

Welcome to Flossmoor!



On behalf of the Board of Trustees, the administrative staff and Village employees, I extend to you a sincere and warm welcome to Flossmoor! We are pleased that you have chosen to join our community and encourage you to take an active part in the Village you now call home. — *Mayor Michelle I. Nelson*

Your Government

www.Flossmoor.org/Government



Flossmoor operates under the Council-Manager form of government that combines the political leadership of an elected Mayor and six Trustees with the managerial experience of an appointed Village Manager. The Board and Mayor determine policies, enact ordinances and appoint department heads who handle Village administrative affairs. The Village Manager carries out policies, creates the budget and directs personnel, who maintain day-to-day operations. The Board of Trustees meets on the first & third Mondays of each month at 7 p.m. at Village Hall.

COMMISSIONS

The Village is grateful for the residents who volunteer to serve on Boards and Commissions. Commissioners are appointed by the Mayor for three-year terms.

- Community Relations Commission
- Electrical Commission
- Green Commission
- Plan Commission
- Police & Fire Commissioners Board
- Police Pension Board
- Public Art Commission
- Zoning Board of Appeals

VILLAGE ELECTED OFFICIALS

Mayor Michelle I. Nelson
Trustee Gary Daggett
Trustee Kevin Dorsey
Trustee Rosalind Henderson Mustafa
Trustee George Lofton
Trustee James Mitros
Trustee Carolyn D. Rodgers
Village Clerk Gina A. LoGalbo

VILLAGE STAFF

Village Manager Bridget A. Wachtel
Assistant Village Manager Jonathan Bogue
Village Attorney Kathleen Field Orr
Director of Finance Ann Novoa
Director of Public Works John Brunke
Director of Building & Zoning Scott Bugner
Fire Chief Robert Kopec
Police Chief Carl Estelle



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Village Services

Village Hall, 2800 Flossmoor Road • Public Works Building, 1700 Central Park Ave.
www.Flossmoor.org/Village-Services

BUILDING & ZONING DEPARTMENT

Village Hall Lower Level; 708-957-4101

The Building & Zoning Department reviews plans, issues permits, conducts field inspections for all construction projects, and provides information to residents and contractors regarding local codes and regulations. The review of building plans, issuance of permits and conducting inspections are done to protect the health, safety and general welfare of residents. For questions related to building permits, zoning regulations or property maintenance concerns, please feel free to contact them.

FIRE DEPARTMENT

Village Hall westside; 708-798-3885

The Fire Department provides a myriad of services for the community including: Fire Suppression, Fire Prevention, Fire Inspection, Emergency Medical Service (EMS) and Specialized Rescue Services. *Learn more about the Fire Department and EMS on the backside of this flyer.*

POLICE DEPARTMENT

Village Hall 2nd Floor; Emergency: 911;

Non-Emergency: 708-957-4500

The Police Department is committed to protecting life and property; investigating criminal matters; enforcing state, local and traffic laws; and providing the highest quality of services to the community. The Department has established community-based programs that are designed to increase Police Officers' overall presence in the community, as well as to enhance the lives of residents. These programs include Child Safety Seat Inspections, DARE, Citizens' Police Academy and Vacation House Watch.

FINANCE DEPARTMENT

Village Hall 2nd Floor; 708-798-3000

The Finance Department oversees revenue collections and expenditure payments, which comprise the Village's annual budget. Additional responsibilities include: general ledger accounting, investments, managing bank accounts, payroll, human resources, facility rentals, risk management, utility billing and payments, and processing parking permits, vehicle stickers and animal licenses.

OFFICE OF THE VILLAGE MANAGER

Village Hall; 708-798-3000

The Village Manager is the Chief Administrative Officer of the Village and oversees all Departments. The office is responsible for:

- The dissemination of information to the Village Board
- Preparation of Village Board agendas
- Developing programs and budgets to respond to the Village Board's goals
- Ensuring that residents receive effective and efficient Village services
- Development and oversight of the annual budget and capital improvement budget
- Approval and coordination of all Village events
- Communications / Marketing and Information Technology
- Management of the Village's advisory commissions

PUBLIC WORKS DEPARTMENT

1700 Central Park Ave.; 708-957-4100

The Public Works Department is responsible for operating and maintaining the Village's public facilities and infrastructure, and it ensures residents have safe, well-maintained public areas. With a long and varied list of responsibilities — from maintaining water, wastewater and storm drainage systems to cleaning up vacant lots and keeping the streets maintained — Public Works has a significant impact on the day-to-day life of residents.



