

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## FINANCE COMMITTEE

**TUESDAY, SEPTEMBER 22, 2020<sup>1</sup>**  
**6:00 P.M. – COMMITTEE ROOM A**

### AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
  - A. Finance Committee Meeting of December 12, 2019
3. Public Participation / Presentations
4. Items for Consent
  - A. Ordinance No. 20-O-0020-Third Quarter Budget Amendment
  - B. Ordinance No. 20-O-0021-Updating the Fair Market Value of Residential, Commercial and Industrial Land – Subdivision Regulation
  - C. Resolution No. 20-R-0052-Partial Property Tax Abatement – Greco/DeRosa Investment Group
  - D. Resolution No. 20-R-0053-Economic Incentives – Greco/DeRosa Investment Group
  - E. Resolution No 20-R-0023-Amending the City's Loss Prevention Policy
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Executive Session (if needed)
10. Adjournment

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<sup>1</sup> Rescheduled from September 24, 2020

## **MINUTES**

### **FINANCE COMMITTEE**

**December 12, 2019**

#### **1. Call to Order, Roll Call, and Establishment of a Quorum**

The meeting was called to order at 6:00 P.M. Roll call found Aldermen Chassee, Dimas, Ferguson, Sheahan, Stout and Swiatek present. Alderman Ligino-Kubinski was absent.

Staff in attendance: City Administrator Michael Guttman, Administrative Services Director Linda Martin, and Assistant Administrative Services Director Nikki Giles.

#### **2. Approval of Minutes**

##### **A. Finance Committee Meeting of August 22, 2019.**

**Alderman Chassee moved and Alderman Swiatek seconded a motion to approve. The minutes were approved as presented by voice vote.**

#### **3. Items for Consent**

- A. Resolution No. 19-R-0066 – Partial Property Tax Abatement – Midwest Industrial Funds
- B. Ordinance No. 19-O-0035 – Turner Court Waste Collection and Billing Program

**Alderman Chassee moved and Alderman Stout seconded a motion to approve the Consent Agenda. Voting Aye: Aldermen Chassee, Dimas, Ferguson, Sheahan, Stout and Swiatek. Voting Nay: 0. Absent: Alderman Ligino-Kubinski. Motion Carried**

#### **4. Items for Discussion**

##### **A. Ordinance No. 19-O-0041 – 2020 Annual Budget**

City Administrator Guttman spoke about the decline in some revenues which, in part, is a result of decreases in State of Illinois shared revenue distributions. There has been a great deal of development in West Chicago, which has been a primary focus during the past year for the organization. Mr. Guttman feels that, overall, we should be in a good position for the next budget year.

**Alderman Swiatek moved and Alderman Stout seconded a motion to approve Ordinance No. 19-O-0041 – 2020 Annual Budget. Voting Aye: Aldermen Chassee, Dimas, Ferguson, Sheahan, Stout and Swiatek. Voting Nay: 0. Absent: Alderman Ligino-Kubinski. Motion Carried**

#### **5. Unfinished Business - None**

#### **6. New Business - None**

**7. Reports from Staff – None**

**8. Executive Session (if needed) – None**

**9. Adjournment**

Alderman Ferguson moved and Alderman Sheahan seconded a motion to adjourn. The motion was approved by voice vote and the meeting adjourned at 6:06 P.M.

Respectfully submitted,

*Jacki Stern*

## CITY OF WEST CHICAGO

<b>FINANCE COMMITTEE AGENDA ITEM SUMMARY</b>	
<b>ITEM TITLE:</b>  Ordinance No. 20-O-0020 – Third Quarter Budget Amendment	<b>AGENDA ITEM NUMBER:</b> <u>4. A.</u>  <b>FILE NUMBER:</b> _____  <b>COMMITTEE AGENDA DATE:</b> 9/22/2020 <b>COUNCIL AGENDA DATE:</b> 10/5/2020
<b>STAFF REVIEW:</b>	<b>SIGNATURE</b> _____
<b>APPROVED BY CITY ADMINISTRATOR:</b>	<b>SIGNATURE</b> _____
<b>ITEM SUMMARY:</b>  Please see the attached amendment which modifies various revenue streams in light of the financial impact of the COVID-19 pandemic and to correct one expenditure omission in the Sewer Fund.	
<b>STAFF RECOMMENDATION:</b>  Staff recommends adoption of Ordinance No. 20-O-0020.	
<b>COMMITTEE RECOMMENDATION:</b>	



**ORDINANCE NO. 20-O-0020**

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR  
THE CITY OF WEST CHICAGO, DUPAGE COUNTY, ILLINOIS  
FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2020  
AND ENDING DECEMBER 31, 2020 PASSED AND  
ADOPTED BY ORDINANCE NO. 19-O-0041**

WHEREAS, the City of West Chicago has heretofore adopted the annual budget procedure providing for in 65 ILCS 5/8-2-9.1 through 5/8-2-9.10; and,

WHEREAS, the City of West Chicago has passed Ordinance No. 19-O-0041 passing and adopting the “2020 Proposed Budget” (ANNUAL BUDGET); and,

WHEREAS, said Ordinance No. 19-O-0041 was filed with the County Clerk of DuPage County as required by law; and,

WHEREAS, the City of West Chicago desires to revise the ANNUAL BUDGET to account for the decreased revenue projections in light of the COVID-19 pandemic and to correct a typographical error in the Sewer Fund expenditures; and,

WHEREAS, 65 ILCS 5/8-2-9.6 provides in part that by a vote of two-thirds of the corporate authorities then holding office, the annual budget of a municipality may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves, provided no revision increasing the budget shall be made in the event funds are not available to effectuate the purpose of the revision.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Chicago, DuPage County, Illinois, in regular session assembled as follows:

SECTION 1. That the ANNUAL BUDGET of the City of West Chicago is hereby amended as detailed in “Exhibit A” and as summarized below:

<u>Fund</u>	<u>Original Amount</u>	<u>Amended Amount</u>
General Fund (01)		
Revenues	\$18,848,000	\$17,478,000
Capital Projects Fund (08)		
Revenues	\$3,559,200	\$3,234,200
<u>Fund</u>	<u>Original Amount</u>	<u>Amended Amount</u>
Sewer Fund (05)		
Expenditures	\$8,226,800	\$8,680,600

SECTION 2. That the City Clerk is authorized and directed to file a certified copy of this Ordinance with the County Clerk of DuPage County.

SECTION 3. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION 4. That this Ordinance shall be in full force and effect from and after its passage by two-thirds of the corporate authorities and approval and publication in pamphlet form as provided by law.

PASSED this 5<sup>th</sup> day of October 2020.

Alderman J. Beifuss \_\_\_\_\_  
Alderman J. Sheahan \_\_\_\_\_  
Alderman A. Hallett \_\_\_\_\_  
Alderman M. Birch-Ferguson \_\_\_\_\_  
Alderman C. Swiatek \_\_\_\_\_  
Alderman R. Stout \_\_\_\_\_  
Alderman N. Ligino-Kubinski \_\_\_\_\_

Alderman L. Chassee \_\_\_\_\_  
Alderman H. Brown \_\_\_\_\_  
Alderman M. Ferguson \_\_\_\_\_  
Alderman S. Dimas \_\_\_\_\_  
Alderman M. Garling \_\_\_\_\_  
Alderman J. Short \_\_\_\_\_  
Alderman J. Jakabcsin \_\_\_\_\_

APPROVED as to form: \_\_\_\_\_  
City Attorney

APPROVED this 5<sup>th</sup> day of October 2020.

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
City Clerk Nancy M. Smith

PUBLISHED: \_\_\_\_\_

**Ordinance No. 20-O-0020  
Third Quarter Budget Amendment  
Exhibit A**

		<u>original</u>	<u>amended</u>
Personal Property Replacement Tax			
01-00-311000	(30,000)	180,000	150,000
Property Taxes			
01-00-311100	(175,000)	3,708,000	3,533,000
Sales Tax			
01-00-312000	(250,000)	3,925,400	3,675,400
Income Tax			
01-00-313000	(400,000)	2,889,600	2,489,600
Municipal Electricity Use Tax			
01-00-315000	(100,000)	1,442,000	1,342,000
Police Contractual			
01-00-336100	(125,000)	463,500	338,500
Amusement Tax			
01-00-347500	(35,000)	90,000	55,000
Circuit Court Fines			
01-00-351000	(100,000)	275,000	175,000
Parking and "P" Tickets			
01-00-352000	(50,000)	85,000	35,000
Administrative Adjudication Fines			
01-00-354000	(65,000)	85,000	20,000
Traffic Signal Enforcement			
01-00-354100	(75,000)	300,000	225,000
Administrative Adjudication - Police			
01-00-354500	(40,000)	50,000	10,000
Compliance Fines - PD			
01-00-354600	(25,000)	30,000	5,000
Rental Income			
01-00-387800	100,000	-	100,000
Home Rule Sales Tax			
08-00-312000	(325,000)	2,703,000	2,378,000
Health/Dental/Life Insurance			
05-34-43-4054	453,800	-	453,800
<u>Revenues</u>			
General Fund	(1,370,000)	18,848,000	17,478,000
Capital Projects Fund	(325,000)	3,559,200	3,234,200
Total		<u>18,848,000</u>	<u>17,478,000</u>
<u>Expenditures</u>			
Sewer Fund	453,800	8,226,800	8,680,600
Total	453,800	<u>8,226,800</u>	<u>8,680,600</u>



## CITY OF WEST CHICAGO

<b>FINANCE COMMITTEE AGENDA ITEM SUMMARY</b>	
<b>ITEM TITLE:</b>  Ordinance No. 20-O-0021 – Updating the Fair Market Value of Residential, Commercial and Industrial Land – Subdivision Regulations	<b>AGENDA ITEM NUMBER:</b> <u>4. B.</u>  <b>FILE NUMBER:</b> _____  <b>COMMITTEE AGENDA DATE:</b> 9/22/2020 <b>COUNCIL AGENDA DATE:</b> 10/5/2020
<b>STAFF REVIEW:</b>	<b>SIGNATURE</b> _____
<b>APPROVED BY CITY ADMINISTRATOR:</b>	<b>SIGNATURE</b> _____
<b>ITEM SUMMARY:</b>  The City hasn't updated the fair market value of land in its Subdivision Regulations for new developments since 2008. The City contracted with the Polach Appraisal Group to provide current figures; the final appraisal report is attached. Ordinance No. 20-O-0021 incorporates these current figures into the Subdivision Regulations, this time differentiating between commercial and industrial use land (previously there was just a non-residential use land figure which was used for both types).	
<b>STAFF RECOMMENDATION:</b>  Staff recommends adoption of Ordinance No. 20-O-0021.	
<b>COMMITTEE RECOMMENDATION:</b>	



**ORDINANCE NO. 20-O-0021**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF  
THE CITY OF WEST CHICAGO, APPENDIX D, SECTION 4 OF  
APPENDIX B – SUBDIVISION REGULATIONS –  
FAIR MARKET VALUE OF LAND**

WHEREAS, the City of West Chicago is authorized pursuant to 65 ILCS 5/11 – 12-4 et. Seq., to establish requirements relating to parks, school sites and other public grounds; and,

WHEREAS, the City Council has determined that it is in the public interest to ensure that new developments make adequate provisions for parks and recreation sites, school sites, fire protection sites, library purposes or cash contributions in lieu thereof, to accommodate the needs to be generated by those developments; and

WHEREAS, the City Council has heretofore enacted requirements for the dedication of land for said purposes, and/or the contribution of cash in lieu thereof, with respect to new developments, pursuant to Ordinance No. 3060, passed and approved on March 3, 1997, and codified as Appendix D of the City's Subdivision Regulations, Appendix B of the Code of Ordinances of the City of West Chicago; and

WHEREAS, Ordinance No. 3060 provides for periodic review of the fair market value of land in and surrounding the City, for the purpose of determining the amount of cash to be contributed, in the lieu of the dedication of land, for said purposes; and

WHEREAS, Ordinance No. 4140 amended Ordinance No. 3060 to revise the fair market value of land; and

WHEREAS, Ordinance 02-O-0091 adopted on or about July 15, 2002, updated the fair market value of land upon completion of a land valuation study by David W. Phillips & Company, Inc.; and

WHEREAS, Ordinance 04-O-0012 adopted on or about June 21, 2005, updated the fair market value of land upon completion of a land valuation study by David W. Phillips & Company, Inc.; and

WHEREAS, Ordinance 08-O-0003 adopted on or about February 4, 2008, updated the fair market value of land upon completion of a land valuation study by David W. Phillips & Company, Inc.; and

WHEREAS, on or about October 17, 2007, the City signed a contract with the Polach Appraisal Group to undertake a land valuation study to update the fair market value of both residential and non-residential land in West Chicago; and

WHEREAS, the City Council has reviewed the results of the study and desire to amend its Code of Ordinances to reflect the increased value of land in West Chicago.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of West Chicago, DuPage County, Illinois, in regular session assembled, as follows:

**Section 1.** That Appendix D of Appendix B of the Code of Ordinances of the City of West Chicago is hereby amended by deleting the last paragraph in Sub Section 5 of Appendix D of Appendix B in its entirety and substituting the following language:

“The case contributions in-lieu-of land shall be based on the fair market value of the acres of land in the area improved as specified in Section 8 herein, that otherwise would have been dedicated pursuant to the provisions hereof. If has been determined that the present fair market value of such improved land in and surrounding the City is: (a) one hundred thirty thousand dollars (\$130,000) per acre with respect to residential use land (or \$600 per acre for library purposes); (b) one hundred sixty five thousand dollars (\$165,000) per acre with respect to commercial use land (or \$0.11 per square foot of building area for fire protection purposes); and one hundred ninety-five thousand dollars (\$195,000) per acre with respect to industrial use land (or \$0.11 per square foot of building area for fire protection purposes). The fair market value for commercial use land shall be used for developments of a mixed-use nature. Said figures shall be used in making any calculation herein unless the developer files a written objection thereto. In the event of any such objection the developer shall submit an appraisal showing the fair market value of such improved land in the area of his development or other evidence thereof and final determination of said fair market value per acre of such improved land shall be made by the City Council based upon such information submitted by the developer and from other sources which may be submitted to the City Council by the park district, school district, fire protection district, library district or others. The City shall be entitled to an administrative fee in connection with the administration hereof, which fee shall total five percent (5%) of the contribution required under this section.”

**Section 2** All ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.



**Section 3** That this ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 5<sup>th</sup> day of October 2020.

Alderman J. Beifuss \_\_\_\_\_  
Alderman J. Sheahan \_\_\_\_\_  
Alderman A. Hallett \_\_\_\_\_  
Alderman M. Birch-Ferguson \_\_\_\_\_  
Alderman C. Swiatek \_\_\_\_\_  
Alderman R. Stout \_\_\_\_\_  
Alderman N. Ligino-Kubinski \_\_\_\_\_

Alderman L. Chassee \_\_\_\_\_  
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Alderman M. Ferguson \_\_\_\_\_  
Alderman S. Dimas \_\_\_\_\_  
Alderman M. Garling \_\_\_\_\_  
Alderman J. Short \_\_\_\_\_  
Alderman J. Jakabcsin \_\_\_\_\_

APPROVED as to form: \_\_\_\_\_  
City Attorney

APPROVED this 5<sup>th</sup> day of October 2020.

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
City Clerk Nancy M. Smith

PUBLISHED: \_\_\_\_\_

# **POLACH APPRAISAL GROUP, INC.**

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## **APPRAISAL REPORT**

**Valuation for Various Property Types  
for Land Donation Ordinance Purposes  
West Chicago, IL**



## POLACH APPRAISAL GROUP, INC.

1761 S. Naperville Road  
Suite 103  
Wheaton · Illinois · 60189  
Phone: 630.682.4650  
Fax: 630.682.4814

121 W. Wacker Drive  
Suite 856  
Chicago · Illinois · 60601  
Phone: 312.422.1200  
Fax: 312.422.1201

June 11, 2020

Michael Guttman  
City Administrator  
City of West Chicago  
475 Main Street  
West Chicago, IL 60185

Re: Valuation of Various Property Types  
for Land Donation Ordinance Purposes  
West Chicago, IL  
File #20-0301

Dear Mr. Guttman:

At your request, we have researched and analyzed vacant land sales within West Chicago and the surrounding communities as of June 4, 2020 in order to provide an opinion of the market value of improved land on a per-acre basis of various property types, residential and non-residential, within the City of West Chicago with the advantages of all normal road improvements and immediate access to all utilities.

In determining typical improvements of a site within the City, we have considered the City of West Chicago Code of Ordinances Appendix B, Subdivision Regulation Appendix D, Section 1, Number 5 which reads as follows:

"Improvements under this Section 4 shall be liberally construed and shall include, but shall not be limited to the development of: sidewalks; adjacent streets, including but not limited to pavement, curbs, gutters and street lights; connections with sewers, water, electrical and other utility lines; and, as appropriate, grading, seeding and/or sodding, and/or drainage and erosion controls."

In accordance with these instructions we have assumed that the hypothetical sites will have normal street improvements, water, sanitary sewer, storm sewer, electric, gas, telephone and cable television service readily available; and will be rough graded with positive drainage and ready for construction. Also that they will be accessible to commercial uses and permanent open space uses within the City, will be near schools, parks, and municipal services and will be free from any unusual encumbrances.

## POLACH APPRAISAL GROUP, INC.

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June 11, 2020  
Michael Guttman  
Cont'd.

*This Appraisal Report is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice. It presents only summary discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use as stated. The appraiser is not responsible for unauthorized use of this report.*

Furthermore, in accordance with prior agreement between the client and the appraiser, this report is the result of a limited appraisal process in that certain allowable departures from specific guidelines of the Uniform Standards of Professional Appraisal Practice were invoked. The intended user of this report is warned that the reliability of the value conclusion provided may be impacted to the degree there is departure from specific guidelines of USPAP. The subject of this appraisal is assumed to be various properties rather than a specific property which could be physically inspected. Our valuation makes certain assumptions about these various properties; however, because a specific property is not being appraised, information concerning zoning, physical characteristics, real estate taxes, etc. for the properties was not available. As such, we have invoked a departure from the USPAP requirements.

As requested, following is our report which summarizes our conclusions with respect to an opinion of value for various property types. Our conclusions are being reported in a summary format.

Please contact us if you have any questions.

Respectfully submitted,

POLACH APPRAISAL GROUP, INC.



Kenneth F. Polach, MAI, SRA  
IL Cert No. 553.000340 Exp. 9/30/2021



Mark K. Polach  
IL Cert No. 553.001545 Exp. 9/30/2021



**SUMMARY**

Location: Various Property Types  
West Chicago, Illinois

Assumptions and  
Limiting Conditions: Standard Contingent and Limiting Conditions apply. See attached.

**The global outbreak of a “novel coronavirus” known as COVID-19 was officially declared a pandemic by the World Health Organization (WHO). The reader is cautioned, and reminded that the conclusions presented in this appraisal report apply only as of the effective date(s) indicated. The appraiser makes no representation as to the effect on the subject property of any unforeseen event, subsequent to the effective date of the appraisal.**

We have not been provided with an environmental site assessment for specific subject properties and, therefore, have appraised the properties as free and clear of any and all potential environmental problems. Should we become aware of any environmental issues, we reserve the right to revise our opinions.

Purpose and Intended  
Use of Appraisal:

The purpose of this appraisal is to provide an opinion of the current market value of improved land on a per-acre basis for various property types, residential and non-residential, within the City of West Chicago.

We have considered the City of West Chicago Code of Ordinances Appendix B, Subdivision Regulation Appendix D, Section 1, Number 5 which reads as follows:

“Criteria for Requiring a Cash Contribution In-Lieu-Of Park, School, Fire Protection and/or Library Sites: The City shall require the developer to pay a cash contribution in-lieu-of or in combination with the land dedication required when so determined by the public body which would be the recipient of the land, subject to final City approval. The cash contributions in-lieu-of park and recreation land dedication shall be held in trust by the City, or other public body designated by the City, solely for the acquisition and or improvement of park and recreation land as hereinbefore classified, which will be available to serve the immediate or

future needs of the residents of that development. The cash contributions in-lieu-of school sites shall be held in trust by the City, or other public body designated by the City, solely for use in the acquisition and/or improvement of land for school sites to serve the immediate or future needs of children from that development. The cash contributions in-lieu-of fire protection sites shall be held in trust by the City, or other public body designated by the City, solely for use in the acquisition and/or improvement of land for fire station sites to serve the immediate or future needs of the residents or occupants of that development. The cash contributions in-lieu-of library sites shall be held in trust by the City, or other public body designated by the City, solely for use in the acquisition and/or improvement of land for library sites to serve the immediate or future needs of the residents or occupants of that development.

These properties are assumed to have the advantage of all normal road improvements and immediate access to all utilities.

Intended User: This appraisal is being used by the City of West Chicago and its agents in determining the amount of impact fee cash contributions in lieu of land donations.

Interest Appraised: Fee Simple

Definition of Market Value: Market Value definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve System (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), and the Office of Comptroller of the Currency (OCC). This definition is also referenced in regulations jointly published by the OCC, OTS, FRS, and FDIC on June 7, 1994, and in the *Interagency Appraisal and Evaluation Guidelines*, dated October 27, 1994. This definition is as follows:

Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:



1. buyer and seller are typically motivated;
2. both parties are well informed or well advised, and acting in what they consider their own best interests;
3. a reasonable time is allowed for exposure in the open market;
4. payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Date of Valuation: June 4, 2020

Date of Visual Observation: A visual observation of the subject properties was not performed since the subject properties are hypothetical properties. The appraisers are very familiar with property within the City of West Chicago and the surrounding area.

Scope of Appraisal: A visual observation of the subject properties was not performed since the subject properties are hypothetical properties. We have performed research with respect to the hypothetical subject properties and surrounding area, research of market data, analysis of the hypothetical subject properties and the market data, and preparation of a compilation of conclusions. Market data research was conducted through the use of services assumed to be accurate including CoStar and MLS as well as public records when necessary. The information obtained is believed to be accurate but has not been further verified.

The cost and income approaches to value are not applicable because the hypothetical subject properties are vacant land and buyers of these types of property do not use these approaches in making their purchasing decisions.

The appraisers believe the primary approach to value is the sales comparison approach.

Subject Area: The City of West Chicago, Illinois, is located in western DuPage County approximately 30 miles west of the City of Chicago's central business district commonly known as the

"Chicago Loop". The City currently encompasses an approximate 14.80-square-mile area which is generally bounded by Roosevelt Road to the south, the DuPage County Airport to the west, Illinois Route 64 to the north, and various roadways including Prince Crossing Road, and Illinois Route 59, among others to the east. The municipal boundaries are very irregular in shape.

Neighboring communities include St. Charles, Geneva, and Batavia to the west; Warrenville to the south; Winfield and Carol Stream to the east; Wayne and Bartlett to the north.

The City of West Chicago was incorporated in 1873 and presently consists of a mixture of single family residences, the DuPage County Airport, office and business parks, and various commercial uses.

According to the most recent census data, 2018, the City population was 27,045. The median household income for West Chicago was estimated to be \$71,268 for the years of 2014 to 2018. The per capita income for 2018 in West Chicago was \$27,011. According to 2010-2014 Census Data, West Chicago has 7,763 housing units. The median value of housing units in West Chicago is \$243,500 for 2014-2018 census data. The median gross rent for West Chicago from 2014-2018 was \$1,077 a month. The median age of West Chicago residents for 2015 was 31.6 years.

Seven public elementary schools serve the area residents: Currier Elementary School (ESD District 33, K-5), Pioneer Elementary School (ESD District 33, K-5), Wegner Elementary School (ESD District 33, K-5), Turner Elementary School (ESD District 33, K-5), Indian Knoll Elementary School (ESD District 33, K-5), Gary Elementary School (ESD District 33, K-5), and Norton Creek Elementary School (ESD District 33, K-5). Two middle schools serve the area: Benjamin Middle School (District 25, 5-8) and Leman Middle School (District 33, 6-8). Two high schools serve the area: West Chicago Community High School (District 94) and Wheaton Academy (Private School). According to Niche.com, enrollment for School District 33, located in West Chicago, has 4,432 students in grades PK through 8 with a teacher-pupil ratio of 15.0 to 1.00 and with \$15,702 spent per student. Enrollment for Benjamin Middle School within School District 25 was 272 with a teacher-pupil ratio of 10.0 to 1.00 and with \$23,036 spent per student. Enrollment for Community High School in West Chicago within High School District 94 was 2,051 with a teacher-pupil ratio of 17 to 1.00.



