



**AGENDA**  
**FINANCE AND ADMINISTRATION COMMITTEE**  
**Monday, June 23, 2014**  
**5:30 PM**  
**Mayor's Conference Room**

**I) Roll Call**

(Mike Bennett, Chairman, Jerry Albrecht, Vice-Chair, John Drolet, Harlan Gerrish, Gene McCoskey)

**II) Approval of Minutes from Previous Meeting April 28, 2014 (No Meeting held in May)**

*Note: All recently approved committee minutes posted on official City website: <http://www.ofallon.org>*

**III) Items Requiring Council Action**

- A. Resolution Authorizing Director of Finance to secure Lease/Purchase Agreements for Equipment/Vehicles for FY 2014/2015
- B. Ordinance Amending Personnel Code

**IV) Other Business:**

- A. Tax Levy- TIF Amount Clarification (Time Permitting)

**V) Informational Purposes Only- No Action/Discussion Required**

- A. Treasurer's Report as of 4/30/14

**VI) Adjournment**

**NEXT MEETING: Monday, July 28, 2014 – 5:30 P.M. – Mayor's Conference Room**

*General Citizen Comments: The City of O'Fallon welcomes comments from our citizens. The Illinois Open Meetings Act provides an opportunity for citizens to speak at all committee and Board meetings. However, 5 ILCS 120/1 mandates that NO action shall be taken on matters not listed on the agenda. Please submit your name to the chairman and limit your comments so that anyone present has the opportunity to speak.*



## CITY COUNCIL AGENDA ITEMS

**To:** Mayor and City Council  
**From:** Sandy Evans, Director of Finance  
Walter Denton, City Administrator  
**Date:** July 7, 2014  
**Subject:** Resolution on Lease of Vehicles and Equipment

**List of committees that have reviewed:** Finance and Administration

**Background:** This is the annual resolution authorizing the Director of Finance to secure/continue lease purchase agreements for vehicles and equipment approved in the budget. This action allows the Director of Finance to enter into agreements with local banks that spread the cost of vehicles/equipment over a specific period of time, not to exceed 5 years. Police vehicles are usually 3 years and some special use vehicles/equipment are for longer periods depending on the projected useful life.

**Legal Considerations, if any:** None

**Budget Impact:** Vehicle/Equipment purchase is authorized with the budget approval and the Director of Finance and staff determines the most cost effective method of payment on an individual vehicle/equipment basis.

**Staff recommendation:** Recommend approval

**CITY OF O'FALLON, ILLINOIS  
RESOLUTION 2015-**

**A RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO SECURE  
A LEASE/PURCHASE AGREEMENT FOR EQUIPMENT/VEHICLES FOR  
FY 2014/2015**

**WHEREAS**, the City Council deems it necessary for the health, safety and welfare of the residents of the City of O'Fallon to provide for the lease/purchase of certain equipment as approved in the FY 2014-2015 Budget; and

**WHEREAS**, pursuant to the provision of Section 11-61-3 of Article II of the Illinois Municipal Code, the City of O'Fallon is authorized to purchase real and personal property for public purposes pursuant to contracts that provide for the consideration for such purchase to be paid in monthly or annual installments during a period not exceeding twenty (20) years; and

**WHEREAS**, it is hereby estimated and determined that funds, plus interest, in order to purchase said equipment are not presently available.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL, OF THE CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS AS FOLLOWS:**

That the City of O'Fallon has authorized the Director of Finance to enter into a lease/purchase of said equipment/vehicles to be paid in equal installments not to exceed five (5) years.

This Resolution shall become effective immediately upon its adoption by City Council.

Passed by the City Council this 7th day of July, 2014.

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ATTEST:

(seal)

Approved by the Mayor this 7<sup>th</sup> day  
of July 2014.

