling year) for specified family and medical reasons. Employees may take up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness, in accordance with FMLA.

Eligibility

Employees are eligible if they have worked for a covered employer for at least 12 months, has worked 1,250 hours over the previous 12 months, and is employed at a worksite with at least 50 employees within 75 miles of that worksite.

Conditions Triggering Leave

Eligible employees may take 12-weeks unpaid FMLA leave during the leave year for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care (leave must be taken during the 12-month period following the birth or placement, and must be taken in a single consecutive period and may not be taken intermittently or on a reduced schedule);
- To care for the employee's spouse, son or daughter, or parent of the employee, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job; or
- Any qualifying exigency, or condition allowed by FMLA regulations.

Federal law specifies employee eligibility for leave and provides certain limitations and conditions. Spouses who both work for the City may only take a combined total of twelve (12) weeks for the birth or placement of a child. However, each employee may use the remainder of his/her individual FMLA leave for other allowable reasons.

Definition of Serious Health Condition

For the purposes of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Family Leave

Qualifying Exigency Leave Eligible employees may take up to 12 weeks of FMLA leave for certain qualifying exigencies arising out of the fact that a spouse, son, daughter, or parent of the employee is on covered active duty or call to active duty status. Qualifying exigencies may include short-notice deployment (up to 7 days of leave); attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; periods of rest and recuperation for the servicemember (up to 5 days of leave); attending certain counseling sessions; attending post-deployment activities (available for up to 90 days after the termination of the covered servicemember's covered active duty status; and, other activities arising out of the servicemember's covered active duty or call to active duty and agreed upon by the City and the employee.

Leave to Care for a Covered Servicemember FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. A covered service member is also a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness or who was a member of the Armed Forces (including the National Guard or reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

For leave under this section, a "serious injury or illness" is defined as:

- (1) For a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or
- (2) For a veteran who was a covered servicemember of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the

beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Spouses who both work for the City may only take a combined total of 26 weeks in a single 12-month period to care for a covered servicemember.

Calculation of FMLA Leave

Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement of the child.

Intermittent Leave

Eligible employees may take FMLA intermittently or on a reduced hour basis when medically necessary for the employee's own or immediate family member's serious health condition. Leave due to qualifying exigencies and to care for a covered servicemember with a serious illness or injury may also be taken on an intermittent basis. Intermittent leave is not permitted for birth of a child, to care for a newly born child, or for placement of a child for adoption or foster care.

Where an employee requests intermittent leave or leave on a reduced hours basis due to an immediate family member's or the employee's own serious health condition, the City has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job (with equivalent pay and benefits) for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations.

Use of Accrued Paid Leave

FMLA leave itself is unpaid. However, City policy requires employees to ~~first~~ use their available paid time off (vacation, sick leave, etc., as applicable) concurrently during the FMLA leave period. When an employee has taken all available accrued paid leave, any additional leave under this policy will be unpaid. Paid sick leave is not available under circumstances in which the employee is not otherwise eligible for such leave.

Outside Employment

Employees on leave of absence under this policy are prohibited from engaging in outside or supplemental employment.

Requesting Leave

To request FMLA leave, employees must complete a Request for Leave form and submit it to the Human Resources Director.

Notification by Employee

When the need for leave is foreseeable (such as the birth or placement of a child and certain medical treatments), the employee must notify the City at least 30 days in advance of the requested leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (usually within 1 or 2 business days of learning of the need for leave). Failure to provide timely notification may result in delay or denial of leave.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated date when the leave would start and the duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Calling in "sick" is generally not sufficient. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Certification

If the employee is requesting leave due to the employee's own or a covered family member's serious health condition, employees are required to provide a certification and periodic recertification from a health care provider supporting the need for leave. The employee must provide a copy of the certification in a timely manner (fifteen calendar days after leave is requested). All appropriate information must be provided on the certification. Under certain circumstances, the City may require second or third medical opinions and periodic recertifications. Failure to comply with these requirements may result in delay or denial of leave. Employees may be required to provide a fitness-for-duty certification before returning to work.

Benefits

Employees taking leave under this policy who participate in the City's group health plan may continue coverage under the plan on the same terms as if they had continued work, with the City paying its portion of the premiums and the employee paying his or her portion. If paid leave is substituted for unpaid leave, the City will deduct the employee's portion of the group health insurance premiums through payroll deduction. If leave is unpaid, employees must pay his or her portion to the City prior to the first day of each month. If the employee's share of the premium payment is more than 30 days late, loss of coverage may result.

If an employee fails to return to work from FMLA leave, the City reserves the right to recover reimbursement for the employer-paid portion of benefits coverage, unless the employee fails to return due to the continuation, recurrence, or onset of a serious health condition or circumstances beyond his or her control.

Return to Work

Upon returning from FMLA leave, most employees must be restored to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms. Job restoration may be denied if the employee qualifies as a "key employee" (generally the highest paid 10% of the City's workforce) and restoration would cause substantial and grievous economic injury to the City.

Questions

Questions about this policy should be directed to the Human Resources Director.

Limited Nature of This Policy

This policy is intended to provide only those leave benefits and protection required by the Family and Medical Leave Act and any applicable law.

7.5 VOTING

The City encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If an employee's work hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls, the City will grant up to 1 hour paid time off to vote. Employees must request time off under this policy before the election day. Employee will be required to provide their receipt from the polling place. The City may schedule the hours during which the employee takes time off to vote under this policy.

7.6 VESSA LEAVE

The Illinois Victims' Economic Security and Safety Act (VESSA) provides that an employee who is a victim of domestic or sexual violence may take up to a total of 12 workweeks of leave during any 12-month period to address the sexual or domestic violence. Reasons for leave under this policy can include seeking medical care, counseling, victim services, safety planning, and legal assistance. Employees must provide at least 48 hours' notice of the need for leave under this policy, unless providing such notice is not practicable. Employees may be required to provide certification that the leave is for one of the purposes covered under VESSA. Employees who have any questions about VESSA leave should contact the Employee Benefits Coordinator.

7.7 SCHOOL VISITATION LEAVE

The City provides eligible employees who have exhausted all paid time off (except sick and disability) unpaid time off to attend school conferences and activities of their child. Under this policy, "child" includes biological, adopted, foster, stepchild of the employee, and/or legal wards of the employee.

To be eligible for leave under this policy, employees must have been employed by the City at least 6 months working at least half time. Employees must provide at least 7 days advance notice of the need for leave under this policy whenever possible. Employees must provide at least 24 hours' notice in an emergency situation.

Employees may request up to 8 hours leave per school year under this policy. However, no more than 4 hours of school visitation leave may be taken in any one day. Upon return from the leave, employees must provide documentation to the Employee Benefits Coordinator or Department Head from the school verifying the date and time of the visit. Contact the Employee Benefits

Coordinator for more information or questions about and requests for parental leave for school visits.

7.8 Administrative Leave

In the interest, protection, or security of an employee of the City, or if the employee's presence on the job is judged to be detrimental to the operation, the Department director and the Human Resources Director may place the employee on administrative leave with pay for up to ten (10) working days. Any other circumstance requiring the use of administrative leave must be authorized by the Human Resources Director and the City Manager. If the situation is not resolved during those ten (10) days, the employee must be placed on vacation, sick, personal leave or leave without pay.

8. EMPLOYEE PERFORMANCE AND BEHAVIOR

8.1 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, employees are expected to follow certain rules of conduct that will help protect the interests and safety of all employees and the City. While it is impossible to list every rule of conduct, the following are some examples. Violations of City work rules include, but are not limited to:

- Negligence or improper conduct leading to damage of property
- Theft or inappropriate removal or possession of property
- Falsification of records or statements, or deliberately using any type of misleading, inaccurate, or falsified records or statements (including employment application)
- Working under the influence of alcohol or illegal drugs
- Boisterous or disruptive activity
- Possession, distribution, sale, transfer, or use of alcohol, illegal drugs in the workplace, while on duty, or while operating City-owned vehicles
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Insubordination (including disobeying supervisor's instructions and disrespectful conduct)
- Inappropriate attire
- Violation of safety or health rules
- Smoking in prohibited areas
- Felony conviction
- Sexual and any other unlawful or unwelcome harassment
- Profanity
- Excessive tardiness, absenteeism, or any absence without notice
- Inappropriate use of telephones, mail system, electronic communications, computers, or any equipment
- Violence or threat of violence, bullying, intimidation, or any disorderly conduct
- Gambling
- Unsatisfactory performance or conduct

- Failure to obtain approval for overtime
- Improper use of Leave Time or other benefits
- Unauthorized disclosure of confidential information
- Unauthorized solicitation and/or distribution during work hours
- Failure to follow any other City rule or policy

Employees who engage in unacceptable or inappropriate behavior are subject to discipline, up to and including termination of employment. Discipline can include verbal warning, written warning, suspension with or without pay, and termination of employment. The City retains the right to use progressive discipline or not, as it deems appropriate in each instance.

8.2 USE OF CITY PROPERTY AND EQUIPMENT

Employees are responsible for all City property and equipment issued to them or in their possession or control. When using City equipment and property, employees are expected to use care and follow all operating instructions, safety standards, and guidelines. Employees must immediately notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. All employees must report to their immediate supervisor the loss of any City property/equipment that has been furnished to the individual.

City property may not be removed or used for personal use unless authorized by the City. Employees must return all City property immediately upon request or upon termination of employment. The improper, careless, negligent, destructive, or unsafe use or operation of City equipment can result in disciplinary action, up to and including termination of employment.

8.3 CITY VEHICLES AND DRIVING ON CITY BUSINESS

Any employee who drives a City vehicle is expected to treat it with care. Any employee who abuses a City vehicle through lack of care or unsafe or distracted driving will be subject to disciplinary action up to and including termination. In the event of an accident involving a City vehicle or while on City business, the employee must report all information immediately to their supervisor or, in their absence, the Risk Manager.

When driving a City vehicle or personal vehicle on City business, employees are prohibited from using cell phones and any other electronic equipment, unless specifically allowed by law. Employees should safely pull off the road and come to a complete stop before dialing, talking, texting, or using any electronic equipment. Distracted driving is considered a serious offense and employees must be aware of their surroundings and their concentration levels at all times.