Enrollment for Wheaton Academy within West Chicago was 662 with a teacher-pupil ratio of 15 to 1.00 and with a tuition of \$16,150 per student. Residents use the West Chicago library in the city.

West Chicago is home to numerous houses of worship whose congregations regularly meet within the city.

According to the westchicagonow.org website transportation infrastructure for West Chicago includes, "Easy access to three Illinois highways provide residents and businesses with a link to the region's extensive system of interstate highways. Stretching east to west across northern Illinois, IL Route 38 (Roosevelt Road) and IL Route 64 (North Avenue) traverse the southern and northern borders of the city. Both routes converge with IL Route 59 and Interstate 355, ultimately offering a connection with Interstate 88. Commuter rail transportation is available through West Chicago's Metra station, located at 580 W. Main Street. The Union Pacific West line offers a host of scheduled trains throughout the day, providing for a quick commute to Chicago's Ogilvie Transportation Center, along with a number of stops in between. A frequent train schedule makes it easy to maneuver throughout the area at an affordable cost. West Chicago's general aviation needs are exceedingly fulfilled with the establishment of DuPage Airport. Located between IL Route 64 and IL Route 38, this facility is one of the busiest airports in Illinois. Those in need of regional, national and international transport have access to Chicago's O'Hare and Midway International airports. Both are situated approximately 45 minutes from West Chicago, and travelers can take advantage of a variety of limousine and shuttle services in the area for worry-free transportation to these busy airports."

Central DuPage Hospital (390 beds), located in neighboring Winfield and Delnor Hospital (159 beds) located in Geneva serve the West Chicago area. Both Hospitals are Level II trauma centers.

According to the westchicagonow.org website, West Chicago includes, "Outstanding opportunities for active recreation and relaxation are prominent in this suburban Chicago location. The West Chicago Park District is a top source for residents in search of recreation. The District oversees more than 390 acres of parkland divided into 13 Park Sites, which includes the 125-acre Reed-Keppler Park. Located at National and Arbor streets, Reed-Keppler Park has two playgrounds,

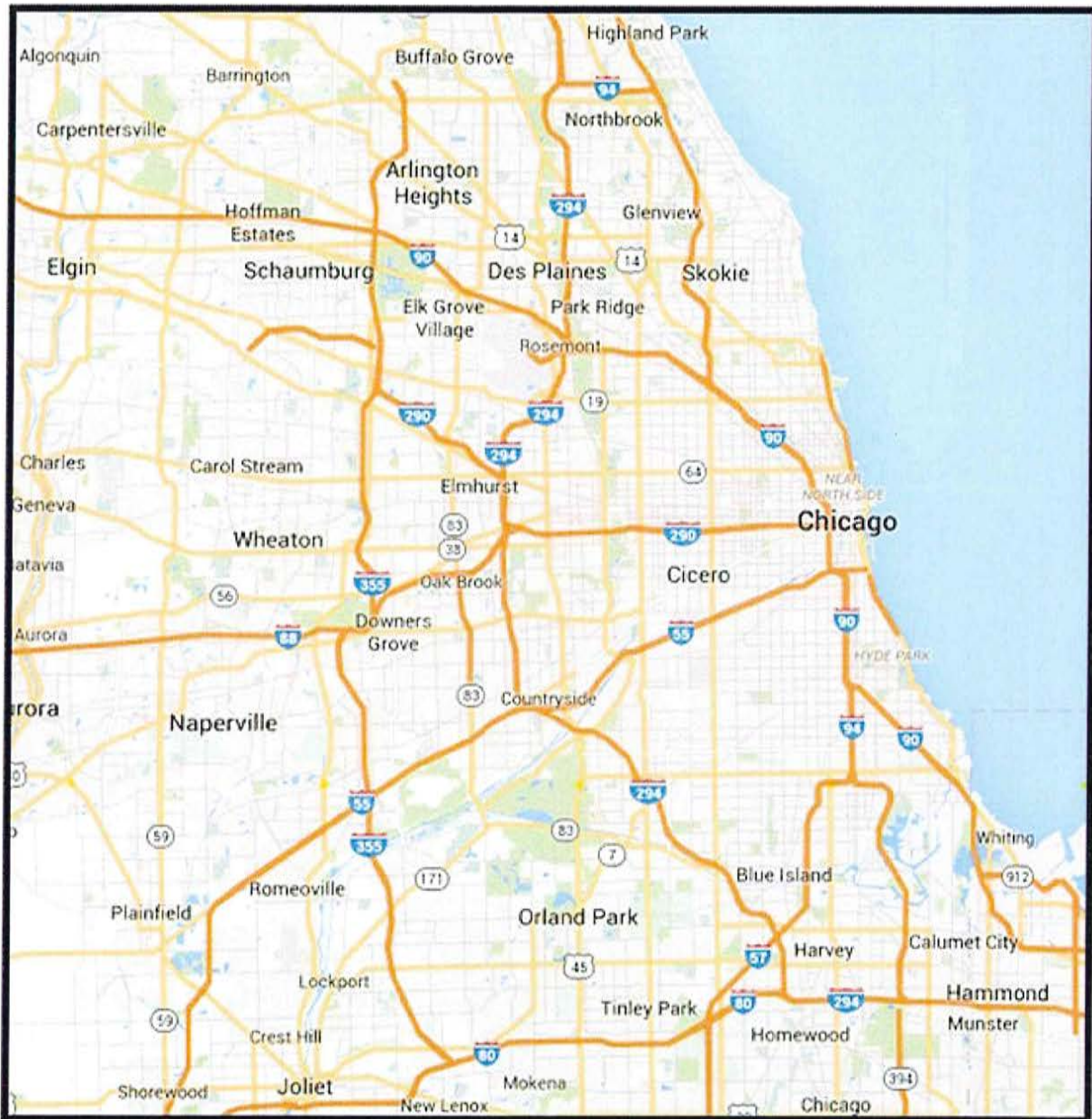
several athletic fields, a skate park, a two-acre dog park, and the 25-acre Dyer Nature Sanctuary. Additionally, the Park is the home of Turtle Splash Family Aquatic Center, a popular summer spot featuring a pool with winding waterslides. Operated by the Forest Preserve district of DuPage County, the 305-acre West Chicago Prairie Forest Preserve is a beautiful natural area that adjoins the Illinois Prairie Path. The Path is unique in comparison to others as there are no fishing or picnic areas located here. Instead, it lends itself to quiet strolls throughout the unrefined local prairieland. Golf enthusiasts relish the courses of West Chicago. Included in the area's choices are the 18-hole Prairie Landing Golf Club along Kautz Road and the 36-hole St. Andrews Golf and Country Club—both public courses.”

Due in large part to the past economic conditions, real estate values in the immediate area had been increasing in recent years. It is expected that this trend will continue, at least for the foreseeable future; this area is an extremely viable area with a tremendous amount of building underway.

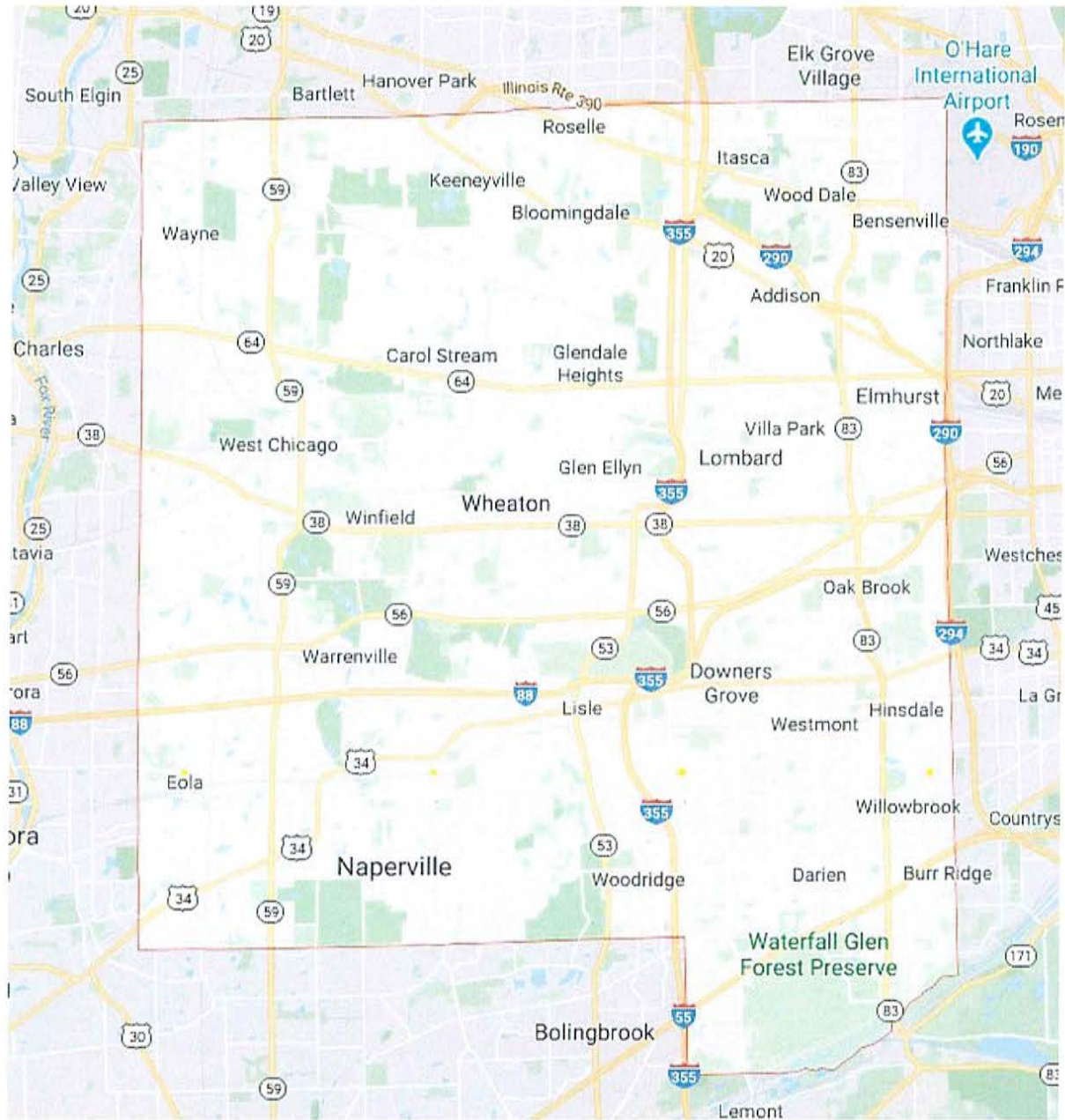
**The reader is cautioned, and reminded that the conclusions presented in this appraisal report apply only as of the effective date(s) indicated. The appraiser makes no representation as to the effect on the subject property of any unforeseen event due to COVID-19, subsequent to the effective date of the appraisal.**



**REGIONAL MAP**

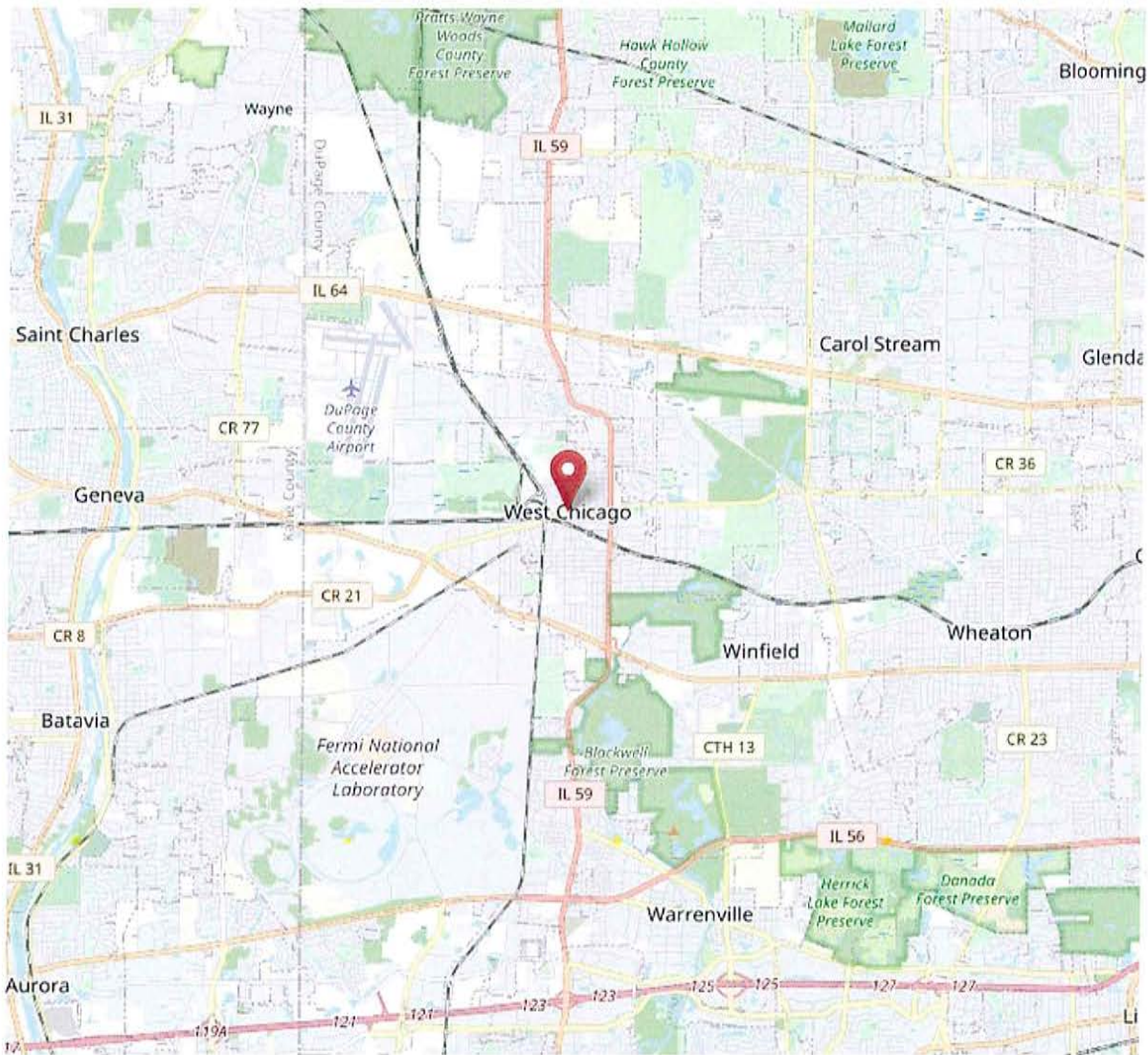


**DUPAGE COUNTY BOUNDARY MAP**



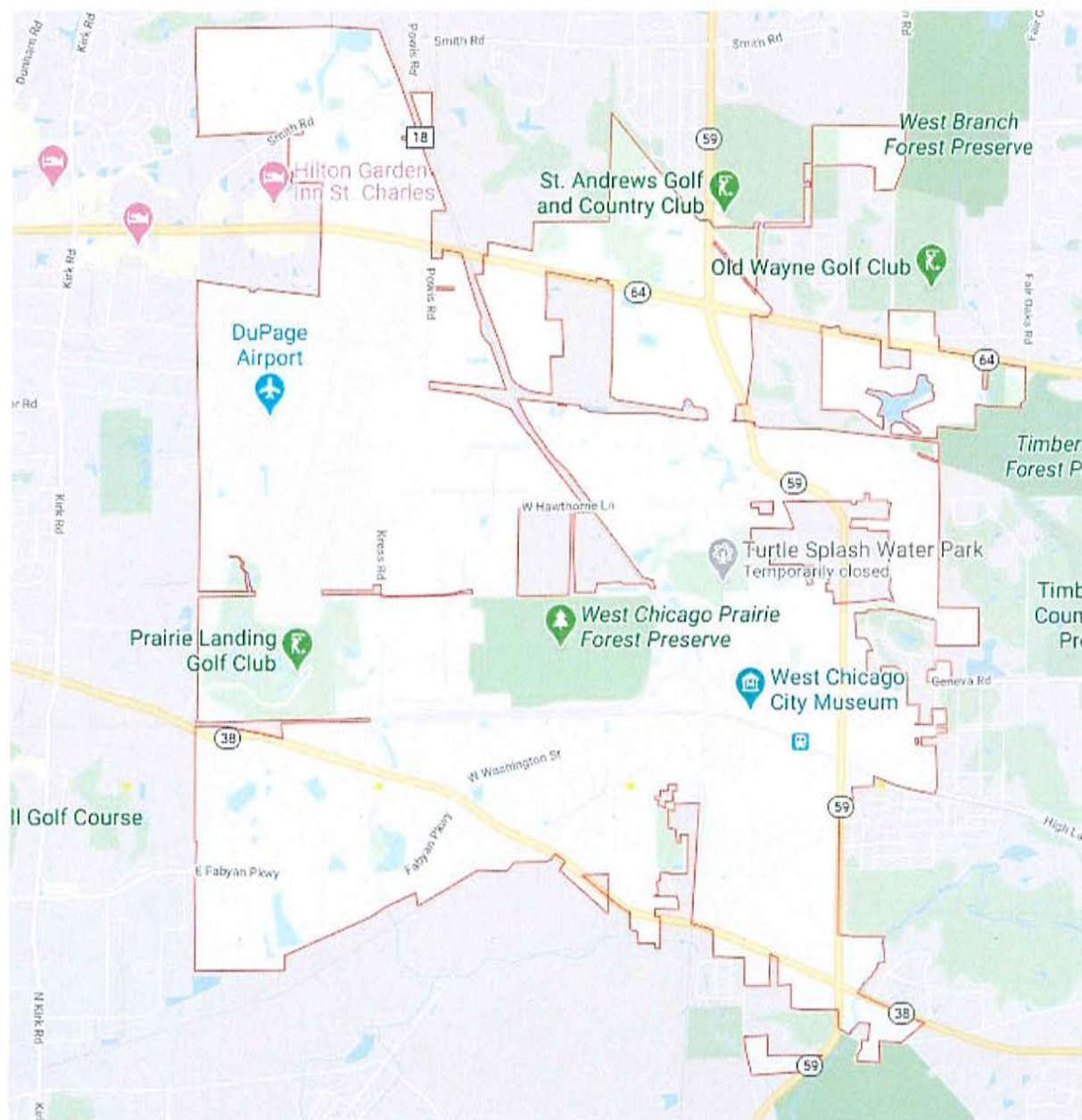


**WEST CHICAGO MAP**





**WEST CHICAGO BOUNDARY MAP**



**Market Data:** In our analysis, we have considered various market sources and publications in our analysis of the West Chicago market.

Since we are considering residential as well as non-residential properties, we have considered the residential, commercial and industrial markets within the Chicago area.

**Residential Market:** With regard to residential properties, an article in Chicagoagentmagazine.com, titled New Report predicts home prices will continue to rise in 2020, dated May 5, 2020, states, "The overall strength of the real estate market as we entered into the COVID-19 pandemic will offset recession-driven damage in 2020 and help stabilize home prices for the next year. That's according to a new report released by global analytics firm CoreLogic, which forecasts home prices will rise 0.5% from March 2020 to March 2021. While the increase is small, it's significant. Unlike the last recession, which was fueled by the foreclosure crisis and housing market downturn, this time most homeowners won't need to worry about their home values dropping along with the stock market."

This article continues, "In Chicago, which is considered a normal market when it comes to home values, prices are projected to rise 1.7% by March 2021, significantly higher than the national average."

We have considered market information from Costar as well and the Multiple Listing Service of Northern Illinois. We have searched Costar; however the focus of this database is more on non-residential properties and therefore from 2015 until the current date, only three residential land sales were indicated from our search. The average of these transactions is indicated to be \$158,259 per acre.

The Multiple Listing Service of Northern Illinois indicates that there have been 45 land sales within West Chicago from 2015 until the current date. The majority of these land sales (22) fall within the less than \$49,999 price range. The median sold price is indicated to be \$55,000 and the average sold price is indicated to be \$121,398. This is shown in the following information from the MLSNI.



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Sold Properties						
Sold Price Range	# Listings	Avg. Days on Mkt				
Less than \$49,999	22	353				
\$50,000 - \$99,999	7	463				
\$100,000 - \$149,999	3	396				
\$150,000 - \$199,999	2	248				
\$200,000 - \$249,999	4	434				
\$250,000 - \$299,999	2	405				
\$300,000 - \$349,999	1	154				
\$350,000 - \$399,999	2	1102				
\$400,000 - \$499,999	1	191				
\$500,000 - \$599,999	1	271				
Sold Properties Summary						
# Units	Avg. MT	Median Sold Price	Avg. Sold Price	Max. Sold Price	Min. Sold Price	Total Volume
45	402	\$55,000	\$121,395	\$605,000	\$5,000	\$5,462,900

**Non-Residential Market:** In addition to the residential properties, we have also considered the market for non-residential properties.

Costar has indicated the following information for the City of West Chicago which includes only comparable commercial and industrial land that has sold from June of 2015 until a current date.

CAP RATE	SALE PRICE/SF	AVERAGE SALE PRICE	SALES VOLUME	SALE VS ASKING PRICE	AVERAGE SF	MONTHS TO SALE
-	\$4	\$1M	\$20.9M	-18.9%	253K	24.6

Sales Volume	Survey	Lowest	Highest	Sales Price	Survey	Lowest	Highest	For Sale	Survey	Lowest	Highest
Transactions	20	-	-	Cap Rate	-	-	-	Listings	-	-	-
Sales Volume	\$20.9M	\$69.2K	\$6.2M	Sale Price/SF	\$4	\$1	\$9	For Sale SF	-	-	-
Properties Sold	20	-	-	Average Sale Price	\$1M	\$69.2K	\$6.2M	List Price/SF	-	-	-
Sold SF	5.1M	28.3K	1.1M	Sale vs Asking Price	-18.9%	-52.3%	0%	Cap Rate	-	-	-
Average SF	253K	28.3K	1.1M	% Listed at Sale	-	-	-	Average SF	-	-	-

According to the information for all non-residential land properties, the average sale price was reported to be \$1,000,000 and the average sale price per square foot was \$4.00.

In addition, we have considered the same data which indicates an average price per acre since 2015 based on the sales.





This data indicates a current average price per acre for the first quarter of 2020 to be \$178,596. The data ranges from a low of \$53,642 in the fourth quarter of 2019 to a high of \$280,000 in the fourth quarter of 2015.

In our analysis of the non-residential properties, we have considered commercial properties and industrial properties.

#### Commercial Market:

According to an article in Crainsbusiness.com, titled Chicago Retail Real Estate Market improves, but it's still not good, dated February 5, 2020, states, "Retailers looking for store space in the Chicago area may notice fewer "for rent" signs these days, but it's still far from a landlords' market. The Chicago-area retail vacancy rate dropped to 10.7 percent in fourth-quarter 2019, down from 10.9 percent in the third quarter and 11.1 percent a year earlier, according to the Chicago office of CBRE. The local vacancy rate has fallen for three straight quarters and now stands at its lowest level in two years. That's a welcome change for owners of shopping centers and other retail properties trying to adapt to the e-commerce era, which has reduced demand for brick-and-mortar retail space. Many landlords are struggling to fill big holes created by a wave of store closings and retailer bankruptcies. Some are succeeding by looking beyond traditional retailers and courting health care, restaurant, fitness and other tenants less threatened by internet competition."

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We have also included in our analysis the sales of commercial sites which have occurred within the last five years for the City of West Chicago according to CoStar and MLS.

Costar indicates that there have been 22 commercial land sales within West Chicago from June of 2015 until the current date. These land sales have an average sale price of \$376,503 and an average sale price of \$157,369 per acre. The median sale price is indicated to be \$390,000 and a median of \$161,827 per acre. This is shown in the following information from Costar.

