



Agenda Memo

Crest Hill, IL

Meeting Date:	May 22, 2023
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	City Apparel Purchases and Future Policy-Non-union and Union Employees

Summary: As discussed at the April 10th workshop, staff is looking to provide a consistent policy that will control costs and provide a consistent policy for staff and elective officials in the purchase of apparel with the city logo on it.

During the April 10th workshop meeting a new purchasing policy was presented and discussed and the following where concerns brought up by members of the council that have been addressed in the revised purchasing apparel.

- Who should wear and when to wear city apparel.
- A time period of employment before apparel can be purchased.

Through discussion with Department heads the following items have also been added to the revised apparel purchasing policy;

- Requirements for Special Events purchases
- Additional Apparel purchases (sweatshirts, jackets, etc.) for staff who work outside during colder months.
- Add an effective date of policy.

Also discussed at the April 10th workshop was a one-time purchase of 1 shirt and 1 pullover for all non-union and union (office staff) in order to promote the new city logo. At that meeting it was mentioned that this purchase would be for +/-30 employees for an estimated cost of \$3600. It was also suggested by a council member that this order be limited to a select type(s) of shirts and pullovers. I have worked with the vendor to pick out a limited number of shirts and pullovers that are in well supply and will look professional.

Since the meeting on the 10th of April a list of apparel orders has been collected from staff based on the selected apparel items and the collective cost for these purchases is approximately \$2,750.

Once all orders have been collected staff will be on track to make this purchase and will move forward with the purchase since the cost is within the approved purchasing policy. This purchase will be coordinated through the finance director to make sure that it will be applied to the appropriate budget line items.

Recommended Council Action:

To approve the new apparel purchasing policy for existing non-union and union employees (**excluding union employees in public works water and sewer that have uniforms supplied by Aramark or police officers**)

Financial Impact:

Funding Source: General Fund

Budgeted Amount: \$110,000 (Vender Purchases)

Cost: \$2750

Attachments:

City Appeal Policy.docx