City vehicles are intended to be driven by the assigned employee or agent only of the City. Operators of City vehicles and anyone driving on City business must comply with all applicable motor vehicle laws and regulations, including laws governing cell phone use and use of electronic communications and equipment, and drivers must possess a valid driver's license. There shall be no unauthorized drivers or passengers in City vehicles.

All drivers and passengers in City vehicles are required to wear safety belts according to state law. City vehicles may not be driven for private use unless specific arrangements have been made in advance. Alcohol, cannabis, illegal drugs or chemicals are not allowed in a City vehicle at any time and no driver who has been drinking alcohol or is under the influence of alcohol, drugs, or other chemicals is allowed to drive a City vehicle. There is no smoking in City vehicles.

The improper, careless, negligent, or unsafe operation of City vehicles, as well as excessive or avoidable traffic and parking violations, loss of license and any other violation of this policy can result in disciplinary action, up to and including termination of employment.

Employees shall immediately report, in writing, all damage to the City vehicles and equipment, and file such reports which contain all known facts surrounding the cause and nature of the damage.

Employees should be aware that City vehicles may have GPS tracking devices, Automatic Vehicle Locators (AVL), and/or cameras recording driver and passenger activity. Tampering with AVL, GPS, cameras or other recording devices is grounds for dismissal.

8.4 WORKPLACE VIOLENCE PREVENTION

The City is committed to preventing workplace violence and maintaining a safe work environment. All employees and public should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from City premises without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, or member of the public will not be tolerated. All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public during their course of business with the City of Pekin. When reporting a threat of violence, employees should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.

The City’s goal is to have quality employees that portray and embody professionalism throughout the workday. Bullying will not be tolerated. The City also prohibits acts, omissions, or both, that a reasonable person would find abusive, based on the severity, nature and frequency of the conduct, including, but is not limited to: repeated verbal abuse such as the use of derogatory remarks, insults, and epithets; verbal, non-verbal, or physical conduct of a threatening, intimidating, or humiliating nature; or the sabotage or undermining of an employee’s work performance. It shall be considered an aggravating factor if the conduct exploits an employee’s known psychological or physical illness or disability. A single act may not constitute abusive conduct, but an especially severe and egregious act may meet this standard.

The City will promptly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.

8.5 DISCIPLINARY POLICY AND PROCEDURES

POLICY:

VIOLATION OF THE CITY'S RULES OF CONDUCT, OR OF ANY OF THE POLICIES LISTED IN THIS MANUAL, MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISMISSAL, BASED UPON THE SEVERITY OF THE VIOLATION AND/OR OFFENSE AT ISSUE.

Supervisors are to provide direction and counseling about performance and conduct on the job routinely in the course of everyday conversation. The purpose of ~~the Constructive Criticism meetings~~ counseling and recording of counseling and disciplinary events through the performance management system, including constructive criticism process is to provide a way for the employee and his or her supervisor to solve problems in a positive, constructive manner. However, should an employee's performance or conduct require extra discussion, the supervisor will arrange a private meeting with the employee to assure the employee is aware of the problem or issue, is trained and knows what is expected, no obstacles prevent the employee from doing what is expected, the employee has received adequate feedback of how his/her performance or conduct compares to expectations, and is aware of the consequences of non-compliance.

PROCEDURE:

1. The first step to be taken when an employee's conduct or ability to perform assigned duties has not been satisfactory should be in person meeting and counseling session with the immediate supervisor. Such meeting/counseling session should be recorded in the performance management records. This step is not considered a written reprimand but is only recorded for purposes of memorializing the discussion.
2. ~~4-~~When the conduct or ability of an employee is such that duties are not being performed satisfactorily or the supervisor's expectations are not being met, and satisfactory improvement has not resulted from ~~Constructive Criticism meetings~~ 1: the supervisor shall record in detail the employee's job performance issues on a Disciplinary Action Form as a verbal warning. The supervisor shall specifically state the unsatisfactory performance and the recommended action to be taken. A copy of any written disciplinary report shall be given to the employee with a copy placed in the employee's personnel file, and shall be signed by both the employee and the supervisor. A copy of any disciplinary report that includes suspension and/or dismissal shall be sent to the City Manager prior to the specific action being taken.
3. When a reprimand seems warranted, the supervisor shall meet with the employee, ascertain reasons for the act, and if warranted, reprimand the employee verbally or formally with a written Disciplinary Action ~~Report~~ Form as a Written Warning. A ~~note~~ copy of any ~~verbal~~ written reprimand shall be placed in the employee's personnel file.
4. Suspension is a temporary separation without pay. Available paid time off (vacation, personal, sick or comp time) may not be used in lieu of unpaid

suspension. It is used for infractions not grave enough for dismissal. It is also used during the time an investigation is being conducted. If an investigation finds discipline unwarranted, the employee shall be returned to duty and paid for the time suspended. Suspensions may not be imposed without prior discussion with the City Manager.

5. Dismissal is discharge made for misconduct or other “for cause” issues, performance issues, “at will” terminations, or reductions in force due to changing business operations, and/or program modifications resulting in changes in personnel requirements.

8.6 GRIEVANCE PROCEDURE

In General – In most cases, employees are able to satisfactorily address workplace concerns with their supervisor, department head, or the Human Resources Director. Good relationships are easier to achieve in an open atmosphere where problems and opinions are discussed freely, frankly, and sincerely and with the goal of serving the City through effective communication and performance of the employee’s job.

In the event an issue cannot be resolved on an informal basis, employees may utilize the following Grievance Procedure (if not covered by a collective bargaining agreement). Employees are afforded the right to express issues and complaints without fear of reprisal.

If the issue involves sexual or other harassment, or an issue involving employee or public safety, or as required by law, employees may bypass any or all steps in this policy and raise the issue directly with their supervisor, department head, Human Resources Director, or the City Manager.

Procedures – The following grievance procedure may be used by any employee who has a complaint:

Step 1: Employees can present the problem orally or in writing to his or her immediate supervisor. The supervisor will normally respond no later than the 14th calendar day after the complaint is made. If the supervisor does not respond within 14 days, or the problem is not resolved to the employee’s satisfaction, the complaint may proceed to Step 2.

Step 2: The employee shall submit his or her complaint in writing to their department head, if the department head is not their immediate supervisor, within five (5) working days of the supervisor’s decision in Step 1. When circumstances warrant, the department head will investigate and evaluate the complaint and attempt to reach a settlement. The department head shall make his or her decision and discuss it with the employee no later than the 14th calendar day after the written complaint is received. If the employee fails to receive a reply in fourteen (14) calendar days, if a satisfactory settlement cannot be reached, or if grounds for settlement are not within the scope of the department head’s authority, the complaint can proceed to Step 3.

Step 3: The employee shall submit his or her complaint in writing to the ~~Human Resources Director~~ City Manager. When circumstances warrant, a thorough investigation will be

conducted and a conference will be scheduled among the employee, his or her immediate supervisor and/or department head, and the City Manager. A ruling on the matter will be delivered in writing to the employee within fourteen (14) calendar days, following the conference, unless the investigation requires additional time, for which all parties will be notified of the need for additional time for investigative purposes only, and the decision of the City Manager shall be final and binding.

Time Limits: A complaint may not be considered untimely (and therefore may not be considered) under the Procedure if the time elapsed between its occurrence and the initial discussion with the supervisor equals or exceeds thirty (30) calendar days.

An employee wishing to appeal a decision rendered at any of the steps must do so within three (3) working days after notification of the decision. Should three (3) working days pass without notification by the employee of his or her intentions to appeal, the matter shall be considered settled.

In cases that require extensive investigation, time limits specified in the steps may be extended at the City's discretion.

Any City employee may file a grievance pursuant to this procedure without fear of retaliation or reprisal from others. An employee experiencing such conduct shall report it to the Human Resources Director so that it can take appropriate steps to stop or otherwise remedy such retaliation.

8.7 **THEFT AND FRAUDULENT ACTIVITIES POLICY**

Any employee who has reason to believe theft, fraudulent activity, or other illegal act has occurred (or may is likely to occur) in conjunction with any City department, function, or activity shall immediately report it to the Human Resources Director or their department head.

Fraudulent transactions and other acts covered under this policy may include but are not limited to: misappropriation of City funds, theft of the City property, or falsification of records or reports, waste, or abuse of funds, property, or other resources.

Employees must cooperate fully with those performing investigations pursuant to this policy. Employees found to have participated in any fraudulent act or other activity in violation of this policy will be subject to disciplinary action up to and including termination from employment. In addition, criminal or civil actions may be taken against employees who participate in such acts.

For the purpose of this policy, fraud shall be defined to include: The intentional deception by an individual or individuals, either internal or external to the City, which could result in a tangible or intangible benefit to themselves, others, or the City, or could cause detriment to others or the City. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

8.8 **E-MAIL AND INTERNET POLICY INFORMATION TECHNOLOGY**

Information Technology (IT) is a vital part of doing business for the City of Pekin. It allows employees, citizens, vendors, and the community to gain a better understanding of the goals, objectives, processes, procedures, and accomplishments of the City of Pekin. Information technologies such as email seek to facilitate and maintain strong communications throughout the organization. The City provides a wide variety of communication tools and resources to employees for use in running day-to-day operations. Whether it is the telephone, voice mail, internet, intranet, e-mail, scanner, text message, or any other city-provided technology, use should be reserved for business related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computers, phones, or other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by the City. Employees should keep in mind that even if they delete an email, voicemail, or other communication, a copy may be archived on the City's systems or provided in response to Freedom of Information (FOIA) request.

Employee use of City -provided communication systems, including personal e-mail and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. Employees shall not turn off or tamper with antivirus protection software, make unauthorized changes to system configurations and proxies, GPS, AVL and other geo-locating systems installed on City owned devices including vehicles, cell phones, computers and any other electronic devices. All documents and City business should be conducted on the City drives and not on external devices. Violations of this policy may result in termination for a first offense.