\_\_\_\_\_  
Philip A. Goodwin, City Clerk

\_\_\_\_\_  
Gary Graham, Mayor



Policy Number and title	Summary of changes
101 - Nature of Employment	Clarification regarding at-will nature of employment relationship & future amendments to the Personnel Code.
103 - Recruitment and Selection	Added a statement regarding compliance with Equal Employment Opportunity Policy.
105 - Recruitment and Selection Process	Clarification on job-related business necessity of the selection methods, application of criminal history and arrest records, and hiring CDL drivers.
106 - Equal Employment Opportunity	Updated the categories of protected classes
109A - Medical Examinations / Fit For Duty Evaluations	Added a policy & process for Fit for Duty Evaluations (essential functions assessments).
109B - Medical Information Confidentiality	Added policy -assurances regarding keeping FMLA, Work Comp, and other medical documentation needed for business purposes in Human Resources as confidential; employees required to keep known medical information as confidential.
110 - Immigration Law Compliance	Updated to reflect changes in language.
111B - State Gift Ban Act	Added Policy to clarify gift limitations as it relates to employment with the City; City Administrator's office as Ethics Advisor.
112 - Outside Employment	Updated to reflect the requirement to submit secondary employment (including self-employment) & changes in writing to the Department Head & the City Administrator's office for approval - database acknowledgement. Annual submission to request continued secondary employment approval.
113 - Salary Schedule	Added a policy regarding the Salary Schedule applicable to all employees not covered by a collective bargaining agreement.
201 - Employment Categories	Clarified categories of employment: Full-time, Part-time, Supplemental Part-time, Paid-on-Call, Special Assignment/ Seasonal, Temporary, Independent Contactors; Defined Introductory Period. Also added remarks regarding required enrollment for part-time employees expected to work 1,000 hours.
204 - Personnel Data Changes	Clarified the types of information that is required to be reported by the employee to Human Resources
301 - Employee Benefits	Updated to reflect clarification regarding benefit policies/documentation being outside the liability of the City and falling on the individual benefits providers.
302 - Benefits Continuation	Added clarification regarding the Health Insurance Marketplace
303 - Bereavement Leave	Clarified that leave days taken are to be consecutive days (same as contracts verbiage).
304 - Cafeteria Plan: Section 125 Flexible Spending, Dependent Child Care, Health Savings Accounts	Added clarification regarding the HSA being a part of the cafeteria plan and descriptions of each part.

307 - Employee Assistance Program "EAP"	Added job performance connections to details, clarified confidentiality, updated the 800 number to reflect Care 24.
308 - Family & Medical Leave	Added additional amendments to FMLA regulations to include additional eligibilities including qualifying exigency and covered service member.
309 - Health Insurance	Updated to include notifications to HR regarding qualifying events & the Public Safety Employee Benefits Act.
314 - Military Leave / Family Military Leave	Added the 2005 Family Military Leave Act details.
315 - Personal Leave / Medical Leave of Absence	Clarifies that personal leave can also coincide with leave for medical reasons; limited to 30 days every two years .
318 - Vacation Benefits	Clarifies accrual process used for vacation benefits, added a column for the bi-weekly hours accrued for each category of employment (defining the 5 week limit for exempt after 2009), added details on maximum bank size and lost hours not being replaced.
320 - Worker's Compensation Insurance and Leave	Updated to reflect the requirement of written documentation.
321 - Victims' Economic Security and Safety Leave (VESSA)	Added policy for required protections for victims of domestic violence under Illinois Law.
322 - Nursing Mothers in the Workplace	Private location and unpaid time offered to express breast milk under Illinois law.
323 - Blood, Platelet, Bone Marrow & Organ Donation Leave	One hour of paid time to give blood (2 hours for platelets) at city sponsored event scheduled with supervisor; same amount of time offered for off-premises drives but unpaid. Organ donation allows 30 days (concurrent with FMLA). Both under Illinois Law - paid time not part of the regulation (comparison to other local governments).
324 - School Conference & Activity Leave	No more than 4 hours on any given day and up to 8 hours of school conference leave during any school year; not paid; under Illinois Law.
325 - Voting Leave	2 hours of unpaid time to vote - Illinois Law
401 - Timekeeping	Clarified non-exempt "extra hours" and adjusting work schedule in the same work week for business purposes. Also added the specifics on supervisor approval requirements for extended hours.
402 - Paydays	Specified that Friday of the bi-weekly pay week is the required pay to receive payment. Added details about direct deposit and the Employee portal.
403 - Employment Termination	Added categories: Disability Resignation, Introductory Termination.
404 - Unemployment Compensation	Clarified the availability of unemployment and eligibility criteria.
406 - Administrative Pay Corrections	Added FLSA Safe Harbor clause regarding employee classifications.

407 - Pay Deductions & Setoffs	Added a deadline to submit voluntary deductions for payroll, that employees are encouraged to give to United Way, statement of deductions and earnings on Employee Portal, and that employee's need to report discrepancies within a reasonable amount of time (not defined).
503 - Tobacco and Nicotine Products Prohibited	Added prohibition of unregulated nicotine products (such as e-cigarettes) to tobacco policy. Added clarification that personnel action could be taken for non-compliance.
504 - Meal Periods	Lowenbaum recommended that we add the length of meal periods provided - length varies in amount from 1/2 hour to 1 hour, dependent upon work schedule.
505 - Overtime / Compensatory Time	Defines workweek as Monday through Sunday, and once the worked hours exceeds 40, these hours get applied, defines overtime eligible hours and compensatory eligible hours.
506 - Equipment and Vehicle Use Policy	Updated policy: license in good standing & current insurance required, employees requirement for care of vehicle, extension of workplace, traffic laws, accident reporting, not to be used for personal business, no non-employees unless a business colleague and headed out for a business purpose, take home vehicle stipulations clarified.
507 - Use of Personal/City Vehicle for City Business	Added policy: Clarifies the use of a City vehicle under special stipulations, personal vehicles used for travel uses IRS mileage rate (difference between employee's normal commute and the City business). Best practices for driving & care of vehicle.
508 - Operation of Privately Owned Vehicles	Added policy: required driver's license in good standing, driving record checks twice per year, requirement to report issues with license.
509 - Authorized Driver's and Motor Vehicle Checks	Added policy: annual driving record checks, accident reporting requirements: contact law enforcement, reporting to supervisor immediately, specifics regarding investigation process.
510 - Business Travel Details & Expenses	Travel Policy Updated in 2010
602 - Emergency Conditions & Closings	Added notations about Panic Alarm System and future Emergency Preparedness Manual (DOL requirement) as well as fire & tornado best practices.
603 - City Identification Cards / Physical Security Guide	Added policy: ID required to visit private property, details regarding lost IDs (more than 2 lost = discipline), requirement not to loan the card to anyone.
607 - Document Retention	Added policy: in reference to the local records act and public records retention requirement including details about what constitutes a public record.