### Costar Commercial Land Sales in West Chicago

Quick Stats Report					
Comps Statistics					
	Low	Average	Median	High	Count
Price					
For Sale & UC/Pending	\$79,900	\$79,900	\$79,900	\$79,900	1
Sold Transactions	\$27,258	\$376,503	\$390,000	\$1,150,000	13
Parcel Size					
For Sale & UC/Pending	1.44 AC	1.44 AC	1.44 AC	1.44 AC	1
Sold Transactions	0.12 AC	3.60 AC	2.31 AC	9.42 AC	19
Price per Acre					
For Sale & UC/Pending	\$55,486	\$55,486	\$55,486	\$55,486	1
Sold Transactions	\$45,556	\$157,369	\$161,827	\$5,175,523	10
Days on Market					
For Sale & UC/Pending	452	452	452	452	1
Sold Transactions	149	1,243	785	3,215	15
Sale Price to Asking Price Ratio					
Sold Transactions	65.00%	85.02%	88.00%	100.00%	7
Totals					
For Sale & UC/Pending	Asking Price Total:	\$79,900	Total For Sale Transactions:	1	
Sold Transactions	Total Sales Volume:	\$4,894,534	Total Sales Transactions:	22	
	Total Included in Analysis:	\$4,974,434	Total Included in Analysis:	23	

The Multiple Listing Service of Northern Illinois indicates that there have been 8 commercial land sales within West Chicago from June of 2015 until the current date; however two of these sales were indicated as non-market transactions and were removed. These land sales have an average sale price of \$247,333. The median sale price is indicated to be \$192,500. This is shown in the following information from the MLSNI.



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	High	Low	Average	Median
List Price	\$650,000	\$99,000	\$403,833	\$362,500
Sold Price	\$450,000	\$99,000	\$247,333	\$250,000
Listing Market Time	973	92	302	191
Market Time	2190	154	589	201

Industrial Market: According to the Avison Young First Quarter 2020 Industrial Market Report, "Chicago's industrial market began the year on a strong trajectory, coming off of robust development, leasing and capital markets activity in 2019. The outlook for a steady or moderately slowing pace for 2020 shifted abruptly near the end of the quarter, however, with the spread of the novel coronavirus (COVID-19). A review of research from the first quarter shows a market with strong long-term indicators that is retrenching and shifting to find its footing amidst this unprecedented healthcare and economic crisis. As uncertainty moves in, tenants and landlords are faced with many challenges related to space utilization and economic forecasting. With the outbreak of COVID-19, demand for medical supplies and protective equipment have changed dramatically. As the medical industry faces mass shortages of essential supplies necessary to combat the virus, several Chicago area companies are switching their operations to help produce medical supply safety equipment to meet the demand. Tenants are repurposing manufacturing lines and shifting business focuses to help hospitals and first responders by producing personal protective equipment (PPE). This shift in manufacturing is likely to be seen all over the U.S. in the weeks to come. With this change, companies are not only able to retain their workforce but also establish new revenue streams during this difficult time."

This article continues, "Industrial vacancy remained fairly stable in Q1 2020, edging up 70 bps from the fourth quarter of 2019 to 6.6%. The Chicago market had 12.3 msf of leasing activity in the first quarter, an increase from 10.5 msf in the fourth quarter of 2019. There were 243 leases signed in the quarter, with an average of 50,713 sf. According to Real Capital Analytics, there was nearly \$2 billion in industrial sales in the first quarter of 2020, on par with the previous two quarters, which had \$2 billion (Q4 2019) and \$2.1 billion (Q3 2019) in sales"

We have also included in our analysis the sales of industrial sites which have occurred within the last five years for the City of West Chicago according to CoStar and MLS.



Costar indicates that there have been 11 industrial land sales within West Chicago from June of 2015 until the current date. These land sales have an average sale price of \$1,793,811 and an average sale price of \$192,987 per acre. The median sale price is indicated to be \$1,300,000 and a median of \$178,596 per acre. This is shown in the following information from Costar.

**Costar Industrial Land Sales in West Chicago**

Quick Stats Report					
Comps Statistics					
	Low	Average	Median	High	Count
Price					
For Sale & UC/Pending	\$8,500,000	\$8,500,000	\$8,500,000	\$8,500,000	1
Sold Transactions	\$225,000	\$1,793,811	\$1,300,000	\$6,237,328	8
Parcel Size					
For Sale & UC/Pending	16.70 AC	16.70 AC	16.70 AC	16.70 AC	1
Sold Transactions	2.03 AC	6.01 AC	5 AC	12 AC	7
Price per Acre					
For Sale & UC/Pending	\$508,982	\$508,982	\$508,982	\$508,982	1
Sold Transactions	\$58,442	\$192,987	\$178,596	\$332,512	7
Days on Market					
For Sale & UC/Pending	355	355	355	355	1
Sold Transactions	343	1,056	579	3,435	6
Sale Price to Asking Price Ratio					
Sold Transactions	47.71%	79.01%	84.17%	100.00%	4
Totals					
For Sale & UC/Pending	Asking Price Total:	\$8,500,000	Total For Sale Transactions:		1
Sold Transactions	Total Sales Volume:	\$14,350,485	Total Sales Transactions:		10
	Total Included in Analysis:	\$22,850,485	Total Included in Analysis:		11

The Multiple Listing Service of Northern Illinois did not have statistics for industrial land sales within West Chicago

**Environmental  
Conditions:**

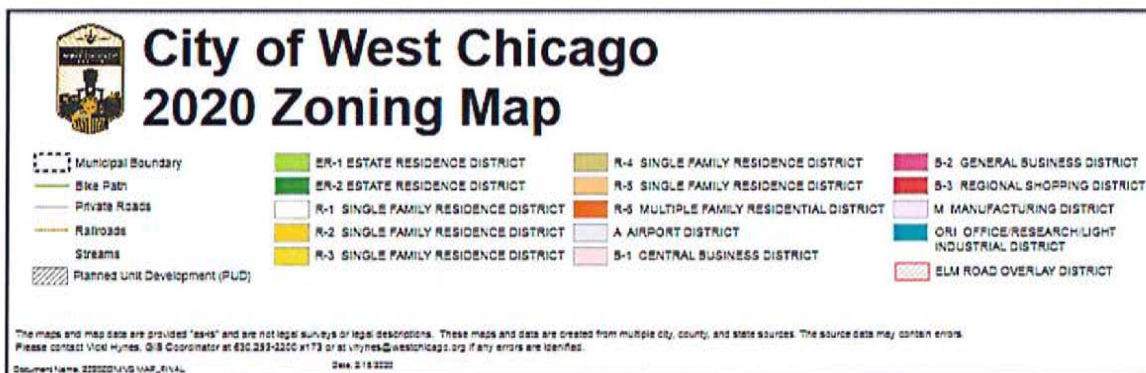
The existence of hazardous substances, including, without limitation, mold, asbestos, polychlorinated biphenyls, petroleum leakage, or agricultural chemicals, on the assumed sites, and the existence of any other detrimental environmental conditions, is assumed not to exist since we are appraising hypothetical properties. The appraisers are not qualified to test such substances or conditions. The presence of substances such as asbestos, urea formaldehyde foam insulation, or other hazardous substances or environmental conditions may affect the value of property, therefore the opinions of value provided has been predicated on the assumption that there is no such condition on the properties, or in such proximity thereto that it would cause a loss in value.

**Drainage:** Is assumed to be adequate with no unusual conditions present.

**Soil Conditions** Since we are appraising hypothetical properties, it was assumed that no adverse soil conditions exist.

**Nuisances & Hazards:** None are assumed to be present.

**Zoning:** The City of West Chicago has the following zoning classifications.



**Highest and Best Use:** Highest and Best Use is defined in *The Dictionary of Real Estate Appraisal* (sixth edition, published by the Appraisal Institute, 2015) as follows:

1. The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.

Unless there has been a significant shift in surrounding land use and/or zoning patterns or in the demographic characteristics of a particular location, the current use of the subject land will normally represent the highest and best use of the land. If the change in the characteristics of the area is significant, it may be ascertained that the present improvements do not constitute the highest and best use of the land. Further, the current use of a site may only be interim. The degree of contributory benefit of the improvements will then equate to the remaining economic life of the improvements.

The subject properties of this report are hypothetical typical residential and non-residential vacant sites located within the City of West Chicago. They are assumed to have utilities available as well as other improvements and would be developable under the City of West Chicago Ordinance.



Since the subject properties are hypothetical it is assumed that the highest and best use of the residential site is development with a residential use and highest and best use of the non-residential site is development with a non-residential use.

**Cost Approach:**

The cost approach is devoted to an estimate of the physical value of the property. The current market value of the land, assuming it to be vacant, is estimated by market comparison, to which is added the depreciated value of the improvements present on the site. The latter is derived based upon an estimate of the cost of reproducing or replacing the improvements, from which must be deducted accrued depreciation in terms of physical deterioration, functional obsolescence, and external obsolescence, if any. Physical deterioration measures the physical decline of the improvements as observed during the property inspection. Functional obsolescence reflects deficiencies inherent in the structure by reason of layout, utility, style, or design. External obsolescence denotes any loss in value from causes extraneous to the property which generally affects the economic life of the improvements.

The cost approach has not been applied because the hypothetical properties being appraised are vacant land.

**Income Approach:**

The income capitalization approach involves an analysis of the property in terms of its ability to provide a net annual income after operating and/or fixed expenses. The projected net annual income is capitalized (or discounted) at a rate commensurate with its relative duration and the risk involved in the ownership of the property. Capitalization and/or discount rates may be ascertained through market comparison, alternative investment analysis, or estimated through a built-up rate process.

The income approach has not been applied because the hypothetical properties being appraised are vacant land.

**Sales Comparison Approach:**

The sales comparison approach is based upon the principle of substitution, i.e., that when a property is replaceable in the market, its value tends to be no more than the cost of acquiring an equally desirable substitute property, assuming no costly delay in making the substitution. Since two properties are rarely, if ever, identical, the necessary adjustments for differences in factors such as location, size, zoning, quality, market appeal, and market conditions, are



performed as a function of appraisal experience and judgment.

The reliability of any conclusion, reached by the direct comparative method, is related solely to the degree of similarity between the property which is being appraised, and the property to which it is being compared. Therefore, before the actions of buyers and sellers can be correctly analyzed and transformed into an indication of value, it is required that the subject and the comparable property (or market data) be reduced to a recognizable or commonly accepted unit or basis of comparison. In this appraisal, we have utilized a price per square foot as well as a price per acre of land area. It should be noted that each of the market data is not offered as independent evidence of value, but rather as pertinent market transactions that have been considered in arriving at a value indication for the hypothetical subject properties by this comparative approach.

**Analysis of Residential  
Property:**

We have researched and analyzed vacant land sales within West Chicago and the surrounding communities in order to determine the market value of improved land on a per-acre basis of residential, within the City of West Chicago with the advantages of all normal road improvements and immediate access to all utilities.

The following sales represent comparable residential vacant land sales in the West Chicago area. The table represents a summary of pertinent market transactions that we have analyzed in arriving at a value indication.

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### Residential Sales

	Sale 1	Sale 2	Sale 3	Sale 4	Sale 5	Sale 6
Address	N636 Sunset Ave	29W421 Ray Ave	1750 Joliet St	Lot 1 Fair Oaks Rd	32W510 Smith Rd	29W548 Cape Ave
City	West Chicago	West Chicago	West Chicago	West Chicago	West Chicago	West Chicago
Sale Date	12/06/19	05/03/18	12/22/17	01/17/20	06/20/17	03/31/20
Zoning	R-3	R	R-3	R-2	R-4	R-3
Sale Price	\$22,000	\$98,000	\$120,000	\$205,000	\$225,000	\$370,000
Size (SF)	38,333	43,560	95,832	108,029	198,247	395,960
Size (AC)	0.88	1.00	2.20	2.32	4.55	9.09
\$ / SF	\$0.57	\$2.25	\$1.25	\$1.90	\$1.13	\$0.93
\$ / AC	\$25,000	\$98,000	\$54,545	\$88,362	\$49,223	\$40,704
Utilities	Well & Septic	Pre-annex agreement	Well & Septic	Water nearby	Well & Septic	Well & Septic
Notes	Unincorporated DuPage	Unincorporated DuPage	North 40% covered by Floodplain	Unincorporated DuPage	Unincorporated DuPage	Wooded - Contains Wetland - Unincorporated DuPage

The preceding sales represent comparable residential vacant land sales in the West Chicago area. These sales are within unincorporated areas near the municipality. The five individually outlined sales indicate a size range of 0.88 acre to 9.09 acres with an unadjusted unit price range of \$0.57 to \$2.25 per square foot and an unadjusted unit price range of \$25,000 to \$98,000 per acre.

The sales were analyzed for factors including, but not limited to, sale date, size, physical characteristics, and location. A summary of each of these factors is as follows.

Prices in the subject area have been appreciating in recent years as the number of vacant lots suitable for residential development has diminished. West Chicago and the surrounding communities are considered to be desirable residential communities and the real estate market is considered to be stable. Market conditions have been improving in the past and therefore the sales were adjusted upward accordingly for market conditions where necessary.



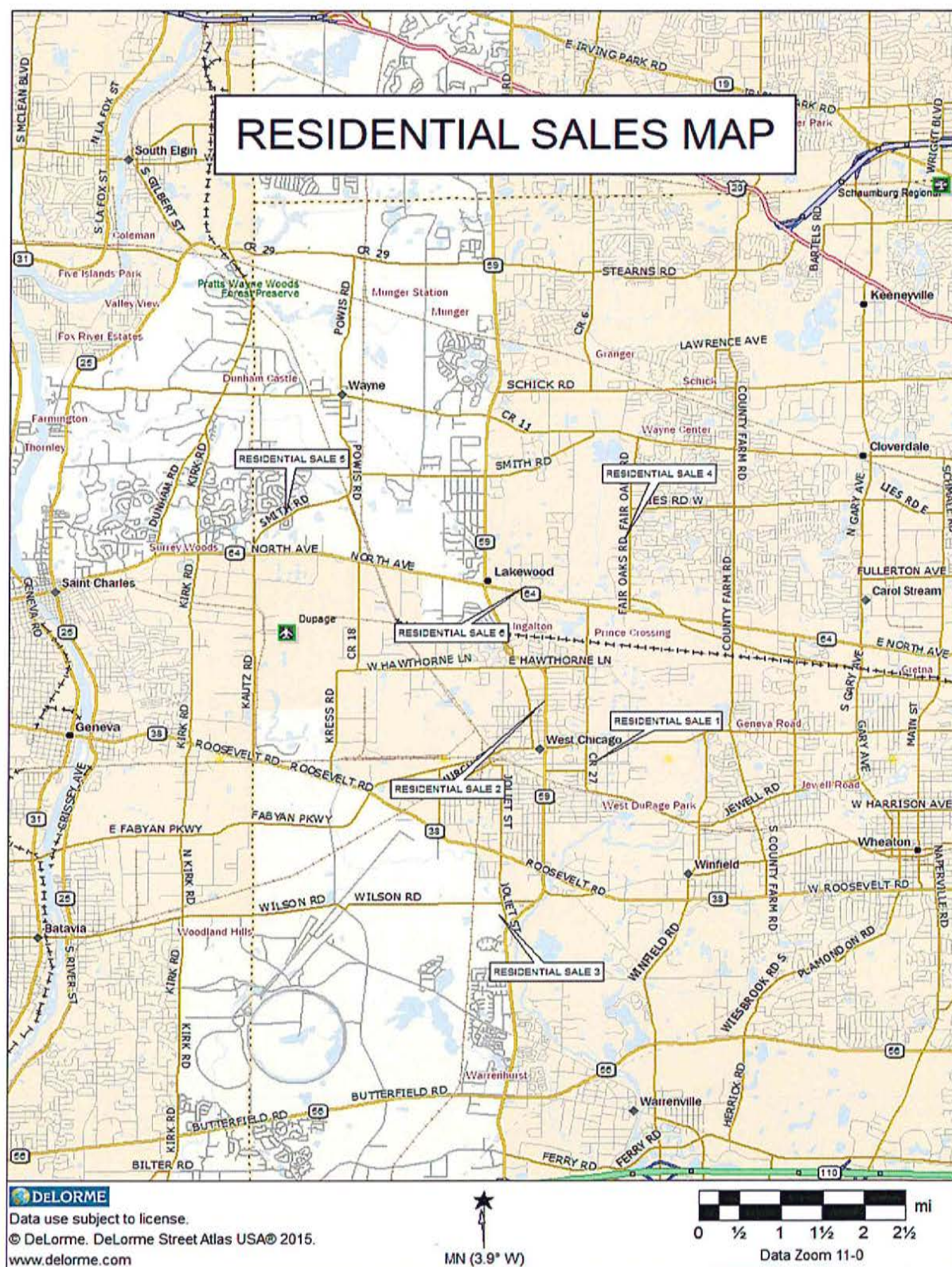
There is insufficient data to determine the impact, if any, of the pandemic and social unrest on the market.

Size influences value in that larger properties tend to sell at lower unit prices when all other factors are considered to be equal, and, conversely, smaller properties tend to sell at higher unit prices when all other factors are considered to be equal. The subject of this valuation is considered on a per acre land value, therefore, the smaller sized sales were adjusted downward, and the larger sized sales were adjusted upward for this factor.

Physical characteristics which influence property values include floodplain, wetlands, topography, and vegetation. The subject is considered to be a typical site within West Chicago with no floodplain or wetland areas which is level and cleared for development. One sale contains significant floodplain areas, and an upward adjustment was required for this factor. One sale contained a small portion of wetlands, and an upward adjustment was made. In addition, all of the sales are generally level with no significant changes in topography. One sale was considered a wooded lot and required no adjustments because a credit was offered to clear the lot.

Through our study of the sales within the surrounding area, we have found that purchase prices do reflect a premium for the availability of utilities or location on a fully improved street. Therefore, an upward adjustment for utilities and street improvements was considered where necessary.







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We have also included in our analysis the sales of residential sites which have occurred within the communities surrounding West Chicago. These are generally similar sales and are included because of the limited recent site sales within West Chicago.

Address	Sale Date	Size SF	Size Acre	Price Per SF	Price Per Acre	Utilities
Lot 12 Anthony Ct Wayne	5-1-17	42,093	0.97	\$1.48	\$64,433	Well & Septic
Lot 2 Anthony Ct Wayne	6-19-17	41,411	0.95	\$1.52	\$66,316	Well & Septic
3S621 Curtis Ave Warrenville	8-30-19	40,500	0.93	\$4.44	\$193,548	All Utilities
532 Widgeon Ln Bloomingdale	5-16-17	47,916	1.01	\$3.48	\$151,485	Well & Septic
567 8th St Geneva	7-16-19	47,916	1.10	\$6.26	\$272,727	All Utilities
520 Widgeon Ln Bloomingdale	5-22-17	46,609	1.07	\$4.29	\$186,916	All Utilities
1205 Cherry St Wheaton	7-28-17	52,924	1.21	\$7.37	\$322,314	All Utilities
31W690 Percheron Ln Wayne	4-19-18	53,317	1.22	\$1.26	\$54,918	Well & Septic
2N114 Kirk Rd St Charles	12-12-19	54,450	1.25	\$3.82	\$160,000	All Utilities
2S360 Madison St Wheaton	6-5-18	59,250	1.36	\$7.43	\$314,286	Well & Septic
26W370 Box Elder Ave Wheaton	2-23-18	67,518	1.55	\$3.06	\$133,333	Well & Septic
4S241 Meadow Rd Naperville	5-8-18	67,470	1.55	\$1.24	\$67,742	Well & Septic
3S070 Williams Rd Warrenville	6-27-19	67,647	1.55	\$2.04	\$67,647	All Utilities
1342 Batavia Ave Batavia	1-31-19	74,923	1.72	\$4.00	\$174,419	All Utilities
27W051 Lowden Ave Wheaton	2-22-19	83,152	1.91	\$4.21	\$183,246	Well & Septic
32W600 Rochefort Ln, Wayne	6-3-19	86,684	1.99	\$1.62	\$70,352	Well & Septic
27W051 Lowden Ave, Wheaton	2-27-19	87,120	2.00	\$4.02	\$175,000	Well & Septic
Lot 83 Rochefort Ln Wayne	1-23-18	89,734	2.06	\$2.10	\$91,505	All Utilities
5N024 Rt 31 St Charles	3-11-19	108,900	2.50	\$1.28	\$55,600	Well & Septic
23W336 Army Trail Rd Wayne	3-2-18	126,324	2.90	\$0.77	\$33,448	Well & Septic
Maple Terrace Warrenville	7-20-17	152,896	3.51	\$2.52	\$128,205	All Utilities
Maple Terrace Warrenville	11-20-17	152,896	3.51	\$2.94	\$128,066	All Utilities
Maple Terrace Warrenville	8-13-18	152,896	3.51	\$3.27	\$142,450	All Utilities



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Maple Terrace Warrenville	6-24-19	152,896	3.51	\$3.17	\$138,177	All Utilities
33W460 Thorncroft Dr Wayne	5-24-17	168,142	3.86	\$1.61	\$69,948	Well & Septic
Lot 1 Curling Pond Rd Wayne	12-29-17	189,686	4.35	\$1.40	\$60,897	Well & Septic
2055 Bilter Road Aurora	8-5-19	198,634	4.56	\$4.65	\$202,547	All Utilities
6N257 Western Ave Keeneyville	4-23-19	199,069	4.57	\$1.65	\$71,663	Well & Septic
2115 Bilter Rd Aurora	8-5-19	201,247	4.62	\$4.56	\$198,681	All Utilities
2025 Bilter Rd Aurora	8-5-19	212,573	4.88	\$4.35	\$189,416	All Utilities
1115 Western Ave Geneva	12-12-18	304,920	7.00	\$4.51	\$196,429	Well & Septic
6N757 Dunham Rd Wayne	2-25-20	412,513	9.47	\$0.68	\$29,567	Well & Septic
29W701 Everton Dr Warrenville	9-17-19	450,404	10.34	\$8.63	\$375,733	Well & Septic

The preceding sales represent comparable residential vacant land sales in the surrounding communities. The individually outlined sales indicate a size range of 0.97 acre to 10.34 acres with an unadjusted unit price range of \$0.68 to \$8.63 per square foot and an unadjusted unit price range of \$29,567 to \$375,733 per acre. Our analysis of the subject market indicates that the residential sites located within West Chicago sold at similar to lower unit prices as compared to the surrounding community property sales after all other adjustments have been made.

Based upon our comparative analysis of the available sales data, it is our opinion that the market value on a per acre land value for residential property within West Chicago, in fee simple title, subject to the limiting conditions stated herein, as of June 4, 2020 is \$130,000 per acre which is equivalent to approximately \$2.98 per square foot of land area.

### Exposure Time:

We have based our analysis of exposure time on comparable sales data and information provided by local brokerage services and/or published market studies. Based on the foregoing, our opinion of exposure time for the subject properties is 3 to 9 months. This opinion is based on the property being listed at a proper asking price and being aggressively marketed through methods considered normal and prudent by qualified and competent marketing agents.

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### Analysis of Non-Residential Property:

We have researched and analyzed vacant land sales within West Chicago and the surrounding communities in order to determine the market value of improved land on a per-acre basis of non-residential, within the City of West Chicago with the advantages of all normal road improvements and immediate access to all utilities. In our analysis, we have considered commercial sales as well as industrial sales.

### Analysis of Commercial:

The following sales represent comparable land sales in West Chicago for commercial property. The table represents a summary of pertinent market transactions that we have analyzed in arriving at a value indication.

#### Commercial Sales

	Address	Zoning	Sales Date	Size SF	Size Acre	Price Per SF	Price Per Acre	Utilities	Comment
1	151 Neltor Blvd West Chicago	B-2	04-10-18	36,390	0.84	\$2.75	\$119,790	All	REO
2	Lot 4 Route 59 West Chicago	B-2	03-23-18	60,984	1.40	\$4.92	\$214,315	All	
3	191 W North Ave West Chicago	B-2	05-29-18	66,211	1.52	\$4.91	\$213,816	All	
4	980 Roosevelt Rd West Chicago	B-3	12-27-18	72,310	1.66	\$1.87	\$81,457	All	
5	27W130 North Ave West Chicago	B-2	08-14-19	77,001	1.77	\$7.77	\$338,293	All	
6	30W370 Roosevelt Rd West Chicago	B-2	05-23-18	77,537	1.78	\$5.74	\$250,034	All	
7	705 E Roosevelt Rd West Chicago	B-2	02-06-19	95,216	2.19	\$1.04	\$45,302	All	REO
8	27W250 St Charles Rd West Chicago	B-2	04-26-19	100,188	2.30	\$4.49	\$195,584	Well & Septic	
9	North Ave West Chicago	B-3	06-5-19	128,708	2.95	\$3.69	\$161,017	All	
10	2N774 Atlantic Dr West Chicago	B-2	11-15-19	364,597	8.37	\$0.69	\$30,056	Well & Septic	Partial wetland
11	SWQ North & Atlantic West Chicago	B-2	09-10-19	392,040	9.00	\$1.05	\$45,738	All	REO-20% Wetlands
12	W North Ave West Chicago	B-3	4-11-19	687,046	15.77	\$1.46	\$63,598	All	
13	Lot A Roosevelt Rd West Chicago	ORI	3-30-18	781,466	17.94	\$1.66	\$72,310	All	Divided by RR Tracks



The preceding sales represent comparable commercial vacant land sales in West Chicago. The 13 individually outlined sales indicate a size range of 0.84 acre to 17.94 acres with an unadjusted unit price range of \$0.69 to \$7.77 per square foot and an unadjusted unit price range of \$30,056 to \$338,293 per acre.