All internal and external emails may be considered City records which may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation or in response to a FOIA request. Be aware of this possibility when sending emails within and outside the City. Use of personal email for City business or to forward City emails may subject your personal account to the same recordkeeping requirements and disclosures. Use of personal email accounts for City business is prohibited.

The IT Department will from time to time present policies and procedures related to the daily operations of the City. The IT Department will set the rules, regulations, policies, and standard operating procedures (SOP) for the City's networks, servers, social media, email and other information technology in an ongoing and as needed basis due to the fast pace of changes to the environment.

All use of City-provided communications systems, including email and internet use, should conform to City guidelines/policies, including but not limited to equal opportunity, harassment, confidential information, and conflicts of interest. Confidential, protected or privileged information must be used with extreme care and shall not be sent to unauthorized parties outside of the City. Because email, telephone and electronic communication equipment are provided for City business purposes and are critical to the City's success, your communications may be accessed without further notice by the IT department administrators to ensure compliance with this guideline and IT department policies and standard operating procedures.

All employees and elected officials are required to adhere to such policies, regulations and SOPs. For more information you may request a copy of the full IT policy from the Human Resources Department. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the national Labor Relations Act. Employees have the right to engage in or refrain from such activities.

~~The City of Pekin provides access to the information resources of the internet and the use of email to help employees do their job and be a more productive employee. The facilities to provide that access represent a considerable commitment on the part of the City of Pekin. The following E-Mail and Internet policy is designed to help you understand our expectations, and to help you use those tools wisely.~~

~~—The following guidelines are little more than good business practice. When applied to E-Mail and the Internet, these guidelines can help control the cost of the system and maximize its benefits for all the City of Pekin participants.~~

PURPOSE

~~The purpose of this policy is to establish an e-mail policy for all municipal employees, volunteers, appointees and elected officials that create, use, and manage e-mail as part of the transaction of business. Additionally, this policy will set forth some general guidelines as to what constitutes a “public record.”~~

INTENT

~~To establish guidelines that will promote the effective capture, management, and retention of e-mail messages which are public records in compliance with records retention requirements. This policy is not intended to discourage the use of e-mail to conduct municipal business, but rather to establish a framework for its proper use as a communications tool. E-mail can still function as a viable, efficient means to conduct municipal business. Consistency, predictability, and reliability in the manner in which the e-mail system is used and in which public records are maintained within the municipality, are the primary focuses of this policy.~~

POLICY

~~All municipal records should be inventoried and analyzed for administrative, legal, financial and historical values to ensure that:~~

- ~~1. Valuable records are adequately preserved; and~~
- ~~2. Non-records and obsolete records are destroyed in accord with authorized records retention schedules and after approval is received from the Local Records Commission.~~

SCOPE

~~This policy applies to all e-mail and attachments circulated within the municipality.~~

DEFINITIONS

~~A. E-mail messages are text documents which are created, stored, and delivered in an electronic format. As such, e-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters.~~

~~B. Non-record messages are e-mail messages that do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Rather, they are informal communications that are similar to communications during telephone conversations or conversations in an office hallway. Generally, non-record messages are short-lived, with no historical significance or public importance, and need not be retained after they have fulfilled their purpose. Examples include:~~

~~1. Routine requests for information or publications which require no administrative action, policy decision, or special compilation or research, and copies of replies.~~

~~2. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material.~~

~~3. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions (i.e., holiday notices, meeting confirmations, etc.).~~

~~C. Records retention schedules are listings of agency records and how long they must be retained.~~

APPROPRIATE USE

~~E-mail and Internet services are City of Pekin property, and they are to be used primarily to facilitate city business. The City recognizes that there may be occasions where it is necessary to use the systems for incidental personal purposes. This does not, however, allow for continuous use during lunch hours or break times. Reasonable use for personal purposes may be permitted. As always, use of E-mail and Internet services may be monitored, and abuse of non-work related use of the systems may result in a loss of access and/or disciplinary action.~~

ACCESS AND PRIVACY

~~Users should take note that the information generated on e-mail may be a public record subject to public inspection. There is no expectation of privacy when using the city's network.~~

RETENTION

~~Generally, e-mail messages are temporary communications which are non-vital and may be discarded routinely. However, depending on the content of the e-mail, it may be considered public record. Accordingly, employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between records and non-record information.~~

~~Non-record messages should be deleted from files as soon as they have fulfilled their purpose. These are records that are not required to be kept under law or whose preservation is not necessary or convenient to conduct municipal business. On the other hand, messages determined by users to be records should be properly preserved and disposed of as specified in the municipality's~~

~~approved records retention schedule. Examples of messages considered to be records might include policy documents or contract related documents.~~

~~Messages and attachments shall be reviewed at minimum every 15 days and, if they are determined to be records, printed fully (including time, date, sender and receiver) and retained in paper format.~~

~~The IT Department shall delete all messages from the server thirty (30) days after they have been opened.~~

~~Factors to consider in deciding whether a document is a record are:~~

~~1) Is it in connection with the transaction of public business (this eliminates all e-mails which do not relate to public business, i.e., personal notes, etc.)?~~

~~2) Is it official documentary material (a draft of a letter vs. the letter itself)?~~

~~3) Is it FOIAable? For example, "preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated" need not be produced under FOIA, "except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body." Therefore, unless staff wishes to keep their preliminary drafts, notes, etc., there seems to be no point in keeping these documents and presumably they may be destroyed if paper or deleted if e-mail.~~

~~4) Is the material "appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein"? These would eliminate the necessity of keeping documents which do not reflect the official actions of the municipality, but rather the comments or actions of individuals which reflect not the policy of the municipality but the thought of the individual.~~

~~5) Does the document have any historical significance? Is the document evidence of the function, policies, decisions, procedures or other activities of the municipality or of just an individual?~~

~~6) Even if a document is a record it need not be kept forever. The LRA sets up timetables within which records may be destroyed. Each municipality should refer to its own Records Retention Schedule to determine how long a particular record must be retained. If a Records Retention Schedule does not yet exist, the Local Records Commission should be contacted by the municipality in order to gain assistance in:~~

~~a. creating an inventory of the documents that exist within the municipality;~~

~~b. determining the amount of time each category of records must be retained;~~

~~c. obtaining approval of the retention periods assessed to each record.~~

~~Examples of potential records requested to be retained in a Records Retention Schedule, and their generally requested retention periods, include:~~

- ~~E-mails considered public records—1 year~~
- ~~Unsolicited applications for employment—1 year~~
- ~~Solicited applications for employment—2 years~~
- ~~FOIA requests and denials—2 years after the date of filing~~
- ~~Lawsuits—3 years following final settlement~~
- ~~Bids—10 years (successful), 3 years (unsuccessful)~~
- ~~Annexation agreements, transcripts, plats, ordinances—permanently~~

~~7) Many e-mail documents rapidly become stale and do not reflect “function, policies, decisions, procedures, etc.” when a matter is finalized. Therefore, the municipality can simply keep the final document.~~

~~8) Are the records duplicative? Only one copy need be retained.~~

~~NOTE: A public record that is stored and accessible after this time is still a public record and must be produced upon request, if it does not fall within one of FOIA’s exemptions. Accordingly, a systematic deletion program that eliminates obsolete documents should be implemented in conjunction with the system administrator.~~

EXAMPLES OF E-MAILS THAT GENERALLY CONSTITUTE PUBLIC RECORDS

- ~~E-mail created or received by municipal employees in connection with municipal business~~
- ~~E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with municipal business~~

EXAMPLES OF E-MAILS THAT GENERALLY DON’T CONSTITUTE PUBLIC RECORDS

- ~~Personal e-mail messages and announcements not related to municipal business~~
- ~~Copies or extracts of documents e-mailed for convenience or reference~~
- ~~Internal e-mails created by employees on work-related topics which do not facilitate action (i.e., cover notes, etc.)~~
- ~~E-mails containing drafts, notes or inter-office memoranda that are not retained by the municipality in the ordinary course of business~~

EXAMPLES OF E-MAILS THAT MAY CONSTITUTE PUBLIC RECORDS

- ~~E-mail that provides substantive comments on an action taken by the municipality (i.e., comments add to a proper understanding of the execution of the final municipal action)~~

- ~~E-mail providing documentation of significant official decisions and commitments reached orally and not otherwise documented in the municipality's files~~

RESPONDING TO FOIA REQUESTS

~~If an e-mail does fall within the definition of a public record it may not be deleted, except as provided in the municipality's record retention schedule. Further, these e-mails should be reviewed prior to release under FOIA so that any exempt information contained in them may be deleted or redacted. Finally, if the e-mail falls within one of the exemptions (i.e., protected by attorney-client privilege), it need not be produced.~~

~~If in doubt as to whether an e-mail message is a public record or contains exempt information, contact Corporation Counsel or City Clerk for clarification.~~

COPY OF RECORD

~~Where e-mail communication is between a sender and a recipient, the sender's copy is designated as the copy of record. In other words, it is the sender's copy to which any retention requirements should apply. All other copies are merely "duplicates" and can be disposed of at will. Cases where this principle does not apply include e-mail received from other agencies or from the public.~~

REVIEW

~~A periodic review of this policy shall be undertaken to keep the policy current with best practices and new technology.~~

ACCEPTABLE USES OF THE CITY OF PEKIN E-MAIL AND THE INTERNET

~~The City of Pekin encourages the use of the e-mail and the Internet because they make communication more efficient and effective. The City also encourages the use of telecommunications to explore occupational topics, conduct research, and contact others in the same job field throughout the country. The City anticipates that the systems will expedite the sharing of effective practices and lessons across the community and will help the City stay on the leading edge of practice by forming partnerships with others across the nation. E-Mail and Internet service are City of Pekin property, and they are to be used exclusively to facilitate city business. Every employee has a responsibility to maintain and enhance the City of Pekin's public image and to use e-mail and Internet access in a productive manner. Any unauthorized or improper use of e-mail or the Internet is not acceptable and will not be permitted.~~

UNACCEPTABLE USES OF THE CITY OF PEKIN E-MAIL AND THE INTERNET

~~City of Pekin e-mail and Internet access may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. (Refer to the City of Pekin Anti-Harassment policy). No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, marital status, physical attributes or sexual orientation may be transmitted or forwarded using the City of Pekin system. No abusive, profane or offensive language may be transmitted through the City of Pekin's e-mail or Internet system. The City of Pekin's harassment policy applies in full to e-mail and Internet use. Employees do not have a personal privacy right~~