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Fire & EMS Services

www.Flossmoor.org/EMS



EMERGENCY MEDICAL SERVICE

The Fire Department provides emergency ambulance service and emergency medical assistance to residents. The Department's paramedic program operates under the guidelines of the Illinois Department of Public Health. Personnel are trained in emergency medical assistance and many are certified as Emergency Medical Technicians or Paramedics and are also involved in a continuing education program requiring biannual certification.

FIRE SUPPRESSION

This Department is a member of the M.A.B.A.S. 24 Mutual Aid Box Alarm System. This system is comprised of more than 23 area Fire Departments, allowing the Department to call for additional personnel and equipment in the event of a severe emergency through a predetermined reciprocal mutual aid plan. Flossmoor also works with neighboring Departments in a reciprocal automatic aid program. When a structural fire is reported in any of the area towns, other Departments are automatically dispatched, along with the original town. This ensures that the area residents receive prompt and efficient emergency services.

FIRE INSPECTIONS

The Department works to prevent fires by regular fire inspections to all commercial occupancies. Also, the Department will offer free home fire-safety inspections for any of our residents upon request. The inspectors will check for fire hazards in and around the home and offer tips on how to correct or improve possible problem areas.

FIRE PREVENTION & SAFETY PUBLIC EDUCATION

Special educational programs offered by the Fire Department include: Learn Not to Burn; Stop, Drop & Roll; Babysitting Safety; CPR/First Aid Certifications; and lectures on fire safety and first aid.



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Community Resources

www.Flossmoor.org/Community

FLOSSMOOR PUBLIC LIBRARY

A Flossmoor Public Library card not only checks out books, music, movies, video games, audiobooks and e-books, from this library, but also from libraries throughout the state and at local college libraries. All that is required to obtain a library card is to fill out a brief application and provide one piece of identification with your Flossmoor address. The library is located at 1000 Sterling Avenue.

FlossmoorLibrary.org

708-798-3600

FlossLib@FlossmoorLibrary.org

HOMEWOOD-FLOSSMOOR PARK DISTRICT

The award-winning Homewood-Flossmoor Park District provides both active and passive recreational opportunities for residents. They include programs, events, an indoor ice arena, a racquet & fitness club, a golf course, an environmental learning center and a community center. Therapeutic recreation programs are offered through the **South Suburban Special Recreation Association**.

HFParks.com

708-957-0300

HFInfo@HFParks.com

SSSRA.org

815-806-0384

Info@SSSRA.org

SCHOOLS

FLOSSMOOR SCHOOL DISTRICT 161 - SD161.org

- Flossmoor Hills School - 3721 Beech Street; 708-647-7100
- Heather Hill School - 1439 Lawrence Crescent; 708-647-7200
- Parker Junior High School - 2810 School St.; 708-647-5400
- Serena Hills School - 255 Pleasant Dr., Chicago Heights; 708-647-7300
- Western Avenue School - 940 Western Ave; 708-647-7400

HIGH SCHOOL DISTRICT 233 - HFHighSchool.org

- Homewood-Flossmoor Community High School - 999 Kedzie Ave; 708-799-3000

COLLEGES

- Governors State University - 1 University Parkway, University Park; 708-534-5000; GSUSt.edu
- Prairie State College - 202 S. Halsted St., Chicago Heights; 708-709-3500; PrairieState.edu

PRIVATE SCHOOLS

- Flossmoor Montessori School - 740 Western Ave.; 708-798-4600
- Infant Jesus of Prague School - 1101 Douglas Ave; 708-799-5200



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Ordinances

www.Flossmoor.org/Ordinances

ANIMALS

All cats and dogs must be licensed annually by the Village. Licenses, available at Village Hall, are due by April 15 each year. No more than three dogs and/or cats may be kept in the same dwelling. Dogs are not allowed off the owner's property without a leash. Animal waste must be promptly removed from any public area or private premises not its owner's. It is unlawful to keep any animal that disturbs the peace. Citations will be issued if pet owners are in violation of any of the above provisions.