The sales were analyzed for factors including, but not limited to, sale date, size, physical characteristics, utilities and location. A summary of these factors is as follows:

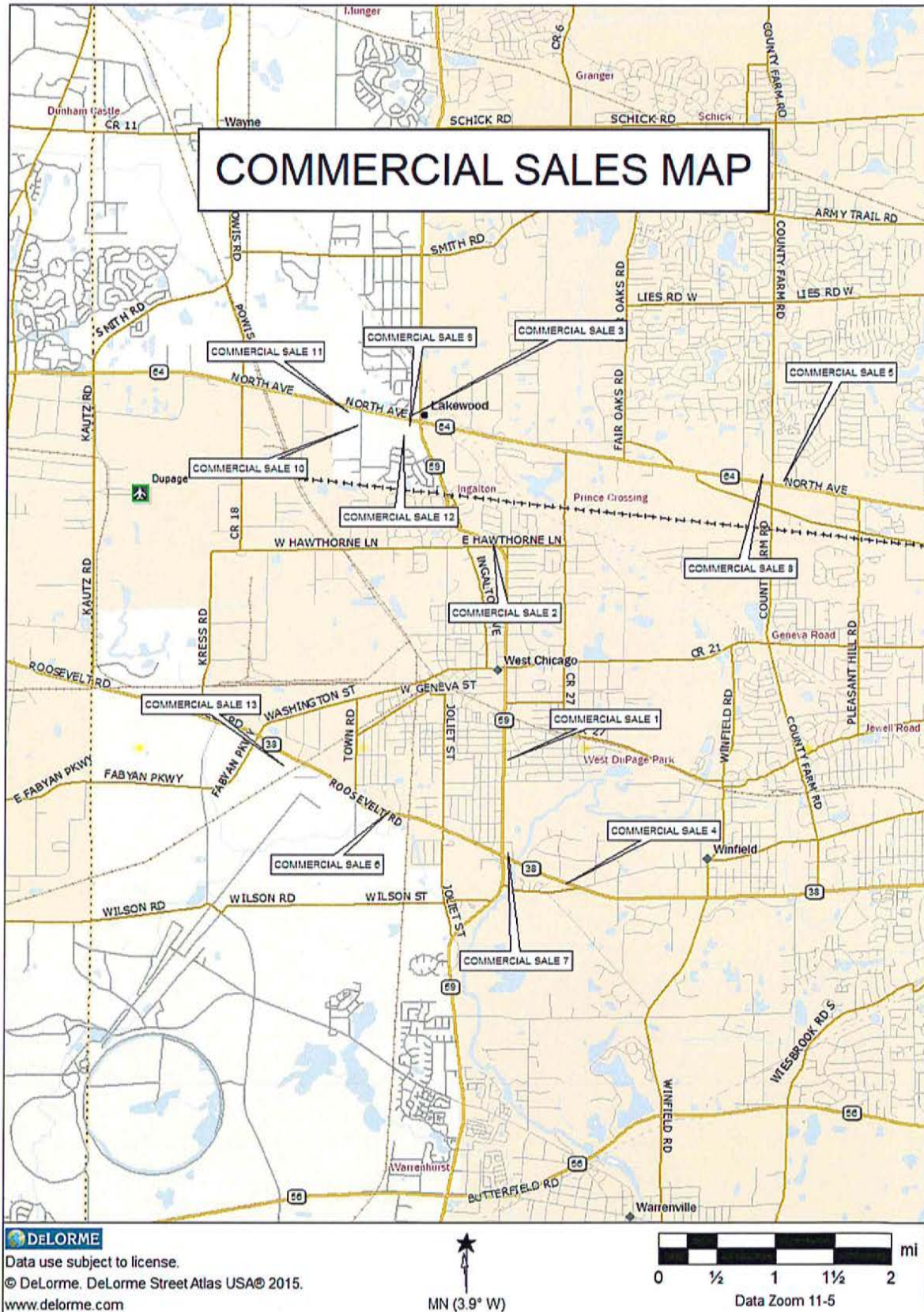
Prices in the subject area have been appreciating in recent years as the number of vacant lots suitable for commercial development has diminished. West Chicago and the surrounding communities are considered to be desirable commercial locations and the real estate market is considered to be stable. Market conditions had been improving in the past and therefore all of the sales were adjusted upward accordingly for market conditions. There is insufficient data to determine the impact, if any, of the pandemic and social unrest on the market. All REO sales were adjusted upward for conditions of sale.

Size influences value in that larger properties tend to sell at lower unit prices when all other factors are considered to be equal, and, conversely, smaller properties tend to sell at higher unit prices when all other factors are considered to be equal. The subject of this valuation is considered on a per acre land value, therefore, the smaller sized sales were adjusted downward, and the larger sales were adjusted upward for this factor.

Physical characteristics which influence property values include floodplain, wetlands, topography, and vegetation. The subject is considered to be a typical site within West Chicago with no floodplain or wetland areas which is level and cleared for development. Sales containing floodplain or wetland areas were adjusted upward. In addition, all of the sales are generally level with no significant changes in topography.

Through our study of the sales within the surrounding area, we have found that purchase prices do reflect a premium for the availability of utilities or location on a fully improved street. Therefore, an upward adjustment for utilities and street improvements was considered when necessary.







## POLACH APPRAISAL GROUP, INC.

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We have also included in our analysis the sales of commercial sites which have occurred within the surrounding communities of West Chicago. These are generally similar sales and are included because they are competitive sites which a purchaser would have considered in comparison to West Chicago.

Address	Sale Date	Size SF	Size Ac	Price Per SF	Price Per Acre	Utilities
Illinois Ave & Main St St. Charles	10-3-19	43,560	1.00	\$1.90	\$82,955	All
502 S Schmale Rd Carol Stream	12-18-17	46,609	1.07	\$11.80	\$514,019	All
120 S Gary Avenue Carol Stream	9-21-18	49,658	1.13	\$10.67	\$464,912	All
120 S Gary Avenue Carol Stream	6-22-19	49,658	1.14	\$19.84	\$864,035	All
Lot 3 Oak St St Charles	9-12-19	52,708	1.21	\$7.59	\$330,579	All
2N114 Kirk Rd St Charles	12-12-19	56,628	1.30	\$3.67	\$159,865	All
228 Crissey Ave Geneva	9-28-17	65,340	1.50	\$5.20	\$226,512	All
Valley Shop Ctr & Rt 64 St Charles	1-3-19	66,647	1.53	\$12.38	\$539,216	All
1N193 Kirk Rd Geneva	9-1-17	92,347	2.12	\$1.76	\$76,651	Well & Septic
0 Morton Rd Carol Stream	2-1-18	98,845	2.27	\$0.96	\$41,850	Well & Septic
7S208 S Eola Rd Aurora	11-10-17	114,563	2.63	\$2.57	\$111,787	Well & Septic
N Eola Rd Aurora	9-1-17	154,349	3.54	\$7.45	\$324,859	All
County Farm & Stearns Rd Hanover Park	3-6-18	174,676	4.01	\$2.63	\$114,713	Well & Septic
Corporate Blvd Aurora	12-8-17	191,664	4.40	\$15.87	\$691,136	All
1070 E Wilson St Batavia	9-1-17	193,406	4.44	\$3.52	\$153,331	All
27W130 St Charles Rd Carol Stream	9-7-17	200,376	4.60	\$1.25	\$54,348	Well & Septic
E Stearns & County Farm Bartlett	5-25-18	200,812	4.61	\$2.74	\$119,306	All
0S080 Winfield Rd Winfield	12-19-19	217,800	5.00	\$8.03	\$350,000	Well & Septic
Knollwood Dr Bloomingdale	11-4-19	230,432	5.29	\$7.59	\$330,813	All
Keslinger Rd @ Randall Rd Geneva	9-13-19	232,175	5.33	\$10.34	\$450,281	All
Route 59 Warrenville	4-2-19	244,372	5.61	\$3.07	\$133,690	All
504 Commons Rd Naperville	7-12-18	269,201	6.18	\$10.22	\$444,984	
1850 W Diehl Rd - Lot A Naperville	5-30-19	295,383	6.78	\$5.08	\$221,203	All

## **POLACH APPRAISAL GROUP, INC.**

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2N150 Kautz Rd St Charles	8-1-17	304,920	7.00	\$1.02	\$44,286	Well & Septic
SWC Roosevelt & Winfield Winfield	5-24-19	310,060	7.12	\$7.74	\$337,173	All
750 Army Trail Dr Carol Stream	9-28-17	321,473	7.38	\$2.02	\$87,991	All
IL 59 & Rt 59 Warrenville	12-20-18	372,874	8.56	\$8.98	\$556,893	All
IL 59 & Rt 59 Warrenville	4-30-19	372,874	8.56	\$12.78	\$391,355	All
3S530 Route 59 Warrenville	4-2-19	587,624	13.49	\$3.02	\$131,551	All
E of Route 59 Naperville	2-28-18	1,190,495	27.33	\$4.54	\$197,585	All
Lot 79 - Route 59 Warrenville	4-2-19	1,217,110	27.94	\$3.98	\$173,580	All
Fabyan Parkway Geneva	5-31-18	3,571,920	82.00	\$0.92	\$40,075	All

The preceding sales represent comparable commercial vacant land sales in the surrounding communities. The individually outlined sales indicate a size range of 1.00 acres to 82.00 acres with an unadjusted unit price range of \$0.92 to \$19.84 per square foot and an unadjusted unit price range of \$40,075 to \$864,035 per acre.

Our analysis of the subject market indicates that the commercial sites located within West Chicago sold at a similar to lower unit prices compared to other industrial sale properties within the area after all other adjustments have been made.

Based upon our comparative analysis of the available sales data, it is our opinion that the market value on a per acre land value for a commercial site within West Chicago, in fee simple title, subject to the limiting conditions stated herein, as of June 4, 2020 is \$165,000 per acre which is equivalent to \$3.79 per square foot of land area.



## POLACH APPRAISAL GROUP, INC.

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### Analysis of Industrial:

The following sales represent comparable land sales in West Chicago for industrial property. The table represents a summary of pertinent market transactions that we have analyzed in arriving at a value indication.

#### Industrial Sales

	Address	Zoning	Sale Date	Size SF	Size AC	Price Per SF	Price Per Acre	Utilities	Notes
1	Carolina Dr West Chicago	M	11-05-19	167,706	3.85	\$1.34	\$58,442	All	
2	820 Meadowview Crossing West Chicago	I	07-24-19	193,842	4.45	\$6.19	\$269,636	All	100% Floodplain Existing Lease
3	2N460 Atlantic Dr West Chicago	I	07-10-19	400,752	9.20	\$3.99	\$173,913	Well & Septic	
4	Innovation Dr West Chicago	I	01-10-20	522,720	12.00	\$4.10	\$178,596	Well & Septic	
5	Enterprise Circle West Chicago	I	09-04-18	1,112,087	25.53	\$5.61	\$244,314	Well & Septic	

The preceding sales represent comparable industrial vacant land sales in West Chicago. The 5 individually outlined sales indicate a size range of 3.85 acre to 25.53 acres with an unadjusted unit price range of \$1.34 to \$6.19 per square foot and an unadjusted unit price range of \$58,442 to \$269,636 per acre.

The sales were analyzed for factors including, but not limited to, sale date, size, physical characteristics, and location.

A summary of each of these factors is as follows:

Prices in the subject area have been appreciating in recent years as the number of vacant sites suitable for industrial development has diminished. West Chicago and the surrounding communities are considered to be desirable for industrial sites and the real estate market is considered to be stable. Market conditions have been improving and therefore all of the sales were adjusted upward accordingly for market conditions. There is insufficient data to determine the impact, if any, of the pandemic and social unrest on the market. One sale had an existing lease at the time of sale and was adjusted downward for conditions of sale.

Size influences value in that larger properties tend to sell at lower unit prices when all other factors are considered to be equal, and, conversely, smaller properties tend to sell at

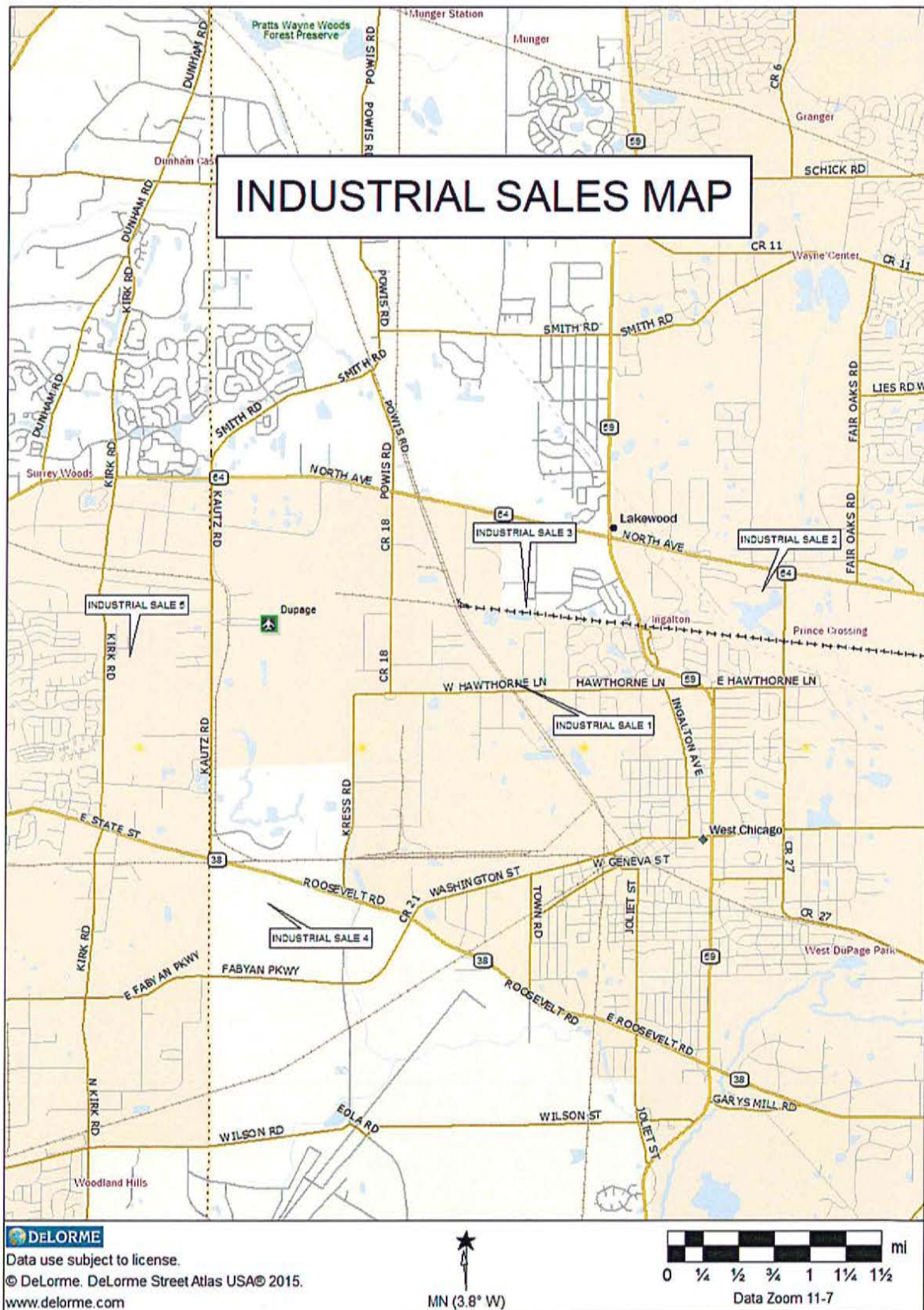
higher unit prices when all other factors are considered to be equal. The subject of this valuation is considered on a per acre land value, therefore, the smaller sized sales were adjusted downward, and the larger sales were adjusted upward for this factor.

Physical characteristics which influence property values include floodplain, wetlands, topography, and vegetation. The subject is considered to be a typical site within West Chicago with no floodplain or wetland areas which is level and cleared for development. One of the sales contains a significant floodplain area, and an upward adjustment was required. In addition, all of the sales are generally level with no significant changes in topography.

Through our study of the sales within the surrounding area, we have found that purchase prices do reflect a premium for the availability of utilities or location on a fully improved street. Therefore, an upward adjustment for utilities and street improvements was necessary.

Our analysis of the subject market indicates that the industrial sites located within West Chicago sold at similar unit prices compared to other industrial sale properties within the area after all other adjustments have been made.





## POLACH APPRAISAL GROUP, INC.

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We have also included in our analysis the sales of sites which have occurred within the surrounding communities of West Chicago. These are generally similar sales and are included because of the few recent site sales within West Chicago.

Address	Sale Date	Size SF	Size Acre	Price Per SF	Price Per Acre	Utilities
557 Kimberly Drive Carol Stream	12-6-18	47,916	1.10	\$11.27	\$490,909	All
1900 Dean Street St Charles	6-20-18	57,064	1.31	\$6.13	\$140,840	All
2731 Beverly Drive Aurora	11-16-17	60,548	1.41	\$5.78	\$251,777	All
902 Enterprise Court St Charles	5-10-17	104,544	2.40	\$4.06	\$176,854	All
0 Easy Street Carol Stream	9-10-19	120,661	2.77	\$3.52	\$153,430	All
470 Kehoe Boulevard Carol Stream	4-15-19	135,036	3.10	\$4.11	\$179,032	All
2N250 Schmale Road Carol Stream	8-1-19	139,392	3.20	\$5.24	\$228,125	All
Nagel Boulevard @ Orion Road Batavia	1-30-18	178,596	4.10	\$7.28	\$317,073	All
Nagel Boulevard Batavia	5-17-18	181,795	4.17	\$4.42	\$192,649	All
Hunter Road Hanover Park	9-4-18	192,971	4.43	\$4.00	\$174,312	All
Porter Court St Charles	1-31-20	370,260	8.50	\$3.92	\$170,755	All
Louis Bork Drive Batavia	2-8-19	366,775	8.42	\$3.99	\$173,804	All
1339 Brewster Creek Blvd Bartlett	7-12-17	457,049	10.49	\$4.28	\$186,437	All
Hardt Circle Bartlett	1-11-19	591,980	13.59	\$2.38	\$103,673	All
NEC Stearns & Munger Bartlett	4-27-19	1,214,017	27.87	\$2.95	\$128,687	All

The preceding sales represent comparable industrial vacant land sales in the surrounding communities. The individually outlined sales indicate a size range of 1.10 acres to 27.87 acres with an unadjusted unit price range of \$2.38 to \$11.27 per square foot and an unadjusted unit price range of \$103,673 to \$490,909 per acre.

Our analysis of the subject market indicates that the industrial sites located within West Chicago sold at lower unit prices compared to other industrial sale properties within the area after all other adjustments have been made.



Based upon our comparative analysis of the available sales data, it is our opinion that the market value on a per acre land value for an industrial site within West Chicago, in fee simple title, subject to the limiting conditions stated herein, as of June 4, 2020 is \$195,000 which is equivalent to approximately \$4.48 per square foot of land area.

**Exposure Time:**

We have based our analysis of exposure time on comparable sales data and information provided by local brokerage services and/or published market studies.

**Non-Residential:**

**Commercial:**

Based on the foregoing, our opinion of exposure time for the subject properties is 6 to 12 months.

**Non-Residential:**

**Industrial:**

Based on the foregoing, our opinion of exposure time for the subject properties is 6 to 12 months.

These opinions are based on the property being listed at a proper asking price and being aggressively marketed through methods considered normal and prudent by qualified and competent marketing agents.

**Conclusion**

Residential Property: Based upon our comparative analysis of the available sales data, it is our opinion that the market value on a per acre land value for residential property within West Chicago, in fee simple title, subject to the limiting conditions stated herein, as of June 4, 2020 is \$130,000 per acre.

Non-Residential Property: We have been requested to provide an opinion of the market value of improved land on a per-acre basis of non-residential vacant land. In order to analyze the value of this property type we have considered sales of both commercial and industrial land in West Chicago and the surrounding communities. Following is a summary of our conclusions for these property types.

Based upon our comparative analysis of the available sales data, it is our opinion that the market value on a per acre land value for a commercial site within West Chicago, in fee simple title, subject to the limiting conditions stated herein, as of June 4, 2020 is \$165,000 per acre.

Based upon our comparative analysis of the available sales data, it is our opinion that the market value on a per acre land value for an industrial site within West Chicago, in fee simple title, subject to the limiting conditions stated herein, as of June 4, 2020 is \$195,000 per acre.

Considering the sales, our analysis and conclusions for commercial and industrial properties we have arrived at an opinion of market value for the all inclusive property type of non-residential.

Based upon our comparative analysis of the industrial and commercial sales data, we have concluded at an opinion of market value for Non-Residential Property as of June 4, 2020 of \$175,000 per acre.



## CONTINGENT AND LIMITING CONDITIONS

It is assumed that the title to this property is good and marketable. No title search has been made, nor have we attempted to determine ownership of the property. The value opinion is given without regard to any questions of title, boundaries or encroachments. It is assumed that all assessments are paid. We assume the property to be free and clear of liens and encumbrances except as noted. No attempt has been made to render an opinion or determine the status of easements that may exist.

The legal description, if included in any report, should be verified by legal counsel before being relied upon or used in any conveyance or other document.

We are not familiar with any engineering studies made to determine the bearing capacity of the land. We assume improvements in the area appear to be structurally sound. It, therefore, is assumed that soil and subsoil conditions are stable unless specifically outlined.

Any exhibits in the report are intended to assist the reader in visualizing the property and its surroundings. The drawings are not intended as surveys and no responsibility is assumed for their cartographic accuracy. Drawings are not intended to be exact in size, scale or detail.

Areas and dimensions of the property may or may not have been physically measured. If data is furnished by the principal or from plot plans or surveys furnished by the principal, or from public records, we assume it to be reasonably accurate. In the absence of current surveys, land areas may be based upon representations made by the owner's agents or our client. No responsibility is assumed for discrepancies which may become evident from a licensed survey of the property.

Our value opinion involves only the real estate and all normal building equipment if any improvements are involved. No consideration was given to personal property, (or special equipment), unless stated.

It is assumed that the property is subject to lawful, competent and informed ownership and management unless noted.

Information in this report concerning market data was obtained from buyers, sellers, brokers, attorneys, trade publications or public records. To the extent possible, this information was examined for accuracy and is believed to be reliable. Dimensions, areas or data obtained from others are believed correct; however, no guarantee is made that the appraiser did not personally measure the same.

Any information, in whatever form, furnished by others is believed to be reliable; however, no responsibility is assumed for its accuracy.

The physical condition of any improvements described herein was based on visual observation only. Electrical, heating, cooling, plumbing, sewer and/or septic system, mechanical equipment and water supply were not specifically tested but were assumed to be in good working order, and adequate, unless otherwise specified. No liability is assumed for the soundness of structural members, since no engineering tests were made of the same. The roof(s) of structures described herein are assumed to be in good repair unless otherwise noted.

The existence of potentially hazardous material used in the construction or maintenance of the building, such as urea formaldehyde foam insulation and/or asbestos insulation, which may or may not be present on the property, has not been considered. In addition no deposit of toxic wastes, unless specifically mentioned herein, have been considered. The appraiser is not qualified to detect such substances and suggests the client seek an expert opinion, if desired. Further, this report does not consider the potential ramifications due to the presence of Underground Storage Tanks (UST) or the possible environmental impact due to leakage and/or soil contamination, if present.



It is specifically noted that the appraiser(s) have not conducted tests to determine the presence of, or absence of, Radon. We are not qualified to detect the presence of Radon gas, which requires special tests and, therefore, must suggest that if the buyer is suspect as to the presence of Radon or any other potentially hazardous substances, he or she should take steps to have proper testing done by qualified firms who have the equipment and expertise to determine the presence of this substance in the property.

In addition, if the client has any concern regarding the structural, mechanical or protective components of the improvements described herein, or the adequacy or quality of sewer, water or other utilities, it is suggested that independent contractors or experts in these disciplines be retained by said client, before relying upon this appraisal.

The separate allocation between land and improvements, if applicable, represents our judgment only under the existing utilization of the property. A re-evaluation should be made if the improvements are removed or substantially altered, and the land utilized for another purpose.

All information and comments concerning the location, neighborhood, trends, construction quality and costs, loss in value from whatever cause, condition, rents, or any other data for the property appraised herein, represents the opinions of the appraiser formed after an examination and study of the property.

Any valuation analysis of the income stream had been predicated upon financing conditions as specified in the report, which we have reason to believe are currently available for this property. Financing terms and conditions other than those indicated may alter the final value conclusions.

Stabilized expenses shown in the income capitalization approach, if used, are projections, and are based on past operating history if available, and are stabilized as generally typical over a reasonable time period.

The appraiser is not required to give testimony or appear in court because of having made this appraisal, with reference to the property in question, unless arrangements have been made previously thereto. If the appraiser(s) is subpoenaed pursuant to court order, the client will be required to compensate said appraiser(s) for his time at his regular hourly rates plus expenses.

All opinions, as to values stated, are presented as the appraiser's considered opinion based on the information set forth in the report. We assume no responsibility for changes in market conditions or for the inability of the client or any other party to achieve their desired results based upon the appraised value. Further, some of the assumptions made can be subject to variation depending upon evolving events. We realize some assumptions may never occur and unanticipated events or circumstances may occur. Therefore, actual results achieved during the projection period may vary from those in our report.

Appraisals made subject to satisfactory completion of construction, repairs, alterations, remodeling or rehabilitation, are contingent upon completion of such work in a timely manner using good quality materials and workmanship and in substantial conformity to plans or descriptions or attachments made hereto.

Unless otherwise noted, it is assumed that the construction and use of the appraised property, if improved, complies with all public authorities having jurisdiction, including, but not limited to, the National Environmental Protection Act, and any other applicable federal, state, municipal, and local environmental impact or energy laws or regulations.

This report should not be used or relied upon by any other party except the client to whom the report is addressed. Any party who uses or relies upon any information in the report without the preparer's written consent, does so at his own risk. The Appraiser/consultant responsibility is limited to the client, and use of this appraisal by third parties shall be solely at the risk of the client and/or third parties.



A signatory of this appraisal report is a member or affiliate of the Appraisal Institute. The Bylaws and Regulations of the Institute require each member and candidate to control the use and distribution of each appraisal report signed by such member or candidate. Therefore, except as hereinafter provided, the party for whom this appraisal report was prepared may distribute copies of this appraisal report, in its entirety, to such third parties as may be selected by the party for whom this was prepared. Selected portions of this appraisal report, however, shall not be given to third parties without prior written consent of the signatories of this appraisal report. Further, neither all nor any part of this appraisal report shall be disseminated to the general public by the use of advertising media, public relations media, news media, sales media or other media for public communication without the prior written consent of the signatories of this appraisal report. This restriction applies particularly to the valuation conclusions, the identity of the appraisers, or any reference to the Appraisal Institute, or to the MAI, SRA, or SRPA designations.

Disclosure of the contents of this appraisal report is governed by the Bylaws and Regulations of the Appraisal Institute.

This Appraisal Report is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice. It presents only summary discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use as stated. The appraiser is not responsible for unauthorized use of this report.

**CERTIFICATE**

The undersigned, representing POLACH APPRAISAL GROUP, INC., do hereby certify that, to the best of our knowledge and belief:

The statements of fact contained in this appraisal report are true and correct.

The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and represent the personal, impartial, and unbiased professional analyses, opinions, and conclusions of the undersigned.

We have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.

We have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

Our engagement in this assignment was not contingent upon developing or reporting predetermined results.

Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

The following persons from among the undersigned have made a personal visual observation of the property that is the subject of this appraisal report on the date(s) indicated:

A personal observation of the subject properties could not be performed since they are hypothetical properties.

Todd Rodemich performed market area analysis, report writing, and sales comparison research for this assignment.

This appraisal report includes 45 sheets, which are made an integral part of this report.



## **POLACH APPRAISAL GROUP, INC.**

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IN WITNESS WHEREOF, THE UNDERSIGNED has caused these statements to be signed and attested to on June 11, 2020.



Kenneth F. Polach, MAI, SRA  
IL Cert No. 553.000340 Exp. 9/30/2021



Mark K. Polach  
IL Cert No. 553.001545 Exp. 9/30/2021

As of the date of this report, I, Kenneth F. Polach have completed the continuing education program for Designated Members of the Appraisal Institute.

As of the date of this report, I, Mark K. Polach have completed the continuing education program for Candidates of the Appraisal Institute.

We have not provided any previous services regarding the subject property, including an appraisal, within the three years prior to this assignment.

APPRAISER'S QUALIFICATION SUMMARY

\*\*\* KENNETH F. POLACH, MAI, SRA \*\*\*

Kenneth F. Polach, President of the Polach Appraisal Group, Inc., has been engaged in the profession of real estate appraising and consulting since 1969 in the Chicago Metropolitan Area, including Cook, DuPage, Will, Lake, McHenry, Kane and Kendall counties, and has also completed assignments in other sections of the United States. He holds the professional designations MAI and SRA from the Appraisal Institute.

His experience includes market value appraisals on varied property types for acquisition, grant application, condemnation, mortgage, estate, real estate tax, historic preservation, and other purposes. Property types appraised and studies conducted include residential, commercial, industrial and special purpose properties, as well as highest and best use studies and impact studies. He has qualified as an expert witness in the Circuit Courts of Cook, DuPage, Kane, Lake, McHenry and Will counties in Illinois as well as in Federal Court. Mr. Polach has testified at Illinois Commerce Commission as well as municipal and county zoning hearings.

From June 1974 to December 1993, Mr. Polach was associated with and was appointed Executive Vice President of William A. McCann & Associates, Inc.

From July 1972 to May 1974, Mr. Polach held the position of staff appraiser for a major suburban bank. He was responsible for the appraisal of residential, commercial, industrial and special purpose properties used as security for mortgage loans, as well as being involved in loan processing and servicing.

From September 1969 through July 1972, Mr. Polach was employed by the State of Illinois, Department of Public Works and Buildings, Division of Highways, Bureau of Right-of-Way. The positions he held with the State were Engineering Technician, and Right-of-Way Agent and Appraiser. His duties as an appraiser included the review and acceptance of appraisal reports on various residential, commercial, industrial and special purpose properties for highway acquisition.

Mr. Polach's educational background includes attendance at Roosevelt University resulting in the attainment of a Bachelor of Science Degree with a major in Engineering Science. Further studies at Roosevelt University resulted in the attainment of a Masters Degree in Business Administration.

Mr. Polach's specialized education includes real estate appraisal courses and various seminars and workshops given by the Appraisal Institute and other professional organizations. These courses covered the principles of appraising residential, commercial, industrial and special purpose properties and related topics. He also attended the National School of Real Estate Finance sponsored by the American Bankers Association at Ohio State University.

Mr. Polach has been qualified and has acted as an Arbitration Judge in alternative dispute resolution.

He was a contributor and panelist for the Seminar titled Vapor Intrusion: Law, Medicine and Science at the Law offices of Barnes & Thornburg.

Mr. Polach's professional affiliations include membership in the Appraisal Institute, with the designations of MAI and SRA. He is a Senior Member of the National Association of Review Appraisers with the designation of CRA, and he is a Member of the National Association of Realtors.

The Appraisal Institute conducts a voluntary program of continuing education for its designated members. Mr. Polach has completed the requirements of the continuing education program of the Appraisal Institute.

Mr. Polach is currently a State Certified General Appraiser in the State of Illinois and the State of Indiana.



APPRAISER'S QUALIFICATION SUMMARY

\*\*\* MARK K. POLACH \*\*\*

Mark K. Polach joined the appraisal staff of Polach Appraisal Group, Inc. in 1996. Since joining the firm, his experience has included market value appraisals of various residential, commercial, industrial, special use, and vacant land properties. These appraisals have been used for relocation, mortgage, condemnation, acquisition, easement and tax appeal purposes. Assignments have also included appraisals and studies of real estate located in Cook, DuPage, Grundy, Lake, Kane, Kendall, McHenry and Will counties. Mr. Polach has performed special impact studies in metropolitan Chicago and surrounding communities to determine the effect of large retail stores and shopping centers on the value, marketability, and rate of appreciation of residential properties.

He has qualified as an expert witness and testified in the Circuit Court of DuPage, Cook, Kane, McHenry and Lake Counties. Mr. Polach has also presented expert testimony in cases before DuPage County, Cook County Zoning and the City of Chicago Zoning Board of Appeals.

Mr. Polach was a contributor and panelist for the Seminar titled Vapor Intrusion: Law, Medicine and Science at the Law offices of Barnes & Thornburg. He has testified in court as to the diminution in value as a result of environmental impacts.

Assignments have included restaurants, gas stations, shopping centers, churches, agricultural use land, apartment complexes, large office buildings, schools, hotels, single-family and multi-family residences, quarry properties, zoning impact studies as well as highest and best use studies for proposed residential, office, townhouse, commercial, mixed use, and retirement developments in the Chicagoland area. He has also performed tax assessment studies for various types of commercial and special purpose property types and performed appraisals for permanent and temporary easements. Assignments have also included leasehold and leased fee interest valuations as well as retrospective values. More notable assignments have included the Willis Tower, O'Hare Airport, a UPS processing facility containing more than 2 million square feet of building area, large shopping malls and retail, trucking and distribution facilities, etc. He has written numerous Yellow Book appraisals which are completed to Federal Standards.

Mr. Polach attended the University of Dayton resulting in the attainment of a Bachelor of Arts Degree. Mr. Polach's specialized education includes the successful completion of and passing grades on examinations for all of the Appraisal Institute courses necessary towards the MAI designation. He has attended numerous Appraisal Institute's Seminars including the most recent "Conditions of the Chicago Real Estate Market."

Mr. Polach is attending the University of St. Thomas Graduate School of Business and working toward his Master of Science in Real Estate Appraisal. This includes the successful completion of the courses Legal Issues in Valuation, Effective Communication, Statistical Analysis for Real Estate Appraisal, Market Analysis and Feasibility Studies and Advanced Topics in Real Estate Appraisal which included such topics as highest and best use analysis; regional shopping centers; condemnation; environmental impact; utility easements; subdivision analysis; and business valuation.

As a representative of the Appraisal Institute Mr. Polach has also attended the Leadership Development and Advisory Council in Washington D.C. and lobbied on behalf of the Appraisal Institute. He is a Region Representative alternate as well on the Public Relations Committee for the Chicago Chapter of the Appraisal Institute. Mr. Polach is on the Illinois Department of Transportation approved appraisers and approved review appraisers lists. Mr. Polach is a Candidate for the MAI Designation of the Appraisal Institute and is currently a State Certified General Real Estate Appraiser in the State of Illinois and the State of Indiana.



## CITY OF WEST CHICAGO

### FINANCE COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Greco/DeRosa Investment Group

Resolution No. 20-R-0052 – Partial Property Tax Abatement

Resolution No. 20-R-0053 – Economic Incentives

AGENDA ITEM NUMBER: 4.C+D.

FILE NUMBER: \_\_\_\_\_

COMMITTEE AGENDA DATE: 9/22/2020

COUNCIL AGENDA DATE: 10/5/2020

**STAFF REVIEW:**

SIGNATURE \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:**

SIGNATURE \_\_\_\_\_

**ITEM SUMMARY:**

In 2015, the Finance Committee endorsed a package of incentives to attract larger businesses to our community, which included a partial property tax abatement, partial rebates of utility taxes and a partial waiver of building permit fees.

Greco/DeRosa Investment Group is looking to construct an 295,641 square foot building on 46+ acres in the DuPage Business Center. The incentives tentatively agreed to by the parties include the following: (1) a 50% property tax abatement for 10 years, up to \$4,000,000 by District 33, District 94, the Fire Protection District, the Library District, the DuPage Airport Authority and the City; (2) a waiver of 50% of the building permit fees by the City up to \$100,000 (excluding the sewer capacity charge and third party fees paid for by the City); and (3) a rebate of the City's electric use tax, up to \$200,000, if a manufacturing component is added to this development.

In return for the incentives, the building would need to remain operational for 15 years, or else there are clawback provisions that would result in portions of the incentives being repaid, the amount determined by the number of years the building was occupied.

The lawyers from all parties are still sorting through the documents, but all parties have agreed upon the material terms. These terms match those given to Discovery Drive Investors (Suncast), Norix Group and Alton Industries.

**ACTIONS PROPOSED:**

Staff recommends approval of material terms that will be contained within Resolution No. 20-R-0052 and Resolution 20-R-0053.

**COMMITTEE RECOMMENDATION:**





GRECO | DEROSA  
INVESTMENT GROUP

1307 Schiferl Rd.  
Bartlett, IL 60103

Via E-mail & US Mail

8/27/2020

Mr. Michael Guttman  
West Chicago City Manager  
435 Main Street  
West Chicago, IL, 60185

Dear Mr. Guttman;

Please accept this letter as a request of the City of West Chicago for Real Estate Tax Abatements and Municipal Fee Credits, in cooperation with other local taxing bodies. \$5,306,695.23 in Property Taxes will be generated over the next 10 years by this project. \$2,330,063.56 would be abated. Net to various taxing bodies \$2,976,631.68. When incentive expires at least \$5,306,695.23 will be collected. Number could increase based on changes to assessment, tax rates.

Municipal Fees of \$65,005.85; \$94,593.28; \$249,934.22 have been paid. Municipal Fee Credit would refund \$100,000.

Projecting Annual Utility Costs will be \$350K. 50% of local electric tax credit should be about 15K.

Attached is Project Profile.

Also attached is a spread sheet illustrating property tax abatement in line with abatements agreed to by City of West Chicago in other instances.

Any questions, please contact Rory O'Connor at 224 436 0235. Thank you for support and cooperation.

Sincerely,

Ron DeRosa  
Principal, Greco DeRosa Investment Group

Sincerely,

Rory O'Connor, Taxpayer's Agent

Project Description for 2595 Enterprise Drive, West Chicago IL

46.839 Acres purchased from DuPage Airport Authority.

295,641 SF. Pre-Cast Warehouse. '36 Clear Ceiling Height. 41 Truck Docks, 4 Drive in Doors, 21 Future Truck Docks.

Construction Costs \$15MM. G4 Construction, General Contractor. Local Sub-Contractors have been used.

Projected completion date 9/1/2020.

In final lease negotiations with Tenant. Occupancy early next year after Tenant Improvements complete.

50 employees at average salary of \$40,000 per annum. All Illinois residents.

Benefits including:

Medical, Dental, Life, Health Sharing.

401 / Profit Sharing Retirement Plan.

Paid Vacations and Holidays.



2595 Enterprise Drive															
West Chicago, IL															
Real Estate		2021, pay 2022	2022, pay 2023	2023, pay 2024	2024, pay 2025	2025, pay 2026	2026, pay 2027	2027, pay 2028	2028, pay 2029	2029, pay 2030	2030, pay 2031	Totals	Long Term Debt	Net of new taxes	Long Term Debt Reduction
04-18-100-012															
Square Feet		296000	296000	296000	296000	296000	296000	296000	296000	296000	296000				
Assessment		\$5,372,400	\$5,372,400	\$5,372,400	\$5,372,400	\$5,372,400	\$5,372,400	\$5,372,400	\$5,372,400	\$5,372,400	\$5,372,400				
Tax Rate		0.09875000	0.09875000	0.09875000	0.09875000	0.09875000	0.09875000	0.09875000	0.09875000	0.09875000	0.09875000				
Incremental Tax Due to Development		\$530,524.50	\$530,524.50	\$530,524.50	\$530,524.50	\$530,524.50	\$530,524.50	\$530,524.50	\$530,524.50	\$530,524.50	\$530,524.50	\$5,305,245.00			
Breakout															
Grade School District 33	0.0443	\$238,018.81	\$238,018.81	\$238,018.81	\$238,018.81	\$238,018.81	\$238,018.81	\$238,018.81	\$238,018.81	\$238,018.81	\$238,018.81	\$2,380,188.10			
Grade School District 33 Pension	0.002502	\$13,441.74	\$13,441.74	\$13,441.74	\$13,441.74	\$13,441.74	\$13,441.74	\$13,441.74	\$13,441.74	\$13,441.74	\$13,441.74	\$134,417.40			
High School District 94	0.021888	\$117,591.09	\$117,591.09	\$117,591.09	\$117,591.09	\$117,591.09	\$117,591.09	\$117,591.09	\$117,591.09	\$117,591.09	\$117,591.09	\$1,175,910.90			
High School District 94 Pension	0.000685	\$3,680.09	\$3,680.09	\$3,680.09	\$3,680.09	\$3,680.09	\$3,680.09	\$3,680.09	\$3,680.09	\$3,680.09	\$3,680.09	\$36,800.90			
West Chicago Fire District	0.008135	\$43,704.47	\$43,704.47	\$43,704.47	\$43,704.47	\$43,704.47	\$43,704.47	\$43,704.47	\$43,704.47	\$43,704.47	\$43,704.47	\$437,044.70			
West Chicago Fire District Pension	0.00116	\$6,231.98	\$6,231.98	\$6,231.98	\$6,231.98	\$6,231.98	\$6,231.98	\$6,231.98	\$6,231.98	\$6,231.98	\$6,231.98	\$62,319.80			
City of West Chicago	0.005034	\$27,044.66	\$27,044.66	\$27,044.66	\$27,044.66	\$27,044.66	\$27,044.66	\$27,044.66	\$27,044.66	\$27,044.66	\$27,044.66	\$270,446.60			
West Chicago Library District	0.002728	\$14,655.91	\$14,655.91	\$14,655.91	\$14,655.91	\$14,655.91	\$14,655.91	\$14,655.91	\$14,655.91	\$14,655.91	\$14,655.91	\$146,559.10			
West Chicago Library District Pension	0.000165	\$886.45	\$886.45	\$886.45	\$886.45	\$886.45	\$886.45	\$886.45	\$886.45	\$886.45	\$886.45	\$8,864.50			
Dupage Airport Authority	0.000141	\$757.51	\$757.51	\$757.51	\$757.51	\$757.51	\$757.51	\$757.51	\$757.51	\$757.51	\$757.51	\$7,575.10			
Warrenville Park District	0.004577	\$24,589.47	\$24,589.47	\$24,589.47	\$24,589.47	\$24,589.47	\$24,589.47	\$24,589.47	\$24,589.47	\$24,589.47	\$24,589.47	\$245,894.70			
College of Dupage	0.002112	\$11,346.51	\$11,346.51	\$11,346.51	\$11,346.51	\$11,346.51	\$11,346.51	\$11,346.51	\$11,346.51	\$11,346.51	\$11,346.51	\$113,465.10			
County of Dupage	0.001002	\$5,383.14	\$5,383.14	\$5,383.14	\$5,383.14	\$5,383.14	\$5,383.14	\$5,383.14	\$5,383.14	\$5,383.14	\$5,383.14	\$53,831.40			
County of Dupage Pension	0.000209	\$1,122.83	\$1,122.83	\$1,122.83	\$1,122.83	\$1,122.83	\$1,122.83	\$1,122.83	\$1,122.83	\$1,122.83	\$1,122.83	\$11,228.30			
Winfield Township Road	0.001452	\$7,800.72	\$7,800.72	\$7,800.72	\$7,800.72	\$7,800.72	\$7,800.72	\$7,800.72	\$7,800.72	\$7,800.72	\$7,800.72	\$78,007.20			
Winfield Township Road Pension	0.000058	\$311.60	\$311.60	\$311.60	\$311.60	\$311.60	\$311.60	\$311.60	\$311.60	\$311.60	\$311.60	\$3,116.00			
Forest Preserve District	0.001141	\$6,129.91	\$6,129.91	\$6,129.91	\$6,129.91	\$6,129.91	\$6,129.91	\$6,129.91	\$6,129.91	\$6,129.91	\$6,129.91	\$61,299.10			
Forest Preserve District Pension	0.000101	\$542.61	\$542.61	\$542.61	\$542.61	\$542.61	\$542.61	\$542.61	\$542.61	\$542.61	\$542.61	\$5,426.10			
Winfield Township	0.000939	\$5,044.68	\$5,044.68	\$5,044.68	\$5,044.68	\$5,044.68	\$5,044.68	\$5,044.68	\$5,044.68	\$5,044.68	\$5,044.68	\$50,446.80			
County Health Department	0.000331	\$1,778.26	\$1,778.26	\$1,778.26	\$1,778.26	\$1,778.26	\$1,778.26	\$1,778.26	\$1,778.26	\$1,778.26	\$1,778.26	\$17,782.60			
County Health Department Pension	0.000113	\$607.08	\$607.08	\$607.08	\$607.08	\$607.08	\$607.08	\$607.08	\$607.08	\$607.08	\$607.08	\$6,070.80			
Total	0.098777	\$530,669.55	\$530,669.52	\$530,669.52	\$530,669.52	\$530,669.52	\$530,669.52	\$530,669.52	\$530,669.52	\$530,669.52	\$530,669.52	\$5,306,695.23			
Abated Taxes															
Grade School District 33	0.044304	\$119,009.40	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$1,190,094.05	\$30,990,000	\$29,799,905.95	-3.8%
Grade School District 33 Pension	0.002502	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$67,208.70			
High School District 94	0.021888	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$587,955.45	\$45,708,500	\$45,120,544.55	-1.3%
High School District 94 Pension	0.000685	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$18,400.45			
West Chicago Fire District	0.008135	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$218,522.35	\$9,301,252	\$9,082,729.65	-2.3%
West Chicago Fire District Pension	0.00116	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$31,159.90			
City of West Chicago	0.005034	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$135,223.30	\$2,985,000	\$2,849,776.70	-4.5%
West Chicago Library District	0.002728	\$7,327.95	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$73,279.55			
West Chicago Library District Pension	0.000165	\$443.22	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$4,432.25			
Dupage Airport Authority	0.000141	\$378.75	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$3,787.55			
Total	0.086742	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$2,330,063.56	\$88,984,752.00	\$86,852,956.85	\$2,131,795.15
Total Tax Collected		\$297,663.19	\$297,663.17	\$297,663.17	\$297,663.17	\$297,663.17	\$297,663.17	\$297,663.17	\$297,663.17	\$297,663.17	\$297,663.17	\$2,976,631.68			
Total Incremental Tax Collected															
Grade School District 33	0.044304	\$119,009.40	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$119,009.41	\$1,190,094.05			
Grade School District 33 Pension	0.002502	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$6,720.87	\$67,208.70			
High School District 94	0.021888	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$58,795.55	\$587,955.45			
High School District 94 Pension	0.000685	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$1,840.05	\$18,400.45			
West Chicago Fire District	0.008135	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$21,852.24	\$218,522.35			
West Chicago Fire District Pension	0.00116	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$3,115.99	\$31,159.90			
City of West Chicago	0.005034	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$13,522.33	\$135,223.30			
West Chicago Library District	0.002728	\$7,327.95	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$7,327.96	\$73,279.55			
West Chicago Library District Pension	0.000165	\$443.22	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$443.23	\$4,432.25			
Dupage Airport Authority	0.000141	\$378.75	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$378.76	\$3,787.55			
Total	0.086742	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$233,006.36	\$2,330,063.56			
Non Abated Taxing Authorities		\$64,656.83	\$64,656.81	\$64,656.81	\$64,656.81	\$64,656.81	\$64,656.81	\$64,656.81	\$64,656.81	\$64,656.81	\$64,656.81	\$646,568.12			



## CITY OF WEST CHICAGO

### FINANCE COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:** Resolution No. 20-R-0023  
Amending City of West Chicago Loss Prevention Policy.