~~regarding any matter created, received, stored or sent from or on the City of Pekin's e-mail or Internet system or computers.~~

~~The City of Pekin e-mail and Internet system also may not be used for any purpose that is illegal, against City policy or contrary to the City of Pekin's best interest. Solicitation of non-City business or any use of the City of Pekin e-mail or Internet system for personal gain is prohibited.~~

RULES FOR ELECTRONIC COMMUNICATIONS

~~Each employee is responsible for the content of all text, audio or images that he or she places on or sends over the City of Pekin's e-mail or Internet system. Employees may not hide their identities or represent that any e-mail or other electronic communications were sent from someone else or from another business entity. Employees must include their name in all messages communicated on the City of Pekin's e-mail and Internet system.~~

~~Any messages or information sent by an employee to another individual outside the City of Pekin via the City of Pekin e-mail or Internet system (including bulletin boards, online services or Internet sites) are statements that reflect on the City of Pekin. Despite personal "disclaimers" in electronic messages, any statements may be tied to the City of Pekin. Any communication defaming another person, group or organization is strictly prohibited.~~

~~All communications sent by employees via the City of Pekin's e-mail or Internet system must comply with all policies and may not disclose any confidential or proprietary information relating to the City of Pekin.~~

~~If employees receive unsolicited e-mail from outside the City that appears to violate this policy, the employee should notify his or her supervisor immediately. Similarly, if any employee accidentally accesses an inappropriate web site in the normal course of business, the employee should notify his or her supervisor immediately.~~

DOWNLOADING SOFTWARE

~~To prevent the downloading of computer viruses that could contaminate the system, no employee may download software without prior authorization from his/her department head. If unsure, the department head should clear the request with the IT Department before authorization is granted. Any and all software that is downloaded must be registered with the City of Pekin.~~

COPYRIGHT AND TRADEMARK ISSUES

~~Copyrighted and trademarked material that does not belong to the City of Pekin may not be transmitted by employees on the City of Pekin's e-mail or Internet system without permission from the holder of the copyright or trademark. Every employee who obtains access to other companies' or individuals' materials must respect all copyrights and trademarks and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only.~~

SYSTEM SECURITY

The City of Pekin reserves the right to monitor how employees use e-mail and the Internet. The City of Pekin will monitor e-mail messages, Internet use and other electronic files created by employees on a random basis, and where there is good cause for such monitoring or some legal obligation to do so. All messages created, sent or received over the City of Pekin's e-mail or Internet system are the City of Pekin's property and should not be considered private information. The City of Pekin reserves the right to access and monitor EVERY message and file on the e-mail or Internet system. Despite the existence of any passwords, employees should not assume that any electronic communication is private. Highly confidential information or data should be transmitted in other ways.

VIOLATIONS

Any employee who violates these rules or otherwise abuses the privilege of the City of Pekin's e-mail and Internet system will be subject to corrective action up to and including termination. If necessary, the City of Pekin also reserves the right to advise appropriate officials of any illegal activities.

8.9 MEDIA, PUBLIC RELATIONS AND SOCIAL MEDIA

The City of Pekin seeks to work cooperatively with the media and the community to disseminate information of public interest and concern in an accurate, complete, appropriate, and timely manner. Employees should not speak to the media or public relations entities (bloggers, chat rooms, online site managers) on behalf of the City or any individual Department without contacting the Department Head/Chief or the City Manager. All media inquiries from media outlets should be treated as a high priority and directed to the City Manager. The Public Information Officer may respond to inquiries to the police department under the direction of the Police Chief. Generally, unless otherwise authorized by the City Manager or City Council, no employee is authorized to speak on behalf of the City.

The City also recognizes the prevalence and importance of social media. Social media includes, but is not limited to, online forums, communities, and social networking sites. The City recognizes that communication via social media applications can be beneficial to the residents, business, visitors and employees. Typical uses of social media by the City to:

- Share Emergency information quickly;
- Connect with and engage residents and business-owners;
- Promote City sponsored events, programs and services;
- Notify community members of changes in events or meeting schedules;
- Promote community outreach

All City social media accounts for City business purposes must be launched as business accounts using authorized logos, taglines and naming conventions. If approved and applicable approved social media applications should be linked from the City of Pekin's website and vice versa.

The use of social media by City employees can become a problem, however, if it interferes with an employee's work, is used to harass coworkers, creates a hostile work environment, harms the goodwill or reputation of the City, releases private, privileged, or confidential information about students, employees, patients or customers of the City of Pekin, activities, or claims against the City (litigation), or if it in any way adversely affects the City.

Employees are expected to use their professional judgment and take the most prudent action possible with regard to social media posts. If a City employee is uncertain about the appropriateness of a social media posting, he or she should refrain from making the post, and contact the Human Resources Director.

While it is not possible to list all inappropriate social media activity, following are some guidelines:

1. No City employee other than a designated spokesperson may speak on behalf of the City.
2. If an employee identifies himself or herself as a City employee or discusses matters related to the City on social media, the employee must make clear that he or she is an employee of the City and that the views posted are those of the person (the employee) alone and they do not represent the views of the City or any agency or department of the City. The employee must keep in mind that if information is posted in violation of City policy or any law, the disclaimer will not shield the employee from disciplinary action.
3. Unless given written consent by the City, an employee shall not use the City's logo or trademarks on any social media post.
4. All postings on social media must comply with the City's confidentiality, ethics, harassment, safety, and personnel policies. If an employee is unsure about the confidential nature of information the employee is considering for posting, the employee must first consult with their supervisor.
5. Employees shall not link any post to the City's website, nor shall an employee post City material, on a social media site ~~without written permission from City Human Resources~~ for purposes other than sharing the information unchanged and without commentary.

Violation of this policy may lead to discipline up to and including the immediate termination of employment.

8.10 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

POLICY STATEMENT

The City is committed to providing a work environment free from unlawful discrimination and harassment. Discrimination or harassment of any kind based on sex, race, color, national origin, age, religion, disability, handicap, sexual orientation, protected veteran status, marital status, ancestry, order of protection status or any other legally protected characteristic is strictly prohibited. Actions, words, jokes, or comments based on any of these characteristics will not be tolerated. The City of Pekin does not tolerate harassment of any kind by municipal officials, agents,

employees, agency or office, nor does it tolerate harassment by customers, clients or vendors. Please see City Ordinance 2776-17/18 regarding the City's sexual harassment policy.

Sexual harassment is one type of harassment that is prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other conduct commonly considered to be sexual harassment includes:

- **VERBAL:** sexual innuendoes, 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 their presence, of a sexual nature.
- **NONVERBAL:** 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
- **PHYSICAL:** touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault

PROCEDURES

If you believe you have been subject to or witness to sexual or other unlawful harassment, employees should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to the offending employee, municipal official or municipal agency and report it immediately to your supervisor, department head, or Director of Human Resources. Such conduct must be reported whether it occurs at or away from City facilities, during work hours or outside work hours, and whether committed by a City employee or by another person the employee encounters as part of employment by the City, such as a supplier.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately report such information to the Human Resources Director or City Manager even if the employee has asked that no action be taken on the complaint.

Employees can make good faith reports and complaints of sexual or other harassment without fear of reprisal or retaliation. Retaliation by any person against an employee, municipal official, or municipal agency making such a report or complaint or participating in a related investigation is strictly prohibited and any such retaliation subjects an employee or municipal official, to disciplinary action, up to and including termination of employment.

False and frivolous complaints refer to incidents where the accuser is using a sexual harassment complaint to accomplish some end other than stopping harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

All complaints of sexual or other harassment will be promptly and thoroughly investigated. To the extent possible, the City endeavors to maintain confidentiality of complaints and related investigation. However, because of the serious implication of harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome. The State Officials and Employees Ethics Act (5ILCS43-/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 and employee. It is also a civil rights violation for a person or two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act. (775 ILCS 174/15(a))

Any employee or official who has engaged in sexual or other unlawful harassment or otherwise violated this policy will be subject to disciplinary action, up to and including termination of employment.

Refer to City Ordinance 2776-17/18 for the complete sexual harassment policy

The City hopes that any incident of sexual harassment can be resolved through the internal process outlined above. This policy, however, does not preclude any employee from filing a complaint with an appropriate outside agency. Employees may choose to file a complaint of harassment with either of the following:

Illinois Department of Human Rights
Intake Unit
535 West Jefferson 1st Floor
Springfield, IL 62702
(217) 785-5100

OR

Federal Equal Employment Opportunity
Commission
230 S. Dearborn St. #1866
Chicago, IL 60604
(800) 669-4000

8.11 DRUG AND ALCOHOL POLICY

The City is committed to providing a safe and healthy workplace and a work environment that promotes employee health and well-being and public confidence. The City expects all employees to report for work in a condition to perform their duties safely and satisfactorily. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee and public safety, and undermine public confidence.

~~It is a violation of City policy for any employee to use, possess, manufacture, transport, distribute sell, trade, and/or offer for sale, illegal drugs or alcohol while on the City property or while representing or working for the City. Furthermore, any such conduct (as well as alcohol use) off premises and/or during non-working hours that adversely affects or has the potential to adversely affect safety or performance is also prohibited. An employee found to be under the influence of alcohol or found to have a detectable concentration of an illegal drug while on duty or while representing the City is subject to termination.~~

Any employee convicted of any criminal offense involving alcohol or illegal drugs or other controlled substance in connection with or related to their employment with the City in any manner is required to notify their department head in writing of such conviction within five (5) days of the conviction. Failure to provide such notice will result in termination.

If an employee has knowledge of the presence or use of drugs, alcohol or other intoxicants or the presence or use of illegal drugs, alcohol or other intoxicants or controlled substance on City property or in City equipment or vehicle, that employee is required to report such presence as well.