Treasurer's Report  
Cash Reserve Balance of Major Funds

**General Fund**

Cash on Hand as of 4/30/14	\$ 10,089,255.57	***
3 mos. operating reserve	\$ (3,955,779.24)	
10% emergency reserve	\$ (1,008,925.56)	
Obligated 2014 budget: Phone Upgrade	\$ -	Paid
Fire station complex	\$ -	Paid
	<u>\$ 5,124,550.77</u>	

**Ambulance**

Cash on Hand as of 4/30/14	\$ 3,121,185.75	
3 mos. operating reserve	\$ (899,760.00)	
10% emergency reserve	\$ (312,118.58)	
Obligated 2014 budget: Fire Station complex	\$ -	Paid
Obligated 2014 budget: Venita property	\$ -	Paid
Obligated 2015 budget: Venita property	\$ (125,500.00)	
	<u>\$ 1,783,807.18</u>	

**Fire**

Cash on Hand as of 4/30/14	\$ 2,633,834.38	
3 mos. operating reserve	\$ (826,910.00)	
10% emergency reserve	\$ (263,383.44)	
Obligated 2014 budget: Transfer from reserves	\$ -	
	<u>\$ 1,543,540.94</u>	

**Parks**

Cash on Hand as of 4/30/14	\$ 1,730,962.50	
3 mos. operating reserve	\$ (852,873.75)	
10% emergency reserve	\$ (173,096.25)	
Obligated 2014 budget: Transfer from reserves	\$ -	
	<u>\$ 704,992.50</u>	

**Prop S**

Cash on Hand as of 4/30/14	\$ 2,912,632.82	
3 mos. operating reserve	\$ (423,375.00)	
10% emergency reserve	\$ (291,263.28)	
Transfer from reserves	-	
	<u>\$ 2,197,994.54</u>	

**MFT**

Cash on Hand as of 4/30/14	\$ 4,618,159.87	
3 mos. operating reserve	\$ (860,000.00)	
10% emergency reserve	\$ (461,815.99)	
Obligated 2014 budget: Transfer from reserves	\$ -	
	<u>\$ 3,296,343.88</u>	

**Water**

Cash on Hand as of 4/30/14	\$ 4,888,939.34	
3 mos. operating reserve	\$ (2,532,745.00)	
10% emergency reserve	\$ (488,893.93)	
Obligated 2014 budget: Transfer from reserves	\$ -	
	<u>\$ 1,867,300.41</u>	

**Sewer**

Cash on Hand as of 4/30/14	\$ 3,414,960.08	
3 mos. operating reserve	\$ (1,383,010.00)	
10% emergency reserve	\$ (341,496.01)	
Obligated 2014 budget: Transfer from reserves	\$ -	
	<u>\$ 1,690,454.07</u>	

**Library**

Cash on Hand as of 4/30/14	\$ 1,645,864.63	
3 mos. operating reserve	\$ (266,506.25)	
10% emergency reserve	\$ (164,586.46)	
Obligated 2014 budget: Transfer from reserves	\$ -	
	<u>\$ 1,214,771.92</u>	

**Hotel/Motel**

Cash on Hand as of 4/30/14	\$ 800,536.55	
3 mos. operating reserve	\$ (246,141.25)	
10% emergency reserve	\$ (80,053.66)	
Obligated 2014 budget: Transfer from reserves	\$ -	
	<u>\$ 474,341.65</u>	

**Park Land Fund Subdivision**

Cash on Hand as of 4/30/14	\$ 223,882.42	
3 mos. operating reserve	\$ (7,525.00)	
10% emergency reserve	\$ (22,388.24)	
	<u>\$ 193,969.18</u>	

**Annex Fees**

Cash on Hand as of 4/30/14	\$ 683,306.72	
3 mos. operating reserve	\$ (31,275.00)	
10% emergency reserve	\$ (68,330.67)	
Obligated 2014 budget: Venita property	\$ -	Paid
Obligated 2015 budget: Venita property	\$ (59,500.00)	
	<u>\$ 524,201.05</u>	

Note: 3 mos operating reserve calculated by using FY 2014 budget

\*\*\*Includes proceeds from sale of cell tower and Kyle Road property