**AGENDA ITEM NUMBER:** 4. E.

**COMMITTEE AGENDA DATE:** September 24,  
2020

**COUNCIL AGENDA DATE:** October 5, 2020

**STAFF REVIEW:** Michael Uplegger, Chief of Police

**SIGNATURE** \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:** Michael L. Guttman

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

Staff is requesting to update the City's Loss Prevention Policy. The update seeks to improve the effectiveness of the City's public service at all levels and to ensure a design that is sufficient to minimize losses due to on-the-job injuries, property damage and to align with current City operations and safety related practices.

**ACTIONS PROPOSED:**

**COMMITTEE RECOMMENDATION:**



**RESOLUTION NO. 20-R-0023**

**A RESOLUTION AUTHORIZING THE MAYOR TO ADOPT THE AMENDED  
LOSS PREVENTION POLICY**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to adopt the amended Loss Prevention Policy, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this 5<sup>h</sup> day of October, 2020

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
City Clerk Nancy M. Smith



# LOSS PREVENTION POLICY

Michael Guttman  
City Administrator



## Loss Prevention Policy

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## Loss Prevention Policy

### ***I. LOSS PREVENTION POLICY***

It is the intention of the City of West Chicago to develop, implement and administer an all-encompassing Loss Prevention Program. The primary goal of the Program is to safeguard the physical well-being of the City's employees and residents. Secondly, the Program seeks to prevent or reduce damage to City property. To attain the objectives of protecting persons and property against harm, the Loss Prevention Program establishes the policy goals, procedural guidelines, program responsibilities and loss prevention methods.

In all of our assignments, health and safety issues should be given the utmost consideration. Department Heads and supervisory personnel at all levels of the City of West Chicago municipal workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize municipal capital and personnel.

Accidents are clearly unplanned events. They can result in severe bodily injury, reduced services, wasted resources, lost efficiencies, missed deadlines and other delays. At a minimum, they are time consuming and disruptive; at a maximum, they may cost a life. To avoid injuries and to prevent losses, all City employees are directed to make safety a priority.

Empirical evidence shows that continued emphasis on loss prevention techniques, coupled with work practices refined to correct unsafe working conditions, can significantly reduce the potential for personal injury, property damage and work disruption. All employees are therefore urged to incorporate into their daily routines the philosophy that the only acceptable way to perform a task is to do it safely. To underscore the importance of using safe working practices, the City has made adherence to loss prevention policies and practices one of the categories which comprise the performance evaluations of Department Heads, supervisors and all other employees.

To implement the Loss Prevention Policy, the City of West Chicago has adopted such programs as the Restricted Duty Program, the Drug Free Workplace Policy, Drug and Alcohol Testing Policy, Employee Assistance Program, and a program implementing an Emergency Management Plan. Moreover, the City is fully committed to safety training.

This Policy may only serve as an overview of the City's safety policies and procedures. Departments have more detailed rules which should be consulted.

Michael L. Guttman  
City Administrator



## ***II. THE LOSS PREVENTION ORGANIZATION RESPONSIBILITIES***

### ***(A) CITY ADMINISTRATOR***

The City Administrator, as authorized by the Mayor and City Council, directs and supervises the activities of all Departments which includes the administration of the Loss Prevention Program for the City of West Chicago. Specific responsibilities include the following:

- (1) To designate a Safety Coordinator who is responsible for the organization, coordination and implementation of safety-related programs;
- (2) To establish the objectives of the Loss Prevention Program for the City based on the recommendations of the Safety Coordinator and the Executive Safety Committee;
- (3) To develop in Department Heads a strong commitment to support the City's loss prevention objectives and a clear understanding of their respective safety-related duties;
- (4) To review the minutes of the Executive Safety Committee and to guide the Committee toward achieving the goals set forth in the Loss Prevention Program; and
- (5) To review the annual Loss Prevention Program audits to appraise the effectiveness of the Program.

### ***(B) SAFETY COORDINATOR***

The Safety Coordinator is responsible for organizing, coordinating and implementing the City's safety-related programs and education. The City Administrator has designated the Human Resources Coordinator as the Safety Coordinator. Specific responsibilities include the following:

- (1) To advise the Department Heads and supervisory personnel on accident prevention by recommending action designed to correct problem areas;
- (2) To serve as a member of the Executive Safety Committee, to publish and disseminate an agenda for each meeting, and to collect and distribute other materials necessary for the discussion of agenda items;
- (3) To secure the assistance of Department Heads, supervisors, State and Intergovernmental Risk Management Agency (IRMA) officials as is necessary to effectuate the City's Loss Prevention Program and to inform the Executive Safety Committee about the status of matters affecting the Program;
- (4) To forward to the Executive Safety Committee recommendations he/she has received for programs or projects;
- (5) To coordinate compliance with federal, state and local safety regulations;

## Loss Prevention Policy

- (6) To coordinate all materials necessary for and assist IRMA with the IRMA Management Assessment Program (IMAP) evaluation;
- (7) To review all accident investigation reports; and
- (8) To develop and maintain files of meetings minutes and other correspondence.

### ***(C) DEPARTMENT HEADS AND SUPERVISORS***

Department Heads and supervisors have full authority and responsibility for creating and maintaining a safe and healthful work environment within their Departments. To achieve such a work environment, it is necessary to put into place working procedures which will promote, to the highest degree possible, the safety of municipal employees and that of the general public.

Department Heads and supervisors may delegate authority and assign responsibility to designees for many of the duties assigned to them. They may not, however, delegate to another their responsibility for accident prevention. Other specific responsibilities include the following:

- (1) To develop and actively support a Department safety program that will effectively control the frequency and severity of accidents. This includes the scheduling of safety training and the dissemination of safety awareness information to all employees;
- (2) To develop and use a New Employee Orientation Program which contains a safety awareness component;
- (3) To develop practical safety rules and regulations compatible with the standard operating procedures of the Department;
- (4) To ensure thorough and consistent job and safety training for all employees assigned to or working for the Department;
- (5) To monitor and enforce compliance with established safety rules and procedures and to discipline employees in accordance with the provisions of the City of West Chicago's Personnel Manual;
- (6) To establish, maintain and use a system of job safety analysis to train employees;
- (7) To demonstrate, by example, good safety practices and a positive attitude toward safety;
- (8) To conduct informal meetings for the purpose of planning and laying out daily work assignments, and to make frequent, individual contacts with employees emphasizing potential hazards and identifying proper procedures for avoiding them;
- (9) To inspect the design of new equipment and vehicles and to ensure that operators have been properly trained before they operate them;



## Loss Prevention Policy

- (10) To ensure that safety equipment, protective devices and proper clothing are provided and used by employees in accordance with City policy;
- (11) To ensure a thorough investigation as to the causes of all accidents and to take whatever action is necessary to prevent their occurrence, even if there was no personal injury. All accident and on- the-job injury reports and accompanying documentation must be forwarded promptly to the Administrative Services Department/Human Resources Division. The accurate, timely and complete preparation and submission of the accident reports are measured along with other components in evaluating a supervisor's performance;
- (12) To inform all employees, whether on permanent or temporary assignment to the Department, to immediately report all injuries or accidents; and
- (13) To provide first aid as necessary in case of a personal injury and to arrange promptly for whatever medical attention is necessary to treat the injury.

### **(D) EMPLOYEES**

As a condition of employment, each employee is responsible for securing her or his own safety, the safety of fellow workers and that of the general public to the extent to which the general public is affected by an act carried out by a City employee. Specific duties include the following:

- (1) To willingly accept and actively support all approved safety rules and/or procedures;
- (2) To anticipate safety hazards which can arise out of a particular situation not contemplated by the written rules or procedures;
- (3) To consult with a supervisor before proceeding with a particular job, if the appropriate procedure for handling the job is questionable or unknown;
- (4) To concentrate on the job at hand, work on it at a reasonable pace, and use the safety precautions necessary to avoid exposure to injury;
- (5) To notify a supervisor promptly of an unsafe condition, activity, suspect employee behavior or procedure the employee has observed;
- (6) To participate actively in the City's safety effort by making safety suggestions to a supervisor;
- (7) To keep work areas clean and orderly;
- (8) To use the proper tool(s) or equipment to do a job;
- (9) To not operate equipment without having obtained prior authorization and training;
- (10) To refrain from engaging in non-work related activities while at work that may cause serious injury and result in disciplinary action;
- (11) To avoid distracting others while they are at work;

## Loss Prevention Policy

- (12) To wear personal protective equipment (PPE) as required either by rule (e.g. wearing a hard-hat when working in a designated hazardous operations area), practice or common sense;
- (13) To present themselves in suitable work attire for the job(s) to be performed;
- (14) To report to a supervisor, as soon as possible after medical aid is rendered, all accidents and/or injuries that have occurred within the scope of employment;
- (15) To cooperate with and assist in accident investigations by identifying correctable causes and preventing their recurrence;
- (16) To never report to work or perform job duties while under the influence of drugs or alcohol; and
- (17) To be aware and obey all warning labels, signs, tags, etc.

### **III. EXECUTIVE SAFETY COMMITTEES**

#### **(A) GENERAL**

- (1) Role and Functions: The Executive Safety Committee develops, implements and oversees the administration of the City of West Chicago's Loss Prevention Program as authorized by the City Administrator. In that role, the Committee's functions include, but are not limited to, the following:
  - (a) Develop and recommend loss prevention programs intended to enhance the personal safety and well-being of employees and residents, and to control the severity and frequency of accidents in order to reduce damage to property and equipment;
  - (b) Coordinate, establish and implement annual loss prevention goals and objectives designed to meet the contemporary needs of the City;
  - (c) Review safety-related statistical data, records and reports provided by the Intergovernmental Risk Management Agency (IRMA), City Departments and other sources for the purpose of making informed decisions with regard to safety policies and practices; and
  - (d) Review and act on recommendations submitted by the Departments and safety suggestions submitted by individual employees.
- (2) Structure and Appointment:
  - (a) The City Administrator determines the Committee's structure which he may amend at his sole discretion. At present the Committee consists of the Safety Coordinator and a management representative from each Department (for the Public Works Department, a representative from each Division). The management representative from the Police Department is designated as the Chair of The Executive Safety Committee.



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- (b) A majority of the members shall constitute a quorum.
- (3) Meetings: The Executive Safety Committee meets on a monthly basis. The meetings will be conducted on the second Wednesday of the month. The time will be determined at each preceding meeting. The Chair may call special meetings, cancel meetings due to lack of business, or reschedule meetings if the majority of the members are in agreement.
  - (a) A quorum must be present to convene a meeting. Attendance at meetings is mandatory unless a member obtains prior authorization from the Committee Chair.
  - (b) The meeting shall be conducted in accordance with the agenda prepared and published by the Safety Coordinator in advance of the meeting. The agenda shall include the following items:
    - (i) The minutes from the preceding Executive Safety Committee meeting.
    - (ii) Accidents which occurred since the previous Executive Safety Committee meeting.
    - (iii) New business.
  - (c) Written minutes of each meeting shall be taken by the Safety Coordinator and shall be distributed with the agenda for the subsequent meeting. All minutes are reviewed and approved by the Committee.
  - (d) A record shall be kept of the presence and absence of each member at each meeting.
  - (e) All actions considered by the Committee shall be accomplished by voice vote.

### ***(B) SAFETY SUGGESTION PROGRAM***

The City's Executive Safety Committee is responsible for administering a Safety Suggestion Program. The Program is designed to encourage input and suggestions from employees regarding safety and risk management related improvements and to encourage employees to be aware of the possibility for operational improvements. The Safety Suggestion Program is as follows:

- (1) The Committee will promote the Safety Suggestion Program to all City employees by posting and distributing notices and minutes of monthly meetings to Division and Department Heads.
- (2) The Committee will evaluate all suggestions received to determine if they represent a valid safety suggestion.
- (3) The Committee will select a safety suggestion twice annually, voting in July and December.
- (4) The Committee will decide on the safety suggestion that would best benefit the City, awarding \$100 to the winner for the first half of the year and \$100 to the winner in the second half of the year.

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- (5) A Safety Suggestion Submittal Form is required and may be obtained from the Human Resources Coordinator.
- (6) Employees are not limited in the number of suggestions they may submit.
- (7) All employees with the exception of members of the Executive Safety Committee, City Administrator and Department Heads are eligible to submit safety suggestions.
- (8) Suggestions should pertain to the safety of the City employees or residents, describe an idea or procedure which is not currently in place that will aid in that safety.
- (9) Employees should submit their suggestions to their immediate supervisor.
- (10) The Committee Chair or his designee will correspond with employees who submitted suggestions, at various stages, to keep them updated on the status of their suggestions.
- (11) The Committee Chair or his designee will notify the winners of the awards.
- (12) The Committee will follow-up with recipients to make sure evaluation and implementation are done in a timely matter, in the event the suggestion results in a change.

All employees who encounter a situation which requires immediate action to prevent danger or hazards should bring the issue to the attention of a supervisor immediately for corrections. Employees should not use the Safety Suggestion Program for those types of situations.

## ***IV. FACILITY-INSPECTION PROGRAM***

### ***(A) GENERAL FACILITY INSPECTION***

- (1) Purpose: The Facility-Inspection Program seeks to prevent harm to persons and property by identifying, through daily observation and monthly inspections, existing or potential hazards, reporting them to proper personnel, and taking appropriate action to correct or prevent the hazards.
- (2) Procedure:
  - (a) Monthly Inspections: A representative from each Department (or Division where applicable) shall conduct a monthly safety inspection of its facility. Public Works staff shall conduct City Hall inspections. If a representative is unable to conduct the inspection, he or she shall make the necessary arrangement to have another Department employee inspect the area. The substituting members shall use and complete the Inspection Report as described below. The
  - (b) inspection should focus on the condition of the facilities, tools, equipment, machines and people acting in the work environment. It should ensure the following:
    - (i) Good housekeeping, general order and neatness;



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- (ii) Use of protective equipment;
  - (iii) Adherence to published City and Department safety rules;
  - (iv) Proper storage and handling of flammable liquids and chemicals; and
  - (v) Proper maintenance of electrical equipment, power tools, hand tools, electrical cords, etc.
- (c) Furthermore, in the course of general inspection, employees shall:
- (i) Check the condition of the general sprinkler system;
  - (ii) Check all-locked sprinkler control valves;
  - (iii) Check the condition and accessibility of portable fire extinguishers; and
  - (iv) Check for proper storage arrangement including adequate clearance for sprinkler heads.
- (d) Inspection Report: Inspection assignments are made on a rotating basis. While inspecting the assigned area, the employee shall use and complete the Inspection Report specifically designed for that area.

Each item on the Inspection Report shall be inspected and rated either as “satisfactory” (S) or as “needs attention” (NA) on the form. Unless they pose no immediate danger, “needs attention” items should immediately be brought to the attention of the Department Head, immediate supervisor, or the Safety Coordinator.

For each item rated “needs attention”, the inspector should recommend how the condition can be remedied.

- (e) Written and Oral Reports: The Inspection Report shall be submitted monthly to the Safety Coordinator or her/his designee.
- (f) Hazards Requiring Immediate Attention: When a hazard is discovered which requires immediate correction, the employee shall notify her/his supervisor immediately so that the proper action can be taken without delay. The employee should complete a Maintenance Request Form describing the problem, and give the form to the supervisor who will forward it to maintenance.
- (g) Action on “Needs Attention” Type Hazards: A “needs attention” type hazard requires that the person so notified have the condition corrected within a reasonable time as is determined by the severity of the condition.

***V. EMERGENCYEVACUATIONTEAMAND PLAN***

***(A) PURPOSE***

To ensure, to the greatest extent possible, the safety and well-being of City employees and residents who are at or near the City-operated building in which a fire, bomb, tornado, or other threat presents a danger to lives or property. This section does not intend to establish the response procedures for City-wide emergencies and/or catastrophes as defined in the City of West Chicago's Emergency Action Plan.

***VI. NEWEMPLOYEE SAFETYORIENTATION***

***(A) PURPOSE***

The City of West Chicago believes that expedient and proper training is an effective loss prevention tool. The City has therefore implemented a New Employee Safety Orientation session, which is conducted within the first week of employment with the City.

The orientation stresses the City's commitment to safety and urges employees to be safety conscious at all times including periods of work preparation, performing on the job, cleaning up and walking to and from the job.

The orientation is not intended to substitute for job specific training, which must be conducted as soon as the employee reports to work. Rather, the orientation covers topics which deal with general safety rules, principles and procedures applicable to most work situations within the City of West Chicago. The orientation topics include, but are not limited to, the following:

- (1) General rules
- (2) Office safety
- (3) Housekeeping
- (4) Fire prevention
- (5) Materials handling
- (6) Protective clothing and equipment
- (7) Hand tools
- (8) Power tools
- (9) Construction safety- above and below grade work
- (10) Working in confined spaces



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- (11) Ladders and scaffolding
- (12) Motor vehicle and mobile equipment
- (13) Illinois Toxic Substances Disclosure to Employees' Act
- (14) Employees Right-to- Know Policy

### ***(B) PROCEDURE***

The safety orientation will be administered by the new employees' supervisor and the human Resources Coordinator. Attendance is mandatory and is documented.

### ***(C) NEW EMPLOYEE SAFETY ORIENTATION PROGRAM***

#### ***INTRODUCTION***

Safety is an area where there must be constant training. It is necessary for new employees to be made aware of City safety policies. This can be accomplished in a general fashion by a review of the City's Loss Prevention Policy. This introduction to safety and employee welfare will be augmented with on-the-job training wherein new employees will be introduced to the safe way of doing the jobs to which they have been assigned.

The goal of this Orientation Program is to familiarize each new employee with general safety rules and practices. It can be accomplished by having the new employee understand the following:

- (1) The City is sincerely interested and concerned with preventing accidents and injuries to property and persons.
- (2) Accidents can be prevented through proper planning, training, and understanding the hazards inherent in the work environment.
- (3) Each employee is required to report to her/his supervisor unsafe working conditions whenever they are encountered.
- (4) Supervisors will give specific job instructions and training. No employee is expected to undertake a job assignment until he/she has learned how to do it safely as determined by the supervisor or her/his designee.
- (5) No employee should undertake a job that appears to endanger her/his safety or well-being. The employee should notify the supervisor of the suspected hazard and wait for instructions on how to proceed.
- (6) After medical attention is provided (if needed), every employee is required to report immediately to the supervisor any job-related injury or illness, or any incident which resulted in property

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damage (e.g. automobile, equipment, tools, structures, etc.), regardless of the severity of the injury or damage.

- (7) Employees must cooperate with and assist in the investigation of accidents to aid in identifying the causes and to prevent their recurrence.
- (8) Employees are expected to keep work areas as clean and orderly as possible.
- (9) Employees must wear required protective equipment.
- (10) When reporting to work, employees are expected to present themselves suitably attired for the job they will be performing. Employees who are provided with uniforms are expected to wear them, unless exceptions apply as determined by their Department Head or his or her designee.
- (11) Planning ahead and anticipating events will eliminate the potential for having or causing an accident.

### ***GENERAL RULES***

The employee will become familiar with the general safety procedures as outlined in this Policy.

- (1) The employee must report all personal injuries, no matter how minor, to the supervisor immediately. This must be done whether or not the injury resulted in lost work time or required medical attention. Federal and State laws, including the Workers' Compensation Act require, prompt reporting of accidents.
- (2) Employees can minimize the frequency and severity of accidents by avoiding horseplay and practical jokes on the job.
- (3) Drinking alcoholic beverages before and on the job or on City premises is prohibited. An employee reporting to work under the influence of alcohol, during working hours, shall be subject to the Drug/Alcohol Free Workplace Policy outlined in the City of West Chicago's Personnel Manual.
- (4) Work at a speed consistent with safety.
- (5) Keep in good physical condition to perform the duties of the position.
- (6) Use the handrails on stairs or elevated places.
- (7) Avoid jumping from an elevated surface such as a truck bed, ladder, table, bench or platform.
- (8) Always inspect tools and other equipment before use. Do not use tools and equipment that are defective. Instead, place a "Lock-out" tag on the defective object and notify your supervisor and other potential users of the defect and of the action you took.



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- (9) Remove splinters from workbenches, tables, bins, shelves, etc.
- (10) Remove, cut off, or hammer protruding nails, staples, or steel straps.
- (11) Work clear of suspended loads; if a load is moved to the area where you are working, stand aside until it has passed.
- (12) Obey warning signs and tags as they are posted to identify hazards.
- (13) Operate only the machinery you are authorized to use.
- (14) Remove jewelry such as rings, identification bracelets, etc. before doing work involving climbing, material handling, or operating equipment. Medical ID tags should be worn on neck chains under clothing.
- (15) Never reach over moving parts of machinery or equipment.
- (16) Never operate machinery or equipment without proper safeguards.
- (17) Report to work in appropriate clothing suitable for the type of work you perform. This includes footwear. Avoid wearing loose clothing near machinery or equipment with moving parts.
- (18) Wear protective clothing as required.
- (19) Common sense, health and sanitation rules must be observed for the welfare and consideration of fellow employees.
- (20) Always turn off mechanical equipment, including office equipment, before making any adjustments or repairs.
- (21) If you must work alone, tell someone where you are and how long you will be.
- (22) If a floor hatch is removed for any reason, the immediate areas shall be barricaded.

### ***OFFICE SAFETY***

The employee shall be made aware of the fact that office work is more dangerous than commonly supposed and become familiar with accident prevention strategy.

- (1) Every employee shall be responsible to see that her/his own desk and work area are kept clean and orderly. Pick up items such as pencils or paper clips and wipe-up spilled liquids. Good housekeeping is the key to a safe office environment.
- (2) Watch for loose or rough floor covering.
- (3) Be extra cautious when you come to a two-way, swing door that can be pushed toward you. Open it cautiously and be careful when you approach it.

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- (4) Hastily walking between desks can result in bruises and falls. Watch out for trip hazards and keep them out of aisles.
- (5) All file, desk, and table drawers shall be kept closed when not in use. Never leave an open drawer unattended and never open more than one file drawer at a time.
- (6) Overloading the top drawer of an unsecured file cabinet can cause it to fall over. If you are unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if you are uncertain as to whether they have a locking device on them.
- (7) Furniture such as tables, desks and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc. Make your supervisor aware of defective furniture.
- (8) Tilting chairs, when improperly used, can be hazardous. Make sure that your chair is in good condition and located behind you before you sit down.
- (9) Never use chairs, desks or other office equipment as a makeshift ladder. Use a stepladder. Do not overreach as you may strain a muscle or lose your balance.
- (10) Keep the blades of paper cutters closed when not in use.
- (11) Pencils are safest when carried point down in pockets.
- (12) Use proper care when using scissors, paper cutters, glass and razor blades.
- (13) Keep hands clear of electric typewriter carriages.
- (14) Use a sponge or other wetting device for envelopes. Use rubber finger guards when working with stacks of paper.
- (15) Keep paper clips, thumb tacks and pins in places where they will likely not be an immediate source of injury.
- (16) Be sure electrical office equipment is grounded and that the cord is in good condition. If a machine gives you a shock and/or starts smoking, unplug it and report it.

Employees will understand the importance of Office Safety and will become familiar with the safety procedures as established in Section IX of this Policy.

## ***HOUSEKEEPING***

Discussion under this section will include good housekeeping techniques and prevention of injuries that can be caused by falling objects or tripping over objects.

Good housekeeping means efficient performance. When materials, tools and equipment are stored, they are easier to find for use and inspection.



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The following are good housekeeping practices:

- (1) Keep work areas and storage facilities clean and orderly.
- (2) All aisles, stairways, passageways and exits to buildings should be kept free from obstructions at all times. All grease and water spills should be cleaned at once to avoid slipping hazards. When clean up cannot be done immediately, the area should be appropriately guarded, signed or roped off.
- (3) Do not place supplies on top of lockers, boxes, hampers or other movable containers at a height where they are not visible from the floor.
- (4) When stacking boxes and other materials for storage, make sure that the base is firm and level. Cross tie each layer. Keep stacks level and at a reasonable height. Keep aisles clear and provide adequate space to work between stacks.
- (5) When storing materials suspended from racks or hooks, secure them from falling and route walkways a safe distance from the surface beneath.
- (6) When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.
- (7) Do not allow food and drink containers, soiled clothing, etc., to accumulate in lockers and/or work places.
- (8) Tools, equipment, machinery and work areas are to be maintained in a clean, safe manner. Defects and unsafe conditions should be reported to your supervisor.
- (9) Return tools and equipment to their proper place when not in use.
- (10) Lay out extension cords, air and water hoses, ladders, pipes, tools, etc., in such a way to minimize tripping hazards or obstructions to traffic.
- (11) Nail points, end of loop wires, etc., should not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
- (12) Wastebaskets are to be emptied daily into approved containers.
- (13) Oily and greasy rags should be put in a metal container expressly provided for that purpose, clearly marked and emptied daily.
- (14) Obscure areas should be properly lighted.
- (15) Employees should wash hands before and after handling food, tobacco, etc.
- (16) Employees should not handle motor fuel without proper PPE.