Employees may be required to submit to blood, urine or other diagnostic tests to detect alcohol or drugs in their system. Testing that may be required includes the following:

1. Post Offer/Pre Employment. The City requires employees who have been extended a conditional offer of employment to undergo a drug and alcohol test. Individuals subject to this testing who refuse to take a test or who test positive will not be eligible for employment with the City.
2. Post Accident. When an employee is involved in an on-the-job accident, he or she may be required to undergo a drug and alcohol test. An "accident" includes an incident that results in death or bodily injury to an individual requiring medical treatment away from the scene of the accident; any incident resulting in damage to property; and any serious or potentially serious incident, including near misses, in which safety precautions were violated or unusually careless acts were performed. Testing shall occur as soon as possible after the accident; however, nothing in this policy shall be construed to require the delay or necessary medical attention for the injured following the accident. Each employee whose performance could have contributed to the accident is subject to testing.
3. Reasonable Suspicion Testing. When an employee's supervisor or other supervisor has reason to believe an employee on City property or during work hours is using or is under the influence of prohibited drugs or alcohol, or that there has been a violation of this policy, the employee may be required to undergo a drug and alcohol test.

Drug-Free Work Place

In order to ensure a safe work environment and compliance with the Federal Drug-Free Workplace Act of 1988(41 U.S. C. 8101 et seq.). The City of Pekin maintains a drugfree workplace to ensure the safety of its employees and citizens. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees, visitors to our facilities, and citizens to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Violation of the Drug-Free Workplace Act could subject the employee to mandatory participation in a drug abuse or rehabilitation program and to disciplinary action. Accordingly, the City of Pekin prohibits employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, use of drugs and alcohol in the workplace in accordance with the requirements of Public Law 100-690, 102 Stat. 4181.

Alcohol and Drug Testing for CDL Employees

Alcohol and drug testing for Commercial Driver's License (CDL) holders will be prohibited from any alcohol or drug use that could affect performance on the job. Use includes use on the job; use during the eight (8) hours before driving; having prohibited concentrations of alcohol in their systems while driving; and use during the eight (8) hours following a reportable accident. No employee will report for duty or remain on duty when the employee uses any controlled substance except when the employee has previously notified his/her supervisor that the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect his/her ability of safely operate a motor vehicle.

Substance Screening

For the purpose of assuring compliance with the Federal Department of Transportation Regulations and this policy, applicants for CDL positions and current CDL drivers will be subject to controlled substance and alcohol screening under the circumstances described below. Applicants and drivers are required to submit to testing in the following situations as a condition of employment:

- Pre-employment/Pre-duty – testing will be administered to an applicant offered a position in the City prior to the first time the employee operates a vehicle in association with their job duties for the City.
- Post-Accident – testing will be administered to any City employee involved as a driver in any vehicle related accident in which bodily injury or fatality or property damage results.
- Reasonable Suspicion – testing will be required if the actions, appearance or conduct of any City employee driver receives advanced knowledge of the time of testing. All drivers will have an equal chance of being selected each time a random selection is made. The number of controlled substance tests conducted annually will equal or exceed 50% of the number of driver positions subject to the testing. The number of alcohol tests conducted annually will equal or exceed 25% of the number of driver positions subject to testing.
- Follow-up and Return to Duty – Any driver who has been required to or voluntarily undergoes rehabilitation for substance abuse must submit to a drug test and an alcohol test before returning to work. In addition, the driver will be subject to follow-up testing not to exceed sixty (60) months following the driver's return to work.

Refusal to submit to the testing, tampering with the collection, failure to report to the collection site in the allotted time are all violations of this policy and will result in immediate suspension without pay and disciplinary action up to and including termination.

Post-Accident

When an employee is involved in an on-the-job accident, he or she may be required to undergo a drug and alcohol test. An "accident" includes an incident that results in death or bodily injury to an individual requiring medical treatment away from the scene of the accident; any incident resulting in damage to property; and any serious or potentially serious incident, including near misses, in which safety precautions were violated or unusually careless acts were performed. Testing shall occur as soon as possible after the accident; however, nothing in this policy shall be construed to require the delay or necessary medical attention for the injured following the accident. Each employee whose performance could have contributed to the accident is subject to testing.

Positive Testing Consequences

If the testing confirms prohibited alcohol concentration levels or the presence of a control substance, any job applicant will be deemed ineligible for employment, and any employee may be terminated immediately from employment with the City. In accordance with federal regulations, an employee testing positive pursuant to this policy will be referred for an evaluation by a substance abuse professional. Such referral does not negate a termination with the City. The City retains the authority consistent with local, state and federal law to discharge any employee whose current use of alcohol or drugs affects the employee's qualifications for the performance of his/her job, and/or presents a safety concern to him/herself or others.

Other Provisions

Any employee convicted of any criminal offense involving alcohol or illegal drugs or other controlled substance in connection with or related to their employment with the City in any manner is required to notify their department head in writing of such conviction ~~within five (5) days~~ the next business day after the decision of the conviction. Failure to provide such notice will result in termination.

If an employee has knowledge of the presence or use of drugs, alcohol or other intoxicants or the presence or use of illegal drugs, alcohol or other intoxicants or controlled substance on City property or in City equipment or vehicles, that employee is required to report such presence immediately to their supervisor, the risk manager or as well.

If an initial screening test indicates a positive finding, a confirmation test will be conducted. Any employee who refuses to submit to testing under this policy is subject to termination. An employee will be subject to the same consequences of a positive test if he or she adulterates or dilutes the specimen, substitutes the specimen with that of another person, will not sign the required forms, or refuses to cooperate in the testing process in such a way that prevents completion of the test. In the event the city decides to discipline an employee for violation of this policy they shall be given the opportunity to contest the basis of that decision via the grievance procedure.

For the purposes of this policy, an employee shall be deemed to have used, or be under the influence of, or impaired by alcohol when any test demonstrates a blood/alcohol, concentration within the employee's system of or equivalent to .04 percent or more, and by drugs, intoxicants, or other controlled substance whenever any testing confirms the employee has detectable levels of a drug, intoxicant, or other controlled substance or its components within the employee's system for which the employee has not provided proof of a current prescription.

The City reserves the right to carry out reasonable searches of employees and their property, including but not limited to desks, files, clothing, lockers and private vehicles parked on City property. An employee who refuses to submit immediately to such a search shall be subject to termination.

Testing records will be made available to subsequent employer upon receipt of a written request from an employee only as expressly authorized by the terms of the employee's request, in accordance with Federal law and regulation.

Employees are prohibited from bringing drug paraphernalia onto the City property at any time. An employee who possesses or distributes such paraphernalia while on the City property, or while representing the City, shall be subject to termination.

Employees who take over-the-counter or prescribed medications are responsible for being aware of any effect(s) the medications may have on the performance of their duties and must promptly inform their immediate supervisor if any medication may impair their ability to do their jobs. The employee must also maintain the substance in its original container, identifying the medications, dosage, date of prescription, and prescribing physician. If an employee's use of any medication could adversely affect the safe performance of his or her job duties or conduct on the job, the employee must provide their department head with a statement from the physician indicating the employee is able to work while taking such medications and listing any precautions, safety restrictions, or any on-duty limitations resulting from the use of the medication. An employee who fails to do so shall be subject to disciplinary action, including termination. In addition, employees who take over-the-counter or prescribed medications contrary to the instructions of the label or physician, may be subject to disciplinary action, including termination.

The City encourages any employee with a drug or alcohol problem to contact their department head or the Human Resources Director for assistance. The City may, at the employee's request, and when it is the first occurrence, refer her or him to an assistance program for information or professional assistance. The City includes such treatment as an eligible expense in its medical insurance program. All communications will be strictly confidential. Employees will not be subject to discipline for voluntarily acknowledging a drug or alcohol problem prior to detection. However, this will not excuse any violation of this drug and alcohol policy for which the employee is subject to disciplinary action, including, but not limited to, termination.

8.12 SMOKING POLICY

The City is committed to providing a safe and healthy environment. The City strives to be a smoke/tobacco/vaping/nicotine-free workplace. All City-owned or operated buildings and vehicles are non-smoking areas. Smoking and the use of tobacco products is prohibited in any enclosed building and within 15 feet of any entrance or exit.

Smoking, tobacco use, and vaping are strictly prohibited in City vehicles.

8.13 ATTENDANCE and PUNCTUALITY

Employees are expected to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on our ability to serve the public. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor at work or at home as soon as possible before the start of the scheduled work time. If unable to reach the supervisor, the employee must notify the front desk receptionist or the Human Resources office.

The supervisor has the discretion to excuse late notification in the event of unusual or exceptional circumstances. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action up to and including termination.

An employee who is absent for a period of three (3) consecutive days without notification will be considered to have voluntarily resigned.

By definition, any employee who is not at his or her workstation (area) prepared to start work at the scheduled starting time for the shift is late. Likewise, an employee who does not return to work in a timely manner after a meal or other break is considered late.

Any employee who reports to work more than ten (10) minutes after the beginning of the shift must report to his/her immediate supervisor prior to beginning work.

8.14 PERSONAL APPEARANCE AND IMAGE

It is the policy of the City that each employee's dress, grooming, and personal hygiene must be appropriate to the work situation. Employees are expected at all times to present a professional business-like appearance that is neat and clean to the public we serve. The City may be judged not only by the quality of its services, but also by the appearance of those providing the services. Therefore, while freedom of individual expression and changing styles and fashion are recognized, it remains important to meet the expectations of the public while representing the City. Good grooming and appropriate dress reflect employee pride and inspires community confidence. This policy applies to all City employees and volunteers.

During business hours and business functions, and when representing the City, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees are expected to dress in business casual unless circumstances require a more professional image. ~~Business casual includes collared and/or Henley style city shirts and polo shirts; dress pants, khakis, and long capri pants (but not clam diggers or cargo style). Shorts are not allowed. Dresses and skirts must be mid-length (at or below the knee); mini-skirts (at mid-thigh or above) are not allowed. Spaghetti strap or backless dresses are prohibited.~~

~~Employees may not wear spandex/leggings, flip flops, tank or halter tops, sweatpants or yoga pants, sweatshirts, shorts or T-shirts with unauthorized or inappropriate printed slogans or designs, excessive or obstructive jewelry (two earrings per ear allowed), novelty buttons, and similar items of casual attire that do not present a businesslike appearance.~~

All employees are expected to maintain appropriate dress and grooming within the business casual standards based on their position and working situation. While each department and position may have different standards with respect to dress and grooming, all employees should adhere to the following guidelines:

- Attire should be clean and properly fitting;
- Clothing should not be tattered, ragged, or overly-revealing;
- Employees should maintain good personal hygiene; and
- Employees should refrain from the overuse of perfume, cologne, and other scented products. Strong odors may be offensive to others.