CURFEW

Ages 17 and younger must abide by the 11 p.m. (Sundays-Thursdays) and the midnight (Fridays & Saturdays) curfew unless accompanied by an adult at least age 18 and approved by a parent or legal guardian.

LEAF BURNING

Open fires for the disposal of solid waste, leaves or other combustible materials are prohibited.

PLANTS & WEEDS - VACANT LOTS

Vacant lots must be properly maintained by the owner and mowed whenever weeds or grass reach a height of 8 inches in order to control noxious weeds, particularly those that affect persons with allergies. If this is not done by the property owner, the Village will cause it to be done and the owner will then be billed for the service. If the bill is not paid, a lien will be placed against the property. Dumping debris upon vacant lots or parkways is prohibited.

PROPERTY MAINTENANCE /

CODE ENFORCEMENT

Flossmoor has an interest in maintaining the public health, safety and welfare of structures and premises within the Village, as well as a clean suburban appearance for all residents. To that end, the Village has Property Maintenance Inspectors on staff who work with the Flossmoor Community Service Officers to make sure residents know and follow community ordinances, including any adopted codes/ordinances. The property maintenance code includes topics such as sanitation, garbage containers, outdoor vegetation, exterior structures, fences and yard waste. The property maintenance code can be found on this webpage: ECode360.com/27492900.



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Parking & Commuting

www.Flossmoor.org/Parking



For the safety of residents, parking on residential streets is restricted to one side: the safe side opposite the fire hydrants. Also, parking on any Village street between the hours of 3-6 a.m. is prohibited, except with special approval from the Police Department. Call the Police Department at 708-957-4500, option 2. You can also submit an overnight parking request online.

ACCESSIBLE PARKING

Accessible parking is available at various locations throughout the Village. Disability parking placard applications are available through your township office. The penalty for parking in an accessible space without a valid permit is \$250.

MUNICIPAL PARKING LOTS

Parking in the North & South Commuter Lots is by permit only. The charge for daily parking is \$3 and the quarterly parking fee is \$120. Quarters begin on the first of February, May, August and November. Permits may be purchased at Village Hall and applications may be picked up / dropped off at the Police Department. Parking in both lots is free on Saturdays and Sundays and from 6 p.m.-2 a.m. Mondays-Fridays.

SNOW ROUTES

Designated emergency snow routes are posted throughout the Village. The parking ban goes into effect upon the accumulation of 2 inches or more of snow on the roadway. Vehicles in violation of this ordinance will be cited and towed away.

TRUCK & RV PARKING

The Flossmoor Zoning Ordinance restricts the parking of trucks and other commercial vehicles in residential areas. Personal-use trucks meeting certain standards may be parked in residential driveways. Recreational vehicles are permitted, but they must conform to the specific limitations set in the Zoning Ordinance. Please contact the Building & Zoning Department with questions at 708-957-4101.

PARKING FINES

For tickets other than disability parking violations, the citation fine is \$50 if paid prior to the 2nd hearing date. If paid on the 2nd hearing date or prior to the 3rd hearing date, the fine is \$100. If paid on or after the 3rd hearing date, the fine is \$150.

TRANSPORTATION LINKS

- Metra Rail - Metra.com; 312-322-6777
- Pace Bus Service - PaceBus.com; 847-364-7223
- Secretary of State - ILSOS.gov, 800-252-8980



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Utility Services

www.Flossmoor.org/Utilities



WATER & SEWER

Application for an account for water and/or sewer shall only be made by the owner of the home. Water service must be established within 30 days of taking ownership. Homeowner water applications must pay a non-refundable application fee of \$30. The application must be completed, signed and returned in person at Village Hall Mondays-Fridays 8:30 a.m.-5 p.m. or via email to cmelendez@flossmoor.org.