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- (17) All switches or drives on machinery should be shut down, locked out and tagged with a sign before cleaning, greasing, oiling, making adjustments or repaired.
- (18) Control or fuse boxes should be kept closed at all times and clear of debris.
- (19) Extension cords should not be run across aisles or through oil or water. Cords should be inspected for kinks, worn insulation and exposed strands of wire before each use.
- (20) When fuses continually burn out, it is an indication of an overload or short circuit. This condition should be reported to your supervisor.
- (21) Keep electrical equipment properly oiled and free of grease and/or dirt.
- (22) To prevent static sparks, keep drive belts dressed. Also check belts for proper tension to prevent overloading motors.
- (23) Fire inspections and preventative measures should be maintained.
- (24) Keep safety in mind when selecting housekeeping supplies and equipment – try to minimize the use of chemicals that cause skin irritations, have harmful vapors, are combustible or otherwise harmful to the user. Read the SDS before use.
- (25) All chemicals, solvents and fuels will be clearly marked on the container.
- (26) All containers of chemicals should be clearly labeled so as there is no question of what they contain.

Employees will understand the importance of Good Housekeeping and will become familiar with the safety procedures as established in Section X of this Policy.

### ***FIRE PREVENTION***

Fire is one of the most damaging disasters that can occur. A variety of activities are performed during operations within the City where potential fire hazards exist. Planning and using common sense in situations where combustible materials are present can prevent fire. Remind new employees that smoking is prohibited in City buildings as stated in the Personnel Manual.

### ***MATERIALS HANDLING***

The type of injuries that have been experienced handling materials include strains, sprains, hernias, ruptures, punctures, fractures and lacerations.

Accidents of this nature can be avoided by planning, using Personal Protective Equipment (PPE) and mechanical equipment when possible, and thinking about the proper way to complete the task and the proper tools needed to perform it.



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Operating special equipment, as outlined in this section, will be the responsibility of the Department members using the equipment.

### ***PROTECTIVE CLOTHING AND EQUIPMENT***

The importance of PPE and clothing will be emphasized.

During this instruction, new employees will become familiar with the various examples of protective equipment available, and the appropriate general clothing, its conditions and how it should be worn.

The instruction will further include discussion on:

- (1) head protection;
- (2) face and eye protection;
- (3) hearing protection;
- (4) foot protection;
- (5) hand protection; and
- (6) respiratory protection.

Employees will understand the importance of PPE and will become familiar with the safety procedures for using PPE as established in Section XI of this Policy.

### ***HAND AND POWER TOOLS***

A brief overview of hand and power tools will be given during the discussion of this section.

Since each Department's staff may or may not be involved in the use of this equipment, this instruction should be conducted as the need arises at the Department level.

### ***CONSTRUCTION SAFETY ABOVE/BELOW GRADE WORK***

During this instruction, the principal hazards affecting City employees and/or public safety will be discussed.

- (1) Excavation resulting in gas explosion, electrocution, flash burns, etc.
- (2) Rupture of gas, water and sewer facilities from using mechanical compacting, boring or digging equipment.
- (3) Electrocution resulting from contact with buried or overhead electrical wires.
- (4) Interruption of electrical services of communications lines from dig-ups, pole collapse, etc.

## Loss Prevention Policy

- (5) Fractures, contusions, crushes, etc., from being struck by or caught in materials and/or machinery or cave-ins.
- (6) Strains from lifting and materials handling tasks.
- (7) Eye injuries from dust and debris propelled by machinery and tools used in those operations.
- (8) Construction accidents can be prevented by planning every job, reading the Job Safety Analysis (JSA), coordinating with J.U.L.I.E. and other local utilities to locate services near the job site, instruction of workers about hazards as each job is explained to them, use of approved protective clothing and equipment, and adherence to approved safe job procedures.

The employee will also be made aware of the utilities a City employee must be aware of at a job site.

The remaining areas of this section, such as supervisor responsibilities and training about each type of service, should be done at the Departmental level.

### ***WORKING IN CONFINED SPACES***

Safety precautions when working in these areas will be described and the employee will be made aware of potential hazards such as dangerous air contamination. Individual Department members will provide employees with OSHA approved training. The safety procedures recommended for this section will be as follows:

- (1) Before entering confined spaces, a test should be made to determine whether explosive/toxic gases are present and also if sufficient oxygen is present.
- (2) Venting of hazardous atmospheres should be performed before entering.
- (3) Maintain adequate ventilation while working.
- (4) When using portable blowers to ventilate, make sure that air intake will not pick up carbon monoxide fumes from the engines of nearby vehicles.
- (5) Adequate respiratory equipment should be available for use if necessary and all potential users shall be instructed in the proper use of such equipment.
- (6) No employee should enter an underground confined space without a safety belt or harness attachment to a lifeline that is tended by another employee at the point of entry using an inspection certified tripod and winch retrieval system.
- (7) Smoking and open flames are prohibited in and around an underground operation or confined space.
- (8) When opening manholes in streets, use barricades and warning signs to protect pedestrian traffic and to alert vehicle traffic to the hazard.
- (9) Do not allow exits to be blocked.



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- (10) Ladders should be used as the second escape route when entering manholes, sewers, tanks or other underground confined spaces unless steps are available. Also, the top of the ladder should be tied to something secure when possible to prevent it from slipping.
- (11) Only lights approved and provided by Department Supervisors should be used in manholes and sewers.
- (12) Air supply should be shut off at the supply source when changing air tools (shutting off air supply by bending or pinching air hoses is prohibited)
- (13) No gasoline or diesel engine should be operated in the shop or other enclosed places unless the exhaust is connected to the proper outlet.
- (14) Before entering any confined space, the supervisor should be notified of:
  - (a) The people involved in the operation;
  - (b) The location of the confined space entry; and
  - (c) The estimated amount of time the entry should take.
- (15) When the confined space work has been completed, the supervisor should be notified.

### ***LADDERS AND SCAFFOLDING***

Proper care in placement and use of ladders and scaffolding will be discussed. Explanation of preventing electrocution and falls will be covered. Individual Department members using this equipment will provide employees with OSHA approved training.

### ***MOTOR VEHICLE AND MOBILE EQUIPMENT***

During this period of instruction, safe operation and the responsibilities of operating City-owned vehicles will be stressed. The importance of operating a vehicle in a safe manner is imperative since it will project an image to members of the community. Also, during this period of instruction, a verification of possession of a valid driver's license will be done.

The following safety procedures are recommended, along with an explanation of relevant areas of the Illinois Vehicle Code:

- (1) All employees should be responsible for a safety check; a Pre-and Post-Trip Inspection Form will be completed each day for any vehicle or mobile equipment they are assigned to drive.

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(2) Safety checks for vehicles requiring a CDL license shall include the following:

Lights	Power steering fluid reservoirs	Motor Oil
Horn	Windshield washers – wipers	Hydraulic systems
Directional signals	Tires and lug nuts	Belt hoses
Brakes and brake fluid	Clutch travel	Heavy equipment

Safety checks for passenger vehicles, at a minimum shall include the following:

Lights	Horn
Directional signals	Windshield washers and wipers
Tires	Brakes
Clutch travel	Motor oil gauges

Updating driving skills yearly is encouraged by participation in the Intergovernmental Risk Management Agency's NAPD driver's training or other approved training.

- (3) Position all adjustments for safe driving before putting the vehicle into gear, such as seat, inside and outside mirrors and sitting positions.
- (4) Drivers of City vehicles must possess a valid driver's license and they must be thoroughly familiar with State and local regulations governing motor vehicle operation. The fact that an employee may be operating an emergency vehicle does not exempt the employee from civil or criminal liability for the consequences of wantonly reckless driving. Even though emergency equipment has warning devices, the drivers are expected to proceed with caution.
- (5) All slow-moving equipment operated in public rights-of-way should be equipped with a triangular-shaped reflective sign in accordance with the Illinois Motor Vehicle Code.
- (6) Load security:
  - (a) Supplies transported in motor vehicles should be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
  - (b) Drawers in trucks should always be secured before driving the truck.
  - (c) All tower equipment (ladder trucks, aerial buckets, etc.) should be checked and secured prior to the movement of the vehicle.
  - (d) Only materials and equipment necessary to carry out City business should be transported in or on City vehicles.
- (7) Do not operate a vehicle after taking prescription medication or strong over-the-counter medication that warns against its use and operating machinery. Remember that drugs, illness or extreme fatigue may affect your ability to judge distances, speeds and driving equipment.



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- (8) All persons who drive or ride in City vehicles are required to wear the installed seat belts at all times that the vehicle is in gear.
- (9) Not more than three persons should be permitted to ride in the front seat of any vehicle. Persons should not be transported in any vehicle unless safe and secure seating is provided for each person. Riding on the back of trucks is expressly prohibited.
- (10) City vehicles may not be used to transport hitchhikers, except police vehicles.
- (11) All motor vehicle laws – Statute or Ordinance – should be adhered to at all times.
- (12) Parking vehicles:
  - (a) Except when working conditions require otherwise, parked vehicles should have the motor stopped, keys removed and emergency brakes set, placed in Park, or left in gear for manual transmissions.
  - (b) If on a downgrade, turn front wheels towards the curb. If on an upgrade, turn away from the curb. Set brakes and leave transmission in park, or left in gear for manual transmissions, before leaving the driver's seat.
  - (c) Vehicles will not be parked in posted or non-posted fire or safety zones or on the wrong side of the street facing traffic except in case of emergency.
  - (d) When trucks or vehicles must be stopped on streets or highways, adequate warning signals must be used including a person to control traffic if necessary.
  - (e) Turn signals should not be used as a parking warning.
  - (f) Before leaving the curb, look to see that no cars are approaching from either direction and signal your intention.
- (13) When backing up a vehicle, be sure the way is clear. Get out of the vehicle when necessary, and inspect the area to be backed into. Back up slowly. Sound horn while backing when necessary. If there is another employee along, this person should get out and direct the backing.
- (14) Drivers must be alert while driving near children. Children must be kept from playing in or on City equipment. While working in areas such as schools, parks, playgrounds, etc., drivers must be especially watchful for children and drive carefully and slowly at all times.
- (15) Stay within posted speed limits. Slow down to suit conditions.
- (16) Do not assume right of way. The driver who has the last chance to avoid an accident may be the driver in the legal right. Therefore, always be prepared to yield or stop.
- (17) Keep a safe distance behind other vehicles. Do not allow others to follow too closely by slowing down the vehicle and allowing the other vehicle to pass alongside you.

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- (18) Signal intentions at least 100 feet in advance, including lane changes and actual changes in direction. Do not allow yourself to be in a position that requires sudden backing.
- (19) Turn on low beam headlights whenever weather conditions require the use of windshield wipers. Never drive with only the vehicles parking lights on.
- (20) Filling tanks:
  - (a) No smoking.
  - (b) Shut off motor.
  - (c) Discharge your static electricity.
  - (d) To prevent static charge do not reenter your vehicle while gasoline is pumping.
  - (e) If a fire starts, do not remove nozzle – back away immediately.
  - (f) It is unlawful and dangerous to dispense gasoline into unapproved containers.
  - (g) No filling of portable containers in or on a motor vehicle. Place the container on the ground before filling.
  - (h) Don't use a cell phone.
- (21) In the event of an accident involving City-owned vehicles, the following procedure will be followed:
  - (a) Immediately arrange for first aid or other medical treatment if necessary.
  - (b) Notify the Police Department having jurisdiction immediately and request an officer at the scene.
  - (c) In the event the Police Department having jurisdiction fails to appear within a reasonable time, exchange names, addresses, phone numbers, vehicle serial numbers and insurance company information. Never express an opinion as to fault or how the accident may have been avoided.
  - (d) The driver of the City vehicle must report the accident to her/his supervisor as soon as possible. The supervisor shall report this accident to the proper authorities as soon as possible.
  - (e) All claims against City insurance policies are to be forwarded to the appropriate Department Head and Administrative Services Department/Human Resources Division.



### ***ILLINOIS TOXIC SUBSTANCES DISCLOSURE TO EMPLOYEES ACT***

During this period of instruction, the employees will receive a thorough explanation of the law regarding the potential health hazards from working with toxic substances.

Discussion will be specific regarding:

- (1) Signs
- (2) Safety Data Sheets
- (3) Labels
- (4) Training

Basic precautions regarding the employee's safety by preventing contact with eyes, skin or clothes will be stressed. Instruction regarding specific substances and their handling should be done at the Department level.

### ***EMPLOYEE RIGHT TO KNOW***

The Right-to-Know refers to workers' rights to information about chemicals in their workplaces. The federal law that provides these rights is the OSHA Hazard Communication Standard (29CFR 1910.1200)

## ***VII. OCCUPATIONAL INJURY/ILLNESS CONTROL***

### ***(A) WORK RELATED INJURY OR ILLNESS/WORKER'S COMPENSATION***

- (1) Definition: Work related illness or injury means illnesses or accidental injuries which arise in the course of or as the result of employment with the City. The determination of compensability for a work-related injury or illness shall be made by the Intergovernmental Risk Management Agency (IRMA), the City workers' compensation carrier and claims adjudicator, as prescribed by State law. If an injury or illness is determined to be compensable, the medical bills shall be processed and paid for as provided under the Illinois Workers' Compensation Act or the Illinois Occupational Disease Act, whichever is applicable.
- (2) Lost Time Resulting from a Work-Related Injury: The first three days of lost time resulting from a work-related injury shall not be paid by the City and the time lost shall be deducted from the injured employee's accumulated sick leave time, unless the disability continues for 14 calendar days or more. Any additional time lost due to the same work-related injury shall be compensated as provided under the Illinois Workers' Compensation Act or the Illinois Occupational Disease Act, whichever is applicable.
- (3) Compensation: Workers' compensation payments are paid per by State law. As the City receives the workers' compensation payments from IRMA, the Administrative Services Department will process accordingly.

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### (4) Accident Reporting Procedures

(a) Employee's Responsibility: An employee who becomes ill or injured in the line of duty shall:

- (i) Notify her or his supervisor immediately of the injury or illness. Failure to do so may result in disciplinary action up to and including termination.
- (ii) Obtain a Physician's Release Form from the treating physician whenever the employee leaves work, due to an injury or illness. An employee should obtain a Physician's release form whenever the employee seeks medical treatment for an injury or illness even if the medical treatment was administered outside of normal working hours and/or the employee misses no work as a result of the injury or illness.
- (iii) Submit the Physician's release form to the supervisor at the beginning of the shift on which the employee reports back to work. No employee can resume work without having submitted a medical release form.
- (iv) When the physician does not release the employee for work, the employee shall:
  - 1. Submit to her or his supervisor a physician's report showing the date of the next examination, or the date on which the employee will be released for full duty. The employee is expected to report for work on the date indicated on the Physician's release form. Failure to report leads to forfeiture of pay, unless the employee submits another physician's report reflecting continued disability until some other specified date.
  - 2. Keep the supervisor advised of the employee's progress between doctor's visits.
  - 3. Inform the supervisor immediately of the outcome of a follow-up medical examination.
  - 4. Not engage in any activity that may prolong the recuperation process.
  - 5. Discuss with the supervisor and the treating physician the City's Restricted Duty Policy and seek to return to restricted duty if an assignment is available that can accommodate the physical and/or medical restrictions imposed on the employee by the treating physician.

(b) Supervisor's Responsibility

- (i) Ask the employee for a physician's release form and permit the employee to work only if he or she has furnished the supervisor with a full release. Forward the release to the Administrative Services Department/Human Resources Division.
- (ii) Monitor the progress of employees who are absent for extended periods of time and advise the Administrative Services Department/Human Resources Division of their status.



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- (iii) Monitor the dates of follow-up medical examinations, restricted duty assignments, and dates on which employees are expected to return to full duty as stated on the physician's report.
- (iv) Discuss the City's Restricted Duty Policy with employees and encourage them to ask the treating physician about returning to a restricted duty assignment.
- (v) Immediately advise the Administrative Services Department/Human Resources Division staff of any changes in the employee's status, such as delayed return dates, changes in medical examination dates and other changes in status.

### ***(B) RESTRICTED DUTY ASSIGNMENTS***

- (1) Purpose: The purpose of this Policy is to clarify the conditions under which the City will place an employee on restricted duty, and to provide guidance to the Department Staffs for administering the Policy consistently. For employees covered by a Collective Bargaining Agreement, the provisions of the Agreement shall control the application of restricted duty assignments.
- (2) Responsibility: All requests or requirements for a restricted duty assignment based on physical or medical restrictions must be approved by the Department Head upon consultation with the City Administrator. In the event the restricted duty assignment is for 10 working days or more, written approval of the City Administrator is required. Under no circumstances will an employee perform restricted duty without a written medical opinion from a physician stating that the employee is able to return to work and perform restricted duty without significant risk that such return to work will aggravate the employee's condition. Nothing in this Policy shall be construed to require the City to create restricted duty assignments for an employee. Employees will only be assigned to restricted duty when the City determines that City operations permit it.
- (3) Restricted Duty Defined: Restricted duty is defined as work which can be accomplished by an injured or ill employee within the stipulated medical or physical limitations, and without exposing others to the risk of being harmed. Restricted duty may consist of work which is performed for less than a full work day by an employee whose medical or physical restriction prohibits her or him from working a full day, as evidenced by a physician's report. Restricted duty as defined herein excludes assignments requested for reasons other than to accommodate a medical or physical restriction.
- (4) It is the policy of the City to provide restricted duty work for reasons including, but not limited to, the following:
  - (a) To assist employees in recuperating from a temporary illness or injury by reintroducing them gradually to the demands of full duty work.
  - (b) To conserve resources by having recuperating employees accomplish meaningful work that is otherwise performed by the regular work force.
  - (c) To prevent or discourage the abuse of sick leave or workers' compensation benefits.



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- (d) To assist in determining an employee's fitness for duty.
- (5) Duration: Restricted duty assignments will not be made permanent and may be denied if an employee does not reasonably expect to return to her or his regular duty within six (6) months from the date he or she applies for restricted duty. Only in the most unusual circumstances, and at the sole discretion of the City will restricted duty be extended beyond the six (6) months and only if the employee can reasonably and at the direction of the City, be expected to return to full duty thereafter.
- (6) Case by Case Consideration of Requests: Each restricted duty request is considered independently of any other past or present request. Thus, the circumstances of each case and the needs of the City and the relevant Department at the time the request is made shall determine the outcome.
- (7) Examination by City Selected Physician: The City may require any employee who is either requesting or performing a restricted duty assignment to submit to an examination by a City chosen physician at the City's expense. If the treating physician's recommendation differs from the City's physician, the City may seek the opinion of a third physician mutually acceptable to the employee and the City.
- (8) Forfeiture of Workers' Compensation Benefits: An employee who is released for restricted duty must notify her or his supervisor of the release immediately.
- (9) Employees Not Released for Restricted Duty: When the employee is not released for restricted duty, the general provisions in the Personnel Manual on work-related disability leave apply specifically.
- (10) Restricted Duty – Pregnancy: The policies governing restricted duty will apply equally to pregnancy. Prenatal job restrictions imposed by either the treating physician or the City's physician are reviewed to determine whether assignments within the restrictions are available.

## ***VIII. ACCIDENT INVESTIGATION, REPORTING AND REVIEW POLICIES***

### ***(A) ACCIDENT INVESTIGATION***

- (1) Responsibility: The supervisor responsible for the injured worker or driver involved in an accident or disruption to operations is responsible for conducting an investigation and completing the accident reports.

All occupational injuries or vehicle accidents resulting in property damage and/or personal injury or illness must be reported immediately by the employee involved and investigated by her or his supervisor. Please note that any driver operating a vehicle requiring a CDL will be subject to the City's Drug and Alcohol Testing Policy as required by federal law.

- (2) Guidelines: An investigation must begin as soon as possible after the occurrence, or as soon as possible after learning of the occurrence. The supervisor should expect to:



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- (a) Make a personal inspection of the location of the accident area and/or working conditions.
- (b) Ask questions of those involved and co-workers that witnessed the occurrence concerning the events and conditions immediately prior to the accident and what they may have seen or heard.
- (c) Inspect the tools, materials, equipment or vehicles involved in the accident.
- (d) Compile essential information that answers to the following: Who, What, When, Where, Why and How.
- (e) Complete all necessary reports.

In no way shall the supervisor's investigation impede the investigation of any police agency investigating the accident.

### ***(B) ACCIDENT REPORTING***

- (1) Purpose: The purpose of reporting accidents is two-fold. Complete and accurate reporting assists in prompt payment for replacement or repair of damaged equipment and in documenting accident investigations.

#### **(2) Reporting Procedures:**

- (a) Job-Related Injury/Illness: An employee shall report any job-related injury or job-related illness immediately. Failure to report job-related injuries or illnesses on time may result in disciplinary action.

- (b) Property Damage and Other Work-Related Accidents: Employees shall notify their supervisors as soon as possible of any work-related accident involving either damage to City

property, another person or her/his property. In no event shall such an accident go unreported for more than 24 hours.

- (c) Reporting Responsibilities of Department Heads: The Department Head or her/his designee shall notify the Administrative Services Department/Human Resources Division Staff of an accident as soon as possible. Subsequently, he or she shall complete and forward the forms to the Administrative Services Department/Human Resources Division as soon as possible:

- (i) Incident/First Aid Report or Employer's First Report of Injury or Illness (Form 45).
- (ii) Physician's Report (if applicable).
- (iii) Supervisor's Investigation Report
- (iv) Property Accident/Damage Report

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- (v) Vehicle Accident/Damage Report
- (vi) General Liability Accident Report
- (vii) Incident/Accident Investigation Report
- (viii) Any other documentation that the supervisor believes is pertinent to documenting the accident and easing claims processing

(d) Reporting Responsibilities of the Human Resources Coordinator: The Human Resources Coordinator or her/his designee is responsible for submitting the Form 45 and all other Reports and documentation relevant to a personal injury accident to IRMA. If applicable, the injury shall be reported on the OSHA Log 300. The Human Resources Coordinator also handles all the accidents not involving job-related injuries or illnesses.

### (3) Accident Forms

- (a) Incident/First Aid Report: Employees will complete this form for any accident that may or may not have required first aid, but did not require clinic or hospital treatment.
- (b) Employer's First Report of Injury or Illness (Form 45): Employees shall assist their supervisors in completing the Employer's First Report of Injury or Illness form. The supervisor shall forward the completed form to the Administrative Services Department/Human Resources Division.
- (c) Physician's Report: The employee's physician must complete this form before the employee is allowed to return to work. The form indicates that an employee is or is not able to return to full-time work with or without restrictions.
- (d) Supervisor's Investigation Report: The employee's supervisor must complete this form. All questions must be answered including how the injury/illness could have been prevented and what remedy the supervisor suggests. The completed form will be forwarded to the Administrative Services Department/Human Resources Division.
- (e) Property Accident/Damage Report: Section one of this form must be completed by the employee responsible for the property involved in the loss. If a police report is attached to the form, items on the police report need not be completed on the property accident/damage report. The supervisor or Department Head of the employee who completed section two of the form. Upon completion, the form will be forwarded to the Administrative Services Department/Human Resources Division.
- (f) Vehicle Accident/Damage Report: Section one of the form must be completed by the employee involved in the accident. If a police report is attached, the items covered in the police report need not be filled out on the form. The supervisor or Department Head of the employee involved in the accident shall complete section two of the form. The completed form should be forwarded to the Administrative Services Department/Human Resources Division.



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- (g) General Liability Accident Report: The employee who was involved in or witnessed the accident must complete section one of the form. If no employee is involved, the person who is responsible for reporting the accident should complete section one. If a police report is attached, the items covered on the police report need not be covered on the form.
- (h) Incident/Accident Investigation Report – The employee and any witnesses must complete this form for all incidents/accidents related to vehicle and property damage or injury/illness of a work-related nature. The form will be reviewed by the employee's supervisor.

The supervisor or Department Head of the employee who completed section one should fill out section two. The report should then be forwarded to the Administrative Services Department/Human Resources Division.

- (i) Authorization and Release: The employee's name must be added and the employee must sign and date the form.

### ***(C) ACCIDENT REVIEW***

- (1) Purpose: As part of its function, the Executive Safety Committee reviews all work-related personal injury accidents, as well as incidents and accidents resulting in, or having the potential to cause, damage to motor vehicles, equipment or other property which occur in the department. The Committee identifies the causes, determines preventability and takes whatever action is necessary and appropriate to prevent recurrence.
- (2) Procedure
  - (a) The focus of the accident review is to analyze incidents and accidents from the perspective of loss prevention and preventability. The accident review, at a minimum, should include consulting the supervisor(s) of any and all employees involved in an accident or illness arising during the performance of their duties as a City employee. The Committee should also review all pertinent reports regarding the accident/illness.
  - (b) The Committee reviews personal injury accidents involving City employees resulting in one or more lost workdays or medical treatment beyond first aid. It also reviews vehicle/property damage accidents.
  - (c) The Executive Safety Committee determines avoidability on the basis of all the facts. In the case of a tie vote, the Department Head of the employee involved in the accident shall make the decision about avoidability. When the Executive Safety Committee makes a decision, the Committee Chair is responsible for notifying the employee(s) of the Committee's decision. The decision is communicated to the Department Head who receives a copy of the accident review report.

The form states whether the Committee determined that the accident was to have been preventable or non-preventable. The Department Head or her/his designee, explains to the employee what action he/she should take to prevent the accident from recurring. The explanation shall be based on the

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Committee's decision as expressed in a motion that is recorded in the minutes of the meeting wherein the accident was discussed.

### ***IX. OFFICE SAFETY***

All employees must be aware that office work is more dangerous than commonly supposed. Many accidents occur during ordinary office work. These rules and procedures will aid in reducing office accidents, and will help in providing a safe work environment.

#### ***(A) DESK AND FILE CABINET SAFETY***

- (1) Keep your own desk and work area clean and orderly.
- (2) Keep all file, desk, and table drawers closed when not in use. Be sure to close drawers when you are finished.
- (3) Never open more than one file drawer at a time.
- (4) Do not overload the top drawer of an unsecured file cabinet. If unfamiliar with a file cabinet, test the drawers and be careful not to pull them out too far.

#### ***(B) OFFICE FURNITURE SAFETY***

- (1) Visually inspect office furniture such as tables, desks and chairs to ensure that they are in good working condition. They should be free of sharp corners, projecting edges, wobbly legs or other defects which could cause injury.
- (2) Do not tilt chairs that are not made to tilt.
- (3) Make sure that your chair is behind you before you sit down.
- (4) Never use chairs, desks or other office equipment as a make-shift ladder.
- (5) Report all inadequate or unsafe office furniture to a supervisor and do not use it until it has been repaired.

#### ***(C) OFFICE EQUIPMENT SAFETY***

- (1) Electrical Equipment
  - (a) Ensure that electrical equipment is grounded, and the cord is in good condition. Ask your supervisor if you are uncertain as to whether or not the equipment is grounded.
  - (b) Immediately unplug a machine that gives you a shock and/or begins to smoke, and notify a supervisor. If no supervisor is in the area, put a sign on the machine saying "Out of Order".



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- (c) Keep hands, hair and clothing clear of electric typewriter carriages while they are in motion.
- (d) Follow the instructions for operating all office equipment. If a problem occurs, ask for assistance.

### (2) Sharp or Pointed Instruments

- (a) Keep thumbtacks, pins, paper clips or other similarly sharp or pointed utensils covered in a container.
- (b) Keep the blades of paper cutters and scissors closed when not in use.
- (c) Carry pencils, pens or sharp objects point-down to minimize risk of injury to yourself or others.
- (d) Never remove guards, safety tags, or signs from switches or machines or attempt to make mechanical or electrical repairs unless authorized to do so.
- (e) Turn off the switch when finished using the equipment for the day, or, if appropriate, unplug it. Never unplug a surge protector.

### (3) General Office Safety

- (a) Be observant for loose or rough floor covering.
- (b) Watch out for electrical cords, or other materials which do not belong in aisles.
- (c) Be cautious when walking between desks.
- (d) Slow down when coming to a blind corner.
- (e) Exercise caution when using stairwells. Always use handrails.
- (f) Be extra cautious when you come to a door that can be pushed toward you, and exercise caution when opening doors.
- (g) Do not run in the office area.
- (h) Smoke only in designated smoking areas which is at least 10 feet from entrance to City buildings. Smoking is prohibited in all City buildings.
- (i) Lift objects with your legs, not with your back. Use dollies, hand trucks, or other mechanical means whenever you must move or lift heavy objects and ask a co-worker to assist you.
- (j) Do not overreach. Overreaching commonly causes injury. Either step closer to the object you want to reach or use an extension device.

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- (k) Keep your work area safe. Be safety conscious as you do your own work, look out for your co-workers, and report all unsafe conditions to your supervisor.
- (l) Report all injuries, even minor ones, immediately.

### ***X. HOUSEKEEPING***

This section applies to good housekeeping practices intended to facilitate a safer, more efficient work environment.

#### ***(A) GENERAL RULES AND PROCEDURES***

- (1) Keep work areas and storage facilities clean and orderly.
- (2) Keep all aisles, stairways, passageways, and exits from buildings free from obstructions at all times.
- (3) Clean up all grease and water spills immediately. When clean-up cannot be done immediately, notify a supervisor. The supervisor should have the area appropriately guarded, signed or roped off.
- (4) Snow shall be removed from all sidewalks and exterior stairways around City buildings as soon as possible. In the event that the snow cannot be quickly removed, the area should be sanded, salted or roped off.
- (5) Maintain all tools, equipment, machinery and work areas you use in a clean and safe manner.
- (6) Return tools, equipment, machinery, and work areas you use in a clean and safe manner.
- (7) Report to your supervisor areas where lighting is inadequate. These include work areas, hallways, stairways, storage areas, break areas, areas immediately surrounding the building and parking lots designated for employee parking.
- (8) Obtain Safety Data Sheets (SDS) from vendors when purchasing chemicals or other potentially hazardous materials.

#### ***(B) STORAGE RULES AND PROCEDURES***

- (1) Do not place supplies on top of lockers, boxes, hampers or other movable containers at a height where they are not visible from the floor.
- (2) Do not store materials on top of a fire safe cabinet.
- (3) When storing materials overhead on balconies, provide adequate space to prevent objects from rolling over the edge.



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- (4) When suspending materials from racks or hooks, secure them from falling and route walkways a safe distance from these objects.
- (5) When putting materials into a pile, make sure that the base is firm and level. Keep piles level and not stacked too high, and keep aisles clear with adequate space in which to walk
- (6) Sharp or pointed objects should be stored in a way that prevents persons from coming in contact with them.

### **(C) EXTENSION CORDS AND WORK MATERIALS**

- (1) Lay out air and water hoses, extension cords, ladders, pipes, tools, etc., so as to keep yourself and others from tripping over them and to keep a clear path for traffic.
- (2) Do not run extension cords across aisles (unless covered by a “trip strip”), or through oil or water. Extension cords should be inspected for kinks, worn insulation, and exposed strands of wire before use. Notify your supervisor if the cord you use shows signs of these defects.

### **(D) DISPOSAL**

- (1) Wastebaskets are to be emptied on a daily basis into approved containers.
- (2) All packing materials should be properly disposed to prevent fires.
- (3) Oily and greasy rags should be put in a metal container expressly for that purpose and emptied daily.
- (4) Sharp objects should not be left exposed when packing and unpacking boxes, crates, barrels, etc.
- (5) Exposed nails and screws are to be removed from lumber as soon as it is disassembled.

### **(E) ELECTRICAL HOUSEKEEPING**

- (1) Control or fuse boxes should be kept closed at all times and kept clear of debris.
- (2) Keep electrical equipment properly lubricated and free of excess grease and/or dirt.
- (3) When fuses burn out, it is an indication of an overload or short circuit. Be sure to report these types of situations to your supervisor.

### **(F) CHEMICALS HOUSEKEEPING**

- (1) Keep safety in mind when selecting chemical housekeeping supplies and equipment.
- (2) Try to minimize the use of chemicals that cause skin irritations, have harmful vapors, are combustible, or otherwise harmful to the user.

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- (3) All containers holding chemicals, solvents and fuels will be clearly marked.
- (4) Ensure that chemicals are properly disposed when they are no longer useful.

## ***XI. PERSONAL PROTECTIVE EQUIPMENT AND PRACTICES***

### ***(A) HEAD PROTECTION***

Many activities performed by City employees involve exposure to head injury. Hard hats are an effective way to protect yourself against serious injury, while providing for a safer work environment. The City has adopted the following procedures designed to enhance your safety:

- (1) Wear hard hats on construction sites where above or below ground work is being done, where materials are being moved, when you are near construction machinery, or in any situation where a potential head injury may occur.
- (2) Wear the type of hard hat your supervisor assigns to you.
- (3) Wear your hard hat consistently.
- (4) Do not engrave, drill ventilation holes, place stickers on, paint or do anything which might change the hard hat's ability to protect against head injury.
- (5) Keep your hard hat out of direct sunlight and away from heat sources when you are not wearing it.
- (6) Do not wear metal hard hats as they may attract lightning.
- (7) Replace your hard hat when it is damaged.
- (8) Make periodic inspections of your hard hat. Check for:

Holes	Stiffness	Inside straps and suspension
Cracks	Brittleness	Surface Texture
Dents		
- (9) Do not put anything underneath your hat (in the clearance space) when you are wearing it.
- (10) Do not cut or tamper with the inside suspension system.
- (11) Clean the interior and exterior of your hard hat periodically with a mild soap and water. Do not use solvents.



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### **(B) HAND-ARM PROTECTION**

The City of West Chicago recognizes that a safety program which promotes hand and arm safety may prevent accidents from occurring. To prevent serious injury, employees should adhere to the following rules and procedures:

- (1) Jewelry should be removed or not worn to work if there is the slightest chance of getting it caught on equipment or machinery.
- (2) Proper hand protection (gloves, etc.) should be worn when handling rough-edged, abrasive, corrosive, or potentially hazardous materials. Hand protection shall also be worn when the work subjects the hands to possible lacerations, punctures, or burns.
- (3) Skin irritations should be prevented by washing with soap and water.
- (4) Stay alert while operating machines or equipment.
- (5) Do not use broken, defective machines or equipment. Report and/or turn off any machines or equipment which sound or act differently than usual. Put a "lock out" tag on it.
- (6) Only use machines or equipment which have proper safety guards. If you are uncertain about whether the proper safety guards are in place, check with a supervisor.
- (7) Wear arm and/or hand protection every day if your job requires it. Your supervisor will furnish or recommend the proper type of equipment you should use.

### **(C) HEARING PROTECTION**

Some City machines and equipment are capable of producing sound levels which may impair hearing. To ensure that employee hearing is not damaged, the following rules and procedures are to be followed:

- (1) Ask your supervisor whether and how you can reduce the noise generated by a particular machine.
- (2) If noise levels cannot be reduced, your supervisor will furnish you with ear protection equipment.
- (3) Ear protection equipment may consist of either ear muffs or disposable ear plugs.
- (4) Cotton will not be used as a noise reduction device.

### **(D) FOOT PROTECTION**

Whenever job duties involve the manual lifting or handling of heavy objects, there is a danger of dropping the object on one's foot and sustaining a serious injury. Bruises, dislocations, puncture wounds, fractures, crush wounds, or even severance of a toe, toes, or part of a foot can occur when the person handling the heavy or pointed object fails to wear protective footwear. Recognizing these

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dangers and seeking to protect employees against them, the City has adopted a policy making it mandatory for all employees designated by the Department Head to wear safety shoes of an approved design.

### ***(E) EXPOSURE CONTROL TO BLOOD BORNE PATHOGENS***

Whenever job duties involve the possibility of exposure to communicable and/or blood borne pathogens, there is a danger of becoming infected by those pathogens. Recognizing these dangers and seeking to protect employees against them, the City has adopted a comprehensive exposure control program making it mandatory for all employees designated by the Department Head to take universal precautions. Universal precautions is an approach to managing infectious substances which includes the use of heavy-duty rubber gloves, disposable latex gloves, face shield, goggles, mouth respirators, disposable gowns, disposable foot guards, liquid treatment systems, reusable scrapers, reusable dust pans, bleach, disposable towels, five-gallon reusable buckets and biohazard bags.

## ***XII. MEDICAL EMERGENCIES***

The purpose of this chapter is to provide guidance to employees who may be faced with handling a medical emergency. Employees are urged to call for paramedic assistance by dialing 911 when dealing with a medical emergency. If an employee is in doubt whether paramedic assistance is required, the employee should err on the side of caution and request assistance.

### ***(A) SECURING MEDICAL TREATMENT FOR LIFE THREATENING INJURY OR ILLNESS***

In the event of a life-threatening injury or illness, the injured/ill person shall be transported to a nearby hospital. The responding paramedics will determine the facility to which the person is transported.

### ***(B) SECURING MEDICAL TREATMENT FOR NON-LIFE-THREATENING INJURY OR ILLNESS***

- (1) An employee requiring medical attention which is the result of the performance of her or his duties, and not requiring transportation by ambulance to a hospital must immediately inform her or his supervisor. Employees will be sent to the City's current Occupational Health care Facility. After hours employees shall be taken to:

Northwestern Medicine/Central DuPage Hospital  
25 E. Winfield Road  
Winfield, IL  
630-682-1600

The City reserves the right to require employees to submit to a second opinion by a physician designated by the City.

- (2) Procedure: The following procedure should be used when an employee requires medical treatment:

- (a) Call 911 to reach the emergency dispatch center.



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- (b) Send or take the employee to a medical facility.
- (c) Whenever possible, have a supervisor or co-worker accompany the injured employee.
- (d) Notify the Administrative Services Department/Human Resources Division Staff, at the first opportunity, that an employee is en route to the hospital.
- (e) If the injury or illness is not life threatening, have the person accompanying the injured employee do the following:
  - (i) Drive the employee to the occupational medical facility.
  - (ii) Make sure the employee receives a Work Status Report signed by a physician.
  - (iii) Take along any documentation that may help the physician treat the injured employee (e.g. Safety Data Sheets).
  - (iv) Drive the injured employee home or back to work (as determined by the examining physician).
  - (v) Report to the Department Head or the Administration Services Department/Human Resources Division Staff the injured employee's status after the examination.
- (f) Physician's Report: Employees must have a physician's release to return to work after a work-related injury or illness when:
  - (i) The employee leaves work to go to the doctor.
  - (ii) The employee misses work.
  - (iii) The employee leaves work before the end of the shift due to an on the job injury or illness, but does not immediately seek medical assistance.
- (g) The physician's release must, at minimum, contain the following information:
  - (i) The date on which the employee can return to full duty.
  - (ii) The physical restrictions, if restricted duty is recommended. It must also state when the employee is released for full duty, or scheduled to be re-examined by the physician, if he or she is not released.
  - (iii) Release must be signed by a physician.

### **(C) ADMINISTERING FIRST AID FOR INJURIES AND MEDICAL DISORDERS:**

Employees are not required to perform first aid for injuries and medical disorders when encountered. However, if an employee feels compelled to assist an injury victim, the employee should follow the procedures below. Any time an employee encounters a person with an injury or medical disorder, the

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employee should call the emergency dispatch center (911). In all instances of administering first aid, employees should tell the victim to remain calm while help is on the way. When providing any medical treatment, the provider should take “Universal Precautions” whenever possible. Examples of “Universal Precautions” include, but are not limited to, the use of latex or non-latex gloves, or a CPR mask. In all instances, remain with the victim until the paramedics arrive.

### ***XIII. BACK INJURY PREVENTION***

Statistics show that the back injuries of more than one million workers account for nearly 20 percent of all injuries and illnesses in the workplace. <https://www.blr.com/safetytips/back-safety> Therefore, the City of West Chicago places a high priority on preventing these injuries by including this chapter in the Loss Prevention Program. Back injury prevention techniques include the following:

- (1) Proper lifting techniques
- (2) Proper material handling techniques
- (3) Eliminating excess body weight
- (4) Strengthening neglected back muscles
- (5) Adopting good posture habits

#### ***(A) THE PRINCIPLES OF PROPER LIFTING***

- (1) Evaluate the bulk and weight of the load that is to be lifted. If the load is too big or bulky, you may require the assistance of a co-worker or mechanical devices such as a cart, a hand truck, wheel barrow, or pulley.
- (2) Review the path you plan to take to ensure it is unobstructed.
- (3) Maintain a comfortable stance when lifting by keeping your feet shoulder distance apart when lifting.
- (4) Establish a firm grip by using the length of your extended fingers for grasping and gripping. Have the weight of the object rest on your palm, not your fingers.
- (5) Bend your knees to keep your back straight. This will allow you to lift with your legs and not your back. Pull your chin in and keep your back straight.
- (6) Carry the load close to the center of the body. Do not leave a gap between you and the load you carry.
- (7) Do not twist when lifting a load. To turn, use your feet and not your torso.
- (8) When setting down the load, slowly bend the knees and lower the load using the legs. Once the load is securely positioned, release your grip.



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### (9) Use proper transporting techniques:

- (a) When using a cart, be sure to push and not pull. Pushing is more effective and decreases the risk of injury.
- (b) Maintain footing by wearing non-slip shoes, taking small steps and proceeding with caution.

### **(B) *BACK SAVING SOLUTIONS***

Good posture is vital to having a healthy back. Even with the proper posture, sitting is much more stressful for your back than standing or walking.

- (1) **Sitting:** Sitting tends to tilt the pelvis and thereby puts stress on the spine. Stretch, stand, or walk around periodically. While sitting, it is best to use a chair with a backrest that gives your back proper support. You may substitute a pillow for a backrest. Your desk should allow you to work at a comfortable height that does not make you slouch or reach. If possible, adjust your chair height to keep your knees level with your hips.
- (2) **Standing:** If you stand for prolonged periods, elevate one foot to a comfortable level. Alternate feet approximately every half hour.
- (3) **Sleeping:** Use a firm mattress (or a firm waterbed) to support your weight. To relieve back stress, sleep on your side with your knees bent, or on your back with your knees elevated.

### **(C) *EXERCISES TO ENSURE A HEALTHY BACK***

One of the best techniques for relieving and preventing back pain is regular conditioning of the muscles supporting the back. Since most back problems are caused by poor posture and weak muscles, the exercises described below may strengthen your muscles and thereby relieve back pain.

- (1) **Neck Roll:** Let your head roll forward and slowly rotate it without straining the neck. Repeat five times, then rotate in the opposite direction.
- (2) **Stomach Strengtheners:** Sit with your feet flat on the floor. Then, with your hands on a chair or desk for support, slowly raise your thighs a few inches above your chair seat. Repeat five times.
- (3) **Upper Back Stretch:** Clasp your hands behind your head and push your elbows back. Release the tension. Repeat five times.
- (4) **Bent-knee Sit-ups:** Lie on your back with knees bent and feet spread approximately a foot apart. Cross your arms over your chest and slowly raise your shoulders eight to twelve inches above the floor using the stomach muscles. Hold for 10 seconds and relax. Repeat five times.
- (5) **Leg Lift:** Lie on the floor with one leg straight in front of you and the other bent. Slowly raise your straightened leg as far as you can. Hold for ten seconds. Then, slowly lower the leg to the floor. Repeat five times. Relax. Switch positions and repeat the same sequence with the other leg.

#### ***XIV. MOTOR VEHICLE OPERATION***

City of West Chicago employees are charged with the responsibility of safely operating City-owned vehicles. The following safety procedures are provided as a general rule to operating City-owned vehicles. Department Supervisors who have employees who operate motor vehicles other than standard passenger cars, vans and trucks will provide further instructions specific to the operation of those vehicles.

##### ***(A) RULES AND PROCEDURES PRIOR TO USE***

- (1) Employees operating City vehicles must possess a valid driver's license.
- (2) Only City employees are authorized to operate City vehicles.
- (3) Employees must follow state and local regulations governing motor vehicle operation.
- (4) Before operating a vehicle, employees must ensure that any City vehicle is in proper working condition. This may be accomplished by performing an inspection of each vehicle prior to operation. A Vehicle Inspection Form must be completed for each inspection.
  - (a) Any previous damage or existing defect or problem must be reported to a supervisor.
  - (b) Employees must use sound judgment in deciding whether a City vehicle is safe to use.
- (5) Prior to using a City vehicle, employees should adjust the mirrors and seats in order to enhance the driver's vision.
- (6) All persons driving or riding in City vehicles must wear the installed seat belts.
- (7) No more than three people are allowed to ride in the front seat of any City vehicle. People should not be transported in a vehicle unless safe and secure seating is provided for each person.
- (8) Riding on the back of trucks is prohibited.
- (9) No hitchhikers may be transported in any non-emergency vehicles at any time.
- (10) Use of strong medication, illegal drugs or intoxicating liquors is prohibited prior to or during the operation of any vehicle.

Employees, who are recalled to duty while they are under the influence of either alcohol or strong medication should inform their supervisors and decline to return to work.

##### ***(B) RULES AND PROCEDURES FOR OPERATION***

- (1) Stay within posted speed limits. Slow down to suit weather and road conditions when necessary.



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- (2) Stay alert while driving City vehicles and be aware of pedestrians, hazards and traffic conditions.
- (3) Signal intentions to turn at least 100 feet in advance, including lane changes, and changes in direction.
- (4) Avoid situations that require sudden braking and turns.
- (5) Do not follow other vehicles or allow other vehicles to follow too closely. Allow other vehicles that are following too closely to pass when necessary.
- (6) Secure equipment and supplies to be transported in motor vehicles so that they will not be dislodged during transit.
- (7) Use caution when backing up a vehicle. Be sure the way is clear, and have passengers assist in maneuvering.

### ***(C) GUIDELINES FOR LEAVING AN UNATTENDED VEHICLE RUNNING***

Any vehicle or piece of equipment which can be driven will be considered unattended when the operator is not within 50 feet of the vehicle and in line of sight of the vehicle. Employees should follow these guidelines.

- (1) Whenever possible, the vehicle or equipment should be turned off and the key removed.
- (2) Vehicles that must be left running (e.g. emergency vehicles or vehicles operated in extreme weather):
  - (a) For police vehicles, engage vehicle lockout switches and remove the key.
  - (b) If the door lock key is different than the ignition key, lock the doors after exiting the vehicle while keeping the door lock key with you.

### ***(D) GAS TANK FILLING PROCEDURE***

- (1) No Smoking.
- (2) Shut off motor.
- (3) Discharge your static electricity.
- (4) To prevent static charge do not reenter your vehicle while gasoline is pumping.
- (5) If a fire starts, do not remove nozzle – back away immediately.
- (6) It is unlawful and dangerous to dispense gasoline into unapproved containers.

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- (7) No filling of portable containers in or on a motor vehicle. Place the container on the ground before filling.
- (8) Do not use a cell phone.

### ***(E) CITY VEHICLE PARKING PROCEDURES***

- (1) Parked vehicles must have the motor stopped, and the key removed. The transmission shall be left in gear when the vehicle has a manual transmission, and placed in park for vehicles with automatic transmissions.
- (2) If parking on a downgrade, turn the front wheels toward the curb. If parking on an upgrade, turn wheels away from the curb. Set brakes and leave transmission in park (in gear for manual transmissions) before leaving the driver's seat.
- (3) Vehicles shall not be parked in fire or safety zones (posted or non-posted) or on the wrong side of the street facing traffic, except in case of emergency.
- (4) When trucks or vehicles must be stopped on streets or highways, adequate warning signals must be used including a flag-person, if traffic warrants.
- (5) Turn signals should not be used as a warning that the vehicle is parked. Instead, the vehicle's hazard lights should be used.
- (6) Before leaving the curb, make sure that no cars are approaching from either direction and signal your intention before merging with traffic.

### ***(F) CITY VEHICLE ACCIDENT PROCEDURE***

In the event of an accident involving City-owned vehicles, the procedure below will be followed:

- (1) Arrange for emergency medical assistance, if necessary.
- (2) Notify the Police Department having jurisdiction immediately.
- (3) Do not offer an opinion as to fault or express your opinion as to how the accident could have been avoided.
- (4) In the event the Police fail to appear, exchange names, addresses, phone numbers, vehicle identification numbers, and insurance company information.
- (5) The driver of the City vehicle involved in an accident must report the accident to her or his supervisor as soon as possible.