Some examples of inappropriate clothing include:

- Attire containing obscene, profane, discriminatory, provocative or inflammatory words or pictures;
- Attire depicting alcoholic beverages, drugs, and/or drug paraphernalia;
- Pool/beach attire; and
- Any other item of clothing deemed inappropriate by your supervisor.

Your supervisor is responsible for evaluating the dress and appearance of employees under their supervision. Employees may be sent home to change into appropriate clothing (time spent in transit will not be considered working time). Failure to adhere to appropriate dress and grooming standards may result in disciplinary action up to and including termination.

All attire must be clean and pressed. Furthermore, facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not appropriate and must not be worn during work hours.

Hair must be clean, combed, and neatly trimmed or arranged.

The City may designate Casual Days, generally on Fridays, for employees. This designation is a privilege that is offered to provide a more comfortable and relaxed work atmosphere. Casual day may be revoked at any time for any reason. The following guidelines shall be followed:

- 1) Employees scheduled to meet with the public or with persons outside the department must wear normal business attire;
- 2) Business casual attire must be professional and appropriate for the workplace;
- 3) Denim jeans may be allowed.
- 4) Casual shirts, dress shirts, sweaters, blouses and tops are acceptable.

Casual Days does not apply to employees in departments where uniforms are the normal dress.

Depending on the nature of their job, certain employees may be required to meet special dress and grooming standards, such as wearing uniforms or dressing in designated business attire for specific occasions. Employees must consistently wear nametags and insignias identifying the City and the employee when required. Employees conducting or attending meetings, seminars, roundtables, etc. with the public are expected to represent the City in a professional manner and dress appropriately for conducting such business.

Any employee whose appearance does not meet these guidelines will be sent home and instructed by their direct supervisor or department head to return to work in proper attire. Consult with your department head if you have questions as to what constitutes appropriate attire.

The image you portray is also affected by the spirit with which you contribute to the team effort. Courtesy, in person, by telephone, or by letter, is expected of each employee when interacting and communicating with other employees, and the public.

8.15 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all the City property, including all equipment, supplies, and keys immediately upon request or upon termination of employment. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when authorized by the employee.

8.16 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment. To resign from the City in “good standing,” an employee must provide written notice to his or her department head in a reasonable period in advance of the actual day of separation. The City requests thirty (30) calendar days’ notice for most job categories unless a shorter timeframe is approved by the department head in writing, but in no case will less than two (2) weeks' written notice be considered a resignation in good standing. Failure by the employee to give notice may result denial of consideration for future employment.

Any employee absent from work without notice for three (3) consecutive work days will be deemed to have voluntarily terminated employment. This method of resignation precludes any reemployment with the City.

9. MISCELLANEOUS

9.1 SOLICITATION AND DISTRIBUTION

Solicitation of, or the distribution of literature to visitors of our facilities is strictly prohibited. Solicitation of employees or the distribution of literature, pamphlets or other materials, by anyone not an employee is strictly prohibited on the City property.

Solicitation of employees by other employees and/or the distribution of any literature between employees is prohibited during working time (“working time” applies not only to the employee doing the solicitation or distribution, but also to the employee being solicited or receiving the distribution) and in work areas.

The City recognizes that employees have interests in events and organizations outside the workplace. However, excessive unauthorized sales of tickets, solicitation of contributions, or the distribution of handbills can be disruptive in the workplace. Such activities require prior approval of the department head. In some instances, the collection of money for presents, flowers, parties, donations, or for cases of particular hardship can be considered appropriate. In these exceptional cases, such collections may be permitted with the approval of the department head. All such approved solicitation may only be made during non-work time (regularly scheduled rest, meal periods, and other periods when employees are not on duty).

9.2 JURY / WITNESS DUTY

The City encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. Any employee who is summoned and participates in jury duty shall be paid the difference between their regular rate of pay and the jury per diem for each day the employee normally would have worked. ~~The employee must surrender to the City Clerk~~ Finance Department ~~any compensation received for jury duty, except for mileage fees.~~ Any employee off on jury duty shall report for work when released from jury duty during any period the employee would be scheduled for work.

Employees who receive a summons must provide a copy of the summons to their supervisor as soon as possible. Employees must provide proof of service and proof of per diem paid by the court upon completion of the jury duty period, or as requested by the City. The employee must surrender to the ~~City Clerk~~ Finance Department ~~any compensation received for jury duty, except for mileage fees.~~ It is the employee's responsibility to keep his or her supervisor informed as to the expected amount of time required for jury duty.

If you are subpoenaed as a witness in a court or administrative hearing not involving personal litigation or service as a paid expert witness, you will be granted paid time off work if such time off will not be detrimental to the City operations, and you may keep any witness fees. If you are subpoenaed in the line of duty to represent the City as a witness or defendant, your appearance will be considered a part of your job assignment (time worked).

9.3 TELEPHONE AND CELL PHONE USE

Personal calls and use of personal cell phones or wireless communication devices (for talking, texting, or other use) during work hours is to be kept to a minimum. Personal cell phone or device use ~~should be set on the vibrate function~~ not be disruptive to work or co-workers ~~while at work and during work hours.~~

City telephones are intended to be used for business and job-related purposes only, and not for personal calls. Personal calls can be counter-productive and disruptive to the receiving employee and co-workers as well. While it is understood some non-business telephone interruptions are going to occur because employees can't always control the caller, it is the individual employee's responsibility to inform friends and relatives that, ~~except in cases of emergencies, they are not to be receiving personal telephone calls at work~~ should be minimal.

Use while driving should be limited and only with hand-free devices.

Only ~~local~~ in-country calls may be made on the City telephones. Disciplinary measures up to and including termination may result when personal telephone calls become excessive, disruptive and/or counter-productive to the employee or co-workers.

CITY CELL PHONES—Wireless Communication Devices

Wireless Communication Devices (cell phones, ipads, tablets, laptops, and other electronic devices) are allowed for employee use at the discretion of the City Manager. Cell phones are for

business purposes ~~only~~, unless otherwise authorized by the City Manager. Employees will pay for upgraded phones at their own expense.

Personal Use: City employees are encouraged to keep their personal time their own and not use their cell phones/smart phones and devices excessively on off-City hours as this could be in violation of the Fair Labor Standards Act. Check with individual supervisors about recommendations for using your phone after regular City business hours. The City has legal requirements to provide information under FOIA regardless of ownership of the device. Use of such devices, city or personal subjects the employee and the employee's device records to civil or criminal discovery or disclosure under applicable public records laws. The City discourages using personal devices for City use or using a City owned device for personal use.

Usage of City cell phones for long distance calls is strongly discouraged.

9.4 USE OF CAMERAS / OTHER RECORDING EQUIPMENT

Caution should be taken with regard to the use of cameras, audio, video, cell phone cameras, smart watches, and other similar equipment while at work and in work areas. The City has legal, nondisclosure, and confidentiality obligations and respects the privacy of employees and the public. Employees may not record conversations or other employees without prior authorization from a supervisor and the people to be recorded. The City strictly prohibits the taking of photographs, audio and videos recordings, whether by camera, phone, or any other device in such areas as restrooms, locker rooms, and other "private" places. Violations of this policy may result in actions being taken including confiscation of equipment, initiation of appropriate disciplinary measures including termination and/or potential legal action.

The City has many cameras and recording devices, as well as GPS tracking systems in vehicles and on premises. All City employees should be aware that they or their movements may be recorded by the City while in one of these areas or vehicles.

9.5 SOCIAL SECURITY POLICY

The City of Pekin adopted a Social Security Policy under the Identity Protection Act, 5ILCS 179/1 et seq. to state the purpose or purposes for which the ~~agency~~ City or its designees can collect an individual's Social Security Number (SSN). Employees are to use the utmost care when collecting social security numbers and they will not use SSN for any unlawful purpose.

What does the City of Pekin do with your Social Security Number? The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local and state government agency to draft, approve and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). ~~This statement of purpose is being provided to you because you have been asked by the City of Pekin to provide your SSN or because you requested a copy of this statement.~~

~~Why do we collect your Social Security Number?~~

~~You are being asked for your SSN for one or more of the following reasons:~~

- ~~• Utility account or licensee application~~

- ~~Complaint mediation or investigation~~
- ~~Crime victim compensation~~
- ~~Law enforcement investigation~~
- ~~Child Support Collection~~
- ~~Internal verification~~
- ~~Administrative services and or;~~
- ~~Emergency Medical service response, disease control or other medical necessity;~~

~~What do we do with your Social Security number?~~

- ~~We will only use your SSN for the purpose for which it was collected~~
- ~~We will not:~~
 - ~~Sell, lease, loan, trade, or rent your SSN to a third party~~
 - ~~Publicly post or publicly display your SSN~~
 - ~~Print your SSN on any card required for you to access our services~~
 - ~~Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted~~
 - ~~Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN~~

For details Contact : City of Pekin City Clerk's Office 111 S. Capitol St. Pekin IL 61554
Refer to City Code: Chapter 1 Administration Article 8

9.6 WORKING OFF-PREMISES

Working off premises should be limited and only in rare cases with supervisory approval. Employees who work off City premises must maintain appropriate care and security of all City equipment and information when authorized to work off-premises. Employees are responsible for maintaining the confidentiality of City information, documents, passwords, and other information. Employees are also responsible for preventing unauthorized access to any City system or information from their worksite. Employees must dispose of work-related documents in a manner that will not jeopardize the interests of the City and in accordance with the Illinois Records Review Act, HIPAA, FACTA and any other state or federal regulations regarding the disposal of information.

All City equipment, property, information, hardware, software, and files remain the property of the City and shall be promptly returned to the City upon request or termination of employment.