Water and sewer bills are sent on a quarterly basis. Electronic payments for bills can be accepted via a third-party vendor, BS&A Online/Invoice Cloud. Payments may also be made by cash, check or credit card in person at Village Hall, or mailed to Village Hall, 2800 Flossmoor Road, Flossmoor, IL 60422 Attn: Water Billing. There is also a drop box located in the Village Hall parking lot and inside the Police Department lobby. *Please do not put cash in the drop box.*

CABLE, INTERNET & TELEPHONE SERVICES

To establish new services, contact:

- AT&T - 844-410-4903, ATT.com
- Comcast - 800-934-6489; Xfinity.com

GAS SERVICE

Gas service is provided by Nicor Gas. To begin service, call 888-642-6748 or visit NicorGas.com. For the location of buried pipes, call JULIE at 800-829-0123.

ELECTRICAL SERVICE

Electrical service is provided by ComEd. To begin service, call 800-334-7661 or visit ComEd.com. *This is also the number to use to report a power outage.*

REFUSE & RECYCLING SERVICES

Refuse pick up is handled by individual arrangements with local scavenger companies. A commercially manufactured container that has a close-fitting cover must be used. Refuse that is too large or heavy for the container may be placed alongside the container in a manner that it cannot be scattered. Yard waste must be placed in approved containers or kraft paper bags. Containers shall not be placed for pick up more than 24 hours before such pick up and must be removed within 24 hours after pickup. Such containers, when not out for pick up, shall be stored concealed from view from the street.

Private scavengers who service Flossmoor are:

- Homewood Disposal - 708-798-1004;
MyDisposal.com
- Republic Services - 708-385-8252;
RepublicServices.com



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Village Fees



ANIMAL LICENSES

All Flossmoor dogs and cats must be licensed annually by the Village. Licenses are due by April 15 each year. You may obtain the license from Village Hall for \$15/pet. Rabies vaccinations must be up to date. New residents have up to 30 days to display an animal tag.

ALARM PERMITS

Residents are required to obtain a permit for all burglary / fire alarms. Permits are available at the Police Department for a \$25 one-time fee. Two key holders are mandatory. Please keep the Police Department updated with current key holders. If you have purchased a home with an alarm, please check with the Police Department to make sure it has an alarm permit. There are fines associated with failure to obtain a permit and false alarms.

VEHICLE STICKERS

Any vehicle that is registered to or housed within the Village must have a current Flossmoor vehicle sticker affixed to the lower right-hand corner of the windshield. This includes company vehicles and leased vehicles. The stickers may be purchased at Village Hall. The deadline to have the current sticker displayed each year is April 15. The current fee for passenger vehicles, recreational vehicles and trucks with B plates is \$40. The fee for motorcycles is \$20. Residents who are age 65 or older will be charged only \$15, but this special rate shall apply to only one vehicle per household. Transfers are \$5. New residents have up to 30 days to display a vehicle sticker.

BUILDING PERMITS

Permits are required for many construction and remodeling projects, including garages, sheds, fences, roofing, windows, doors, drainage/landscaping and any plumbing, electrical or structural work. Fees vary depending upon the work being done. Permits are also required for outdoor storage containers and dumpsters, but there is no fee for these items. Please check with the Building & Zoning Department at 708-957-4101 to determine if a permit is required for any type of construction or remodeling work at your home. Permit applications are accessible online at Flossmoor.org and also in the Building & Zoning Department.



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Stay Connected!

www.Flossmoor.org/GetConnected

New Resident Online Info
Info from this folder found on the Village website



Sign Up for the Village Enewsletter
Delivered directly to your desktop every other week



Smart 911
Receive notifications from state & local authorities on potentially hazardous situations



ArtFlossmoor.com
Special website dedicated to Flossmoor's public art program



DiscoverFlossmoor.com
Website promoting Flossmoor's amenities, services & events



Flossmoor Business Association
Links to retail & restaurants in Flossmoor



Follow Flossmoor on these Social Media Channels



@FlossmoorIL



@FlossmoorVillage



@VillageOfFlossmoor
Videos8906



@VillageofFlossmoor



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• Who to call in Flossmoor •

For emergencies, always dial 911.

Village Administration - 708-798-2300

Building & Zoning Department - 708-957-4101

Public Works Department - 708-957-4100

Police Department (Non-Emergency) - 708-957-4500

Fire Department (Non-Emergency) - 708-798-3885

<p>Block Parties 708-335-5410</p> 	<p>Board / Commission Meetings 708-798-2300</p> 	<p>Brush Collection / Parkway Tree Concerns 708-957-4100</p> 	<p>Building Permits 708-957-4101</p> 	<p>Cook County Elections 312-603-5656</p> 	<p>Electricity 800-334-7661 (ComEd) Natural Gas 888-642-6748 (Nicor)</p> 
<p>Flossmoor SD 161 708-647-7000</p> 	<p>FOIA Requests 708-335-5410</p> 	<p>Food Pantry 708-957-0986</p> 	<p>Grass, Weeds or Property Concerns 708-957-4101</p> 	<p>H-F High School 708-799-3000</p> 	<p>Lost / Found a Pet 708-957-4500</p> 
<p>Mail / U.S. Post Office 708-799-8573</p> 	<p>News / Publicity 708-335-5424</p> 	<p>Parking Information 708-957-4500</p> 	<p>Pet Licenses 708-798-2300</p> 	<p>Public Art 708-335-5424</p> 	<p>Public Library 708-798-3600</p> 
<p>Recreation / Fitness Programs 708-957-0300 (Park District)</p> 	<p>Special Events / Sponsors 708-335-5472</p> 	<p>Stormwater / Flooding 708-957-4100</p> 	<p>Street / Sidewalks 708-957-4100</p> 	<p>Traffic Issues 708-957-4500</p> 	<p>Vacation House Watch 708-957-4500</p> 
<p>Vehicle Stickers 708-798-2300</p> 	<p>Village Properties for Sale 708-957-4101</p> 	<p>Volunteering 708-335-5472</p> 	<p>Waste / Recycling: Homewood Disposal: 708-798-1004 Republic: 708-385-8252</p>	<p>Water Bill Payments 708-335-5401</p> 	<p>Water Service 708-798-2300</p> 



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New Resident 30-Day Checklist

<input type="checkbox"/> Report your new address to the Illinois Secretary of State to update your state ID/license.	ILSOS.gov
<input type="checkbox"/> Apply for water & sewer service at Village Hall.	2800 Flossmoor Road, 2nd Floor
<input type="checkbox"/> Sign up for electricity service with ComEd.	800-334-7661
<input type="checkbox"/> Sign up for gas service with Nicor Gas.	888-642-6748
<input type="checkbox"/> Sign up for cable / internet / phone service with Comcast or AT&T.	C: 866-594-1234 A: 800-288-2020
<input type="checkbox"/> Register for refuse & recycling pick up with Homewood Disposal or Republic Services.	MyDisposal.com RepublicServices.com
<input type="checkbox"/> Purchase your Flossmoor vehicle sticker(s) at Village Hall.	2800 Flossmoor Road, 2nd Floor
<input type="checkbox"/> Purchase your animal license(s) for your cat(s) or dog(s), if applicable, at Village Hall.	2800 Flossmoor Road, 2nd Floor
<input type="checkbox"/> Obtain a permit for your home security / fire alarms at the Police Department.	2800 Flossmoor Road, 2nd Floor
<input type="checkbox"/> Visit the Flossmoor Public Library to register for your free library card.	1000 Sterling Ave.
<input type="checkbox"/> Register your school-age children with Flossmoor SD 161 or H-F High School D233.	SD161.org HFHighSchool.org
<input type="checkbox"/> Explore recreation programs & facilities at the Homewood-Flossmoor Park District.	HFParks.com
<input type="checkbox"/> Shop & dine in downtown Flossmoor & Flossmoor Commons (Vollmer & Gov. Hwy.)	Flossmoor Business Association.info
<input type="checkbox"/> Sign up for enewsletters & Ecop alerts by emailing "Sign Me Up" to Info@Flossmoor.org.	Flossmoor.org

See more links & info at www.Flossmoor.org/239/New-Resident-Information