9.7 REPORTING ACCIDENTS AND INJURIES

All City employees are required to report all on-the-job accidents including City vehicle accidents or accidents while driving on City business to their supervisors immediately. Employees or their supervisor will be required to complete a form 45 within 24 hours of the accident or incident and any witness statements must be reported as soon as possible.

9.8 POLITICAL ACTIVITIES

The support or promotion of political activities or interests by City employees during working hours or with City resources is strictly prohibited. Employees may not make statements or publish materials that imply City endorsement of a particular political candidate.

9.9 INSPECTIONS

The City reserves the right to inspect all equipment, desks, lockers, offices, and other storage devices and areas on City premises (including, but not limited to, City buildings and parking areas), as well as any articles found within them, at any time, with or without notice. This includes the right to inspect employee property brought onto City premises.

9.11 CONFIDENTIALITY OF INFORMATION

The daily work of an employee may involve access to information about citizens, customers, businesses, students, other employees or members of the general public that is sensitive and/or confidential in nature. Technological or manual capabilities should not be used in a manner that infringes upon an individual's right to privacy. Such information may be learned from City records, documents, files or conversations. Information originating from issues of litigation, privilege, financial, or medical documents is protected under strict Federal or State disclosure laws. Disclosure of such information may result in disciplinary action.

Any form of confidential information shall only be accessed and disclosed to authorized individuals as necessary, on a need to know basis, or as required through the normal course of business or work activity. Any employee who has been determined to be in violation of this policy may be subject to disciplinary action up to and including termination of employment.

Any questions or concerns by City employees regarding the appropriateness of conveying certain confidential information should be directed to the Human Resources Director as applicable.

PERSONNEL MANUAL ACKNOWLEDGMENT

PLEASE SIGN, TEAR OUT, AND RETURN THIS RECEIPT ACKNOWLEDGMENT TO THE HUMAN RESOURCES DEPARTMENT.

My signature below acknowledges I have received and read a copy of the City of Pekin Personnel Manual. I understand it contains important information on certain policies and my responsibilities as an employee of the City. I understand that if I have any questions or need additional information regarding policies and procedures, I may contact my immediate supervisor or the Human Resources Director.

I understand that this Manual does not constitute a contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. I understand that nothing contained in this Manual or any verbal statement should be interpreted as creating any type of employment contract between the City and me.

I understand that my employment with the City is at-will and that either I or the City may terminate my employment for at any time, for any reason, with or without cause or advance notice. I also understand there is no specified length to my employment with the City. Furthermore, no commitment for employment for any specified duration is valid or binding on the City unless expressly set forth in a written document and signed by both the employee and by an authorized representative of the City.

I understand that this Manual and the information in it supersedes any other previous manuals or policies. I understand that the City may add, change, rescind, replace, or cancel policies, practices, or benefits at any time, with or without notice, at its sole discretion.

I have read, understand, and agree with the City's policies on electronic communications and information. I understand and agree that I have no expectation of privacy with respect to any of the City's electronic equipment or any information sent, received, or stored in the equipment. I understand that the City has the right to monitor, at its discretion, any electronic information and usage. By my signature below, I hereby authorize the City to monitor, search, inspect, use, and disclose all electronic communications.

I understand that during the course of my employment confidential information may be made available to me. I understand that this information may not be disclosed or used outside City premises without prior authorization.

Employee Name (Printed)

Employee Signature

Date



REQUEST FOR COUNCIL ACTION

Agenda Date: March 9, 2020
To: Council Members
From: John Dossey, Police Chief

AGENDA ITEM: Ordinance No. 2873-19/20 Amending Title 6 Crime Free / Chronic Nuisance

ACTION REQUESTED: Approve and Adopt the Ordinance.

DESCRIPTION: Amending Title 6 Chapter 2 Section 13-4(J)(4) by deleting this section to conform with previous language changes that updated language to address “non-owner occupied” residence. By deleting this line it would be removing this as an exception to the licensing requirements as outlined in Title 6 Chapter 2 Section 13-3.

FINANCIAL IMPACT: N/A

Requested Amount:
 Line Item:
 Budgeted Amount:
 Remaining Funds:

IMPACT IF APPROVED: This cleans up the language of non-owner occupied and does not provide and exclusion for purposes of registration.

IMPACT IF DENIED: Denial would pose an issue and provide an exclusion for properties of this nature. By having this process it helps us to know who the owner is of the property in the event we have frequent problems.

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness

Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES**Finance Department** (Certification of Availability of Funds):

Date:

City Manager:**Mark A. Rothert**

Mark A. Rothert, City Manager

3/6/2020

Date:

Ordinance No. 2873 - 19/20 Amending Title 6, Chapter 2, Section 13-4(J)(4) Regarding
Registration Requirements for Non-Owner Occupied Properties Crime Free Property/Nuisance
Property Abatement

9.1

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK

ORDINANCE NO. 2873-19/20

AN ORDINANCE AMENDING TITLE 6, CHAPTER 2 OF THE CITY CODE REGARDING REGISTRATION REQUIREMENTS FOR NON-OWNER-OCCUPIED PROPERTIES CRIME FREE PROPERTY/NUISANCE PROPERTY ABATEMENT

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Pekin, as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and

WHEREAS, the City has previously adopted a crime free and chronic nuisance property abatement ordinance, which aims to prevent and abate Nuisance Residential Rental Properties; and

WHEREAS, the City's chronic nuisance ordinance requires registration with the City of non-owner-occupied properties, subject to certain exceptions; and

WHEREAS, the City Council of the City of Pekin hereby finds it is in the best interest of the City to further limit the exceptions to the registration requirement for non-owner-occupied properties.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. The findings and recitations set forth above are adopted and found to be true and correct.

Section 2. Title 6, Chapter 2, Section 13-4, Subsection (J) of the City of Pekin, Illinois, Municipal Code is hereby amended as follows:

(J) Exceptions: Residential Non-Owner Occupied Licenses, for the purposes of this Chapter, shall not include the following:

1. Lawfully operating housing for the elderly that meets the definition of "housing for older persons", as provided in 42 U.S.C. 3607;
2. Lawfully operating group homes governed by Specialized Living Centers Act, ILCS 405/25-1 et seq., as amended, dealing with the developmentally disabled, and also such other similar non-profit uses governed by state or federal laws, rules or regulations if provided such similar uses are required to be exempted by law;
3. Owner-occupied single-family dwellings having not more than one authorized boarder.

Section 3. This Ordinance is in addition to all other ordinances on the subject and shall be construed therewith excepting as to that part in direct conflict with any other ordinance, and in the event of such conflict, the provisions hereof shall govern.

Section 4. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED AND APPROVED at the regular meeting of the City Council of the City of Pekin, this _____ day of _____, 20____; and upon roll call the vote was as follows:

AYES:

NAYS:

ABSENT:

ABSTAINING:

APPROVED this _____ day of _____, 20____

Mayor

ATTEST:

City Clerk

CERTIFICATE

THE UNDERSIGNED CERTIFIES THAT SHE IS THE CITY CLERK FOR THE CITY OF PEKIN, ILLINOIS, AND THAT THE CITY COUNCIL AT A REGULARLY CONSTITUTED MEETING OF SAID CITY COUNCIL OF THE CITY OF PEKIN ON THE _____ DAY OF _____, 20____ ADOPTED ORDINANCE NO. _____ A TRUE AND CORRECT COPY OF WHICH IS CONTAINED IN THIS PAMPHLET

GIVEN UNDER MY HAND AND SEAL THIS _____ DAY OF _____, 20____.

(SEAL)

CITY CLERK

ORDINANCE NO. 2873-19/20

**AN ORDINANCE AMENDING TITLE 6, CHAPTER 2 OF THE CITY CODE
REGARDING REGISTRATION REQUIREMENTS FOR NON-OWNER-OCCUPIED
PROPERTIES**

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Pekin, as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and

WHEREAS, the City has previously adopted a crime free and chronic nuisance property abatement ordinance, which aims to prevent and abate Nuisance Residential Rental Properties; and

WHEREAS, the City's chronic nuisance ordinance requires registration with the City of non-owner-occupied properties, subject to certain exceptions; and

WHEREAS, the City Council of the City of Pekin hereby finds it is in the best interest of the City to further limit the exceptions to the registration requirement for non-owner-occupied properties.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. The findings and recitations set forth above are adopted and found to be true and correct.

Section 2. Title 6, Chapter 2, Section 13-4, Subsection (J) of the City of Pekin, Illinois, Municipal Code is hereby amended as follows (additions indicated by underline, deletions by ~~striketrough~~):

(J) Exceptions: Residential Non-Owner Occupied Licenses, for the purposes of this Chapter, shall not include the following:

1. Lawfully operating housing for the elderly that meets the definition of "housing for older persons", as provided in 42 U.S.C. 3607;

2. Lawfully operating group homes governed by Specialized Living Centers Act, ILCS 405/25-1 et seq., as amended, dealing with the developmentally disabled, and also such other similar non-profit uses governed by state or federal laws, rules or regulations if provided such similar uses are required to be exempted by law;

3. Owner-occupied single-family dwellings having not more than one authorized boarder.;

4. ~~Any non-owner occupied property occupied solely by an immediate family member of~~

~~the owner (mother, father, brother, sister, child) as verifiable as such by the Coordinator.~~

Section 3. This Ordinance is in addition to all other ordinances on the subject and shall be construed therewith excepting as to that part in direct conflict with any other ordinance, and in the event of such conflict, the provisions hereof shall govern.

Section 4. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED AND APPROVED at the regular meeting of the City Council of the City of Pekin, this _____ day of _____, 20____; and upon roll call the vote was as follows:

AYES:

NAYS:

ABSENT:

ABSTAINING:

APPROVED this _____ day of _____, 20____

Mayor

ATTEST:

City Clerk

CERTIFICATE

THE UNDERSIGNED CERTIFIES THAT SHE IS THE CITY CLERK FOR THE CITY OF PEKIN, ILLINOIS, AND THAT THE CITY COUNCIL AT A REGULARLY CONSTITUTED MEETING OF SAID CITY COUNCIL OF THE CITY OF PEKIN ON THE _____ DAY OF _____, 20____ ADOPTED ORDINANCE NO. _____ A TRUE AND CORRECT COPY OF WHICH IS CONTAINED IN THIS PAMPHLET

GIVEN UNDER MY HAND AND SEAL THIS _____ DAY OF _____, 20____.

(SEAL)

CITY CLERK



REQUEST FOR COUNCIL ACTION

Agenda Date: March 9, 2020
To: Council Members
From: John Dossey, Police Chief

AGENDA ITEM: Resolution No. 65-19/20 Approving Purchase of Tasers for Police Department

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: The use of TASERS has shown to provide law enforcement officers a safer option out in the field, which have reduced officer(s) injury and workman comp claims significantly throughout the country. It further has shown reduction of injuries to the suspects as well, in particular through the use of less-than-deadly force options.

In approximately 2001 the Pekin Police Department began using TASERS as an alternate less-than-lethal tool. The Police Department purchased ten (10) Tasers initially and placed them in service. In the following fiscal years, the Police Department continued to purchase ten (10) Tasers until all officers on the department were issued the device. Over the years, the Police Department has continually replaced aged-out TASERS to limit the financial impact to the City versus purchasing several TASERS all at once.

TASERS have a life expectancy of five (5) years. Therefore any use of these devices after their recommended life cycle may result in a serious malfunction or lack of effectiveness. Warranty on the devices begin the date that the device ships. Currently, 47 police officers carry a TASER, of which 19 are currently out of warranty should they malfunction and become inoperable. It is the intent to keep working TASERS in active inventory until such time they reach a critical point of failure. In 2019, the Department did have one critical malfunction resulting in that device being pulled out of the "active" inventory. This proposed purchase of new TASERS will allow the department to plan ahead for any failures and readily replace them immediately.

Based on industry information, Axon is the sole source vendor for this less lethal option. Staff recommends the purchase of these devices.

FINANCIAL IMPACT:

Requested Amount: \$16,757.19
 Line Item: 100-761-529000
 Budgeted Amount: \$35,000
 Remaining Funds: \$32,512 (approx.)

IMPACT IF APPROVED: The Police Department would be able to continue to provide the officers with a less than lethal option.

IMPACT IF DENIED: New TASERS would not be procured, giving officers less options in the field.

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while

helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness

Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

3/6/2020

Date:

Resolution No. 65-19/20
Approving Purchase of TASERS for Police Department

WHEREAS, the use of TASERS has shown to provide law enforcement officers a safer option out in the field, which have reduced officer(s) injury and workman comp claims significantly throughout the country; and

WHEREAS, the use of TASERS has further shown reduction of injuries to suspects as well, in particular through the use of less-than-deadly force options; and

WHEREAS, in approximately 2001 the Pekin Police Department began using TASERS as an alternate less-than-lethal tool; and

WHEREAS, the Police Department purchased ten (10) Tasers initially and placed them in service; and

WHEREAS, in the following fiscal years, the Police Department continued to purchase ten (10) Tasers until all officers on the department were issued the device; and

WHEREAS, over the years, the Police Department has continually replaced aged-out TASERS to limit the financial impact to the City versus purchasing several TASERS all at once; and

WHEREAS, TASERS have a life expectancy of five (5) years and any use of these devices after their recommended life cycle may result in a serious malfunction or lack of effectiveness; and

WHEREAS, currently, 47 police officers carry a TASER, of which 19 are currently out of warranty should they malfunction and become inoperable; and

WHEREAS, it is the intent to keep working TASERS in active inventory until such time they reach a critical point of failure; and

WHEREAS, the purchase of new TASERS will allow the department to plan ahead for any failures and readily replace them immediately; and

WHEREAS, the purchase of new TASERS will be in the best interest of the City and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS:

Section 1. The findings and recitations set forth above are adopted and found true and correct.

Section 3. Based on industry information, Axon is the sole source vendor for this procurement.

Section 3. The Mayor is hereby authorized and directed to enter into and execute on behalf of the City a purchase agreement with Axon for the procurement of TASERS for the City.

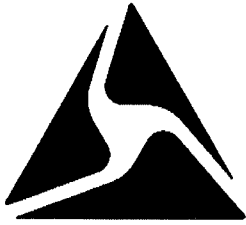
Section 4. The City Clerk of the City of Pekin is hereby authorized and directed to attest such execution.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 Phone: (800) 978-2737

Q-247617-43892.639AB

Issued: 03/02/2020

Quote Expiration: 03/31/2020

Account Number: 112461

Payment Terms: Net 30
 Delivery Method: Fedex - Ground

SHIP TO

Courtney Hutchinson
 Pekin Police Dept. - IL
 111 S CAPITOL ST
 PEKIN, IL 61554
 US

BILL TO

Pekin Police Dept. - IL
 111 S CAPITOL ST
 PEKIN, IL 61554
 US

SALES REPRESENTATIVE

Ashley Bittl
 Phone: 480-515-6309
 Email: abittl@taser.com
 Fax: (888) 855-5281

PRIMARY CONTACT

Courtney Hutchinson
 Phone: (309) 478-5330
 Email: cahutchinson@ci.pekin.il.us

Due Net 30

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
11002	BLACK X26P CEW, HANDLE		10	1,113.00	1,113.00	11,130.00
22010	PPM, STANDARD BATTERY PACK, X2/X26P		10	68.00	68.00	680.00
11004	WARRANTY, 4 YEAR, X26P		10	346.00	346.00	3,460.00
11501	RIGHT-HAND HOLSTER, X26P, BLACKHAWK		8	70.50	70.50	564.00
11504	LEFT-HAND HOLSTER, X26P, BLACKHAWK		2	70.50	70.50	141.00
Subtotal						15,975.00
Estimated Shipping						0.00
Estimated Tax						782.19
Total						16,757.19
Grand Total						16,757.19

Tax is subject to change at order processing with valid exemption.

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: _____ Date: _____

Name (Print): _____ Title: _____

PO# (Or write N/A): _____

Please sign and email to Ashley Bittl at abittl@taser.com or fax to (888) 855-5281

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

The trademarks referenced above are the property of their respective owners.

Axon Internal Use Only		
		SFDC Contract #:
		Order Type:
		RMA #:
		Address Used:
		SO #:
Review 1	Review 2	
Comments:		



REQUEST FOR COUNCIL ACTION

Agenda Date: March 9, 2020
To: Council Members
From: Bruce Marston, Finance Director

AGENDA ITEM: Resolution No. 66 - 19/20 Designating Vactor Financing as Tax-Exempt Obligation

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: On May 28, 2019 the Council approved the purchase and financing of a Vactor truck out of the Sewerage Fund. After the approval from the Council, the order for the truck was placed and the vendor began the six month build process. After some delays, the truck will be ready for delivery within the next couple of weeks and the financing needs to be finalized. In order to finalize the financing, Council action is necessary to formally designate the financing as a Qualified Tax-Exempt Obligation under the Internal Revenue Code.

FINANCIAL IMPACT: Financing of \$424,496.00 was approved in May 2019.

Requested Amount:
 Line Item:
 Budgeted Amount:
 Remaining Funds:

IMPACT IF APPROVED: Exempts interest on the financing from tax.

IMPACT IF DENIED: Interest on the financing would be taxable.

ALTERNATIVES: N/A

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

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Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.

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REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Bruce Q Marston

Bruce Q Marston, Finance Director

3/4/2020

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

3/6/2020

Date:

Resolution No. 66 - 19/20**Resolution Designating the Borrowing of Funds from Pekin Community Bank for the Purchase of a Vactor as a Qualified Tax-Exempt Obligation**

WHEREAS, the City of Pekin (the “City” or the “Issuer”) is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Pekin, as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and

WHEREAS, the City Council of the City of Pekin previously approved Resolution No. 3-19/20 authorizing the purchase of a new Vactor Truck for use in the wastewater department to be financed with a five year loan through Pekin Community Bank in the amount of \$424,496.00; and

WHEREAS, as evidence of the loan to be made by Pekin Community Bank, the City has issued a promissory note not to exceed \$424,496.00, bearing such interest and requiring payments under the terms and conditions set forth in said promissory note (the “Note”); and

WHEREAS, the City Council does hereby find and determine that upon the borrowing of an amount not to exceed \$424,496.00 and the issuance of the Note by the City in that amount, the aggregate outstanding indebtedness of the City, including bonds, notes and other indebtedness, will not exceed the City’s debt limitation set forth under the Illinois Municipal Code and, as such, the City is authorized to issue said Note; and

WHEREAS, the City is a unit of local government of the State of Illinois and, as such, may

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. Recitals Adopted. The findings and recitations set forth above are adopted and found to be true and correct.

Section 2. Status as Qualified Tax-Exempt Obligation. The Issuer recognizes the provisions of Section 265(b)(3) of the Internal Revenue Code (the “Code”) which provide that a “qualified tax-exempt obligation” as therein defined may be treated by certain financial institutions as if it were acquired on August 7, 1986, for certain purposes. The Issuer hereby designates the Note as a “qualified tax-exempt obligation” as provided therein to the extent each such Bond is tax-exempt under Section 103 of the Code.

(a) The Issuer acknowledges that a “qualified tax exempt obligation” means a bond which is not a “private activity bond” as defined in Section 141(a) of the Code.

(b) The Issuer represents, certifies and covenants that the Note is not a “private activity bond” as defined in Section 141(a) of the Code.

(c) The Issuer represents, certifies and covenants that including the Note, the Issuer (including any entities subordinate thereto) does not reasonably expect to issue in excess of \$10,000,000 in “qualified tax-exempt obligations” (other than non-501(c)(3) “private activity bonds”) (as such terms are defined in the Code) during the calendar year of issuance of the Bonds.

In determining whether the Note is a “qualified tax-exempt obligation” certain obligations are not taken into account in aggregating the \$10,000,000 limit of the small issuer exception under Section 265(b)(3) of the Code, including under Section 265(b)(3)(C)(III):

(III) an obligation issued to refund (other than to advance refund within the meaning of section 149(d)(5)) any obligation to the extent the amount of the refunding obligation does not exceed the outstanding amount of the refunded obligation.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK