



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

AGENDA

DECEMBER 7, 2020

Regular Meeting

7:00 PM

I. ROLL CALL

II. PLEDGE TO THE FLAG

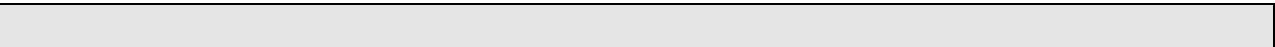
III. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Regular Meeting - November 16, 2020

IV. MAYOR'S REPORT

1. As Submitted

V. RECESS TO THE COMMITTEE OF THE WHOLE



VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

GREG SOLBERG, CHAIRMAN

1. 1417 N. Rand Road:
 - A. Consider an Ordinance Transferring Special Use Ordinance #O-24-19 for the Proposed Islas Veracruz Restaurant at 1417 N. Rand Road (Council District: Four)
 - B. Consider an Ordinance Increasing Class D Liquor Licenses by One for Islas Veracruz, Inc. (d/b/a Islas Veracruz) at 1417 N. Rand Road (Council District: Four)
2. Consider an Ordinance Amending Chapter 12, Section 12-3 Disorderly Conduct of the Village of Palatine Code of Ordinances
3. Consider an Ordinance Amending Chapter 18 - Traffic of the Village of Palatine Code of Ordinances

4. As Submitted

B. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

TIM MILLAR, CHAIRMAN

1. Consider a Resolution Approving the Collective Bargaining Agreement Between the Village of Palatine and Palatine Firefighters, Local No. 4588, International Association of Firefighters, AFL-CIO, CLC, and to Authorize the Mayor and Clerk to Execute
2. As Submitted

C. BUSINESS FINANCE & BUDGET COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. 2021 Operating Budget & Capital Investment Plan and Related Approvals:
 - A. Consider an Ordinance Adopting the Calendar Year 2021 Annual Budget
 - B. Consider the 2020 Tax Levy Ordinance
 - C. Consider an Ordinance to Abate 2020 Property Tax Levy
 - D. Consider the 2020 Tax Levy Ordinance for Village of Palatine Special Service Area Number Five
 - E. Consider a Motion Adopting the 2021 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2021
 - F. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
 - G. Consider an Ordinance Amending Chapter 6, Building Codes and Regulations of the Village of Palatine Code of Ordinances
 - H. Consider a Resolution Appropriating \$2,471,375 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
 - I. Consider a Resolution Appropriating \$695,529.34 of Rebuild Illinois Funds for the Rehabilitation of Rohlwing Road
2. Rand/Dundee Center TIF District:
 - A. Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine's Rand/Dundee TIF District Special Tax Allocation Fund
 - B. Consider an Ordinance Dissolving the Rand/Dundee Tax Increment Financing Redevelopment Project Area of the Village of Palatine, Illinois and Related Matters

3. Consider a Resolution Amending the Village's Employee Handbook for 2021
4. Consider a Motion to Accept a Proposal for Professional Auditing Services from Sikich, LLP
5. As Submitted

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. Consider a Motion Canceling the December 21, 2020 Regular Village Council & Committee of the Whole Meetings and Authorizing the Village Manager to Sign the Warrant List for December 21, 2020
2. Consider a Motion to Approve the Village of Palatine's 2021 Regular Meeting Schedule Calendar
3. As Submitted

E. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted

VII. RECONVENE THE VILLAGE COUNCIL MEETING



VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

1. Consider a Motion to Approve 2020 Warrant #23
2. Consider an Ordinance Transferring Special Use Ordinance #O-24-19 for the Proposed Islas Veracruz Restaurant at 1417 N. Rand Road (Council District: Four)
3. Consider an Ordinance Increasing Class D Liquor Licenses by One for Islas Veracruz, Inc. (d/b/a Islas Veracruz) at 1417 N. Rand Road (Council District: Four)

4. Consider an Ordinance Amending Chapter 12, Section 12-3 Disorderly Conduct of the Village of Palatine Code of Ordinances
5. Consider an Ordinance Amending Chapter 18 - Traffic of the Village of Palatine Code of Ordinances
6. Consider a Resolution Approving the Collective Bargaining Agreement Between the Village of Palatine and Palatine Firefighters, Local No. 4588, International Association of Firefighters, AFL-CIO, CLC, and to Authorize the Mayor and Clerk to Execute
7. Consider a Motion Adopting the 2021 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2021
8. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
9. Consider an Ordinance Amending Chapter 6, Building Codes and Regulations of the Village of Palatine Code of Ordinances
10. Consider a Resolution Appropriating \$2,471,375 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
11. Consider a Resolution Appropriating \$695,529.34 of Rebuild Illinois Funds for the Rehabilitation of Rohlwing Road
12. Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine's Rand/Dundee TIF District Special Tax Allocation Fund
13. Consider a Resolution Amending the Village's Employee Handbook for 2021
14. Consider a Motion to Accept a Proposal for Professional Auditing Services from Sikich, LLP
15. Consider a Motion Canceling the December 21, 2020 Regular Village Council & Committee of the Whole Meetings and Authorizing the Village Manager to Sign the Warrant List for December 21, 2020
16. Consider a Motion to Approve the Village of Palatine's 2021 Regular Meeting Schedule Calendar
17. Consider a Resolution Reducing the Ayreshire Planned Development Security Deposit (Council District: Three)

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

B. BUSINESS FINANCE & BUDGET COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider the 2020 Tax Levy Ordinance
2. Consider an Ordinance to Abate 2020 Property Tax Levy
3. Consider the 2020 Tax Levy Ordinance for Village of Palatine Special Service Area Number Five
4. Consider an Ordinance Adopting the Calendar Year 2021 Annual Budget
5. Consider an Ordinance Dissolving the Rand/Dundee Tax Increment Financing Redevelopment Project Area of the Village of Palatine, Illinois and Related Matters
6. As Submitted

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted

F. POLICE POLICY & CODE SERVICES COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted

B. VILLAGE CLERK

1. As Submitted

C. VILLAGE ATTORNEY

1. As Submitted

XI. CLOSED SESSION AS REQUIRED

XII. RECOGNITION OF AUDIENCE

XIII.ADJOURNMENT



VILLAGE OF PALATINE
 VILLAGE HALL - COUNCIL CHAMBERS
 200 E. WOOD STREET
 PALATINE, IL 60067-5339 – (847) 359-9050
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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

NOVEMBER 16, 2020

Regular Meeting

7:00 PM

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Absent	7:06 PM
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Village Attorney Patrick Brankin, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Fire Chief Scott Andersen, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Community Services Harry Spila, and Police Chief Dave Daigle, Assistant Finance Director Sue Conn and Deputy Village Clerk, Doris Sadik

II. PLEDGE TO THE FLAG – Time: 7:00 PM

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES – Time: 7:00 PM

- Village Council & Committee of the Whole - Regular Meeting - November 9, 2020
- Accepted

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Greg Solberg, District 4 Councilman
SECONDER:	Brad Helms, District 6 Councilman
AYES:	Millar, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Lamerand

Minutes Acceptance: Minutes of Nov 16, 2020 7:00 PM (APPROVAL OF MINUTES)

IV. MAYOR'S REPORT – Time: 7:00 PM**1. As Submitted -**

Mayor Schwantz announced upcoming events:

Registration is now open for the Palatine Park District's 40th Annual Turkey Trot 2020 virtual race.

Saturday, November 21: 9AM-2PM
Palatine Jaycees Blood Drive
Falcon Park Recreation Center

Saturday, November 21: 5PM
Village of Palatine's Holiday Tree Lighting – "Park and Watch" from your car
Towne Square Park

November Coat Drive Now Through Monday, November 30
The Palatine Police Department is collecting new and gently used winter coats in all sizes. Drop off is at the Palatine Police Department. The collection will be donated to the Palatine Assistance Through Hope (P.A.T.H.) program benefiting the residents of Palatine.

Toys for Tots Holiday Toy Drive Now Through December 7
Please consider being a part of our 2020 "Toys for Tots" Holiday Toy Drive. Toy collection boxes are located at Village Hall and the Palatine Police Department.

Village Hall will be closed Thursday, November 26 and Friday, November 27 in observance of the Thanksgiving holiday. We will resume normal business hours on Monday, November 30 at 8AM

V. PUBLIC HEARING – Time: 7:02 PM

Consider a Motion to Open the Public Hearing on the Proposed CY 2021 Operating Budget & Capital Investment Plan - **Approved by Voice Vote**

Village Manager Reid Ottesen explained Municipalities operating under the Municipal Budget Officer Act must conduct a public hearing prior to adopting an annual budget. Notice of this Public Hearing was published in the Daily Herald on Wednesday, November 4, 2020. The Proposed CY 2021 Operating Budget & Capital Investment Plan was introduced and reviewed at a Special Business Finance & Budget Committee Meeting held on Saturday, October 31, 2020. Follow up discussions occurred during the regular Village Council meetings on November 2 and November 9. The CY 2021 Proposed Annual Budget and Capital Investment Plan totals \$118,148,164; this represents a decrease of 3.76% from the CY 2020 Budget.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Lamerand

Close the Public Hearing - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Lamerand

VI. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:03 PM

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Lamerand

VII. COMMITTEE OF THE WHOLE

A. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:03 PM

DOUG MYSLINSKI, CHAIRMAN

1. Consider a Motion Authorizing the Temporary Closure of Portions of the Station Street Right-of-Way to Allow for Proposed Outdoor Winter Dining Adjacent to Gianni's Cafe at 18 W. Station Street - **Approved by Voice Vote** (Council District: Six)

Village Manager Reid Ottesen presented the Gianni's Cafe request for the closure of a portion of the adjacent Station Street right-of-way to accommodate one of their proposed winter dining concepts in response to the ongoing COVID-19 pandemic and related restaurant operational guidelines/limitations. Concepts One and Two challenge winter related conditions (plowing and shoveling), pedestrian/vehicular safety, and associated Village liability. It should be noted that the majority of the parking space area along the south side of Station Street is located within property owned by the Union Pacific Railroad. An existing lease with Union Pacific allows for parking, but would not allow for temporary structures such as the proposed dining domes. Concept Three, while not preferred by the restaurant,

is the concept most acceptable to Staff, maintaining a sidewalk area and locating the tents as far away from Station Street as possible. It is important to note that any concept approved by the Village would still be subject to the executive orders, guidelines, or restrictions enacted by the Governor and that are in place at any point moving forward. Staff recommends approval of Concept Three, subject to review and approval of all applicable Code issues.

Councilman Lamerand arrived 7:06.

Councilman Myslinski suggested making 19 foot wide Station Street a one way, east bound street.

Ottesen stated that more space is needed for parked cars to exit and for snow plows to navigate. Domes would require eliminating 14-15 parking spaces.

Mike Siena, Gianni's, stated the domes will ward off snow and withstand winds.

Councilman Helms suggested closing the street and putting the domes in street.

Ottesen noted the curb inlets will have run off and prefers placing domes on sidewalk and moving pedestrian walkway in street with road closed. Fire vehicle access is necessary.

Discussion ensued with various options.

Mayor Schwantz cautioned if we start closing streets, we better be prepared to close more streets.

Ottesen clarified that this area allows drainage away from seating area. South of tracks, sidewalks are not as wide and drainage does not allow such seating.

Mayor Schwantz asked who would bear the cost of the concrete barriers.

Siena stated he is open for discussion. Borrowing barriers from Township, Park District or IDOT was suggested. Staff will call around.

Motion is to allow domes on the south sidewalk along Station Street, pedestrian walkway to be relocated in street. Other details will be worked out by staff and reported back at the next Village Council Meeting, December 7.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

B. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:32 PM

GREG SOLBERG, CHAIRMAN

1. Consider a Motion Authorizing the Mayor to Execute a License Agreement, Subject to Review and Approval by the Village Attorney, for the Use of the Existing Parking Spaces in the Capri Drive Right-of-Way, Directly Adjacent to Clocktower Shopping Center - **Approved by Voice Vote** (Council District: Four)

Reid Ottesen explained the 10,500 square foot shopping center is zoned B-2 General Business with 11 existing parking spaces located in the Capri Drive right-of-way, which directly abuts the shopping center. The License Agreement would obligate all of the parking spaces to the shopping center during its hours of operation (8 AM - 7 PM) and allow these spaces to be included in the parking calculations for current and future tenant parking needs. The license agreement also allows the use of up to three of the parking spaces for current Capri Drive parking permit holders. Staff recommends executing the License Agreement, subject to review by the Village Attorney, for use of the existing parking spaces in the Capri Drive right-of-way, adjacent the shopping center at 1611-1625 N. Rand Road.

Councilman Solberg thanked staff and police for finding this solution.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:

7:35 PM

SCOTT LAMERAND, CHAIRMAN

1. Consider a Motion to Approve an Intergovernmental Agreement with the Village of Barrington for Arborist Services - **Approved by Voice Vote**

Public Works Director Matt Barry reported the Village of Barrington seeks Palatine assistance for certified arborist services, similar to reciprocal specialized service agreements with nearby municipalities in the past. Billing will be at a rate of \$75/hour with at least 208 hours guaranteed for 2021. Palatine benefits by providing professional development and supervisory opportunities for existing Staff and will provide for additional seasonal employee thereby tripling the man-hours in the field for each hour we provide services. The proposed agreement can be terminated by either party following 60-day written notice. Staff recommends approval of an Intergovernmental Agreement with the Village of Barrington in a manner acceptable to the Village Attorney.

Mayor Schwantz complimented staff for this and other intergovernmental agreements.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Brad Helms, District 6 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

D. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:37 PM*BRAD HELMS, CHAIRMAN*

1. Rohlwing Road Reconstruction

Motion was to approve Items A. and B.

Village Manager Reid Ottesen reported Rohlwing Road, from Palatine Road to Northwest Highway, is scheduled to be rehabilitated as part of the 2021 Capital Improvement Plan. The work includes pavement resurfacing, patching, curb and gutter reconstruction, sidewalk replacement, and ramp upgrades to meet ADA requirements. The Illinois Department of Transportation notified the Village they are implementing a grant program using proceeds from a general obligation bond in the REBUILD Illinois capital program to provide Local Public Agencies with funds for capital projects. The Village has been awarded a second allotment of \$753,029.34 for a capital improvement. The 2020 budget was adjusted earlier

this month to reflect this addition. In order to secure and expend these funds, the State requires that resolutions be passed by the Village indicating their intended use. The State then reviews these resolutions, granting or denying their approval. Staff recommends the resolution appropriating \$57,500 of Rebuild Illinois funds for design engineering services for the rehabilitation/reconstruction of Rohlwing Road, from Palatine Road to Northwest Highway.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

- A. Consider a Resolution Appropriating \$57,500 of Rebuild Illinois Funds for Design Engineering Services for the Reconstruction of Rohlwing Road - **Adopted by Voice Vote**
 - B. Consider a Motion Authorizing the Village Manger to Execute a Proposal for Design Engineering Services for the Reconstruction of Rohlwing Road - **Approved**
2. Consider a Motion to Accept Perpetual Easements for Storm Sewers at 825 W. Glencoe Road and 428 and 440 S. Benton Street - **Approved by Voice Vote**

Public Works Director Matt Barry reported as part of the recently approved 2020 Drainage Improvements Project, the storm sewer improvements over the subject properties will require permanent easements to be granted by three of the benefiting homes, 825 W. Glencoe Road, 428 S. Benton Street, and 440 S. Benton Street. The easements are necessary to allow for any future maintenance or repair of the storm sewers. Staff recommends acceptance of the perpetual easements.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

3. As Submitted -

Nothing was submitted.

E. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:39 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

Nothing was submitted.

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:39 PM*TIM MILLAR, CHAIRMAN***1. As Submitted -**

Nothing was submitted.

VIII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 7:39 PM**Reconvene the Village Council Meeting - Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

IX. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Consider a Motion to Approve 2020 Warrant #22 - **Approved**
2. Consider a Motion Authorizing the Temporary Closure of Portions of the Station Street Right-of-Way to Allow for Proposed Outdoor Winter Dining Adjacent to Gianni's Cafe at 18 W. Station Street - **Approved** (Council District: Six)
3. Consider a Motion Authorizing the Mayor to Execute a License Agreement, Subject to Review and Approval by the Village Attorney, for the Use of the Existing Parking Spaces in the Capri Drive Right-of-Way, Directly Adjacent to Clocktower Shopping Center - **Approved** (Council District: Four)
4. Consider a Motion to Approve an Intergovernmental Agreement with the Village of Barrington for Arborist Services - **Approved**
5. Consider a Resolution Appropriating \$57,500 of Rebuild Illinois Funds for Design Engineering Services for the Reconstruction of Rohlwing Road - **Adopted by Roll Call**

Resolution #R-25-20

6. Consider a Motion Authorizing the Village Manger to Execute a Proposal for Design Engineering Services for the Reconstruction of Rohlwing Road - **Approved**
7. Consider a Motion to Accept Perpetual Easements for Storm Sewers at 825 W. Glencoe Road and 428 and 440 S. Benton Street - **Approved**

X. REPORTS OF STANDING COMMITTEE – Time: 7:40 PM

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time: 7:40 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:40 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:40 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:40 PM

TIM MILLAR, CHAIRMAN

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:40 PM

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

Minutes Acceptance: Minutes of Nov 16, 2020 7:00 PM (APPROVAL OF MINUTES)

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:40 PM*GREG SOLBERG, CHAIRMAN*

1. As Submitted -

No Report

XI. REPORTS OF THE VILLAGE OFFICERS – Time: 7:40 PM**A. VILLAGE MANAGER – Time: 7:40 PM**

1. As Submitted -

No Report

B. VILLAGE CLERK – Time: 7:40 PM

1. As Submitted -

No Report

C. VILLAGE ATTORNEY – Time: 7:40 PM

1. As Submitted -

No Report

XII. CLOSED SESSION AS REQUIRED – Time: 7:40 PM

No Closed Session requested.

XIII. RECOGNITION OF AUDIENCE – Time: 7:40 PM

No one came forward.

XIV. ADJOURNMENT – Time: 7:41 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Nov 16, 2020 7:00 PM (APPROVAL OF MINUTES)

Consider an Ordinance Transferring Special Use Ordinance #O-24-19 for the Proposed Islas Veracruz Restaurant at 1417 N. Rand Road

BACKGROUND:

The Subject tenant space is located in Park Place shopping center and received a Special Use for a restaurant in 2019. The previously approved restaurant closed in August 2020 and the proposed new operator seeks a Special Use transfer to operate another restaurant at this location. Therefore, the Petitioner is requesting approval of the following:

Special Use Transfer of Ordinance #O-24-19 to permit the continued operation of a restaurant (Islas Veracruz) at 1417 N. Rand Road.

KEY ISSUES:

- A Special Use for the previous restaurant was approved in 2019. The proposed new operator, Adalberto Huerta, currently owns and operates the Salsa Street restaurant at 1540 N. Rand Road.
- The proposed restaurant, Islas Veracruz, would operate in addition to Salsa Street and its menu would serve lunch and dinner, with an emphasis on seafood and Mexican dishes. The Petitioner is not requesting any other changes to the business operations or floor plan. Any future changes to the floor plan or business operations will require additional Village review.
- As part of the new restaurant operations, the Petitioner is also applying for a restaurant liquor license, in conjunction with the Special Use transfer. Salsa Street currently maintains a similar liquor license at that location.

ALTERNATIVES:

1. Recommend approval of the Special Use Transfer.
2. Do not recommend approval of the Special Use Transfer.

RECOMMENDATION:

Staff recommends approval of the Special Use transfer to Islas Veracruz (Adalberto Huerta) at 1417 N. Rand Road.

ACTION REQUIRED:

A motion transferring Special Use Ordinance #O- 24-19 to Islas Veracruz (Adalberto Huerta) for the continued operation of a restaurant at 1417 N. Rand Road.

ATTACHMENTS:

- SUT ORD. - 1417 N. Rand Road
- EXHIBIT - 1417 N Rand Road - SUT application, business plan, and DRAFT menu
- ORD #O-24-19 - 1417 N. Rand Road

ORDINANCE NO. _____

**AN ORDINANCE TRANSFERRING
SPECIAL USE ORDINANCE #O-24-19
1417 N. RAND ROAD**

WHEREAS, Ordinance #O-24-19 granted a Special Use for a restaurant for the property commonly known as 1417 N. Rand Road; and

WHEREAS, pursuant to Section 14.05(h) in Appendix A of the Village of Palatine Code of Ordinances, in the event of the sale or lease of this business, the Special Use may be transferred after review and consent of the Village Council; and

WHEREAS, since the Village Council did meet on December 7, 2020 to review a request by Islas Veracruz (Adalberto Huerto) that the Special Use be transferred to permit the continued operation of a restaurant, with no substantial changes to the existing use or floorplan and it was the recommendation of the Village Council that the transfer of the Special Use to Islas Veracruz (Adalberto Huerto) be approved without amendment.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine:

SECTION 1: That the Special Use granted by Ordinance #O-24-19 is hereby transferred to Islas Veracruz (Adalberto Huerta), to permit the continued operation of a restaurant.

SECTION 2: With the exception of the food service use, which will not continue, all other conditions of Special Use Ordinance #O-24-19 shall remain in full force and effect.

DATED: This _____ day of _____, 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this _____ day of _____, 2020

Mayor of the Village of Palatine

ATTEST and FILE in the office of the Village Clerk
this _____ day of _____, 2020

Village Clerk

Attachment: SUT ORD. - 1417 N. Rand Road (SUT - 1417 N. Rand Road)

VILLAGE OF PALATINE

SPECIAL USE TRANSFER

Department of Planning & Zoning
200 E. Wood Street • Palatine, IL • 60067-5339
Telephone: (847) 359-9047 • Fax (847) 963-6247

CONTACT INFORMATION WORKSHEET

PETITIONER(S) ADALBERTO HUERTA		Business Name (If applicable) ISLAS VERACRUZ	
Address [REDACTED]		City/State/Zip Code [REDACTED]	
Telephone [REDACTED]		Fax [REDACTED]	
Email [REDACTED]			
Subject Property Address 1417 N. RAND RD. PALATINE, IL 60067			
AUTHORIZED AGENT (if applicable) SAME AS PETITIONER		Business Name (if applicable)	
Address		City/State/Zip Code	
Telephone		Fax	
Email			



Attachment: EXHIBIT - 1417 N Rand Road - SUT application, business plan, and DRAFT menu (SUT - 1417 N. Rand Road)

VILLAGE OF PALATINE

SPECIAL USE TRANSFER

Department of Planning & Zoning

200 E. Wood Street • Palatine, IL • 60067-5339
Telephone: (847) 359-9047 • Fax (847) 963-6247

Required Materials

- ☐ Application Form
- ☐ Business Plan (including but not limited to nature of business, hours or operation, number of employees, floor plan, menu, and any proposed changes to the business)

Business Owner(s):

ADALBERTO HUERTA - ISLAS VERACRUZ

Subject Property Address:

1417 N. RAND RD. PALATINE IL 60067

The owner(s) listed above are requesting that Special Use Ordinance # _____ be transferred from SWEET BASIL CAFE' to individuals(s) and/or company listed above. I have read the ordinance(s) and agree to comply with all applicable ordinance(s) and any conditions contained therein. As the new business owner(s), the following changes (if any) are proposed to the business operation and/or floor plan:

ISLAS VERACRUZ WILL BE USING THE SAME FLOOR PL
SEATING CHART AND CAPACITY AS WELL AS THE SAME
KITCHEN EQUIPMENT.

I understand that if the Village determines the nature or characteristics of the business will substantially change, a new Special Use may be required.

Attachment: EXHIBIT - 1417 N Rand Road - SUT application, business plan, and DRAFT menu (SUT - 1417 N. Rand Road)



Signature Page

I affirm that the information contained on page 1 herein and in any accompanying documents is accurate to the best of my knowledge.

ADALBERTO HUERTA
Name

10/15/2020
Date

Signature

Attachment: EXHIBIT - 1417 N Rand Road - SUT application, business plan, and DRAFT menu (SUT - 1417 N. Rand Road)



BUSINESS PLAN FOR: 1417 N. RAND ROAD, Palatine, IL 60067

SPECIFIC PLAN TO EXECUTE DAY TO DAY OPERATIONS AT ISLAS VERACRUZ

ISLAS VERACRUZ will be a family owned, moderately priced 165 seat full service lunch and dinner Seafood and Mexican restaurant, with take-out and delivery options.

The unique selling points of the restaurant include our delicious home cooking that uses family recipes with fresh ingredients and big enough portions so our customers can get a great value for their money.

Islas Veracruz will be open 7 days a week from 10am to 11pm Sunday through Thursday and 10am to 1am Friday and Saturday. The restaurant should be perceived as a casual-theme, full service food establishment appealing to diners of all ages including business and residential customers.

The décor will be family friendly using soft earthy colors, beach and sea themes, booths on the perimeter and tables and chairs with a matching fabric pattern as the booths. We will install additional security systems as needed.

The first 6 months of operation will require an aggressive marketing campaign to bring customers to this location. We will use radio, internet and community involvement to bring customers to Islas Veracruz.

Business strategies:

- The primary objectives of the business plan for Restaurant are below:
- To be the best casual Seafood Lunch & Dinner restaurant in the Palatine area.
- Create a Family atmosphere so our customers feel the crave for return to their favorite Restaurant, attention to detail on every dish and drink, happy team members and great customer Service will be our way of life at Islas Veracruz.

marketing components:

Due to our small size, we believe we can provide exceptional quality by hand selecting our market specials when compared to our larger corporate competitors. The same concept holds true in our staffing requirements, by hand selecting our employees we will strive to offer unsurpassed service when compared to our larger competitors.

First create awareness; Multi Media Advertising and prominent Signage on the road to bring Customers' to us. Once inside, we will immediately acknowledge the customer with the warmest and most sincere greeting and begin the service process which will ensure repeat customers.

PA' EMPEZAR

FRESH GUACAMOLE \$11.95

A pail of our finest, steamed with Ireland's finest

OYSTERS CHAROLA 6- \$10.95 12- \$16.99

Oysters baked with spinach, cheese, butter, garlic and Panko bread crumbs

PREPARADOS (6) \$12.00 OYSTERS (12) \$20.99

SHRIMP EMPANADAS 4- \$12.99 8-\$18.99

A heaping bowl full of crispy fried popcorn shrimp with Cajun BBQ sauce

CEVICHE DE PESCADO- FISH

CEVICHE 5M-\$9.95 MED-\$13.99 LARGE-\$17.99

Two skewers of grilled marinated shrimp

CEVICHE DE CAMARON- SHRIMP

CEVICHE SMALL- \$10.99 MEDIUM-\$14.99 LARGE-\$18.99

Breaded in spicy Panko bread crumbs and served with ranch dressing

QUESO FUNDIDO CON CAMARON- SHRIMP

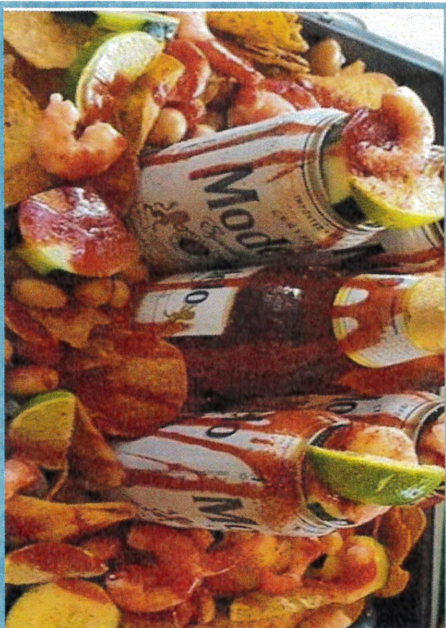
QUESO FUNDIDO \$14.00

A dozen whole clams breaded and fried, served with lemon and house-made tartar sauce

BOTANA JAROCHA CON CHUPE \$35.99

BEER AND SNACKS VERACRUZ STYLE

ESPECIALIDAD DE LA CASA!



COCTELES

COCTEL DE CAMARON 5M \$10 MED \$13 LG \$18

SHRIMP COCKTAIL

COCTEL CAMARON Y PULPO 5M \$10 MED \$13 LG \$18

SHRIMP & OCTOPUS COCKTAIL

COCTEL DE OSTIONES MED \$14.00 LG \$18.00

OYSTER COCKTAIL

VUELVE A LA VIDA LOCA MED \$14.99 LG \$18.99

MIXED SEAFOOD COCKTAIL

PESCADOS

MOJARRA \$14.00 FRITA NATURAL

WHOLE TILAPIA

AL AJO O A LA 4 CHILES \$15.00

HUACHINANGO \$17.00 FRITO

WHOLE RED SNAPPER

AL AJO O A LA 4 CHILES \$19.00

CALDOS PA' LA CRUDITA

CALDO DE CAMARON \$13 CON CASCARA-

WITH SHELL

SHRIMP SOUP

\$14 SIN CASCARA- NO SHELL

CALDO DE MARISCOS COMBINADO \$16.00

SEAFOOD MIX SOUP

CALDO DE PESCADO-FISH SOUP \$14.00

CALDO 7 MARES \$16.99

7 SEAS SOUP

TOSTADAS

TOSTADA CEVICHE DE CAMARON \$8.50

TOSTADA SHRIMP CEVICHE

2 TOSTADAS POR ORDEN

TOSTADA DE PULPO \$8.50

OCTOPUS TOSTADA

2 TOSTADAS POR ORDEN

TOSTADAS DE MARISCOS MIXTOS \$9.00

TOSTADAS OD MIXED SEAFOOD

2 TOSTADAS POR ORDEN

TOSTADAS AL ESTILO VERACRUZ \$10.00

TOSTADAS VERACRUZ STYLE

Shrimp, cucumber, celery, onion, media cream & mayo

2 TOSTADAS POR ORDEN



ISLAS VERACRUZ

267-724-8341

8923 E. ALBATROSS LANE

www.SeasideGrill.com



TACOS-BURRITOS-TORTAS

Dos tacos con arroz y frijoles, steak o pastor \$8.50

2 taco platter beans & rice, steak or Pastor

BURRITO Pastor \$9.00 Steak or shrimp \$10.99

Choice of STEAK, PASTOR OR SHRIMP

Cheese, lettuce, pico de gallo, refried beans, sour cream, rice and meat.

TORTAS Pastor \$8.75 Steak or shrimp \$10.75

Choice of Steak, shrimp or pastor.

Lettuce, sour cream, pico de gallo, avocado, and meat.

FAJITAS

FAJITAS \$15.50 Steak \$16.50 Shrimp \$18.00

combo

STEAK AND/OR SHRIMP

Grilled peppers & onions, rice, lettuce, pico, guacamole, sour cream.

NINOS- KIDS

Cheese sticks \$6.00

5 cheese sticks served with papas

Chicken fingers \$6.00

3 chicken fingers with papas

Quesadillas \$6.00 With shrimp \$8.00

Cheese Quesadillas with papas

DESSERT-POSTRE

3 LECHES PASTEL \$6.00

3 LECHES CAKE

OHOOO-FLAN \$6.50

CAJETA CHURROS CON HELADO \$7.00

CARAMEL CHURROS WITH VANILLA ICE CREAM

NUESTRAS DELICIAS OUR SIGNATURE DISHES

MOLCAJE JAROCHO



CAMARONES ISLAS VERACRUZ



PULPO AL GUSTO

PULPO- Ranchero, Islas or matacrudas style

\$15.50 Ranchero \$16.50 Islas/Matacrudas \$

OCTOPUS- Ranch, Islas or hangover killer style

MEJILLONES-MUSSELS



CAMARONES AL MOLCAJETE

LANGOSTINOS



MATACRUDAS MANJAR



PINA RELLENADA MARISCOS MIXTOS



CAMARONES A LA MEGA DIABLA



CAMARONES A LA VALENTINA

UNDERCOOKED ANIMAL PRODUCTS CARRY AN INCREASED RISK OF FOODBORNE ILLNESS. EVEN RARE STEAK AND SUSHI, WHICH ARE GENERALLY SAFE, CAN CAUSE FOODBORNE ILLNESS MORE OFTEN THAN STEAM AND SEAFOOD THAT IS FULLY COOKED. CUSTOMERS FROM HIGHLY SUSCEPTIBLE POPULATIONS (HSPS) ARE ESPECIALLY VULNERABLE TO ILLNESS. HSPS INCLUDE THE ELDERLY, PREGNANT WOMEN, TODDLERS, AND PEOPLE WITH COMPROMISED IMMUNE SYSTEMS. ADD HEADER

TACOS-BURRITOS-TORTAS

Dos tacos con arroz y frijoles, steak o pastor **\$8.50**

2 taco platter beans & rice, steak or Pastor

BURRITO Pastor **\$9.00** Steak or shrimp **\$10.99**

Choice of STEAK, PASTOR OR SHRIMP

Cheese, lettuce, pico de gallo, refried beans, sour cream, rice and meat.

TORTAS Pastor **\$8.75** Steak or shrimp **\$10.75**

Choice of Steak, shrimp or pastor.

Lettuce, sour cream, pico de gallo, avocado, and meat.

FAJITAS

FAJITAS **\$15.50** Steak **\$16.50** Shrimp **\$18.00**

combo

STEAK AND/OR SHRIMP

Grilled peppers & onions, rice, lettuce, pico, guacamole, sour cream.

NINOS- KIDS

Onese sticks **\$6.00**

5 cheese sticks served with papas

Onlaken fingers **\$6.00**

3 chicken fingers with papas

Quesadillas **\$6.00** With shrimp **\$8.00**

Cheese Quesadillas with papas

DESSERT-POSTRE

3 LECHES PASTEL **\$6.00**

3 LECHEs CAKE

CHOCO-FLAN **\$6.50**

CAJETA CHURROS CON HELADO **\$7.00**

CARAMEL CHURROS WITH VANILLA ICE CREAM

NUESTRAS DELICIAS OUR SIGNATURE DISHES

MOLCAJE JAROCHO



CAMARONES ISLAS VERACRUZ



PULPO AL GUSTO

PULPO- Ranchoero, Islas or matacrudas style

\$15.50 Ranchoero **\$16.50** Islas/Matacrudas \$

OCTOPUS- Ranch, Islas or hangover killer style

MEJILLONES-MUSSELS



CAMARONES AL MOLCAJETE

LANGOSTINOS



MATACRUADAS MANJAR



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CAMARONES A LA MEGA DIABLA



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UNDERCOOKED ANIMAL PRODUCTS CARRY AN INCREASED RISK OF FOODBORNE ILLNESS. EVEN PARE STEAK AND SUSHI, WHICH ARE GENERALLY SAFE, CAN CAUSE FOODBORNE ILLNESS MORE OFTEN THAN STEAK AND SEAFOOD THAT IS FULLY COOKED. CUSTOMERS FROM HIGHLY SUSCEPTIBLE POPULATIONS (HSPs) ARE ESPECIALLY VULNERABLE TO ILLNESS. HSPs INCLUDE THE ELDERLY, PREGNANT WOMEN, TODDLERS, AND PEOPLE WITH COMPROMISED IMMUNE SYSTEMS. ADD HEADER

ORDINANCE NO. O-24-19

**Ordinance Granting a Special Use at
1417 N. Rand Road**

Attachment: ORD #O-24-19 - 1417 N. Rand Road (SUT - 1417 N. Rand Road)

**Published in pamphlet form by authority of the
Mayor and Village Council of the Village of Palatine
On March 18, 2019**

ORDINANCE NO. 0-24-19AN ORDINANCE GRANTING A SPECIAL USE
1417 N. RAND ROAD

WHEREAS, pursuant to a petition and public hearing on March 12, 2019, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for a Special Use to permit a restaurant pursuant to Section 11.02 (d)(19) of the Palatine Zoning Ordinance, on the following legally described property:

LOT 2 IN THE FINAL PLAT OF PARK PLACE/WAL-MART SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 1, 2003 PER DOCUMENT NUMBER 0312103000, IN COOK COUNTY, ILLINOIS

commonly known as 1417 N. Rand Road (02-12-101-040-0000).

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

SECTION 1: A Special Use to permit a restaurant pursuant to Section 11.02 (d)(19) of the Palatine Zoning Ordinance is hereby granted, subject to the following condition:

1. The Special Use shall substantially conform to the floor plan and business plan submitted by the petitioner on 02/08/2019, except as such plans may be changed to conform to Village Codes and Ordinances.

Attachment: ORD #O-24-19 - 1417 N. Rand Road (SUT - 1417 N. Rand Road)

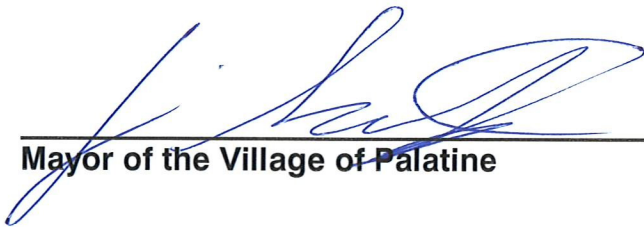
SECTION 2: That a copy of the public notice is attached hereto and form a part of this ordinance.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This 18 day of March, 2019

AYES: 6 NAYS: 0 ABSENT: 0 PASS: 0

APPROVED by me this 18 day of March, 2019



Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
18 day of March, 2019



Village Clerk

Attachment: ORD #O-24-19 - 1417 N. Rand Road (SUT - 1417 N. Rand Road)

Sweet Basil Café

**Business Plan For:
1417 N Rand Rd, Palatine, IL 60067**

Attachment: ORD #O-24-19 - 1417 N. Rand Road (SUT - 1417 N. Rand Road)

1.0 Executive Summary

The Sweet Basil Cafe ("SBC") will be a family owned, moderately priced 165 seat full service breakfast, lunch and dinner concept. A dine-in or carry out option will be available along with a full catering service.

The unique selling points of the restaurant include our delicious home cooking that uses family recipes with fresh ingredients and large portions.

Sweet Basil Café will be open 7 days a week from 7am to 9pm. The restaurant should be perceived as a casual-theme, full service food establishment appealing to diners of all ages including business and residential customers. The average meal price for lunch and dinner is \$18.00. The average length of the dining experience is anticipated to be 45 minutes.

The SBC will be leasing a square foot space located at 1417 N Rand Rd, Palatine, IL. Although the building was previously utilized as a restaurant, a significant amount of work needs to be done to renovate and equip this site properly to accommodate the Sweet Basil Café concept.

The décor will be family friendly using soft earthy colors, booths on the perimeter and tables and chairs with a matching fabric pattern as the booths. We will install additional security systems as needed.

The first 6 months of operation will require an aggressive marketing campaign to bring customers to this location. We will use television, radio, internet and community involvement to bring customers to the Sweet Basil Café.

Sales projections conservatively assume 3000 customers per week resulting in weekly sales of \$54,000 or \$2,800,000 annually. This equates to around \$583 per square foot in sales annually which positions SBC as a desirable concept for ownership in a table service market where \$200 to \$325 per square foot is considered profitable and therefore a good investment.

1.1 Business Objectives

The primary objectives of the business plan for Restaurant are below:

- To be the best casual breakfast, Lunch Dinner restaurant in the Palatine area
- To provide quality meals at reasonable prices with exemplary service
- To achieve Prime Cost Ratios lower than 50%

1.2 Mission Statement

Our Mission is to provide a unique and relaxing dining experience. We will strive to achieve this goal by: 1) by providing menu items incorporating quality fresh ingredients at reasonable prices, 2) by providing a relaxed family friendly atmosphere that will ensure customer satisfaction

1.3 Guiding Principles

1. **Being Mindful of our Customers and our Staff**
Coinciding with our family values, we will treat both our customers and staff in a manner in which we ourselves would want to be treated (or better!)
2. **Gratitude**
"An attitude of gratitude" shown to our customers, employees and vendors – because without their input, service, labor and time, our business would not be here without them!
3. **Our Service**
Provide delicious food made with the finest and freshest ingredients with warm and friendly service creating an informal, comfortable environment which will make the customers satisfied and want to return again and again.

2.0 Company Description

The Sweet Basil Café will be located at 1417 N Rand Rd, Palatine, IL. The restaurant will have a varied menu serving homemade dishes with large portions.

The restaurant will be open 7 days a week with hours as follows:

Monday	7:00 am – 9:00 pm
Tuesday	7:00 am – 9:00 pm
Wednesday	7:00 am – 9:00 pm
Thursday	7:00 am – 9:00 pm
Friday	7:00 am – 9:00 pm
Saturday	7:00 am – 9:00 pm
Sunday	7:00 am – 9:00 pm

2.1 Management

Our Management team has over 50 years of combined experience.

Chef Dimitri began his restaurant career at the age of 15 working at his father's side at the Ambassador Banquets in Elmhurst, Illinois. He continued to work at the family business while attending Culinary School. He completed his Culinary Arts Degree and opened his first restaurant, Peaches in Des Plaines IL at the age of 21. He has owned and operated full service restaurants successfully in the Chicagoland area.

We are currently in the process of purchasing the Streator property. We owned and operated (2) Wild Berries locations in Central Illinois until both locations were sold to corporate restaurant chains.

Currently we own and operate Sweet Basil Café in Streator. The Streator location is a 145 seat, full service operation open 7am to 9pm daily.

Denise will act as the General Manager of both the Streator and Palatine locations. Denise holds a BA from DePaul University and has in excess of 25 years, experience in Marketing. In her capacity as General Manager she will

oversee the day to day operation of both restaurants to ensure all quality standards and financial goals are met.

Kitchen Manager/Chef Gilberto has worked alongside Dimitri and Denise for the last 10 years. Gilberto Started as a line cook and has trained under Dimitri's guidance. He will be responsible for the line cooks and all phases of food preparation.

Front End Manager April has held various supervisory positions for the last 10 years. She currently manages the Streator location and will help open and develop the staff for the Palatine location. She has implemented a training program for the frontend staff and maintains expected customer service standards for day to day operation.

2.4 Location and Facilities

The 4,700 square foot free standing building is located on 1417 N Rand Rd, Palatine, Illinois.

The Palatine area, has a population of over 69,000, according to the 2016 DataUSA Report. The residential population in the immediate area is comprised of a mixture of single family and multi-family housing. The median house hold income is \$75,066.

3.1 Operations and Production

SBC will be open 7 days a week for Breakfast, lunch and dinner requiring multiple shifts. The Manager will write the schedules. The schedules will be written in a manner that will allow the ability to increase or decrease hourly labor according to sales volume to maintain a consistent labor cost control.

Proper labeling and rotation techniques, accompanied by ample storage facilities will ensure that high quality prepared product will be sufficiently available to meet the demands during peak business hours. Replenishment and ongoing preparation will continue during off peak business hours. Chef Dimitri will be responsible for all kitchen functions, including all food preparation, maintenance of quality standards, sanitation, cleanliness, methods of cooking, plate presentation, ordering, receiving and maintaining sufficient inventory to meet production demands. Ordering schedules will be staggered with perishable products being ordered multiple times per week to preserve freshness. Standard grocery and supply orders will be ordered often, according to a predetermined schedule and storage capacity. We will rely on checklists to verify that each work shift has been properly prepared for and to insure the operational standards are followed before, during and after work shifts.

The restaurant layout, including the dining room, kitchen and serving line, will be designed for efficiency and flexibility to accommodate the fluctuation in customer traffic and peak meal periods.

Upon arrival, guests will be greeted immediately by either the manager or a hostess and asked for the seating preference. Drink orders will be taken. Once the customer's order is taken, the order will automatically be printed to a requisition printer located in the grill area. The lead cook will use the printed ticket to keep track of orders and place the meal under the heating lamps until the order is complete. The kitchen preparation line designed to be operated by a minimum staff of 2 cook and a maximum of 5 cooks. This design allows line staffing to be adjusted to the business volume. Shift changes for all staff will involve cleanup, restocking and preparation. The closing shift will involve designated closing duties that will leave the restaurant clean and fully prepared for the next day.

3.2 Competitive Comparison

The US restaurant industry includes about 480,000 restaurants with combined annual revenue of about \$400 billion. Major companies include Brinker International which owns Chili's Grill & Bar, Maggiano's & Ruby Tuesdays; McDonald's; YUM! Brands (KFC, Pizza Hut, Taco Bell); and Darden Restaurants (Olive Garden, Red Lobster). The industry is highly fragmented: the 50 largest companies hold just 20 percent of the market.

Some Local competitors within a five mile radius are as follows.

- Denny's, 975 E Dundee Rd. - This is a full service, Breakfast, Lunch & Dinner restaurant. Open 24 hours daily.
- Briana's, 154 W Northwest Hwy. – Is a full service, Breakfast & Lunch restaurant. The hours are 6am to 3 daily.
- Billy's Café, 440W Northwest Hwy. – Is a full service, Breakfast & Lunch. Open daily 6am to 4pm
- Palatine Inn, 95 W Northwest Hwy. – A full service Breakfast, Lunch & Dinner restaurant. The hours are 6am to 10pm daily
- Baker's Square, 270 E Northwest Hwy. – A full service restaurant, serving Lunch and Dinner. Open daily 7am to 11pm.
- Bread & Butter Café, 147 N Northwest Hwy. – Full Service Breakfast & Lunch Restaurant open 5:30am to 2:30pm daily.

3.3 Vendors

Because of our years of experience and operating restaurants in Central Illinois we have established business accounts with all necessary vendors.

3.4 Management Controls

Order Guide: The restaurant will use an online order guide to track order history and maintain designated levels of product in inventory.

Weekly Inventory: Management will conduct a weekly inventory to determine valuation for use in the preparation of weekly profit and loss reports.

Daily Inventory Tracking: Daily inventory will be taken on specific items. Movement will be compared to sales data to ensure designated products have been properly accounted for.

3.5 Administrative Systems

Daily Cash Control. Sales and receipts recorded by the POS system will be compared to actual cash and credit card deposits on a daily basis. Acceptable over/short amounts will be limited to \$5.00 per day. Discrepancies greater than \$5.00 will prompt management to conduct an immediate audit to account for the difference. Monthly totals will be compared to actual P&L statements for accuracy. Cash, debit card and credit card receipts will be deposited in the business operating account.

Weekly Prime Cost Report. Management will prepare a weekly report that shows the gross profit margin after cost of goods sold and labor cost has been deducted from the sales revenue. The prime cost for this type of restaurant is expected to range from 50% to 55%. Proper control of the prime cost is the single most effective measure of management's ability to operate the restaurant.

Purchasing Records/Payables. Reports detailing cash expenditures, payments by check, and accounts payable transactions will be readily available.

Payroll Processing. Payroll checks will be issued bi-weekly. Reports from the time & attendance system, will be run weekly and any necessary adjustments will be made prior to transfer to the payroll system. Payroll will be processed by a payroll processing service.

4.0 Market Analysis

4.1 Analysis

This analysis is based on the Standard Industry Code ("SIC") 5812: Eating and Drinking Places Establishments primarily engaged in the retail sale of prepared food and drinks for on premise or immediate consumption. It is also based on the North American Industry Classification System ("NAICS") 722110 - Full-Service Restaurants.

This industry comprises establishments primarily engaged in providing food services to patrons who order and are served while seated (i.e., waiter/waitress services) and pay after eating. These establishments may provide food services to patrons in combination with selling alcoholic

beverages, providing carry out services, or presenting live nontheatrical entertainment.

Demographics, consumer tastes, and personal income drive demand. The profitability of individual companies can vary: while QSRs rely on efficient operations and high volume sales, FSRs rely on high-margin items and effective marketing. Large companies have advantages in purchasing, finance, and marketing. Small companies can offer superior food or service. The industry is labor-intensive. (First Research)

Wages form a significant proportion of operating costs. The existence of a statutory minimum wage in most states increases the need for players to keep other costs as lean as possible, which in turn increases the importance of suppliers. A slight complication is that in some states, foodservice employers are able to treat tips received by their staff as contributing to their wages; in such states, this policy reduces the impact of the minimum wage from the employers' perspective. (Data Monitor)

5.0 Marketing Strategy and Implementation

5.1 Strengths

- Exceptional staff with the can do attitude. Combined 50 years in the restaurant industry
- Current Sweet Basil Café – Streator
- Key staff members have been part of our team for over 10 years.
- Established a customer market and approved vendors
- Due to our small size, we believe we can provide exceptional quality by hand selecting our market specials when compared to our larger corporate competitors
- The same concept holds true in our staffing requirements, by hand selecting our employees we will strive to offer unsurpassed service when compared to our larger competitors

5.2 Strategy Pyramid

- | | |
|-----------|--|
| Strategy: | Be the Palatine area's premier Breakfast, Lunch and Dinner Restaurant in Customer Satisfaction. |
| Tactics: | First create awareness; Multi Media Advertising and prominent Signage on the road to bring Customers' to us. Once inside, we will immediately acknowledge the customer with the warmest and most sincere greeting and begin the service process which will ensure repeat customers. |
| Programs: | Provide employee training on customer service and retention; offer ongoing training programs for employees keeping them current on industry trends and food safety. Keep track of employee's progress SBC performance reviews and offer employees incentives attracting and retailing customers. |

Employ Mystery Shoppers. Employ the use of surveys both at the table and online.

5.3 Unique Selling Proposition (USP)

SBC will be able to offer fresh homemade meals for a reasonable price in a comfortable setting. The average meal price is expected to be \$15 to \$18, which is in line with industry standards below \$25.00 (First Research). Because of our current expertise with vendors we can negotiate better credit terms. We will also be able to keep our menu reasonably priced by offering menu items that take advantage of seasonal produce further reducing price. Finally we will keep our prices in check by meticulous monitoring of our controllable expenses.

5.4 Competitive Edge

SBC's competitive edge is in its people. We truly believe that your business is not only as good as your products (meals) but the quality of your staff as well. Initially, we intend to put our family members and long-time employees in key positions. Our goal is to hire team members that are truly hand selected and have the same values we do. And unlike our big chain competitors, because of our lean size, we can turn on a dime when economically pushed and make changes quickly allowing us to be proactive. (Whereas our corporate competitors must adhere more closely to their company policies thus impeding their reaction time)

5.5 Marketing Strategy and Positioning

We realize the success of SBC will have to be achieved by doing more than serving great food, and providing friendly service. We will utilize a marketing plan to build customer traffic. At SBC we will continually strive to win more customers by being proactive rather than reactive in our marketing efforts and stay current with popular industry trends.

We will achieve these goals by using the following:

- Database: We will begin our campaign by marketing to our existing
- Loyalty Program/Birthday Program. SBC will offer a birthday/loyalty club providing a complimentary sandwich or wrap to the for the birthday person. A recent report from the National Restaurant Association explained how this simple technique can increase revenues as much as 15% due to repeat business.
- Our restaurant team will also be active in the local community and we plan to take an active role by participating, sponsoring, and donating to local churches, sports clubs or teams in the market area.
- We will also strive to develop rapport with local business as a quick, comfortable lunch choice. In the future, we plan on establishing a marketing campaign to call on the local business in the market area, deliver menu's, discount coupons and samples, to

help encourage them to consider our restaurant as the restaurant of choice for their next business luncheon

5.6 Positioning Statement

SBC will be the premier family dining restaurant in Palatine. We will offer reasonably priced meals, in a warm, relaxed and comfortable setting. We have a wide selection on our menu. We also have menu options for lighter fare as well as a children's menu. We are open 7 days a week serving breakfast, lunch and dinner.

5.7 Pricing Strategy

At SBC, cost accounting is important, since the profitability of individual dishes can vary significantly and will initially determine the cost of the menu items. We will take advantage of our excellent credit terms with our suppliers and will also update our menu to take advantage of seasonality for example in local produce items. We will also closely monitor the Prime Cost Report which focuses on the controllable expenses of Cost of Goods Sold and Labor

5.8 Promotion and Advertising Strategy

- **Word of Mouth** – We will develop a Facebook page and Google account to help drive word of mouth business.
- **Direct Mail** - Bulk mailing either directly to potential customers or by including a postcard in a value-pack-type mailing. USPS is offering a very reasonably priced bulk mailing to selected zip codes.
- **Event Marketing** -We plan on joining our local chamber of commerce and utilizing their networking services for our grand opening
- **TV/Cable Stations** – Local TV advertising

5.9 Website

- We will stay current with industry trends and develop a webpage and continue to use our Facebook page. Our menu, map, and hours of operation will be easily accessed. In the future we may consider fax or email orders as well a phone application.

5.10 Marketing Programs

- We will seek the use of a local mailing service program to assist us in the implementation of the campaign
- Ongoing- we will meticulously keep our database current
- Loyalty and Birthday Club members will be notified of upcoming special menu items and to alert them of our catering service.

6.0 Sales Strategy

Customer service is of the utmost importance. Customer surveys estimate that only 1 in 20 customers that have a problem in a restaurant will tell management about it. It will be our goal to provide a wonderful dining

experience combined with superior customer service. Training programs will include teaching materials to train our employees about service attitudes, customer perception and how to handle guest complaints. Management will conduct periodic staff meetings intended to review policy, increase guest satisfaction and to keep a general line of communication between staff and management. All guest complaints will be acknowledged by the staff and referred to management. Programs will be in place for all types of guest complaints. Customer feedback will be accomplished by customer surveys or the use of mystery shoppers.



201 E 12th Street, Streator, IL 61364

(815)673-1171

*Breakfast - Lunch - Dinner
Custom Catering*

Eggs

Served with Hash Browns and choice of toast or pancakes

Egg whites *additional* \$1.00

Two Eggs, *any style* \$5.95

-With-

Bacon or Sausage \$7.95

Turkey Sausage \$8.95

Ham off the Bone or Canadian Bacon \$7.95

Corned Beef Hash \$8.95

Chicken Breast \$8.95

Gyros Meat \$9.95

Homemade Biscuit & Gravy

Half Biscuits with Gravy \$3.95

Full Biscuits with Gravy \$6.95

With 2 Eggs & Hash Browns \$8.95

Steak & Eggs

Served with Hash Browns and choice of toast or pancakes

Jumbo Country Fried Steak & 2 Eggs \$10.95

Topped with Sausage Gravy

Rib Eye Steak & 2 Eggs \$15.95

Chopped Steak & 2 Eggs \$11.95

Benedicts

Served with choice of Hash Browns

Classic Eggs Benedict \$8.95

2 Poached Eggs and Canadian Bacon on an English Muffin,
topped with Hollandaise Sauce

Country Benedict \$8.95

2 Poached Eggs and Sausage Patties on a Buttermilk Biscuit,
topped with Country Sausage Gravy

Irish Benedict \$8.95

2 Poached Eggs and Corned Beef Hash on an English Muffin,
topped with Hollandaise Sauce

Florentine Benedict \$8.95

2 Poached Eggs, Spinach and Tomato on an English Muffin,
topped with Hollandaise Sauce

Veggie Benedict \$8.95

2 Poached Eggs, Spinach, Mushrooms, Tomato & Peppers on
an English Muffin, topped with Hollandaise Sauce

Sweet Basil Benedict \$9.45

2 Poached Eggs, Turkey, Bacon and Tomato, topped with
Hollandaise Sauce

Grits

Grits with Shrimp & Andouille Sausage \$8.95

Grits and Cheese with Shrimp, Andouille Sausage & Green
Onions topped with Hot Sauce

Classic Grits \$4.25

Grits with Cheese and Butter

Skillets

Hash Browns topped with our fresh ingredients and 2 eggs
any style with a choice of toast or pancakes

Irish Skillet \$9.45;u

Corned Beef Hash, Onions and Swiss Cheese

Gypsy Steak Skillet \$11.95

Chopped Skirt Steak, Onions, Bell Peppers, Mushrooms, and a
blend of Monterey Jack and Cheddar Cheese

Hobo Skillet \$8.25

Onions and a blend of Monterey Jack and Cheddar Cheese

Mexican Skillet \$9.45

Chorizo Sausage, Onions, Bell Peppers, and a blend of
Monterey Jack and Cheddar Cheese with Salsa on the side

Gyros & Cheese Skillet \$8.95

Gyros, Onion, Tomatoes, and Feta Cheese

Mediterranean Skillet \$8.95

Spinach, Bacon, Tomato and Feta Cheese

Meat Lover's Skillet \$9.45

Bacon, Ham, Sausage with a blend of Monterey Jack and
Cheddar Cheese

Home Style Oatmeal

Classic Oatmeal \$4.25

Served with Milk, Brown Sugar and Raisins

Cinnamon Apple Oatmeal \$5.25

Topped with Cinnamon Apples & Pecans

Baked Oatmeal \$5.95

Baked with Brown Sugar topped Bananas and Strawberries

Sweet Basil Fusion Oatmeal \$5.95

Topped with Crunchy Granola, Blackberry & Raspberry

Waffles

Belgian Waffle \$7.25

With Homemade glazed Fruit or Pecans \$8.25

Sweet Basil Favorite Waffle \$8.95

Topped with Strawberries, Bananas and Pecans

Nutella Waffle \$9.95

Topped with Nutella, Strawberries, Bananas and Pecans

Chicken and Waffle \$9.95

Waffle with Chicken Tenders dipped in Maple Syrup
topped with Cinnamon Butter

Pumpkin Waffle \$8.95

Served with Cinnamon Butter and Whip Cream topped
with Cinnamon Sugar

Omelets

Made with 4 large eggs, served with Hash Browns
Choice of toast or pancakes
Egg whites or Egg Beaters *additional \$2.00*

Cheese Omelet \$7.75

A blend of Monterey Jack and Cheddar Cheeses
Each additional ingredient \$.75

Denver Omelet \$8.95

Ham, Bell Peppers and Onions with a blend of Jack and Cheddar Cheeses

Garden Omelet \$8.95

Tomatoes, Mushrooms, Spinach, Onion and Bell Peppers with a blend of Jack and Cheddar Cheeses

Butcher's Omelet \$9.75

Bacon, Ham and Sausage with a blend of Jack and Cheddar Cheeses

Florentine Omelet \$8.95

Spinach, Mushrooms, Tomatoes and Ham, topped with Hollandaise Sauce

Ham & Cheese Omelet \$8.45

Minced Ham with a blend of Jack and Cheddar Cheeses

European Omelet \$8.95

Spinach, Mushrooms, Tomatoes and Feta Cheese

Avocado & Bacon Omelet \$9.55

Avocado, Bacon, Tomatoes and a blend of Jack and Cheddar Cheeses, topped with Avocado & Sour Cream, side of Salsa

Hawaii Five-0 Omelet \$9.25

Pineapple, Bacon, ham and Jack and Cheddar Cheeses

Gyros & Feta Omelet \$9.25

Gyros and Feta Cheese served with a side of Gyro Sauce

Spanish Omelet \$9.50

Chorizo, Salsa, Bell Peppers, Onion and a blend of Jack and Cheddar Cheeses, served with a side of Salsa

Chicken & Veggie Omelet \$9.25

Chopped Chicken Breast, Broccoli, Onion and a blend of Jack and Cheddar Cheeses

Skinny Senorita Omelet \$9.95

Egg Whites Omelet with Ham, Pico de Gallo, garlic and cheese

Tuscan Omelet \$9.95

Chicken, Bacon, Spinach, Tomato and Mozzarella Cheese

Jambalaya Omelet \$9.95

Andouille Sausage, Chicken, Onions, Peppers, a blend of Jack and Cheddar Cheese with our Spicy Jambalaya Sauce

Prime Rib Omelet \$9.95

Prime Rib, Mushrooms, Tomato, Bacon and Mozzarella Cheese, Served with Horseradish Sauce

Scramblers

Served with Hash Browns and choice of toast or pancakes

Italian Egg White Scrambler \$9.25

Four Scrambled Egg Whites with Spinach, Tomato & Onions
Topped with Oregano & Mozzarella Cheese

Chorizo Scrambler \$8.95

Four Scrambled Eggs with Chorizo Sausage, Black Olives, Tomatoes and Jalapeno Pepper

Gyros Scrambler \$8.95

Four Scrambled Eggs with Gyros, Spinach, Tomato, Onions and Feta Cheese

Country Scrambler \$9.95

Four Scrambled Eggs with Bacon, Sausage, Ham, Onions and Peppers with Sausage Gravy

Pancakes

Four (4) fluffy pancakes, plain or with a choice of homemade glazed fruit – Strawberry, Blueberry, Apple Nut, Raspberry, Blackberry or Fresh Bananas

Buttermilk Pancakes \$6.95

With Fruit Glaze \$7.95

Blueberry Pancakes 7.95

With whole Blueberries inside and Topped with our Homemade Blueberry Glaze

Pecan Pancakes \$8.25

With Pecans and dusted with Powdered Sugar

Cranberry Nut Pancakes \$8.75

With Cranberries and Pecans

Chocolate Chip Pancakes \$7.75

Multi Grain Pancakes \$8.25

Topped with Granola & Honey

Chocolate Lover's Pancake \$7.75

Silver Dollar (12) Pancakes \$6.75

Pancake Sandwich \$7.95

Two Slices of Ham off the bone, between Two large pancakes, topped with Two Eggs any Style

Swedish Pancakes \$8.75

3 Large Thin Swedish Pancakes, served with Lingonberries and our Lingonberry Butter

Pumpkin Pancakes 7.95

Served with Cinnamon Butter and sprinkled with Cinnamon Sugar

Crepes

Three Plain Crepes \$7.45
 With Fresh Fruit or Glaze \$8.45
 Choice of homemade glazed fruit- Strawberry, Blueberry,
 Apple Nut, Raspberry, Blackberry or Fresh Bananas or
 strawberries

Sweet Basil Favorite Crepes \$8.95
 With Fresh Strawberries, Bananas and Pecans

Sweet Basil Best Crepes \$8.75
 With glazed Raspberries, Bananas and Pecans

Savory Crepes \$9.25
 Filled with Spinach, Mushrooms and Artichokes, topped
 with Hollandaise Sauce

Nutella Crepes \$9.25
 Filled with heavenly Nutella Cream Cheese and Topped
 with Fresh Bananas and Cocoa Powder

French Toast

Plain or with a choice of homemade glazed fruit-
 Strawberry, Blueberry, Apple Nut, Raspberry, Blackberry
 or Fresh Bananas

Traditional French Toast \$6.95
 3 Slices of Thick French Toast
 With homemade glazed fruit \$7.95

Homemade Banana Bread French Toast \$9.25
 Topped with Bananas and Pecans, dusted with Powdered
 Sugar served with Cinnamon Butter

Cinnamon Roll French Toast \$8.95
 Topped with Frosting and Cinnamon Butter

Stuffed French Toast

Blackberry Stuffed French Toast \$8.95
 French Toast filled with our Blackberry Cream Cheese and
 topped with Blackberry Glaze

Strawberry Stuffed French Toast \$8.95
 French Toast filled with our Strawberry Cream Cheese and
 topped with Fresh Strawberries

California Stuffed French Toast \$8.95
 Honey Oat Bran Bread, filled with our Homemade
 Amaretto Cream Cheese and topped with Granola,
 Bananas and Strawberries

Nutella French Toast \$8.95
 Creamy Nutella between Thick Toast dipped in batter and
 deep fried golden brown, topped with Bananas and
 Sprinkled with Cocoa Powder

Breakfast Combos

Healthy Start \$8.95
 2 multigrain Pancakes, 2 Egg Whites,
 2 Turkey Sausage

Sampler \$5.75
 One Cinnamon Raisin French Toast, one egg any style,
 one bacon and one sausage

Pancake Combo \$8.95
 3 Pancakes, 2 Eggs, choice of Bacon or Sausage

Swedish Combo \$8.95
 Two Swedish Pancakes, Canadian Bacon, and
 2 Eggs any style

Banana Bread French Toast Combo \$8.95
 2 Banana Bread French Toast, 2 Eggs any style and
 choice of Bacon or Sausage

Cinnamon Roll French Toast Combo \$9.95
 3 Slices Cinnamon Roll French Toast, 2 Eggs any style
 and choice of Bacon or Sausage

French Toast Combo \$7.95
 2 Slices of French Toast, 2 Eggs any style with choice of
 Bacon or Sausage

Waffle Combo \$9.95
 Belgian Waffle, 2 eggs any style
 with choice of Bacon or Sausage

Country Combo \$8.95
 Half Order Biscuit & Gravy, 2 Eggs any style, Hash Browns
 and Choice of Bacon or Sausage

Giant Breakfast Burrito 8.95
 4 Scrambled Eggs, Andouille Sausage, Green Peppers,
 Onions, Cajun Seasoning and Cheddar & Jack Cheese,
 Served on Hash Browns all topped with hot sauce, sour
 cream and green onions

Sides

Giant Homemade Cinnamon Roll \$5.25
 Drizzled with Icing and Pecans

Slice of Homemade Banana Bread \$2.95
 Served with Cinnamon Butter

Bagel with Cream Cheese \$2.95

Bagel (Plain) \$1.95

One Egg \$1.45

Toast \$1.95

Sausage Gravy \$2.95

Hash Browns \$2.50

Corned Beef Hash \$4.25

Canadian Bacon \$3.75

Bacon (3) \$3.45

Sausage Links (3) \$3.45

Sausage Patties (2) \$3.45

Ham Off The Bone \$3.75

Turkey Sausage (3) \$4.45

Appetizers

- Fried Pickles \$6.95
- Mozzarella Sticks \$6.95
- Onion Rings \$6.95
- Chicken Tenders (4) \$7.95
- Spicy Buffalo Tenders (4) \$8.95
- Bread Sticks (6) \$5.95
- Saganaki \$8.95
- NEW Jack Sticks \$6.95
- New Broccoli Cheese Bites \$6.95

Southwest Egg Rolls \$8.95
Smoked Chicken, black beans, corn, jalapeno jack cheese and red bell peppers wrapped in a crispy flour tortilla, served with Chipotle Ranch dressing

Rueben Egg Rolls \$8.95
Corned Beef, Sour Kraut & Swiss Cheese wrapped in a Crispy Egg Roll, Served with Thousand Island Dressing

Buffalo Chicken Egg Rolls \$8.95
Buffalo Chicken and Cheese wrapped in a Crispy Egg Roll, Served with Ranch Dressing

Gyros Egg Rolls \$8.95
Gyros, Spinach and Feta Cheese wrapped in a Crispy Egg Roll, Served with Gyros Sauce

Philly Egg Rolls \$8.95
Philly beef, onions, green peppers, mozzarella Cheese wrapped in a Crispy Egg Roll, Served with Ranch

Steak Quesadilla \$9.95
Served with Pico de Gallo and Guacamole

Explosion Platter \$11.95
Onion Rings (6), Mozzarella Sticks (3), Fried Pickles, Chicken Tenders (3) and Choice of Egg Rolls (2)

NEW BBQ Pork Nacho Platter \$8.95
Tortilla Chips covered with BBQ Pulled Pork, Jalapenos, Corn, Black Beans, Sour Cream, Guacamole and Cheese Sauce

Flat Bread Pizza

Spinach Florentine Flat Bread \$8.95
Spinach, Artichoke Hearts and a Bruschetta mix of Diced Tomatoes, Garlic, Fresh Basil with a hint of Crushed Red Pepper, Oregano and Mozzarella Cheese

BBQ Chicken Flat Bread \$8.95
Flat Bread topped with Tender Pulled Chicken Breast in a Chipotle Barbeque Sauce with Monterey Jack & Cheddar Cheese, Cilantro, Red Peppers and Red Onion

Philly Flat Bread \$8.95
Flat Bread topped with Roast Beef, Onions & Green Peppers with Mozzarella Cheese

Pesto Chicken Flat Bread \$8.95
Flat Bread topped with Pesto, Chicken, Red Peppers, Spinach, Sun Dried Tomatoes and Mozzarella Cheese

Sausage or Pepperoni Flat Bread \$8.95

Mediterranean Flat Bread Pizza \$8.95
Flat Bread brushed with Olive Oil, topped with Spinach, Artichokes, Red Onion, Kalamata Olives & Feta Cheese

Cheese Flat Bread Pizza \$7.75

Monster Flat Bread Pizza \$9.95
Sausage, Pepperoni, Bacon, Canadian Bacon, Mushrooms, Onion, Green Pepper, Green & Black Olives

Mexican Flat Bread Pizza \$8.95
Chorizo, Onions, Jalapenos, Tomato, Cheddar & Mozzarella

Salads

Dressings – Ranch, Thousand Island, French, Caesar, Honey Mustard, Creamy Garlic, Raspberry Vinaigrette, Chipotle Ranch and Homemade Greek
Extra Salad Dressing \$.50

Side Salad \$3.95
Tossed Greens with choice of dressing

Large Caesar Salad \$7.95
Lettuce, Croutons and Parmesan Cheese tossed with Caesar Dressing
With Grilled Chicken Breast \$9.95

Steak Salad \$13.99
Steak, Bacon, Tomatoes, Green Peppers, Blue Cheese and Onion Served on a Bed of Greens with Balsamic Vinaigrette

Greek Salad \$9.95
Tossed Salad with Tomato, Cucumber, Black Olives, Bell Peppers, Onions, Feta Cheese and Greek Dressing

Pecan Chicken Dijon Salad \$10.95
Tossed Salad crowned with Grilled Chicken Breast, Sugar Pecans, Bacon, Avocado, Tomatoes, Monterey Jack and Cheddar Cheese with Honey Mustard Dressing

Garbage Salad \$10.95
Tossed Salad with Grilled Chicken Breast, Monterey Jack and Cheddar Cheese, Tomatoes, Onions, Bacon, Black Olives and Hard Boiled Egg with choice of dressing

Crispy Chicken Salad \$10.95
Tossed Salad with Crispy Chicken Breast, Mandarin Orange Sections, Tomato, Black Olives, Sugared Pecans, Monterey Jack and Cheddar Cheese, choice of dressing

Cobb Salad \$10.95
Chopped Greens with Bacon, Avocado, Turkey, Tomato, Hard Boiled Eggs, Monterey Jack and Cheddar Cheese with choice of dressing

Fajita Salad \$10.95
Fajita Steak or Chicken with sautéed Onion and Bell Peppers, Monterey Jack & Cheddar Cheese, topped with Sour Cream, Pico de Gallo and Guacamole

Sweet Basil Salad \$10.95
Tossed Salad with Grilled Chicken, Avocados, Sugared Pecans, Strawberries & Cranberries with Raspberry Vinaigrette

Soup & Salad

Soup & Salad \$6.95

A fresh, crisp Dinner Salad and a Bowl of Soup,
served with a warm Breadstick

Soup & Half Sandwich \$6.95

One Half - Sliced Turkey, Ham, Roast Beef, Chicken Breast,
Tuna Salad, Chicken Salad or BLT Sandwich,
served with a Bowl of Soup

Soup & Half Caesar Salad \$6.95

Half order of our Caesar Salad and Bowl of Soup
Add Grilled Chicken \$1.00

Horse Shoe's

Served with a cup of Soup

Buffalo Horse Shoe \$8.95

Buffalo Chicken on Texas topped with Fries & Cheese Sauce

Hamburger Horse Shoe \$8.95

Hamburger, on Texas Toast topped with Fries & Cheese Sauce

Roast Beef Horse Shoe \$8.95

Roast Beef, on Texas Toast topped with Fries & Cheese Sauce

Homemade Burgers

Burgers start with a Fresh Hand Pressed Beef Patty, grilled to
order. Served with Soup and a choice of Fries or Tri-colored
Pasta Salad

Burger \$8.45

Cheese Burger \$8.95

Add Bacon \$1.00

Double Cheese Burger \$10.95

It Might Be A Breakfast Burger \$9.95

Burger, Fried Egg, Ham and American Cheese

Buffalo Blue Burger \$9.95

Burger, Topped with Buffalo Sauce, Blue Cheese and Fries

Hawaiian Burger \$8.95

Burger, Pineapple, Avocado, Mozzarella Cheese, Lettuce
and Red Onion

Sun Dried Tomato and Jalapeno Burger \$9.95

Burger, topped with Sun Dried Tomato, Jalapenos, Fresh
Spinach, Mozzarella Cheese and Pesto Mayonnaise

Patty Melt \$8.95

Burger with American Cheese and Grilled Onions on Rye

Mushroom & Swiss Burger \$8.95

Western Burger \$8.95

With American Cheese, Onion Rings and BBQ Sauce

Philly Burger \$8.95

Grilled Onions, Peppers, Mushrooms and Mozzarella

Sweet Basil Burger \$9.95

Avocado, Bacon, & Mushrooms, topped with a blend of
Monterey Jack and Cheddar Cheese

NEW Bourbon Burger \$8.95

Burger smothered in grilled Mushrooms, Onions,
Mozzarella Cheese and Bourbon Sauce

Wraps

Southwestern Wrap \$9.45

Grilled Chicken Breast, Bacon, Lettuce, Tomato, Avocado,
Monterey Jack and Cheddar Cheese, served with Salsa

Honey Tender Wrap \$9.45

Chicken Tenders, Lettuce, Tomato, Monterey Jack and
Cheddar Cheese with Honey Mustard Dressing

Buffalo Wrap \$9.45

Spicy Buffalo Chicken Tenders, Lettuce, Tomato,
Monterey Jack and Cheddar Cheese, served with Ranch
Dressing on the side

Chicken Caesar Wrap \$9.45

Turkey Bacon Ranch Wrap \$9.45

Sliced Turkey, Bacon, Tomato, Lettuce, Monterey Jack and
Cheddar Cheese

Veggie Wrap \$9.45

Onion, Cucumber, Tomato, Black Olives, Romaine Lettuce,
Peppers & Feta Cheese with Greek Dressing

Santé Fe Chicken Wrap \$9.45

Our Famous Chicken Salad, Monterey Jack & Cheddar
Cheese, Sour Cream, Pico de Gallo and Guacamole

Chicken Cranberry Wrap \$9.45

Chicken Breast, Apples, Pecans, Lettuce and Cranberry
Mayonnaise

Panini's

Served with Soup and a choice of Fries or Tri-colored Pasta

Pesto Chicken Panini \$9.75

Chicken Breast, Tomato, Mozzarella Cheese and Pesto Mayo

Tuna Panini \$9.75

Albacore Tuna Salad with American Cheese

Turkey Panini \$9.75

Sliced Turkey Breast with Lettuce, Tomato, mayonnaise and
American Cheese

Tuna Italiano Panini \$9.75

Albacore Tuna Salad with Mozzarella Cheese & Tomato on
Parmesan & Oregano grilled Panini

Roast Beef Panini \$9.75

Italian Roast Beef with Mozzarella Cheese & Pesto Mayo

California Panini \$9.75

Sliced Turkey, Bacon, Avocado, Tomato, Mozzarella Cheese
and Pesto Mayonnaise

Grilled Chicken & Artichoke Panini \$9.75

Chicken with Artichokes, Roasted Red Peppers & Pesto Mayo

Meatloaf Panini \$9.75

Our Homemade Meatloaf, Mozzarella Cheese and Grilled
Onions with Marinara on the side

Garlic Crusted Chicken Panini 9.75

Garlic Crusted Chicken Breast, Mozzarella Cheese and Pesto
Mayonnaise with Garlic Dressing on the side

Sandwiches

Served with Soup and a choice of Fries or Tri-colored Pasta

Grilled Chicken Salad with Bacon \$8.50

Served on Multi-grain Bread with Tomato & melted Cheese

Tuna Salad or Chicken Salad \$8.25

Served on Multi-grain Bread with Lettuce & Tomato

Tuna Salad or Chicken Salad Melt \$8.50

On Multi-grain Bread with Lettuce, Tomato & Melted Cheese

Grilled Chicken Breast \$8.50

Served on Ciabatta Bread with Lettuce & Tomato

Malibu Chicken Breast \$9.25

Grilled Chicken Breast with Ham, Bacon, Lettuce, Tomato & Melted Swiss Cheese on a Ciabatta Bun

Buffalo Chicken \$9.25

Breaded Chicken Breast smothered with our homemade Spicy Buffalo Sauce, with Lettuce, Tomato & Melted Cheese

Chicken Breast Melt \$9.25

Grilled Chicken Breast with Bacon, American Cheese & Tomato on Multi-grain Bread

Grilled Cheese & Bacon \$8.25

Served on Multi-grain bread with Bacon & Tomato

Grilled Cheese & Ham \$8.25

Ham off the bone with cheese on Thick Texas Toast

Ultimate Grilled Cheese \$8.95

American, Swiss Mozzarella, Monterey Jack and Cheddar Cheese Served on Parmesan Crusted Wheat Bread

BLT Sandwich \$7.95

BLT Club \$8.95

Turkey Club \$8.95

French Dip \$9.25

Slices of tender Roast Beef on French Bread, served with Au Jus for dipping, Add Cheese \$.75

Prime Rib Sandwich \$9.75

Sliced Prime Rib with Mozzarella Cheese on Marble Rye with a side of Horseradish Sauce

Philly Chicken or Philly Beef \$9.95

Onion, Bell Peppers, Mushrooms and Mozzarella Cheese

Rueben \$9.25

Corned Beef on Rye with Sauerkraut, Swiss Cheese and Thousand Island Dressing on the side

Cold Corned Beef on Marble Rye \$8.95

BBQ Pork Sandwich \$8.99

BBQ Pulled Pork, topped with Chipotle Coleslaw and Homemade Onion Rings

Hand Breaded Pork Tenderloin Sandwich \$8.95

Pork Tenderloin with Lettuce & Tomato on a Ciabatta Bun

Gyros Sandwich \$8.95

Gyros with Onion, Tomato & Gyros Sauce served on warm Pita

Dinner Entrees

All entrees served with Soup or Salad

Full Dinner includes Soup, Salad and choice of Ice Cream or Rice Pudding, add \$2.00

Poultry

Fried Chicken Dinner \$11.95

4 pieces of Fried Chicken with choice of Potato and Vegetable – Please allow 30 minutes for preparation

*All White or Dark Meat additional \$2.00

Chicken Tenders \$9.95

Four Crispy Golden Chicken Tenders, with choice of Potato and Vegetable

Roast Chicken Dinner \$11.95

One Half Roast Chicken with Dressing, Mashed Potatoes, Gravy and Vegetable

BBQ Chicken Dinner \$11.95

One Half BBQ Chicken and glazed with Sweet Baby Ray's BBQ Sauce, served with Vegetables and choice of Potato

Roast Turkey Dinner \$10.95

Oven Roast Turkey Breast with all the trimmings! Mashed Potato, Dressing, Cranberry Sauce and Vegetable

Beef

Sweet Basil Famous Chopped Steak \$10.95

One Half Pound of Juicy Ground Chuck cooked to your order, with sautéed Onions & Bell Peppers on a sizzling skillet, and a choice of potato

Sweet Basil Meatloaf Sundae \$10.95

Our Homemade Meatloaf piled high with Mashed Potatoes, Gravy, topped with Grilled Onions and Vegetables

Open faced Hot Meatloaf or Roast Beef \$10.95

Choice of Meatloaf or Roast Beef served open faced, topped with Gravy and choice of Potato

Rib Eye Steak \$16.95

Juicy Choice Rib Eye Steak cooked to your order, Served with Vegetable and choice of Potato

With 4 Breaded Shrimp \$19.95

NEW Bourbon Steak \$18.95

Choice Ribeye Smothered In Grilled Onions and Mushrooms with a Bourbon Sauce Glaze, Served with Vegetable and choice of Potato

Chicken or Steak Fajitas \$12.95

Served with warm Tortillas, Sour Cream, Monterey Jack Cheese, Lettuce, Tomato and Pico de Gallo

Country Fried Steak \$11.95

Jumbo Breaded Steak with Homemade Country Gravy, Mashed Potatoes and Vegetables

Pork

Full Slab BBQ Ribs \$16.95

The Best Ribs around baked with spices, them broiled to perfection and glazed with Sweet Baby Ray's BBQ Sauce, served with vegetables and choice of Potato

1/2 Slab BBQ Ribs \$11.95

½ BBQ Ribs and Shrimp \$16.95

Glazed with Sweet Baby Ray's BBQ Sauce, served with (4) Shrimp, vegetables and choice of Potato

½ BBQ Ribs and ¼ BBQ Chicken \$15.95

Glazed with Sweet Baby Ray's BBQ Sauce, served with vegetables and choice of Potato

Giant Hand Breaded Pork Tenderloin \$10.95

Breaded Pork Tenderloin topped with Brown Gravy, Served Vegetables and choice of Potato

Seafood

All Seafood served with Soup or Salad

Full Dinner includes Soup, Salad and choice of Ice Cream or Rice Pudding, add \$2.00

Broiled Salmon (8 Oz) \$15.95

Delicate Salmon Filet broiled to perfection, served with vegetables and choice of Potato

Lemon Buttered Tilapia \$12.95

Tilapia Filet in Lemon Butter Sauce with Vegetables and choice of Potato

Potato Crusted Tilapia \$12.95

Tilapia Filet with a Golden Hash Brown Potato Crust served on Spinach & Onions sautéed in White Wine

Parmesan Crusted Tilapia \$12.95

Tilapia Filet with a seasoned Parmesan Crust, Served with vegetables and choice of Potato

Beer Battered Cod \$13.95

Cod Filet Beer Battered & deep fried, served with vegetables and choice of Potato

Jumbo Fried Shrimp \$14.95

Jumbo Shrimp Deep Fried and served with Cocktail Sauce, Vegetables and choice of Potato

Greek Inspired

Saganaki Appetizer \$8.95

Greek Cheese fried Golden Brown, flamed at your table

Greek Chicken Dinner \$11.95

One Half Greek Style Chicken with Roast Potatoes and Small Greek Salad

Gyros Plate \$11.95

Savory Gyros with Roast Potatoes and Small Greek Salad

Greek Combination Plate \$15.99

Savory Gyros, 3 Dolmades topped with egg lemon sauce and a Pork kabob, Roast Potatoes & Small Greek Salad

Dolmades \$13.99

Tender Grape Leaves stuffed with Ground Beef, Rice and Fresh herbs topped with Egg Lemon (Avgolemono) Sauce Served with Greek Roast Potatoes and Small Greek Salad

Pasta

Served with Breadstick and choice of Soup or Salad

Blackened Chicken & Shrimp Jambalaya Pasta \$14.95

Chicken, Shrimp, Andouille Sausage, Onions & Bell Peppers in a Spicy Tomato Sauce over Penne Pasta

Chicken Penne Pesto \$12.95

Penne Pasta tossed with Pesto Cream Sauce and Marinated Chicken

Chicken Tetrazzini \$12.95

Grilled Chicken Breast, Roasted Red Peppers, Onions, Dices Ham & Peas with Penne Pasta in a Creamy Alfredo Parmesan Cheese Sauce

Chicken Parmesan \$12.95

Served with Linguini, topped with Marinara Sauce and Melted Mozzarella Cheese

Garlic Crusted Chicken Alfredo Pasta \$14.95

Garlic Crusted Chicken with Onion and Mushrooms in Homemade Alfredo Sauce

Fettuccini Alfredo \$10.95

Fettuccini with Broccoli & Mushrooms and our Special Alfredo Sauce

Add Grilled Chicken \$12.95

Add Grilled Shrimp \$14.95

Orleans Penne Pasta \$13.95

Chicken, Bacon, Tomatoes, Black Olives and Fresh Basil in a Cajun Cream Sauce

Prime Rib Pasta \$13.95

Tender Prime Rib, Bacon, Spinach, Mushrooms and Sundried Tomatoes with Penne Pasta in a Alfredo Sauce Drizzle with Cajun Horseradish Sauce

Chicken Bruschetta Pasta \$12.95

Sautéed Chicken Breast tossed with Spinach, Tomato, Garlic, Onion and fresh Basil in a Creamy Parmesan Roasted Garlic Sauce

Seafood Carbonara \$14.95

Penne Pasta tossed with 4 shrimp. Bacon, 7 calamari in a lobster cream sauce

Spaghetti & Meat Sauce \$11.95

Spaghetti with Homemade Meat Sauce

NEW!! Sweet Basil Cherry Tomato Pasta \$11.95

Penne Pasta tossed with Italian Sausage, Cherry Tomatoes, Onions, Fresh Basil in a Creamy Marinara Sauce

Sides

Fries \$1.95

Vegetables of the Day \$2.75

Tri-Colored Pasta Salad \$2.95

Bowl of Soup \$2.95

Quart of Soup \$6.95

Kids Menu

12 & Under – Dining In Only
Served with Small Drink
(Juice, Milk, Soft Drink or Hot Cocoa)

KIDS BREAKFAST

2 Eggs any style, Hash Browns & Toast \$3.95
With Bacon or Sausage \$4.45

French Toast Fingers \$3.95
With Bacon or Sausage \$4.95

Silver Dollar Pancakes \$3.95
With Bacon or Sausage \$4.45

Mickey Mouse Pancakes \$4.55
With Bacon or Sausage \$4.95

Chocolate Chip Pancakes \$4.55
With Bacon or Sausage \$4.95

KIDS LUNCH & DINNER

Macaroni & Cheese with Fries \$4.95

Burger & Fries \$4.95

Cheese Burger & Fries \$5.45

Chicken Tenders & Fries \$5.45

Grilled Cheese Sandwich & Fries \$4.95

Mini Corn Dogs & Fries \$4.95

Spaghetti with Marinara Sauce \$4.95

Spaghetti with Meat Sauce \$5.95

KIDS SHAKES & SMOOTHIES

Kids Smoothies \$2.00
Strawberry, Strawberry Banana, Raspberry & Mango

Kids Milk Shakes \$2.00
Chocolate, Strawberry or Vanilla

Desserts

Ice Cream \$2.99
Scoop of Chocolate, Vanilla or Strawberry

Sundaes \$4.99
Ice Cream Topped with choice of Chocolate Sauce, Carmel
Sauce, Strawberry, Blueberry, Raspberry or Apple Nut
Glaze and topped with Whip Cream and a Cherry on Top

Old Fashioned Banana Split \$5.95

Brownie Sundae \$5.95
Big, Moist Brownie Topped with Vanilla Ice Cream,
Chocolate Sauce and Whipped Cream

Giant Brownie \$2.95

Homemade Cheesecake
Plain Cheesecake \$4.95

With Choice of Glaze \$5.95
Strawberry, blackberry, raspberry, blueberry or Cinnamon
Apple

Flavored Cheesecake \$5.95
Oreo, Reese's Peanut, chocolate Chip, or Key Lime

Banana Bread Foster \$5.95
Deep Fried Banana Bread Topped with Vanilla Ice Cream,
Carmel Sauce, Pecans & Whipped Cream

Rice Pudding \$2.99
Homemade Rice Pudding with Whipped Cream sprinkled
with Cinnamon Sugar

Beverages

Juice - Large \$2.95
Juice - Small \$1.95
Orange, Apple or Tomato

Milk - Large \$2.95
Milk - Small \$1.95

Chocolate Milk - Large \$2.95
Chocolate Milk - Small \$1.95

Soft Drinks (free refills) \$2.40
NEW - Cherry Pepsi
Pepsi, Diet Pepsi, Sierra Mist, Dr. Pepper, Mountain Dew,,
Mug's Root beer, Lemonade

Fresh Brewed Ice Tea \$2.40
Fresh Brewed Sweet Tea \$2.40

Hot Tea \$1.95

Gourmet Blend Coffee \$2.25
Regular or De Café

Coffee Specialties

Chai Tea Latte \$3.50
Monin Chai Tea, Steamed Milk & Light Froth

Espresso \$2.75

Double Espresso \$3.50

Cappuccino \$3.50
Espresso, Steamed Milk & Heavy Froth

Café Latte \$3.50
Espresso, Steamed Milk & Heavy Froth

Café Mocha \$4.00
Espresso, Chocolate Syrup and Steamed Milk
with Whip Cream

Café Americano \$2.75
Espresso with Hot Water

Café Au lait \$2.50
Coffee with Steamed Milk

White Chocolate Mocha \$4.00
Espresso, Monin White Chocolate Syrup, Steamed Milk
and Whipped Cream

Iced Coffee Specialties

Iced Mocha \$4.00
Espresso, Monin Chocolate Syrup and Milk
Over Ice

Iced Latte \$3.50
Espresso and Milk Over Ice

Crème Brûlée Shock \$4.00
Espresso, Milk, Vanilla and Carmel Syrup
Over Ice

Hot Cocoa

Loaded Hot Cocoa \$2.95
Milk, Chocolate, Marsh Mellow and
Whipped Cream

Frozen Hot Cocoa \$3.95
Chocolate, Milk and Ice Cream blended with Ice, topped
with Whipped Cream

Smoothies 3.95

Wild Berry Fusion – Wild Berry Puree and Ice

Raspberry – Raspberry Puree and Ice

Mango – Mango Puree and Ice

Strawberry – Strawberry Puree and Ice

Strawberry Orange – Strawberry Puree,
Orange Juice and Ice

Strawberry Banana – Strawberry Puree,
Banana Puree and Ice

Chocolate Covered Strawberry – Chocolate Syrup,
Strawberry Puree and Ice

Raspberry Splash – Raspberry Puree, Banana Puree and
Orange Juice

Pink Sunrise – Strawberry Puree, Banana Puree and
Orange Juice

Very Berry – Raspberry, Strawberry and Wild Berry Puree

Rocky Mountain – Mt. Dew, Strawberry Puree,
Raspberry Puree and Orange Juice

Orange Dream – Vanilla Ice Cream,
Orange Juice and Sierra Mist

Chocolate Banana – Chocolate Ice Cream, Banana
Puree, Milk and Ice

Old Fashion Shakes \$3.95

Strawberry

Chocolate

Vanilla

Cookies and Cream – Chocolate and Vanilla Ice Cream
with Oreo Cookie Pieces

Brownie Madness – Chocolate Ice Cream with Brownie
Pieces

Carmel Pecan – Vanilla Ice Cream, Vanilla and Carmel
Syrup and Sugared Pecans

PMS (Perfectly Made Shake) – Chocolate Ice Cream,
Peanut Butter and Carmel Syrup

Daily Dinner Specials

FREE Ice Cream or Rice Pudding for Dessert

Sunday

Roast Chicken \$10.95

From our family to your family, ½ Roast Chicken with Dressing, Mashed Potatoes, Gravy and Vegetables

Monday

Country Fried Steak \$10.95

A Southern Tradition, Jumbo breaded Steak with Homemade Country Gravy, Mashed Potatoes and Vegetables

Tuesday

Greek Chicken \$10.95

A piece of Mediterranean Heaven – right out of Yia Yia's served with Greek

roasted potatoes and a small Greek salad, Yasoul

Wednesday

Meatloaf Sundae \$9.95

This down home comfort food is sure to bring you back to your childhood. Our homemade meatloaf is piled high with mashed potatoes and grilled onions, topped with gravy and then surrounded by vegetables.

Thursday

Blackened Chicken & Shrimp Jambalaya Pasta \$11.95

Try a taste of New Orleans with our Jambalaya!

Chicken Breast, Shrimp and Spicy Andouille Sausage With Onions, Bell Peppers & Penne Pasta covered with a Spicy Tomato Sauce

Friday

Fish Fry \$10.95

Choice of Beer Battered Cod or Beer Battered Walleye deep fried with vegetable and choice of potato

Prime Rib Dinner \$16.95

A Full 12oz King Cut Prime Rib, Served with Vegetables and choice of Potato

Saturday

Huge Slab of BBQ Ribs \$15.95

The best finger-lickin' Ribs around! Baked with spices, then broiled to perfection and glazed with Sweet Baby Ray's BBQ sauce. Served with Vegetables and Choice of Potato

Prime Rib Dinner \$16.95

A Full 12oz King Cut Prime Rib, Served with Vegetables and choice of Potato

Let Us Cater Your Next Event!

Welcome to Sweet Basil Cafe Catering

If you need great food at great prices for your next event, you came to the right place! Sweet Basil Cafe is family owned and operated. Our food is prepared with only the finest and freshest ingredients. Our staff is happy to provide you with outstanding service that will make your special event a truly memorable one.

TRADITIONAL FAIRE•BOXED LUNCHES

HOR D'OEUVRES•PRIVATE PARTIES

CORPORATE EVENTS•PARTIES TO GO

MONDAY

KIDS EAT FREE

Introducing a sweet dinner deal: FREE!

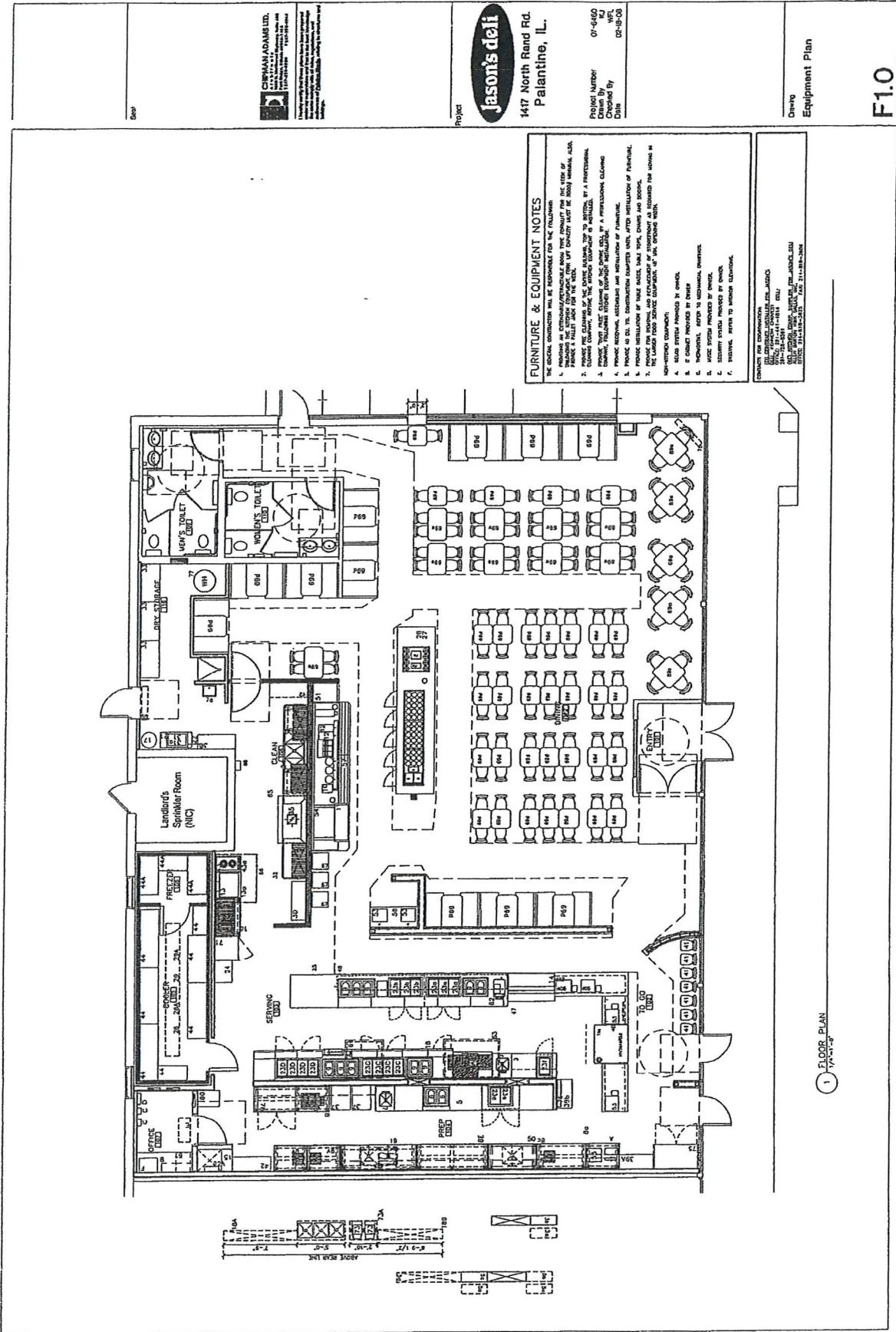
MONDAYS 4PM – 8PM

FREE KIDS MEAL WITH AN ADULT MEAL

NOT GOOD WITH ANY OTHER OFFERS

Not good with any other offers

"Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase risk of foodborne illness."



PUBLIC NOTICE
 A public hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, March 12, 2019 at 7:00 PM, in the Village Council Chambers in the Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:
Special Use to permit a restaurant pursuant to Section 11.02 (d)(19) of the Palatine Zoning Ordinance.
 The property is commonly known as 1417 N. Rand Road (02-12-101-040-0000).
 The Petitioner is proposing to open a restaurant.
 The above petition has been filed by Denise Karanus (Sweet Basil Cafe) and is available for examination in the office of the Village Clerk, 200 E. Wood Street.
 FILE #: 19-11
VILLAGE OF PALATINE
 Jan Wood, Chair
 Palatine Zoning Board of Appeals
DATED: This 25th day of February, 2019
 Published in Daily Herald February 25, 2019 (4519054)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, North Aurora, Bannockburn, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Crystal Lake, Deerfield, Deer Park, Des Plaines, Elburn, East Dundee, Elgin, South Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Franklin Park, Geneva, Gilberts, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Highland Park, Highwood, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Bluff, Lake Forest, Lake in the Hills, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Melrose Park, Montgomery, Morton Grove, Mt. Prospect, Mundelein, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Riverwoods, Rolling Meadows, Rosemont, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Schaumburg, Schiller Park, Sleepy Hollow, St. Charles, Streamwood, Sugar Grove, Third Lake, Tower Lakes, Vernon Hills, Volo, Wadsworth, Wauconda, Waukegan, West Dundee, Wheeling, Wildwood, Wilmette
County(ies) of Cook, Kane, Lake, McHenry
 and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 25-FEB-19 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY

Authorized Agent

Control # 4519054

Attachment: ORD #O-24-19 - 1417 N. Rand Road (SUT - 1417 N. Rand Road)

Consider an Ordinance Increasing Class D Liquor Licenses by One for Islas Veracruz, Inc. (d/b/a Islas Veracruz) at 1417 N. Rand Road

BACKGROUND: On this evening's agenda is a request for a Special Use Transfer for Islas Veracruz, Inc. (d/b/a Islas Veracruz) at 1417 N. Rand Road. The restaurant is proposing to occupy the vacant tenant space formerly known as the Sweet Basil Cafe. Islas Veracruz is a family owned, full service Seafood and Mexican restaurant. The hours of operation are 10 AM to 11 PM Sunday - Thursday and 10 AM to 1 AM Friday and Saturday. Owner, Adalberto Huerta, wishes to apply for a Class D (Restaurant) Liquor License.

Permitted hours of operation for a Class D Liquor License are Sunday-Thursday 6 AM to Midnight and Friday & Saturday 6 AM to 1 AM.

KEY ISSUES: An Ordinance has been prepared increasing the number of Class D Liquor Licenses by one.

ALTERNATIVES:

1. Approve the Ordinance increasing the number of Class D Liquor Licenses.
2. Do not approve the Ordinance increasing the number of Class D Liquor Licenses.

RECOMMENDATION: Action is at the discretion of the Committee.

ACTION REQUIRED: Action is at the discretion of the Committee.

ATTACHMENTS:

- Increase Class D LIQ - Islas Veracruz ORD
- Islas Veracruz Business Plan

ORDINANCE NO. _____

**AN ORDINANCE INCREASING THE NUMBER OF CLASS D (RESTAURANT)
LIQUOR LICENSES PURSUANT TO CHAPTER 3, SECTION 3-37 OF THE VILLAGE
OF PALATINE CODE OF ORDINANCES FOR ISLAS VERACRUZ, INC. D/B/A
ISLAS VERACRUZ AT 1417 N. RAND ROAD**

BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine,
Cook County, Illinois, acting in the exercise of their home rule power:

SECTION 1: That the number of Class D (Restaurant) Liquor Licenses shall be
increased for Islas Veracruz, 1417 N. Rand Road.

SECTION 2: That all ordinances or parts of ordinances in conflict herewith are
hereby repealed.

SECTION 3: That this ordinance shall be in full force and effect from and after
its passage and approval as provided by law.

PASSED this _____ day of _____, 2020

AYES: _____ **NAYS:** _____ **ABSENT:** _____ **PASS:** _____

APPROVED by me this _____ day of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2020

Village Clerk

Attachment: Increase Class D LIQ - Islas Veracruz ORD (Increase Class D Liquor License-Islas Veracruz)

SPECIFIC PLAN TO EXECUTE DAY TO DAY OPERATIONS AT ISLAS VERACRUZ

ISLAS VERACRUZ will be a family owned, moderately priced 165 seat full service lunch and dinner Seafood and Mexican restaurant, with take-out and delivery options.

The unique selling points of the restaurant include our delicious home cooking that uses family recipes with fresh ingredients and big enough portions so our customers can get a great value for their money.

Islas Veracruz will be open 7 days a week from 10am to 11pm Sunday through Thursday and 10am to 1am Friday and Saturday. The restaurant should be perceived as a casual-theme, full service food establishment appealing to diners of all ages including business and residential customers.

The décor will be family friendly using soft earthy colors, beach and sea themes, booths on the perimeter and tables and chairs with a matching fabric pattern as the booths. We will install additional security systems as needed.

The first 6 months of operation will require an aggressive marketing campaign to bring customers to this location. We will use radio, internet and community involvement to bring customers to Islas Veracruz.

Business strategies:

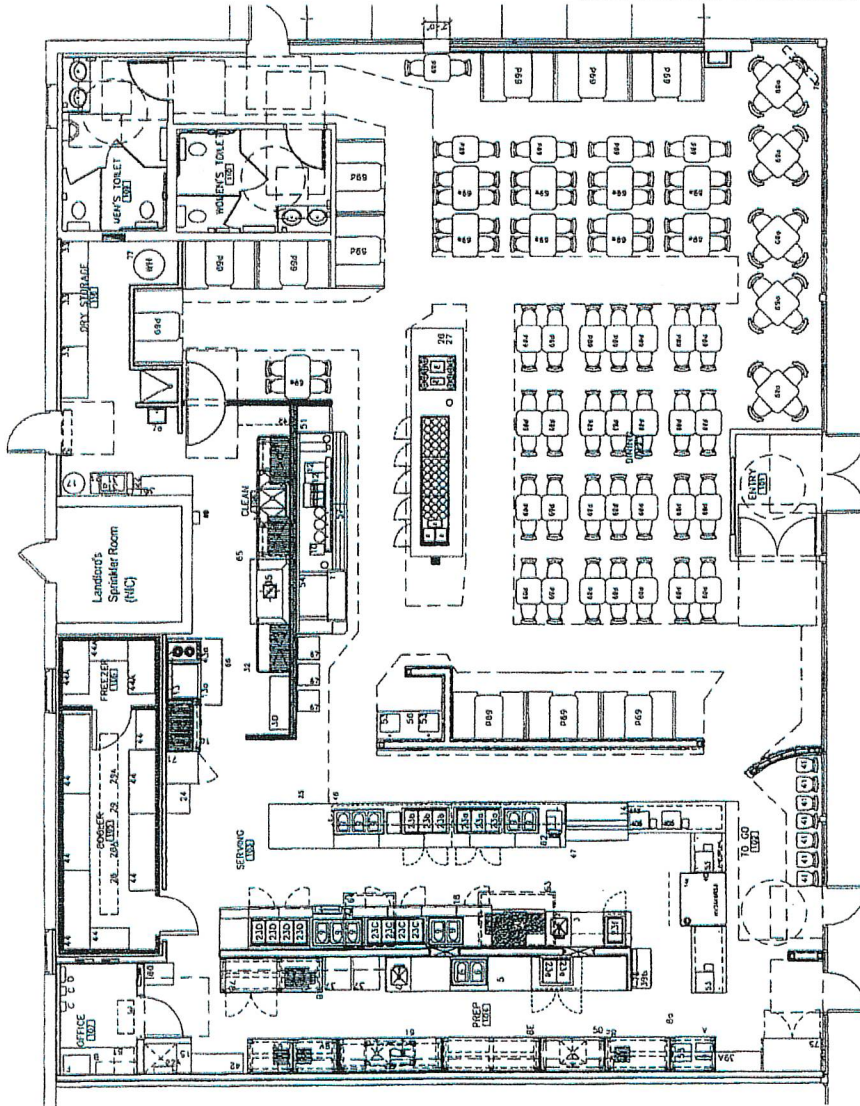
- The primary objectives of the business plan for Restaurant are below:
- To be the best casual Seafood Lunch & Dinner restaurant in the Palatine area.
- Create a Family atmosphere so our customers feel the crave for return to their favorite Restaurant, attention to detail on every dish and drink, happy team members and great customer Service will be our way of life at Islas Veracruz.

marketing components:

Due to our small size, we believe we can provide exceptional quality by hand selecting our market specials when compared to our larger corporate competitors. The same concept holds true in our staffing requirements, by hand selecting our employees we will strive to offer unsurpassed service when compared to our larger competitors.

First create awareness; Multi Media Advertising and prominent Signage on the road to bring Customers' to us. Once inside, we will immediately acknowledge the customer with the warmest and most sincere greeting and begin the service process which will ensure repeat customers.

ISLAS VERACRUZ INC



FURNITURE & EQUIPMENT NOTES

- [illegible]

800-818-8118 FAX 562-818-8109
 3000 STEVENSON AVE
 STEVENSON, ILL 60153
 (708) 630-8000 FAX (708) 630-8001
 1552-812-181
 8181-147-182
 LEONARD MACHINERY LTD
 CUMMINS AND INTERNATIONAL
 INTERNATIONAL AND SERVICE

1 FLOOR PLAN
1/4" = 1'-0"

PETITIONER'S EXHIBIT

4

Drawing
Equipment Plan

Fr. O

1417 North Rand Rd.
Palantine, IL.

Project Number	01-6460
Drawn By	KJ
Checked By	WFL
Date	02-18-03

CEPHEAN ADAMS LTD.

WILSON
10000 N. MacArthur Highway, Suite 100
Fort Meigs, Illinois 60864-1428
708-749-4100 F 708-749-4042

TACOS-BURRITOS-TORTAS

Dos tacos con arroz y Arífoles, steak o pastor \$8.50

2 taco platter beans & rice, steak or Pastor \$9.00

BURRITO Pastor \$9.00 Steak or shrimp \$10.99

Choice of STEAK, PASTOR OR SHRIMP

Cheese, lettuce, pico de gallo, refried beans, sour cream, rice and meat.

TORTAS Pastor \$8.75 Steak or shrimp \$10.75

Choice of Steak, shrimp or pastor.

Lettuce, sour cream, pico de gallo, avocado, and meat.

FAJITAS

FAJITAS \$15.50 Steak \$16.50 Shrimp \$18.00

combo

STEAK AND/OR SHRIMP

Grilled peppers & onions, rice, lettuce, pico, guacamole, sour cream.

NINOS- KIDS

Quesee sticks \$6.00

5 cheese sticks served with papas

Onlaken fingers \$6.00

3 chicken fingers with papas

Quesadillas \$6.00 With shrimp \$8.00

Cheese Quesadillas with papas

DESSERT-POSTRE

3 LECHERES PASTEL \$6.00

3 LECHES CAKE

OHOOO-FLAV \$6.50

CAJETA OHHUROS CON HELADO \$7.00

CARAMEL CHURROS WITH VANILLA ICE CREAM

NUESTRAS DELICIAS OUR SIGNATURE DISHES

MOLCAJE JAROCHO



CAMARONES ISLAS VERACRUZ



PULPO AL GUSTO

PULPO- Rancho, Islas or Matacrudas style \$15.50 Rancho \$16.50 Islas/Matacrudas \$

OCTOPUS- Ranch, Islas or hangover killer style

MEJILLONES-MUSSELS



CAMARONES AL MOLCAJE

LANGOSTINOS



MATACRUADAS MANJAR



PINA RELLENADA MARISCOS MIXTOS



CAMARONES A LA MEGA DIABLA



CAMARONES A LA VALENTINA

UNDERCOOKED ANIMAL PRODUCTS CARRY AN INCREASED RISK OF FOODBORNE ILLNESS, EVEN BONE STEAK AND SISU, WHICH ARE GENERALLY SAFE, CAN CAUSE FOODBORNE ILLNESS MORE OFTEN THAN STEAK AND SEAFOOD THAT IS FULLY COOKED. CUSTOMERS FROM HIGHLY SUSCEPTIBLE POPULATIONS (HSRPS) ARE ESPECIALLY VULNERABLE TO ILLNESS. HSRPS INCLUDE THE ELDERLY, PREGNANT WOMEN, TODDLERS, AND PEOPLE WITH COMPROMISED IMMUNE SYSTEMS AND HEAVIER

Consider an Ordinance Amending Chapter 12, Section 12-3 Disorderly Conduct of the Village of Palatine Code of Ordinances

BACKGROUND: Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff discovered Chapter 12 Offenses and Miscellaneous Provisions that warrant updating.

KEY ISSUES:

- The proposed amendments to Chapter 12 will better define and address disorderly conduct, including provisions related to harassment by phone and electronic communications. The proposed amendments will then allow enforcement through the issuance of citations.

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the ordinance amending Chapter 12, Section 12-3, Section 12-3.1 and Section 12-3.2 of the Village's Code of Ordinances.

ATTACHMENTS:

- ORD. Ch. 12 Code Amendments
- Chapter 12 Section 12-3

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 12
OFFENSES AND MISCELLANEOUS PROVISIONS
OF THE CODE OF ORDINANCES OF THE VILLAGE OF PALATINE**

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power, that:

SECTION 1: That the Code of Ordinances, of the Village of Palatine, Illinois, as amended, be and the same is hereby further amended by amending Chapter 12, Offenses and Miscellaneous Provisions, Section 12-3 Disorderly Conduct, by adding two new Sections, 12-3.1 Harassment by Telephone and 12-3.2 Harassment by Electronic Communications, which shall be read as indicated on Exhibit "A".

SECTION 3: That the Village Clerk is directed to maintain a record of the modifications to the existing ordinance, all of which are indicated on Exhibit "A" (a blacklined version of the modifications approved pursuant to this Ordinance).

SECTION 4: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ of _____, 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this _____ of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk
this _____ of _____, 2019

Village Clerk

Attachment: ORD. Ch. 12 Code Amendments (Chapter 12 Offenses and Miscellaneous Provisions)

**PALATINE CODE OF ORDINANCES – CHAPTER 12
OFFENSES AND MISCELLANEOUS PROVISIONS**

Chapter 12 OFFENSES AND MISCELLANEOUS PROVISIONS

Art. I.	In General, §§ 12-1--12-40
Art. II.	Fires, §§ 12-41--12-56
Art. III.	Explosives; Fireworks, §§ 12-57--12-69
Art. IV.	Plants and Weeds, §§ 12-70--12-90
Art. V.	Tag Days, §§ 12-91--12-100
Art. VI.	Public Gatherings, §§ 12-101--12-115
Art. VII.	Public Buildings, §§ 12-116--12-135
Art. VIII.	Sound Amplifiers, §§ 12-136--12-150
Art. IX.	State of Emergency, §§ 12-151--12-165
Art. X.	Dutch Elm Disease and Emerald Ash Borer Infestation, §§ 12-166--12-180
Art. XI.	Village Jail, §§ 12-181--12-190
Art. XII.	Antilitter Regulations, §§ 12-191--12-214
Art. XIII.	Regulation of Parades and Motorcades, §§ 12-215--12-229
Art. XIV.	Regulation of Adult Bookstores and Adult Movie Theaters, §§ 12-230--12-240
Art. XV.	Vandalism, §§ 12-241--12-249
Art. XVI.	Theft, §§ 12-250--12-259
Art. XVII.	Retail Theft (Shoplifting), §§ 12-260--12-267
Art. XVIII.	Parental Responsibility, §§ 12-268--12-275
Art. XIX.	Trespass, §§ 12-276--12-281
Art. XX.	Obstructing Public Easements, §§ 12-282--12-286
Art. XXI.	Burglary or Robbery Alarm Systems, §§ 12-287--12-291
Art. XXII.	Abatement of Nuisances, §§ 12-292, 12-293
Art. XXIII.	Penalty for Nuisance Violations, § 12-294
Art. XXIV.	Spray Paint, § 12-294.1
Art. XXV.	General Penalty; Citations, §§ 12-295--12-309
Art. XXVI.	Regulation of Lighting, §§ 12-310--12-316
Art. XXVII.	Graffiti, §§ 12-317--12-318
Art. XXVIII.	Drug Paraphernalia §§ 12-319--12-324
Art. XXIX.	Conflicts with Certain Home Rule County Ordinances

Editor's Note: Article XXIX Conflicts with Certain Home Rule County Ordinances, a new article, was adopted by Ordinance #O-50-17, passed on May 1, 2017.

Editor's Note: Article XXVIII Drug Paraphernalia, a new article, was adopted by Ordinance # 0-22-01 passed on March 12, 2001.

Editor's Note: Article X Dutch Elm Disease and Emerald Ash Borer Infestation, was replaced in its entirety by Ordinance 0-24-08, passed on February 19, 2008.

Editor's Note: Article IV Plants and Weeds was replaced in its entirety by Ord. #0-91-08, passed on 7/14/08

ARTICLE I. IN GENERAL

Sec. 12-3. Disorderly conduct.

~~It shall be unlawful for any person to be guilty of disorderly conduct or of any conduct tending toward a breach of the peace. The causing or making of any unnecessary loud noise and shouting or yelling shall be considered disorderly conduct. (Code 1961, c 25.002)~~

A person commits disorderly conduct when he or she knowingly:

1. Breaches the peace by behaviors, actions or conduct which alarm or disturb another, or;
2. Starts a fight, or fights in public with another person so as to alarm or endanger other members of the public, or;

**PALATINE CODE OF ORDINANCES – CHAPTER 12
OFFENSES AND MISCELLANEOUS PROVISIONS**

3. Disrupts a lawful assembly, or;
4. Starts or spreads any false alarm of fire in the Village

Sec. 12-3.1 Harassment by Telephone

A person commits harassment by telephone when he or she uses telephone communication from or to a location in the Village for any of the following purposes:

1. Making any comment, request, suggestion or proposal which is obscene, lewd, lascivious, filthy or indecent with an intent to offend;
2. Making a telephone call, whether or not conversation ensues, with intent to abuse, threaten or harass any person at the called number;
3. Making or causing the telephone of another repeatedly to ring, with intent to harass any person at the called number;
4. Making repeated telephone calls, during which conversation ensues, solely to harass any person at the called number;
5. Knowingly permitting any telephone under one's control to be used for any of the purposes mentioned herein.

Sec. 12-3.-2 Harassment by Electronic Communications

A person commits harassment by electronic communications when he or she uses electronic communication from or to a location in the Village for any of the following purposes:

1. Making any comment, request, suggestion or proposal which is obscene with an intent to offend;
2. Interrupting, with the intent to harass, the telephone service or the electronic communication service of any person;
3. Transmitting to any person, with the intent to harass and regardless of whether the communication is read in its entirety or at all, any file, document, or other communication which prevents that person from using his or her telephone service or electronic communications device;
4. Threatening injury to the person or to the property of the person to whom an electronic communication is directed or to any of his or her family or household members;
5. Knowingly permitting any electronic communications device to be used for any of the purposes mentioned in this subsection;
6. Evidence that a defendant made additional telephone calls or engaged in additional electronic communications after having been requested by a named complainant or by a family or household member of the complainant to stop may be considered as evidence of an intent to harass unless disproved by evidence to the contrary.

Consider an Ordinance Amending Chapter 18 - Traffic of the Village of Palatine Code of Ordinances

BACKGROUND: Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff discovered portions of Chapter 18 Traffic, Sections 18-43 Fees, 18-45 Time of Payment, 18-173-Minor Violations, and Article VIII-Oversize and Overweight Vehicle Ordinance of Chapter 18 Traffic required updating.

KEY ISSUES:

- Sections 18-43 and 18-45 require adjustments to reflect the new timing schedule for the Village's annual vehicle sticker program and corresponding fees.
- The other Chapter 18 changes are to add/delete minor traffic offenses (18-173, C-ticket violations) and revise the oversize/overweight truck ordinance and permit fees (Article VIII).

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the Ordinance amending Chapter 18, Section 18-43, Section 18-45, Section 18-173, and Article VIII of the Village's Code of Ordinances.

ATTACHMENTS:

- ORD. Ch. 18 Code Amendment
- Ch. 18 Sec.18-43, 18-45 Vehicle Sticker Fees
- Chapter 18 Section 173
- Chapter 18 Article VIII

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 18 TRAFFIC OF THE
CODE OF ORDINANCES OF THE VILLAGE OF PALATINE**

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power, that:

SECTION 1: That the Code of Ordinances, of the Village of Palatine, Illinois, as amended, be and the same is hereby further amended by amending Chapter 18, Traffic, Section 18-43 Fees; Section 18-45 Time of Payment, License Year; Section 18-173 Minor Violations; Article VIII-Overweight and Oversized, Sections 18-176 through 18-182, which shall be read as indicated on Exhibit "A".

SECTION 2: That the Village Clerk is directed to maintain a record of the modifications to the existing ordinance, all of which are indicated on Exhibit "A" (a redlined version of the modifications approved pursuant to this Ordinance).

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ of _____, 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this _____ of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk

this _____ of _____, 2020

Village Clerk

Attachment: ORD. Ch. 18 Code Amendment (Chapter 18 Code Amendments)

Section 18-43. Fees

The annual Fee to be paid for each vehicle shall be as follows:

Class	Plate Suffix	Annual Fee		(1/2 Year)
		Before July 1	After July 1	After January 1
		<u>November 1</u>	<u>November 1</u>	<u>May 1</u>

The half-year rates provided for above shall apply only to vehicles purchased on or after ~~January~~ May 1, or persons becoming residents of the Village after ~~January~~ May 1 of any year.

Special status stickers, as noted above, are limited to one per household.

A sticker transfer/replacement may be obtained for a new vehicle for a fee of \$10.00.

Sec. 18-45. Time of payment; license year.

Such license fees shall be due and payable annually in advance of the first day of ~~July~~ November of each year and the license shall be for one year; provided that if purchase of vehicle is made six (6) months after the start of the license year, then upon application being made to the clerk a license shall be issued for the remainder of the year upon payment of one-half (1/2) of the fee herein required. (Code 1961, § 18.005; Ord. No. O-75-82, § 3, 8-23-82)

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- Art. I. In General, §§ 18-1 - 18-40**
- Art. II. Vehicle Licenses, §§ 18-41 - 18-60**
- Art. III. Designation of Intersections and Streets, §§ 18-61 - 18-80**
- Art. IV. Parking, §§ 18-81 - 18-120**
 - Div. 1. Generally, §§ 18-81 - 18-100
 - Div. 2. Meters, §§ 18-101 - 18-120
- Art. V. Inoperable Motor Vehicles, §§18-121 - 18-140**
- Art. VI. Bicycles, §§ 18-141 - 18-170**
- Art. VII. Violations, §§ 18-171 - 18-175**
- Art. VIII. Overweight and Oversized Vehicles §§ 18-176 - 18-184**
- Art. IX. Motor Driven Scooters §§ 18-184 – 18-188**
- Art. X. Automated Traffic Enforcement System §§18-200 – 18-18-212**

Editor's Note: Article VIII Overweight and Oversized Vehicles was added by Ordinance #-0-3-01, passed January 8, 2001.

Editor's Note: Article X Automated Traffic Enforcement System was added by Ordinance 0-122-07, passed July 16, 2007

Sec. 18-173. Minor violations.

(a) Any person accused of the violation of a provision of this chapter prohibiting parking of a vehicle in a "no parking zone," prohibiting parking of a vehicle in a metered area without putting a coin or coins in the meter to cover the period of time the vehicle is parked, restricting the length of time the vehicle may be parked in a given area, area otherwise violating the parking regulations of this chapter, may settle and compromise the claim against him or her for such illegal parking by paying to the municipality the amount reflected in the Fee Schedule Supplement to the Palatine Code of Ordinances. (Ord. No. 0-160-10, §1, 12/13/10)

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Provided, however, that if any vehicle stand at any curb within fifteen (15) feet of a fire hydrant, except when necessary to avoid conflict with other traffic or in compliance with the direction of a policeman or traffic signal, then the Fee Schedule Supplement to the Palatine Code of Ordinances shall be in effect. (Ord. No. 0-160-10, §1, 12/13/10)

This provision shall not apply to persons parking a vehicle so as to obstruct the entrance or exit of any place where police or fire department apparatus are kept or housed, or so as to block an emergency entrance to a hospital. Nor shall this provision apply to any person charged with parking a vehicle so as to entirely obstruct traffic in any street, or alley, or parking in such a way as to reduce traffic on an arterial street to one-way traffic only; nor to any person who refused to move a vehicle illegally parked at the request of any member of the police department.

The fines as detailed in this sub-paragraph (a) shall not apply to Class C or above vehicles. (Ord. No. 0-20-93 3-8-93, Ord. 0-213-99 3 12/13/99)

(b) Any person, pursuant to the issuance of a compliance citation, who is accused of violating certain sections of the Illinois Vehicle Code, as adopted in its entirety by section 18-1 of this chapter and section 18-46, hereinafter described in paragraph (d), may settle and compromise the claim against him by paying to the village the amount reflected in the Fee Schedule Supplement to the Palatine Code of Ordinances. (Ord. 0-92-03, §1, 4/21/03); Ord. No. 0-160-10, §2, 12/13/10)

(c) A receipt shall be issued for all money received in compromise and settlement of a claim, and such money shall be promptly turned over to the village treasurer to be used in the manner provided for the disposition of fines for traffic violations. The members of the police department are hereby authorized to refrain from instituting a court action for the alleged offense involved.

(d) The following violations of 625ILCS5, of the Illinois Vehicle Code, already adopted in its entirety by section 18-1 of this chapter, shall be subject to the procedures described herein:

(1) Chapter 3:

Article I. Certificate of Title.

Sec. 5/3-112 Failure to transfer title.

Article IV. Registration.

Sec. 5/3-401 No valid registration.

Sec. 5/3-404 No bill of lading, manifest or dispatch record.

Sec. 5/3-411 Failure to carry registration card or reciprocity permit.

Sec. 5/3-413(a) Only one license plate displayed. (Ord. 0-92-03, §2, 4/21/03)

Sec. 5/3-413(b) Improper display of license plates--Failure to display "tow truck" plates on towed vehicle.

Sec. 5/3-413(f) Operation of vehicle with expired registration plates or registration sticker.

Sec. 5/3-416 Failure to ratify Secretary of State of change of address/name.

Sec. 5/3-417 Failure to apply for lost, stolen or damaged card, plates or registration sticker.

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Article VII. Other Offenses Against Registration.

- Sec. 5/3-701 No valid registration.
 Sec. 5/3-701(1) No reciprocity, prorate or apportionment registration.
 Sec. 5/3-701(2) Inoperable odometer--Mileage tax plates.
 Sec. 5/3-706 Failure to surrender canceled, suspended or revoked registration.

(2) Chapter 5:

Article II. Transporters.

- ~~Sec. 5/5-201 No in-transit plates.~~
 Sec. 5/5-202(e) Failure to display 3rd "tow truck" plate on (towed vehicle).

(3) Chapter 6:

Article I. Issuance of Licenses--Expiration and Renewal.

- Sec. 5/6-101 No valid drivers license, expired less than six months.
Sec. 5/6-112 No valid driver's license on person
 Sec. 5/6-116 Failure to notify Secretary of State of change of address.
~~Sec. 5/6-303 Misdemeanor driving with suspended license Administrative suspensions for emission controls only.~~

(4) Chapter 11:

Article XIV. Miscellaneous.

- Sec. 5/11-1003 Failure to Yield – Pedestrian crossing, other than crosswalks.
 (Ord. No. 0-135-10, §1, 11/8/10)
 Sec. 5/11-1011 Disobeying railroad signals when activated (pedestrians) (Ord. No. 0-11-07, §1, 2/5/07)
Sec. 5/11-1304.5 Valid registration required for vehicle parked on public highways
 Sec. 5/11-1401 Unattended motor vehicle left illegally.
 Sec. 5/11-1403 Improper riding on motorcycle.
 Sec. 5/11-1403(c) Illegal handlebars on motorcycle.
 Sec. 5/11-1403.1 Improper riding on motorized pedalcycle.
 Sec. 5/11-1404 Riding motorcycle without ~~special~~ equipment.
 Sec. 5/11-1405 No passenger footrests ~~On~~ on motorcycle.
 Sec. 5/11-1406 Driver's view or driving mechanism obstructed.
 Sec. 5/11-1413 Depositing injurious material on highway.
 Sec. 5/11-1419.01 Failure to display motor fuel tax identification card (IFTA).
 Sec. 5/11-1419.02 Failure to display external motor fuel tax identification ~~device~~ (IFTA).
Sec. 5/11-1429 Excessive idling – diesel engine

Article XV. Bicycles.

- Sec. 5/11-1507.1 Operation of bicycles without light and reflector.

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(5) Chapter 12:

Article II. Lights and Lamps.

- Sec. 5/12-201(a) Driving without lighted lamp--Motorcycle.
 Sec. 5/12-201(b) Driving without lights when required.
 Sec. 5/12-201(b) Taillights--~~None~~ Less than two (2) taillights when required.
~~Sec. 5/12-201(b) No red taillights.~~
~~Sec. 5/12-201(b) Only one red taillight.~~
 Sec. 5/12-201(c) No rear registration plate light.
 Sec. 5/12-202 Insufficient clearance, identification or side marker lamps.
 Sec. 5/12-203 Insufficient lighting on parked vehicle.
 Sec. 5/12-204 Improper lamp or flag on projected load.
 Sec. 5/12-205.1 No ~~lights when required~~ Specific vehicle amber signal on implement of husbandry or slow moving vehicle.
 Sec. 5/12-207(a) Improper use of more than one spot lamp.
 Sec. 5/12-207(b) Improper use of more than three auxiliary driving lamps.
 Sec. 5/12-208 No signal lamp or signal device--No stop ~~light~~ lamp.
 Sec. 5/12-209(c) Defective backup lights.
 Sec. 5/12-210 Failure to dim headlights.
 Sec. 5/12-211 Improper lighting--One headlamp.
 Sec. 5/12-212 Illegal lights--Red or flashing.
Sec. 5/12-212 Any lighting with smoked or tinted lens or cover
~~Sec. 5/12-214 Illegal use of lights--Mail vehicle.~~
 Sec. 5/12-215(a) Illegal use of oscillating, rotating or flashing red lights.
 Sec. 5/12-215(c) Illegal use of oscillating, rotating or flashing blue lights.

Article III. Brakes.

- Sec. 5/12-301 Defective or no brakes.

Article IV. Tires.

- Sec. 5/12-401 Use of illegal tires (studs).
 Sec. 5/12-405(c) Use of unsafe tire.

Article V. Glass, Windshields and Mirrors.

- Sec. 5/12-501 No safety glass.
 Sec. 5/12-502 Mirrors.
 Sec. 5/12-503(a) Obstructed windshield or front side windows.
Sec. 5/12-503(a)(5) Illegal Window Tint.
 Sec. 5/12-503(c) Obstructed windshield and/or rear window.
 Sec. 5/12-503(d) No windshield-cleaning device.
 Sec. 5/12-503(e) Defective windshield, side and/or rear window.

Article VI. Miscellaneous Requirements.

- Sec. 5/12-601 Defective horn.
Sec. 5/12-601(b) Unlawful possession or use of siren.
 Sec. 5/12-602 Muffler--Loud, excessive noise, no muffler.
 Sec. 5/12-603 No seat belts.
 Sec. 5/12-603.1 Failure to wear a properly adjusted and fastened seat safety belt (driver/ front seat passenger) specifically excludes violations of the Child Restraint Act.
~~Sec. 5/12-604 Television in motor vehicle.~~
Sec. 5/12-604.1 Unlawful Operation of a Vehicle with Video Devices.

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Sec. 5/12-606	Tow trucks--Identification--Equip-ment--insurance.
Sec. 5/12-606(a)	No sign/name attached on each side.
Sec. 5/12-606(b)	Required equipment--Broom, shovel, trash can, fire extinguisher.
Sec. 5/12-606(c)	Removing debris, spreading dirt or oil absorbing material on roadway.
Sec. 5/12-607	Vehicle suspension system.
Sec. 5/12-607.1	Unlawful frame or floor height.
Sec. 5/12-608(a)	No bumper.
Sec. 5/12-608(a)	Unlawful bumper height.
Sec. 5/12-610	Wearing headset receiver while driving.
Sec. 5/12-611	Illegal operation of sound amplification system.

Article VII. Special Requirements for Vehicles of the Second Division.

Sec. 5/12-702(a)	No flags, flares or warning device carried .
Sec. 5/12-702(c)	No flags, flares or warning devices <u>used</u> Used Displayed .
Sec. 5/12-703	Dripping road oil on roadway.
Sec. 5/12-704	Improper or no equipment or markings Explosive carrier.
Sec. 5/12-704.1	Improper or no equipment or markings Radioactive carrier.
Sec. 5/12-704.3	Failure to display "Propane" or "CNG" sign or decal.
Sec. 5/12-705	Flammable carrier not marked.
Sec. 5/12-707	Overloaded--School bus, commuter van or passenger vehicle.
Sec. 5/12-709	Slow-moving vehicle emblem--Violation.
Sec. 5/12-710	Inadequate or no splash guards.

Article VIII. Special Requirements for School Buses.

Sec. 5/12-804	Unlawful use of school bus signs, colors, lights and signal arm.
Sec. 5/12-806	Failure to cover "School Bus" sign.
Sec. 5/12-807	No seat belt for school bus driver.
Sec. 5/12-808	No fire extinguisher.
Sec. 5/12-809	No first aid kit on school bus.
Sec. 5/12-810	No restraining device for handicapped passengers.

(6) Chapter 13:

Sec. 5/13-111 No valid safety test.

(7) Chapter 15:

Article I. Size, Weight and Load.

Sec. 5/15-102	Over width. (Ord. No. 0-151-09, §1, 12/21/09)
Sec. 5/15-103	Weight. (Ord. No. 0-151-09, §1, 12/21/09)
Sec. 5/15-105	Improper projecting load--First division vehicle.
Sec. 5/15-106	Loose protruding member--All vehicles.
Sec. 5/15-107	Over length. (Ord. No. 0-151-09, §1, 12/21/09)
Sec. 5/15-109	Spilling load on highway or load not secure.
Sec. 5/15-109.1	Failure to cover load when required.
Sec. 5/15-110(b)	No safety chains or illegal hitch.
Sec. 5/15-316	Violating a local weight restricted highway. (Ord No. 0-86-13,

7/8/13)

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(8) Chapter 18c:
~~Sub Chapter 4 Motor Carriers of Property~~

~~Article I. Motor Carriers of Property—Unlawful Operations.~~

- ~~—Sec. 5/18c 4104(a)—Operation without a registration—Interstate motor carrier of property.~~
~~—Sec. 5/18c 4104(b)—Operation in excess of the scope of a license—Intrastate motor carrier of property.~~
~~—Sec. 5/18c 4104(c)—Failure to carry a copy of a valid license or registration.~~

~~Article VI. Cab Cards and Stamps.~~

- ~~—Sec. 5/18c 4604(1)—Operation without a current cab card and identifier.~~
~~—Sec. 5/18c 4604(2)—Unlawful transfer of an intrastate cab card.~~
~~—Sec. 5/18c 4604(3)—Improper use of a cab card.~~
~~—Sec. 5/18c 4604(4)—Failure to display or present cab card.~~

~~Article VII. Identification of Carriers.~~

- ~~—Sec. 5/18c 4701—No identification.~~

(98) 625ILCS40, Snowmobile Registration and Safety Act:

Article III. Registration of Snowmobiles.

- Sec. 40/3-1. Operation of unnumbered snowmobiles.

Article IV. Snowmobiles Equipment.

- Sec. 40/4-1. Equipment--Lights, etc.

Article V. Control Provisions.

- Sec. 40/5-1(D). No lighted headlamp or lighted tail lamp.
 Sec. 40/5-1(H). On private property without permission--Failure to stop and identify.
 Sec. 40/5-1(K). On frozen surface of public waters within 100 feet of a person not on a snowmobile or within 100 feet of a person engaged in fishing.
 Sec. 40/5-1(L). Within 100 feet of a dwelling between midnight and 6:00 a.m. at a speed greater than the minimum to maintain forward movement.
 Sec. 40/5-2. Illegal operation on a roadway.
 Sec. 40/5-3. Operation without a valid safety certificate.

(10) 625 ILCS 5/11 All--Terrain Vehicles:

- ~~Sec. 5/11-1426—Operation of all terrain vehicles and off-highway motorcycles on streets, roads and highways.~~
Sec. 5/11-1426.1 Operation of non-highway vehicles on streets, roads and highways.
 Sec. 5/11-1427 Illegal driving or operation of all-terrain vehicle or off-highway motorcycle.

(e) The issuance of a compliance citation shall be a courtesy in lieu of instituting a prosecution in court for the alleged offense. Any compliance citation which remains unpaid or in which the alleged violator has not appeared within a thirty-day period from the date of issuance to request a court date will be converted to a uniform traffic complaint and a court date will be issued for the alleged offense or the citation will be processed to accordingly for civil action. (Code 1961, §19.1104; Ord. No. O-76-80, §1, 9-22-80; Ord. No. O-115-82, §2, 12-13-82; Ord. No. O-43-83, §1, 6-27-83; Ord. No. O-44-87, §1, 2, 5-11-87; Ord. No. O-102-91, §1, 3, 7-8-91, Ord. No. O-20-93, 3-8-93; Ord. No. O-46-96, §1, 4-8-96)

***Editor's Note:** Ch.95.5, Secs. 1203-1 through 1206-1, All--Terrain vehicles, of the State Statutes was repealed and replaced with 625 ILCS 5/11 1426 and 1427)

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 Editor's Note: Article VIII Overweight and Oversized Vehicles was added by Ordinance #-0-3-01, passed January 8, 2001.

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ARTICLE VIII. ~~OVERWEIGHT AND OVERSIZED~~ OVERSIZE AND OVERWEIGHT
 VEHICLE ORDINANCE

[Editor's Note: Art. VIII was replaced in its entirety by Ord. No. 0-151-09, 12/21/09]

Sec. 18-176. Definitions.

For purposes of this article, the following definitions apply:

- (a) One-way or single trip permit: one move from the point of origin to the point of destination. Any additional stops between the point of origin and the point of destination are expressly prohibited. Single trip permits are valid for 5 consecutive days from the effective date of ~~issuance unless otherwise directed by the Police Department~~ the permit.
- (b) Round-trip movement: two trips over the same route in opposite directions. Round-trip permits are valid for 10 consecutive days from the effective date of the permit ~~issuance~~.
- ~~(c) Quarterly permit: a permit issued to a single truck, truck tractor power unit, or piece of special mobile equipment which is valid for unlimited moves for a period not to exceed three months from the date of issuance.~~
- ~~(d) Annual permit: a permit issued to a single truck, truck tractor power unit, or piece of special mobile equipment which is valid for unlimited moves for a period not to exceed one year from the date of issuance.~~
- ~~(e) Non-divisible: as defined in 625 ILCS 5.0/1-148, a vehicle and load will be considered non-divisible when further separating or dismantling the vehicle or load:
 (1) Would require more than 8 work hours to dismantle using appropriate equipment. The applicant has the burden of proof as to the number of work hours required to dismantle the~~

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load.

~~(2) Will compromise or destroy the intended use of the load only. A load can be either permanently mounted or temporarily secured equipment. Any parts, fluids, or material necessary to the operation of only the power unit portion of the vehicle shall be deemed non-divisible.~~

~~(3) Would prohibit the vehicle from hauling one attachment that is necessary to the operation of the load. To be considered non-divisible, the attachment must be securely mounted to the load in the manner it is to be used and not carried as a separate object on the hauling vehicle. It is the duty of the applicant to declare such an attachment in the permit application.~~

- (~~f~~d) Police Department: the Village of Palatine Police Department
(~~g~~e) Village: the Village of Palatine

Sec. 18-177. Permits.

(a) A permit shall be required for the movement of any vehicle or combinations of vehicles, that is non-divisible or is carrying a load that is non-divisible, while operating on roadways and bridges within the jurisdiction of the Village which exceeds the following limits:

- (1) ~~Maximum gross weight of more than 80,000 pounds;~~ Weight, as defined in 625 ILCS 5.0/15-111
- (2) ~~Maximum single axle weight of more than 20,000 pounds;~~ Width, as defined in 625 ILCS 5.0/15-102
- (3) ~~Maximum tandem axle weight of more than 34,000 pounds;~~ Height, as defined in 625 ILCS 5.0/15-103
- (4) ~~Axle weights or series of axle weights that exceed the maximum limits set forth in 625 ILCS 15-111(f);~~ Length, as defined in 625 ILCS 5.0/15-107
- (5) ~~Maximum gross length of 42 feet for single vehicles;~~
- (6) ~~Maximum gross length of more than 55 feet for tractor semitrailer combinations;~~
- (7) ~~Maximum gross length of more than 60 feet for all other combinations;~~
- (8) ~~Maximum gross width of more than 8 feet, 6 inches;~~
- (9) ~~Maximum gross height of more than 13 feet, 6 inches;~~

Exempt from permits are the following:

- (1) Fire department vehicles;
- (2) Those vehicles operating under an emergency declaration;
- (3) Village owned vehicles engaged in emergency utility repair;
- (4) Equipment used for snow and ice removal, owned or operated by any governmental body.

~~(b) — Permits shall be issued only in the name of a person, firm, business, or corporation that owns and operates the transporting vehicle or that operates the vehicle under a bona fide lease agreement.~~

~~(c) — Permits for vehicles that are both overweight and/or oversize are valid only a half hour before sunrise until a half hour after sunset, on any day which a permit issued by the Illinois Department of Transportation is valid.~~

~~(d)~~ (b) Permits are non-transferable and apply only to the permittee.

~~(e)~~ (c) The Village may issue revisions to permits. The Chief of Police or his designee may assign a fee for a revision as his discretion in the following circumstances:

- (1) To correct an error attributed to the Village;
- (2) To correct an error attributed to the applicant; ~~discovered before the move.~~
- (3) To adjust weights, dimension or routes as issued on the permit, before the move is made.

~~(f)~~ (d) The permit, when issued, constitutes an agreement between the permittee and the Village that the move described in the application will take place only as described. The permittee has the responsibility to report to the Police Department any inaccuracies or errors on the part of either the Village or the permittee before starting any move. Undertaking the move is prima facie evidence of acceptance of the permit as issued and its terms.

(g) The routing prescribed in the permit constitutes the sole extent of the authority granted by the permit for the use of roads within the jurisdiction of the Village, and any vehicle and/or load found to be off route will be considered off route and without a permit. Permits, whether in paper or electronic form, shall be in the driver's possession at all times unless otherwise directed by the Police Department and presented upon demand to any and all police officers for the purpose of inspection.

(h) Any vehicle(s) and/or load found to be divisible will render the permit null and void. The entire gross weight and axles weights of the vehicle(s) with the load are subject to legal weights. It is the duty of the applicant to verify the non-divisibility of the vehicle(s) before making application for the permit. The permit application itself is prima facie evidence that the applicant confirmed the vehicle(s) and/or load were non-divisible.

(i) If required, arrangement shall be made by the permittee to have the proper utilities notified, property moved, bridge or highway analysis performed and completed in advance of any permit movement.

(j) All movements under the permit shall be made in accordance with all applicable federal, State and local laws, ordinances, rules and regulations.

(k) Permits are null and void if altered for the purpose of deception. The permits issued under this section constitute the grant of a privilege by the Village and may be denied or suspended for such reasons as the Village may deem rationally related to its governmental interests including, but not limited to:

- (1) A permittee knowingly providing incorrect information in an application for a permit;
- (2) A permittee, its agents, or employees operating on a permit which has been altered for purposes of deception;
- (3) Non-compliance by permittee, its agents or employees with federal, State, or local ordinances pertaining to the transport of goods or operation of a vehicle engaged in the transport of goods;
- (4) Moving on Village streets without a valid permit as required under this section.

(l) All single-trip or round-trip permits are limited to movements on assigned routes only.

~~(m) All quarterly or annual overweight permits are restricted to the following maximum limitations and routing:~~

- ~~(1) 12 ft. in width~~
- ~~(2) 13 ft. 6 in. in height~~
- ~~(3) 115 ft. in length~~
- ~~(4) May not move across bridges or structures that are posted or listed as such on the Village truck route map.~~
- ~~(5) May not move on a "no truck" route that is posted or listed as such on the Village truck route map, without written permission from a member of the Police Department.~~
- ~~(6) May not use any Village street as a cut thru to avoid using a State, County, or Township highway.~~

~~These permits are subject to all standards of application set forth in 18-178(b), except that the load may be interchanged provided none of the above listed maximum weight and size dimensions are exceeded. Quarterly and annual permits shall list the registration number and state for the power unit, and vehicle identification number (VIN). The serial number of the power unit, and/or owner applied number shall also be listed, if applicable.~~

~~Any violation of these terms will render the certificate null and void, and subject the driver, firm, business, or corporation that owns the vehicle to legal weight and dimension laws. The arresting police officer will immediately confiscate the permit.~~

Sec. 18-178. Applications for Permit.

(a) All applications for permits shall be given full consideration. Permits for proposed moves may be issued:

- (1) When the Village roadways and bridges will not be unduly damaged; and
- (2) When the safety of the traveling public will be adequately protected.

(b) Applications for a permit to move an oversized and/or overweight vehicle, and/or load, must be made to the Police Department. The Chief of Police or his designee will determine the appropriate fields of information which should be required on the permit application. ~~The following information shall be included on the permit application:~~

- ~~(1) Company name~~
- ~~(2) Company address~~
- ~~(3) Company fax & telephone numbers~~
- ~~(4) Description of hauling vehicle or power unit.~~
- ~~(5) Description of load to be moved and if the load is carrying an attachment.~~
- ~~(6) Maximum dimensions, gross weight, and axle weights of vehicle including load.~~
- ~~(7) Roads under the jurisdiction of the Village to be traveled~~
- ~~(8) Any special conditions~~

Sec. 18-179. Police escorts.

Police escorts are required for certain vehicles and loads as ~~indicated in subsection herein~~ determined by the Chief of Police or his designee. The total number of officers necessary to provide for a safe move shall be determined by the Police Department, based upon the size and weight of the permit move. Fees for escorts shall be in addition to the permit fees set forth herein. Escort fees shall provide for a minimum of two (2) hours of service calculated by the most current overtime rate established by the Police Department.

Sec. 18-180. ~~Bonds, Indemnification and Insurance.~~

(a) The permittee shall assume total liability for any and all damages to streets, bridges, Village owned appurtenances and private or public property while engaged in a permit move. The measure of liability is the cost for all repairs or replacement of property damaged by the permittee.

(b) The permittee shall indemnify and hold harmless the Village or members of the Police Department from any costs, judgments or settlements, including attorneys fees, arising from physical injuries, including loss of life, or damage to or loss of property related to acts or omissions by permittee, its officers, agents, or employees pursuant to the permit.

~~(c) Upon application for a permit each applicant shall provide evidence of a valid comprehensive general liability insurance policy, with an insurance company approved by the Village, for protection against personal injury or property damage in the amount of \$1,000,000.00 per occurrence. The Village and the Police Department shall be listed as a certificate holder on the policy.~~

Sec. 18-181. Suspension and Reinstatement

- (a) Suspension of a current permit shall be for the time determined appropriate by the Police Department; however, reinstatement may be made upon conditions determined by the Village and payment of all outstanding settlements or judgments.
- (b) The Chief of Police or ~~their~~ his designee shall administer and enforce this section and shall have the authority to grant, deny, suspend, or reinstate Permits. Any applicant or permittee denied a permit or who has had a permit suspended, upon request, shall be given a hearing before the Chief of Police first, then the Village Manager if the permittee is still unsatisfied.
- (c) No permits shall be issued an applicant or company who has outstanding fees or payments due to the Village.

Sec. 18-182. Permit Fee Schedules

- (a) The Village with respect to highways under its jurisdiction shall collect a permit fee as described in the Village Fee schedule. ~~shown herein from applicants for the issuance of a permit to operate or move a vehicle or combination of vehicle(s), and/or loads, which fit the categories shown.~~ Any axle weight, -or gross weight or dimension ~~greater than the maximum weights set forth in this ordinance are requiring a route study and investigation are~~ subject to special assessment by the Chief of Police or his designee ~~and investigation~~ to determine appropriate fees.
- (b) The Village Finance Department is responsible for the billing, invoicing, and collection of permit fees. The Finance Department, in their discretion, may make rules and regulations as to acceptable methods of payment and due dates. Any unpaid permit fees will be turned over to a collection agency under contract of the Village. The Village may choose to employ an electronic internet service for the administration of this Article, including fee collection.

PALATINE CODE OF ORDINANCES – CHAPTER 18 - TRAFFIC

~~(c) Fee Schedule~~~~(1) The fee schedule for single vehicles shall be as follows.~~

CATEGORY	AXLES	MAX WEIGHTS	AXLES	SINGLE TRIP	ROUND TRIP	QUARTERLY	ANNUAL
1A	2	48,000	GROSS	\$15.00	\$25.00	\$85.00	\$340.00
		25,000	ANY SINGLE AXLE				
2A	2	54,000	GROSS	\$20.00	\$35.00	\$100.00	\$400.00
		28,000	ANY SINGLE AXLE				
3A	3+	60,000	GROSS	\$25.00	\$45.00	\$115.00	\$460.00
		21,000	ANY SINGLE AXLE				
		40,000	2 AXLE TANDEM				
4A	3+	68,000	GROSS	\$30.00	\$55.00	\$130.00	\$520.00
		25,000	ANY SINGLE AXLE				
		48,000	2 AXLE TANDEM				
5A	3+	72,000	GROSS	\$60.00	\$115.00	\$270.00	\$1,080.00
		25,000	ANY SINGLE AXLE				
		48,000	2 AXLE TANDEM				
6A	3+	80,000	GROSS	\$70.00	\$135.00	\$285.00	\$1,140.00
		27,000	ANY SINGLE AXLE				
		54,000	2 AXLE TANDEM				
7A	4+	72,000	GROSS	\$35.00	\$65.00	\$145.00	\$580.00
		21,000	ANY SINGLE AXLE				
		40,000	2 AXLE TANDEM				
8A	4+	76,000	GROSS	\$40.00	\$75.00	\$160.00	\$640.00
		23,000	ANY SINGLE AXLE				
		44,000	2 AXLE TANDEM				
9A	4+	80,000	GROSS	\$60.00	\$100.00	\$225.00	\$900.00
		27,000	ANY SINGLE AXLE				
		54,000	2 AXLE TANDEM				
		60,000	3 OR 4 AXLE GROUP				

Attachment: Chapter 18 Article VIII (Chapter 18 Code Amendments)

PALATINE CODE OF ORDINANCES – CHAPTER 18 - TRAFFIC

(2) ~~The fee schedule for combination vehicles shall be as follows:~~

CATEGORY	AXLES	MAX WEIGHTS	AXLES	SINGLE TRIP	ROUND TRIP	QUARTERLY	ANNUAL
1B	5+	88,000 23,000 44,000	GROSS ANY SINGLE AXLE 2 AXLE TANDEM or 3 OR 4 AXLE GROUP	\$30.00	\$55.00	\$190.00	\$760.00
2B	5+	100,000 25,000 48,000	GROSS ANY SINGLE AXLE 2 AXLE TANDEM or 3 OR 4 AXLE GROUP	\$40.00	\$75.00	\$220.00	\$880.00
3B	6+	110,000 23,000 44,000 54,000	GROSS ANY SINGLE AXLE 2 AXLE TANDEM 3 or 4 AXLE GROUP	\$45.00	\$85.00	\$235.00	\$940.00
4B	6+	120,000 25,000 48,000 60,000	GROSS ANY SINGLE AXLE 2 AXLE TANDEM 3 or 4 AXLE GROUP	\$50.00	\$95.00	\$250.00	\$1,000.00
5B	6+	143,000 27,000 54,000 78,000	GROSS ANY SINGLE AXLE 2 AXLE TANDEM 3 or 4 AXLE GROUP	\$60.00	\$115.00	\$325.00	\$1,300.00
6B	7+	162,000 25,000 50,000 75,000 100,000	GROSS ANY SINGLE AXLE 2 AXLE TANDEM 3 AXLE GROUP 4 AXLE GROUP	\$70.00	\$135.00	\$400.00	\$1,600.00
7B	8+	187,000	GROSS ** SAME AXLE WEIGHTS AS 6B **	\$80.00	\$155.00	\$500.00	\$2,000.00

Attachment: Chapter 18 Article VIII (Chapter 18 Code Amendments)

PALATINE CODE OF ORDINANCES – CHAPTER 18 - TRAFFIC

~~(3) The fee schedule for overdimension (oversized vehicles) shall be as follows.~~

CATEGORY	MAX SIZE	ESCORT	SINGLE TRIP	ROUND TRIP	QUARTERLY	ANNUAL
1C	WIDTH: 10' HEIGHT: 13'6" LENGTH: 115'	NO	\$15.00	\$25.00	\$75.00	\$300.00
2C	WIDTH: 12' HEIGHT: 13'6" LENGTH: 115'	NO	\$20.00	\$40.00	\$120.00	\$480.00
3C	WIDTH: 14' HEIGHT: 13'6" LENGTH: 115'	NO	\$30.00	\$55.00	\$165.00	\$660.00
4C	WIDTH: 18' HEIGHT: 16' LENGTH: 135'	YES	\$50.00	\$95.00	X	X
5C	WIDTH: >18' HEIGHT: >16' LENGTH: >135'	YES	\$100.00	\$195.00	X	X

Attachment: Chapter 18 Article VIII (Chapter 18 Code Amendments)

Consider a Resolution Approving the Collective Bargaining Agreement Between the Village of Palatine and Palatine Firefighters, Local No. 4588, International Association of Firefighters, AFL-CIO, CLC, and to Authorize the Mayor and Clerk to Execute

BACKGROUND: Palatine Firefighters Local No. 4588 provides union representation for Palatine's Fire Department represented employees. The current contract expires December 31, 2020.

KEY ISSUES: This successor four-year contract reflects the Village's mid-point wage philosophy. The following is a summary of the changes:

- **Wages:**

2021: Firefighter/Paramedics at 2.46%, Lieutenants at 2.51% and Captains at 5% above Lieutenant top pay.

2022: Firefighter/Paramedics at 2.25%, Lieutenants at 2.25% and Captains at 5% above Lieutenant top pay.

2023 & 2024: Wage re-opener based on the mid-point philosophy.

- Language clarifying a variety of subjects with mutual agreement.

ALTERNATIVES:

- 1) Approve the resolution.
- 2) Return to Staff with comments.

RECOMMENDATION: Staff recommends approval of a resolution authorizing a collective bargaining agreement with Palatine Firefighter's Local No. 4588, International Association of Firefighters, AFL-CIO, CLC.

ACTION REQUIRED: Motion to adopt the resolution approving the collective bargaining agreement between the Village of Palatine and Palatine Firefighters, Local No. 4588, International Association of Firefighters, AFL-CIO, CLC, and to authorize the Mayor and Village Clerk to execute the agreement.

ATTACHMENTS:

- Resolution Approving 2021 - 2024 IAFF Contract
- 2021-2024 PFD CBA 3.0 FINAL Version 12-7-20

RESOLUTION NO. _____

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE VILLAGE OF PALATINE, ILLINOIS AND
PALATINE FIREFIGHTERS, LOCAL NO. 4588, INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS, AFL-CIO, CLC AND TO AUTHORIZE THE MAYOR AND CLERK
TO EXECUTE THE COLLECTIVE BARGAINING AGREEMENT**

WHEREAS, negotiations between the Village of Palatine and the Palatine Firefighters, Local No. 4588, International Association of Firefighters, AFL-CIO, CLC have resulted in the proposed Collective Bargaining Agreement resulting therefrom, a copy of which is attached hereto and incorporated by reference hereof.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Village Council of the Village of Palatine, that said Agreement, for certain employees within the Village of Palatine Fire Department, is hereby approved.

BE IT FURTHER RESOLVED, that the Mayor and Village Clerk of the Village of Palatine, is hereby authorized and directed to execute said Agreement on behalf of the Village Council and that it be appropriately filed with the Illinois State Labor Relations Board.

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

ADOPTED this _____ day of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk

this _____ day of _____, 2020

Village Clerk

Attachment: Resolution Approving 2021 - 2024 IAFF Contract (IAFF Contract - 2020 Res)

AGREEMENT

Between

VILLAGE OF PALATINE, ILLINOIS

And

**PALATINE FIREFIGHTERS,
LOCAL NO. 4588, INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS, AFL-CIO, CLC**

January 1, 2021 through December 31, 2024

Attachment: 2021-2024 PFD CBA 3.0 FINAL Version 12-7-20 (IAFF Contract - 2020 Res)

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ARTICLE I
PREAMBLE

This Agreement is entered into by the Village of Palatine, Illinois (hereinafter referred to as the “Employer” or the “Village”), and the Palatine Firefighters, Local No. 4588 of the International Association of Firefighters, AFL-CIO, CLC (hereinafter referred to as the “Union”).

It is the purpose of this Agreement to achieve and maintain harmonious relations between the Village and the Union, to establish proper standards of wages, hours, and other terms and conditions of employment, and to provide for the equitable and peaceful adjustments of differences which may arise between the parties.

ARTICLE II **RECOGNITION**

The Village hereby recognizes the Union as the sole and exclusive collective bargaining representative for the purpose of establishing and administering a written labor agreement covering wages, rates of pay, hours of labor, and all other terms and conditions of employment for a bargaining unit consisting of:

All full-time sworn Fire Captains, Fire Lieutenants, Firefighter/Paramedics, Firefighter/EMTs and Probationary Firefighters in the Village of Palatine below the rank of Battalion Chief.

Excluded are all other employees, including but not limited to Chief, Deputy Chiefs, Division Chief, Battalion Chiefs, Fire Marshal, civilian Fire Inspectors, Emergency Management Coordinator, Emergency Management Volunteer Coordinator, and all Executive, Supervisory, Managerial, Professional, and Confidential employees as defined by the Labor Relations Act, and all other employees of the Fire Department and the Village of Palatine.

ARTICLE III
NON-DISCRIMINATION

Section 3.1. Discrimination Prohibited.

The Village and the Union agree that they will not discriminate against any person with respect to Union membership or non-membership, age, sex, marital status, race, creed, national origin, religion, disability or political affiliation in violation of State or Federal Law.

Section 3.2. Gender.

Whenever a specific gender is used in this Agreement, it shall be construed to include both male and female employees.

Section 3.3. Duty to Fair Representation.

The Union recognizes its responsibility as bargaining agent and agrees to fairly represent all employees in the bargaining unit whether or not they are members of the Union without discrimination, interference, restraint or coercion.

Section 3.4. Union Activities.

There shall be no discrimination, interference, restraint, or coercion by the Employer against an employee for his/her activity on behalf of, or membership in, the Union.

Section 3.5. Compliance with ADA/ADEA.

It is recognized that the Employer must comply with the statutory provisions of the Americans with Disabilities Act (ADA) and the Age Discrimination in Employment Act (ADEA). Should the Employer need to change any current policy or practice in order to comply with the provisions of ADA or ADEA, the Employer will provide to the Union notice of any change within fourteen (14) days of its implementation.

ARTICLE IV

UNION SECURITY AND RIGHTS

Section 4.1. Dues Checkoff.

While this Agreement is in effect, the Village shall deduct from each employee's paycheck once each pay period the uniform, regular union dues, in the amount certified to be current by the Union for each employee in the bargaining unit who has filed with the Village a voluntary, effective checkoff authorization as set forth in **APPENDIX E** of this Agreement. Total deductions collected for each pay period shall be remitted by the Village to the Union together with a list of employees for whom deductions have been made not later than ten (10) calendar days after the deduction is made.

A Union member desiring to revoke the dues checkoff may do so by written notice to the Village and the Union at any time. Dues shall be withheld and remitted to the Treasurer of the Union unless or until such time as the Village receives a notice of revocation of dues checkoff from an employee, or notice of an employee's death, transfer from covered employment, termination of covered employment, or when there are insufficient funds available in the employee's earnings after withholding all other legal and required deductions. Deductions shall cease at such time as a strike or work stoppage occurs in violation of ARTICLE XI (No Strike-No Lockout).

The actual dues amount to be deducted shall be uniform in dollar amount for each employee in order to ease the Employer's burden of administering this provision. The Union may change the fixed uniform dollar amount once each calendar year during the life of this Agreement, unless additional changes are mutually agreed upon by both parties. The Union will give the Village thirty (30) calendar days notice of any such change in the amount of uniform dues to be deducted, unless a lesser time is mutually agreed upon by both parties.

If the employee has no earnings due for that period, the Union shall be responsible for collection of dues. The Union agrees to refund to the employee any amounts paid in error on account of this dues deduction provision.

Section 4.2. Indemnification.

The Union shall indemnify, defend and hold harmless the Village, its officials, representatives and agents against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs that shall arise out of or by reason of action taken or not taken by the Village in complying with the provisions of this Article. The Village shall give immediate notice of the action in writing to the Union and shall permit the Union intervention as a party if it so desires; and the Village shall give full and complete cooperation to the Union and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available to both and at all appellate levels. If an improper deduction is made, the Union shall refund directly to the employee any such amount.

Section 4.3. Union Meeting Attendance.

The Village shall allow on-duty personnel assigned to the station at which the Union meeting is being held, plus one unit from each station which is in a contiguous district to the station at which the meeting is held, to attend Union meetings at which voting for a ratification of a Village/Union

contract is conducted, so long as those units remain in service and are first due. For all other Union meetings, the Village will allow the use of Village facilities, and only on-duty personnel assigned to the station at which such meeting is being held may attend, so long as such personnel remain in service and are first due. In addition, the parties shall cooperate in the use of video conferencing or other equivalent technology, in lieu of the attendance of on-duty personnel from other stations.

Section 4.4. Bulletin Boards and Mail Boxes

The Village shall permit the Union President or his designee to share one of the existing bulletin boards, which shall be no less than three feet by four feet (3' x 4'), in each fire station in an approved location readily visible to the Union members. The Union will limit the posting of Union notices to such bulletin boards and shall be responsible for maintaining its share of bulletin boards. All postings on the Union bulletin boards shall be non-political (i.e., non-partisan and not in support of a specific political candidate or candidates), non-abusive, non-inflammatory, non-defamatory, and non-discriminatory.

In addition, the Union President or his designee can place Union materials in the mail boxes (including electronic mail) of members of the bargaining unit, provided that the exercise of this privilege shall comply with the Electronic Communications Policy of the Village of Palatine and will not interfere with normal Fire Department operations and shall be at no cost to the Village.

ARTICLE V
UNION OFFICERS AND NOTIFICATION

Section 5.1. Union Officers and Notification to the Union.

For purposes of this Agreement, the term “Union Officers” shall refer to the duly elected representatives whose names and positions shall be provided to the Village. All written notifications to the Union shall either be electronically mailed, hand delivered to the Union President or Secretary while they are on duty or mailed to: P.O. Box 204, Palatine, Illinois 60078-0204.

Section 5.2. Notification to the Village.

All written notifications to the Village shall be either electronically mailed, hand delivered to the Fire Chief or his designee in his absence or mailed to: Village Manager, Village of Palatine, 200 E. Wood St., Palatine, Illinois 60067.

ARTICLE VI

MANAGEMENT RIGHTS

It is understood and agreed that the Village retains all rights and authority as authorized under the Constitution and Statutes of Illinois to operate and direct the employees of the Village and its various departments in all respects including, but not limited to, all rights and authority exercised by the Village consistent with such Constitutional and statutory authority prior to the execution of this Agreement, except as expressly modified in this Agreement. These rights include, but are not limited to the right:

1. to determine the Department's mission and policies and to establish all standards of service to be offered to the public;
2. to plan, direct, schedule, control and determine the operations or services to be conducted by employees of the Village and to change them from time to time;
3. to determine the methods, means, and/or number of personnel needed to carry out the Department mission;
4. to direct the working forces and establish productivity standards;
5. to hire, assign and/or transfer employees within the Department or to other duties or functions;
6. to promote, subject to the requirements of the FDPA 50 ILCS 742/1 et seq., and discipline employees and to suspend and discharge employees for just cause;
7. to layoff or relieve employees due to lack of work or funds or for other legitimate reasons;
8. to make, publish and enforce rules and regulations, including residency, and to change such rules from time to time as circumstances warrant;
9. to introduce new or improved methods, equipment or facilities;
10. to contract out for goods or services subject to the requirements of 65 ILCS 5/10-2.1-4 of the Municipal Code effective as of June 1, 2008;
11. to take any and all actions as may be necessary to carry out the mission of the Village and the Fire Department.

If in the reasonable discretion of the Mayor and Village Council or Village Manager, it is determined that extreme civil emergency conditions exist, including but not limited to riots, civil disorders, tornado conditions, floods, or other similar catastrophes, the provisions of this Agreement that may impair or interfere with the Village's ability to respond most effectively to the emergency (including but not limited to scheduled vacations, overtime recall procedures, and regular work schedules) may be suspended by the Mayor or the Village Manager during the time of the declared emergency, provided that wage rate and monetary fringe benefits shall not be suspended. Should an emergency arise, the Village Manager or his designee shall immediately

advise the President of the Union or the next highest officer of the Union of the nature of the emergency. The Village Manager or his designee shall follow up said advice in writing as soon thereafter as practicable and shall forward said written notice to the President of the Union.

The authority and powers of the Fire and Police Commission of the Village in effect on January 1, 2008 and as authorized by law, and subject to the provisions of 50 ILCS 742/1 et seq. and Section 10-2.1-4 of the Illinois Municipal Code (65 ILCS 5/10-2.1-4) effective as of June 1, 2008, shall remain in full force and effect, unless modified by the provisions of this Agreement, and in the event of any conflict, the terms of this Agreement shall take precedence in accordance with the requirements of the IPLRA generally, and Article 1615 specifically.

ARTICLE VII

PROBATION

Section 7.1. Probationary Period.

Upon hire, bargaining unit members shall be required to serve a probationary period. The probationary period is defined as twelve (12) months of work, as determined by statute, beginning with the employee's last date of hire. The probationary period shall not be extended except for purposes of obtaining EMT-P/Paramedic Licensure, or for a leave of absence in excess of thirty (30) days. The extension of probation for a leave of absence will not reduce the twelve month period the employee has to successfully complete EMT-P/Paramedic certification. Every reasonable attempt will be made by the Fire Department to schedule classes necessary for required certifications within twelve (12) months of an employee's date of hire. Time absent from duty that is not credited for seniority purposes shall not apply toward satisfaction of the probationary period. During an employee's probationary period, the employee may be terminated without cause at the sole discretion of the Village. If the probationary period is extended beyond the initial twelve (12) months for EMT-P/Paramedic Licensure, the only termination that may occur without cause must be for failing to meet the requirements of EMT-P/Paramedic certification. Such probationary employee shall have no recourse to the grievance procedure or to the Board of Fire and Police Commissioners to contest such a termination.

Section 7.2. Restrictions on Probationary Employees.

Probationary employees shall be restricted from duty trades, hire-backs, and force backs until after completion of the Department's Driver Training Program, provided that the Village provides sufficient opportunity to complete the program within the first six (6) months of employment.

Probationary employees shall be restricted from taking leave time (which shall not include mandatory Work Reduction Days) within the first six (6) months of employment. Exceptions for unusual circumstances may be granted by the Fire Chief or his designee.

ARTICLE VIII DISCIPLINE AND DISCHARGE

Section 8.1. Discipline.

Employees shall be disciplined and discharged only for just cause. As a general rule, the Employer will follow principles of progressive and corrective discipline, with the first assessment based on the seriousness of the offense. Nothing contained in this Agreement shall prohibit the Employer from using a more severe measure, including discharge, when the offense indicates a substantial shortcoming of the employee that renders the continuation of employment of the employee in some way detrimental to the Employer, or to the public. Where the Employer believes just cause exists to institute disciplinary action, the Employer shall choose from the following options:

1. Oral reprimand;
2. Written reprimand;
3. Suspension;
4. Discharge.

The employee may file a written reply to any reprimand. Except for oral reprimands, a grievance may be filed as to disciplinary actions instituted against an employee, in accordance with the procedures set forth in ARTICLE X of this Agreement. Letters of documentation and oral reprimands recorded in the employee's personnel files shall not be used after twelve (12) months to justify subsequent disciplinary action and shall be removed from the employee's file. Written reprimands recorded in the employee's personnel file shall not be used after twenty-four (24) months to justify subsequent disciplinary action and shall be removed from the employee's file, provided there has been no additional disciplinary action issued to the employee during such twenty-four (24) month period. However, such written record may be retained by the Village in another file, to be utilized in any judicial or administrative proceedings which shall not include grievance arbitration proceedings. Bargaining unit members who are working part-time in another position/job/assignment for the Village shall have separate files for discipline in each position/job/assignment, and such files shall have no impact or effect on one another. In addition, conduct occurring while assigned to the secondary position/job/assignment shall not impact incentive programs available under this Agreement (e.g., sick call would not affect buy-back program).

Section 8.2. Notice and Investigations.

All disciplinary investigations shall comply with the Firemen's Disciplinary Act (50 ILCS 745/1 *et seq.*). Employees shall be entitled to request to have a Union representative present at all investigatory interviews with the Employer which the employee reasonably believes could lead to discipline of the employee or another employee, and such requests shall not be denied. The Employer may carry on its inquiry without interviewing the employee. The imposition of discipline will be performed in a reasonable and timely manner and, where possible, shall be issued to the employee in private, in order to prevent the employee from being unduly embarrassed.

A copy of all letters of documentation and disciplinary notices of bargaining unit members shall be provided to the Union.

Section 8.3. Discipline by the Fire Chief.

If the discipline is within the authority of the Fire Chief (oral reprimands, written reprimands, or suspensions of not more than five (5) consecutive calendar days), the following steps will apply:

1. The Fire Chief shall serve a written notice of the reprimand or suspension to the employee involved and submit a copy to a Union steward.
2. Upon receipt of the notice, if the employee seeks to appeal the disciplinary action (excluding oral reprimands), the Union may file a written grievance within the time limits provided in ARTICLE X of this Agreement Step 1 (i.e., fourteen (14) calendar days after the service of the Chief's notice upon the employee). If the Union decides to file a grievance, and if the discipline is sustained by an arbitrator's decision, neither the Union nor the employee shall have any further right to contest such discipline before the Board of Fire and Police Commissioners. If the Union decides not to file a grievance, and the discipline issued was a suspension of five (5) calendar days or less, the employee may file an appeal with the Board of Fire and Police Commissioners within the same time limits (i.e., fourteen (14) calendar days after the service of the Chief's notice upon the employee). The employee shall have no other option to use the grievance/arbitration procedure regarding that discipline, if the Union has declined to file a grievance. Selection by the Union or employee of one process shall constitute a waiver of the other.

Section 8.4. Suspensions Over Five (5) Calendar Days or Discharge.

If the discipline proposed is beyond the authority of the Fire Chief and within the authority of the Board of Fire and Police Commissioners, the following steps will apply:

1. The Fire Chief shall serve a written notice of the proposed discipline to the employee involved and submit a copy to a Union steward.
2. Upon receipt of the notice, if the employee seeks to appeal the disciplinary action (excluding oral reprimands), the Union may file a written grievance within nine (9) calendar days after the service of the Chief's notice upon the employee. In the event that a grievance(s) would be due on a day the administrative offices are closed, the deadline for the grievance(s) will be extended to the next day the administrative offices are open. If the Union decides to file a grievance, the hearing before the Commission shall be waived and the Commission shall enter the discipline requested by the Fire Chief, without the need to provide an evidentiary basis to the Commission. The Commission's order shall be grieved in accordance with Step 3 of the grievance procedure set forth in ARTICLE X of this Agreement. Pending arbitration of the grievance, the Fire Chief may immediately implement the penalty requested by the Chief and ordered by the Commission. Neither the Union nor the employee shall have any further rights to contest such charges and penalty before the Board of Fire and Police Commissioners, but their exclusive remedy shall be via the grievance and arbitration procedure set forth in ARTICLE X of this Agreement.

If the Union decides not to file a grievance within the nine (9) calendar day period provided above, the Fire Chief may proceed with filing charges before the Board of Fire and Police Commissioners, and the employee may contest such charges before the Board of Fire and Police Commissioners, but shall have no other option to use the grievance/arbitration procedure for that discipline.

ARTICLE IX

DRUG AND ALCOHOL TESTING

Section 9.1. Statement of Policy.

It is the policy of the Village of Palatine that the public has the reasonable right to expect persons employed by the Village to be free from the effects of drugs and alcohol. The Village, as the employer, has the right to expect its employees to report for work fit and able for duty. The purposes of this policy shall be achieved in such manner as not to violate any established rights of the employee.

Section 9.2. Prohibitions.

To ensure a safe work environment, employees shall be prohibited from:

1. consuming alcohol or possessing open alcohol during the work day or anywhere on any Village premises or job sites, including all Village buildings, properties, vehicles and the employee's personal vehicle while engaged in Village business;
2. illegally selling, purchasing or delivering any illegal drug (unless in accordance with duty requirements) during the work day or on the employer's premises;
3. being under the influence of alcohol or illegal drugs during the course of the work day;
4. failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.

The use of prescribed drugs or commercially available over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace.

Section 9.3. Drug and Alcohol Testing Permitted.

Where the Village has reasonable suspicion to believe that an employee is under the influence of alcohol or illegal drugs during the course of the work day, the Village shall have the right to require the employee to submit to alcohol or drug testing.

All issues relating to the drug and alcohol testing process (e.g., whether there is reasonable suspicion for ordering an employee to undertake a test, whether a proper chain of custody has been maintained, etc.) may be grieved in accordance with the grievance and arbitration procedure set forth in this Agreement. The employee's right to grievance does not alleviate the employee's obligation to submit to testing in a timely way.

Section 9.4. Order to Take Test.

The Employer shall provide the employee at the time he or she is ordered to submit to testing with a written notice of the order, setting forth the facts and inferences upon which the Employer bases its conclusion of reasonable suspicion. The employee shall have the right to consult with a Union

representative and/or counsel prior to any questioning. Refusal to comply with the order to test may subject the employee to discipline, but the taking of a test shall not operate to waive any objection or rights the employee may have. The employee shall be placed on Administrative Leave with pay during the pendency of any testing procedure.

Section 9.5. Tests to be Conducted.

The Village shall use only licensed clinical laboratories for such testing and shall be responsible for maintaining a proper chain of custody. The employer shall establish a chain of custody procedure to ensure the integrity of samples and test results, and shall not permit the employee or any other bargaining unit member to be a part of such chain. Sufficient samples shall be collected so as to permit an initial test, a confirmatory test, and a subsequent test to be arranged at a facility of the employee's choosing. If the first test results in a positive finding, a confirmatory test shall be conducted. Confirmatory testing shall be by gas chromatography, plus mass spectrometry (GC/MS) or an equivalent scientifically accurate test. A portion of the tested sample shall be retained by the laboratory so that the employee may arrange for another confirmatory test (GC/MS or a scientifically accurate equivalent) to be conducted by a licensed clinical laboratory of the employee's choosing and at the employee's expense.

Section 9.6. Results.

The employer shall only be notified in the event that a sample has tested positive for a particular drug or alcohol on both the initial and confirmatory test, and any information otherwise coming into the possession or the knowledge of the Employer shall not be used in any manner or forum adverse to the employee's interests. The employee shall receive a copy of all test results, information, documents and other reports received by the Employer.

Section 9.7. Voluntary Requests for Assistance.

Voluntary requests for assistance with drug and/or alcohol problems (i.e., where no test has been given pursuant to the foregoing provisions) shall be held strictly confidential by the Village and no one in the Fire Department shall be informed of any such request or any treatment that may be given unless the employee consents to the release of any such information, except that the Fire Chief and/or Deputy Fire Chief may be informed of the request for assistance when necessary to accommodate scheduling needs or when deemed necessary by the professional providing the assistance. No adverse employment action shall be taken in any manner or forum against any employee who voluntarily seeks assistance for alcohol or prescription drug related problems, other than the Employer may temporarily reassign an employee if he is unfit for duty in his current assignment. All such requests shall be held strictly confidential.

Section 9.8. Discipline.

In the first instance an employee tests positive as outlined in Section 9.6 (Results) on a drug or alcohol test, the employee may be subject to disciplinary action up to and including termination. If the employee is not discharged, as a condition of continued employment, the employee shall be required to participate in an appropriate treatment program determined by his physician, discontinue his use of prohibited drugs or abuse of alcohol, and be required to submit to random testing as directed by his counselors in an appropriate after care program. Employees who do not comply with the conditions of this Section, or who test positive for the second time, shall be subject

to dismissal. Employees unfit to perform reasonable duties to which they may be assigned during the period of their treatment and after care, shall be permitted to take accumulated time off upon request for the period of counseling and after care.

Any evidence concerning test results which is obtained in violation of the standards contained in this Article shall not be admissible in any disciplinary proceedings involving the employee.

ARTICLE X GRIEVANCE PROCEDURE

Section 10.1. Definition of a Grievance.

A “grievance” is defined as a complaint arising under and during the term of this Agreement raised by an employee and the Union against the Village alleging that there has been a violation, misinterpretation or misapplication of an express written provision of this Agreement. Oral reprimands are not subject to the grievance procedure; written reprimands are subject to the grievance procedure only through Step 3, Village Manager. In the event that a grievance(s) would be due on a day the administrative offices are closed, the deadline for the grievance(s) will be extended to the next day the administrative offices are open.

Section 10.2. Procedure.

The parties acknowledge that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. If, however, the informal process does not resolve the matter, a grievance shall be processed as follows:

In order to officially file a grievance under this Article, the grievance must be reduced to writing and submitted in a timely fashion on a mutually agreeable grievance form. The grievance shall contain a complete statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the specific relief requested. It is understood that the Union shall retain the right to exercise its discretion to refuse to process unmeritorious grievances.

It is to the benefit of both parties that issues falling under the jurisdiction of this provision be raised and settled in a timely fashion. Consequently, the steps and time limits as stated in this Section shall be followed. If a grievance is not presented by the employee and the Union within the time limits set below, it shall be considered waived and may not be further pursued by either the employee or the Union.

Step 1: Battalion Chief – Within fourteen (14) calendar days after the occurrence of the event first giving rise to the grievance or within fourteen (14) calendar days of when the grievant should have reasonably become aware of the first event giving rise to the grievance, the Union shall file a written grievance with the Battalion Chief/Acting Shift Commander. The grievant and/or the Union representative shall discuss the subject of the grievance with the Battalion Chief/Acting Shift Commander and may present written statements. Such discussion shall be within seven (7) calendar days of the Battalion Chief/Acting Shift Commander receiving the completed Grievance form. If the Battalion Chief/Acting Shift Commander does not provide a written or verbal response within seven (7) calendar days following the Step 1 discussion, the grievant and Union representative may proceed to Step 2. The failure of the Battalion Chief/Acting Shift Commander to reply in writing within the time limit shall be deemed a denial of the grievance. Initialing the Grievance form by both parties as “Resolved” shall constitute an adequate written reply.

- Step 2: Fire Chief – If the grievance is not settled at Step 1, the Union may appeal the grievance to the Fire Chief not later than seven (7) calendar days after the Battalion Chief/Acting Shift Commander gave or should have given his answer. The Fire Chief or his designee may meet with the grievant and/or the Union representative(s) if requested in an effort to resolve the grievance but, in any event, shall reply to the grievance in writing within seven (7) calendar days after the date the written grievance was received by him/her. The failure of the Fire Chief or his designee to reply in writing within the time limit shall be deemed a denial of the grievance. Initialing the grievance form by both parties as “Resolved” shall constitute an adequate written reply.
- Step 3: Village Manager – If the grievance is not settled in Step 2, the Union may appeal the grievance to the Village Manager, or to his/her designated representative, not later than seven (7) calendar days after the Fire Chief replied or should have replied to the grievance. The Village Manager, or his/her representative, will make such investigation of the facts and circumstances as he deems necessary and shall give his/her written answer to the grievance within twenty-one (21) calendar days after it was received by him/her. The failure of the Village Manager or his designee to reply in writing within the time limit shall be deemed a denial of the grievance. Initialing the grievance form by both parties as “Resolved” shall constitute an adequate written reply.
- Step 4: Arbitration – If the grievance is not resolved in Step 3, only the Union may refer the grievance to arbitration, as described below, by providing written notice to the Village Manager within fifteen (15) calendar days after the Village Manager’s written answer as provided at Step 3 is received or is due (whichever is sooner).
- (a) During the pendency of grievance arbitration, the parties may agree to participate in grievance mediation through the Federal Mediation and Conciliation Service (FMCS).
 - (b) If the parties fail to agree upon an Arbitrator within ten (10) business days after the receipt of the written request to arbitrate, either or both parties shall request the Federal Mediation and Conciliation Service (FMCS) to submit simultaneously to both parties an identical list of seven (7) names of persons from their grievance arbitration panel, who are members of the National Academy of Arbitrators and are residents of Illinois or Wisconsin. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Both the employer and the Union shall have the right to strike three (3) names from the list. The parties by a toss of a coin shall determine which party shall first strike one (1) name, the other party shall then strike one (1) name. The process will be repeated twice and the remaining named person shall be the arbitrator. FMCS shall be notified by the parties of the name of the selected arbitrator, who shall be notified by the FMCS of his/her selection and request the scheduling of a mutually agreeable date for the commencement of the arbitration hearing(s).

- (c) The Village and the Union shall have the right to request the arbitrator to require the presence of witnesses or documents. The Village and the Union retain the right to employ legal counsel.
- (d) The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- (e) More than one grievance may be submitted to the same arbitrator only if both parties mutually agree to do so in writing.
- (f) The fees and expenses of the arbitrator shall be divided equally by the parties. All other costs, including the cost for a court reporter and transcript if desired by either party, shall be paid by the party which incurs such costs. If a court reporter and transcript is ordered by one party, the other party may obtain a copy of the transcript by agreeing to split the cost for the court reporter and transcript.

Section 10.3. Limitations on the Authority of the Arbitrator.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement during or as part of the arbitrator's decision. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation or a misinterpretation of a specific provision(s) of the Agreement, as well as determining the appropriate remedy, if applicable. The arbitrator shall have no authority to render a decision on any issue not raised during the processing of the grievance at the steps prior to arbitration. The arbitrator shall be without power to make any decision or award which is contrary or inconsistent with, in any way, this Agreement or applicable laws (subject to the provisions of Section 15 of the IPLRA). The decision of the arbitrator rendered in accordance with this Section shall be final and binding on the Union, the employees covered by this Agreement and the Employer.

Section 10.4. Multiple Grievants.

Any grievance filed by the Union that relates to Union rights or filed for more than one employee shall bypass Step 1 and proceed directly to Step 2, provided however, that the time limits for Step 1 apply. All other conditions, time limits and constraints as were applied at previous steps shall apply. In cases where a grievance relates to Union rights, the form will list "Union" as Grievant and will not require the signature of a Grievant. In cases where a grievance is filed for more than one employee, the form will list "Multiple" as Grievant, and list the individuals involved, or the name of the group involved (e.g. "specialty team members") within the subject of the grievance but will not require the signature of a Grievant.

Section 10.5. Attendance at Grievance Meetings.

The grievant(s) and Union shall be given reasonable notice of any meetings called by the employer. Whenever practicable, the employer will schedule grievance meetings during the work shift of the grievant(s). The grievant(s) and at least one Union representative who works on the same shift shall be permitted to attend the meeting without loss of pay.

ARTICLE XI
NO STRIKE/NO LOCKOUT

Section 11.1. No Strike.

Neither the Union nor any officers, agents or employees covered by this Agreement will instigate, call, authorize, promote, sponsor, engage in, sanction or condone any strike, sympathy strike, slowdown, sit-down, concerted stoppage of work, concerted refusal to perform mandatory overtime, mass resignations or mass absenteeism against the Employer during the term of this Agreement, regardless of the reason for so doing.

Section 11.2. Picketing.

Neither the Union nor any employee covered by this Agreement shall refuse to cross any picket line, by whomever, established during their work time or in the performance of their duties. Employees shall not engage in picketing either while in uniform, or while on duty or at any Village building, facility, or worksite.

Section 11.3. No Lockout.

The Village will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Union.

Section 11.4. Judicial Restraint.

Nothing contained herein shall preclude the Village or the Union from obtaining judicial restraint and damages in the event the other party violates this Article.

Section 11.5. Discipline of Strikers.

In the event of a violation of this Article, the Union agrees to inform its members of their obligation under this Agreement and to direct them to return to work. Any employee who violates the provisions of this Article may be subject to discipline, up to and including termination.

ARTICLE XII

LABOR MANAGEMENT MEETINGS

Section 12.1. Meeting Request.

The Village and the Union recognize the need to communicate on a regular basis throughout the term of this Agreement. In order to facilitate an open and candid exchange of information, the Fire Chief and the Union President and/or their designees shall meet at least quarterly, generally during the first full week in the months of February, May, September, and December unless a change is requested by either party or a cancellation is mutually agreed upon. The parties will agree on an agenda at least three days prior to the date of the meeting. Additional meetings may be requested in advance by either party by placing in writing a request to the other for a “labor-management meeting” and expressly providing the agenda for such meeting. Such meetings and locations when mutually agreed upon shall be limited only to agenda items.

Section 12.2. Content.

Such meetings shall be limited to:

- (a) discussion on the implementation and general administration of the Agreement;
- (b) a sharing of general information of interest to the parties;
- (c) notifying the Union of changes in non-bargaining conditions of employment contemplated by the Village which may affect employees; and
- (d) other mutually agreed upon topics.

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Grievances being processed under the grievance procedure shall not be considered at labor-management meetings, nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried on at such meetings.

Section 12.3. Attendance.

Up to three (3) bargaining unit employees scheduled to work shall notify the Fire Chief or his designee prior to attendance at a labor-management meeting, and the employee(s) shall be permitted to attend the labor-management meeting during his regular hours of work with no loss of pay, subject to being available for emergency responses. All bargaining unit employees who attend labor-management meetings when they are not scheduled to work shall not receive compensation from the Village for their attendance at such labor-management meetings.

ARTICLE XIII SENIORITY

Section 13.1. Definition.

For the purpose of this Agreement, unless otherwise provided herein, seniority shall be defined as an employee's length of continuous full time service with the Village as a sworn and commissioned firefighter since his last date of hire, less any deductions due to layoffs, leaves of absence without pay, leaves on disability pension or other non-paid breaks in service, unless otherwise noted herein or provided by law. Any Village employee entering the bargaining unit from another Village department shall maintain any benefit-rights earned in regards to longevity pay, vacation allowance, and sick time accumulation. Seniority shall accumulate during all authorized paid leaves of absence. Seniority shall not accumulate from the first day of an authorized unpaid leave of absence or layoff of thirty (30) calendar days or more.

If more than one person is hired on the same day, seniority preference will be established by final eligibility as posted on the official eligibility list by the Palatine Fire and Police Commission.

Section 13.2. Seniority List.

On or about October 1 of each year, the Village will post a current seniority list of all sworn employees setting forth each employee's seniority date. The Village shall not be responsible for any errors in the seniority list unless such errors are brought to the attention of the Village in writing within fourteen (14) calendar days after the list is posted.

Section 13.3. Layoff.

The Village, in its sole discretion, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, employees covered by this Agreement will be laid off in the order of reverse seniority.

Section 13.4. Recall.

Employees who are laid off shall be placed on a recall list for a period of twenty-four (24) months. If there is a recall, employees who are still on the recall list shall be recalled in the reverse order of their layoff, subject to passing a Village-ordered physical examination to determine current fitness to perform the work to which they are recalled. As a condition of being recalled and reinstated, an employee must obtain all required certifications and licenses at the earliest opportunity, but not later than twenty-four (24) months from the date of reinstatement. With respect to Captains and Lieutenants, the requirement for certifications and licenses may be waived at the discretion of the Fire Chief.

Employees who are eligible for recall shall be given thirty (30) calendar days notice of their intended recall date (with the first of the thirty (30) days being the date the notice to the employee is postmarked). The notice of recall shall be sent to the employee by certified mail, return receipt requested, with a copy to the Union President. The employee must notify the Fire Chief or his designee in writing of his intention to return to work within seven (7) calendar days after receiving notice of recall. If the employee fails to notify the Fire Chief or his designee in writing of his intention to return within the time provided or fails to report for duty on the recall date as set by

the Village, the employee shall forfeit all recall rights and his name shall be removed from the recall list. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Fire Chief or his designee with his latest mailing address. If the Village has not received confirmation that the employee has received the recall notice within fourteen (14) calendar days of mailing a properly addressed notice of recall, the employee's name shall be removed from the recall list.

Section 13.5. Employees Returning from Disability Leave.

An employee reinstated from a previous duty or non-duty disability pension leave must obtain all required certifications and licenses at the earliest opportunity, but not later than twenty-four (24) months from reinstatement.

Section 13.6. Termination of Seniority.

Seniority for all purposes and the employment relationship shall be terminated, if the employee:

- (i) quits;
- (ii) is discharged for cause (a probationary employee need not be discharged for cause);
- (iii) retires or is retired, subject to statutory reinstatement rights;
- (iv) fails to report to work at the conclusion of an authorized leave of absence, layoff or vacation, except due to circumstances beyond the control of the employee;
- (v) is laid off and fails to respond to a notice of recall within seven (7) calendar days after receiving notice of recall or fails to report for work at the time prescribed in the notice of recall, or does not otherwise timely respond to a notice of recall as provided in Section 13.4 of this Article;
- (vi) is laid off or otherwise does not perform bargaining unit work for the Village for a period in excess of twenty-four months, subject to statutory reinstatement rights. Military leave is subject to federal regulation.

ARTICLE XIV HOURS OF WORK AND OVERTIME

Section 14.1. Application of Article.

This Article is intended only as a basis for calculating overtime payments, and nothing in this Agreement shall be construed as a guarantee of hours of work per shift, per week, per work period, or any other period of time.

Section 14.2. Normal Work Period and Workday.

- (a) Generally. The normal workday in a normal workweek for 24-hour employees shall be 24 consecutive hours of work (1 shift) followed by 48 consecutive hours off (2 shifts). The normal workday for 24-hour employees shall begin and end at 8:00 a.m. The normal workweek shall average 50.15 hours. The normal work cycle for employees assigned to 24-hour shifts shall be 19 days.

Absent emergency circumstances, employees shall not be scheduled to work more than 48 consecutive shift hours unless given permission or approval of the Fire Chief or his designee.

- (b) Work Reduction Days. Employees shall be entitled to use thirteen (13) work reduction days per calendar year. Work reduction days shall not rollover from year to year with the exception of the first year of employment. The employee shall execute an agreement which shall authorize the Village to withhold from the employee's compensation any amount needed to reimburse the Village for any work reduction days that he/she uses prior to being entitled to the days if the employee separates from service with the Village. In accordance with the Fair Labor Standards Act, Work Reduction Days may be duty traded provided the trade does not interfere with the operation of the Fire Department (as determined by the Fire Chief or his designee).

A work reduction day (i.e., what would otherwise be a 24-hour duty day) for all bargaining unit members shall be scheduled off as follows:

- 1) Mandatory Work Reduction Days - In the employee's particular assigned 19-day work cycles in which the employee otherwise would have seven (7) duty days (i.e., the "long" cycle), subject to Section 17.5 (Scheduling Time Off) provided such days shall not be subject to rescheduling in the event of illness, injury, or extended leave of absence.
 - 2) Remaining Work Reduction Days - The employee's remaining work reduction days shall be scheduled off at the employee's discretion, subject to Section 17.5 (Scheduling Time Off) and the employee's option to reclassify and reschedule such days in the event of illness, injury, or extended leave of absence.
- (c) Deployments. Employees deployed for work by the Fire Chief or his designee on approved incidents or approved deployment training evolutions may be assigned, by

the Fire Chief or his designee, to a different work schedule for the period of such deployment. The employee will be paid for all time spent during such deployment (i.e., from portal to portal, hour for hour basis, including travel time) and shall be eligible for expenses including per diem provided Village costs for such time and expenses are reimbursable from a state and/or federal agency. An employee on deployment under this Section shall only be eligible for overtime pay for those hours actually worked in excess of their regularly scheduled hours of work; all other compensable hours shall be at straight time.

- (d) Light Duty. The purpose of establishing a light duty program is to provide temporary modified duty for fire personnel who are injured or incapacitated to such an extent that they cannot perform their typical duties, are reasonably expected to return to full, unrestricted duty, and are medically cleared to perform alternate duties. Light duty shall generally be required for employees who have been restricted as a result of a work-related illness or injury. Light duty may be requested by employees who are restricted as a result of non-work related illness or injury by submitting a written request to the Fire Chief or his designee. Light duty shall not be unreasonably withheld from any employee. Employees will only be assigned to light duty assignments when the Village reasonably determines that the need exists and only as long as such need exists. A light duty assignment shall not extend past twelve (12) months. When more than one (1) employee qualifies for light duty, but the amount of work available is not sufficient for the number of qualifying employees, the work-related illness or injury will take precedence. Additionally, the least senior employee will have precedence over the more senior employee for work-related assignments and the most senior employee will have precedence over the less senior employee for non-work-related assignments. Light duty is to be considered as work necessary to the operation of the department. It is not to be considered as an assignment designed solely to accommodate an injured or ill employee. An employee with a work-related injury or illness who has been deemed able to perform light duty by a physician, and has been assigned to light duty by the Chief, shall not have the right to refuse that assignment.

The treating physician will determine the employee's restrictions and limitations. If a question or conflict arises concerning the medical condition or capability of the injured or ill employee, the Village may request a physical examination by an independent physician at the Village's expense. Such examination shall not be construed as the employee's choice of physician for purposes of determining eligibility under the Workers' Compensation Act unless the employee subsequently accepts treatment from the physician. If such findings are disputed by the employee, the resolution procedure outlined in Section 19.5 (Medical Examinations) shall rule.

Prior to reporting for light duty, the employee and his union representative, if requested, will meet with the Deputy Chief of Administration or his designee to coordinate his/her schedule and discuss expectations during such light duty assignment.

Light duty assignments shall be generally scheduled between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday excluding observed Village holidays. An employee restricted as a result of a work-related illness or injury shall report to light

duty two calendar days after being cleared by a physician for light duty, unless such day to report falls on a day Fire Department Administrative Offices are closed, in which case the employee shall report as soon as the offices reopen. Employees starting or stopping their assignment mid-week will have their weekly total requirement prorated at a rate of 8 hours per day. Employees assigned to light duty are expected to complete forty (40) hours of work per week (*i.e.*, Sunday through Saturday) unless the treating physician restricts the number of hours worked to less than forty (40). The weekly hour requirement may be satisfied by working an alternate work schedule as approved by the Fire Chief or his designee. Any approved hours worked in excess of 40 hours per week will be paid at one and one-half (1.5) times the employee's regular hourly rate. Any hours worked on-shift or taken as sick leave prior to a light duty assignment will be subtracted from the forty (40) hour total for that week on an hour-for-hour basis.

Meal breaks will not count toward hours worked. Up to thirty (30) minutes per day may be used for physical fitness training, which, if done, shall be done within the restrictions set forth by the treating physician and shall count as hours worked. Determination of time of lunch and rest periods will be arranged as the Fire Chief or his designee feels is most consistent with the effective operation of the department.

Employees who are restricted as a result of work-related illness or injury may attend physical therapy and/or medical appointments related to their work-related illness or injury during assigned time and such hours will count toward their forty (40) hour total for the week provided that they make a reasonable effort to schedule the appointments at the beginning or end of their work day. Employees who are restricted as a result of non-work related illness or injury may attend such appointments during assigned time, but such hours will not count toward their forty (40) hour total for the week.

Employees assigned to light duty will accrue vacation and other leave time at the same rate as if they were assigned to 24/48-hour shifts for the first thirty (30) calendar days of such assignment. Such employees will not accrue work reduction time starting with the 31st calendar day of a light duty assignment. In order to accommodate this accrual rate, leave time taken during such light duty assignment will be charged at a rate of one and one-half (1.5) times the actual hours taken. At the employee's request, any leave time and adjacent days scheduled prior to the light duty assignment will be honored as leave during such light duty assignment provided that adequate leave balances are available or can be rescheduled. Observed Village holidays shall be taken as leave time and after the first thirty (30) calendar days of such light duty assignment, the employee will not be charged and the hours will count toward their 40-hour weekly total. New requests for leave shall be coordinated with the Deputy Chief of Administration or his designee and shall not be unreasonably denied.

The notification process for the use of Sick Leave shall remain consistent with Section 18.1 of this Agreement except that the employee may elect to make up such leave hours during the same pay period if time allows.

Whenever possible, employees assigned to light duty will work within the Fire Department; however, work in other Village departments may take precedence. Once an employee has been medically certified as fit for duty, he/she will return to his/her regular assignment at the soonest opportunity.

- (e) 40-Hour Employees. If during the term of this Agreement, a bargaining unit employee is assigned to a 40-hour week, a meeting shall be called to negotiate the conditions for implementation of such assignment. The terms and conditions shall include, but are not limited to: converting accrued leave time from a 24-hour schedule to a 40-hour schedule by multiplying accrued time by two thirds (2/3), adjusting the thresholds for sick day buy back, adjusting the work cycle to a 7 day cycle for overtime purposes, and adjusting the regular hourly rate of pay so that annual salary is divided by 2080.

Section 14.3. The Regular Hourly Rate of Pay.

An employee's regular rate of pay shall be determined by dividing the employee's annual salary plus longevity pay plus, where applicable, engineer pay by 2608.

Section 14.4. Overtime Pay.

Employees assigned to 24-hour shifts shall receive an overtime rate of one and one-half (1.5) times the employee's hourly rate of pay for all hours worked in excess of their regularly scheduled hours of work. All overtime shall be paid in fifteen (15) minute increments. Overtime payments for hours not contiguous to the employee's shift shall be subject to a two (2) hour minimum. Employees assigned to 24-hour shifts must receive approval from the Fire Chief or his designee for overtime work on areas of responsibility or special projects prior to performing the work.

Employees attending EMS continuing education sessions off-duty shall be eligible for overtime pay subject to approval of the EMS Chief or EMS Coordinator. Such approval shall be presumed as long as attendance during regular shift hours is not possible and reasons for such are documented (e.g., class roster, daily log, daily roster). An employee approved to attend EMS continuing education sessions during the use of long-term sick leave (three (3) or more consecutive duty days) will be paid at a straight-time hourly rate by way of reducing the number of leave hours deducted from the employee's sick leave accrual.

In lieu of overtime pay, employees may elect to participate in the Hire-Back Bank Program (**APPENDIX A**).

Section 14.5. Special Overtime Rate.

Provided an employee has signed an FLSA Section 7 (g)(2) agreement an employee may, at the employer's discretion, be hired to work certain special assignments or functions outside of his/her regularly scheduled hours of work, with such assignments or functions to be paid at an overtime rate equal to what would otherwise be the employee's regular straight time hourly rate or pursuant to **APPENDIX A**. These special assignments or functions shall include:

- All Public Education, including but not limited to, school talks, CPR, AED and First-Aid Training

- Off duty instructor to the extent all parties in the shared training program (e.g. RPM) similarly agree
- Any other special duties expressly agreed upon by the Fire Chief and the Union

In the event that a fire or emergency call occurs at a time when a bargaining unit employee is performing a 7(g) work assignment, he may be recalled to a regular duty assignment, or may be used on a temporary basis as a hire-back. In such circumstances, upon reporting for duty, the 7(g) rate of pay shall be suspended and the employee shall be paid overtime based upon the employee's regular hourly rate of pay.

Section 14.6. Mandatory Overtime.

Where there is work to be performed which, in the judgment of the Fire Chief, requires staff in addition to the on-duty staff, the Fire Chief or his/her designee shall have the right to require employees to work overtime, subject to the procedures set forth in Section 14.7 (Hire-Backs) and Section 14.8 (Force Back Policy).

Section 14.7. Hire-Backs.

The Employer has the authority to determine the necessary rank and qualifications for hire-backs and hire-backs will be made based on need. Once it is determined that a hire-back is required and the type of hire-back is determined by the Shift Commander or his designee, the Union representative, when directed by the Shift Commander or his designee, shall initiate the hire-back call identifying the specific needs which will go out to the entire department via alpha pager/text message or similarly effective means. Those interested will call back. Probationary employees shall be subject to restrictions from hire-backs outlined in Section 7.2. At least fifteen minutes after the call goes out, a list of those interested will be checked against the current Hire-back List. The person with the proper qualifications having the highest priority on that list will have the priority for the hire-back. Once the hire-back has been filled, another call will go out identifying the name of the person who filled the hire-back. Notwithstanding the above, hire-backs for ancillary assignments (e.g., public education events, EMS for special events, etc.) will generally be handled on a first come, first served basis.

Rotation of the list will occur each time a member accepts a hire-back opportunity that is twenty (20) hours or greater in duration or a series of short-term hire-backs totaling thirty-six (36) hours or greater over a span of six (6) months. The list will be rotated at the end of the scheduling session by the Union representative. Notwithstanding the above, the Union representative may, in his reasonable discretion, offer a hire-back without rotation of the list in order to prevent a force back.

If any employee establishes that he has not received a hire-back for which he has priority in accordance with the procedure set forth herein, and the situation cannot be resolved immediately, such employee's sole remedy in the grievance procedure shall be to have first preference to future hire-back opportunities he is properly qualified to perform until the mistake has been corrected.

Section 14.8. Force Back Policy.

If a hire-back is required, as determined by the Shift Commander, and there are no volunteers or an insufficient number of volunteers to fill a hire-back, an employee(s) from the off-going shift shall be forced back. The Union representative, when directed by the Shift Commander or his

designee, shall first check the off-going duty roster and contact the employee who is capable of filling the vacancy and who is next in line on the Force Back List, and such employee shall work (absent extenuating circumstances at the reasonable discretion of the Union representative, in which case the next person in line on the Force Back List shall work) on the basis of reverse seniority, (i.e., starting the rotation with the least senior employee on the Force Back List). Probationary employees shall be subject to restrictions from force backs outlined in Section 7.2. An employee who is forced back, regardless of the amount of time worked while forced back, will have his name rotated to the bottom of the Force Back List. The forced back employee may find a replacement of equal rank and capabilities, but the forced back employee (not the replacement) will be considered a force back. Any employee who is forced back or replaces a force back will not be rotated on the Hire-back List.

An employee may be held over at the end of the employee's normally scheduled shift to continue work in progress (e.g., an ambulance run) or to maintain staffing until the regularly assigned employee arrives, in which case the least senior employee meeting the qualifications assigned to the affected station will be held over. Such a holdover does not affect that employee's position on the Force Back List. A holdover may be avoided by an employee arranging an emergency duty trade for said time.

Section 14.9. Duty Trades.

In accordance with the Fair Labor Standards Act, an employee for his own convenience, may voluntarily have another employee in the same assignment (e.g., firefighter/paramedic for firefighter/paramedic, engineer for engineer, tower driver for tower driver, and lieutenant for lieutenant) substitute for him by performing all or part of the employee's work shift, provided the substitution does not interfere with the operation of the Fire Department (as determined by the Fire Chief, i.e., an abuse of duty trades). Probationary employees shall be subject to restrictions from duty trades outlined in Section 7.2. Notwithstanding the above, at times when the dive rescue team is staffed at 15 or more primary members, duty trades shall be restricted to ensure that a minimum of two rescue divers are on duty. Duty trades less than eight (8) hours in duration and not beginning at the start of an employee's shift (i.e., 8:00 a.m.) may be approved by the station officer without completion of a written request. Duty trades of eight (8) hours or longer in duration and/or those beginning at the start of the employee's shift must be requested in writing by 5:00 p.m. on the duty day in advance of the requested trade and approved by the Shift Commander or his designee. However, the Shift Commander may, in his reasonable discretion, permit less notice where there are extenuating or emergency circumstances. In addition, the Shift Commander may, in his reasonable discretion, allow employees of unequal rank or position to substitute where there are extenuating or emergency circumstances or where, in his reasonable discretion, the substitution will not affect operations.

Duty trade approval shall not be unreasonably withheld. Duty trades within a duty trade shall be allowed for emergencies of generally less than 12 hours, with approval of the Shift Commander and one of the Deputy Chiefs or their designee. Notwithstanding the above, employees may not combine more than nine (9) consecutive scheduled days off, including Vacation, Work Reduction Days, Personal Day, Administrative Day, Incentive Time, Hire Back Bank, and duty trades, without the Fire Chief's prior approval. However, the Fire Chief may, in his reasonable discretion, permit such leave to be taken in increments greater than nine (9) duty days where there are extenuating circumstances. Any such requests shall be submitted to the Fire Chief in writing,

when practicable, clearly outlining any and all extenuating circumstances surrounding the additional time off requested.

In accordance with the Fair Labor Standards Act, the hours worked by the substitute employee shall be excluded by the Village in the calculation of hours for which the substitute employee would otherwise be entitled to compensation, including overtime compensation. If a substitute employee works all or part of another employee's scheduled work shift in accordance with this Section, then the hours worked by the substitute employee shall be counted as hours worked by the employee who was originally scheduled to work that shift.

In the case when the covering employee scheduled for an approved duty trade is aware that he/she will not be able to cover the approved assignment (*e.g.* due to injury or illness) five (5) or more duty days prior to the scheduled assignment, the duty trade will be considered void, and the Shift Commander will notify the requesting employee that he/she is responsible for finding coverage for the assignment if it is still desired. In the case when the covering employee scheduled for an approved duty trade is made aware that he/she will not be able to cover the approved assignment less than five (5) duty days prior to the scheduled assignment, the duty trade will remain approved, and the Shift Commander will notify the covering employee that he/she is responsible for finding coverage for the assignment or arrange for the appropriate leave time which may include use of the covering employee's sick leave.

Section 14.10. No Pyramiding.

The overtime and premium pay provisions of this Agreement shall not be pyramided. Accordingly, compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement except when an employee is assigned to work overtime when on a paid day off.

ARTICLE XV

WAGES

Section 15.1. Salary Schedules and Step Adjustments.

The salary schedules set forth in **APPENDIX C** shall apply for the duration of this Agreement.

Effective January 1, 2021, the positions of Probationary Firefighter and Firefighter/Paramedic will receive an increase of 2.46%; and the position of Lieutenant will receive an increase of 2.51%. Top pay for the position of Captain will be set at 5% above Lieutenant top pay

Effective January 1, 2022, the positions of Probationary Firefighter and Firefighter/Paramedic will receive an increase of 2.25%; and the position of Lieutenant will receive an increase of 2.25%. Top pay for the position of Captain will be set at 5% above Lieutenant top pay

The parties agree to re-open the contract, on or about October 1, of the year before the affected salary year, for the sole purpose of negotiating midpoint salaries, to be effective January 1, 2023 and 2024. The parties agree to use salaries or comparable data for comparable communities effective as of June 30, of the salary year, to determine midpoint salary.

Salary adjustments for Probationary Firefighter and Firefighter/Paramedic will be based on the adjustment necessary to reach midpoint (i.e., median) salaries of top step Firefighter/Paramedic pay, or traditional equivalent, amongst the listed comparable communities including extra paramedic, Firefighter III/Advanced Firefighter, and/or HazMat Operations pay where applicable compared to the then current Palatine Firefighter/Paramedic Step 8 pay. All other steps in the pay table will be adjusted accordingly.

Salary adjustments for Lieutenant steps will be based on the adjustment necessary to reach the midpoint (i.e., median) salaries of top step Lieutenant pay, or traditional equivalent, amongst the listed comparable communities including extra Fire Officer I pay where applicable compared to the then current Palatine Lieutenant Step 8 pay. All other steps in the pay table will be adjusted accordingly.

Salary adjustments for Captain top pay will be based on the adjustment necessary to maintain a 5% differential above Lieutenant top pay.

The comparable communities include: Arlington Heights, Buffalo Grove, Des Plaines, Elk Grove Village, Hoffman Estates, Mount Prospect, Rolling Meadows, and Schaumburg.

All employees hired before September 21, 2015 shall start in the Probationary Firefighter Salary Schedule at Step 2, provided however employees will move to the Firefighter/Paramedic Salary schedule upon certification as Firefighter II/Basic Firefighter or OSFM Equivalent from an approved Fire Academy, HazMat Operations, and EMT-P/Paramedic with EMS System approval when it occurs. In general, an employee will move from Step 2 to Step 3 after successful completion of six (6) months; from Step 3 to Step 4 after successful completion of one (1) year; from Step 4 to Step 5 after successful completion of two (2) years; from Step 5 to Step 6 after successful completion of three (3) years; from Step 6 to Step 7 after successful completion of four (4) years; and Step 7 to Step 8 after successful completion of five (5) years.

All employees hired after September 21, 2015 shall start in the Probationary Firefighter Schedule at Step 1. In general, such employee will move from Probationary Step 1 to Probationary Step 2 after successful completion of six (6) months. At one (1) year, and upon certification as Firefighter II/Basic Firefighter or OSFM Equivalent from an approved Fire Academy, HazMat Operations, and EMT-P/Paramedic with EMS System approval, such employee shall move to the Firefighter/Paramedic Salary Schedule at Step 3. In general, the employee will move from Step 3 to Step 4 after successful completion of 18 months; from Step 4 to Step 5 after successful completion of two (2) years; from Step 5 to Step 6 after successful completion of three (3) years; from Step 6 to Step 7 after successful completion of four (4) years; and Step 7 to Step 8 after successful completion of five (5) years.

If the employee is not able to achieve certification as both Firefighter II/Basic Firefighter or OSFM Equivalent and EMT-P/Paramedic with EMS System approval in the first year, the transition to the Firefighter/Paramedic Salary Schedule will be delayed until they do so. In these cases, the date the employee moves to the Firefighter/Paramedic Salary Schedule will become the new anniversary date for future step increases which will occur annually. Therefore, the time to reach Firefighter/Paramedic Step 8 will be extended accordingly.

In all cases, Firefighter/Paramedics must attain Firefighter III/Advanced Firefighter certification or OSFM Equivalent to reach Step 8, provided that the Village provides reasonable opportunity for the employee to attain such certification at no cost to the employee. If the Village does not provide reasonable opportunity by the time the employee would otherwise be eligible for advancement to Step 8, the requirement for such certification shall be temporarily waived until an opportunity for such certification has been provided.

Upon promotion to Lieutenant, the employee will move to the Lieutenant Salary Schedule at Step 6. The employee will move from Step 6 to Step 7 at the successful completion of one (1) year at rank; from Step 7 to Step 8 at the successful completion of two (2) years at rank. In all cases Lieutenants must attain Fire Officer I or OSFM equivalent, Instructor II and ICS 200 certification to reach Step 8, provided that the Village provides opportunity for the employee to attain such certification at no cost to the employee. Upon promotion to Captain, the employee will move to the Captain Salary Schedule at Step 7. The employee will move from Step 7 to Step 8 at the successful completion of one (1) year at rank. In all cases Captains must attain Fire Officer II or OSFM equivalent, ICS 300 and ICS 400, provided that the Village provides opportunity for the employee to attain such certification at no cost to the employee.

Section 15.2. Paramedic Pay for Lieutenants and Captains.

Lieutenants and Captains promoted after January 1, 2010, will not be required to maintain their Paramedic certification, and will not be eligible to receive Paramedic pay, except any bargaining unit member who is assigned to the position of EMS Coordinator or Deputy EMS Coordinator shall be required to maintain their Paramedic certification, and will be eligible to receive Paramedic pay. Any Lieutenants and Captains promoted to their position after September 21, 2015 or prior to January 1, 2010, will have the option to retain their Paramedic certification. If so, such Lieutenants and Captains who are certified as Paramedics with EMS System approval shall receive an annual Paramedic pay stipend of \$2700 paid in a separate check during the month of July for services from the prior July 1 through June 30, provided that such payment is prorated monthly for partial years of service. Employees promoted to Lieutenant or Captain after January 1, 2010 but before September 21, 2015 shall not be eligible for paramedic pay, unless assigned to EMS

Coordinator or Deputy EMS Coordinator as described above. Any Lieutenant who is eligible for paramedic pay shall maintain eligibility upon promotion to the rank of Captain.

Section 15.3. Longevity Pay.

The Employer agrees to pay longevity pay which shall be paid in a separate check on the pay day two (2) pay periods before Christmas and added to the employee's base salary for the purpose of determining the overtime hourly rate of pay. The schedule for longevity pay shall be as follows:

After 8, 9, and 10 years of full time service	\$ 350
After 11, 12, 13, and 14 years of full time service	\$ 650
After 15, 16, 17, 18, and 19 years of full time service	\$ 900
After 20 or more years of full time service	\$1250

Section 15.4. Engineer Pay.

All employees who have passed the Department's Engineer's Test and are assigned to drive with emergency pumping responsibilities shall receive an engineer pay stipend equal to one-half of one percent (0.5%) of current pay as long as the employee is currently active, and in good standing at the time of the payout. This payment shall be made as part of the employee's regular check. In rare instances, the Fire Department recognizes the need to appoint firefighters to "acting" engineer positions. To be eligible for such assignments, the employee must be on the current eligibility list for Fire Apparatus Engineer, have completed the Level-III Driver/Operator packet, and be a member in good standing. In such cases when "acting" assignments are made for eight (8) or more consecutive hours, acting engineer stipend equal to one half of one percent (0.5%) of current pay shall be provided on an hour for hour basis.

Section 15.5. Specialty Team Pay.

All primary members of the Dive Rescue, Technical Rescue, Hazardous Materials, and/or Fire/Arson Investigation teams are eligible to receive specialty team pay. The Village shall have the right to determine the number of primary, secondary and tertiary members of specialty teams. An employee cannot be a primary member on more than one specialty team. To maintain primary status, members must meet all MABAS and team requirements as determined by the specialty team leader and the Chief or his designee. At any point, a member who fails to meet such requirements shall drop to tertiary status, provided that the employee has not received a waiver of such requirements from the team leader and the Fire Chief or his designee prior to failing to meet the requirements. Such member may be eligible to be restored to primary team member status if the vacancy remains open or a new vacancy occurs. In all cases, primary members will be paid on a pro-rated basis for eligible months served and consistent with their Firefighter III/Advanced Firefighter Certification or OFSM Equivalent.

Specialty team pay for the previous calendar year will be distributed in a separate check during the first pay period of February. The payment shall be pro-rated for partial years of service based on 1/12th of the pay per month of eligibility. An eligible month shall be defined as when the employee serves past midnight on the 16th of the month.

For those primary members who have attained Firefighter III/Advanced Firefighter certification or OSFM Equivalent, Specialty team pay is equal to 1.10% of top Firefighter/Paramedic pay from

the previous calendar year. For those primary members who have not attained Firefighter III/Advanced Firefighter certification or OSFM Equivalent, specialty team pay is equal to 0.55% of top Firefighter/Paramedic pay from the previous calendar year. For a primary member attaining partial year certification, the member will be paid at the appropriate certification level for eligible months served.

Section 15.6. Acting Officer Pay.

From time to time Fire Department management recognizes the need to appoint firefighters to “acting” fire lieutenant positions and to appoint fire lieutenants to “acting” Battalion Chief positions. In such cases when such “acting” assignments are made for eight (8) or more consecutive hours, a seven and one-half percent (7.5%) acting officer pay stipend shall be provided on an hour-for-hour basis.

Section 15.7. Firefighter III/Advanced Firefighter Certification Pay.

All employees shall receive a one-time payment of \$250 upon receiving OSFM certification as Firefighter III/Advanced Firefighter or OSFM Equivalent. No such payment shall be made to employees who have already attained Firefighter III/Advanced Firefighter or OSFM Equivalent certification prior to being hired by the Palatine Fire Department.

Section 15.8. Village Contributions to Deferred Compensation.

A deferred compensation contribution will be paid to those promoted to the rank of Lieutenant or Captain prior to September 21, 2015. The Village shall contribute two and one-half percent (2.5%) of the employee’s current salary to a Deferred Compensation program for such employees paid to a deferred compensation benefit provider chosen by the Village. Employees promoted to the rank of Lieutenant after September 21, 2015 will not receive a deferred compensation contribution from the Village.

Section 15.9. Bonus for Early Notification of Retirement.

The Village shall pay a Bonus for Early Notification of Retirement in the amount of \$3000 as long as the Village has ample opportunity to hire and train a replacement as follows: Annually, the Village shall post the dates of acceptable academies with their respective graduation dates. If the employee gives a minimum of six months written notice of retirement, which date of retirement is within seven (7) calendar days of an academy’s graduation date, the employee will receive the Bonus. The Early Notification of Retirement bonus will be payable into the Village’s Retiree Health Savings Program.

Section 15.10. Pay for Holiday Work.

An employee actually working on a holiday shall receive an additional one-half of such employee’s regular straight time rate on an hour for hour basis. In lieu of the additional payment, the employee may elect to direct the Shift Commander to place the earned hours into the Hire-Back Bank subject to the same rules that apply to a hire-back.

The following days shall be considered holidays during the term of this Agreement:

New Year's Day
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Christmas Day

For purposes of this Article, if a majority of the hours of an employee's shift fall on the holiday (12:00 midnight through 11:59 p.m.), the entire shift shall be considered as falling on the holiday. On the other hand, if less than a majority of the hours of a given shift do not fall on the holiday, the entire shift shall not be deemed to fall on the holiday.

- Example #1: An employee whose regularly scheduled shift commences at 8:00 a.m. on Labor Day and who works the 24-hour shift shall be deemed to have worked 24 hours on said holiday for holiday pay purposes.
- Example #2: An employee whose regularly scheduled shift commences at 8:00 a.m. on July 3 and who works the 24-hour shift starting on July 3, including 8 hours on July 4, shall not be deemed to have worked on Independence Day, and will not be granted Holiday Pay.

Section 15.11. Pay Upon Separation.

Upon separation from employment, the employee shall be paid at the employee's current hourly rate of pay for all regularly scheduled hours actually worked during the current pay period, not to exceed 100.3 hours, provided all hours assigned and worked in addition to the employee's regularly scheduled hours shall be paid in accordance with Sections 14.3 – 14.7 of this Agreement. In addition, the employee will receive a prorated payment for Longevity Pay and Specialty Team Pay based on 1/12th of the pay per month served. A month shall be deemed to be served if the employee is employed past midnight on the 16th of the month.

Section 15.12. Mandatory Contributions to Retirement Health Savings

Effective January 1, 2021, the Village will direct 1% of each Employee's base pay into the Village's Retirement Health Savings Plan each pay period as a mandatory contribution of employee compensation. The Union reserves the right to modify the amount of such contribution effective January 1, 2023, so long as contributions continue to be authorized by the Internal Revenue Service.

ARTICLE XVI INSURANCE

Section 16.1. Coverage.

The comprehensive medical program in effect when this Agreement is ratified shall be continued during the term of this Agreement; provided, however, the Village reserves the right to change insurance carriers, fully insure, or self-insure, and to change benefit levels as long as the coverage and benefits remain substantially the same. The Village shall notify the Health Insurance Advisory Committee of any changes considered, as recommended by the Village's consultant or other third-party advisory, by October 1st of the year prior to the changes being implemented. This requirement shall not apply to any legislative or regulatory changes or interpretations, or other data outside the Village's control, released after such deadline.

Employees shall be responsible for ten (10%) percent of the monthly premium contributions for health insurance coverage, and the Village shall be responsible for ninety (90%) percent of the monthly health insurance premiums.

The Village agrees that it will make no changes to the insurance benefit that cause the benefit level to not remain substantially the same as the insurance program for the prior plan year. If the Union asserts that the Village has made a substantial change without first bargaining, the Union shall have the right to grieve such change through grievance arbitration.

Under this Agreement, the Village retains the right to change insurance carriers, to self-insure or fully insure, to change the method or manner of self-insurance the Village may administer, to change benefit levels, to participate in programs to reduce health insurance costs, or to utilize health maintenance organizations or other similar groups, provided that the coverage and economic benefits are substantially the same as the insurance program for the prior plan year.

If a qualified plan participant's final day of employment is on or after the 1st of the month, he shall retain benefit status for the remainder of the calendar month in which he left employment.

Section 16.2. Cost Containment.

The Village reserves the right to institute cost containment measures relative to insurance coverage. Such changes may include, but are not limited to, mandatory second opinions for elective surgery, pre-admission and continuing admission review, prohibition on weekend admissions except in emergency situations, and mandatory out-patient elective surgery for certain designated surgical procedures.

Section 16.3. Life Insurance.

The Village will provide term life insurance coverage for each employee in the amount equal to one and one-half times the employee's annual base salary, up to \$225,000.00. Dependent life insurance in the amount of \$5,000.00 for the current spouse and \$5,000.00 for each dependent child over the age of six months will also be provided. The Village will contribute 100% of the total premium cost for this Basic Life Insurance Benefit. Upon separation from employment, the Village will provide conversion forms from the insurance provider. If the employee is interested in receiving information about converting group coverage to an individual policy, member must

complete the forms and return them to the carrier within thirty (30) calendar days of separation from employment.

A voluntary Supplemental Life Insurance program will continue to be made available at rates regulated by the insurance carrier. Employees who elect to participate in this program will contribute 100% of the total cost once their participation is approved by the insurance carrier.

Section 16.4. Employee Assistance Program.

The employees covered by this Agreement shall be eligible to participate in the portions of an EAP that are in effect for Village employees on the same terms and conditions that are applicable to Village employees generally.

Section 16.5. Internal Revenue Code Section 125 Program.

The Village will continue to offer employees the opportunity to participate in the Village's Section 125 Flex Spending and Premium programs on the same terms and conditions applicable to other Village employees generally.

The Village will continue to offer these programs only so long as the programs continue to be authorized by the Internal Revenue Service.

Section 16.6. Insurance Coverage of Retirees.

Retired employees shall be eligible to maintain participation in the health insurance plan for himself/herself and his/her eligible dependents by paying 100% of the monthly premiums as may be established from time to time subject to meeting the eligibility criteria as set forth in Section 379(f) of the Insurance Code.

An employee/retiree participating in the health insurance plan while receiving a disability pension (whether duty-related or not) will retain their right to continue participation in the health insurance plan.

Retirees who receive a duty disability pension after incurring a catastrophic work-related injury arising out of emergency duties may apply for benefits under the Public Safety Employee Benefits Act (PSEBA) (820 ILCS 320/1 *et seq.*). This shall not be subject to the Grievance Process.

Section 16.7. Insurance Coverage While on Unpaid Leave or Layoff.

An employee who is on approved unpaid leave of absence or is on layoff with recall rights shall have the right to maintain insurance coverage, subject to COBRA limitations, by paying in advance the full applicable monthly premium for employee coverage and, if desired, for dependent coverage, also subject to COBRA limitations.

Section 16.8. Terms of Fully Insured Policies to Govern.

The extent of coverage under any fully insured policies (including HMO and excess policies of self-insured plans) referred to in this Agreement shall be governed by the terms and conditions set forth in said policies. No insurance policy (including HMO and any excess policies of self-insured plans) referred to in this Agreement shall be considered a part of this Agreement and any questions or disputes concerning said insurance policies or benefits thereunder shall be resolved in accordance with the terms and conditions set forth in said policies. These terms shall not be subject to the grievance and arbitration procedures of this Agreement.

Section 16.9. Employee Health Insurance Advisory Committee.

The Village agrees to allow continued Fire Department participation in the Employee Health Insurance Advisory Committee. The Union reserves the right to name a representative who shall participate in the Committee. Such participation shall not operate as a waiver of the Union's right to file a grievance regarding the terms of this Article.

ARTICLE XVII
VACATION AND OTHER PAID LEAVE

Section 17.1. Vacation Program.

Employees in active status shall accrue paid vacation based upon their years of continuous service. Vacation time will be prorated according to **APPENDIX B**, Work Reduction and Vacation Time Computation, for partial years of service (*e.g.* new hire or retiree). The employee's anniversary date shall be the basis of determining the number of years and months of service as follows:

Years of Service	Annual Vacation Earned
From 0 thru completion of 6 years	5 – 24 hour shifts; 10 hours vacation credit for each full month of service, not to exceed 5 duty days.
From beginning of 7 th year thru completion of 14 years	7 – 24 hour shifts; 14 hours vacation credit for each full month of service; not to exceed 7 duty days.
From beginning of 15 th year thru completion of 20 years	10 – 24 hour shifts; 20 hours vacation credit for each full month of service; not to exceed 10 duty days.
From beginning of 21 st year thru completion of 25 years	11 – 24 hour shifts; 22 hours vacation credit for each full month of service; not to exceed 11 duty days.
From beginning of 26 th year or more years	12 – 24 hour shifts; 24 hours vacation credit for each full month of service; not to exceed 12 duty days.

Vacations are to be scheduled and taken during the calendar year as outlined in Section 17.5 (Scheduling Time Off) based on the number of days of vacation the employee is eligible to earn for the anniversary year that begins during that calendar year. The employee shall execute an agreement which shall authorize the Village to withhold from the employee's compensation any amount needed to reimburse the Village for any vacation time that he/she uses prior to being entitled to the days if the employee separates from service with the Village.

Rollover of vacation will be allowed only to the extent of rolling over a maximum of one year of accrual. Any hours in excess of one year will be removed from the records unless the employee has received written permission from the Village Manager to carry-over the excess hours. Any employee who anticipates the inability to take his/her vacation within the described limits should submit a written request for carry-over to the Fire Chief no later than November 30 of the year in which the time will not be used.

In the milestone years, if an employee reaches a milestone date before and including the 16th of the month, then he/she receives the higher accrual for the entire month. However, if the employee reaches the milestone date after the 16th of the month, then the higher accrual will begin in the following month. No pro-ration of the month occurs.

Section 17.2. Personal Day.

Each employee assigned to a 24-hour shift shall receive one (1) 24-hour Personal Day per calendar year. Any employee hired after May 31 is not eligible for a Personal Day for that year. The Personal Day shall not accumulate or roll-over. The Personal Day shall be scheduled in accordance with Section 17.5 (Scheduling Time Off).

Section 17.3. Administrative Day.

Each Captain and Lieutenant shall receive one (1) 24-hour Administrative Day per calendar year. The Administrative Day shall be pro-rated at the rate of 2-hours per month from the date of promotion. A month shall be defined as when the employee serves in an eligible position past midnight on the 16th of the month. The Administrative Day will be scheduled in accordance with Section 17.5 (Scheduling Time Off). This day is intended as compensation for minor shift over-runs.

Section 17.4. Incentive Time.

- (a) Safe Driving Day. A safety incentive program has been established for those employees required to drive a vehicle or operate a heavy piece of equipment in the course of their daily assigned activities. As part of the Village's safety program, employees expected to drive a Village vehicle or share responsibility for driving a Village vehicle for at least 80 days in a calendar year are eligible for a Safe Driving Day. The Safe Driving Day is provided to qualified employees who are determined to have had no preventable accidents or no preventable accidents have occurred in which an employee shares responsibility in the previous year. Beginning with the benefit award in 2019, the benefit period will be from Nov 1st through Oct 31st. The employee must have worked for the Village in a capacity requiring him to drive a vehicle or operate a heavy piece of equipment for at least nine (9) months during the previous year.

The Safe Driving Day shall not accumulate from year to year. The day off will be selected in accordance with Section 17.5 (Scheduling Time Off).

- (b) Paramedic Preceptor Day. An employee who is designated by the Battalion Chief as the primary preceptor for a paramedic student shall earn 24 hours of time off (Preceptor Day) that may be scheduled as regular time off during the regular calendar year so long as the employee has served as a Preceptor generally on at least 23 duty days during the duration of his Preceptor assignment (i.e., from the date the field internship begins until the date the paramedic student challenges the state exam). An employee designated by the Battalion Chief as a secondary preceptor shall earn 12 hours time off (Preceptor Day) for the completion of each preceptor assignment so long as the employee has served as a secondary Preceptor, generally for at least 5 duty days, of such Preceptor assignment.
- (c) Chief's Time. The Employer reserves the right to grant additional time off (Chief's Time) to employees who have performed additional services which would not be subject to regular or overtime compensation.

Section 17.5. Scheduling Time Off.

For the purposes of this Section, “time off” shall include: Vacation, Personal Day, Work Reduction Days, Administrative Day, and Incentive Time. Probationary employees shall be subject to restrictions from taking leave time (which shall not include Mandatory Work Reduction Days) within the first six (6) months of employment as outlined in Section 7.2. On or about November 15, the Battalion Chief or his designee shall notify each shift to schedule time off from January 1 of the next year through and including January 1 of the next following calendar year. January 2 through January 6 of the following year can be scheduled off only when consecutive days are scheduled that originate in the first calendar year and extend into the following year, thereby encompassing both calendar years. Time taken into the following year shall be deducted from that year’s allocated time (*e.g.*, when time is picked for the 2018 calendar year and extends into 2019, the 2019 time will be deducted from the 2019 allocated time). At least five (5) Time Off Slots per shift will be available for the months of January and February, and at least six (6) Time Off Slots will be available for the months of March through December and on January 1.

A maximum of 24 hours Hire-Back Bank Time may also be included, at the employee’s choice, and shall be treated as not unduly disruptive days (*e.g.*, 24 hours off equals 24 hours reduction in Hire Back Bank). Where applicable, hours in one category may be combined with hours from another category to total a full day (*e.g.*, 12 Vacation hours plus 12 Incentive Time hours = one 24 hour day).

The employees on each shift including Battalion Chiefs shall then select their leave preferences in the order of their seniority within the Department, with the most senior employee on the shift having first choice, the next most senior employee having the second choice, and so on; provided, however, that no more than three (3) officers (Lieutenant, Captain, or Battalion Chief), and no more than three (3) engineers, and no more than two (2) tower drivers may be scheduled off on any duty day.

Employees may schedule single or consecutive days off in their initial and subsequent vacation selection process picks, provided, however, that each employee may jump one (1) blocked day one (1) time during picks. Leave must be scheduled in increments of at least one (1) duty day and not more than seven (7) duty days at a time, provided, however, that the Fire Chief may, in his reasonable discretion, permit leave to be taken in increments of greater than seven (7) duty days where there are extenuating circumstances. When an employee selects a day in his long Work Reduction cycle, the first day selected in that cycle is designated as his Mandatory Work Reduction Day. When the number of slots available to be picked within a Work Reduction cycle is reduced to a point that only Mandatory Work Reduction Days may be scheduled, the round is continued until finished then preference for those slots is given to employees in order of seniority. Non-bargaining unit members assigned to 24 hour shift will be assigned to each cycle but shall have the option to pass on their picks within each cycle.

Notwithstanding the above, employees may not combine more than nine (9) consecutive scheduled days off, including Vacation, Work Reduction Days, Personal Day, Administrative Day, Incentive Time, Hire Back Bank, and duty trades, without the Fire Chief’s prior approval. However, the Fire Chief may, in his reasonable discretion, permit such leave to be taken in increments greater than nine (9) duty days where there are extenuating circumstances. Any such requests shall be

submitted to the Fire Chief in writing, when practicable, clearly outlining any and all extenuating circumstances surrounding the additional time off requested.

Cancellation of scheduled vacation time must have the approval by the Shift Commander or above.

Scheduling Days Off After the Calendar is Closed

After leave has been scheduled in accordance with the foregoing, and all employees have exhausted their leave allotment or waived any additional picks, the calendar is closed. Employees may trade or reschedule previously scheduled or unscheduled leave days with the prior approval of the Battalion Chief or his designee.

If open slots on the Leave Calendar exist after and staffing of 24 is achieved, the open slots will remain available on a first-come, first served basis to employees with available leave time or to reschedule previously scheduled leave days (subject to the Bubble Days provisions, if applicable), provided, however, that an employee newly assigned or returning to the shift (e.g., through shift change, newly hired, or military leave), has priority selection of the open slots. When more than one employee is newly assigned or returning to shift, the Deputy Chief or his designee shall administer the selection process for open slots.

Bubble Days

After the calendar is closed, and staffing of 24 is achieved, the fifth and sixth time-off slots, if available, shall be designated as Bubble Days. Any time off scheduled on a Bubble Day slot will be cancelled if the slot is needed to accommodate sick leave, absences for training, or any other approved absence. If an employee is granted the Bubble Day, the employee shall be required to call the Battalion Chief/Shift Commander between 0715 and 0730 hours to determine if his Bubble Day is still in effect, or if he must report for his shift.

Fractions of a day or partial days can be available for Bubble Days upon approval of the Shift Commander. An employee who has been assigned a Bubble Day may Duty Trade to cover the shift.

Section 17.6. Limitation on Accumulation of Leave Time.

Except as provided below, Personal Day, Administrative Day, and Safe Driving Day shall not accumulate from year to year. Vacation credits shall be used within a twelve (12) month period following the end of the calendar year in which the credits were earned. Exceptions to these limits are:

- (a) An employee who is prevented from taking all of his/her earned leave prior to the end of the calendar year because he/she is off on extended sick leave or disability leave may carry over any such days to the next calendar year.
- (b) An employee is unable to schedule leave because the Leave Calendar is full.
- (c) An employee's request to carry over earned leave to the next Calendar year is specifically approved by the Village Manager.

Work Reduction Days shall not accumulate from year to year under any circumstance, with the exception of the first year of employment.

Section 17.7. Pay for Earned but Unused Leave Upon Separation.

If at the time of separation an employee has earned but not used Vacation time or Hire-Back_Bank time calculated through his/her last payroll period, said time shall be paid at the employee's rate of pay at time of separation. In the event of death, any Vacation time or Compensatory time (i.e., Hire-Back Bank time), earned but unused shall be paid to the designated beneficiary of the Village's Life Insurance Plan of the deceased employee.

ARTICLE XVIII LEAVES OF ABSENCE

Section 18.1. Sick Leave.

Sick Leave shall be accrued at the rate of twelve (12) hours per month commencing the first month in which the employee starts on or before the 16th and for each month of service in which the employee is employed past midnight on the 16th of the month. Employees with less than 1000 hours of accumulated sick leave on September 21, 2015 shall have a year-end maximum accrual of 1000 hours. Employees that have 1000 hours or more of accrued sick leave on September 21, 2015 shall have a year-end maximum accrual of 1400 hours.

Sick Leave shall be granted to an employee who is unable to work due to non-work related illness or injury that prevents him/her from effectively performing his/her job. Sick Leave shall not be considered as personal time which an employee may use at his or her discretion. This shall be allowed only in case of actual sickness or disability or pregnancy or because of illness or death in the immediate family.

To be granted sick leave when sickness occurs off duty, the employee must call in to the Shift Commander at least sixty (60) minutes prior to the start of his assigned shift. This requirement must be met on each duty day of each occurrence unless the requirement is waived by the Shift Commander. The employee is required to report only that he is requesting sick leave and will be unable to report for duty. If there is reason to believe that the employee may use additional sick time beyond the initial day requested, the Shift Commander taking the report may request that the employee make a second call after the start of his/her normal shift to discuss the situation with his/her regular Shift Commander.

A doctor's certification of the need for sick leave shall be required, unless waived by the Fire Chief or his designee:

- After the use of sick leave on two (2) 24-hour consecutive shift days; or
- In conjunction with scheduled time off

A doctor's certification may be required of an employee who:

- Has more than four (4) occurrences of the use of the sick time within a twelve (12) month period as evidence of an employee or family illness or injury that prevents attendance at work and that the employee is fit to return to duty.

As mutual protection for the Village and the employee, the Chief may require an employee to submit to a fitness for duty physical examination by a physician designated by the Village Manager or Fire Chief and at the Village's expense.

Section 18.2. Sick Leave Donation.

This section is intended to be supplementary to the Village's Sick Leave Donation program as outlined in the Employee Handbook. In the event that an ill or injured bargaining unit employee has exhausted all sick leave credits, all Hire Back Bank, all vacation, all personal days, he/she may be eligible for a donation from any other bargaining unit employee upon recommendation of the President of the Union and approval of the Fire Chief. The President of the Union will submit a

written recommendation for sick leave donation to the Fire Chief for the Village Manager's approval.

In order to be eligible for donation:

- (a) The sick employee must have at least one year of full-time service with the Village and must have a reasonable expectation of returning to full-time work within twelve (12) months from the first day off related to the sick leave, as determined by a doctor.
- (b) The donating employee must have at least 288 hours of accrued sick time.
- (c) The donating employee may choose to donate 8, 16, or 24 hours of sick time to the sick employee.
- (d) The donating employee must sign a form that would direct Human Resources to deduct such hours from accrued sick leave.
- (e) The sick employee must have a minimum of 360 hours after five (5) years of accrued sick leave credits on the first day off related to sick leave. The Fire Chief may, at his sole discretion, waive the 360 hour requirement in extraordinary circumstances, and the Fire Chief's decision shall not be the subject of a grievance. A sick employee with less than five (5) years of service will not be subject to such minimum.
- (f) The sick employee can receive a maximum donation of 62 duty days.

Any hours donated will be deducted from the sick leave accrual of the donating employee and credited to the sick leave accrual of the sick employee. Any sick leave donated will not count as used sick leave for the purpose of annual sick leave buy back.

Section 18.3. Annual Sick Leave Buy Back.

Employees who have not exhausted their sick leave credits for the twelve (12) month period from November 17 of the prior year to November 16 of the current year are eligible for up to forty-eight (48) hours pay, payable on the payday preceding Christmas. In lieu of the additional payment, the employee may elect to direct the Shift Commander to place the earned hours into the Hire-Back Bank subject to the same rules that apply to a hire-back. To be eligible, the employee must have accumulated 240 hours of sick leave credit.

Payment shall be made at the rate of pay for the position currently held by the employee. The "up to forty-eight (48) hours" for which the employee is paid will then be deducted from the unused sick leave earned during the previous twelve (12) months and any remaining days will accumulate with those of prior years. Sick leave taken during the year shall be deducted from the sick leave earned.

All shift personnel shall be eligible for the buy-back program according to the following schedule:

Number of Hours Used	Number of Hours Eligible for Buy Back
0	48
Greater than 0 to 48	24
More than 48	0

Annually, after the Annual Sick Leave Buy Back is calculated and paid, the Village shall review accumulated sick leave balances in excess of the employee's program year-end maximum accrual as outlined in Section 18.1 and buy back the excess at 50% of the employee's current rate of pay,

and deposit the value into a Retiree Health Savings Account. Upon such payment, the excess hours shall be deducted from the employee's sick leave accrual.

Section 18.4. Retirement Sick Leave Buy Back.

Upon separation from service, the Village shall review accumulated sick leave balance and buy-back based on the employee's year-end maximum accrual. If the employee's year-end maximum accrual is 1000 hours, hours in excess of the 1000 hours will be bought back at 50% of the employee's current rate of pay. If the employee's year-end maximum accrual is 1400 hours, hours between 1000 hours and 1400 hours will be bought back at 50% of the employee's pay rate as of December 31, 2014. Any hours over 1400 will be bought back at 50% of the employee's current rate of pay. The value of all buy backs will be deposited into a Retiree Health Savings Account.

Section 18.5. Funeral Leave.

Employees shall be granted Funeral Leave benefits of one (1) duty day without loss of pay in the event of the death in the immediate family or spousal miscarriage, provided, however, that the Village Manager or his designee may, in his/her reasonable discretion, grant Funeral Leave beyond one (1) duty day and that the Village Manager or his designee may grant Funeral Leave in the event of a death in the extended family.

For purposes of this Section, immediate family shall include current spouse, child or grandchild, parent (including step parent and foster parent) or grandparent, sister or brother, brother-in-law or sister-in-law, parent of a current spouse, son-in-law or daughter-in-law, and any other relative living in the employee's household.

Section 18.6. Military Leave.

Military Leave shall be granted in accordance with the requirements of applicable law. The Village shall not be expected to exceed such requirements for any bargaining unit member.

Section 18.7. Jury or Witness Duty Leave.

An employee whose service on a jury occurs during hours that the employee would have been regularly scheduled to work shall receive full pay for their jury duty service on the first regular payroll following presentation of their jury duty check. After demonstrating proof of jury duty service, the employee shall keep the check.

If a bargaining unit employee is required to participate in legal proceedings as a result of his employment with the Village on an off-duty day, such employee will be compensated for all hours worked with a two (2) hour minimum guarantee. Actual hours worked shall count as hours worked for purpose of paying overtime. If an employee receives compensation, the employee shall endorse those fees, (less documented travel expenses) to the Village. Any appearance fees paid to the employee when he appears in his official capacity as a Palatine employee shall be surrendered to the Village.

Section 18.8. Family and Medical Leave.

Employees covered by this Agreement shall be eligible to take Family and Medical Leave on the same terms and conditions as are in effect for all other Village employees as stated in the Employee Handbook; provided that only an employee's accrued vacation leave may be used only at the employee's request.

Section 18.9. Discretionary Leave.

- (a) Employees may, upon written request, be granted Discretionary Leave for a designated purpose and period of time, generally not to exceed six (6) months in duration.
- (b) The written request must be approved by both the Department Head and the Village Manager.
- (c) The Village Manager shall set the terms and conditions of the leave, including whether or not the leave is to be with pay.

ARTICLE XIX GENERAL PROVISIONS

Section 19.1. Ratification and Amendment.

This Agreement shall become effective when ratified by the Village Council and the Union membership and signed by authorized representatives thereof and may be amended or modified during its term only with mutual written consent of both parties.

Section 19.2. Wellness Program.

Employees shall participate in a reasonable mandatory wellness program, which will include individualized goals. No employee will be disciplined for failure to meet any goals that may be established, as long as the employee makes a good faith effort to meet any such goals. Before any new program is implemented, the Village shall review and discuss the program at a meeting of Labor-Management Committee and such program will be based on individualized goals.

An employee's participation in a wellness program shall normally occur during an employee's normal work day, provided however, that an employee participating in fitness activities immediately before or after his/her tour of duty shall be credited for participation upon presenting reasonable evidence of such participation. Employees shall not be prohibited from participating in a wellness program during assigned time, provided however, that such participation shall not interfere with normal Fire Department operations.

Section 19.3. Uniforms.

Employees who are required to wear and regularly and continuously maintain prescribed items of uniform clothing and personal equipment shall be issued such clothing or equipment under a quartermaster system. Bargaining Unit Members will adhere to Palatine Fire Department Rules and Regulations, Section 715 (ADM 08-001).

Section 19.4. Secondary Employment.

The parties agree that the jobs held by the employees covered by this Agreement are their primary jobs and that if there is any conflict of interests between their primary jobs with the Village and any secondary employment, the conflict shall be resolved in favor of the primary job. Accordingly, all secondary employment (including self-employment), including any changes in the nature and/or extent of such employment, shall be subject to notice and approval of the Fire Chief and Village Manager. Notice shall be written and approval may be conditional as referenced in the Employee Handbook (Dated January 1, 2008), but such conditions shall be uniformly applied.

Section 19.5. Medical Examinations.

If there is any question concerning an employee's fitness for duty or fitness to return to duty following a layoff or leave of absence, the Fire Chief may require, at Village expense including overtime expenses as may be applicable under Section 14.4 Overtime Pay, that the employee have an examination by a qualified and licensed physician or other appropriate medical professional selected by the Village.

The Village may also require any or all employees to take a complete medical examination as often as once a year, with one month's notice to the employee, at the expense of the Village. Such periodic exams shall not be eligible for overtime pay.

If the employee is not found fit for duty by the physician selected by the Village, the employee, at his expense, may be examined by a reputable physician of his / her own selection. If found fit by this physician, then a third physician will be selected by the parties to determine whether the employee is fit for duty. In addition, if the employee is found fit or unfit for duty by the employee's physician and the Village disputes such finding, the employee will be examined by a third physician to be selected by the parties whose decision shall be final. The cost of this third physician will be equally divided by the Village and the employee. During the period of reviewing fitness for duty and after final determination is made, an employee not found fit for duty may apply for sick leave or other leave of absence as provided in this Agreement and/or for a disability pension to the extent provided for by state statutes.

Section 19.6. Subcontracting.

The Village reserves the right to subcontract subject to requirements of applicable law, rule or regulation. In the event that the Village desires during the term of the Agreement to subcontract any work currently performed by firefighters and firefighter/paramedics relating to fire suppression, or emergency medical services, the Village shall notify the Union of its proposal in writing. Upon request from the Union, the Village shall meet and negotiate in good faith with the Union as to its proposal before taking any action to implement its proposal in accordance with its duty to bargain as required under law. These provisions shall not be applicable to any mutual aid agreements that the Village has or may have with other fire departments.

This Agreement shall not be construed to waive any of the Union's statutory rights to bargain as to the subject of subcontracting, including any rights secured to the Union under SB834, "The Substitute Bill," reflected in the amendments to the Municipal Code, 65 ILCS 5/10-2.1-4, effective June 1, 2008. As of the effective date of this Agreement, the parties do not agree as to the scope and impact of "The Substitute Bill," as it relates to the Village's desire to subcontract bargaining unit work.

Section 19.7. Maintenance of Specific Working Conditions.

During the term of this Agreement, the Village will continue to maintain the following working conditions for employees who are assigned to 24-hour shifts:

- (a) Shift personnel shall be allowed, with the approval of their Company officer, reasonable time to shop for food and kitchen supplies during their tour of duty with the understanding that the Fire Department vehicle shall remain in service during such time.
- (b) Employees shall be allowed to use Village TV sets and video equipment, telephones, and hobby materials as may be available at the firehouse during their non-assigned time, subject to such reasonable rules and regulations as the Village may prescribe.

None of the foregoing shall interfere with the normal operations of the Fire Department.

Section 19.8. Health and Safety Committee.

A Fire Department Health and Safety Committee of three (3) persons designated by the Fire Chief and three (3) bargaining unit employees designated by the Union President shall meet monthly unless such meeting is cancelled by the Chairperson. The Chairperson, and seventh member, shall be appointed by the Fire Chief from the bargaining unit. The Fire Chief's appointees may be rotated amongst more than three (3) persons. A quorum of four (4) members shall be necessary to conduct business. The Fire Department Health and Safety Committee shall abide by the Village Safety Policy Manual.

The final decision regarding a Safe Driving Day resides with the Fire Chief upon the recommendation of the Village-wide Safety Committee.

For the purpose of the Village Safety Committee, the non-management employee representative from the Fire Department shall be designated by the Union President. The Village Safety Committee shall meet as defined by the Village Safety Manual.

Attendance at the Fire Department Health and Safety Committee meetings will be voluntary and not compensated, except that on-duty employees may attend during regular work hours, as long as normal operations can be sustained. If the Village Safety Committee is scheduled while the member is on-duty, the employee may be permitted to attend the meeting without loss of pay, so long as normal operations can be sustained. A member of the Village Safety Committee who attends a Village Safety Committee Meeting while off-duty shall be compensated for the duration of the meeting.

Section 19.9. Indemnification.

The Village shall provide legal representation and will indemnify and hold harmless employees against any legal complaints or judgments entered against them for conduct arising out of their employment, as required by state law, except when the claims involve claims for punitive or exemplary damages, in which case legal representation shall be available to the extent provided by the Village's insurer.

Section 19.10. Shift and Station Assignments.

Shift assignments for all positions shall be made no later than November 15 of each preceding year. Station assignments for all positions will be made no later than December 1 of each preceding year. On or about October 15 of each year, a notice will be given of any known operational changes that may affect shift and station assignments (e.g., centralizing specialty team members, relocation of apparatus, etc.). Employees may submit a request for an assignment by November 6 of each preceding year. The request may include reasons for a selection in shift, station, and/or other operational consideration (e.g. preparation for tower driver position, personnel, etc.). The Fire Chief and/or his designees shall make the determination of shifts and station assignments based upon the operational needs of the Department and the shift and station requests, provided that such determination shall not be arbitrary and capricious. Whenever practicable, an employee assigned to a shift that does not match his/her desires, as requested by the employee, will be given an opportunity to re-specify his/her desires for a station assignment after such shift assignment is made. Operational needs may include, and are not limited to, issues such as personality disputes between the employees. This shall not preclude the Fire Chief and/or

his designees from making adjustments to shift or station assignments at any time, based on the operational needs of the Department.

Section 19.11. Paramedics.

If, at any time during the term of this Agreement, the requirement for members of the bargaining unit below the rank of Lieutenant to maintain EMT-P/Paramedic status is rescinded by the Village of Palatine, a meeting shall be called to negotiate the impact and effects of such decision. But such negotiations shall not delay the implementation of such decision, provided that the Union is notified at least fourteen (14) days prior to implementation. Impacts and effects may include determining eligibility for maintaining paid status as a paramedic (e.g., opting in or out), and the administrative responsibilities of the Village for employees maintaining paramedic license in an unpaid status. In addition, the rescission of the requirement of Firefighter to maintain EMT-P/Paramedic license shall authorize the parties to bargain mid-term over a new wage schedule for Firefighter/EMT only.

While actively employed by the Fire Department, the Village shall continue to pay all costs to initially obtain EMT-B/EMT and/or EMT-P/Paramedic license and/or system privileges. This shall not be applicable if an employee as a member of the Fire Department has to repeat an initial course because he/she failed it the first time around. The Village will pay any licensing or re-licensing fees required to obtain and/or maintain such status excluding late fees. As a condition of employment, any employee who fails to maintain a required EMT-P/Paramedic license and system privileges will be placed on Administrative Leave without pay upon Administrative Suspension by Northwest Community Hospital Emergency Medical Services System until such suspension is removed, provided that absent reinstatement within ninety (90) days such employee may be dismissed.

Section 19.12. Residency.

All employees of the Palatine Fire Department shall, as a condition of employment, maintain a permanent, primary residence exclusively within the boundaries of the State of Illinois except any employee as of January 1, 2012 with a primary residence in Wisconsin will be grandfathered under the previous residency requirement.

Section 19.13. Rules and Regulations.

Consistent with the provisions of ARTICLE VI of this agreement, as reasonable new rules and regulations are established, the Village will provide the Union with seven (7) days advance notice. Such rules and regulations will be enforced equitably throughout the Department.

Section 19.14. Deferred Compensation and Retirement Health Savings Plans.

Employees covered by this Agreement shall be eligible to voluntarily participate in the Village's Deferred Compensation Plan subject to the applicable restrictions and limitations with no cost to the Village.

The Village agrees to cooperate with the Union in establishing tax-exempt trust accounts, through its Retirement Health Savings Plan, on behalf of the bargaining unit employees into which

contributions will be made in such amounts as may be agreed to by the Union and the Employee from sick day buy back monies or other agreed sources otherwise payable to eligible employees.

Section 19.15. Tuition Reimbursement.

Employees covered by this Agreement shall be eligible to participate in the Village's Tuition Assistance program as outlined in the employee handbook (Dated January 1, 2021).

Section 19.16. Prevailing Rights.

All rights, privileges, and benefits identified in the Village's Employee Handbook enjoyed by the employees at the present time which are not covered by this Agreement shall remain in full force, unchanged and unaffected in any manner, during the term of this Agreement, unless changed by mutual written consent or as provided herein.

Section 19.17. Non-waiver of Statutory Benefits.

Nothing in this Agreement shall be construed as a waiver of the employee's rights under the following Acts: the Personnel Records Review Act (820 ILCS 40/1, et seq.), the Freedom of Information Act (5 ILCS 140/1, et seq.), the Worker's Compensation Act (820 ILCS 305/1 et seq.), and the Public Safety Employees Benefit Act (820 ILCS 320/1 et seq.). However, any alleged violations of any of said Acts shall not be subject to the Grievance and Arbitration procedures of this Agreement.

Section 19.18. Sections 457 and 125 Stoppages.

The Village of Palatine recognizes the non-taxability of benefits and wages through the Public Employee Disability Act (PEDA). Therefore, when an employee is placed on a work-related injury/illness status and is receiving wages under PEDA, eligibility for participation in Section 457 (deferred compensation contributions) and Section 125 (Flexibility Spending Plan contributions) of the IRS code shall cease. The employee, upon return to taxable pay status, shall have regular deferrals re-instated. The annual contribution shall not be adjusted unless directed by the employee in writing. Respective plan documents will be followed in the administration of benefits.

ARTICLE XX

PROMOTIONS TO LIEUTENANT

Section 20.1. General.

Promotions to the rank of Lieutenant shall be conducted in accordance with the provisions of the Fire Department Promotion Act (Public Act 93-411, 50 ILCS 742). Nothing in this Agreement shall be construed to imply a waiver of the provisions of the Act. It is the intent of the parties that promotional examinations are to be administered in accordance with the procedures of the Act, except as expressly modified by this Agreement. Where other provisions of this Article provide for language that is different from the language of the Act, such language shall be construed as supplementary to the language of the Act and not a waiver. The examination process for promotion to the rank of Lieutenant shall be competitive among employees in the rank of Firefighter/Paramedic who meet the eligibility requirements set forth in Section 20.2 below and desire to submit themselves to such process.

Section 20.2. Eligibility Requirements.

Members of the bargaining unit shall be eligible to participate in the process for promotion to Lieutenant if they (1) have completed a minimum of four (4) years on the Palatine Fire Department, including probation, as of the date of the written examination, and (2) are certified as Firefighter III/Advanced Firefighter or OSFM equivalent as described by the Illinois Office of the State Fire Marshal.

Anniversaries of service which affect eligibility for promotion will be considered to occur on the anniversary of the employee's date of hire. However, any gap in continuous full-time service shall be subtracted from the employee's time of service for the purpose of determining eligibility. The parties agree that this Section shall constitute compliance with Section 15(b) of the Fire Department Promotion Act.

Section 20.3. Components of the Promotional Process and the Weighting of Components.

The placement of eligible candidates on a Lieutenant promotional list shall be based on the points achieved by the candidate on each of the following components:

<u>Component</u>	<u>Percentage Weighting</u>
Chief's Points	5%
Officer Evaluation	10%
Seniority	10%
Ascertained Merit	10%
Oral Interview	25%
Written Exam	40%

Each eligible candidate shall be entitled to participate in all components of the promotional process. If a candidate wishes to withdraw from the promotional process before the completion of all components of the promotional process, the candidate shall so advise the Board of Fire and Police Commissioners in writing.

Section 20.4. Administration of Promotional Process Components.

The components of the promotional process shall be administered in the following order, as scheduled by the Fire Chief or his designee:

- A. Chief's Points. The Fire Chief shall assign points based on his/her assessment of each candidate's qualifications and abilities to perform the duties of Lieutenant. The criteria used in assigning Chief's points shall be disclosed to all candidates prior to assigning points, shall be job-related and be applied uniformly to all candidates. Upon completion of assigning points, the Fire Chief will seal and maintain such scores until the completion of the Oral Interview. The Fire Chief shall keep and maintain records of all scores for the duration of the Final Promotion List. Monitors shall not be required regarding the process of assigning Chief's Points.
- B. Officer Evaluation. Each candidate for the rank of Lieutenant shall be evaluated by a separate panel of seven (7) active Palatine Fire Department officers of higher rank than the candidate, consisting of the following:
 - (1) Each candidate's assigned Lieutenant, Captain, and Battalion Chief, provided that the candidate has been assigned to those officers for ninety (90) days or more as of the date the evaluations begin. If the candidate has been assigned to any or all of those officers for less than 90 days, the candidate's previously assigned officer or officers in the respective ranks will be utilized in place of each candidate's currently assigned officer;
 - (2) The Fire Chief or his designee shall select two evaluators; and
 - (3) The candidate shall select two evaluators.

The candidate shall be notified in writing via personal delivery of the identity of the mandatory evaluators and the Fire Chief's selections for evaluators. Candidates shall then have ten (10) days within which to make their selections after such notification is received by the candidate. The candidate shall provide written notice of his/her selections to the Fire Chief, provided that if the candidate fails to provide such timely written notice, the Fire Chief or his designee shall make such selection on behalf of the candidate and shall notify the candidate in writing.

The officer evaluation for Lieutenant shall be based on the following job-related qualities of an effective leader:

1. Leadership by example;
2. Demonstration of superior job knowledge and skills, including a record of demonstrating strong organizational skills;
3. Ability to motivate members of a team to perform necessary tasks, including, but not limited to, performing unpleasant tasks and assignments;

4. Ability to make unpopular decisions when necessary (e.g. choosing the “harder right,” willingness to stand up for his/her convictions, etc.);
5. Ability to work well in a group setting (e.g. allowing a group to devise a solution to a problem while working as both a team member and a team leader);
6. Ability to identify a team’s strengths and weaknesses;
7. Ability to make sound judgments (e.g. separating personal emotions from objective factors);
8. Ability to function under stress in a calm and deliberate manner;
9. Possession of qualities of character, including, but not limited to: honesty, optimism, creativity, integrity, dependability, and diplomacy;
10. Ability to sacrifice personal interest to the needs of the group as a whole.

Each officer on the evaluation panel will evaluate each candidate independently. Scoring for each quality will be based on a scale from zero (0) to four (4) with zero (0) being the lowest score and four (4) being the highest score.

Scoring for Officer Evaluation:

- 0 – Does not routinely meet expectations
- 1 – Occasionally fails to meet expectations
- 2 – Consistently meets expectations
- 3 – Occasionally exceeds expectations
- 4 – Consistently exceeds expectations

Each evaluator’s scores shall be sealed after completion and before results are submitted to the Fire Chief who will maintain such scores until the completion of the Oral Interview. Monitors shall not be required regarding the process of assigning points for the Officer Evaluation.

In calculating each candidate’s composite score, each evaluator’s score for each candidate shall be totaled then divided by ten (10). Such evaluator’s average score shall then be added to each other evaluator’s average score for each candidate, and such total shall then be divided by seven (7) in order to determine each candidate’s composite score. Such candidate’s composite score shall then be multiplied by 2.5 in order to determine each candidate’s weighted score. For each candidate evaluated, the candidate, his or her assigned Battalion Chief, all Deputy Chiefs, the Fire Chief, all other evaluators and the Union shall have the right to review the completed evaluations at the conclusion of the promotional process.

- C. Seniority. Seniority points shall be computed as of the date of the written examination and shall deduct for any breaks in service. Candidates in the

Lieutenant promotional process shall be granted one half (1/2) point for each full six (6) months of service as a sworn member of the Palatine Fire Department since the employee's four (4) year anniversary up to a maximum of ten (10) points. The seniority list shall be posted after completion of the oral interview process.

- D. Ascertained Merit. The parties agree that this Section shall constitute compliance with Section 40(a) of the Fire Department Promotion Act. On or about 365 days prior to the expiration of the current promotion list, labor and management will meet to discuss the accuracy and relevancy of the ascertained merit components. If the two groups are unable to agree on revisions/updates to the ascertained merit, the original list posted in the current CBA will remain effective. Candidates wishing to receive points under Ascertained Merit shall submit a request for points prior to the start of the Oral Interviews, as determined by the Fire Chief or his designee, and include substantiation of points (i.e. Copies of degrees, transcripts, or certifications, evaluations or letters certifying involvement, etc.). Ascertained Merit points shall be posted after completion of the oral interview process and shall be computed on the basis of the following (maximum of 10 points):

EDUCATION (Max 5 points)

Associate Degree from an accredited college or university – 1 point,
or

Bachelor Degree from an accredited college or university – 2 points,
or

Master Degree from an accredited college or university – 3 points
(i.e., an employee can receive points for only one degree level).

OSFM Fire Apparatus Engineer Certification- ½ point

Smoke Divers – ½ point

FAST – ½ point

IFSI RIT Under Fire 40-hour course or IFSI Responder Intervention Team Rescue Technician – ½ point

IFSI Fireground Company Officer 40-hour course or equivalent – ½ point

OSFM Fire Officer I coursework – ¼ point per class (OSFM certification = 1 ¼ points)

OSFM Fire Officer II coursework – ¼ point per class (OSFM certification = 1 point)

OSFM Incident Safety Officer Certification – ½ point

Saving Our Own – ¼ point

OSFM Company Fire Officer coursework – ¾ point for completed Phase I and Phase II, ¼ point for completed Phase III, ¼ point for Instructor I (OSFM certification = 1¼ points)

OSFM Advanced Fire Officer coursework – ½ point for completed Phase I and Phase II, ¼ point for completed Phase III, ¼ point for Instructor II, ½ point for Incident Safety Officer (OSFM certification = 1-½ points)

IFSI Light'em & Fight'em – ¼ point

IFSI Fire College – ¼ point
(Points may not be duplicated for repeating same class.)

SPECIALTY TEAM (Max 1 ½ points)

Former primary or secondary member with at least five (5) years of service or a current primary or secondary member of the Dive Rescue, Fire & Arson Investigation, Hazardous Materials, or Technical Rescue Team.

1 point for first team, ½ point for additional team (Max 1 ½ points)

EXPERIENCE

Maximum one (1) point for paramedic preceptor activity current or former

Actually serving as a primary paramedic preceptor – 1 point

Actually serving as a secondary paramedic preceptor – ½ point

Palatine Fire Department Engineer – ½ point

Former member with minimum three (3) years experience or current member of the Palatine Fire Prevention Division – 1 point

Instructor for organized departmental training for at least two (2) training sessions over the last three (3) years from the date of the written examination – ½ point

COMMITTEES, BOARDS, AND AREAS OF RESPONSIBILITY
(Max 3 ½ points)

½ point each, current or previous

Active Shooter Committee

Awards Committee

Bicycle Paramedic

Building & Grounds

CARS/GEAC/Image Trend

Clothing Committee

Communications Committee

Computers/IT

CPR/AED/First Aid Instructor

Critique Committee

Defibrillator & Battery Manager

Driver Safety Evaluator

EMS Advisory Board (NCH EMSS)

EMS Education & Training (NCH EMSS)

EMS Equipment & Inventories

EMS PBPI (NCH EMSS)

EMS Reporting & Documentation

EMS Research & Development (NCH EMSS)

EMS System Affairs (NCH EMSS)

FOG Manual Committee

Foreign Fire Tax Board

Grant Committee

Harper College Intern Mentor

Hazardous Materials Monitors

Historian

Honor Guard

Hose/Engineering Committee

Human Services

Infection Control/DICO

Insurance Advisory Committee

Juvenile Fire Setter Interventionist

Kitchen Supply Manager

Ladders

Life Jacket Loaner Program

Maps/PIP

New Employee Mentor

New Recruit Committee

New Vehicle Committee

NFIRS/Firehouse/Image Trend Fire Reporting
 Palatine Police and Fire Benevolent Association Board
 Peer Fitness Trainer/Assistant PFT/Wellness Committee
 Pension Board
 Policies and Procedures
 Public Education
 Radios
 Retired Personnel Liaison
 Health and Safety Committee
 SCBA

School Talks Instructor (including High School Program)
 Small Tools
 Standardization Committee
 Strategic Planning Committee
 Tertiary Specialty Team Member
 Traffic Pre-Emption
 Union Executive Board
 Union Steward
 Union Trustee
 Vacation Calendar Coordinator/ Assistant
 Vehicle Maintenance

The parties agree that the intent of this Section is to be as inclusive as possible of participation and involvement while appropriately differentiating experiences. To that end, in the case when a candidate believes that ascertained merit points should be awarded for participation under committees, boards and areas of responsibility, and the above list is ambiguous or silent, at least one (1) representative of management and one (1) representative of labor who is not a candidate in the process will meet to discuss and reach consensus as to the awarding of the points in question.

- E. Oral Interviews. Oral interviews shall be scored by a seven (7) member panel. The panel shall consist of three (3) members of the Board of Fire and Police Commissioners (as determined by the Board of Fire and Police Commissioners), two (2) members selected by the Union, and two (2) members selected by the Fire Chief or his designee. The Board of Fire and Police Commissioners (BFPC), Union, and Fire Chief may each have one alternate scorer present. The Union and Fire Chief shall decide jointly whether their picks shall be from a pool of: (1) active and/or retired Palatine Fire Department employees of higher rank than the candidates, (2) certified assessors, and/or (3) other outside Fire Department personnel of a higher rank than candidate from a fire department of comparable size in the Chicago metropolitan area. If a joint decision cannot be reached by the Union and the Fire Chief within forty five (45) days of the written examination, the Union and the Fire Chief may make their selections from any of the three pools of panel members. The panel shall conduct an individual oral interview with each candidate. Questions asked during the oral interview shall be job-related and be applied uniformly to all candidates.

Oral interviews shall be scored by each panel member separately, on a scale of a maximum of 100 points. The scores of each panel member shall then be added together by the BFPC or its designee, and such total shall be divided by seven (7) members in order to obtain the candidate's average score. Such average score shall be multiplied by 25% in order to determine its weighted value. All scorers (including alternates) are authorized to maintain a copy of all personal notes taken

during the Oral Interview to be used during the review sessions. The Union and the Fire Chief may each elect to have their selections for panel members present to monitor and review the administration, and calculation of scores.

- F. Written Examination. The written examination shall be administered at least fourteen (14) days after all the other components have been administered and scores posted. The written examination shall be developed by an independent outside agency and shall have been independently validated. The examination shall be based only on the contents of written materials that the Fire Chief has identified as being appropriate for promotion to the rank of Lieutenant in the Palatine Fire Department. The Union and the Village may each select up to two (2) impartial persons who are not members of the Department to monitor and review the administration, scoring, and posting of scores for the written examination. Two copies of the written materials on which the examination is based will be made available to potential examinees at each fire station at least ninety (90) days before the examination is administered. The written examination will be the last phase of the promotional examination process.

Section 20.5. Scoring of Components and Monitoring.

The administration and scoring of the Chief's Points, Officer Evaluation, Seniority, and Ascertained Merit may occur simultaneously. In an effort to eliminate influence on other components of the process, the scores for Chief's Points and Officer Evaluations shall be sealed after each component is completed and before the results are submitted to the Fire Chief or his designee. Administration and scoring of all these components must be completed before the Oral Interview is administered.

Once all candidates have completed the Oral Interview, the scores for all completed components for each candidate shall be unsealed and tallied by the Fire Chief or his designee and the Union President or his designee, provided however that if the Union President is a candidate in the process, he/she shall assign a designee not involved in the process. These representatives shall have the authority to interpret and adjust scores based upon erroneous and/or unclear submissions (e.g., mathematical miscalculations outside of the candidates control, reasonable equivalents of ascertained merit components consistent with the intent of Agreement, missing/inaccurate information, etc.) only when the two agree. If the two do not agree, the Training Chief shall have the authority to make a final determination. The Chief's Points, Officer Evaluation, Seniority, Ascertained Merit, and Oral Interview scores shall then be posted on the bulletin board at each fire station at least fourteen (14) days prior to the Written Examination.

The Union and the Village may each select up to two (2) impartial persons who are not members of the Department (except for the Oral Interviews, as may be provided in Section 20.4.E) to monitor and review the administration (including unsealing Chief's Points and Officer Evaluations), scoring (including the calculation of composite and weighted scores), and posting of scores for all components except as expressly stated. This Section is a modification of Section 25 of the Fire Department Promotion Act. The observers monitoring the promotion process (including the oral interview) are authorized to be present and observe when any component of the

test is administered or scored including any discussion during the scoring process which may affect the outcome of scores or placement on the list. Observers may not interfere with the promotion process, but shall promptly report any observed or suspected violation of the requirements of this Article to the Village and the Union.

Section 20.6. Posting of Preliminary Promotion List.

Once all candidates have completed the Written Examination, the scores for all components for each candidate shall be tallied and a preliminary promotion list shall be prepared by the Board of Fire and Police Commissioners on which candidates shall be ranked in rank order based on the highest to the lowest points scored on all components of the promotional process. This preliminary promotion list shall then be posted along with the Written Examination scores on the bulletin board at each fire station.

Section 20.7. Veteran's Preference Points and Posting of Final Promotion List.

A candidate on the preliminary promotion list who is eligible for veteran's preference points under any applicable law may file a written application within 10 days after the initial posting of the preliminary promotion list. If requested, the veteran's preference points shall be added to the candidate's total score on the preliminary promotion list. The Board of Fire and Police Commissioners shall make adjustments to the rank order on the preliminary promotion list based on any veteran's preference points awarded. The final promotion list shall then be posted on the bulletin board at each fire station no later than twenty-one (21) days after the expiration of the time period for claiming veteran's preference points listing, in rank order from highest to lowest, the scores of all candidates whose scores for all components of the promotional process and veteran's preference points, if any, are 70 or better.

Section 20.8. Review Session.

At the conclusion of the examination process, candidates may request a private review session with the Fire Chief and/or his designee(s). At such review session, the Fire Chief and/or his designee(s) will provide the scores of the components of the examination process, provide the reasoning underlying the criteria used in assigning Chief's Points (but not the Chief's rationale for any individual's score on the Chief's Points component), the rationale underlying the questions posed for the oral interviews, as well as gather feedback on the examination process from the candidate. Candidate(s) shall also be provided with access and an opportunity to review the officer evaluation forms.

The parties agree that the substance of such feedback or reasoning is provided solely for the purpose of providing insights to the candidate to foster personal growth and improve performance, and, consistent with Section 20.11(Right of Review), shall not be the subject of a grievance.

Section 20.9. Order of Selection.

When there is a vacancy (e.g., a position becomes vacant due to resignation, discharge, promotion, death or the granting of a disability or retirement pension, or any other cause) or a newly created position in the rank of Lieutenant that the Village Council has funded and authorized to be filled,

the Fire Chief shall appoint the person with the highest ranking on the final promotion list, except that the Fire Chief shall have the right to pass over that person if the Fire Chief has reason to conclude that the highest ranking person has since the posting of the promotion list demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of Lieutenant. If the highest ranking person is passed over, the Fire Chief shall document the reasons for the decision and shall so advise the person passed over. Unless the reason for passing over the highest ranking person on the list at the time of the vacancy is not remediable, no such person shall be passed over more than once. Any dispute as to the selection of the first or second highest ranking person shall be subject to the grievance procedure contained in ARTICLE X of the Agreement.

Any candidate may refuse a promotion once without losing his or her position on the final promotional list. Any candidate who refuses a promotion a second time shall be removed from the final promotion list, provided that such action shall not prejudice a person's opportunity to participate in future promotional processes.

Section 20.10. Duration of Final Promotion List.

A final promotion list shall be effective for a period of three (3) years from the date of its posting or until the list is exhausted, whichever occurs first. If a vacated Lieutenant position is not filled due to the lack of funding or authorization by the corporate authorities and is subsequently reinstated during a period of up to five (5) years beginning from the date on which the position(s) was vacated, such position(s) shall be filled from the list in effect when the vacancy originally occurred. All other vacancies shall be filled from the list(s) in effect when the vacancy occurs.

Section 20.11. Right of Review.

Any affected person or party who believes that an error has been made with respect to eligibility to take an examination, examination result, placement or position on a promotion list or veteran's preference may file a grievance at Step 3 in accordance with the provisions of the grievance and arbitration procedure set forth in ARTICLE X of this Agreement, subject to the following provisions:

- A. Any such grievance must be filed within five (5) calendar days of the date the final promotion list is posted.
- B. The grievance shall be limited to disputes relating to a claim that the Village failed to follow the requirements of this Article in administering the promotional process. Only such objective grievances shall be allowed under the parties' grievance and arbitration procedure set forth in ARTICLE X.
- C. The grievance shall not involve any claims relating to disputes over the level of ratings or points awarded by an evaluator, interviewer, the Fire Chief or his designee as to any component of the test, other than the accuracy of the computations of the points awarded.

If a grievance is filed, the promotion shall be held in abeyance pending completion of the grievance process. During the pendency of any such grievance, the Fire Chief may assign an employee on a temporary basis to serve as acting Lieutenant.

Section 20.12. Battalion Chiefs and Division Chiefs.

Consistent with applicable law, the parties agree that promotions to the rank of Battalion Chief and Division Chief are exempt from the provisions of the Fire Department Promotion Act (50 ILCS 742/1 et seq.), and that the Village has the sole authority to promote employees to the rank of Battalion Chief and Division Chief.

ARTICLE XXI

PROMOTIONS TO CAPTAIN

Section 21.1. General.

Promotions to the rank of Captain shall be conducted in accordance with the provisions of the Fire Department Promotion Act (Public Act 93-411, 50 ILCS 742). Nothing in this Agreement shall be construed to imply a waiver of the provisions of the Act. It is the intent of the parties that promotional examinations are to be administered in accordance with the procedures of the Act, except as expressly modified by this Agreement. Where other provisions of this Article provide for language that is different from the language of the Act, such language shall be construed as supplementary to the language of the Act and not a waiver.

The examination process for promotion to the rank of Captain shall be competitive among employees in the rank of Lieutenant who meet the eligibility requirements set forth in Section 21.2 below and desire to submit themselves to such process.

Section 21.2. Eligibility Requirements.

Members of the bargaining unit shall be eligible to participate in the process for promotion to Captain if they (1) have completed a minimum of two (2) years as a Lieutenant on the Palatine Fire Department as of the last day of the month in which the oral interviews begin, and (2) are certified as Fire Officer I by the Illinois Office of the State Fire Marshal.

Anniversaries of service which affect eligibility for promotion will be considered to occur on the anniversary of the employee's date of promotion to Lieutenant. However, any gap in continuous full-time service shall be subtracted from the employee's time of service for the purpose of determining eligibility. The parties agree that this Section shall constitute compliance with Section 15(b) of the Fire Department Promotion Act.

Section 21.3. Components of the Promotional Process and the Weighting of Components.

The placement of eligible candidates on a Captain promotional list shall be based on the points achieved by the candidate on each of the following components:

Component	Percentage Weighting
Seniority	5%
Ascertained Merit	10%
Chief's Points	10%
Battalion Chief Evaluation	25%
Peer Evaluation	25%
Oral Interview	25%

Each eligible candidate shall be entitled to participate in all components of the promotional process. If a candidate wishes to withdraw from the promotional process before the completion of

all components of the promotional process, the candidate shall so advise the Fire Chief or his designee in writing.

Section 21.4. Administration of Promotional Process Components.

The components of the promotional process for Captain shall be administered in the following order as scheduled by the Fire Chief or his designee:

- A. Seniority. Seniority points shall be computed as of the last day of the month in which the oral interviews begin. Candidates in the Captain promotional process shall be granted one (1) point for each full two (2) years of service as a Lieutenant on the Palatine Fire Department since the employee's two (2) year anniversary of promotion up to a maximum of five (5) points. The seniority list shall include the promotion date, any breaks in service, the total number of eligible years, and the number of seniority points.
- B. Ascertained Merit. The parties agree that this Section shall constitute compliance with Section 40(a) of the Fire Department Promotion Act. On or about 365 days prior to the expiration of the current promotion list, labor and management will meet to discuss the accuracy and relevancy of the ascertained merit components. If the two groups are unable to agree on revisions/updates to the ascertained merit, the original list posted in the current CBA will remain effective. Candidates wishing to receive points under Ascertained Merit shall include substantiation of points (i.e. copies of degrees, transcripts, or certifications, evaluations or letters certifying involvement, etc.) with the application for points. Candidates will be given at least thirty (30) days notice of the deadline for applying for Ascertained Merit points. Ascertained Merit points shall be computed on the basis of the following (maximum of 10 points):

Associate Degree from an accredited college or university – 1 point,
or
Bachelor Degree from an accredited college or university – 3 points,
or
Master Degree from an accredited college or university – 5 points
(i.e., an employee can receive points for only one degree level).

OSFM Fire Officer II coursework – ½ point per class or OSFM Advanced Fire Officer coursework – ½ point for completed Phase I, ½ point for completed Phase II, ½ point for completed Phase III, ½ point for Instructor II, ½ point for Incident Safety Officer.

ICS 300 – ½ point

ICS 400 – ½ point

National Fire Academy Command and Control of Incident Operations – ½ point

OSFM Incident Safety Officer Certification – ½ point

Public Information Officer Certification 2-day class – ½ point (ICS specific PIO class excluded)

IFSI Fire Ground Company Officer 40-hour course or equivalent – ½ point

National Fire Academy Command and Control of Fire Department Operations/Target Hazards – ½ point

National Fire Academy Command and General Staff – 1 point (in place of ICS 300 and 400)

OSFM Fire Officer II or OSFM Advanced Fire Officer certification – 2 points (in addition to coursework)

(Points may not be duplicated for repeating same class.)

- C. Chief's Points. The Fire Chief or his designee shall assign points based on his/her assessment of each candidate's qualifications and abilities to perform the duties of Captain. The criteria used in assigning Chief's points shall be disclosed to all candidates prior to assigning points, shall be job-related and be applied uniformly to all candidates. The Fire Chief or his designee shall keep and maintain records of all scores for the duration of the Final Promotion List. Monitors shall not be required regarding the process of assigning Chief's Points. The Chief's Points shall be sealed prior to the beginning of the Oral Interviews and posted at the same time as the preliminary promotion list.
- D. Battalion Chief Evaluation. Candidates will be rated by each Battalion Chief independently. Scoring for each dimension shall be based on a scale from one (1) to five (5) with one (1) being the lowest score and five (5) being the highest score. Candidates shall be rated in the dimensions of (1) emergency scene performance, (2) leadership skills, (3) management and organizational skills, (4) mentoring and crew development skills, and (5) communication skills. Each evaluator's scores shall be sealed after completion and before results are submitted to the Fire Chief or his designee who will maintain such scores until the completion of the Oral Interview. Monitors shall not be required regarding the process of assigning points for the Battalion Chief Evaluation. In calculating each candidate's score, the five (5) dimension scores from each evaluator for each candidate will be totaled. Such evaluator's total score shall then be added to each others evaluator's total score for each candidate, and such total shall then be divided by three (3) in order to determine each candidate's score.
- E. Peer Evaluation. Candidates will be rated by a nine (9) member panel who are members of the bargaining unit, but not candidates in the process, independently. Scoring for each dimension shall be based on a scale from one (1) to five (5) with one (1) being the lowest score and five (5) being the highest score. Candidates shall be rated in the dimensions of (1) emergency scene performance, (2) leadership skills (3) management and organizational skills, (4) mentoring and crew development skills, and (5) communication skills.

The nine (9) member Peer Evaluation panel will be appointed from a pool of interested bargaining unit members by a three (3) member committee comprised of Union Executive Board members, Stewards, and Trustees who are not candidates in the process and cannot select from amongst the three (3) of themselves. The nine (9) member panel shall be bargaining unit members who are not candidates in the process and are chosen to fairly represent different shifts, ranks, and lengths of seniority. The nine (9) member evaluation panel shall consist of three (3) members representing each shift (e.g., has been a member of the shift he/she represents for at least nine (9) of the previous fifteen (15) months). The parties may mutually agree to waive shift time frame requirements.

Each evaluator's scores shall be sealed after completion and before results are submitted to the Fire Chief or his designee who will maintain such scores until the completion of the Oral Interview. Monitors shall not be required regarding the process of assigning points for the Peer Evaluation.

In calculating each candidate's score, the five (5) dimension scores from each evaluator for each candidate will be totaled. Such evaluator's total score shall then be added to each other evaluator's total score for each candidate, and such total shall then be divided by nine (9) in order to determine each candidate's score.

- F. Oral Interviews. Oral interviews shall be scored by a three (3) member panel. The panel shall consist of the Department's (2) Deputy Chiefs, and (1) Training Division Chief. The panel shall conduct an individual oral interview with each candidate. Questions asked during the oral interview shall be job-related and be applied uniformly to all candidates. The Union may select up to two (2) impartial persons who are not members of the Department to monitor and review the administration, scoring, and posting of scores for the Oral Interviews.

Oral interviews shall be scored by each panel member separately, on a scale of a maximum of 100 points. The scores of each panel member shall then be added together by the panel, and such total shall be divided by three (3) in order to obtain the candidate's average score. Such average score shall be multiplied by twenty-five percent (25%) in order to determine its weighted value.

Section 21.5. Monitoring.

The Union and the Village may each select up to two (2) impartial persons who are not members of the Department to monitor and review the administration, scoring, unsealing, and posting of scores for all components except Chief's Points and Seniority. Any compensation for monitors will be made by the selecting party. This Section is a modification of Section 25 of the Fire Department Promotion Act. The observers monitoring the promotion process are authorized to be present and observe when any component of the test is administered or scored, except Chief's Points, Battalion Chief Evaluation, and Peer Evaluation, including any discussion during the scoring process which may affect the outcome of scores or placement on the list. Observers may

not interfere with the promotion process, but shall promptly report any observed or suspected violation of the requirements of this Article to the Village and the Union.

Section 21.6. Scoring of Components and Posting of Preliminary Promotion List.

The scores for Seniority and Ascertained Merit shall be posted after the application deadline for Ascertained Merit points and at least one (1) week before the beginning of the Oral Interviews. The administration and scoring of the Chief's Points, Battalion Chief Evaluation, and Peer Evaluation may occur simultaneously after the announcement of such application deadline, but, in an effort to eliminate influence on other components of the process, the scores for each of these components shall be sealed after each component is completed and before the results are submitted to the Fire Chief or his designee. Administration and scoring of all other components must be completed before the Oral Interview is administered. Once all candidates have completed all components of the promotional process, the scores for all components for each candidate shall be unsealed and tallied. A preliminary promotion list shall be prepared by the Fire Chief or his designee on which candidates shall be ranked in rank order based on the highest to the lowest points scored on all components of the promotional process. This preliminary promotion list shall then be posted along with the Chief's Points, Battalion Chief Evaluation, and Peer Evaluation scores on the bulletin board at each fire station.

Section 21.7. Veteran's Preference Points and Posting of Final Promotion List.

A candidate on the preliminary promotion list who is eligible for veteran's preference points under any applicable law may file a written application within ten (10) days after the initial posting of the preliminary promotion list. If requested, the veteran's preference points shall be added to the candidate's total score on the preliminary promotion list. The Fire Chief or his designee shall make adjustments to the rank order on the preliminary promotion list based on any Veteran's Preference Points awarded. The final promotion list shall then be posted on the bulletin board at each fire station no later than twenty-one (21) days after the expiration of the time period for claiming Veteran's Preference Points listing, in rank order from highest to lowest, the scores of all candidates whose scores for all components of the promotional process and Veteran's Preference Points, if any, are 70 or better.

Section 21.8. Review Session.

At the conclusion of the examination process, candidates may request a private review session with the Fire Chief and/or his designee(s). At such review session, the Fire Chief and/or his designee(s) will provide the scores of the components of the examination process, provide the reasoning underlying the criteria used in assigning Chief's Points (but not the Chief's rationale for any individual's score on the Chief's Points component), the rationale underlying the questions posed for the oral interviews, as well as gather feedback on the examination process from the candidate. Candidate(s) shall also be provided with access and an opportunity to review the Battalion Chief Evaluation and Peer Evaluation forms.

The parties agree that the substance of such feedback or reasoning is provided solely for the purpose of providing insights to the candidate to foster personal growth and improve performance, and, consistent with Section 21.11(Right of Review), shall not be the subject of a grievance.

Section 21.9. Order of Selection.

When there is a vacancy (e.g., a position becomes vacant due to resignation, discharge, promotion, transfer, death or the granting of a disability or retirement pension, or any other cause) or a newly created position in the rank of Captain that the Village Council has funded and authorized to be filled, the Fire Chief or his designee shall appoint the person with the highest ranking on the final promotion list, except that the Fire Chief or his designee shall have the right to pass over that person if the Fire Chief or his designee has reason to conclude that the highest ranking person has since the posting of the promotion list demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of Captain. If the highest ranking person is passed over, the Fire Chief or his designee shall document the reasons for the decision and shall so advise the person passed over. Unless the reason for passing over the highest ranking person on the list at the time of the vacancy is not remediable, no such person shall be passed over more than once. Any dispute as to the selection of the first or second highest ranking person shall be subject to the grievance procedure contained in ARTICLE X of the Agreement.

Any candidate may refuse a promotion once without losing his or her position on the final promotional list. Any candidate who refuses a promotion a second time shall be removed from the final promotion list, provided that such action shall not prejudice a person's opportunity to participate in future promotional processes.

Section 21.10. Duration of Final Promotion List.

A final promotion list shall be effective for a period of three (3) years from the date of its posting or until the list is exhausted, whichever occurs first. If a vacated Captain position is not filled due to the lack of funding or authorization by the corporate authorities and is subsequently reinstated during a period of up to five (5) years beginning from the date on which the position(s) was vacated, such position(s) shall be filled from the list in effect when the vacancy originally occurred. All other vacancies shall be filled from the list(s) in effect when the vacancy occurs.

Section 21.11. Right of Review.

Any affected person or party who believes that an error has been made with respect to eligibility to take an examination, examination result, placement or position on a promotion list or veteran's preference may file a grievance at Step 3 in accordance with the provisions of the grievance and arbitration procedure set forth in ARTICLE X of this Agreement, subject to the following provisions:

- A. Any such grievance must be filed within five (5) calendar days of the date the final promotion list is posted.

- B. The grievance shall be limited to disputes relating to a claim that the Village failed to follow the requirements of this Article in administering the promotional process. Only such objective grievances shall be allowed under the parties' grievance and arbitration procedure set forth in ARTICLE X.
- C. The grievance shall not involve any claims relating to disputes over the level of ratings or points awarded by an evaluator, interviewer, the Fire Chief or his designee as to any component of the test, other than the accuracy of the computations of the points awarded.

If a grievance is filed, the promotion shall be held in abeyance pending completion of the grievance process. During the pendency of any such grievance, the Fire Chief may assign an employee on a temporary basis to serve as acting Captain.

Section 21.12. Battalion Chiefs and Division Chiefs.

Consistent with applicable law, the parties agree that promotions to the rank of Battalion Chief and Division Chief are exempt from the provisions of the Fire Department Promotion Act (50 ILCS 742/1 et seq.), and that the Village has the sole authority to promote employees to the rank of Battalion Chief and Division Chief.

The parties agree that the Village has the right demote employees not covered by this Agreement in the rank of Battalion Chief and Division Chief to the rank of Captain or Lieutenant provided that such demotion shall not adversely affect any collective bargaining unit member including, but not limited to, demotion and/or layoff of collective bargaining members. Further, the parties agree that the demotion of a Battalion Chief or Division Chief to the rank of Lieutenant shall be construed as a demotion to the rank of Captain, and into the bargaining unit, followed by an immediate demotion to the rank of Lieutenant. As such, the parties agree that the Union and any such employee demoted to the rank of Lieutenant shall be entitled to file a grievance at Step 3 in accordance with the provisions of the grievance and arbitration procedure set forth in ARTICLE X of this Agreement, subject to the following provisions:

- A. The grievance shall be limited to the demotion from Captain to Lieutenant and disputes relating to a claim that the Village did not have just cause for such demotion.
- B. The remedy of such grievance shall be limited to reinstatement to the rank of Captain and damages limited to lost wages and benefits relating to the demotion from Captain to Lieutenant only.
- C. These provisions shall not limit the rights of the Union or any applicable employee from filing a grievance claiming that the demotion adversely affected the bargaining unit.

ARTICLE XXII
SAVINGS CLAUSE

If any provision of this Agreement or the application of such provision, is or shall at any time be contrary to or unauthorized by law, or modified or affected by the subsequent enactment of law, or held invalid and unenforceable by operation of law or by any board, agency or court of competent jurisdiction, then such provision shall not be applicable or performed or enforced, except to the extent permitted or authorized by law; provided that in such event all other provisions of this Agreement shall continue in effect.

In such event, the parties shall, upon the request of either party, commence good faith bargaining over possible replacement language for the invalidated article, section or portion of this Agreement.

ARTICLE XXIII
TERMINATION

Termination in 2024. Unless specifically provided otherwise herein, this Agreement shall be effective as of January 1, 2021 and shall remain in full force and effect until 11:59 p.m. on the 31st day of December, 2024 for all hours worked for all employees covered by this Agreement, provided that any provision that modifies a statute that pre-empted Home Rule authority or that covers a permissive subject of bargaining shall lapse at the expiration of the Agreement, unless the parties mutually agree to continue it. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least ninety (90) days prior to the December 31 anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than ninety (90) days prior to the anniversary date.

EXECUTED this 7th day of December, 2020

VILLAGE OF PALATINE

PALATINE FIREFIGHTERS,
LOCAL NO. 4588, INTERNATIONAL
ASSOCIATION OF
FIREFIGHTERS, AFL-CIO, CLC

Mayor
Attest

President

Village Clerk

Vice President

Secretary

Attachment: 2021-2024 PFD CBA 3.0 FINAL Version 12-7-20 (IAFF Contract - 2020 Res)

APPENDIX A

HIRE-BACK BANK

When an employee works a hire-back or otherwise earns compensatory time off, he may elect to bank the hours as compensatory time in lieu of receiving monetary compensation in that pay period. In consideration of the Village offering this limited compensatory time, the Village and the Union agree, in furtherance of Section 7 (o)(5) of the Fair Labor Standards Act, to place restrictions on the use of compensatory time under circumstances which they agree would constitute an “undue disruption” of the Department’s operations. This banked time may be used to take time off at a future date when the leave calendar might otherwise be full and prevent normal scheduling of time off, or in the case of a personal emergency where time off is needed.

The following procedure shall be followed for utilizing the Hire-Back Bank option:

1. Accrual Limits: Banked time may be accumulated in increments of no less than 2 hours at a time. Time shall be banked at a rate of 1.5 times the number of hours worked (e.g., 24 hours worked equals 36 hours banked). A maximum of 120 hours may be held in the bank at any one time.

If time worked is to be banked, all of it must be banked (i.e., if 7 hours worked, all 7 must be banked if electing to do so). However, if the full amount would cause the balance accrued to exceed the maximum 120 hours, only that which will bring the balance to 120 hours will be banked and the remainder will be paid as overtime.

2. Notice of Banking a Hire-Back: When an employee elects to bank a hire-back or pay for holiday work, the employee shall notify the Shift Commander within four (4) hours of reporting for duty on the hire-back or holiday date.
3. Requesting to Use Hire-Back Bank Time (Non-Holiday): In order to request Hire-Back Bank time, the employee must have the time in the bank. The time must be requested in increments of one (1) hour, with a minimum of four (4) hours. A Request to Use Hire-Back Bank Time form shall be completed by the employee and submitted to the Shift Commander. All requests will be recorded with the date and time they are received.

In general, the employee should provide as much advanced notice of the request as possible. The employee should notify his/her Shift Commander by 5:00 p.m. on his/her duty day in advance of the requested Hire-Back Bank usage. No more than a total of three (3) additional requests received after 5:00 p.m. on the duty day in advance of the requested Hire-Back Bank usage will be honored except in cases of emergency, as determined by the Shift Commander.

4. Requesting to Use Hire-Back Bank Time (Holiday): No more than three (3) requests (24-hour or shorter) will be honored for any of the following holidays. In order to provide fair distribution of requests for premium holidays, initial requests for any of the following holidays may be prioritized by a lottery system: New Years Day, Easter, Labor Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Years Eve. If two (2) or more requests for such holidays are received sixty (60) days prior to the holiday, requests shall be processed by a Union representative at least thirty (30) days before the holiday according to procedures which

shall be uniformly applied. The requests will be selected at random by a bargaining unit representative on each shift to fill the slots and labeled by priority. All additional requests for any such holidays will be handled on a first come first served basis.

5. Unduly Disruptive Days: If a hire-back is necessary to cover the employee's requested time off (i.e., the employee's leave will cause the shift to fall below the established minimum shift staffing) the Shift Commander shall so advise the employee. All Hire-Back and Force Back rules shall apply in order to fill vacancies caused by a Hire-Back Bank Request except as expressly modified by this Article. It is agreed by the parties that the implementation of such Hire-Back and Force Back rules will necessitate additional administrative and operational efforts in order to fill such hire-back slot(s), thus causing undue disruption to the Department's operation. If a hire-back is necessary to cover the employee's requested time off, the parties hereto agree that such request cannot be filled within a reasonable period of time without unduly disrupting the operations of the Fire Department. In such case, the employee shall have the following options:
 1. to direct the Battalion Chief to forgo the request for time off and requisition payment for 36 hours of banked time (e.g., 24 hours requested at time and a half equals 36 hour reduction in Hire-Back Bank) on the next regular payroll check;
 2. to withdraw the request and to resubmit a request for leave at another time that does not cause a hire-back; or,
 3. take the leave requested.

If the leave requested causes a hire-back, the scheduled employee taking the leave shall be designated as having taken an "unduly disruptive day" and the scheduled employee's hire-back bank shall be reduced by time and one half for each hour granted off (e.g., 24 hour hire-back at time and a half equals 36 hour reduction in Hire Back Bank). If no hire-back is required, the request shall be deemed to be not unduly disruptive, and the employee taking the leave shall have his Hire-Back Bank reduced hour for hour (e.g., 24 hours off equals 24 hours reduction in Hire Back Bank).

6. Filling Hire-Back Bank Requests: Requests for Hire-Back Bank use will be prioritized in the order in which they are received. If the requirements of a specific assignment cannot be met (e.g., officer, tower driver, etc.), or if more than three (3) requests are received for any holiday (as defined in this Article), or if sufficient hire-backs cannot be filled to meet the number of requests, the requests will be denied in reverse order of priority. When attempting to fill a request, no more than three (3) attempts will be made. Force back rules will apply only for use in increments of twenty-four (24) hours and will not apply for uses on holidays. After three (3) unsuccessful attempts to fill a request of less than twenty four (24) hours or a holiday request, the request will be denied.

In order to minimize personnel changing stations during a shift to accommodate Hire-Back Bank usage of twelve (12) hours or less, the Shift Commander may, in his reasonable discretion, direct that preference be given to a specific assignment (e.g., officer, engineer, blue shirt, etc.).

7. Overage Costs: The Village should incur no additional costs due to Hire-Back Bank usage. As such, when an over run/holdover occurs in Hire-Back Bank usages in increments of less than twenty-four (24) hours, the employee using the Hire-Back Bank time shall have the following options:
 1. The overage time will be charged to the employee using the Hire-Back Bank and his/her balance will be reduced accordingly to credit the employee providing coverage for the Hire-Back Bank usage (e.g., 1.5 hour reduction for each hour of overage). In such cases, the employee's Hire-Back Bank will be allowed to accrue a negative balance. The Request to Use Hire-Back Bank Time form shall include an agreement which shall authorize the Village to withhold from the employee's compensation any amount needed to reimburse the Village for any Hire-Back Bank time that he/she uses prior to being entitled to the time if the employee separates from service with the Village.
 2. In the case of overage costs, the requesting and covering employees may mutually agree that the overage time be considered an emergency duty trade subject to approval of the Shift Commander and there will be no additional balance reduction.
 3. In the case of overage costs, the employee using the Hire-Back may submit a written request to the Fire Chief or his designee for both employees to be paid due to extenuating circumstances.
8. Cash Out: If an employee elects to cash in banked time for time-and-one-half pay (e.g., 24 hours pay at time and a half results in 36 banked hours being deducted), a Request to Use Hire-Back Bank Time Form indicating such shall be completed by the employee and submitted to the Shift Commander.
9. Indemnification: In consideration of the Employer's agreement to allow employees to establish time due compensatory time banks and to schedule time due in accordance with the terms and conditions of this section, the Union agrees to the following:
 - (a) Subject to the parties' agreements and adoption of the alternative procedure described in paragraph (b), The Union and its bargaining unit members agree to defend, indemnify, save and hold harmless the Village, its officers, agents and employees, from any and all damages, costs, expenses and penalties arising from any complaint or allegation that these restrictions on the use of Hire-Back Bank/Compensatory Time do not comply with Section 7(o)(5) of the Fair Labor Standards Act regarding the use of compensatory time.
 - (b) Any and all disputes that may arise between the parties as to the administration of this section shall be resolved through the grievance arbitration procedure, ARTICLE X of this agreement, except that such grievance shall be filed at Step 3. The parties' agreement to utilize the grievance procedure to resolve any disputes arising under this section is based upon the authority vested in them under §§8 and 15(b) of the Act, 5 ILCS §§315/8, 315/15(b). Such agreement is also made in

reliance upon the Supreme court's decision in 14 Penn Plaza LLC v. Pyett, 129 S.Ct. 1456, 186 LRRM 2065 (2009), that such disputes shall include claims or allegations that any restrictions on the use of time due available to employees from their compensatory time banks as established under this section do not comply with §7(o) (5) of the FLSA, 29 USCA §207. In the event that any such grievance is advanced to arbitration, the parties further stipulate and agree that the arbitrator's remedial authority shall be limited to making the grievant(s) whole by granting, consistent with applicable § 7 (o) standards of the FLSA, the cash value of any time due in dispute based on the then applicable overtime rate or awarding additional compensatory time off and shall have no authority to award any attorneys fees or any penalties against the parties.

APPENDIX B

WORK REDUCTION AND VACATION TIME COMPUTATION

The parties agree to institute the following method of computing Work Reduction and Vacation Time balances in cases where the yearly rate would not apply. In such cases, the monthly rate will apply for full months credited/deducted and the daily rate will apply for partial months credited/deducted.

Work Reduction Time Computation

For new employees or employees changing to a 24/48 shift:

The work reduction balance will be credited starting on the first day the employee reports to 24/48 hour shift work.

For employees terminating or employees changing to a different work schedule:

The work reduction credits will end and any excess balance will be reduced at the end of the last calendar day worked, provided that credits will continue while employees are on approved paid leave.

When on light duty, monthly/daily deductions will include all calendar days including weekends.

26 hours per month

28 Day month - .93 hours for each day not to exceed 26 hours

29 Day month - .90 hours for each day not to exceed 26 hours

30 Day month - .87 hours for each day not to exceed 26 hours

31 Day month - .84 hours for each day not to exceed 26 hours

*****All hours will be rounded up to the whole hour after calculation***

Vacation Time Computation

Accrual of time will start on the hire date and will end at the end of the employee's last calendar day employed.

0 through 6 years – 5 days per year or 10 hours per month

28 Day month - .36 hours for each day not to exceed 10 hours

29 Day month - .35 hours for each day not to exceed 10 hours

30 Day month - .34 hours for each day not to exceed 10 hours

31 Day month - .33 hours for each day not to exceed 10 hours

*****All hours will be rounded up to the whole hour after calculation***

7 through 14 years – 7 days per year or 14 hours per month

28 Day month - .5 hours per day not to exceed 14 hours

29 Day month - .49 hours per day not to exceed 14 hours

30 Day month - .47 hours per day not to exceed 14 hours

31 Day month - .46 hours per day not to exceed 14 hours

*****All hours will be rounded up to the whole hour after calculation***

15 through 20 years – 10 days per year or 20 hours per month

28 Day month - .72 hours per day not to exceed 20 hours

29 Day month - .69 hours per day not to exceed 20 hours

30 Day month - .67 hours per day not to exceed 20 hours

31 Day month - .65 hours per day not to exceed 20 hours

*****All hours will be rounded up to the whole hour after calculation***

21 through 25 years – 11 days per year or 22 hours per month

28 Day month - .79 hours per day not to exceed 22 hours

29 Day month - .76 hours per day not to exceed 22 hours

30 Day month - .74 hours per day not to exceed 22 hours

31 Day month - .71 hours per day not to exceed 22 hours

*****All hours will be rounded up to the whole hour after calculation***

26 years and above – 12 days per year or 24 hours per month

28 Day month - .86 hours per day not to exceed 24 hours

29 Day month - .83 hours per day not to exceed 24 hours

30 Day month - .80 hours per day not to exceed 24 hours

31 Day month - .78 hours per day not to exceed 24 hours

*****All hours will be rounded up to the whole hour after calculation***

APPENDIX C WAGE SCHEDULE

VILLAGE OF PALATINE FIRE UNION SALARY SCHEDULE

CALENDAR YEAR 2021

	Firefighter/EMT (FDU-01)		Firefighter/Paramedic (FDU-02)		Lieutenant (FDU-03)		Captain (FDU-04)	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
Step 1	25.56	66,655.37	30.23	78,833.79	34.34	89,551.85	37.31	97,297.02
Step 2	26.79	69,862.96	31.68	82,615.10	35.99	93,854.72	39.10	101,964.98
Step 3	28.92	75,417.58	34.20	89,186.76	38.85	101,313.03	42.20	110,049.16
Step 4	30.31	79,042.42	35.84	93,463.55	40.71	106,163.54	44.23	115,342.99
Step 5	31.77	82,849.81	37.56	97,948.97	42.66	111,248.75	46.35	120,871.58
Step 6	33.29	86,813.66	39.36	102,643.01	44.71	116,594.74	48.58	126,686.92
Step 7	34.46	89,864.79	40.74	106,241.77	46.27	120,662.91	49.43	128,903.58
Step 8	35.67	93,020.23	42.17	109,970.93	47.89	124,887.54	50.29	131,146.26

CALENDAR YEAR 2022

	Firefighter/EMT (FDU-01)		Firefighter/Paramedic (FDU-02)		Lieutenant (FDU-03)		Captain (FDU-04)	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
Step 1	26.15	68,193.97	30.92	80,633.18	35.10	91,533.78	38.16	99,513.68
Step 2	27.40	71,453.72	32.40	84,492.72	36.79	95,940.96	39.99	104,285.92
Step 3	29.58	77,138.72	34.97	91,194.77	39.71	103,555.74	43.16	112,552.68
Step 4	31.00	80,841.80	36.65	95,575.87	41.62	108,536.64	45.23	117,950.79
Step 5	32.49	84,727.42	38.41	100,165.60	43.62	113,752.24	47.40	123,609.72
Step 6	34.05	88,795.59	40.25	104,963.95	45.71	119,202.54	49.67	129,529.43
Step 7	35.24	91,898.87	41.66	108,640.95	47.31	123,375.02	50.54	131,798.21
Step 8	36.47	95,106.47	43.12	112,448.34	48.97	127,703.97	51.42	134,093.08

Attachment: 2021-2024 PFD CBA 3.0 FINAL Version 12-7-20 (IAFF Contract - 2020 Res)

APPENDIX D
GRIEVANCE FORM

PALATINE FIRE DEPARTMENT AND PALATINE LOCAL 4588 GRIEVANCE FORM

Grievant: _____ Date of Grievance: _____

I. DATE OF INCIDENT OR DATE KNEW OF FACTS GIVING RISE TO GRIEVANCE: _____

II. SECTIONS OF THIS CONTRACT THAT WERE VIOLATED:

III. SUBJECT OF GRIEVANCE: (Please be specific as to the Who, What, Where, Why, and When as they relate to the facts of the Grievance.)

IV. SUGGESTED CORRECTIONS (Including Make Whole)

Signature of Union Officer

Signature of Grievant

Step 1 – Battalion Chief

Date Submitted: _____ Accepted By: _____

Answer: _____ If Resolved, BC / Union initials: _____

Answer Received By: _____ Date Received: _____

Step 2 – Fire Chief

Date Submitted: _____ Accepted By: _____

Answer: _____ If Resolved, Chief / Union initials: _____

Answer Received By: _____ Date Received: _____

Step 3 – Village Manager

Date Submitted: _____ Accepted By: _____

Answer: _____ If Resolved, VM / Union initials: _____

Answer Received By: _____ Date Received: _____

APPENDIX E
**PALATINE FIREFIGHTERS, LOCAL NO. 4588, INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS, AFL-CIO, CLC**

DUES CHECK-OFF AUTHORIZATION

Although I am aware that I am not required to sign any dues or other fee check-off assignments, or any other Union form, nevertheless, I desire voluntarily to sign and be bound by the provision of this Check-Off Authorization.

I hereby voluntarily authorize and direct the Village of Palatine to deduct from my salary and to pay and forward to said Union such dues and fees uniformly required to acquire and retain membership in the Union, in accordance with the written notice filed by the Union with the Village.

The sums which I have authorized to be checked off should be deducted from my salary each pay period. I am aware that this Check-Off Authorization can be revoked by written notice to the Village and the Union at any time. I am also aware that the Union may change the fixed uniform dollar amount in accordance with the Agreement.

Employee Signature: _____

NAME (Printed)	
HOME ADDRESS	
CITY, STATE AND ZIP	
HOME PHONE	
DATE	

CHECK-OFF REVOCATION

I hereby revoke authorization and direct the Village of Palatine to halt deductions from my salary for such Union dues and fees uniformly required to acquire and retain membership in the Union, in accordance with the written notice filed by the Union with the Village.

Employee Signature: _____

Union Signature: _____

Consider an Ordinance Adopting the Calendar Year 2021 Annual Budget

6.C.1.A

BACKGROUND:

The annual budget must be passed before the start of the fiscal year by municipalities that have adopted the Optional Budget Officer System. The annual budget must be filed with the County Clerk within 30 days of its adoption. The Village Manager, as Budget Officer, is required to submit an annual budget to the Mayor & Village Council. After public discussion, review, and modification, the budget is formally adopted by the Village Council to be the operating plan and financial guide for the Village over the next year (January 1 to December 31, 2021).

KEY ISSUES:

The Village Manager introduced and presented the Proposed CY 2021 Budget to the Mayor and Council at a Special Business, Finance, and Budget Committee Meeting held on Saturday, October 31. Follow-up discussions and report-backs were provided at the regular Council meeting on November 2 and November 9.

On November 16, the required Public Hearing on the Proposed CY 2021 Budget was held.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2021 Budget.

BUDGET IMPACT:

The Proposed CY 2021 Budget will provide for the continued and uninterrupted provision of services to the stakeholders of the Village of Palatine.

ACTION REQUIRED:

Motion to approve an ordinance adopting the Calendar Year 2021 Annual Budget.

ATTACHMENTS:

- CY 2021 Budget Ord

ORDINANCE NO. O - _____ - 20

AN ORDINANCE PROVIDING FOR
THE CY 2021 ANNUAL BUDGET

WHEREAS, pursuant to 65 ILCS 5/8-2-9.3, the Budget Officer has compiled a budget containing estimates of revenues available to the municipality for the calendar year beginning January 1, 2021 and ending December 31, 2021 and

WHEREAS, pursuant to 65 ILCS 5/8-2-9.9, the Corporate Authorities of the Village of Palatine, Cook County, Illinois, have on November 16, 2020, conducted a public hearing on said proposed annual budget as submitted by the Budget Officer,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, that pursuant to 65 ILCS 5/8-2-9.4:

SECTION 1: The calendar year 2021 Budget for the Village of Palatine, Illinois attached hereto and hereby made a part hereof as Exhibit A be and the same is hereby adopted and approved.

SECTION 2: The Village Manager is hereby authorized to make line adjustments within each Fund's budget total; provided, however, that the Fund total remains the same.

SECTION 3: That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4: This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED: This 7th day of December 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this 7th day of December 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the
Office of the Village Clerk this
7th day of December 2020

Village Clerk

Attachment: CY 2021 Budget Ord (CY 2021 Budget Ordinance)

Account	Account Description	2021 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
Taxes		
410.05	Property Tax Police Protection	3,397,089.00
410.10	Property Tax Fire Protection	3,397,089.00
410.15	Property Tax FICA	2,600,000.00
410.20	Property Tax IMRF	1,200,000.00
410.30	Property Tax Police Pension	5,640,000.00
410.35	Property Tax Fire Pension	5,485,000.00
411	Sales Tax Home Rule	4,250,000.00
412	Food & Beverage Tax	1,000,000.00
413	Hotel/Motel Tax	75,000.00
414	Simplified Telecommunications Tax	192,190.00
415	Electric Use Utility Tax	2,156,700.00
Taxes Totals		\$29,393,068.00
Licenses and Permits		
420.05	Business Licenses & Permits Professional & Occupational	225,600.00
420.10	Business Licenses & Permits Liquor Licenses	312,800.00
420.15	Business Licenses & Permits Rental Dwelling License	482,000.00
420.95	Business Licenses & Permits Other Licenses & Permits	144,200.00
425.05	Non-Business Licenses & Permits Building Permits & Fees	1,032,900.00
425.10	Non-Business Licenses & Permits Vehicle Licenses	1,300,000.00
425.15	Non-Business Licenses & Permits Pet Licenses	30,000.00
425.95	Non-Business Licenses & Permits Other Non-Business Lic & Permits	36,500.00
Licenses and Permits Totals		\$3,564,000.00
Intergovernmental Revenues		
430.05	Shared Revenues Road & Bridge Tax	708,900.00
430.10	Shared Revenues Replacement Tax	102,400.00
430.15	Shared Revenues Sales Tax - State	8,800,000.00
430.20	Shared Revenues Local Use Tax	2,735,900.00
430.25	Shared Revenues State Income Tax	5,992,900.00
430.30	Shared Revenues Auto Rental Tax	36,100.00
430.50	Shared Revenues Charitable Games Tax	1,500.00
430.55	Shared Revenues TIF Surplus	171,475.00
430.60	Shared Revenues Cannabis Excise Tax	62,000.00
432.05	Reimbursements Public Safety	30,000.00
432.10	Reimbursements Dist 211 Officer	368,500.00
432.15	Reimbursements Dist 211 Academy Officer	223,440.00
432.20	Reimbursements Dist 15 Officer	368,500.00
432.25	Reimbursements Rural Fire District	708,470.00
432.30	Reimbursements State Hwy Maintenance	190,370.00
432.35	Reimbursements Park District - CC & CSF	123,565.00
432.45	Reimbursements Rural/Meadows Agreement	13,605.00
434	Grants	30,000.00
Intergovernmental Revenues Totals		\$20,667,625.00
Charges for Services		
440.05	Intragovernmental Service Charge Water	574,000.00
440.10	Intragovernmental Service Charge Sewer	540,000.00
440.15	Intragovernmental Service Charge Refuse	158,000.00

440.20	Intragovernmental Service Charge Parking	163,000.00
440.25	Intragovernmental Service Charge CDBG	103,054.00

Charges for Services Totals **\$1,538,054.00**

Fines and Fees

450.05	Gen Govt Fees CATV Franchise Fees	1,054,900.00
450.10	Gen Govt Fees Photocopy Fees	12,000.00
450.15	Gen Govt Fees Mulch Delivery	25,000.00
450.95	Gen Govt Fees Other Fees	20,000.00
451.05	Comm Dev Fees Plan Review Fees	467,700.00
451.10	Comm Dev Fees Inspection Fees	364,900.00
452.05	Other PS Fees Special Police Service	147,800.00
452.10	Other PS Fees Special Fire Service	20,000.00
452.15	Other PS Fees Ambulance Fees	1,860,200.00
452.25	Other PS Fees False Alarm Fees	2,500.00
452.30	Other PS Fees Spiller Pays Fees	5,000.00
452.35	Other PS Fees MIH Fees	78,045.00
452.95	Other PS Fees FD Accident Fee	80,000.00
454.05	Fines Circuit Court Fines	207,000.00
454.15	Fines Compliance Violations	1,000,000.00
454.20	Fines Red Light Violations	477,300.00
454.95	Fines Other Fines and Fees	2,000.00

Fines and Fees Totals **\$5,824,345.00**

Interest Income

460.05	Interest Income Interest on Investments	101,400.00
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Interest Income Totals **\$101,400.00**

Miscellaneous Revenues

470.05	Rental Income Buildings	122,655.00
471.05	Insurance & Property Damage Property Damage Recovery	25,000.00
471.10	Insurance & Property Damage Workers Comp Recovery	25,000.00
474.05	Other Misc Reimbursements/Refunds	429,400.00
474.15	Other Miscellaneous Forfeitures	5,000.00
474.20	Other Streetfest Revenue	185,000.00
474.90	Other Miscellaneous Income	5,000.00

Miscellaneous Revenues Totals **\$797,055.00**

(Source)/Use of Reserves

499	(Source)/Use of Reserves	175,569.00
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(Source)/Use of Reserves Totals **\$175,569.00**

REVENUE TOTALS **\$62,061,116.00**

EXPENSE

Department **10 - Mayor & Council**

Division **01 - Administration**

Program **0000 - General**

Salaries

500.05	Salaries Full Time	100,500.00
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Salaries Totals **\$100,500.00**

Taxes & Benefits

510.10	Taxes & Benefits Medicare	1,685.00
510.15	Taxes & Benefits Social Security	7,145.00
510.35	Taxes & Benefits Medical/Dental Insurance	140,735.00
510.40	Taxes & Benefits Life Insurance	420.00
510.60	Taxes & Benefits Allowances	14,380.00

Taxes & Benefits Totals **\$164,365.00**

Supplies

520.05	Office Supplies General	250.00
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520.10	Office Supplies Paper	100.00
520.15	Office Supplies Printed Forms	350.00
525.35	Operating Supplies Clothing	500.00
525.95	Operating Supplies Other	950.00

Supplies Totals \$2,150.00

Services & Charges

540.05	Services Management Consulting	7,000.00
575.10	Other Memberships & Publications	33,915.00
575.15	Other Training & Travel	500.00

Services & Charges Totals \$41,415.00

Program **0000 - General** Totals \$308,430.00

Division **01 - Administration** Totals \$308,430.00

Department **10 - Mayor & Council** Totals \$308,430.00

Department **12 - Boards & Commissions**

Division **04 - Police & Fire Commission**

Program **0000 - General**

Supplies

520.15	Office Supplies Printed Forms	9,275.00
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Supplies Totals \$9,275.00

Services & Charges

540.35	Services Medical	9,355.00
540.95	Services Other	1,800.00
575.10	Other Memberships & Publications	375.00

Services & Charges Totals \$11,530.00

Program **0000 - General** Totals \$20,805.00

Division **04 - Police & Fire Commission** Totals \$20,805.00

Division **05 - Board of Health**

Program **0000 - General**

Supplies

520.05	Office Supplies General	100.00
520.10	Office Supplies Paper	225.00
525.95	Operating Supplies Other	350.00

Supplies Totals \$675.00

Services & Charges

540.35	Services Medical	3,735.00
550.15	Printing/Advertising Outside Printing Services	240.00

Services & Charges Totals \$3,975.00

Program **0000 - General** Totals \$4,650.00

Division **05 - Board of Health** Totals \$4,650.00

Division **06 - Beautification Commission**

Program **0000 - General**

Supplies

520.10	Office Supplies Paper	100.00
525.95	Operating Supplies Other	29,340.00

Supplies Totals \$29,440.00

Program **0000 - General** Totals \$29,440.00

Division **06 - Beautification Commission** Totals \$29,440.00

Department **12 - Boards & Commissions** Totals \$54,895.00

Department **14 - Village Clerk**

Division **01 - Administration**

Program **0000 - General**

Salaries

500.05	Salaries Full Time	97,100.00
500.25	Salaries Special Compensation	980.00

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Salaries Totals \$98,080.00

Taxes & Benefits

510.10	Taxes & Benefits Medicare	1,445.00
510.15	Taxes & Benefits Social Security	6,135.00
510.20	Taxes & Benefits IMRF Er Contribution	10,270.00
510.35	Taxes & Benefits Medical/Dental Insurance	19,875.00
510.40	Taxes & Benefits Life Insurance	240.00
510.60	Taxes & Benefits Allowances	725.00

Taxes & Benefits Totals \$38,690.00

Supplies

520.05	Office Supplies General	1,050.00
520.10	Office Supplies Paper	500.00

Supplies Totals \$1,550.00

Services & Charges

540.95	Services Other	3,000.00
545.20	Communications Postage	75.00
550.05	Printing/Advertising Legal Notices	7,000.00
565.35	Repair and Maintenance Software	500.00
575.10	Other Memberships & Publications	875.00
575.15	Other Training & Travel	2,950.00

Services & Charges Totals \$14,400.00

Program **0000 - General** Totals \$152,720.00

Division **01 - Administration** Totals \$152,720.00

Department **14 - Village Clerk** Totals \$152,720.00

Department **20 - Village Manager's Office**

Division **01 - Administration**

Program **0000 - General**

Salaries

500.05	Salaries Full Time	456,765.00
500.10	Salaries Part Time	37,025.00
500.25	Salaries Special Compensation	15,630.00

Salaries Totals \$509,420.00

Taxes & Benefits

510.05	Taxes & Benefits Deferred Compensation	29,055.00
510.10	Taxes & Benefits Medicare	8,065.00
510.15	Taxes & Benefits Social Security	34,455.00
510.20	Taxes & Benefits IMRF Er Contribution	64,630.00
510.35	Taxes & Benefits Medical/Dental Insurance	54,640.00
510.40	Taxes & Benefits Life Insurance	2,685.00
510.60	Taxes & Benefits Allowances	16,960.00

Taxes & Benefits Totals \$210,490.00

Supplies

520.05	Office Supplies General	1,540.00
520.10	Office Supplies Paper	125.00

Supplies Totals \$1,665.00

Services & Charges

540.95	Services Other	3,000.00
545.20	Communications Postage	45,150.00
570.05	Rental Office Equipment	4,000.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	4,690.00
575.15	Other Training & Travel	8,250.00

Services & Charges Totals \$65,590.00

Program **0000 - General** Totals \$787,165.00

Division **01 - Administration** Totals \$787,165.00

Division **09 - Public Information/Events**

Program **0000 - General**
Salaries

500.10	Salaries Part Time	37,340.00
<i>Salaries Totals</i>		\$37,340.00

Taxes & Benefits

510.10	Taxes & Benefits Medicare	545.00
510.15	Taxes & Benefits Social Security	2,320.00
510.20	Taxes & Benefits IMRF Er Contribution	4,485.00
<i>Taxes & Benefits Totals</i>		\$7,350.00

Supplies

520.05	Office Supplies General	540.00
520.10	Office Supplies Paper	125.00
525.10	Operating Supplies Medical	300.00
525.95	Operating Supplies Other	7,250.00
<i>Supplies Totals</i>		\$8,215.00

Services & Charges

540.45	Services Data Processing/Technology	1,200.00
570.10	Rental Machinery	750.00
575.10	Other Memberships & Publications	500.00
575.15	Other Training & Travel	2,000.00
<i>Services & Charges Totals</i>		\$4,450.00
Program 0000 - General Totals		\$57,355.00

Program **2002 - Cable TV/Channel 6**
Salaries

500.10	Salaries Part Time	4,500.00
<i>Salaries Totals</i>		\$4,500.00

Taxes & Benefits

510.10	Taxes & Benefits Medicare	70.00
510.15	Taxes & Benefits Social Security	290.00
<i>Taxes & Benefits Totals</i>		\$360.00

Supplies

525.95	Operating Supplies Other	500.00
<i>Supplies Totals</i>		\$500.00

Services & Charges

575.05	Other Small Tools & Equipment	750.00
<i>Services & Charges Totals</i>		\$750.00
Program 2002 - Cable TV/Channel 6 Totals		\$6,110.00

Program **2004 - Street Fest**
Services & Charges

540.95	Services Other	185,000.00
<i>Services & Charges Totals</i>		\$185,000.00
Program 2004 - Street Fest Totals		\$185,000.00
Division 09 - Public Information/Events Totals		\$248,465.00

Division **10 - Economic Development**

Program **0000 - General**
Services & Charges

550.15	Printing/Advertising Outside Printing Services	1,000.00
575.10	Other Memberships & Publications	100.00
575.15	Other Training & Travel	2,500.00
<i>Services & Charges Totals</i>		\$3,600.00

Other Expenses

805	Refunds	27,500.00
<i>Other Expenses Totals</i>		\$27,500.00
Program 0000 - General Totals		\$31,100.00

Division	10 - Economic Development	Totals	\$31,100.00
Department	20 - Village Manager's Office	Totals	\$1,066,730.00
Department	30 - Finance & Operations		
Division	01 - Administration		
Program	0000 - General		
<i>Salaries</i>			
500.05	Salaries Full Time		253,105.00
500.10	Salaries Part Time		3,000.00
500.25	Salaries Special Compensation		5,070.00
	<i>Salaries Totals</i>		\$261,175.00
<i>Taxes & Benefits</i>			
510.05	Taxes & Benefits Deferred Compensation		10,360.00
510.10	Taxes & Benefits Medicare		4,045.00
510.15	Taxes & Benefits Social Security		17,280.00
510.20	Taxes & Benefits IMRF Er Contribution		32,225.00
510.35	Taxes & Benefits Medical/Dental Insurance		33,115.00
510.40	Taxes & Benefits Life Insurance		580.00
510.60	Taxes & Benefits Allowances		7,020.00
	<i>Taxes & Benefits Totals</i>		\$104,625.00
<i>Supplies</i>			
520.05	Office Supplies General		1,000.00
520.10	Office Supplies Paper		500.00
	<i>Supplies Totals</i>		\$1,500.00
<i>Services & Charges</i>			
545.20	Communications Postage		250.00
575.05	Other Small Tools & Equipment		500.00
575.10	Other Memberships & Publications		2,520.00
575.15	Other Training & Travel		6,750.00
	<i>Services & Charges Totals</i>		\$10,020.00
Program	0000 - General	Totals	\$377,320.00
Division	01 - Administration	Totals	\$377,320.00
Division	11 - Accounting Services		
Program	0000 - General		
<i>Salaries</i>			
500.05	Salaries Full Time		172,560.00
500.20	Salaries Overtime		500.00
500.25	Salaries Special Compensation		1,000.00
	<i>Salaries Totals</i>		\$174,060.00
<i>Taxes & Benefits</i>			
510.10	Taxes & Benefits Medicare		2,530.00
510.15	Taxes & Benefits Social Security		10,800.00
510.20	Taxes & Benefits IMRF Er Contribution		20,890.00
510.35	Taxes & Benefits Medical/Dental Insurance		41,395.00
510.40	Taxes & Benefits Life Insurance		360.00
	<i>Taxes & Benefits Totals</i>		\$75,975.00
<i>Supplies</i>			
520.05	Office Supplies General		750.00
520.10	Office Supplies Paper		500.00
520.15	Office Supplies Printed Forms		800.00
	<i>Supplies Totals</i>		\$2,050.00
<i>Services & Charges</i>			
540.10	Services Financial		53,850.00
540.15	Services Banking		181,400.00
565.35	Repair and Maintenance Software		24,750.00
575.05	Other Small Tools & Equipment		500.00

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575.10	Other Memberships & Publications	750.00
575.15	Other Training & Travel	2,250.00
	<i>Services & Charges Totals</i>	\$263,500.00
	Program 0000 - General Totals	\$515,585.00
	Division 11 - Accounting Services Totals	\$515,585.00
	Division 12 - Billing & Collections	
	Program 3021 - Cashiering	
	<i>Salaries</i>	
500.10	Salaries Part Time	64,735.00
500.20	Salaries Overtime	10,000.00
	<i>Salaries Totals</i>	\$74,735.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	1,090.00
510.15	Taxes & Benefits Social Security	4,645.00
510.20	Taxes & Benefits IMRF Er Contribution	8,250.00
	<i>Taxes & Benefits Totals</i>	\$13,985.00
	<i>Supplies</i>	
520.05	Office Supplies General	500.00
520.10	Office Supplies Paper	500.00
	<i>Supplies Totals</i>	\$1,000.00
	<i>Services & Charges</i>	
540.45	Services Data Processing/Technology	12,500.00
540.95	Services Other	3,000.00
545.20	Communications Postage	12,500.00
550.15	Printing/Advertising Outside Printing Services	48,000.00
565.05	Repair and Maintenance Machinery & Equipment	1,000.00
565.35	Repair and Maintenance Software	1,000.00
575.05	Other Small Tools & Equipment	750.00
575.15	Other Training & Travel	500.00
	<i>Services & Charges Totals</i>	\$79,250.00
	Program 3021 - Cashiering Totals	\$168,970.00
	Division 12 - Billing & Collections Totals	\$168,970.00
	Division 17 - Village Wide Benefit Programs	
	Program 0000 - General	
	<i>Services & Charges</i>	
555.10	Insurance Liability Premiums	1,406,500.00
	<i>Services & Charges Totals</i>	\$1,406,500.00
	Program 0000 - General Totals	\$1,406,500.00
	Division 17 - Village Wide Benefit Programs Totals	\$1,406,500.00
	Department 30 - Finance & Operations Totals	\$2,468,375.00
	Department 32 - Legal	
	Division 13 - Village Attorney	
	Program 0000 - General	
	<i>Services & Charges</i>	
540.30	Services Legal	288,750.00
545.20	Communications Postage	100.00
	<i>Services & Charges Totals</i>	\$288,850.00
	Program 0000 - General Totals	\$288,850.00
	Division 13 - Village Attorney Totals	\$288,850.00
	Division 14 - Village Prosecutor	
	Program 0000 - General	
	<i>Services & Charges</i>	
540.30	Services Legal	44,500.00
	<i>Services & Charges Totals</i>	\$44,500.00
	Program 0000 - General Totals	\$44,500.00

Division	14 - Village Prosecutor Totals	\$44,500.00
Division	15 - Labor/Collective Bargaining	
Program	0000 - General	
<i>Services & Charges</i>		
540.30	Services Legal	45,000.00
<i>Services & Charges Totals</i>		\$45,000.00
Program	0000 - General Totals	\$45,000.00
Division	15 - Labor/Collective Bargaining Totals	\$45,000.00
Division	16 - Administrative Adjudication	
Program	0000 - General	
<i>Salaries</i>		
500.05	Salaries Full Time	49,330.00
<i>Salaries Totals</i>		\$49,330.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	720.00
510.15	Taxes & Benefits Social Security	3,060.00
510.20	Taxes & Benefits IMRF Er Contribution	5,920.00
510.35	Taxes & Benefits Medical/Dental Insurance	8,280.00
510.40	Taxes & Benefits Life Insurance	100.00
<i>Taxes & Benefits Totals</i>		\$18,080.00
<i>Supplies</i>		
520.05	Office Supplies General	1,350.00
520.10	Office Supplies Paper	500.00
520.15	Office Supplies Printed Forms	300.00
<i>Supplies Totals</i>		\$2,150.00
<i>Services & Charges</i>		
540.30	Services Legal	37,500.00
575.10	Other Memberships & Publications	100.00
<i>Services & Charges Totals</i>		\$37,600.00
Program	0000 - General Totals	\$107,160.00
Division	16 - Administrative Adjudication Totals	\$107,160.00
Department	32 - Legal Totals	\$485,510.00
Department	34 - Human Resources	
Division	01 - Administration	
Program	0000 - General	
<i>Salaries</i>		
500.05	Salaries Full Time	227,800.00
500.10	Salaries Part Time	89,235.00
500.25	Salaries Special Compensation	3,405.00
<i>Salaries Totals</i>		\$320,440.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	8,280.00
510.10	Taxes & Benefits Medicare	4,880.00
510.15	Taxes & Benefits Social Security	20,820.00
510.20	Taxes & Benefits IMRF Er Contribution	39,455.00
510.35	Taxes & Benefits Medical/Dental Insurance	41,395.00
510.40	Taxes & Benefits Life Insurance	470.00
510.60	Taxes & Benefits Allowances	7,020.00
<i>Taxes & Benefits Totals</i>		\$122,320.00
<i>Supplies</i>		
520.05	Office Supplies General	1,350.00
520.10	Office Supplies Paper	500.00
<i>Supplies Totals</i>		\$1,850.00
<i>Services & Charges</i>		
545.20	Communications Postage	300.00

565.35	Repair and Maintenance Software	31,600.00
575.05	Other Small Tools & Equipment	250.00
575.10	Other Memberships & Publications	2,270.00
575.15	Other Training & Travel	4,750.00
<i>Services & Charges Totals</i>		\$39,170.00
Program 0000 - General Totals		\$483,780.00
Division 01 - Administration Totals		\$483,780.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
<i>Salaries</i>		
500.25	Salaries Special Compensation	407,000.00
<i>Salaries Totals</i>		\$407,000.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	5,910.00
510.15	Taxes & Benefits Social Security	25,235.00
510.20	Taxes & Benefits IMRF Er Contribution	29,305.00
<i>Taxes & Benefits Totals</i>		\$60,450.00
<i>Services & Charges</i>		
540.05	Services Management Consulting	400.00
540.35	Services Medical	50,000.00
540.40	Services Management Fees	8,875.00
575.15	Other Training & Travel	8,500.00
575.20	Other Tuition Assistance	20,000.00
<i>Services & Charges Totals</i>		\$87,775.00
Program 0000 - General Totals		\$555,225.00
Division 17 - Village Wide Benefit Programs Totals		\$555,225.00
Department 34 - Human Resources Totals		\$1,039,005.00
Department 36 - Planning & Zoning		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	319,330.00
500.10	Salaries Part Time	35,870.00
500.25	Salaries Special Compensation	3,410.00
<i>Salaries Totals</i>		\$358,610.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	8,295.00
510.10	Taxes & Benefits Medicare	5,440.00
510.15	Taxes & Benefits Social Security	23,190.00
510.20	Taxes & Benefits IMRF Er Contribution	44,035.00
510.35	Taxes & Benefits Medical/Dental Insurance	66,230.00
510.40	Taxes & Benefits Life Insurance	665.00
510.60	Taxes & Benefits Allowances	7,020.00
<i>Taxes & Benefits Totals</i>		\$154,875.00
<i>Supplies</i>		
520.05	Office Supplies General	3,415.00
520.10	Office Supplies Paper	930.00
520.15	Office Supplies Printed Forms	2,000.00
525.95	Operating Supplies Other	200.00
<i>Supplies Totals</i>		\$6,545.00
<i>Services & Charges</i>		
545.15	Communications Cell Phones	468.00
545.20	Communications Postage	240.00
550.05	Printing/Advertising Legal Notices	5,000.00
575.10	Other Memberships & Publications	1,480.00

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575.15	Other Training & Travel	4,250.00
<i>Services & Charges Totals</i>		\$11,438.00
Program 0000 - General Totals		\$531,468.00
Division 01 - Administration Totals		\$531,468.00
Department 36 - Planning & Zoning Totals		\$531,468.00
Department 38 - Information Technology		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	539,740.00
500.10	Salaries Part Time	30,470.00
500.25	Salaries Special Compensation	8,930.00
<i>Salaries Totals</i>		\$579,140.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	8,680.00
510.10	Taxes & Benefits Medicare	8,650.00
510.15	Taxes & Benefits Social Security	36,925.00
510.20	Taxes & Benefits IMRF Er Contribution	69,830.00
510.35	Taxes & Benefits Medical/Dental Insurance	57,745.00
510.40	Taxes & Benefits Life Insurance	1,110.00
510.60	Taxes & Benefits Allowances	7,940.00
<i>Taxes & Benefits Totals</i>		\$190,880.00
<i>Supplies</i>		
520.05	Office Supplies General	8,350.00
520.10	Office Supplies Paper	350.00
525.95	Operating Supplies Other	200.00
<i>Supplies Totals</i>		\$8,900.00
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	89,864.00
545.20	Communications Postage	1,000.00
545.95	Communications Other	250.00
565.05	Repair and Maintenance Machinery & Equipment	28,200.00
565.35	Repair and Maintenance Software	58,200.00
570.05	Rental Office Equipment	50,000.00
575.05	Other Small Tools & Equipment	200.00
575.10	Other Memberships & Publications	750.00
575.15	Other Training & Travel	14,900.00
<i>Services & Charges Totals</i>		\$243,364.00
Program 0000 - General Totals		\$1,022,284.00
Division 01 - Administration Totals		\$1,022,284.00
Division 22 - Geographic Information Systems		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	193,205.00
500.25	Salaries Special Compensation	1,750.00
<i>Salaries Totals</i>		\$194,955.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,830.00
510.15	Taxes & Benefits Social Security	12,090.00
510.20	Taxes & Benefits IMRF Er Contribution	23,400.00
510.35	Taxes & Benefits Medical/Dental Insurance	33,120.00
510.40	Taxes & Benefits Life Insurance	405.00
<i>Taxes & Benefits Totals</i>		\$71,845.00
<i>Supplies</i>		
520.10	Office Supplies Paper	900.00

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Supplies Totals \$900.00

Services & Charges

540.45	Services Data Processing/Technology	2,400.00
565.35	Repair and Maintenance Software	19,600.00
575.15	Other Training & Travel	800.00

Services & Charges Totals \$22,800.00

Program **0000 - General** Totals \$290,500.00

Division **22 - Geographic Information** \$290,500.00

Systems Totals

Division **23 - Communication Systems**

Program **0000 - General**

Supplies

525.95	Operating Supplies Other	100.00
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Supplies Totals \$100.00

Services & Charges

545.10	Communications Telephone	25,600.00
545.15	Communications Cell Phones	22,360.00
545.95	Communications Other	24,960.00
565.05	Repair and Maintenance Machinery & Equipment	3,500.00
565.35	Repair and Maintenance Software	18,535.00
575.05	Other Small Tools & Equipment	1,000.00

Services & Charges Totals \$95,955.00

Program **0000 - General** Totals \$96,055.00

Division **23 - Communication Systems** \$96,055.00

Totals

Department **38 - Information Technology** \$1,408,839.00

Totals

Department **40 - Community Services**

Division **01 - Administration**

Program **0000 - General**

Salaries

500.05	Salaries Full Time	159,285.00
500.25	Salaries Special Compensation	4,065.00

Salaries Totals \$163,350.00

Taxes & Benefits

510.05	Taxes & Benefits Deferred Compensation	9,560.00
510.10	Taxes & Benefits Medicare	2,610.00
510.15	Taxes & Benefits Social Security	11,160.00
510.20	Taxes & Benefits IMRF Er Contribution	20,750.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,835.00
510.40	Taxes & Benefits Life Insurance	325.00
510.60	Taxes & Benefits Allowances	7,020.00

Taxes & Benefits Totals \$76,260.00

Supplies

520.05	Office Supplies General	4,745.00
520.10	Office Supplies Paper	1,250.00
520.15	Office Supplies Printed Forms	4,000.00
525.25	Operating Supplies Chemicals	350.00
525.95	Operating Supplies Other	500.00

Supplies Totals \$10,845.00

Services & Charges

540.95	Services Other	600.00
550.15	Printing/Advertising Outside Printing Services	500.00
575.10	Other Memberships & Publications	475.00
575.15	Other Training & Travel	1,800.00

Services & Charges Totals \$3,375.00

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Program 0000 - General Totals		\$253,830.00
Division 01 - Administration Totals		\$253,830.00
Division 24 - Building Permits & Inspections		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	525,030.00
500.10	Salaries Part Time	40,120.00
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	6,300.00
Salaries Totals		\$572,450.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	8,345.00
510.15	Taxes & Benefits Social Security	35,630.00
510.20	Taxes & Benefits IMRF Er Contribution	63,900.00
510.35	Taxes & Benefits Medical/Dental Insurance	98,930.00
510.40	Taxes & Benefits Life Insurance	1,095.00
510.60	Taxes & Benefits Allowances	1,800.00
Taxes & Benefits Totals		\$209,700.00
Supplies		
525.35	Operating Supplies Clothing	1,400.00
Supplies Totals		\$1,400.00
Services & Charges		
540.20	Services Architectural	41,279.00
540.25	Services Engineering	75,000.00
540.45	Services Data Processing/Technology	8,500.00
545.15	Communications Cell Phones	1,872.00
565.05	Repair and Maintenance Machinery & Equipment	1,050.00
565.35	Repair and Maintenance Software	80,000.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	11,860.00
575.10	Other Memberships & Publications	1,625.00
575.15	Other Training & Travel	3,100.00
Services & Charges Totals		\$224,286.00
Program 0000 - General Totals		\$1,007,836.00
Division 24 - Building Permits & Inspections Totals		\$1,007,836.00
Division 25 - Neighborhood Services		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	496,550.00
500.20	Salaries Overtime	3,000.00
500.25	Salaries Special Compensation	3,700.00
Salaries Totals		\$503,250.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	7,340.00
510.15	Taxes & Benefits Social Security	31,335.00
510.20	Taxes & Benefits IMRF Er Contribution	60,400.00
510.35	Taxes & Benefits Medical/Dental Insurance	99,135.00
510.40	Taxes & Benefits Life Insurance	1,035.00
510.60	Taxes & Benefits Allowances	1,800.00
Taxes & Benefits Totals		\$201,045.00
Supplies		
525.35	Operating Supplies Clothing	1,750.00
Supplies Totals		\$1,750.00
Services & Charges		
545.15	Communications Cell Phones	1,404.00

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565.95	Repair and Maintenance Vehicle Maint Service Charge	15,920.00
575.10	Other Memberships & Publications	1,625.00
575.15	Other Training & Travel	2,525.00
<i>Services & Charges Totals</i>		\$21,474.00
Program 0000 - General Totals		\$727,519.00
Division 25 - Neighborhood Services Totals		\$727,519.00
Division 26 - Environmental Health		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	348,660.00
500.10	Salaries Part Time	6,000.00
500.20	Salaries Overtime	1,750.00
500.25	Salaries Special Compensation	4,620.00
<i>Salaries Totals</i>		\$361,030.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	5,260.00
510.15	Taxes & Benefits Social Security	22,440.00
510.20	Taxes & Benefits IMRF Er Contribution	42,615.00
510.35	Taxes & Benefits Medical/Dental Insurance	48,565.00
510.40	Taxes & Benefits Life Insurance	725.00
510.60	Taxes & Benefits Allowances	720.00
<i>Taxes & Benefits Totals</i>		\$120,325.00
<i>Supplies</i>		
525.35	Operating Supplies Clothing	1,050.00
<i>Supplies Totals</i>		\$1,050.00
<i>Services & Charges</i>		
540.60	Services Custodial	5,500.00
545.15	Communications Cell Phones	1,404.00
560.25	Utility Services Refuse Disposal	3,500.00
565.35	Repair and Maintenance Software	10,000.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	11,860.00
575.10	Other Memberships & Publications	1,675.00
575.15	Other Training & Travel	2,600.00
<i>Services & Charges Totals</i>		\$36,539.00
Program 0000 - General Totals		\$518,944.00
Division 26 - Environmental Health Totals		\$518,944.00
Department 40 - Community Services Totals		\$2,508,129.00
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	1,067,580.00
500.10	Salaries Part Time	58,355.00
500.25	Salaries Special Compensation	16,730.00
<i>Salaries Totals</i>		\$1,142,665.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	9,720.00
510.10	Taxes & Benefits Medicare	16,795.00
510.15	Taxes & Benefits Social Security	71,715.00
510.20	Taxes & Benefits IMRF Er Contribution	32,030.00
510.25	Taxes & Benefits Police Pension Er Contribution	424,940.00
510.35	Taxes & Benefits Medical/Dental Insurance	190,410.00
510.40	Taxes & Benefits Life Insurance	2,205.00
510.60	Taxes & Benefits Allowances	3,960.00

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<i>Taxes & Benefits Totals</i>		\$751,775.00
<i>Supplies</i>		
520.05	Office Supplies General	4,100.00
520.10	Office Supplies Paper	3,000.00
525.05	Operating Supplies Custodial	4,045.00
525.10	Operating Supplies Medical	800.00
525.45	Operating Supplies Ammunition	34,780.00
525.95	Operating Supplies Other	3,000.00
<i>Supplies Totals</i>		\$49,725.00
<i>Services & Charges</i>		
540.35	Services Medical	1,270.00
540.95	Services Other	1,730.00
545.20	Communications Postage	225.00
550.15	Printing/Advertising Outside Printing Services	400.00
565.05	Repair and Maintenance Machinery & Equipment	22,505.00
575.10	Other Memberships & Publications	13,215.00
575.15	Other Training & Travel	7,190.00
<i>Services & Charges Totals</i>		\$46,535.00
Program 0000 - General Totals		\$1,990,700.00
Division 01 - Administration Totals		\$1,990,700.00
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
<i>Salaries</i>		
500.05	Salaries Full Time	7,907,860.00
500.10	Salaries Part Time	24,465.00
500.20	Salaries Overtime	280,350.00
500.25	Salaries Special Compensation	32,650.00
<i>Salaries Totals</i>		\$8,245,325.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	119,790.00
510.15	Taxes & Benefits Social Security	511,405.00
510.20	Taxes & Benefits IMRF Er Contribution	22,785.00
510.25	Taxes & Benefits Police Pension Er Contribution	3,835,635.00
510.35	Taxes & Benefits Medical/Dental Insurance	1,463,965.00
510.40	Taxes & Benefits Life Insurance	16,405.00
510.60	Taxes & Benefits Allowances	720.00
<i>Taxes & Benefits Totals</i>		\$5,970,705.00
<i>Supplies</i>		
520.15	Office Supplies Printed Forms	4,000.00
525.05	Operating Supplies Custodial	50.00
525.35	Operating Supplies Clothing	76,490.00
525.95	Operating Supplies Other	3,950.00
<i>Supplies Totals</i>		\$84,490.00
<i>Services & Charges</i>		
540.35	Services Medical	1,925.00
540.45	Services Data Processing/Technology	63,800.00
540.95	Services Other	800.00
545.10	Communications Telephone	240.00
565.05	Repair and Maintenance Machinery & Equipment	2,450.00
565.35	Repair and Maintenance Software	1,800.00
575.05	Other Small Tools & Equipment	1,250.00
<i>Services & Charges Totals</i>		\$72,265.00
Program 4201 - Patrol Totals		\$14,372,785.00

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Program 4202 - Investigation		
<i>Salaries</i>		
500.05	Salaries Full Time	2,502,760.00
500.20	Salaries Overtime	70,500.00
500.25	Salaries Special Compensation	18,900.00
<i>Salaries Totals</i>		\$2,592,160.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	37,965.00
510.15	Taxes & Benefits Social Security	162,030.00
510.20	Taxes & Benefits IMRF Er Contribution	8,210.00
510.25	Taxes & Benefits Police Pension Er Contribution	1,201,805.00
510.35	Taxes & Benefits Medical/Dental Insurance	429,860.00
510.40	Taxes & Benefits Life Insurance	5,165.00
510.60	Taxes & Benefits Allowances	20,400.00
<i>Taxes & Benefits Totals</i>		\$1,865,435.00
<i>Supplies</i>		
525.95	Operating Supplies Other	4,970.00
<i>Supplies Totals</i>		\$4,970.00
<i>Services & Charges</i>		
540.95	Services Other	500.00
575.10	Other Memberships & Publications	15,000.00
<i>Services & Charges Totals</i>		\$15,500.00
Program 4202 - Investigation Totals		\$4,478,065.00
Program 4204 - Crime Prevention /CFMH		
<i>Salaries</i>		
500.05	Salaries Full Time	325,380.00
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	3,750.00
<i>Salaries Totals</i>		\$330,130.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	4,800.00
510.15	Taxes & Benefits Social Security	20,480.00
510.25	Taxes & Benefits Police Pension Er Contribution	160,570.00
510.35	Taxes & Benefits Medical/Dental Insurance	41,395.00
510.40	Taxes & Benefits Life Insurance	665.00
<i>Taxes & Benefits Totals</i>		\$227,910.00
<i>Supplies</i>		
520.05	Office Supplies General	975.00
525.95	Operating Supplies Other	5,140.00
<i>Supplies Totals</i>		\$6,115.00
<i>Services & Charges</i>		
550.15	Printing/Advertising Outside Printing Services	1,870.00
575.10	Other Memberships & Publications	200.00
<i>Services & Charges Totals</i>		\$2,070.00
Program 4204 - Crime Prevention /CFMH Totals		\$566,225.00
Program 4205 - Records & Identification		
<i>Salaries</i>		
500.05	Salaries Full Time	348,190.00
500.10	Salaries Part Time	27,170.00
500.25	Salaries Special Compensation	4,160.00
<i>Salaries Totals</i>		\$379,520.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	5,530.00
510.15	Taxes & Benefits Social Security	23,585.00

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510.20	Taxes & Benefits IMRF Er Contribution	45,555.00
510.35	Taxes & Benefits Medical/Dental Insurance	107,410.00
510.40	Taxes & Benefits Life Insurance	725.00
510.60	Taxes & Benefits Allowances	720.00
<i>Taxes & Benefits Totals</i>		\$183,525.00
<i>Supplies</i>		
520.15	Office Supplies Printed Forms	2,200.00
<i>Supplies Totals</i>		\$2,200.00
<i>Services & Charges</i>		
565.35	Repair and Maintenance Software	11,000.00
<i>Services & Charges Totals</i>		\$11,000.00
Program 4205 - Records & Identification		\$576,245.00
Totals		
Program 4206 - Evidence Collection		
<i>Supplies</i>		
525.10	Operating Supplies Medical	250.00
525.95	Operating Supplies Other	5,400.00
<i>Supplies Totals</i>		\$5,650.00
<i>Services & Charges</i>		
565.35	Repair and Maintenance Software	3,315.00
<i>Services & Charges Totals</i>		\$3,315.00
Program 4206 - Evidence Collection		\$8,965.00
Totals		
Program 4207 - Animal Control		
<i>Salaries</i>		
500.05	Salaries Full Time	52,670.00
<i>Salaries Totals</i>		\$52,670.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	765.00
510.15	Taxes & Benefits Social Security	3,270.00
510.20	Taxes & Benefits IMRF Er Contribution	6,325.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,835.00
510.40	Taxes & Benefits Life Insurance	115.00
<i>Taxes & Benefits Totals</i>		\$35,310.00
<i>Supplies</i>		
525.95	Operating Supplies Other	3,550.00
<i>Supplies Totals</i>		\$3,550.00
<i>Services & Charges</i>		
540.35	Services Medical	2,500.00
540.95	Services Other	4,500.00
<i>Services & Charges Totals</i>		\$7,000.00
Program 4207 - Animal Control		\$98,530.00
Totals		
Division 27 - Crime Control & Investigation		\$20,100,815.00
Totals		
Division 28 - Traffic Control		
Program 4211 - Selective Traffic Enforcement		
<i>Salaries</i>		
500.05	Salaries Full Time	108,460.00
500.20	Salaries Overtime	3,000.00
<i>Salaries Totals</i>		\$111,460.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,620.00
510.15	Taxes & Benefits Social Security	6,915.00
510.25	Taxes & Benefits Police Pension Er Contribution	53,525.00
510.35	Taxes & Benefits Medical/Dental Insurance	8,070.00
510.40	Taxes & Benefits Life Insurance	220.00
<i>Taxes & Benefits Totals</i>		\$70,350.00

Program	4211 - Selective Traffic Enforcement	\$181,810.00
Totals		
Program	4212 - Overweight Vehicle Enforcement	
<i>Salaries</i>		
500.05	Salaries Full Time	108,460.00
500.20	Salaries Overtime	600.00
500.25	Salaries Special Compensation	1,250.00
<i>Salaries Totals</i>		\$110,310.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,610.00
510.15	Taxes & Benefits Social Security	6,865.00
510.25	Taxes & Benefits Police Pension Er Contribution	53,525.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,835.00
510.40	Taxes & Benefits Life Insurance	225.00
510.60	Taxes & Benefits Allowances	360.00
<i>Taxes & Benefits Totals</i>		\$87,420.00
<i>Supplies</i>		
525.95	Operating Supplies Other	350.00
<i>Supplies Totals</i>		\$350.00
<i>Services & Charges</i>		
540.95	Services Other	2,500.00
565.05	Repair and Maintenance Machinery & Equipment	200.00
575.10	Other Memberships & Publications	100.00
<i>Services & Charges Totals</i>		\$2,800.00
Program	4212 - Overweight Vehicle Enforcement	\$200,880.00
Totals		
Program	4214 - Crossing Guards	
<i>Salaries</i>		
500.10	Salaries Part Time	65,000.00
<i>Salaries Totals</i>		\$65,000.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	950.00
510.15	Taxes & Benefits Social Security	4,050.00
<i>Taxes & Benefits Totals</i>		\$5,000.00
<i>Services & Charges</i>		
575.05	Other Small Tools & Equipment	490.00
<i>Services & Charges Totals</i>		\$490.00
Program	4214 - Crossing Guards	\$70,490.00
Totals		
Division	28 - Traffic Control	\$453,180.00
Totals		
Division	29 - Police Training	
Program	0000 - General	
<i>Services & Charges</i>		
575.15	Other Training & Travel	67,580.00
<i>Services & Charges Totals</i>		\$67,580.00
Program	0000 - General	\$67,580.00
Totals		
Division	29 - Police Training	\$67,580.00
Totals		
Division	30 - Support Services	
Program	4221 - Communication Services	
<i>Salaries</i>		
500.05	Salaries Full Time	372,480.00
500.10	Salaries Part Time	12,855.00
500.20	Salaries Overtime	2,000.00
500.25	Salaries Special Compensation	1,300.00
<i>Salaries Totals</i>		\$388,635.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	5,655.00

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510.15	Taxes & Benefits Social Security	24,120.00
510.20	Taxes & Benefits IMRF Er Contribution	46,660.00
510.35	Taxes & Benefits Medical/Dental Insurance	82,375.00
510.40	Taxes & Benefits Life Insurance	800.00
<i>Taxes & Benefits Totals</i>		\$159,610.00
<i>Supplies</i>		
530.05	R&M Supplies Equipment Parts	2,790.00
<i>Supplies Totals</i>		\$2,790.00
<i>Services & Charges</i>		
545.05	Communications Dispatch Services	456,185.00
545.15	Communications Cell Phones	17,100.00
565.05	Repair and Maintenance Machinery & Equipment	1,000.00
<i>Services & Charges Totals</i>		\$474,285.00
Program	4221 - Communication Services	\$1,025,320.00
Totals		
Program	4222 - Automotive Services	
<i>Services & Charges</i>		
565.95	Repair and Maintenance Vehicle Maint Service Charge	561,625.00
<i>Services & Charges Totals</i>		\$561,625.00
Program	4222 - Automotive Services	\$561,625.00
Totals		
Program	4223 - Social Services	
<i>Salaries</i>		
500.05	Salaries Full Time	184,220.00
500.25	Salaries Special Compensation	1,750.00
<i>Salaries Totals</i>		\$185,970.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,710.00
510.15	Taxes & Benefits Social Security	11,555.00
510.20	Taxes & Benefits IMRF Er Contribution	22,320.00
510.35	Taxes & Benefits Medical/Dental Insurance	49,670.00
510.40	Taxes & Benefits Life Insurance	380.00
510.60	Taxes & Benefits Allowances	360.00
<i>Taxes & Benefits Totals</i>		\$86,995.00
<i>Supplies</i>		
525.95	Operating Supplies Other	200.00
<i>Supplies Totals</i>		\$200.00
<i>Services & Charges</i>		
575.10	Other Memberships & Publications	755.00
<i>Services & Charges Totals</i>		\$755.00
Program	4223 - Social Services	\$273,920.00
Totals		
Division	30 - Support Services	\$1,860,865.00
Totals		
Division	31 - Special Detail Services	
Program	0000 - General	
<i>Salaries</i>		
500.25	Salaries Special Compensation	216,500.00
<i>Salaries Totals</i>		\$216,500.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	3,150.00
510.15	Taxes & Benefits Social Security	13,425.00
<i>Taxes & Benefits Totals</i>		\$16,575.00
Program	0000 - General	\$233,075.00
Totals		
Division	31 - Special Detail Services	\$233,075.00
Totals		
Department	42 - Police	\$24,706,215.00
Totals		
Department	44 - Fire	
Division	01 - Administration	

Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	538,690.00
500.25	Salaries Special Compensation	11,815.00
<i>Salaries Totals</i>		\$550,505.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	9,780.00
510.10	Taxes & Benefits Medicare	8,170.00
510.15	Taxes & Benefits Social Security	34,885.00
510.20	Taxes & Benefits IMRF Er Contribution	9,660.00
510.30	Taxes & Benefits Fire Pension Er Contribution	250,890.00
510.35	Taxes & Benefits Medical/Dental Insurance	74,510.00
510.40	Taxes & Benefits Life Insurance	1,105.00
510.60	Taxes & Benefits Allowances	2,160.00
<i>Taxes & Benefits Totals</i>		\$391,160.00
<i>Supplies</i>		
520.05	Office Supplies General	5,700.00
520.10	Office Supplies Paper	750.00
520.15	Office Supplies Printed Forms	500.00
<i>Supplies Totals</i>		\$6,950.00
<i>Services & Charges</i>		
545.20	Communications Postage	350.00
575.10	Other Memberships & Publications	7,675.00
575.15	Other Training & Travel	5,250.00
<i>Services & Charges Totals</i>		\$13,275.00
Program 0000 - General Totals		\$961,890.00
Division 01 - Administration Totals		\$961,890.00
Division 31 - Special Detail Services		
Program 0000 - General		
<i>Salaries</i>		
500.20	Salaries Overtime	20,000.00
500.25	Salaries Special Compensation	8,390.00
<i>Salaries Totals</i>		\$28,390.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	415.00
510.15	Taxes & Benefits Social Security	1,765.00
<i>Taxes & Benefits Totals</i>		\$2,180.00
Program 0000 - General Totals		\$30,570.00
Division 31 - Special Detail Services Totals		\$30,570.00
Division 32 - Fire Service		
Program 4401 - Fire Suppression		
<i>Salaries</i>		
500.05	Salaries Full Time	9,531,800.00
500.20	Salaries Overtime	538,110.00
500.25	Salaries Special Compensation	175,515.00
<i>Salaries Totals</i>		\$10,245,425.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	31,560.00
510.10	Taxes & Benefits Medicare	149,240.00
510.15	Taxes & Benefits Social Security	637,375.00
510.30	Taxes & Benefits Fire Pension Er Contribution	5,249,270.00
510.35	Taxes & Benefits Medical/Dental Insurance	1,802,100.00
510.40	Taxes & Benefits Life Insurance	19,780.00
<i>Taxes & Benefits Totals</i>		\$7,889,325.00
<i>Supplies</i>		

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525.35	Operating Supplies Clothing	62,700.00
525.95	Operating Supplies Other	4,200.00
530.05	R&M Supplies Equipment Parts	2,700.00
530.15	R&M Supplies Building Repair	17,000.00
<i>Supplies Totals</i>		\$86,600.00
<i>Services & Charges</i>		
540.35	Services Medical	31,695.00
565.05	Repair and Maintenance Machinery & Equipment	42,900.00
565.15	Repair and Maintenance Buildings	7,500.00
565.35	Repair and Maintenance Software	8,000.00
575.05	Other Small Tools & Equipment	18,350.00
<i>Services & Charges Totals</i>		\$108,445.00
Program 4401 - Fire Suppression Totals		\$18,329,795.00
Program 4402 - Paramedic Service		
<i>Supplies</i>		
525.10	Operating Supplies Medical	14,600.00
<i>Supplies Totals</i>		\$14,600.00
<i>Services & Charges</i>		
565.05	Repair and Maintenance Machinery & Equipment	10,500.00
565.35	Repair and Maintenance Software	3,400.00
575.10	Other Memberships & Publications	1,250.00
575.15	Other Training & Travel	9,200.00
<i>Services & Charges Totals</i>		\$24,350.00
Program 4402 - Paramedic Service Totals		\$38,950.00
Division 32 - Fire Service Totals		\$18,368,745.00
Division 33 - Fire Prevention & Education		
Program 4411 - Fire Prevention		
<i>Salaries</i>		
500.05	Salaries Full Time	172,585.00
500.10	Salaries Part Time	59,450.00
<i>Salaries Totals</i>		\$232,035.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	3,395.00
510.15	Taxes & Benefits Social Security	14,450.00
510.20	Taxes & Benefits IMRF Er Contribution	20,715.00
510.35	Taxes & Benefits Medical/Dental Insurance	49,670.00
510.40	Taxes & Benefits Life Insurance	360.00
510.60	Taxes & Benefits Allowances	720.00
<i>Taxes & Benefits Totals</i>		\$89,310.00
<i>Supplies</i>		
520.05	Office Supplies General	1,000.00
520.10	Office Supplies Paper	500.00
520.15	Office Supplies Printed Forms	1,000.00
<i>Supplies Totals</i>		\$2,500.00
<i>Services & Charges</i>		
545.10	Communications Telephone	3,250.00
575.05	Other Small Tools & Equipment	2,500.00
575.10	Other Memberships & Publications	1,620.00
575.15	Other Training & Travel	3,000.00
<i>Services & Charges Totals</i>		\$10,370.00
Program 4411 - Fire Prevention Totals		\$334,215.00
Program 4412 - Public Education		
<i>Salaries</i>		
500.20	Salaries Overtime	15,000.00
<i>Salaries Totals</i>		\$15,000.00

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Taxes & Benefits

510.10	Taxes & Benefits Medicare	220.00
510.15	Taxes & Benefits Social Security	930.00

Taxes & Benefits Totals \$1,150.00

Supplies

520.15	Office Supplies Printed Forms	500.00
525.95	Operating Supplies Other	6,750.00

Supplies Totals \$7,250.00

Program **4412 - Public Education** Totals \$23,400.00

Division **33 - Fire Prevention & Education** Totals \$357,615.00

Division **34 - Fire Training**

Program **0000 - General**

Salaries

500.05	Salaries Full Time	136,675.00
500.20	Salaries Overtime	49,480.00
500.25	Salaries Special Compensation	1,000.00

Salaries Totals \$187,155.00

Taxes & Benefits

510.10	Taxes & Benefits Medicare	2,725.00
510.15	Taxes & Benefits Social Security	11,630.00
510.30	Taxes & Benefits Fire Pension Er Contribution	74,840.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,835.00
510.40	Taxes & Benefits Life Insurance	280.00
510.60	Taxes & Benefits Allowances	360.00

Taxes & Benefits Totals \$114,670.00

Supplies

525.95	Operating Supplies Other	3,500.00
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Supplies Totals \$3,500.00

Services & Charges

575.05	Other Small Tools & Equipment	10,940.00
575.10	Other Memberships & Publications	2,780.00
575.15	Other Training & Travel	29,750.00

Services & Charges Totals \$43,470.00

Program **0000 - General** Totals \$348,795.00

Division **34 - Fire Training** Totals \$348,795.00

Division **35 - Support Services**

Program **4421 - Communication Services**

Services & Charges

545.05	Communications Dispatch Services	114,045.00
545.15	Communications Cell Phones	14,000.00

Services & Charges Totals \$128,045.00

Program **4421 - Communication Services** Totals \$128,045.00

Program **4422 - Automotive Services**

Services & Charges

565.95	Repair and Maintenance Vehicle Maint Service Charge	267,240.00
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Services & Charges Totals \$267,240.00

Program **4422 - Automotive Services** Totals \$267,240.00

Division **35 - Support Services** Totals \$395,285.00

Division **36 - Mobile Integrated Healthcare**

Program **0000 - General**

Salaries

500.10	Salaries Part Time	72,495.00
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Salaries Totals \$72,495.00

Taxes & Benefits

510.10	Taxes & Benefits Medicare	1,055.00
510.15	Taxes & Benefits Social Security	4,495.00
	<i>Taxes & Benefits Totals</i>	\$5,550.00
	Program 0000 - General Totals	\$78,045.00
Division 36 - Mobile Integrated Healthcare	Totals	\$78,045.00
Division 37 - Emergency Management		
Program 0000 - General		
<i>Salaries</i>		
500.10	Salaries Part Time	45,945.00
	<i>Salaries Totals</i>	\$45,945.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	680.00
510.15	Taxes & Benefits Social Security	2,895.00
510.20	Taxes & Benefits IMRF Er Contribution	5,515.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$9,810.00
	<i>Supplies</i>	
520.05	Office Supplies General	400.00
520.10	Office Supplies Paper	300.00
525.35	Operating Supplies Clothing	400.00
525.95	Operating Supplies Other	2,850.00
530.05	R&M Supplies Equipment Parts	250.00
	<i>Supplies Totals</i>	\$4,200.00
	<i>Services & Charges</i>	
540.45	Services Data Processing/Technology	1,170.00
540.95	Services Other	22,500.00
565.05	Repair and Maintenance Machinery & Equipment	7,450.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	565.00
575.15	Other Training & Travel	2,650.00
	<i>Services & Charges Totals</i>	\$34,835.00
	Program 0000 - General Totals	\$94,790.00
Division 37 - Emergency Management	Totals	\$94,790.00
Department 44 - Fire Totals		\$20,635,735.00
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	677,760.00
500.10	Salaries Part Time	36,000.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	60,610.00
	<i>Salaries Totals</i>	\$774,870.00
	<i>Taxes & Benefits</i>	
510.05	Taxes & Benefits Deferred Compensation	10,050.00
510.10	Taxes & Benefits Medicare	11,450.00
510.15	Taxes & Benefits Social Security	48,820.00
510.20	Taxes & Benefits IMRF Er Contribution	89,880.00
510.35	Taxes & Benefits Medical/Dental Insurance	132,245.00
510.40	Taxes & Benefits Life Insurance	1,410.00
510.60	Taxes & Benefits Allowances	1,800.00
	<i>Taxes & Benefits Totals</i>	\$295,655.00
	<i>Supplies</i>	
520.05	Office Supplies General	2,780.00

520.10	Office Supplies Paper	2,300.00
520.15	Office Supplies Printed Forms	300.00
525.35	Operating Supplies Clothing	15,500.00

Supplies Totals \$20,880.00

Services & Charges

540.35	Services Medical	3,325.00
545.20	Communications Postage	750.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	19,195.00
575.05	Other Small Tools & Equipment	1,000.00
575.10	Other Memberships & Publications	5,600.00
575.15	Other Training & Travel	11,120.00

Services & Charges Totals \$40,990.00

Program **0000 - General** Totals \$1,132,395.00

Division **01 - Administration** Totals \$1,132,395.00

Division **38 - Building, Grounds, Electrical**

Program **5201 - Buildings & Grounds Maintenance**

Salaries

500.05	Salaries Full Time	275,200.00
500.20	Salaries Overtime	5,000.00
500.25	Salaries Special Compensation	1,500.00

Salaries Totals \$281,700.00

Taxes & Benefits

510.10	Taxes & Benefits Medicare	4,095.00
510.15	Taxes & Benefits Social Security	17,475.00
510.20	Taxes & Benefits IMRF Er Contribution	33,810.00
510.35	Taxes & Benefits Medical/Dental Insurance	66,230.00
510.40	Taxes & Benefits Life Insurance	570.00

Taxes & Benefits Totals \$122,180.00

Supplies

525.05	Operating Supplies Custodial	19,800.00
525.35	Operating Supplies Clothing	1,200.00

Supplies Totals \$21,000.00

Services & Charges

540.60	Services Custodial	81,400.00
540.95	Services Other	22,900.00
560.05	Utility Services Electric	8,000.00
560.10	Utility Services Natural Gas	23,000.00
575.05	Other Small Tools & Equipment	1,560.00

Services & Charges Totals \$136,860.00

Program **5201 - Buildings & Grounds Maintenance** Totals \$561,740.00

Program **5202 - Mechanical Maintenance**

Salaries

500.05	Salaries Full Time	90,765.00
500.20	Salaries Overtime	2,000.00
500.25	Salaries Special Compensation	1,250.00

Salaries Totals \$94,015.00

Taxes & Benefits

510.10	Taxes & Benefits Medicare	1,365.00
510.15	Taxes & Benefits Social Security	5,830.00
510.20	Taxes & Benefits IMRF Er Contribution	11,285.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,835.00
510.40	Taxes & Benefits Life Insurance	190.00

Taxes & Benefits Totals \$43,505.00

Supplies

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525.05	Operating Supplies Custodial	6,000.00
530.05	R&M Supplies Equipment Parts	65,870.00
	<i>Supplies Totals</i>	\$71,870.00
	<i>Services & Charges</i>	
560.05	Utility Services Electric	121,430.00
565.05	Repair and Maintenance Machinery & Equipment	124,400.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	5,775.00
570.10	Rental Machinery	500.00
575.05	Other Small Tools & Equipment	1,280.00
	<i>Services & Charges Totals</i>	\$253,385.00
Program	5202 - Mechanical Maintenance Totals	\$462,775.00
Division	38 - Building, Grounds, Electrical Totals	\$1,024,515.00
Division	39 - Forestry	
Program	5211 - Tree Maintenance	
	<i>Salaries</i>	
500.05	Salaries Full Time	406,295.00
500.20	Salaries Overtime	11,500.00
500.25	Salaries Special Compensation	4,550.00
	<i>Salaries Totals</i>	\$422,345.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	6,140.00
510.15	Taxes & Benefits Social Security	26,215.00
510.20	Taxes & Benefits IMRF Er Contribution	50,690.00
510.35	Taxes & Benefits Medical/Dental Insurance	91,065.00
510.40	Taxes & Benefits Life Insurance	840.00
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$175,310.00
	<i>Supplies</i>	
525.25	Operating Supplies Chemicals	1,600.00
525.35	Operating Supplies Clothing	2,400.00
525.95	Operating Supplies Other	5,540.00
	<i>Supplies Totals</i>	\$9,540.00
	<i>Services & Charges</i>	
565.25	Repair and Maintenance Landscape	209,025.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	56,165.00
575.05	Other Small Tools & Equipment	4,000.00
	<i>Services & Charges Totals</i>	\$269,190.00
Program	5211 - Tree Maintenance Totals	\$876,385.00
Program	5212 - Landscape Maintenance	
	<i>Salaries</i>	
500.05	Salaries Full Time	174,665.00
500.10	Salaries Part Time	30,000.00
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	3,000.00
	<i>Salaries Totals</i>	\$208,665.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	3,035.00
510.15	Taxes & Benefits Social Security	12,945.00
510.20	Taxes & Benefits IMRF Er Contribution	25,045.00
510.35	Taxes & Benefits Medical/Dental Insurance	49,670.00
510.40	Taxes & Benefits Life Insurance	365.00
	<i>Taxes & Benefits Totals</i>	\$91,060.00
	<i>Supplies</i>	

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525.25	Operating Supplies Chemicals	3,000.00
525.35	Operating Supplies Clothing	1,200.00
525.95	Operating Supplies Other	18,000.00
<i>Supplies Totals</i>		\$22,200.00
<i>Services & Charges</i>		
565.25	Repair and Maintenance Landscape	139,000.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	56,165.00
575.05	Other Small Tools & Equipment	3,000.00
<i>Services & Charges Totals</i>		\$198,165.00
Program	5212 - Landscape Maintenance	\$520,090.00
Totals		
Division	39 - Forestry	\$1,396,475.00
Division	41 - Streets	
Program	5231 - Pavement Maintenance	
<i>Salaries</i>		
500.05	Salaries Full Time	676,650.00
500.10	Salaries Part Time	7,500.00
500.20	Salaries Overtime	137,000.00
500.25	Salaries Special Compensation	6,750.00
<i>Salaries Totals</i>		\$827,900.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	12,080.00
510.15	Taxes & Benefits Social Security	51,380.00
510.20	Taxes & Benefits IMRF Er Contribution	98,470.00
510.35	Taxes & Benefits Medical/Dental Insurance	187,065.00
510.40	Taxes & Benefits Life Insurance	1,410.00
<i>Taxes & Benefits Totals</i>		\$350,405.00
<i>Supplies</i>		
525.25	Operating Supplies Chemicals	30,000.00
525.30	Operating Supplies Salt	163,000.00
525.35	Operating Supplies Clothing	4,200.00
525.40	Operating Supplies Shop Materials	1,500.00
530.20	R&M Supplies Street Maintenance	337,780.00
<i>Supplies Totals</i>		\$536,480.00
<i>Services & Charges</i>		
540.95	Services Other	145,220.00
560.25	Utility Services Refuse Disposal	20,000.00
565.20	Repair and Maintenance Streets	89,900.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	213,355.00
570.10	Rental Machinery	30,550.00
575.05	Other Small Tools & Equipment	9,000.00
<i>Services & Charges Totals</i>		\$508,025.00
Program	5231 - Pavement Maintenance	\$2,222,810.00
Totals		
Program	5232 - Traffic Control & Safety Signs	
<i>Salaries</i>		
500.05	Salaries Full Time	152,810.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	750.00
<i>Salaries Totals</i>		\$154,060.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,240.00
510.15	Taxes & Benefits Social Security	9,560.00
510.20	Taxes & Benefits IMRF Er Contribution	18,490.00
510.35	Taxes & Benefits Medical/Dental Insurance	33,115.00

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510.40	Taxes & Benefits Life Insurance	320.00
	<i>Taxes & Benefits Totals</i>	\$63,725.00
	<i>Supplies</i>	
525.35	Operating Supplies Clothing	1,200.00
525.40	Operating Supplies Shop Materials	33,500.00
	<i>Supplies Totals</i>	\$34,700.00
	<i>Services & Charges</i>	
540.95	Services Other	30,000.00
560.05	Utility Services Electric	1,000.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	38,070.00
575.05	Other Small Tools & Equipment	2,800.00
	<i>Services & Charges Totals</i>	\$71,870.00
Program	5232 - Traffic Control & Safety Signs Totals	\$324,355.00
Program	5233 - Rights of Way Maintenance	
	<i>Salaries</i>	
500.05	Salaries Full Time	217,895.00
500.20	Salaries Overtime	4,000.00
500.25	Salaries Special Compensation	750.00
	<i>Salaries Totals</i>	\$222,645.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	3,235.00
510.15	Taxes & Benefits Social Security	13,810.00
510.20	Taxes & Benefits IMRF Er Contribution	26,725.00
510.35	Taxes & Benefits Medical/Dental Insurance	57,950.00
510.40	Taxes & Benefits Life Insurance	450.00
	<i>Taxes & Benefits Totals</i>	\$102,170.00
	<i>Supplies</i>	
525.35	Operating Supplies Clothing	1,800.00
	<i>Supplies Totals</i>	\$1,800.00
	<i>Services & Charges</i>	
560.25	Utility Services Refuse Disposal	2,000.00
565.25	Repair and Maintenance Landscape	1,530.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	104,685.00
575.05	Other Small Tools & Equipment	1,000.00
	<i>Services & Charges Totals</i>	\$109,215.00
Program	5233 - Rights of Way Maintenance Totals	\$435,830.00
Division	41 - Streets Totals	\$2,982,995.00
Division	43 - Engineering	
Program	0000 - General	
	<i>Salaries</i>	
500.05	Salaries Full Time	105,460.00
500.25	Salaries Special Compensation	1,000.00
	<i>Salaries Totals</i>	\$106,460.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	1,545.00
510.15	Taxes & Benefits Social Security	6,605.00
510.20	Taxes & Benefits IMRF Er Contribution	12,780.00
510.35	Taxes & Benefits Medical/Dental Insurance	8,280.00
510.40	Taxes & Benefits Life Insurance	215.00
	<i>Taxes & Benefits Totals</i>	\$29,425.00
	<i>Supplies</i>	
520.10	Office Supplies Paper	200.00
525.95	Operating Supplies Other	100.00
	<i>Supplies Totals</i>	\$300.00

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Services & Charges

540.20	Services Architectural	1,500.00
540.25	Services Engineering	20,000.00
540.45	Services Data Processing/Technology	500.00
565.05	Repair and Maintenance Machinery & Equipment	500.00

Services & Charges Totals **\$22,500.00**

Program **0000 - General** Totals **\$158,685.00**

Division **43 - Engineering** Totals **\$158,685.00**

Department **52 - Public Works** Totals **\$6,695,065.00**

EXPENSE TOTALS **\$62,061,116.00**

Fund **100 - General Fund** Totals

REVENUE TOTALS **\$62,061,116.00**

EXPENSE TOTALS **\$62,061,116.00**

Fund **100 - General Fund** Totals **\$0.00**

Attachment: CY 2021 Budget Ord (CY 2021 Budget Ordinance)

Account	Account Description	2021 Proposed Annual Budget
Fund	205 - Motor Fuel Tax Fund	
	REVENUE	
	<i>Intergovernmental Revenues</i>	
430.35	Shared Revenues Motor Fuel Tax	2,692,000.00
	<i>Intergovernmental Revenues Totals</i>	\$2,692,000.00
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	750.00
	<i>Interest Income Totals</i>	\$750.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	(221,375.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$221,375.00)
	REVENUE TOTALS	\$2,471,375.00
	EXPENSE	
Department	52 - Public Works	
Division	75 - Capital Outlay	
Program	6060 - Streets	
	<i>Capital Outlay</i>	
615	Improvements Other Than Buildings	2,471,375.00
	<i>Capital Outlay Totals</i>	\$2,471,375.00
	Program 6060 - Streets Totals	\$2,471,375.00
	Division 75 - Capital Outlay Totals	\$2,471,375.00
	Department 52 - Public Works Totals	\$2,471,375.00
	EXPENSE TOTALS	\$2,471,375.00
Fund	205 - Motor Fuel Tax Fund Totals	
	REVENUE TOTALS	\$2,471,375.00
	EXPENSE TOTALS	\$2,471,375.00
Fund	205 - Motor Fuel Tax Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	210 - Community Dev Block Grant Fund	
	REVENUE	
	<i>Intergovernmental Revenues</i>	
434	Grants	515,274.00
	<i>Intergovernmental Revenues Totals</i>	\$515,274.00
	REVENUE TOTALS	\$515,274.00
	EXPENSE	
	Department 30 - Finance & Operations	
	Division 80 - Interfund Transfers	
	Program 0000 - General	
	<i>Services & Charges</i>	
540.90	Services Administrative Service Charge	103,054.00
	<i>Services & Charges Totals</i>	\$103,054.00
	Program 0000 - General Totals	\$103,054.00
	Division 80 - Interfund Transfers Totals	\$103,054.00
	Department 30 - Finance & Operations Totals	\$103,054.00
	Department 36 - Planning & Zoning	
	Division 21 - Community Development	
	Program 0000 - General	
	<i>Services & Charges</i>	
540.95	Services Other	77,291.00
	<i>Services & Charges Totals</i>	\$77,291.00
	Program 0000 - General Totals	\$77,291.00
	Division 21 - Community Development Totals	\$77,291.00
	Department 36 - Planning & Zoning Totals	\$77,291.00
	Department 52 - Public Works	
	Division 75 - Capital Outlay	
	Program 6040 - Rights of Way Improvements	
	<i>Capital Outlay</i>	
615	Improvements Other Than Buildings	334,929.00
	<i>Capital Outlay Totals</i>	\$334,929.00
	Program 6040 - Rights of Way Improvements Totals	\$334,929.00
	Division 75 - Capital Outlay Totals	\$334,929.00
	Department 52 - Public Works Totals	\$334,929.00
	EXPENSE TOTALS	\$515,274.00
Fund	210 - Community Dev Block Grant Fund Totals	
	REVENUE TOTALS	\$515,274.00
	EXPENSE TOTALS	\$515,274.00
Fund	210 - Community Dev Block Grant Fund Totals	\$0.00

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Account	Account Description	2021 Proposed Annual Budget
Fund	221 - Federal Equitable Sharing Fund	
	REVENUE	
	<i>Intergovernmental Revenues</i>	
434	Grants	20,000.00
	<i>Intergovernmental Revenues Totals</i>	\$20,000.00
	REVENUE TOTALS	\$20,000.00
	EXPENSE	
	Department 42 - Police	
	Division 27 - Crime Control & Investigation	
	Program 4201 - Patrol	
	<i>Supplies</i>	
525.95	Operating Supplies Other	20,000.00
	<i>Supplies Totals</i>	\$20,000.00
	Program 4201 - Patrol Totals	\$20,000.00
	Division 27 - Crime Control & Investigation Totals	\$20,000.00
	Department 42 - Police Totals	\$20,000.00
	EXPENSE TOTALS	\$20,000.00
Fund	221 - Federal Equitable Sharing Fund Totals	
	REVENUE TOTALS	\$20,000.00
	EXPENSE TOTALS	\$20,000.00
Fund	221 - Federal Equitable Sharing Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	222 - State Equitable Sharing Fund	
	REVENUE	
	<i>Intergovernmental Revenues</i>	
434	Grants	5,000.00
	<i>Intergovernmental Revenues Totals</i>	\$5,000.00
	REVENUE TOTALS	\$5,000.00
	EXPENSE	
	Department 42 - Police	
	Division 27 - Crime Control & Investigation	
	Program 4201 - Patrol	
	<i>Supplies</i>	
525.95	Operating Supplies Other	5,000.00
	<i>Supplies Totals</i>	\$5,000.00
	Program 4201 - Patrol Totals	\$5,000.00
	Division 27 - Crime Control & Investigation Totals	\$5,000.00
	Department 42 - Police Totals	\$5,000.00
	EXPENSE TOTALS	\$5,000.00
Fund	222 - State Equitable Sharing Fund Totals	
	REVENUE TOTALS	\$5,000.00
	EXPENSE TOTALS	\$5,000.00
Fund	222 - State Equitable Sharing Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	223 - DUI Fines Fund	
	REVENUE	
	<i>Fines and Fees</i>	
454.30	Fines DUI Fines	20,000.00
	<i>Fines and Fees Totals</i>	\$20,000.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	(15,000.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$15,000.00)
	REVENUE TOTALS	\$5,000.00
	EXPENSE	
	Department 42 - Police	
	Division 27 - Crime Control & Investigation	
	Program 4201 - Patrol	
	<i>Supplies</i>	
525.95	Operating Supplies Other	5,000.00
	<i>Supplies Totals</i>	\$5,000.00
	Program 4201 - Patrol Totals	\$5,000.00
	Division 27 - Crime Control & Investigation Totals	\$5,000.00
	Department 42 - Police Totals	\$5,000.00
	EXPENSE TOTALS	\$5,000.00
Fund	223 - DUI Fines Fund Totals	
	REVENUE TOTALS	\$5,000.00
	EXPENSE TOTALS	\$5,000.00
Fund	223 - DUI Fines Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	224 - Foreign Fire Insurance Tax Fund	
	REVENUE	
	<i>Intergovernmental Revenues</i>	
430.40	Shared Revenues Foreign Fire Insurance Tax	70,000.00
	<i>Intergovernmental Revenues Totals</i>	\$70,000.00
	REVENUE TOTALS	\$70,000.00
	EXPENSE	
	Department 44 - Fire	
	Division 31 - Special Detail Services	
	Program 0000 - General	
	<i>Supplies</i>	
525.95	Operating Supplies Other	70,000.00
	<i>Supplies Totals</i>	\$70,000.00
	Program 0000 - General Totals	\$70,000.00
	Division 31 - Special Detail Services Totals	\$70,000.00
	Department 44 - Fire Totals	\$70,000.00
	EXPENSE TOTALS	\$70,000.00
Fund	224 - Foreign Fire Insurance Tax Fund Totals	
	REVENUE TOTALS	\$70,000.00
	EXPENSE TOTALS	\$70,000.00
Fund	224 - Foreign Fire Insurance Tax Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund 233 - Downtown Area TIF (TIF #3) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	6,350,000.00
	<i>Taxes Totals</i>	\$6,350,000.00
Interest Income		
460.05	Interest Income Interest on Investments	2,500.00
	<i>Interest Income Totals</i>	\$2,500.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(1,493,900.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$1,493,900.00)
	REVENUE TOTALS	\$4,858,600.00
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
540.10	Services Financial	5,000.00
540.30	Services Legal	5,000.00
	<i>Services & Charges Totals</i>	\$10,000.00
	Program 0000 - General Totals	\$10,000.00
	Division 10 - Economic Development Totals	\$10,000.00
	Department 20 - Village Manager's Office Totals	\$10,000.00
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3043 - Lim Oblig TIF Notes Series 2006B		
Debt Service		
705	Principal	12,000.00
	<i>Debt Service Totals</i>	\$12,000.00
	Program 3043 - Lim Oblig TIF Notes Series 2006B Totals	\$12,000.00
Program 3063 - Interfund Loan		
Debt Service		
705	Principal	933,600.00
710	Interest	96,400.00
	<i>Debt Service Totals</i>	\$1,030,000.00
	Program 3063 - Interfund Loan Totals	\$1,030,000.00
Program 3066 - GO Tax Ref Series 2012 (TIF 3)		
Debt Service		
705	Principal	595,000.00
710	Interest	27,250.00
715	Paying Agent Fees	750.00
	<i>Debt Service Totals</i>	\$623,000.00
	Program 3066 - GO Tax Ref Series 2012 (TIF 3) Totals	\$623,000.00
Program 3070 - GO Ref Series 2017A (TIF 3)		
Debt Service		
705	Principal	1,995,000.00
710	Interest	70,000.00
715	Paying Agent Fees	750.00
	<i>Debt Service Totals</i>	\$2,065,750.00
	Program 3070 - GO Ref Series 2017A (TIF 3) Totals	\$2,065,750.00
Program 3072 - GO Tax Ref Series 2017C (TIF 3)		
Debt Service		

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705	Principal	640,000.00
710	Interest	27,100.00
715	Paying Agent Fees	750.00
	<i>Debt Service Totals</i>	\$667,850.00
	Program 3072 - GO Tax Ref Series	\$667,850.00
	2017C (TIF 3) Totals	
	Division 70 - Debt Service Totals	\$4,398,600.00
	Department 30 - Finance & Operations Totals	\$4,398,600.00
	Department 52 - Public Works	
	Division 75 - Capital Outlay	
	Program 6010 - Buildings & Facilities	
	<i>Capital Outlay</i>	
615	Improvements Other Than Buildings	400,000.00
	<i>Capital Outlay Totals</i>	\$400,000.00
	Program 6010 - Buildings & Facilities Totals	\$400,000.00
	Program 6060 - Streets	
	<i>Capital Outlay</i>	
615	Improvements Other Than Buildings	50,000.00
	<i>Capital Outlay Totals</i>	\$50,000.00
	Program 6060 - Streets Totals	\$50,000.00
	Division 75 - Capital Outlay Totals	\$450,000.00
	Department 52 - Public Works Totals	\$450,000.00
	EXPENSE TOTALS	\$4,858,600.00
	Fund 233 - Downtown Area TIF (TIF #3)	
	Fund Totals	
	REVENUE TOTALS	\$4,858,600.00
	EXPENSE TOTALS	\$4,858,600.00
	Fund 233 - Downtown Area TIF (TIF #3) Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	3,400,000.00
	<i>Taxes Totals</i>	\$3,400,000.00
Interest Income		
460.05	Interest Income Interest on Investments	1,500.00
	<i>Interest Income Totals</i>	\$1,500.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	623,615.00
	<i>(Source)/Use of Reserves Totals</i>	\$623,615.00
	REVENUE TOTALS	\$4,025,115.00
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
540.10	Services Financial	5,000.00
540.30	Services Legal	5,000.00
	<i>Services & Charges Totals</i>	\$10,000.00
Other Expenses		
815	Rebates	2,250,000.00
820	TIF Development	200,000.00
	<i>Other Expenses Totals</i>	\$2,450,000.00
	Program 0000 - General Totals	\$2,460,000.00
	Division 10 - Economic Development Totals	\$2,460,000.00
	Department 20 - Village Manager's Office Totals	\$2,460,000.00
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3068 - GO Tax Ref Series 2014B (TIF 4)		
Debt Service		
705	Principal	680,000.00
710	Interest	113,420.00
715	Paying Agent Fees	750.00
	<i>Debt Service Totals</i>	\$794,170.00
	Program 3068 - GO Tax Ref Series 2014B (TIF 4) Totals	\$794,170.00
Program 3073 - GO Tax Ref Series 2017D (TIF 4)		
Debt Service		
705	Principal	660,000.00
710	Interest	110,195.00
715	Paying Agent Fees	750.00
	<i>Debt Service Totals</i>	\$770,945.00
	Program 3073 - GO Tax Ref Series 2017D (TIF 4) Totals	\$770,945.00
	Division 70 - Debt Service Totals	\$1,565,115.00
	Department 30 - Finance & Operations Totals	\$1,565,115.00
	EXPENSE TOTALS	\$4,025,115.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
	Totals	
	REVENUE TOTALS	\$4,025,115.00
	EXPENSE TOTALS	\$4,025,115.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund		\$0.00

Totals

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Account	Account Description	2021 Proposed Annual Budget
Fund	235 - Rand/Lake Cook TIF (TIF #5) Fund	
	REVENUE	
	<i>Taxes</i>	
410.95	Property Tax TIF Increment	1,400,000.00
	<i>Taxes Totals</i>	\$1,400,000.00
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	500.00
	<i>Interest Income Totals</i>	\$500.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	(1,395,500.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$1,395,500.00)
	REVENUE TOTALS	\$5,000.00
	EXPENSE	
Department	20 - Village Manager's Office	
Division	10 - Economic Development	
Program	0000 - General	
	<i>Services & Charges</i>	
540.10	Services Financial	5,000.00
	<i>Services & Charges Totals</i>	\$5,000.00
	Program 0000 - General Totals	\$5,000.00
	Division 10 - Economic Development Totals	\$5,000.00
	Department 20 - Village Manager's Office Totals	\$5,000.00
	EXPENSE TOTALS	\$5,000.00
Fund	235 - Rand/Lake Cook TIF (TIF #5) Fund Totals	
	REVENUE TOTALS	\$5,000.00
	EXPENSE TOTALS	\$5,000.00
		\$0.00
Fund	235 - Rand/Lake Cook TIF (TIF #5) Fund Totals	

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Account	Account Description	2021 Proposed Annual Budget
Fund 300 - Debt Service Fund		
REVENUE		
<i>Taxes</i>		
410.25	Property Tax Debt Service	1,277,656.00
	<i>Taxes Totals</i>	\$1,277,656.00
<i>Interest Income</i>		
460.05	Interest Income Interest on Investments	2,250.00
	<i>Interest Income Totals</i>	\$2,250.00
	REVENUE TOTALS	\$1,279,906.00
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3071 - GO Ref Series 2017B		
<i>Debt Service</i>		
710	Interest	43,950.00
715	Paying Agent Fees	750.00
	<i>Debt Service Totals</i>	\$44,700.00
	Program 3071 - GO Ref Series 2017B	\$44,700.00
	Totals	
Program 3074 - GO Ref Series 2018		
<i>Debt Service</i>		
705	Principal	470,000.00
710	Interest	272,500.00
715	Paying Agent Fees	750.00
	<i>Debt Service Totals</i>	\$743,250.00
	Program 3074 - GO Ref Series 2018	\$743,250.00
	Totals	
Program 3075 - GO Ref Series 2020		
<i>Debt Service</i>		
710	Interest	491,206.00
715	Paying Agent Fees	750.00
	<i>Debt Service Totals</i>	\$491,956.00
	Program 3075 - GO Ref Series 2020	\$491,956.00
	Totals	
Division 70 - Debt Service	Totals	\$1,279,906.00
Department 30 - Finance & Operations	Totals	\$1,279,906.00
	EXPENSE TOTALS	\$1,279,906.00
Fund 300 - Debt Service Fund	Totals	
	REVENUE TOTALS	\$1,279,906.00
	EXPENSE TOTALS	\$1,279,906.00
Fund 300 - Debt Service Fund	Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	401 - Capital Equipment Fund	
REVENUE		
<i>Taxes</i>		
414	Simplified Telecommunications Tax	579,715.00
	<i>Taxes Totals</i>	\$579,715.00
<i>Interest Income</i>		
460.05	Interest Income Interest on Investments	7,500.00
	<i>Interest Income Totals</i>	\$7,500.00
<i>Miscellaneous Revenues</i>		
470.10	Rental Income Communication Tower	383,745.00
472.05	Sales Fixed Assets	50,000.00
	<i>Miscellaneous Revenues Totals</i>	\$433,745.00
<i>Other Financing Sources</i>		
481	Interfund Transfers In	610,000.00
	<i>Other Financing Sources Totals</i>	\$610,000.00
	REVENUE TOTALS	\$1,630,960.00
EXPENSE		
Department 38 - Information Technology		
Division 75 - Capital Outlay		
Program 6030 - Technology		
<i>Capital Outlay</i>		
640	Technology	271,950.00
	<i>Capital Outlay Totals</i>	\$271,950.00
	Program 6030 - Technology Totals	\$271,950.00
	Division 75 - Capital Outlay Totals	\$271,950.00
	Department 38 - Information Technology Totals	\$271,950.00
Department 42 - Police		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
<i>Capital Outlay</i>		
625	Motor Vehicles	232,485.00
	<i>Capital Outlay Totals</i>	\$232,485.00
	Program 6070 - Vehicles & Equipment Totals	\$232,485.00
	Division 75 - Capital Outlay Totals	\$232,485.00
	Department 42 - Police Totals	\$232,485.00
Department 44 - Fire		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
<i>Capital Outlay</i>		
625	Motor Vehicles	327,390.00
	<i>Capital Outlay Totals</i>	\$327,390.00
	Program 6070 - Vehicles & Equipment Totals	\$327,390.00
	Division 75 - Capital Outlay Totals	\$327,390.00
	Department 44 - Fire Totals	\$327,390.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
<i>Capital Outlay</i>		
625	Motor Vehicles	794,135.00
635	Office and Other Equipment	5,000.00
	<i>Capital Outlay Totals</i>	\$799,135.00
	Program 6070 - Vehicles & Equipment Totals	\$799,135.00
	Division 75 - Capital Outlay Totals	\$799,135.00

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Department	52 - Public Works	Totals	\$799,135.00
	EXPENSE TOTALS		\$1,630,960.00
Fund	401 - Capital Equipment Fund	Totals	
	REVENUE TOTALS		\$1,630,960.00
	EXPENSE TOTALS		\$1,630,960.00
Fund	401 - Capital Equipment Fund	Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	402 - Capital Improvement Fund	
REVENUE		
<i>Taxes</i>		
414	Simplified Telecommunications Tax	267,795.00
	<i>Taxes Totals</i>	\$267,795.00
<i>Intergovernmental Revenues</i>		
432.35	Reimbursements Park District - CC & CSF	62,500.00
434	Grants	115,000.00
	<i>Intergovernmental Revenues Totals</i>	\$177,500.00
<i>Interest Income</i>		
460.05	Interest Income Interest on Investments	7,500.00
	<i>Interest Income Totals</i>	\$7,500.00
<i>Other Financing Sources</i>		
481	Interfund Transfers In	475,000.00
	<i>Other Financing Sources Totals</i>	\$475,000.00
	REVENUE TOTALS	\$927,795.00
EXPENSE		
Department	52 - Public Works	
Division	75 - Capital Outlay	
Program	6040 - Rights of Way Improvements	
<i>Capital Outlay</i>		
615	Improvements Other Than Buildings	14,000.00
	<i>Capital Outlay Totals</i>	\$14,000.00
	Program 6040 - Rights of Way Improvements Totals	\$14,000.00
Program	6060 - Streets	
<i>Capital Outlay</i>		
615	Improvements Other Than Buildings	913,795.00
	<i>Capital Outlay Totals</i>	\$913,795.00
	Program 6060 - Streets Totals	\$913,795.00
	Division 75 - Capital Outlay Totals	\$927,795.00
	Department 52 - Public Works Totals	\$927,795.00
	EXPENSE TOTALS	\$927,795.00
Fund	402 - Capital Improvement Fund Totals	
	REVENUE TOTALS	\$927,795.00
	EXPENSE TOTALS	\$927,795.00
Fund	402 - Capital Improvement Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	605 - Waterworks Fund	
	REVENUE	
	<i>Intergovernmental Revenues</i>	
432.35	Reimbursements Park District - CC & CSF	30,000.00
	<i>Intergovernmental Revenues Totals</i>	\$30,000.00
	<i>Charges for Services</i>	
441.05	Water Service Resident - Regular	8,417,000.00
441.15	Water Service Resident - User Charge	595,000.00
441.20	Water Service Resident - Penalties	65,000.00
441.25	Water Service Non-Resident - Regular	1,213,000.00
441.30	Water Service Non-Resident - IOTP	66,000.00
441.35	Water Service Non-Resident - Deer Park	333,000.00
441.40	Water Service Non-Resident - User Charge	35,000.00
441.45	Water Service Non-Resident - Penalties	10,000.00
441.55	Water Service Water Meter Sales	15,000.00
441.60	Water Service Turn On Fee	20,000.00
441.65	Water Service Water Use	10,000.00
441.70	Water Service Water Syst Dev Surcharge	15,000.00
441.75	Water Service Water Extensions	20,000.00
441.80	Water Service Water Connection	10,000.00
	<i>Charges for Services Totals</i>	\$10,824,000.00
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	15,000.00
	<i>Interest Income Totals</i>	\$15,000.00
	<i>Miscellaneous Revenues</i>	
474.05	Other Misc Reimbursements/Refunds	900,000.00
474.90	Other Miscellaneous Income	5,000.00
	<i>Miscellaneous Revenues Totals</i>	\$905,000.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	932,545.00
	<i>(Source)/Use of Reserves Totals</i>	\$932,545.00
	REVENUE TOTALS	\$12,706,545.00
	EXPENSE	
	Department 30 - Finance & Operations	
	Division 01 - Administration	
	Program 0000 - General	
	<i>Salaries</i>	
500.05	Salaries Full Time	133,355.00
500.25	Salaries Special Compensation	3,565.00
	<i>Salaries Totals</i>	\$136,920.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	2,000.00
510.15	Taxes & Benefits Social Security	8,535.00
510.20	Taxes & Benefits IMRF Er Contribution	16,435.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,835.00
510.40	Taxes & Benefits Life Insurance	275.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$52,800.00
	<i>Services & Charges</i>	
575.10	Other Memberships & Publications	250.00
575.15	Other Training & Travel	2,750.00
	<i>Services & Charges Totals</i>	\$3,000.00
	Program 0000 - General Totals	\$192,720.00
	Division 01 - Administration Totals	\$192,720.00
	Division 11 - Accounting Services	

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Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	87,620.00
<i>Salaries Totals</i>		\$87,620.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,275.00
510.15	Taxes & Benefits Social Security	5,435.00
510.20	Taxes & Benefits IMRF Er Contribution	10,515.00
510.35	Taxes & Benefits Medical/Dental Insurance	8,280.00
510.40	Taxes & Benefits Life Insurance	180.00
<i>Taxes & Benefits Totals</i>		\$25,685.00
<i>Services & Charges</i>		
540.10	Services Financial	13,000.00
540.15	Services Banking	125,700.00
575.10	Other Memberships & Publications	600.00
575.15	Other Training & Travel	920.00
<i>Services & Charges Totals</i>		\$140,220.00
Program 0000 - General Totals		\$253,525.00
Division 11 - Accounting Services Totals		\$253,525.00
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
<i>Salaries</i>		
500.10	Salaries Part Time	51,585.00
<i>Salaries Totals</i>		\$51,585.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	750.00
510.15	Taxes & Benefits Social Security	3,205.00
510.20	Taxes & Benefits IMRF Er Contribution	6,195.00
<i>Taxes & Benefits Totals</i>		\$10,150.00
Program 3021 - Cashiering Totals		\$61,735.00
Program 3022 - Utility Billing		
<i>Salaries</i>		
500.05	Salaries Full Time	128,195.00
500.20	Salaries Overtime	1,500.00
500.25	Salaries Special Compensation	550.00
<i>Salaries Totals</i>		\$130,245.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,900.00
510.15	Taxes & Benefits Social Security	8,080.00
510.20	Taxes & Benefits IMRF Er Contribution	15,635.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,840.00
510.40	Taxes & Benefits Life Insurance	265.00
<i>Taxes & Benefits Totals</i>		\$50,720.00
<i>Supplies</i>		
520.05	Office Supplies General	600.00
520.10	Office Supplies Paper	400.00
<i>Supplies Totals</i>		\$1,000.00
<i>Services & Charges</i>		
545.20	Communications Postage	50,000.00
550.15	Printing/Advertising Outside Printing Services	39,000.00
565.35	Repair and Maintenance Software	30,500.00
575.05	Other Small Tools & Equipment	500.00
575.15	Other Training & Travel	500.00
<i>Services & Charges Totals</i>		\$120,500.00
Program 3022 - Utility Billing Totals		\$302,465.00

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Division	12 - Billing & Collections Totals	\$364,200.00
Division	17 - Village Wide Benefit Programs	
Program	0000 - General	
<i>Services & Charges</i>		
555.10	Insurance Liability Premiums	61,000.00
<i>Services & Charges Totals</i>		\$61,000.00
Program	0000 - General Totals	\$61,000.00
Division	17 - Village Wide Benefit Programs Totals	\$61,000.00
Division	70 - Debt Service	
Program	3069 - GO Series 2015	
<i>Debt Service</i>		
705	Principal	580,000.00
710	Interest	140,440.00
715	Paying Agent Fees	600.00
<i>Debt Service Totals</i>		\$721,040.00
Program	3069 - GO Series 2015 Totals	\$721,040.00
Division	70 - Debt Service Totals	\$721,040.00
Division	80 - Interfund Transfers	
Program	0000 - General	
<i>Services & Charges</i>		
540.90	Services Administrative Service Charge	574,000.00
<i>Services & Charges Totals</i>		\$574,000.00
<i>Other Financing Uses</i>		
905	Interfund Transfers Out	305,000.00
<i>Other Financing Uses Totals</i>		\$305,000.00
Program	0000 - General Totals	\$879,000.00
Division	80 - Interfund Transfers Totals	\$879,000.00
Department	30 - Finance & Operations Totals	\$2,471,485.00
Department	34 - Human Resources	
Division	17 - Village Wide Benefit Programs	
Program	0000 - General	
<i>Salaries</i>		
500.25	Salaries Special Compensation	2,500.00
<i>Salaries Totals</i>		\$2,500.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	40.00
510.15	Taxes & Benefits Social Security	155.00
510.20	Taxes & Benefits IMRF Er Contribution	300.00
<i>Taxes & Benefits Totals</i>		\$495.00
Program	0000 - General Totals	\$2,995.00
Division	17 - Village Wide Benefit Programs Totals	\$2,995.00
Department	34 - Human Resources Totals	\$2,995.00
Department	38 - Information Technology	
Division	75 - Capital Outlay	
Program	6030 - Technology	
<i>Capital Outlay</i>		
640	Technology	34,000.00
<i>Capital Outlay Totals</i>		\$34,000.00
Program	6030 - Technology Totals	\$34,000.00
Division	75 - Capital Outlay Totals	\$34,000.00
Department	38 - Information Technology Totals	\$34,000.00
Department	52 - Public Works	
Division	01 - Administration	
Program	0000 - General	
<i>Supplies</i>		

520.05	Office Supplies General	4,700.00
	<i>Supplies Totals</i>	\$4,700.00
	<i>Services & Charges</i>	
565.05	Repair and Maintenance Machinery & Equipment	500.00
575.10	Other Memberships & Publications	16,485.00
575.15	Other Training & Travel	5,050.00
	<i>Services & Charges Totals</i>	\$22,035.00
	Program 0000 - General Totals	\$26,735.00
	Division 01 - Administration Totals	\$26,735.00
	Division 38 - Building, Grounds, Electrical	
	Program 5201 - Buildings & Grounds Maintenance	
	<i>Salaries</i>	
500.05	Salaries Full Time	90,255.00
500.20	Salaries Overtime	1,500.00
500.25	Salaries Special Compensation	750.00
	<i>Salaries Totals</i>	\$92,505.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	1,345.00
510.15	Taxes & Benefits Social Security	5,740.00
510.20	Taxes & Benefits IMRF Er Contribution	11,105.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,835.00
510.40	Taxes & Benefits Life Insurance	190.00
	<i>Taxes & Benefits Totals</i>	\$43,215.00
	<i>Supplies</i>	
525.05	Operating Supplies Custodial	12,000.00
525.35	Operating Supplies Clothing	1,200.00
530.05	R&M Supplies Equipment Parts	12,000.00
	<i>Supplies Totals</i>	\$25,200.00
	<i>Services & Charges</i>	
540.60	Services Custodial	19,400.00
560.05	Utility Services Electric	6,000.00
560.10	Utility Services Natural Gas	50,000.00
565.05	Repair and Maintenance Machinery & Equipment	10,850.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	6,145.00
	<i>Services & Charges Totals</i>	\$92,395.00
	Program 5201 - Buildings & Grounds Maintenance Totals	\$253,315.00
	Program 5202 - Mechanical Maintenance	
	<i>Salaries</i>	
500.20	Salaries Overtime	500.00
	<i>Salaries Totals</i>	\$500.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	10.00
510.15	Taxes & Benefits Social Security	35.00
510.20	Taxes & Benefits IMRF Er Contribution	60.00
	<i>Taxes & Benefits Totals</i>	\$105.00
	<i>Supplies</i>	
530.05	R&M Supplies Equipment Parts	9,280.00
	<i>Supplies Totals</i>	\$9,280.00
	<i>Services & Charges</i>	
565.05	Repair and Maintenance Machinery & Equipment	4,050.00
575.05	Other Small Tools & Equipment	300.00
	<i>Services & Charges Totals</i>	\$4,350.00
	Program 5202 - Mechanical Maintenance Totals	\$14,235.00
	Totals	

Division	38 - Building, Grounds, Electrical	\$267,550.00
	Totals	
Division	39 - Forestry	
Program	5212 - Landscape Maintenance	
	<i>Services & Charges</i>	
540.60	Services Custodial	15,000.00
	<i>Services & Charges Totals</i>	\$15,000.00
Program	5212 - Landscape Maintenance	\$15,000.00
	Totals	
Division	39 - Forestry	\$15,000.00
Division	40 - Utilities	
Program	5223 - Water System Maintenance	
	<i>Salaries</i>	
500.05	Salaries Full Time	650,800.00
500.20	Salaries Overtime	100,000.00
500.25	Salaries Special Compensation	22,500.00
	<i>Salaries Totals</i>	\$773,300.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	11,245.00
510.15	Taxes & Benefits Social Security	48,005.00
510.20	Taxes & Benefits IMRF Er Contribution	92,815.00
510.35	Taxes & Benefits Medical/Dental Insurance	132,460.00
510.40	Taxes & Benefits Life Insurance	1,345.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$286,590.00
	<i>Supplies</i>	
525.25	Operating Supplies Chemicals	5,000.00
525.35	Operating Supplies Clothing	4,200.00
530.30	R&M Supplies Utility System	140,000.00
	<i>Supplies Totals</i>	\$149,200.00
	<i>Services & Charges</i>	
540.95	Services Other	88,680.00
560.05	Utility Services Electric	260,000.00
560.10	Utility Services Natural Gas	10,000.00
560.25	Utility Services Refuse Disposal	30,000.00
565.30	Repair and Maintenance Utility System	27,600.00
565.35	Repair and Maintenance Software	4,500.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	111,395.00
575.05	Other Small Tools & Equipment	10,000.00
	<i>Services & Charges Totals</i>	\$542,175.00
Program	5223 - Water System Maintenance	\$1,751,265.00
	Totals	
Program	5224 - Water Purchase	
	<i>Services & Charges</i>	
560.15	Utility Services Water/Sewer	3,017,460.00
	<i>Services & Charges Totals</i>	\$3,017,460.00
Program	5224 - Water Purchase	\$3,017,460.00
	Totals	
Division	40 - Utilities	\$4,768,725.00
Division	43 - Engineering	
Program	0000 - General	
	<i>Salaries</i>	
500.05	Salaries Full Time	99,465.00
500.25	Salaries Special Compensation	1,000.00
	<i>Salaries Totals</i>	\$100,465.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	1,465.00
510.15	Taxes & Benefits Social Security	6,255.00

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510.20	Taxes & Benefits IMRF Er Contribution	12,060.00
510.35	Taxes & Benefits Medical/Dental Insurance	16,560.00
510.40	Taxes & Benefits Life Insurance	205.00
510.60	Taxes & Benefits Allowances	360.00
<i>Taxes & Benefits Totals</i>		\$36,905.00
<i>Services & Charges</i>		
540.25	Services Engineering	42,500.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	6,145.00
<i>Services & Charges Totals</i>		\$48,645.00
Program 0000 - General Totals		\$186,015.00
Division 43 - Engineering Totals		\$186,015.00
Division 75 - Capital Outlay		
Program 6030 - Technology		
<i>Capital Outlay</i>		
615	Improvements Other Than Buildings	30,000.00
<i>Capital Outlay Totals</i>		\$30,000.00
Program 6030 - Technology Totals		\$30,000.00
Program 6080 - Water System		
<i>Capital Outlay</i>		
615	Improvements Other Than Buildings	4,904,040.00
<i>Capital Outlay Totals</i>		\$4,904,040.00
Program 6080 - Water System Totals		\$4,904,040.00
Division 75 - Capital Outlay Totals		\$4,934,040.00
Department 52 - Public Works Totals		\$10,198,065.00
EXPENSE TOTALS		\$12,706,545.00
Fund 605 - Waterworks Fund Totals		
REVENUE TOTALS		\$12,706,545.00
EXPENSE TOTALS		\$12,706,545.00
Fund 605 - Waterworks Fund Totals		
		\$0.00

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Account	Account Description	2021 Proposed Annual Budget
Fund	610 - Sewerage Fund	
	REVENUE	
	<i>Intergovernmental Revenues</i>	
434	Grants	120,000.00
	<i>Intergovernmental Revenues Totals</i>	\$120,000.00
	<i>Charges for Services</i>	
442.05	Sewer Service Resident - Regular	2,621,265.00
442.10	Sewer Service Resident - Penalties	25,000.00
442.15	Sewer Service Non-Resident - Regular	544,065.00
442.20	Sewer Service Non-Resident - Penalties	2,000.00
442.25	Sewer Service Sewer Connection	6,000.00
442.35	Sewer Service Fair Meadows Maintenance	1,800.00
442.40	Sewer Service Flood Control	1,125,000.00
	<i>Charges for Services Totals</i>	\$4,325,130.00
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	5,000.00
	<i>Interest Income Totals</i>	\$5,000.00
	<i>Miscellaneous Revenues</i>	
474.90	Other Miscellaneous Income	250.00
	<i>Miscellaneous Revenues Totals</i>	\$250.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	(450,032.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$450,032.00)
	REVENUE TOTALS	\$4,000,348.00
	EXPENSE	
	Department 30 - Finance & Operations	
	Division 17 - Village Wide Benefit Programs	
	Program 0000 - General	
	<i>Services & Charges</i>	
555.10	Insurance Liability Premiums	61,000.00
	<i>Services & Charges Totals</i>	\$61,000.00
	Program 0000 - General Totals	\$61,000.00
	Division 17 - Village Wide Benefit Programs Totals	\$61,000.00
	Division 70 - Debt Service	
	Program 3058 - GO Ref Series 2010A	
	<i>Debt Service</i>	
705	Principal	675,000.00
710	Interest	55,200.00
715	Paying Agent Fees	500.00
	<i>Debt Service Totals</i>	\$730,700.00
	Program 3058 - GO Ref Series 2010A Totals	\$730,700.00
	Program 3067 - GO Ref Series 2014A	
	<i>Debt Service</i>	
705	Principal	265,000.00
710	Interest	59,415.00
715	Paying Agent Fees	500.00
	<i>Debt Service Totals</i>	\$324,915.00
	Program 3067 - GO Ref Series 2014A Totals	\$324,915.00
	Program 3069 - GO Series 2015	
	<i>Debt Service</i>	
705	Principal	145,000.00
710	Interest	35,110.00
715	Paying Agent Fees	500.00

<i>Debt Service Totals</i>		\$180,610.00
Program	3069 - GO Series 2015 Totals	\$180,610.00
Division	70 - Debt Service Totals	\$1,236,225.00
Division	80 - Interfund Transfers	
Program	0000 - General	
<i>Services & Charges</i>		
540.90	Services Administrative Service Charge	540,000.00
<i>Services & Charges Totals</i>		\$540,000.00
<i>Other Financing Uses</i>		
905	Interfund Transfers Out	305,000.00
<i>Other Financing Uses Totals</i>		\$305,000.00
Program	0000 - General Totals	\$845,000.00
Division	80 - Interfund Transfers Totals	\$845,000.00
Department	30 - Finance & Operations Totals	\$2,142,225.00
Department	34 - Human Resources	
Division	17 - Village Wide Benefit Programs	
Program	0000 - General	
<i>Salaries</i>		
500.25	Salaries Special Compensation	500.00
<i>Salaries Totals</i>		\$500.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	10.00
510.15	Taxes & Benefits Social Security	35.00
510.20	Taxes & Benefits IMRF Er Contribution	60.00
<i>Taxes & Benefits Totals</i>		\$105.00
Program	0000 - General Totals	\$605.00
Division	17 - Village Wide Benefit Programs Totals	\$605.00
Department	34 - Human Resources Totals	\$605.00
Department	52 - Public Works	
Division	40 - Utilities	
Program	5221 - Sanitary System Maintenance	
<i>Salaries</i>		
500.05	Salaries Full Time	316,095.00
500.20	Salaries Overtime	15,000.00
500.25	Salaries Special Compensation	1,750.00
<i>Salaries Totals</i>		\$332,845.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	4,840.00
510.15	Taxes & Benefits Social Security	20,640.00
510.20	Taxes & Benefits IMRF Er Contribution	39,950.00
510.35	Taxes & Benefits Medical/Dental Insurance	97,670.00
510.40	Taxes & Benefits Life Insurance	660.00
<i>Taxes & Benefits Totals</i>		\$163,760.00
<i>Supplies</i>		
525.25	Operating Supplies Chemicals	3,500.00
525.35	Operating Supplies Clothing	2,400.00
530.30	R&M Supplies Utility System	13,500.00
<i>Supplies Totals</i>		\$19,400.00
<i>Services & Charges</i>		
540.95	Services Other	3,500.00
560.25	Utility Services Refuse Disposal	49,590.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	40,510.00
575.05	Other Small Tools & Equipment	3,200.00
<i>Services & Charges Totals</i>		\$96,800.00

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Program	5221 - Sanitary System	\$612,805.00
	Maintenance Totals	
Program	5222 - Storm System Maintenance	
<i>Salaries</i>		
500.05	Salaries Full Time	83,900.00
500.20	Salaries Overtime	5,000.00
500.25	Salaries Special Compensation	750.00
	<i>Salaries Totals</i>	\$89,650.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,305.00
510.15	Taxes & Benefits Social Security	5,560.00
510.20	Taxes & Benefits IMRF Er Contribution	10,760.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,835.00
510.40	Taxes & Benefits Life Insurance	175.00
	<i>Taxes & Benefits Totals</i>	\$42,635.00
<i>Supplies</i>		
525.35	Operating Supplies Clothing	1,340.00
530.30	R&M Supplies Utility System	13,250.00
	<i>Supplies Totals</i>	\$14,590.00
<i>Services & Charges</i>		
540.25	Services Engineering	14,000.00
540.95	Services Other	11,500.00
560.25	Utility Services Refuse Disposal	1,750.00
565.30	Repair and Maintenance Utility System	9,000.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	40,510.00
575.05	Other Small Tools & Equipment	1,250.00
	<i>Services & Charges Totals</i>	\$78,010.00
Program	5222 - Storm System	\$224,885.00
	Maintenance Totals	
Division	40 - Utilities	\$837,690.00
Division	43 - Engineering	
Program	0000 - General	
<i>Salaries</i>		
500.05	Salaries Full Time	135,045.00
500.25	Salaries Special Compensation	3,350.00
	<i>Salaries Totals</i>	\$138,395.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,010.00
510.15	Taxes & Benefits Social Security	8,585.00
510.20	Taxes & Benefits IMRF Er Contribution	16,610.00
510.35	Taxes & Benefits Medical/Dental Insurance	24,835.00
510.40	Taxes & Benefits Life Insurance	280.00
	<i>Taxes & Benefits Totals</i>	\$52,320.00
<i>Services & Charges</i>		
540.25	Services Engineering	22,500.00
545.15	Communications Cell Phones	468.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	6,145.00
	<i>Services & Charges Totals</i>	\$29,113.00
Program	0000 - General	\$219,828.00
Division	43 - Engineering	\$219,828.00
Division	75 - Capital Outlay	
Program	6020 - Flood Control	
<i>Capital Outlay</i>		
615	Improvements Other Than Buildings	650,000.00
	<i>Capital Outlay Totals</i>	\$650,000.00

Program 6020 - Flood Control Totals		\$650,000.00
Program 6050 - Sanitary Sewer System		
Capital Outlay		
615	Improvements Other Than Buildings	150,000.00
Capital Outlay Totals		\$150,000.00
Program 6050 - Sanitary Sewer System Totals		\$150,000.00
Division 75 - Capital Outlay Totals		\$800,000.00
Department 52 - Public Works Totals		\$1,857,518.00
EXPENSE TOTALS		\$4,000,348.00
Fund 610 - Sewerage Fund Totals		
REVENUE TOTALS		\$4,000,348.00
EXPENSE TOTALS		\$4,000,348.00
Fund 610 - Sewerage Fund Totals		\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	615 - Refuse Fund	
	REVENUE	
	<i>Licenses and Permits</i>	
420.20	Business Licenses & Permits Commercial Refuse License	13,500.00
	<i>Licenses and Permits Totals</i>	\$13,500.00
	<i>Charges for Services</i>	
443.05	Refuse Service Refuse Collection	3,720,625.00
443.25	Refuse Service Penalties	37,500.00
443.30	Refuse Service Multi-Family Disposal Fee	730,360.00
	<i>Charges for Services Totals</i>	\$4,488,485.00
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	7,500.00
	<i>Interest Income Totals</i>	\$7,500.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	(3,100.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$3,100.00)
	REVENUE TOTALS	\$4,506,385.00
	EXPENSE	
	Department 30 - Finance & Operations	
	Division 80 - Interfund Transfers	
	Program 0000 - General	
	<i>Services & Charges</i>	
540.90	Services Administrative Service Charge	158,000.00
	<i>Services & Charges Totals</i>	\$158,000.00
	<i>Other Financing Uses</i>	
905	Interfund Transfers Out	475,000.00
	<i>Other Financing Uses Totals</i>	\$475,000.00
	Program 0000 - General Totals	\$633,000.00
	Division 80 - Interfund Transfers Totals	\$633,000.00
	Department 30 - Finance & Operations Totals	\$633,000.00
	Department 52 - Public Works	
	Division 40 - Utilities	
	Program 5225 - Refuse & Recycling	
	<i>Services & Charges</i>	
560.20	Utility Services Refuse Collection	2,673,065.00
560.25	Utility Services Refuse Disposal	1,200,320.00
	<i>Services & Charges Totals</i>	\$3,873,385.00
	Program 5225 - Refuse & Recycling Totals	\$3,873,385.00
	Division 40 - Utilities Totals	\$3,873,385.00
	Department 52 - Public Works Totals	\$3,873,385.00
	EXPENSE TOTALS	\$4,506,385.00
	Fund 615 - Refuse Fund Totals	
	REVENUE TOTALS	\$4,506,385.00
	EXPENSE TOTALS	\$4,506,385.00
	Fund 615 - Refuse Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	620 - Parking System Fund	
	REVENUE	
	<i>Fines and Fees</i>	
453.10	Parking Fees Daily Fee - Commuter	170,000.00
453.50	Parking Fees Permit Fee - Business	2,500.00
453.55	Parking Fees Permit Fee - Commuter	100,000.00
	<i>Fines and Fees Totals</i>	\$272,500.00
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	1,000.00
	<i>Interest Income Totals</i>	\$1,000.00
	<i>Miscellaneous Revenues</i>	
470.05	Rental Income Buildings	20,500.00
	<i>Miscellaneous Revenues Totals</i>	\$20,500.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	288,905.00
	<i>(Source)/Use of Reserves Totals</i>	\$288,905.00
	REVENUE TOTALS	\$582,905.00
	EXPENSE	
	Department 30 - Finance & Operations	
	Division 12 - Billing & Collections	
	Program 3023 - Commuter Parking	
	<i>Services & Charges</i>	
540.15	Services Banking	25,200.00
570.20	Rental Buildings	54,900.00
	<i>Services & Charges Totals</i>	\$80,100.00
	Program 3023 - Commuter Parking	\$80,100.00
	Totals	
	Division 12 - Billing & Collections Totals	\$80,100.00
	Division 80 - Interfund Transfers	
	Program 0000 - General	
	<i>Services & Charges</i>	
540.90	Services Administrative Service Charge	163,000.00
	<i>Services & Charges Totals</i>	\$163,000.00
	Program 0000 - General Totals	\$163,000.00
	Division 80 - Interfund Transfers Totals	\$163,000.00
	Department 30 - Finance & Operations	\$243,100.00
	Totals	
	Department 52 - Public Works	
	Division 38 - Building, Grounds, Electrical	
	Program 5201 - Buildings & Grounds Maintenance	
	<i>Salaries</i>	
500.20	Salaries Overtime	4,500.00
	<i>Salaries Totals</i>	\$4,500.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	70.00
510.15	Taxes & Benefits Social Security	280.00
510.20	Taxes & Benefits IMRF Er Contribution	540.00
	<i>Taxes & Benefits Totals</i>	\$890.00
	<i>Services & Charges</i>	
540.60	Services Custodial	95,000.00
540.95	Services Other	90,395.00
560.05	Utility Services Electric	52,000.00
560.10	Utility Services Natural Gas	6,000.00
565.15	Repair and Maintenance Buildings	52,020.00
565.25	Repair and Maintenance Landscape	19,000.00
	<i>Services & Charges Totals</i>	\$314,415.00

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Program	5201 - Buildings & Grounds	\$319,805.00
	Maintenance Totals	
Division	38 - Building, Grounds, Electrical Totals	\$319,805.00
Division	75 - Capital Outlay	
Program	6010 - Buildings & Facilities	
Capital Outlay		
610	Buildings & Structures	20,000.00
	Capital Outlay Totals	\$20,000.00
Program	6010 - Buildings & Facilities	\$20,000.00
	Totals	
Division	75 - Capital Outlay Totals	\$20,000.00
Department	52 - Public Works Totals	\$339,805.00
	EXPENSE TOTALS	\$582,905.00
Fund	620 - Parking System Fund Totals	
	REVENUE TOTALS	\$582,905.00
	EXPENSE TOTALS	\$582,905.00
Fund	620 - Parking System Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund 702 - Liability Insurance Fund		
REVENUE		
	<i>Charges for Services</i>	
440.95	Intragovernmental Service Charge Charge to Operations	1,528,500.00
	<i>Charges for Services Totals</i>	\$1,528,500.00
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	15,000.00
	<i>Interest Income Totals</i>	\$15,000.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	431,350.00
	<i>(Source)/Use of Reserves Totals</i>	\$431,350.00
	REVENUE TOTALS	\$1,974,850.00
EXPENSE		
Department 34 - Human Resources		
Division 19 - Liability Insurance Program		
Program 0000 - General		
	<i>Services & Charges</i>	
540.05	Services Management Consulting	18,200.00
540.15	Services Banking	3,500.00
540.40	Services Management Fees	25,000.00
540.55	Services Claims Administration	36,650.00
540.95	Services Other	320,000.00
555.10	Insurance Liability Premiums	596,500.00
555.30	Insurance General Liability Claims	117,500.00
555.35	Insurance Property Claims	78,000.00
555.40	Insurance Automotive Claims	59,500.00
555.45	Insurance Work Comp Claims	695,000.00
555.50	Insurance Unemployment Claims	7,500.00
575.10	Other Memberships & Publications	17,500.00
	<i>Services & Charges Totals</i>	\$1,974,850.00
	Program 0000 - General Totals	\$1,974,850.00
	Division 19 - Liability Insurance Program Totals	\$1,974,850.00
	Department 34 - Human Resources Totals	\$1,974,850.00
	EXPENSE TOTALS	\$1,974,850.00
Fund 702 - Liability Insurance Fund Totals		
	REVENUE TOTALS	\$1,974,850.00
	EXPENSE TOTALS	\$1,974,850.00
Fund 702 - Liability Insurance Fund Totals		\$0.00

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Account	Account Description	2021 Proposed Annual Budget
Fund	710 - Fleet Services Fund	
REVENUE		
<i>Intergovernmental Revenues</i>		
430.45	Shared Revenues County Gas Tax Rebate	13,500.00
432.50	Reimbursements Various Gov'ts - Fuel	90,000.00
432.55	Reimbursements Various Gov'ts - Vehicle Parts	40,000.00
432.60	Reimbursements Various Gov'ts - Fleet Labor	30,000.00
<i>Intergovernmental Revenues Totals</i>		\$173,500.00
<i>Charges for Services</i>		
440.95	Intragovernmental Service Charge Charge to Operations	1,572,765.00
<i>Charges for Services Totals</i>		\$1,572,765.00
<i>Interest Income</i>		
460.05	Interest Income Interest on Investments	5,000.00
<i>Interest Income Totals</i>		\$5,000.00
<i>Miscellaneous Revenues</i>		
471.05	Insurance & Property Damage Property Damage Recovery	15,000.00
<i>Miscellaneous Revenues Totals</i>		\$15,000.00
<i>(Source)/Use of Reserves</i>		
499	(Source)/Use of Reserves	30,000.00
<i>(Source)/Use of Reserves Totals</i>		\$30,000.00
REVENUE TOTALS		\$1,796,265.00
EXPENSE		
Department	52 - Public Works	
Division	42 - Fleet Services	
Program	0000 - General	
<i>Salaries</i>		
500.05	Salaries Full Time	570,315.00
500.20	Salaries Overtime	8,000.00
500.25	Salaries Special Compensation	7,050.00
<i>Salaries Totals</i>		\$585,365.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	8,500.00
510.15	Taxes & Benefits Social Security	36,305.00
510.20	Taxes & Benefits IMRF Er Contribution	70,255.00
510.35	Taxes & Benefits Medical/Dental Insurance	120,840.00
510.40	Taxes & Benefits Life Insurance	1,185.00
<i>Taxes & Benefits Totals</i>		\$237,085.00
<i>Supplies</i>		
525.15	Operating Supplies Motor Fuel	395,000.00
525.20	Operating Supplies Lubricants & Additives	20,000.00
525.35	Operating Supplies Clothing	3,000.00
530.10	R&M Supplies Vehicle Parts	411,000.00
<i>Supplies Totals</i>		\$829,000.00
<i>Services & Charges</i>		
540.95	Services Other	17,500.00
560.25	Utility Services Refuse Disposal	1,000.00
565.05	Repair and Maintenance Machinery & Equipment	26,000.00
565.10	Repair and Maintenance Vehicles	78,940.00
565.35	Repair and Maintenance Software	9,000.00
575.05	Other Small Tools & Equipment	12,375.00
<i>Services & Charges Totals</i>		\$144,815.00
Program 0000 - General Totals		\$1,796,265.00

Attachment: CY 2021 Budget Ord (CY 2021 Budget Ordinance)

Division	42 - Fleet Services	Totals	\$1,796,265.00
Department	52 - Public Works	Totals	\$1,796,265.00
	EXPENSE TOTALS		\$1,796,265.00
Fund	710 - Fleet Services Fund	Totals	
	REVENUE TOTALS		\$1,796,265.00
	EXPENSE TOTALS		\$1,796,265.00
Fund	710 - Fleet Services Fund	Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	801 - Police Pension Fund	
	REVENUE	
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	750,000.00
461.05	Investment Income Realized Gain/Loss	250,000.00
	<i>Interest Income Totals</i>	\$1,000,000.00
	<i>Miscellaneous Revenues</i>	
473.05	Pension Contributions Employer Contributions	5,730,000.00
473.10	Pension Contributions Employee Contributions	1,157,975.00
	<i>Miscellaneous Revenues Totals</i>	\$6,887,975.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	(861,975.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$861,975.00)
	REVENUE TOTALS	\$7,026,000.00
	EXPENSE	
	Department 12 - Boards & Commissions	
	Division 07 - Police Pension Board	
	Program 0000 - General	
	<i>Salaries</i>	
505.05	Pension Service	5,600,000.00
505.10	Pension Duty Disability	325,000.00
505.15	Pension Non-Duty Disability	90,000.00
505.20	Pension Surviving Spouse	560,000.00
	<i>Salaries Totals</i>	\$6,575,000.00
	<i>Supplies</i>	
520.05	Office Supplies General	500.00
	<i>Supplies Totals</i>	\$500.00
	<i>Services & Charges</i>	
540.10	Services Financial	300,000.00
540.15	Services Banking	2,000.00
540.30	Services Legal	25,000.00
540.35	Services Medical	5,000.00
540.95	Services Other	12,000.00
575.10	Other Memberships & Publications	1,500.00
575.15	Other Training & Travel	5,000.00
	<i>Services & Charges Totals</i>	\$350,500.00
	<i>Other Expenses</i>	
805	Refunds	100,000.00
	<i>Other Expenses Totals</i>	\$100,000.00
	Program 0000 - General Totals	\$7,026,000.00
	Division 07 - Police Pension Board Totals	\$7,026,000.00
	Department 12 - Boards & Commissions Totals	\$7,026,000.00
	EXPENSE TOTALS	\$7,026,000.00
Fund	801 - Police Pension Fund Totals	
	REVENUE TOTALS	\$7,026,000.00
	EXPENSE TOTALS	\$7,026,000.00
Fund	801 - Police Pension Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	802 - Fire Pension Fund	
	REVENUE	
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	750,000.00
461.05	Investment Income Realized Gain/Loss	250,000.00
	<i>Interest Income Totals</i>	\$1,000,000.00
	<i>Miscellaneous Revenues</i>	
473.05	Pension Contributions Employer Contributions	5,575,000.00
473.10	Pension Contributions Employee Contributions	972,750.00
	<i>Miscellaneous Revenues Totals</i>	\$6,547,750.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	(454,250.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$454,250.00)
	REVENUE TOTALS	\$7,093,500.00
	EXPENSE	
	Department 12 - Boards & Commissions	
	Division 08 - Fire Pension Board	
	Program 0000 - General	
	<i>Salaries</i>	
505.05	Pension Service	6,070,000.00
505.10	Pension Duty Disability	440,000.00
505.15	Pension Non-Duty Disability	80,000.00
505.20	Pension Surviving Spouse	115,000.00
	<i>Salaries Totals</i>	\$6,705,000.00
	<i>Supplies</i>	
520.05	Office Supplies General	500.00
	<i>Supplies Totals</i>	\$500.00
	<i>Services & Charges</i>	
540.10	Services Financial	250,000.00
540.15	Services Banking	2,000.00
540.30	Services Legal	15,000.00
540.35	Services Medical	5,000.00
540.95	Services Other	12,000.00
575.10	Other Memberships & Publications	1,000.00
575.15	Other Training & Travel	3,000.00
	<i>Services & Charges Totals</i>	\$288,000.00
	<i>Other Expenses</i>	
805	Refunds	100,000.00
	<i>Other Expenses Totals</i>	\$100,000.00
	Program 0000 - General Totals	\$7,093,500.00
	Division 08 - Fire Pension Board Totals	\$7,093,500.00
	Department 12 - Boards & Commissions Totals	\$7,093,500.00
	EXPENSE TOTALS	\$7,093,500.00
Fund	802 - Fire Pension Fund Totals	
	REVENUE TOTALS	\$7,093,500.00
	EXPENSE TOTALS	\$7,093,500.00
Fund	802 - Fire Pension Fund Totals	\$0.00

Account	Account Description	2021 Proposed Annual Budget
Fund	825 - Special Service Areas Fund	
	REVENUE	
	<i>Taxes</i>	
410.25	Property Tax Debt Service	588,050.00
	<i>Taxes Totals</i>	\$588,050.00
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	3,000.00
	<i>Interest Income Totals</i>	\$3,000.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	(4,825.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$4,825.00)
	REVENUE TOTALS	\$586,225.00
	EXPENSE	
	Department 30 - Finance & Operations	
	Division 70 - Debt Service	
	Program 3050 - SSA#5 Series 2008	
	<i>Debt Service</i>	
705	Principal	115,000.00
710	Interest	468,225.00
715	Paying Agent Fees	3,000.00
	<i>Debt Service Totals</i>	\$586,225.00
	Program 3050 - SSA#5 Series 2008	\$586,225.00
	Totals	
	Division 70 - Debt Service Totals	\$586,225.00
	Department 30 - Finance & Operations Totals	\$586,225.00
	EXPENSE TOTALS	\$586,225.00
Fund	825 - Special Service Areas Fund Totals	
	REVENUE TOTALS	\$586,225.00
	EXPENSE TOTALS	\$586,225.00
Fund	825 - Special Service Areas Fund Totals	\$0.00
	Net Grand Totals	
	REVENUE GRAND TOTALS	\$118,148,164.00
	EXPENSE GRAND TOTALS	\$118,148,164.00
	Net Grand Totals	\$0.00

Attachment: CY 2021 Budget Ord (CY 2021 Budget Ordinance)

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, REID T. OTTESEN, do hereby certify that I am the duly appointed, qualified and acting Budget Officer of the Village of Palatine, Cook County, Illinois.

In accordance with 65 ILCS 5/8-2-9.3, I do further certify that the foregoing is a true and correct copy of the Village of Palatine's estimate of revenues by source, anticipated to be received by the Village of Palatine in the calendar year 2021.

I do further certify that the original, of which the foregoing is a true copy, is entrusted to my care for safekeeping and that I am the keeper of the same.

BY WITNESS WHEREOF, I have hereunto set my hand and caused the corporate seal of the Village of Palatine to be affixed, this 7th day of December 2020.

Reid T. Ottesen, Village Manager and
Budget Officer of the Village of Palatine

ATTEST:

Doris Sadik
Deputy Village Clerk

Attachment: CY 2021 Budget Ord (CY 2021 Budget Ordinance)

Consider the 2020 Tax Levy Ordinance

6.C.1.B

BACKGROUND:

The Tax Levy Ordinance must be passed and a certified copy thereof filed with the County Clerk on or before the last Tuesday in December {December 29, 2020}. A public hearing is required if the proposed levy is more than 105% of the prior year's final aggregate levy extensions, plus any amount abated.

KEY ISSUES:

The Mayor and Council have previously reviewed the tax levy request as part of the review of the Proposed CY 2021 Budget.

The final proposed net property tax levy is not more than 105% of the prior year's final aggregate levy extension, thus no public hearing on the Proposed 2020 Tax Levy was required.

2020 Proposed Tax Levy

• Total Levy	\$29,801,533
• Abatements	\$ 6,804,699
• Net Requested Levy	\$22,996,834

The 2020 Tax Levy Request was formulated using \$6.8 million in abatements from various alternative revenue sources.

The proposed levy for 2020 provides the funds necessary for the Village government to provide effective Public Safety services; fund mandated pension programs; and pay debt service costs for 2021.

RECOMMENDATION:

Staff recommends that the Mayor & Council approve the 2020 Property Tax Levy Ordinance.

BUDGET IMPACT:

Adoption of this ordinance provides funding for critical Public Safety, Mandated Employee Pension, and legally required Debt Service Expenditures as provided for in the CY 2021 Annual Operating Budget.

ACTION REQUIRED:

Motion to approve the Tax Levy Ordinance, at Council's discretion.

ATTACHMENTS:

- TY 2020 Tax Levy Ord

ORDINANCE NO. O - _____ - 20

TAX LEVY ORDINANCE

An ordinance levying taxes for corporate purposes for the fiscal year commencing with the first day of January 2021, and ending with the thirty-first day of December 2021, for the Village of Palatine, Cook County, Illinois to-wit:

BE IT ORDAINED by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, that:

SECTION 1: A tax for the following sums of money or as much thereof as may be authorized by law to defray all expenses and liabilities of the Village, be and the same is hereby levied for the purposes specified against all taxable property in the Village of Palatine according to the valuation of said property as is, or as shall be assessed or equalized for State and County purposes for the calendar year of 2020:

	<u>BUDGETED</u>	<u>LEVIED</u>
BUDGETED FOR POLICE PROTECTION SERVICES.....\$	18,976,215	
FOR POLICE PROTECTION SERVICES (FUND CODE 014)		
THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL		
OTHER TAXES AS PROVIDED BY LAW		\$ 3,397,089
BUDGETED FOR THE VILLAGE SHARE OF		
POLICE PENSION FUND OBLIGATIONS.....\$	5,730,000	
FOR THE VILLAGE SHARE OF POLICE PENSION		
(FUND CODE 006) OBLIGATIONS THERE IS HEREBY		
LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		
AS PROVIDED BY LAW		\$ 5,640,000
BUDGETED FOR FIRE PROTECTION SERVICES.....\$	15,060,735	
FOR FIRE PROTECTION SERVICES (FUND CODE 013)		
THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL		
OTHER TAXES AS PROVIDED BY LAW		\$ 3,397,089
BUDGETED FOR THE VILLAGE SHARE OF		
FIREFIGHTER PENSION FUND OBLIGATIONS.....\$	5,575,000	
FOR THE VILLAGE SHARE OF FIREFIGHTER PENSION		
(FUND CODE 007) OBLIGATIONS THERE IS HEREBY		
LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		
AS PROVIDED BY LAW		\$ 5,485,000

Attachment: TY 2020 Tax Levy Ord (2020 Tax Levy)

	<u>BUDGETED</u>	<u>LEVIED</u>
BUDGETED FOR THE VILLAGE SHARE OF MEDICARE AND SOCIAL SECURITY OBLIGATIONS (FICA).....	\$ 2,742,935	
FOR THE VILLAGE SHARE OF SOCIAL SECURITY (FUND CODE 016) OBLIGATIONS THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 2,600,000
BUDGETED FOR THE VILLAGE SHARE OF ILLINOIS MUNICIPAL RETIREMENT FUND OBLIGATIONS.....	\$ 1,430,605	
FOR THE VILLAGE SHARE OF ILLINOIS MUNICIPAL RETIREMENT FUND (FUND CODE 008) OBLIGATIONS THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 1,200,000
BUDGETED FOR PRINCIPAL AND INTEREST OF:		
GENERAL OBLIGATION REFUNDING BOND SERIES 2010A.....	\$ 731,200	
GENERAL OBLIGATION REFUNDING BOND TAXABLE SERIES 2012.....	\$ 608,650	
GENERAL OBLIGATION REFUNDING BOND SERIES 2014A.....	\$ 987,615	
GENERAL OBLIGATION REFUNDING BOND TAXABLE SERIES 2014B.....	\$ 788,070	
GENERAL OBLIGATION BOND SERIES 2015.....	\$ 898,650	
GENERAL OBLIGATION REFUNDING BOND SERIES 2017A.....	\$ 1,353,975	
GENERAL OBLIGATION REFUNDING BOND SERIES 2017B.....	\$ 43,950	
GENERAL OBLIGATION REFUNDING BOND TAXABLE SERIES 2017C.....	\$ 663,350	
GENERAL OBLIGATION REFUNDING BOND TAXABLE SERIES 2017D.....	\$ 773,195	
GENERAL OBLIGATION REFUNDING BOND SERIES 2018.....	\$ 742,500	
GENERAL OBLIGATION REFUNDING BOND SERIES 2020.....	\$ 491,210	
FOR GENERAL OBLIGATION BONDS & INTEREST (FUND CODE 003) THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$8,082,355

SUMMARY

Police Protection (Fund Code 014) Levy:.....	\$ 3,397,089
Fire Protection (Fund Code 013) Levy:.....	\$ 3,397,089
Social Security (Fund Code 016) Levy:.....	\$ 2,600,000
Illinois Municipal Retirement Fund (Fund Code 008) Levy:.....	\$ 1,200,000
Police Pension (Fund Code 006) Levy:.....	\$ 5,640,000
Fire Pension (Fund Code 007) Levy:.....	\$ 5,485,000
General Obligation Bond & Interest (Fund Code 003) Levy:.....	\$ 8,082,355
Total – All Levies.....	\$ 29,801,533

SECTION 2: That all ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED: This 7th day of December 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this 7th day of December 2020

ATTESTED and FILED in the
Office of the Village Clerk this
7th day of December 2020

Mayor of the Village of Palatine

Village Clerk

Attachment: TY 2020 Tax Levy Ord (2020 Tax Levy)

TRUTH IN TAXATION**CERTIFICATE OF COMPLIANCE**

I, Jim Schwantz, hereby certify that I am the presiding officer of the Village of Palatine, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85(2002).

This certificate applies to the 2020 levy.

Dated this 7th day of December 2020

JIM SCHWANTZ
MAYOR OF THE VILLAGE OF PALATINE

(SEAL)

Attachment: TY 2020 Tax Levy Ord (2020 Tax Levy)

Consider an Ordinance to Abate 2020 Property Tax Levy

6.C.1.C

BACKGROUND:

The Tax Levy Ordinance must be passed and a certified copy thereof filed with the County Clerk on or before the last Tuesday in December {December 29, 2020}. (65 ILCS 5/8-3-1)

KEY ISSUES:

Staff is requesting the adoption of the 2020 Property Tax Levy Abatements as proposed. The Proposed 2020 Property Tax Levy includes abatements from various sources, as noted:

- \$4,855,336 from TIF revenues;
- \$1,050,713 from Flood Control Surcharge Revenues; and
- \$898,650 from Water & Sewer Revenues.

These abatements, totaling \$6,804,699, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$29,801,533 to \$22,996,834, a 22.8% reduction.

RECOMMENDATION:

Staff recommends adoption of the 2020 Property Tax Levy Abatement Ordinance as proposed.

BUDGET IMPACT:

Adoption of this ordinance provides for a reduced Property Tax burden on each and every home and business owner in Palatine.

ACTION REQUIRED:

Motion to approve An Ordinance to Abate Property Taxes.

ATTACHMENTS:

- TY 2020 Tax Levy Abatement Ord

ORDINANCE NO. O - _____ - 20

AN ORDINANCE TO ABATE PROPERTY TAXES

WHEREAS, the Mayor and Village Council of the Village of Palatine have determined that the Village has funds on hand from various sources to pay a portion of Principal and Interest on General Obligation Bonds levied for Tax Year 2020;

NOW THEREFORE, BE IT ORDAINED by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, that:

SECTION 1: The taxes heretofore levied and previously reduced by certificate of reduction for the year 2020 to pay the costs of Principal and Interest on General Obligation Refunding Bonds, Series 2010A in the amount of \$731,200 are hereby abated by the amount of \$731,200, so that the rate of tax shall produce the amount of taxes equal to zero dollars.

SECTION 2: The taxes heretofore levied for the year 2020 to pay the costs of Principal and Interest on General Obligation Refunding Bonds, Series 2012 in the amount of \$608,650 are hereby abated by the amount of \$608,650, so that the rate of tax shall produce the amount of taxes equal to zero.

SECTION 3: The taxes heretofore levied for the year 2020 to pay the costs of Principal and Interest on General Obligation Refunding Bonds, Series 2014A and General Obligation Taxable Refunding Bonds, Series 2014B in the amount of \$1,775,683 are hereby abated by the amount of \$1,775,683, so that the rate of tax shall produce the amount of taxes equal to zero dollars.

SECTION 4: The taxes heretofore levied for the year 2020 to pay the costs of Principal and Interest on General Obligation Bonds, Series 2015 in the amount of \$898,650 are hereby abated by the amount of \$898,650, so that the rate of tax shall produce the amount of taxes equal to zero dollars.

SECTION 5: The taxes heretofore levied for the year 2020 to pay the costs of Principal and Interest on General Obligation Refunding Bonds, Series 2017A in the amount of \$1,353,973 are hereby abated by the amount of \$1,353,973, so that the rate of tax shall produce the amount of taxes equal to zero dollars.

SECTION 6: The taxes heretofore levied for the year 2020 to pay the costs of Principal and Interest on General Obligation Refunding Bonds, Taxable Series 2017C in the amount of \$663,350 are hereby abated by the amount of \$663,350, so that the rate of tax shall produce the amount of taxes equal to zero dollars.

SECTION 7: The taxes heretofore levied for the year 2020 to pay the costs of Principal and Interest on General Obligation Refunding Bonds, Taxable Series 2017D in the amount of \$773,193 are hereby abated by the amount of \$773,193, so that the rate of tax shall produce the amount of taxes equal to zero dollars.

SECTION 8: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 9: That this ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED: This 7th day of December 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this 7th day of December 2020

ATTESTED and FILED in the
Office of the Village Clerk this
7th day of December 2020

Mayor of the Village of Palatine

Village Clerk

Consider the 2020 Tax Levy Ordinance for Village of Palatine Special Service Area Number Five

6.C.1.D

BACKGROUND:

The Tax Levy Ordinance must be passed and a certified copy thereof filed with the County Clerk on or before the last Tuesday in December {December 29, 2020}.

KEY ISSUES:

The Village Council established Special Service Area #5 to accommodate public improvements for the Woods of Countryside. These improvements were: (i) the construction and installation of a fire suppression system consisting of a sprinkler system in existing residential buildings (the “Fire Safety Improvements”) in order to protect the health and safety of workers, tenants and visitors in the buildings located in the Special Service Area; and (ii) the provision of street lighting in the public way by the construction and installation of street lights and related equipment (the “Street Lighting Improvements”).

The proposed levy is per the established bond schedule.

This property tax is separate from the rest of the Village and is only applicable to the residents within the boundaries of Special Service Area #5. This levy totals \$588,050.

RECOMMENDATION:

Staff recommends that the Mayor & Council approve the 2020 Special Service Area #5 Property Tax Levy Ordinance as proposed.

BUDGET IMPACT:

Adoption of this ordinance provides funding for legally required Debt Service Expenditures for CY 2021.

ACTION REQUIRED:

Motion to approve the 2020 Tax Levy Ordinance for the Village of Palatine Special Service Area Number Five.

ATTACHMENTS:

- TY 2020 Tax Levy Ord SSA#5

ORDINANCE NO. O - _____ - 20

**TAX LEVY ORDINANCE FOR VILLAGE OF PALATINE
SPECIAL SERVICE AREA NUMBER FIVE**

An ordinance levying taxes for the fiscal year commencing with the first day of January 2021, and ending with the thirty-first day of December 2021, for the Village of Palatine Special Service Area Number 5, Cook County, Illinois to-wit:

BE IT ORDAINED by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, that

SECTION 1: A tax for the payment of principal and interest on Village of Palatine Special Service Area Number Five bonds, issued pursuant to ordinance O-151-08, be and the same is hereby levied for the purposes specified against all taxable property within Special Service Area Number Five according to the valuation of said property as is, or as shall be assessed or equalized for State and County purposes for the calendar year of 2020:

FOR SPECIAL SERVICE AREA BONDS & INTEREST
(FUND CODE 003) THERE IS HEREBY LEVIED A TAX
IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW\$ 588,050

SECTION 2: That all ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED: This 7th day of December 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this 7th day of December 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the
Office of the Village Clerk this
7th day of December 2020

Village Clerk

Attachment: TY 2020 Tax Levy Ord SSA#5 (2020 SSA #5 Tax Levy)

Consider a Motion Adopting the 2021 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2021

BACKGROUND: The Mayor and Village Council annually adopt a salary schedule as part of the budget approval process. The proposed salary schedule remains in effect throughout the year unless formally amended.

KEY ISSUES:

- The wage adjustment for non-union and non-management employees is a pool representing 2.5%.
- The Fraternal Order of Police is entering the second year of a three year agreement, under which they will receive an increase of 2.5%.
- Palatine Firefighters, Local #4588 IAFF, will receive an increase recently bargained and considered under a separate motion. The increase for Firefighter/Paramedics is 2.46%. The increase for Lieutenants and Captains is 2.51%.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) have a collective bargaining agreement that expires this year. The Village and Union will schedule meetings to discuss new contract terms.
- Management/Professional and Executive Leadership positions do not receive a cost of living increase. Merit increases will be based solely upon performance for this group of employees and will vary accordingly. The ranges were adjusted by 2.5%.

ALTERNATIVES:

1. Approve the ordinance.
2. Do not approve the ordinance.

RECOMMENDATION:

Staff recommends approval of the ordinance establishing rates of compensation for certain officers and employees of the Village, effective January 1, 2021.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2021.

Attachments

Ordinance for 2021 Salary Schedule
CY 2021 Schedule I (Step Schedule) and Schedule II

ATTACHMENTS:

- 2021 Compensation Ordinance
- CY 2021 Step Schedule

ORDINANCE NO. _____

**AN ORDINANCE
ESTABLISHING RATES OF COMPENSATION
FOR CERTAIN OFFICERS AND EMPLOYEES
OF THE VILLAGE OF PALATINE**

BE IT ORDAINED, by the Mayor and Council of the Village of Palatine, Cook County, Illinois, that:

SECTION 1: There is hereby established a salary schedule which shall be the basis for establishing the rates of compensation for officers and employees in the classes of positions described herein.

SECTION 2: “Salary Schedule Addendum”, attached hereto and made a part of this ordinance, establishes the positions in the service of the Village as identified as Schedule 1 (or “Step Plan”) positions. Each position is assigned a Grade Code and Grade Description in the Addendum.

SECTION 3: The “CY 2021 Salary Schedule, Schedule 1”, attached hereto and made part of this ordinance establishes a schedule of sixteen steps or hourly rates for each Grade Code. The minimum rate of compensation is identified as Step 1. The maximum rate of compensation is identified as Step 16. The steps between 1 and 16 are intermediate steps. Union positions are compensated to Step 8.

SECTION 4: Personnel Salary Schedule II, attached hereto and made a part hereof, establishes salary ranges of other officers and employees. Pay rates are not to exceed the maximum.

Attachment: 2021 Compensation Ordinance (2021 Salary Ordinance)

SECTION 5: Classifications shall be paid within the ranges and steps listed opposite each class title as shown in Personnel Salary Schedule I and II, and no employee shall be paid any base rate lower than the minimum or higher than the maximum rate of compensation in the salary range established for his/her position.

SECTION 6: The Village Manager shall make rules subject to the approval of the Mayor and Council, defining overtime for Village employees and providing a method of compensating for the same.

SECTION 7: The Village Manager shall post all required compensation information pursuant to 5 ILCS 120/7.3(a) and (b).

SECTION 8: The Mayor of the Village of Palatine is hereby authorized and directed to execute any necessary amendment to an Amended Employment Agreement between the Village of Palatine and Village Manager subject to compliance with all notice requirements of Section 7.

SECTION 9: All ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed.

SECTION 10: The compensation from this ordinance with Salary Schedule I and Schedule II shall take effect and be in full force and effect on January 1, 2021.

PASSED: This ____ day of _____, 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this ____ day of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk
this ____ day of _____, 2020

Village Clerk

Attachment: 2021 Compensation Ordinance (2021 Salary Ordinance)

SCHEDULE 1

EFFECTIVE: January 1, 2021

VILLAGE OF PALATINE
CY 2021 SALARY SCHEDULE

Grade Code	Grade Description	Hourly Rates															
		Step 1	Step 1a	Step 2	Step 2a	Step 3	Step 3a	Step 4	Step 4a	Step 5	Step 5a	Step 6	Step 6a	Step 7	Step 7a	Step 8	Step 9
NSC-01	Non-Supv/Conf Grade 1	19.98	20.58	21.20	21.84	22.50	23.17	23.86	24.58	25.19	25.82	26.47	27.13	27.81	28.51	29.22	29.93
NSC-02	Non-Supv/Conf Grade 2	22.39	22.95	23.52	24.11	24.71	25.33	25.96	26.61	27.28	27.96	28.66	29.38	30.11	30.86	31.63	32.41
NSC-03	Non-Supv/Conf Grade 3	25.36	25.99	26.64	27.31	27.99	28.69	29.41	30.15	30.90	31.67	32.46	33.27	34.10	34.95	35.82	36.63
NSC-04	Non-Supv/Conf Grade 4	23.66	24.25	24.86	25.48	26.12	26.77	27.44	28.13	28.83	29.55	30.29	31.05	31.83	32.63	33.45	34.29
NSC-05	Non-Supv/Conf Grade 5	26.12	26.77	27.44	28.13	28.83	29.55	30.29	31.05	31.83	32.63	33.45	34.29	35.15	36.03	36.93	37.84
NSC-06	Non-Supv/Conf Grade 6	24.90	25.52	26.16	26.81	27.48	28.17	28.87	29.59	30.33	31.09	31.87	32.67	33.49	34.33	35.19	36.07
NSC-07	Non-Supv/Conf Grade 7	30.60	31.36	32.14	32.94	33.76	34.60	35.46	36.35	37.26	38.19	39.14	40.12	41.12	42.15	43.20	44.27
NSC-08	Non-Supv/Conf Grade 8	31.86	32.66	33.48	34.32	35.18	36.06	36.96	37.88	38.83	39.80	40.79	41.81	42.86	43.93	45.03	46.14
NSC-09	Non-Supv/Conf Grade 9	35.84	36.74	37.66	38.60	39.57	40.56	41.57	42.61	43.68	44.77	45.89	47.04	48.22	49.43	50.67	51.93
NSC-10	Non-Supv/Conf Grade 10	36.98	37.90	38.85	39.82	40.82	41.84	42.89	43.96	45.06	46.19	47.34	48.52	49.73	50.97	52.24	53.53
SC-01	Supv/Conf Grade 1	25.36	25.99	26.64	27.31	27.99	28.69	29.41	30.15	30.90	31.67	32.46	33.27	34.10	34.95	35.82	36.63
SC-02	Supv/Conf Grade 2	26.73	27.40	28.08	28.78	29.50	30.24	31.00	31.77	32.56	33.37	34.20	35.06	35.94	36.84	37.76	38.69
SC-03	Supv/Conf Grade 3	28.66	29.38	30.11	30.86	31.63	32.42	33.23	34.06	34.91	35.78	36.67	37.59	38.53	39.49	40.48	41.49
SC-04	Supv/Conf Grade 4	30.55	31.31	32.09	32.89	33.71	34.55	35.41	36.30	37.21	38.14	39.09	40.07	41.07	42.10	43.15	44.22
SC-05	Supv/Conf Grade 5	31.86	32.66	33.48	34.32	35.18	36.06	36.96	37.88	38.83	39.80	40.79	41.81	42.86	43.93	45.03	46.14
SC-06	Supv/Conf Grade 6	34.93	35.80	36.70	37.62	38.56	39.52	40.51	41.52	42.56	43.62	44.71	45.83	46.98	48.15	49.35	50.57
SC-07	Supv/Conf Grade 7	36.43	37.34	38.27	39.23	40.21	41.22	42.25	43.31	44.39	45.50	46.64	47.81	49.01	50.24	51.50	52.79
SC-08	Supv/Conf Grade 8	38.77	39.74	40.73	41.75	42.79	43.86	44.96	46.08	47.23	48.41	49.62	50.86	52.13	53.43	54.77	56.14
SC-09	Supv/Conf Grade 9	33.76	34.60	35.47	36.36	37.27	38.20	39.15	40.13	41.13	42.16	43.21	44.29	45.40	46.54	47.70	48.89
SC-10	Supv/Conf Grade 10	40.57	41.58	42.62	43.69	44.78	45.90	47.05	48.23	49.44	50.68	51.95	53.25	54.58	55.94	57.34	58.77
SC-11	Supv/Conf Grade 11	41.89	42.94	44.01	45.11	46.24	47.40	48.58	49.79	51.03	52.31	53.62	54.96	56.33	57.74	59.18	60.65
SC-12	Supv/Conf Grade 12	41.69	42.73	43.80	44.90	46.02	47.17	48.35	49.56	50.80	52.07	53.37	54.70	56.07	57.47	58.91	60.39

Attachment: CY 2021 Step Schedule (2021 Salary Ordinance)

SCHEDULE 1 (Continued)

EFFECTIVE: January 1, 2021

VILLAGE OF PALATINE
CY 2021 SALARY SCHEDULE

Grade Code	Grade Description	Hourly Rates							
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
FDU-01	FD Union Grade 1	25.56	26.79	28.92	30.31	31.77	33.29	34.46	35.67
FDU-02	FD Union Grade 2	30.24	31.69	34.21	35.85	37.57	39.37	40.75	42.18
FDU-03	FD Union Grade 3	34.34	35.99	38.85	40.71	42.66	44.71	46.28	47.90
FDU-04	FD Union Grade 4	37.31	39.10	42.20	44.23	46.35	48.58	49.43	50.30
PDU-01	PD Union Grade 1	37.40	39.19	42.30	44.33	46.46	48.69	50.39	52.15
PWU-01	PW Union Grade 1	24.15	25.31	27.32	28.63	30.00	31.44	32.54	33.68
PWU-02	PW Union Grade 2	24.58	25.76	27.81	29.14	30.54	32.01	33.13	34.29
PWU-03	PW Union Grade 3	26.41	27.68	29.88	31.31	32.81	34.38	35.58	36.83
PWU-04	PW Union Grade 4	24.58	25.76	27.81	29.15	30.55	32.02	33.14	34.30
PWU-05	PW Union Grade 5	28.59	29.96	32.34	33.89	35.52	37.23	38.53	39.88
PWU-06	PW Union Grade 6	28.21	29.56	31.91	33.44	35.05	36.73	38.02	39.35
PWU-07	PW Union Grade 7	28.13	29.48	31.82	33.35	34.95	36.63	37.91	39.24
PWU-08	PW Union Grade 8	29.09	30.49	32.91	34.49	36.15	37.88	39.21	40.58
PWU-09	PW Union Grade 9	30.52	31.98	34.52	36.18	37.92	39.74	41.13	42.57
PWU-10	PW Union Grade 10	30.34	31.80	34.33	35.98	37.71	39.52	40.90	42.33
PWU-11	PW Union Grade 11	30.73	32.21	34.77	36.44	38.19	40.02	41.42	42.87
PWU-12	PW Union Grade 12	31.31	32.81	35.41	37.11	38.89	40.76	42.19	43.67

Attachment: CY 2021 Step Schedule (2021 Salary Ordinance)

SCHEDULE 1 (Continued)

EFFECTIVE: January 1, 2021

**VILLAGE OF PALATINE
CY 2021 SALARY SCHEDULE ADDENDUM**

Grade Code	Grade Description	Positions Assigned to Grade		
NSC-01	Non-Supv/Conf Grade 1	Customer Service Representative		
NSC-02	Non-Supv/Conf Grade 2	Police Assistant	Animal Warden	
NSC-03	Non-Supv/Conf Grade 3	Support Services Specialist		
NSC-04	Non-Supv/Conf Grade 4	Police Clerk		
NSC-05	Non-Supv/Conf Grade 5	Utility Billing Clerk		
NSC-06	Non-Supv/Conf Grade 6	Associate Sanitarian		
NSC-07	Non-Supv/Conf Grade 7	Police Social Worker	Systems Specialist	
NSC-08	Non-Supv/Conf Grade 8	Inspector 1		
NSC-09	Non-Supv/Conf Grade 9	Inspector 2		
NSC-10	Non-Supv/Conf Grade 10	Sanitarian		
SC-01	Supv/Conf Grade 1	Human Resources Rep		
SC-02	Supv/Conf Grade 2	Management Analyst (80)	Volunteer Coordinator	
SC-03	Supv/Conf Grade 3	Administrative Assistant	Technical Support Specialist	
SC-04	Supv/Conf Grade 4	Management Analyst (70)	Finance Clerk	
SC-05	Supv/Conf Grade 5	Unassigned		
SC-06	Supv/Conf Grade 6	Human Resources Asst	Accountant 1	Planner 1
SC-07	Supv/Conf Grade 7	Unassigned		
SC-08	Supv/Conf Grade 8	Unassigned		
SC-09	Supv/Conf Grade 9	Unassigned		
SC-10	Supv/Conf Grade 10	Building Plans Examiner		
SC-11	Supv/Conf Grade 11	Police Sergeant	Public Works Coordinator	
SC-12	Supv/Conf Grade 12	Unassigned		
PDU-01	PD Union Grade 1	Police Officer		
FDU-01	FD Union Grade 1	Probationary Firefighter		
FDU-02	FD Union Grade 2	Firefighter/Paramedic		
FDU-03	FD Union Grade 3	Fire Lieutenant		
FDU-04	FD Union Grade 4	Fire Captain		
PWU-01	PW Union Grade 1	Asst Bldg Engineer 1		
PWU-02	PW Union Grade 2	Maintenance 1		
PWU-03	PW Union Grade 3	Supply Controller		
PWU-04	PW Union Grade 4	Mechanic 1		
PWU-05	PW Union Grade 5	Utility Tech 1		
PWU-06	PW Union Grade 6	Maintenance 2	Asst Bldg Engineer 2	
PWU-07	PW Union Grade 7	Unassigned		
PWU-08	PW Union Grade 8	Utility/Meter Service Worker	Utility Tech 2	
PWU-09	PW Union Grade 9	Team Leader	Acting Team Leader	
PWU-10	PW Union Grade 10	Electrician		
PWU-11	PW Union Grade 11	Mechanic 2		
PWU-12	PW Union Grade 12	Technical Team Leader		

Attachment: CY 2021 Step Schedule (2021 Salary Ordinance)

**VILLAGE OF PALATINE
CY 2021 SALARY SCHEDULE**

EXECUTIVE LEADERSHIP

Deputy Village Manager
Director of Finance and Operations
Fire Chief
Police Chief
Director of Public Works
Director of Information Technology
Director of Community Services
Director of Planning & Zoning
Director of Human Resources

As determined by the Village Manager,
not to exceed \$184,005

MANAGEMENT AND PROFESSIONALS

	<u>Minimum</u>	<u>Maximum</u>
Deputy Fire Chief	\$ 112,515	\$ 157,550
Deputy Police Chief	\$ 112,515	\$ 157,550
Deputy Director Public Works	\$ 106,985	\$ 147,145
Village Engineer	\$ 106,985	\$ 147,145
Public Works Superintendent	\$ 97,750	\$ 139,900
Fire Battalion/Division Chief	\$ 97,750	\$ 139,900
Police Commander	\$ 97,750	\$ 139,900
Assistant Finance Director	\$ 93,305	\$ 136,425
Assistant Village Engineer	\$ 93,305	\$ 136,425
Systems Engineer	\$ 93,305	\$ 136,425
Accounting Manager	\$ 79,585	\$ 119,400
Customer Service Supervisor	\$ 79,585	\$ 119,400
Field Director, Environmental Health	\$ 79,585	\$ 119,400
Field Director, Neighborhood Services	\$ 79,585	\$ 119,400
Assistant Building Official	\$ 79,585	\$ 119,400
Fire Marshal	\$ 79,585	\$ 119,400
Human Resources Coordinator	\$ 79,585	\$ 119,400
Assistant Planning & Zoning Director	\$ 79,585	\$ 119,400
Information Technology Administrator/Manager	\$ 75,575	\$ 115,225
Civil Engineer	\$ 69,950	\$ 106,630
Accountant 2	\$ 66,085	\$ 100,735
Planner 2	\$ 66,085	\$ 100,735
Assistant Civil Engineer	\$ 66,085	\$ 100,735
Deputy Village Clerk	\$ 61,755	\$ 86,490

OTHER

Seasonal Snow Plow Operator	Not to exceed, per hour:	\$ 28.10
Fire Inspector	Not to exceed, per hour:	\$ 27.77
Cable TV/Video Operator	Not to exceed, per hour:	\$ 21.46
Intern	Not to exceed, per hour:	\$ 18.15
Seasonal Part Time	Not to exceed, per hour:	\$ 21.46
Crossing Guard	Not to exceed, per hour:	\$ 15.79
Project Manager	Not to exceed, per hour:	\$ 93.83
Mobile Integrated Healthcare - Community Paramedic	Not to exceed, per hour:	\$ 42.04

Attachment: CY 2021 Step Schedule (2021 Salary Ordinance)

Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances

BACKGROUND:

Per Sec. 2-471 of the Village Code, the Fee Supplement to the Code of Ordinances is updated annually by the Municipal Cost Index as published in the September issue of American City and County magazine. The Village Manager has recommended no general increase for 2021.

KEY ISSUES:

While there is no general increase, there are some adjustments to fees and charges for services to provide a cost recovery for credit card processing fees on these "discretionary" services.

- The 2021 Budget has been prepared based upon the proposed Fee Schedule Supplement.
- Base residential Water Rates were increased by \$0.25 (5.4%) and base Sewer and Refuse Collection Rates remained constant.

RECOMMENDATION:

Staff recommends approval of the updated Fee Schedule Supplement as presented.

BUDGET IMPACT:

Provides adequate and necessary funding for the provision of services as proposed in the 2021 Budget.

ACTION REQUIRED:

Motion to approve the updated Fee Schedule Supplement to the Code of Ordinances, as presented, effective January 1, 2021.

ATTACHMENTS:

- CY 2021 Fee Schedule Supplement

VILLAGE OF PALATINE

FEE SCHEDULE SUPPLEMENT

TO THE

PALATINE CODE OF ORDINANCES

**PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR
AND VILLAGE COUNCIL OF THE VILLAGE OF PALATINE, ILLINOIS**

Effective Date January 1, 2021

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
CHAPTER 1 - General Provisions				
1		1-11	Insufficient Funds Administrative Fee	\$ 20
CHAPTER 2, Article XXX - Administrative Hearing Division				
2	XXX	2-705(b)(8)	Administrative Adjudication Court Cost	\$ 50
CHAPTER 3, Article I - Alcoholic Beverages, In General				
3	I	3-12	Alcoholic Beverages, In General Violations	\$ 200
CHAPTER 3, Article II - Alcoholic Beverages, Licenses				
3	II	3-27(h)	Alcoholic Beverages Seller and Service Permit	\$ 24
			Renewal	\$ 7
		3-35(1)	Class "A" Liquor License (Tavern)	\$ 4,993
		3-35(2)	Class "A-1" Liquor License (Sports and Recreation Facility)	\$ 4,993
		3-35(3)	Class "B" Liquor License (Package Liquor Store)	\$ 3,765
		3-35(4)	Class "B-1" Liquor License (Grocery Store with Package Liquor)	\$ 3,765
		3-35(5)	Class "B-2" Liquor License (General Merchandise Store with Package Liquor)	\$ 3,765
		3-35(6)	Class "B-3" Liquor License (Drug Store with Package Liquor)	\$ 3,765
		3-35(7)	Class "C" Liquor License (Club)	\$ 497
		3-35(8)	Class "D" Liquor License (Restaurant)	\$ 3,742
		3-35(9)	Class "D-1" Liquor License (Restaurant with Extended Hours)	\$ 8,734
		3-35(12)	Class "G" Liquor License (Restaurant with Beer and Wine)	\$ 2,459
		3-35(13)	Class "G-1" Liquor License (Seasonal)	\$ 1,230
		3-35(14)	Class "H" Liquor License (Banquet Hall)	\$ 3,742
		3-35(15)	Class "K" Liquor License (Hotel)	\$ 4,993
		3-35(17)	Class "N" Liquor License (Microbrewery)	\$ 3,742
		3-35(19)	Class "P" Liquor License (Caterer)	\$ 122
		3-35(19)	Class "P" Liquor License (Outside Caterer) \$50 any event after	\$ 122
		3-35(20)	Class "LC" Late Closing License	\$ 5,917
CHAPTER 5, Article I - Animals, In General				
5	I	5-2 through 5-16	Animals In General Violations (except for Animal Biting in 5-6 (15,16) & Redemption Fee in 5-13)	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
5	I	5-6 (15, 16)	Animal Bite of Person/Bite of Domestic Animal Violations	
			First Offense	\$ 50
			Second and all subsequent Offense	\$ 100
5	I	5-13	Redemption Fee	\$ 50
			Plus the total boarding fee incurred during the time each animal is retained by the Village	
CHAPTER 5, Article III - Animals, Dogs and Cats				
5	III	5-36 through 5-57	Dog & Cat Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
5	III	5-38	Dog and Cat License (Annual)	\$ 7
CHAPTER 6, Article I - Building Codes and Regulations, Building Codes and Amendments				
6	I	6-1.5(a)(1)	Plan Examination Fees	
		6-1.5(a)(1)a	Single Family Detached Dwellings, additions, alterations, remodeling, or detached structure having an estimated valuation of work:	
			1. \$5,000 or less	\$ 51
			2. \$5,001 or more (in addition to the above fee) per \$1,000 valuation of work:	\$ 5
		6-1.5(a)(1)b	All other types of construction, based on estimated valuation of work:	
			1. Minimum fee	\$ 47
			2. \$100,000 or less per \$1,000 (in addition to the minimum fee)	\$ 9
			3. \$100,001 or more per \$1,000 (in addition to the above fee)	\$ 5
		6-1.5(a)(2)	Preliminary Plan Review Services, hourly rate per person	\$ 56

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
		6-1.5(a)(3)	Building Permit based on the estimated valuation of work:	
			\$5,000 or less	\$ 51
			\$5,001 or more (in addition to the above fee) per \$1,000 valuation of work:	\$ 14
6	I	6-1.5(a)(3)a	Building Permit Extension; 10% of bldg permit fee or no less or more than	
			1. Residential occupancies	\$ 68/204
			2. Non-Residential occupancies	\$ 204/612
		6-1.5(a)(4)	Certificate of Occupancy; All occupancies, per unit	\$ 60
		6-1.5(a)(4)a	Temporary Certificate of Occupancy; 10% of bldg permit fee or no less or more than	
			1. Residential occupancies	\$ 65/196
			2. Non-Residential occupancies	\$ 196/587
		6-1.5(a)(5)	Permit for demolition for each residential story or for other structures each 10 feet in height	\$ 63
		6-1.5(a)(6)	Moving of Building	
			a. Using public right-of-way	\$ 250
			b. Not using public right-of-way	\$ 75
		6-1.5(a)(7)	Minimum inspection fee	\$ 67
		6-1.5(a)(7)(a)	Inspection of Plumbing and Sanitation Fixtures (new and/or replacement)	
			1. Up to three (3) fixtures	\$ 67
			2. Four to Six (4-6) fixtures	\$ 133
			3. In excess of six (6) fixtures, per fixture (in addition to the above fee)	\$ 17
		6-1.5(a)(7)(b)	Inspection of Fire Suppression System	
			1. Up to 100 sprinkler heads	\$ 200
			2. Each additional 100 sprinkler heads or fraction thereof in excess of 100 (in addition to above)	\$ 32
		6-1.5(a)(7)c	Inspection of Electrical Systems	
			1. Residential (new and/or renovation) per unit	
			i. 250 sq. ft. or less	\$ 67
			ii. 251 to 1000 sq. ft. (in addition to the above)	\$ 133
			iii. Each additional 1,000 sq. ft. or fraction thereof (in addition to the above fee)	\$ 33
			2. In other than residential occupancies (new and/or renovation)	
			i. 42 circuits or less, per circuit	\$ 38
			ii. 43 circuits or more, for each additional circuit (in addition to the above)	\$ 22
		6-1.5(a)(7)(d)	Inspection of HVAC Systems	
			1. 250 sq. ft. or less	\$ 67
			2. 251 to 10,000 sq. ft. (in addition to the above)	\$ 133
			3. Each additional 10,000 sq. ft. or fraction thereof (in addition to the above)	\$ 17
		6-1.5(a)(7)(e)	Inspection of Carpentry (framing, roofing, concrete, insulation, and similar)	
			1. 500 sq. ft. or less	\$ 67
			2. 501 to 1,000 sq. ft. (in addition to the above)	\$ 200
			3. 1,001 to 10,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)	\$ 33
			4. 10,001 to 20,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)	\$ 17
			5. 20,001 sq. ft. and up, per 10,000 sq. ft. or fraction thereof (in addition to the above)	\$ 8
		6-1.5(a)(7)f	Reinspection Fee	\$ 67
		6-1.5(a)(7)g	Cancellation Fee	\$ 80
		6-1.5(a)(7)i	Existing Elevator Safety Inspection Fee	\$ 88
		6-1.5(a)(7)j	Existing Elevator Safety Reinspection Fee	\$ 63
		6-1.5(a)(7)k	New Elevator Inspection/Reinspection Fee	\$ 114
		6-1.5(a)(7)l	Repairs of Existing Elevator Inspection/Reinspection Fee	\$ 114
		6-1.5(f)(1)	Single family residential fence installation	\$ 69
		6-1.5(f)(2)	Single family residential shed installation	\$ 69
		6-1.5(f)(3)	Single family residential driveway installation	\$ 92
		6-1.5(f)(4)	Single family residential patio & private walk installation	\$ 92
		6-1.5(f)(5)	Single family residential tear-off roof & re-roof installation	\$ 92
		6-1.5(f)(6)	Single family residential deck installation	\$ 92
		6-1.5(f)(7)	Single Family above ground swimming pool	\$ 92
		6-1.5(f)(8)	Single family heating, ventilating and central air conditioning (HVAC) replacement	\$ 92
		6-1.5(f)(9)	Single family residential sewer repair or replacement	\$ 92
		6-1.5(f)(10)	Single family residential lawn sprinklers	\$ 92
		6-1.5(f)(11)	Single family residential electric service revision	\$ 92
		6-1.5(f)(12)	Dumpster/screening enclosure	\$ 92
		6-1.5(f)(13)	Single family water heater replacement	\$ 92

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
CHAPTER 6, Article III - Building Codes and Regulations, Building Operations				
6	III	6-32	Building Operations, Construction - Hours of Service Violations	\$ 200
CHAPTER 6, Article VII - Building Codes and Regulations, Condominium Conversions				
6	VII	6-82(b)(2)	Review of Property Report plus \$10 for each dwelling unit being converted to condo	\$ 125
6	VII	6-89A(a)	Review of Property Report plus \$10 for each dwelling unit being converted from condo	\$ 125
CHAPTER 7, Article III - Fire Prevention and Protection, Fire Prevention				
7	III	7-41	Regular Fire and Life Safety Inspection Fees	
			Initial and First Passing Re-Inspection	\$ -
			Failed First Re-Inspection	\$ 67
			Failed Second Re-Inspection	\$ 100
			Failed Third or more Re-Inspection Fee (per re-inspection)	\$ 195
		7-63	Fire Lane Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
CHAPTER 7, Article V - Fire Prevention and Protection, Ambulance Service Fees				
7	V	7-80	Ambulance Service Fees	
			Resident	\$ 774
			Non-Resident	\$ 1,032
			Mileage Fee	\$ 8
CHAPTER 7, Article V - Fire Prevention and Protection, Ambulance and Emergency Response Service Fees				
7	V	7-82	Motor Vehicle Incidents	
			Level 1	\$ 503
			Level 2	\$ 572
			Add-On Services	
			Extrication	\$ 1,508
			Additional Time On-Scene	
			Engine/per hour	\$ 463
			Truck/per hour	\$ 578
			Miscellaneous Equipment/per hour	\$ 347
			Chief Response	
			per hour	\$ 289
CHAPTER 8, Garbage and Refuse				
8		8-1	For Each Single-Family Dwelling Unit	
			Basic User Billing Charge, per Month	\$ 2.50
		8-1(a)(1)	Curbside Pickup Charge, per month	\$ 19.00
		8-1(a)(2)	Rear Door Pickup Premium, per month	\$ 11.35
		8-1(a)(3)	Yard-Waste Exempt Discount, per month	\$ 1.50
		8-1(a)(4)	Senior Citizen Discount, per month	\$ 2.50
CHAPTER 9, Article I - Health and Sanitation, In General				
9	1	9-9	Expectroation in Public Places Violations	\$ 200

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
CHAPTER 9, Article IV - Health and Sanitation, Village of Palatine Clean Indoor Air Ordinance				
9	IV	9-72,73	Prohibition of Smoking in Public Places Violations	\$ 200
CHAPTER 10, Article IV - Rental Property Rules and Regulations				
10	IV	10-15(f)	Rental license fee	
			Multiple Dwelling (Apartments)	
			25% of Units Inspected,	
			Whichever is Greater	
			Per building	\$ 118
			Per unit	\$ 24
			50% of Units Inspected	
			Per unit	\$ 83
			100% of Units Inspected	
			Per unit	\$ 139
			All Other Rental Dwelling Types (Condo, Townhome, SFR)	
			0 - 3 Violations	\$ 83
			4 or More Violations	\$ 156
CHAPTER 10, Article VII - Notice of Violation Procedures, Penalties, Appeals and Conflict of Ordinances				
VII	10-44(b)(2)		1st Re-inspection Fee	\$ 67
			2nd Re-Inspection Fee	\$ 100
			3rd or more Re-Inspection Fee (per re-inspection)	\$ 195
	10-44(b)(3)		Cancellation and absentee fee	\$ 72
CHAPTER 11, Article I - Licenses, Permits and Business Regulations, In General				
11	I	11-3	License Required Violations	
			Paid Within 35 Days	\$ 200
			Paid Between 36 and 60 Days	\$ 300
			Paid After 60 Days	\$ 400
	11-8		Late Fee	
			After January 31st	50% of Fee
			After February 28/29th	100% of Fee
			<i>All Fees in Section 11-21 are Based on Floor Area in Square Feet</i>	
	11-21		Amusement & Entertainment Establishments (Type A)	
			Step 1: 0 - 2,500 sq ft	\$ 88
			Step 2: 2,501 sq ft and over	\$ 176
	11-21		Food Establishments (Type B)	
			Step 1: 0 - 2,500 sq ft	\$ 250
			Step 2: 2,501 - 5,000 sq ft	\$ 371
			Step 3: 5,001 - 7,500 sq ft	\$ 495
			Step 4: 7,501 sq ft and over	\$ 562
	11-21		Service Establishments (Type C)	
			Step 1: 0 - 2,500 sq ft	\$ 88
			Step 2: 2,501 sq ft and over	\$ 176
	11-21		Retail and Wholesale Establishments (Type D)	
			Step 1: 0 - 2,500 sq ft	\$ 125
			Step 2: 2,501 - 5,000 sq ft	\$ 250
			Step 3: 5,001 - 7,500 sq ft	\$ 375
			Step 4: 7,501 sq ft and over	\$ 562
	11-21		Industrial Establishments (Type E)	
			Step 1: 0 - 10,000 sq ft	\$ 186
			Step 2: 10,001 - 20,000 sq ft	\$ 375
			Step 3: 20,001 sq ft and over	\$ 562
	11-21		Home Occupations (Type F)	\$ 11

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
CHAPTER 11, Article II - Licenses, Permits and Business Regulations, Amusement Facilities				
11	II	11-32(g)	Coin Operated Amusement Device	\$ 63
		11-32.1	Juke Boxes	\$ 25
		11-45	Circus License; per day	\$ 453
			Carnival License; per day	\$ 34
			Each sideshow, ride, game & concession (food or other) operated in connection with above; per day	\$ 12
CHAPTER 11, Article III - Licenses, Permits and Business Regulations, Food Establishments				
11	III	11-67	Vending Machine - Only prepackaged, non TCS food or beverages	\$ 13
			Vending Machine - Ice Machine not ancillary to primary use	\$ 38
			Vending Machine - General Merchandise (no food or beverage of any kind)	\$ 13
			Vending Machine - Offers TCS foods or beverages	\$ 38
			Mobile food dispensing units and roadside stands	\$ 125
			Vehicle used for delivery of TCS food or beverages:	
			To individual residences	\$ 63
			To retail establishments	\$ 26
CHAPTER 11, Article IV - Licenses, Permits and Business Regulations, Merchants				
11	IV	11-127	Auctioneers Permit - Annual	
			Annual	\$ 125
			Daily	\$ 13
		11-130	Auctioneers Employees License	\$ 8
		11-142	Cigarette and Tobacco Dealers	\$ 52
		11-145(a-c)	Sales to Minors, Possession of Tobacco Products Violations	\$ 200
		11-201	Itinerant Merchants License	\$ 13
		11-213	Junk Dealers Annual License (Maintaining store or yard in village); plus	\$ 250
			Junk Dealers Vehicle License (for each vehicle operated)	\$ 63
			Junk Dealers Vehicle License (for each vehicle operated in village by dealer not maintaining store or yard in Village)	\$ 63
		11-241	Real Estate Brokers License	\$ 63

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
CHAPTER 11, Article V - Licenses, Permits and Business Regulations, Miscellaneous Business Operations				
11	V	11-312	House Movers	
			Annual License	\$ 118
			Daily License	\$ 12
		11-369	Outdoor Advertisers - Annual	\$ 36
		11-397	Abandoned Vehicles & Vehicles for Sale on Private Property Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
		11-424	Residential Scavenger License	\$ 1,334
			Commercial, Industrial, Institutional License	\$ 2,242
		11-428	Garbage Collection (Hours of Service) Violations	\$ 200
		11-433&434	Public Passenger Vehicle and Vehicle Operator Violations	\$ 200
		11-434	Public Passenger Vehicle Operator's License	\$ 25
		11-442	Public Passenger Vehicle	
			Between 1/1 and 6/30	\$ 96
			Between 7/1 and 12/31	\$ 60
			Each Additional Vehicle	
			Between 1/1 and 6/30	\$ 72
			Between 7/1 and 12/31	\$ 48
		11-451,465,466	Taxi Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
		11-473	Building Contractor Annual Registration	
		11-473(1)	General Contractor	\$ 250
		11-473(2)	All Other Contractors	\$ 63
		11-503	Kennel, Pet Shop, Shelter, Pound or Animal Hospital Annual License	\$ 120
		11-512	Dealers in Gold and Silver	
			Daily Fee	\$ 125
			Annual License Fee	\$ 63
CHAPTER 11, Article VI - Licenses, Permits and Business Regulations, Solicitors				
11	VI	11-517	Solicitors - Registration Violations	\$ 200
		11-523	Solicitors - Wearing Identification Badge Violations	\$ 200
		11-524	Solicitors - Nametag or Badge	\$ 8
		11-525	Solicitors - Time Limit Violations	\$ 209
		11-527	Solicitor Registration - Annual Fee	\$ 38
			Solicitor Registration - Daily Activity Fee	\$ 13
			Solicitors for holders of a Village granted Franchise for the operation of a Cable Communications System - Annual Fee	\$ 38
CHAPTER 11, Article VIII - Licenses, Permits and Business Regulations, Commercial Vehicle Relocators Licensing Law				
11	VIII	11-609	Vehicle Locators License	\$ 19
			Additional per tow truck	\$ 2

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
CHAPTER 12 Offenses and Miscellaneous Provisions				
12		12-3 through 12-324	Offenses and Misc Provisions Violations (except for 12-29)	\$ 200
CHAPTER 12, Article I, In General				
12	I	12-29	Possession of Cannabis 10 grams or less	\$ 200
			Possession of Cannabis >10 grams but less than 30 grams	\$ 400
CHAPTER 16, Article I - Rights of Way, In General And Utilities				
16	I	16-5(f)	Application Fee	\$ 560
			Plus Cable Installation, per foot	\$ 0.16
CHAPTER 16, Article VI - Rights of Way, Trees & Shrubs				
16	VI	16-104	Annual Commercial Tree License Fee	\$ 40
CHAPTER 17, Article VIII - Taxes, Prepared Food and Beverage Tax				
17	VIII	17-75	Transmission of Tax Collections Violations	
			Paid Within 35 Days	\$ 200
			Paid Between 36 and 60 Days	\$ 300
			Paid After 60 Days	\$ 400
CHAPTER 18, Article IV - Traffic, Parking				
18	IV	18-81 (16)	Handicapped Parking Violations	\$ 250
CHAPTER 18, Article VII - Traffic, Violations				
18	VII	18-173(a)	Minor Violations; Parking Regulations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
		18-173(b)	Minor Violations; Certain Sections of the Illinois Vehicle Code	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
CHAPTER 18, Article VIII - Oversize and Overweight Vehicle Permit Fees				
18	VIII	18-176	Oversized Vehicles Only	
			Single Trip	\$ 40
			Round Trip	\$ 80
			Overweight Vehicles - Single Trip	
			100,000 pounds or less Gross Weight	\$ 50
			100,001 to 120,000 pounds Gross Weight	\$ 75
			120,001 to 150,000 pounds Gross Weight	\$ 100
			150,001 pounds or more Gross Weight	\$ 125
			Overweight Vehicles - Round Trip	
			100,000 pounds or less Gross Weight	\$ 100
			100,001 to 120,000 pounds Gross Weight	\$ 150
			120,001 to 150,000 pounds Gross Weight	\$ 200
			150,001 pounds or more Gross Weight	\$ 250

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
CHAPTER 18, Article IX - Traffic, Motor Driven Scooters				
18	IX	18-185	Operation of Motor Driven Scooter Violations	\$ 200
CHAPTER 19, Article I - Utility Services, In General				
19	I	19-2 & 19-53	Turn-On Fees	
			Between 8 am and 3 pm	\$ 63
			Between 3 pm and 8 am	\$ 180
CHAPTER 19, Article II - Utility Services, Water				
19	II	19-16	Per Unit Construction Fees for Water	
			Incorporated Properties	\$ 101
			Unincorporated Properties	\$ 120
		19-20	Water Tap and Meter Inspection Fee	
			Residential/Business/Manufacturing	\$ 60
19	II	19-20 & 19-51	Connection and Meter Fees (all served by single meter):	
			Single Unit Less than or Equal to 3/4 Inch Meter, 1 Inch Tap	
			Meter	\$ 530
			Connection Fee	\$ 1,266
			2 Units - 1 Inch Meter, 1 1/4 Inch Tap	
			Meter	\$ 583
			Connection Fee	\$ 1,481
			2 Units - 1 Inch Meter, 1 1/2 Inch Tap	
			Meter	\$ 591
			Connection Fee	\$ 1,745
19	II	19-20 & 19-51	2-15 Units Inclusive, 1-1/2 Inch Meter, 2 Inch Tap	
			Meter	\$ 904
			Connection Fee	\$ 3,713
			15-35 Units Inclusive, 2 Inch Compound Meter, 3 Inch Tap	
			Meter	\$ 1,478
			Connection Fee	\$ 10,186
			36-50 Units Inclusive, 3 Inch Compound Meter, 4 Inch Tap	
			Meter	\$ 3,601
			Connection Fee	\$ 13,121
			51-100 Units Inclusive, 4 Inch Compound Meter, 6 Inch Tap	
			Meter	\$ 5,540
			Connection Fee	\$ 28,792
			51-100 Units Inclusive, 6 Inch Compound Meter, 8 Inch Tap	
			Meter	\$ 8,692
			Connection Fee	\$ 44,463
19	II	19-26	Unauthorized Use - Water Rate per 1,000 Gallons	\$ 21
		19-27	Penalty for Unauthorized Use	
			Not Less Than	\$ 58
			Not More Than	\$ 874
		19-51	Non Conversion of Meter	
			Meter (Per Residential Dwelling Unit Per Billing Cycle)	\$ 50
			External Transponder (Per Account Per Billing Cycle)	\$ 75
		19-55	Testing Fees	
			Meters No Larger Than 1 1/2 Inch	\$ 173
			1 3/4 and 2 Inch	\$ 294
			3 Inch	\$ 320
			4 Inch	\$ 352
			6 Inch	\$ 352
			8 Inch	\$ 374

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
		19-62(A)	For All Services to Premises Within the Village	
			Basic User Billing Charge, per Month	\$ 2.65
			Water Consumption Charge, per 1,000 Gallons (Minimum Charge 5,000 Gallons)	
		19-62(A)(1)	For Premises not Exempt from the Payment of Real Estate Taxes	
			For the First 74,810 Gallons	\$ 4.80
			For All Consumption Over 74,810 Gallons	\$ 6.20
		19-62(A)(2)	For Premises Exempt from the Payment of Real Estate Taxes	
			For the First 74,810 Gallons	\$ 8.30
			For All Consumption Over 74,810 Gallons	\$ 9.70
		19-62(B)	For All Services to Premises Not Within the Village	
			Basic User Billing Charge, per Month	\$ 3.20
			Water Consumption Charge, per 1,000 Gallons (Minimum Charge 5,000 Gallons)	
		19-62(B)(1)	For Premises Outside of the Village not in Deer Park	
			For the First 74,810 Gallons	\$ 11.00
			For All Consumption Over 74,810 Gallons	\$ 12.40
19	II	19-62(B)(2)	For Premises Outside of the Village that are in Deer Park	
			For All Consumption	
			Regular Rate	\$ 12.40
			Maintenance/Replacement Surcharge (included in regular rate)	\$ 1.40
			For Consumption in Excess of Daily Average Allotment	
			Excess Use Surcharge	\$ 2.00
		19-62(D)	For Contractor Usage from a Metered Hydrant, Water Consumption Charge, per 1,000 Gallons	
			For All Consumption	\$ 12.40
		19-63	Standardized Billing Rates (Number of Times the Minimum Usage Billing)	
			Single Family Residential Dwellings	\$ 2.00
			Non-Single Family Residential Dwellings	\$ 5.00
		19-63(A)	For All Services to Premises Within the Village	
			Basic User Billing Charge, per Month	\$ 2.65
			Consumption Charge, per 1,000 Gallons (Minimum Charge 5,000 Gallons)	
			Regular Rate	\$ 1.35
		19-63(B)	For All Services to Premises Not Within the Village	
			Basic User Billing Charge, per Month	\$ 3.20
			Consumption Charge, per 1,000 Gallons (Minimum Charge 5,000 Gallons)	
			Regular Rate	\$ 3.80
		19-64	Local Capital Financing (Sewer Separation) Surcharge, per Month	\$ -
		19-65	Local Storm Water Drainage Facility Surcharge, per Month	\$ 1.42
		19-66	Flood Control Surcharge, per Month	\$ 5.00
		CHAPTER 19, Article III - Utility Services, Sewers		
19	III	19-83	Sewer Connection Fees; All connections	
			Single Family Residences	\$ 128
			Multiple Family Residence for each family unit	\$ 128
			Business Establishments	\$ 128
		19-88(2)	Penalties, Not to Exceed	\$ 750
		CHAPTER 19, Article V - Utility Services, Stormwater Discharge		
19	V	19-130	Criminal Penalty	
			Not Less Than	\$ 200
			Not More Than	\$ 1,000
		CHAPTER 20, Article V - Personal Wireless Telecommunication Services and Facilities		
20	V	20.93(n)	Application Fee	\$ 1,000
			Plus Per Each Location	\$ 500

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
APPENDIX A, Article V - Zoning, Use Districts				
APP A	V	5.02(a)(2)	Official Zoning Map	\$ 28
APPENDIX A, Article VIII - Zoning, Signage				
APP A	VIII	8.01(b)(1)	Illuminated and Nonilluminated Signs	\$ 54
			Plus one dollar (\$1) per square foot of gross surface area of the proposed sign	
			Plan Exam Fee	\$ 25
			Inspection and Electrical Fees: as outlined in this Fee Schedule	
			Supplement shall be in addition to the fees shown above.	
APPENDIX A, Article XIII - Zoning, Planned Development Districts				
APP A	XIII	13.04(a)	Preliminary Review of Planned Development; Plus	\$ 2,226
			Per Acre for the first 5 acres	\$ 33
			Per Acre for each acre over 5	\$ 22
		13.05(g)	Final Review of Planned Development; Plus	\$ 1,113
			Per Acre for the first 5 acres	\$ 33
			Per Acre for each acre over 5	\$ 22
APPENDIX A, Article XIV - Zoning, Administration				
APP A	XIV	14.09	Text Amendments	
			Residential	\$ 375
			Non-Residential	\$ 749
			Zoning Map Change	
			Less than one acre	\$ 375
			One acre or more	\$ 887
			Variations	
			Single Family (excluding zoning relief applications for Lot Coverage)	\$ 240
			Administrative (excluding zoning relief applications for Lot Coverage)	\$ 126
			Minor Variation	\$ 21
			All Others	\$ 812
APP A	X	10.02-10.07(g)	Residential Lot Coverage applications requiring zoning relief, as a % beyond the maximum % allowed per Zoning District:	
			Res Lot Coverage up to 14.99% above the maximum % Lot Coverage allowed, per Zoning Dist	\$ 275
			Res Lot Coverage from 15% to 25% above the maximum % Lot Coverage allowed, per Zoning Dist	\$ 500
			Res Lot Coverage over 25% above the maximum % Lot Coverage allowed, per Zoning Dist	\$ 750
APP A	XIV	14.09	Special Use Permits	
			Residential Uses	\$ 375
			Administrative Special Use	\$ 188
			Minor Special Use	\$ 21
			Special Use Amendments and for non-conforming businesses requiring a Special Use to continue their operations	\$ 161
			Special Use Permit for Live Entertainment	\$ 500
			All Others	\$ 937
			Annexation Hearing	\$ 749
			Multiple Application Fee for each Additional Application	\$ 63
			In addition to the above fees, a document processing fee of plus the actual Cook County Recording Fees shall be charged whenever recording is required.	\$ 177

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**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2021</u>
APPENDIX B, Article III - Subdivision, Site Development and Floodplain Regulations, Preliminary Plat				
APP B	III	3.01(a)(4)a	Preliminary Plat; plus	\$ 185
			Per Acre for the first five (5) acres	\$ 17
			Per Acre for each acre over five (5) acres	\$ 11
		3.01(a)(4)b	A Plan Review fee (rounded to the nearest dollar) based on one hundred fifty percent (150%) of the rate per hour of the present salary schedule adopted by the Village Council of those Village personnel participating in the review process shall be paid.	
APPENDIX B, Article IV - Subdivision, Site Development and Floodplain Regulations, Final Plat				
APP B	IV	4.01(a)(2)a	Final Plat Fee; plus	\$ 250
			Per Acre for the first five (5) acres	\$ 17
			Per Acre for each acre over five (5) acres	\$ 11
			In addition to the above fees, a document processing fee of	
			plus the actual Cook County Recording Fees shall be charged whenever recording is required.	\$ 181
		4.01(a)(2)b	Plan review fee, based 1.5% of total land improvements costs (which shall consist of, but not exclusively of curb and gutters, sidewalks, pavements, sanitary sewer system, storm sewer system, water distribution system, stormwater detention facilities, parkway trees, landscaping, street lights, plus soil erosion control measures) as estimated by the design engineer and approved by the Village Engineer.	
APPENDIX B, Article V - Subdivision, Site Development and Floodplain Regulations, Dedication of Park Land and School Sites for Payment of Fees in Lieu Thereof				
APP B	V	5.02(a)(1)a	Contribution of fees in lieu of park and school sites The cash contributions in lieu of land shall be based on the "fair market value" of the acres of land in the area improved as specified herein, that otherwise would have been dedicated as park and recreation and school sites. It has been determined that the "fair market value" per acre of such improved land in and surrounding the village, to be used in calculating the applicable fee in lieu is:	\$ 163,300
APPENDIX B, Article VI - Subdivision, Site Development and Floodplain Regulations, Design Standards				
APP B	VI	6.09(f)(1)	Site Development Permit Plan Review/@ Gross Site Acre (Minimum \$16)	
		6.09(f)(2)	Site Development Permit On-site Inspections	
			0-3 acres, each inspection	\$ 63
			3-6 acres, each inspection	\$ 125
			6-8 acres, each inspection	\$ 188
			Over 8 acres, each inspection	\$ 250
		6.09(f)(3)	Filing Fee	\$ 88
APPENDIX B, Article VIII - Subdivision, Site Development and Floodplain Regulations, Required Land Improvements				
APP B	VIII	8.08(a)(1)	Exemption from Live Detention Per Square Foot of Total Land Area to be Developed	\$ 0.25
General Fees, Provided for Administratively				
		Police	Fingerprinting Fees	
			Residents/Employees	\$ 15
			Non-Residents	\$ 40
			Concealed Carry Processing Fees	
			Retired Officers	\$ 40
		Public Works	Mulch Delivery, per Cubic Yard	
			Residential	\$ 15
			Commercial	\$ 23

Attachment: CY 2021 Fee Schedule Supplement (CY 2021 Fee Schedule)

Consider an Ordinance Amending Chapter 6, Building Codes and Regulations of the Village of Palatine Code of Ordinances

6.C.1.G

BACKGROUND: Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff discovered Chapter 6 Building Codes & Regulations (Section 6-1.5 Fees) required updating to be consistent with the corresponding fees within the Village's Fee Schedule.

KEY ISSUES:

- Section 6-1.5 Fees of the Village Code of Ordinances relates to plan examination and inspection fees. The proposed amendment will align the applicable fee sections of the Code of Ordinances with the Fee Schedule.

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the ordinance amending Chapter 6 Building Codes and Regulations, Section 6-1.5 - Fees of the Village's Code of Ordinances.

ATTACHMENTS:

- ORD. Ch. 6 Bldg Codes & Regulations
- Ch. 6 - EXHIBIT A

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 6
BUILDING CODES AND REGULATIONS OF THE
CODE OF ORDINANCES OF THE VILLAGE OF PALATINE**

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power, that:

SECTION 1: That the Code of Ordinances, of the Village of Palatine, Illinois, as amended, be and the same is hereby further amended by amending Chapter 6 Building Codes and Regulations, Section 6-1.5 Fees; Section R108 of the 2015 International Residential Code and Section 109 of the 2015 International Building Code, which shall be read as indicated on Exhibit "A".

SECTION 2: That the Village Clerk is directed to maintain a record of the modifications to the existing ordinance, all of which are indicated on Exhibit "A" (a redlined version of the modifications approved pursuant to this Ordinance).

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2020

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

APPROVED by me this _____ of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk
this _____ of _____, 2020

Village Clerk

Attachment: ORD. Ch. 6 Bldg Codes & Regulations (Chapter 6 Code Amendments)

EXHIBIT A

Sec. 6-1.5. Fees. Section R108 of the 2015 International Residential code and section 109 of the 2015 International Building code shall be amended as follows:

(a) Section R108.2 of the 2015 International Residential code and section 109.2 of the 2015 International Building code shall be amended to add the following:
(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Schedule of fees. Each application for a permit shall be accompanied by a fee, as provided in the fee schedule supplement to the Palatine Code of Ordinances, computed according to the following schedule. All reference to fees in the adopted codes is hereby amended to the following:

(1) Plan Examination: See the fee schedule supplement to the Palatine Code of Ordinances for the fees for examining each set of plans submitted with applications for a building permit in accordance with the following schedule:

a. Single-family detached dwellings, single-family detached dwelling additions, alterations, remodeling or detached structure having an estimated valuation of work as follows:

1. \$5000.00 or less
2. \$5001.00 or more

b. All other types of construction, based on an estimated valuation of work as follows:

1. Minimum Fee

- ~~1.~~ 2. \$100,000.00 or less
- ~~2.~~ 3. \$100,001.00 or more

c. Any additional and exceptional expenses incurred by the village for plan review not covered by the above fees shall be reimbursed to the village on a one-to-one ratio by the applicant.

(7) *Inspections.* Every new building or structure and every remodeling, repair or alteration of an existing building or structure shall be charged a minimum inspection fee as provided in the fee supplement to the Village of Palatine code of Ordinances.

a. Inspection of Plumbing and Sanitation Fixtures (new and/or replacement)

1. Up to three (3) fixtures
2. Four to Six (4-6) fixtures
3. In excess of six (6) fixtures, per fixture (in addition to the above)

b. Inspection of Fire Suppression System

1. Up to 100 sprinkler heads
2. Each additional 100 sprinkler heads or fraction thereof in excess of 100 (in addition to above)

c. Inspection of Electrical Systems

1. Residential (new and/or renovation) per unit

- i. 250 sq. ft. or less
- ii. 251 to 1000 sq. ft. (in addition to the above)
- iii. Each additional 1000 sq. ft. or fraction thereof (in addition to the above)

2. In other than residential occupancies (new and/or renovation)

- i. 42 circuits or less, per circuit
- ii. 43 circuits or more, for each additional circuit (in addition to the above)

d. Inspection of HVAC Systems

- 1. 250 sq. ft. or less
- 2. 251 to 10,000 sq. ft. (in addition to the above)
- 3. Each additional 10,000 sq. ft. or fraction thereof (in addition to the above)

e. Inspection of Carpentry (framing, roofing, concrete, insulation, and similar)

- 1. 500 sq. ft. or less
- 2. 501 to 1000 sq. ft. (in addition to the above)
- 3. 1001 to 10,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)
- 4. 10,001 to 20,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)
- 5. 20,001 sq. ft. and up, per ~~1,000~~ 10,000 sq. ft. or fraction thereof (in addition to the above)

Consider a Resolution Appropriating \$2,471,375 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2021 Capital Improvement Budget identifies the use of \$2,471,375 in Motor Fuel Tax (MFT) funds as a source of revenue for street maintenance.

In order to secure and expend these funds, the State requires that resolutions be passed by the Village indicating their intended use. The State then reviews these resolutions, granting or denying their approval. Historically, the Village has utilized all of its MFT appropriation for use on street maintenance and roadway capital improvements.

KEY ISSUES:

- Resurfacing maintenance activities include: partial removal of the pavement structure, spot base repair, spot curb repair, installation of concrete edging, inlet repair, placement of a new surface course and pavement marking.
- In this program, 50/50 apron and curb replacement will also be provided.

ALTERNATIVES:

1. Approve the 2021 resolution appropriating Motor Fuel Tax funds in the amount of \$2,471,375.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the resolution for the Improvement and Maintenance of Streets and Highways be approved, appropriating \$2,471,375 of Motor Fuel Tax funds for the 2021 street resurfacing program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$2,471,375 of Motor Fuel Tax funds for the Improvement and Maintenance of Streets and Highways.

ATTACHMENTS:

- Resolution



**Resolution for Maintenance
Under the Illinois Highway Code**



Resolution Number	Resolution Type	Section Number
	Original	21-00000-00-GM

BE IT RESOLVED, by the Council of the Village of
Governing Body Type Local Public Agency Type
Palatine Illinois that there is hereby appropriated the sum of Two Million,
Name of Local Public Agency
Four Hundred Seventy-One Thousand, Three Hundred Seventy-Five Dollars (\$2,471,375.00
of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from
01/01/21 to 12/31/21
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Palatine
Local Public Agency Type Name of Local Public Agency
shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Margareth R. Duer Village Clerk in and for said Village
Name of Clerk Local Public Agency Type Local Public Agency Type
of Palatine in the State of Illinois, and keeper of the records and files thereof, as
Name of Local Public Agency
provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the
Council of Palatine at a meeting held on 12/07/20
Governing Body Type Name of Local Public Agency Date
IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day day of Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date



6.C.1.H.a

Section Number

21-00000-00-GM

Purpose	Motor Fuel Tax Amount	Rebuild Illinois Amount
County Engineer/Superintendent Salary & Expenses		n/a
Contract Construction		
Day Labor Construction		
Engineering		
Engineering Investigations		
IMRF/Social Security		n/a
Maintenance	\$2,471,375.00	
Maintenance Engineering		
Obligation Retirement		n/a
Other		
Right-of-Way (Itemized on 2nd page)		
TOTAL	\$2,471,375.00	

--

--

Approved

[illegible]

--

Itemization of Right-of-Way Request

[illegible]

Attachment: Resolution (Resolution Appropriating MFT Funds for Street Improvements and Maintenance)



Estimate of Maintenance Costs

Submittal Type **Original**

Maintenance Period

Local Public Agency	County	Section Number	Beginning	Ending
Palatine	Cook	21-00000-00-GM	01/01/21	12/31/21

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
2021 Street Resurfacing Program	IV	Yes						\$2,760,170.00
Total Operation Cost								\$2,760,170.00

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor				
Local Public Agency Equipment				
Materials/Contracts(Non Bid Items)				
Materials/Deliver & Install/Materials Quotations (Bid Items)				
Formal Contract (Bid Items)	\$2,471,375.00		\$288,795.00	\$2,760,170.00
Maintenance Total	\$2,471,375.00		\$288,795.00	\$2,760,170.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering				
Engineering Inspection				
Material Testing			\$15,000.00	\$15,000.00
Advertising				
Bridge Inspection Engineering				
Maintenance Engineering Total			\$15,000.00	\$15,000.00
Total Estimated Maintenance	\$2,471,375.00		\$303,795.00	\$2,775,170.00

Remarks

SUBMITTED

Local Public Agency Official

Date

Title

Village Manager

APPROVED

County Engineer/Superintendent of Highways

Date

Regional Engineer

Department of Transportation

Date

Consider a Resolution Appropriating \$695,529.34 of Rebuild Illinois Funds for the Rehabilitation of Rohlwing Road

BACKGROUND:

Rohlwing Road, from Palatine Road to Northwest Highway, is scheduled to be rehabilitated in the 2021 Capital Plan. The scope of rehabilitation work includes pavement resurfacing, patching, curb and gutter reconstruction, sidewalk replacement, and ramp upgrades to meet ADA requirements.

The Illinois Department of Transportation notified the Village they are implementing a grant program using proceeds from a general obligation bond in the REBUILD Illinois capital program to provide Local Public Agencies with funds for capital projects. The Village has been awarded a second allotment of \$753,029.34 for a capital improvement. \$57,500 of the grant was previously appropriated for design engineering services.

In order to secure and expend these funds, the State requires that resolutions be passed by the Village indicating their intended use similar to the use of Motor Fuel Tax proceeds. The State then reviews these resolutions, granting or denying their approval.

KEY ISSUES:

- Reconstruction activities include: removal of all the asphalt pavement, base and sub-base repair and/or replacement, spot curb and gutter replacement, spot sidewalk replacement and drainage improvements. The pavement will be replaced with 4" of asphalt.
- In this program, 50/50 apron and curb replacement will also be provided.

ALTERNATIVES:

1. Approve the resolution appropriating Rebuild Illinois funds in the amount of \$695,529.34 for the reconstruction of Rohlwing Road.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the resolution appropriating \$695,529.34 of Rebuild Illinois funds for the rehabilitation/reconstruction of Rohlwing Road, from Palatine Road to Northwest Highway, be approved.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$695,529.34 of Rebuild Illinois funds for the reconstruction of Rohlwing Road, from Palatine Road to Northwest Highway.

ATTACHMENTS:

- IDOT CL 2020-12 Bonds
- Rebuild Illinois Bond Palatine
- Resolution



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois 62764

July 20, 2020

CIRCULAR LETTER 2020-12

REBUILD ILLINOIS BOND GRANTS SECOND INSTALLMENT

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS / MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS / METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS / TOWNSHIP HIGHWAY COMMISSIONERS / CONSULTING ENGINEERS

The Illinois Department of Transportation (IDOT) will provide local public agencies with the second installment of the \$1.5 billion grant program from the local government component of the REBUILD ILLINOIS capital bill program. This second installment consists of \$250 million that will be distributed based on the regular Motor Fuel Tax (MFT) formula. These \$250 million are not MFT distributions, rather, they are grants made from bond sale proceeds that must be deposited into the local public agencies' MFT account and expended as directed in [CL 2020-11](#). Distribution allotments may be viewed on-line at <http://www.idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/mft-distribution/> under "REBUILD ILLINOIS".

This installment will be disbursed primarily through mailed checks from the Illinois Comptroller's Office and local public agencies can anticipate receiving this funding by the end of July.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Seck-Birhame'.

Stephane B. Seck-Birhame, P.E., PTOE
Acting Engineer of Local Roads and Streets

FY 2021 Distribution

Rebuild Illinois: Bond Grant Installment #2

Type: 1 = County, 2 = Township, and 3 = Municipality

Agency Name	Agency Type	Allotment
Palatine	3	\$753,029.34
Palos Heights	3	\$137,464.62
Palos Hills	3	\$192,044.07
Palos Park	3	\$53,239.40
Park Forest	3	\$241,373.16
Park Ridge	3	\$411,679.91
Phoenix	3	\$21,572.55
Posen	3	\$65,761.14
Prospect Heights	3	\$178,555.73
Richton Park	3	\$149,887.52
River Forest	3	\$122,713.13
River Grove	3	\$112,333.26
Riverdale	3	\$148,822.07
Riverside	3	\$97,482.90
Robbins	3	\$58,621.55
Rolling Meadows	3	\$264,703.15
Rosemont	3	\$46,154.72
Sauk Village	3	\$115,397.79
Schaumburg	3	\$815,308.56
Schiller Park	3	\$129,534.18
Skokie	3	\$711,586.75
South Barrington	3	\$50,141.91
South Chicago Heights	3	\$45,462.73
South Holland	3	\$241,977.28
Steger	3	\$105,116.78
Stickney	3	\$74,537.35
Stone Park	3	\$54,326.81
Streamwood	3	\$437,799.84
Summit	3	\$121,417.02
Thornton	3	\$25,680.57
Tinley Park	3	\$622,825.14
Westchester	3	\$183,630.33
Western Springs	3	\$142,517.26
Wheeling	3	\$413,525.22
Willow Springs	3	\$60,675.56

Attachment: Rebuild Illinois Bond Palatine (Resolution Appropriating Funds for Rohwing Road Reconstruction)



**Resolution for Improvement
Under the Illinois Highway Code**



Is this project a bondable capital improvement?

☐ Yes ☐ No

Resolution Type

Original

Resolution Number

Section Number

BE IT RESOLVED, by the Council

Governing Body Type

of the Village

Local Public Agency Type

of Palatine

Name of Local Public Agency

Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by Contract

Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Rohlwing Road	0.51	N/A	Palatine Road	US-14

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Roadway rehabilitation including drainage improvements, curb and gutter removal and replacement, base repairs, and installation of new asphalt.

2. That there is hereby appropriated the sum of Six hundred ninety-five thousand, five hundred twenty-nine and thirty-four cents----- Dollars (\$695,529.34) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Marg Duer

Name of Clerk

Village

Local Public Agency Type

Clerk in and for said Village

Local Public Agency Type

of Palatine

Name of Local Public Agency

in the State aforesaid, and keeper of the records and files thereof, as provided by

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council

Governing Body Type

of Palatine

Name of Local Public Agency

at a meeting held on December 14, 2020

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ .

(SEAL)

Clerk Signature

Date

Approved

Regional Engineer

Department of Transportation

Date

Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine's Rand/Dundee TIF District Special Tax Allocation Fund

BACKGROUND:

The Village established the Rand/Dundee TIF District in 1997. This District encompasses the Home Depot.

KEY ISSUES:

As part of the termination process of this TIF District, a final distribution of surplus must be made. As of November 25, 2020, the Finance Department calculated a "surplus" in the Rand/Dundee TIF District of \$589,000. Staff is recommending the declaration of surplus for distribution to the affected taxing districts.

Upon formal approval, these funds will be sent to Cook County, which will then distribute the funds to the appropriate taxing agencies based on their pro rata share of the total tax rate. After receiving the surplus funds, the County's distribution process is estimated to take approximately 30-60 days.

RECOMMENDATION:

Staff recommends approval of the ordinance Declaring Surplus Revenue in the Village of Palatine Rand/Dundee TIF District Special Tax Allocation Fund.

BUDGET IMPACT:

None.

ACTION REQUIRED:

Motion to approve an Ordinance Declaring Surplus Revenue in the Village of Palatine Rand/Dundee TIF District Special Tax Allocation Fund.

ATTACHMENTS:

- CY 2020 Final TIF Surplus Rand-Dundee Ord

ORDINANCE NO. O - _____ - 20

**AN ORDINANCE DECLARING SURPLUS REVENUE IN THE VILLAGE OF PALATINE
RAND/DUNDEE CENTER TAX INCRMEMENT FINANCING DISTRICT
SPECIAL TAX ALLOCATION FUND**

WHEREAS, the Village of Palatine on March 31, 1997, adopted ordinances creating the Rand/Dundee Center TIF District, designating a redevelopment project area, and approving a redevelopment plan and redevelopment project; and

WHEREAS, the Village of Palatine Director of Finance and Operations has determined and reported that on November 25, 2020, the Rand/Dundee Center TIF District's Special Tax Allocation Fund includes a surplus of \$589,000 that may be paid to Cook County for distribution to taxing districts in the redevelopment project area in accordance with the provisions of the Illinois Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1 et seq, (the "TIF Act"); and

WHEREAS, the Mayor and Village Council of the Village of Palatine hereby find and determine that it is appropriate to declare a surplus in the amount of \$589,000 and to cause that surplus to be distributed to the taxing districts as provided in the TIF Act;

NOW THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Village of Palatine, Cook County, Illinois, as follows:

SECTION 1: The foregoing recitals are incorporated to this Ordinance as the findings of the Mayor and Village Council.

SECTION 2: The Mayor and Village Council, pursuant to Sections 7 and 9 of the TIF Act and other applicable authority, hereby declare a surplus of funds in the Rand/Dundee Center TIF District Special Tax Allocation Fund of the amount of \$589,000 to be distributed to taxing districts in the redevelopment project area.

SECTION 3: The Village of Palatine Director of Finance and Operations is hereby authorized and directed to pay funds from the Rand/Dundee Center TIF District Special Tax Allocation Fund in the amount of \$589,000 to the Cook County Treasurer for distribution to the taxing districts in the redevelopment project area in accordance with the provisions of the TIF Act. The Village of Palatine Director of Finance and Operations is also authorized and directed to file a certified copy of this Ordinance with the Cook County Treasurer.

SECTION 4: This Ordinance shall be in full force and effect from and after its adoption as provided by law.

PASSED: This 7th day of December 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this 7th day of December 2020

ATTESTED and FILED in the
Office of the Village Clerk this
7th day of December 2020

Mayor of the Village of Palatine

Village Clerk

Attachment: CY 2020 Final TIF Surplus Rand-Dundee Ord (TIF Surplus: Rand/Dundee)

Consider an Ordinance Dissolving the Rand/Dundee Tax Increment Financing Redevelopment Project Area of the Village of Palatine, Illinois and Related Matters

BACKGROUND:

The Village established the Rand/Dundee TIF District in 1997. This District generally encompasses the Home Depot.

KEY ISSUES:

- TIF Districts have a defined length of 23 years. The Rand/Dundee TIF District has now reached this milestone (23 years of increment distributions) and accordingly must now be dissolved.
- In accordance with State statutes, the Village provided notification to all the taxing agencies that this TIF District will be dissolved.
- Additionally, to protect the Village against “unfunded” tax appeal refunds in future years, an amount of approximately \$75,000 will be withheld. Staff will monitor tax appeal refund activity over the next 5 - 7 years. Any refund requests from the County will be paid for with these funds. At such time as all appeal activity has concluded, any remaining money will be distributed directly from the Village to the taxing agencies based on the same calculation currently performed by the County.

RECOMMENDATION:

Staff recommends approval of the ordinance.

ACTION REQUIRED:

Motion to approve the ordinance dissolving the Rand/Dundee Tax Increment Financing Redevelopment Project Area of the Village of Palatine, Illinois and related matters.

ATTACHMENTS:

- Rand-Dundee TIF Dissolution Ord

ORDINANCE NO. O - _____ - 20

**AN ORDINANCE DISSOLVING THE RAND/DUNDEE CENTER TAX
INCREMENT FINANCING REDEVELOPMENT PROJECT AREA OF THE
VILLAGE OF PALATINE, ILLINOIS AND RELATED MATTERS**

WHEREAS, pursuant to the Illinois Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1 et seq., as amended (the "Act") and Village of Palatine Ordinances Number O-39-97, O-40-97, and O-41-97, adopted on March 31, 1997, as supplemented and amended, the Village of Palatine, Illinois (the "Village"), adopted a redevelopment plan and a related redevelopment project (the "Redevelopment Plan" and "Redevelopment Project"), designated the Rand/Dundee Center Tax Increment Financing Redevelopment Area (the "Redevelopment Project Area") and adopted tax increment finance for the Redevelopment Project Area; and

WHEREAS, the Village Council has received the certification of the Village Manager and Director of Finance and Operations that all redevelopment project costs for the Redevelopment Project Area have been paid, that all obligations in connection with the Redevelopment Project Area have been retired, and that all excess monies have been distributed; and

WHEREAS, notice of the dissolution of the special tax allocation fund and the dissolution of the Redevelopment Project Area was given by the Village on or before November 1, 2020, to all affected taxing districts;

NOW THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Village of Palatine, Cook County, Illinois, as follows:

SECTION 1: The Village hereby dissolves, effective December 31, 2020, the special tax allocation fund for the Redevelopment Project Area and dissolves the Redevelopment Project Area as a "Redevelopment Project Area" under the Act, which is legally described as follows:

Attachment: Rand-Dundee TIF Dissolution Ord (TIF Dissolution: Rand/Dundee)

That Part Of The Northwest Quarter Of Section 12, Township 42 North, Range 10 East Of The Third Principal Meridian, Described As Follows:

Beginning At The Northwest Corner Of Said Section; Thence North 89 Degrees 28 Minutes 00 Seconds East (Assumed Bearing) Along The North Line Of Said Section, A Distance Of 603.75 Feet To The Centerline Of Rand Road; Thence South 46 Degrees 20 Minutes 34 Seconds East Along The Centerline Of Rand Road, A Distance Of 742.20 Feet; Thence Southwesterly 90 Degrees 35 Minutes From The Northwest To West With The Centerline, A Distance Of 617.20 Feet To A Line That Is 968.00 Feet South Of And Parallel With The North Line Of Said Section; Thence South 89 Degrees 28 Minutes 00 Seconds West Along Said Parallel Line, A Distance Of 712.20 Feet To A Point On The West Line Of The Northwest Quarter Of Said Section; Thence North 00 Degrees 29 Minutes 21 Seconds West Along Said West Line, A Distance Of 968.00 Feet To The Northwest Corner Of Said Section, And The Point Of Beginning, Cook County, Illinois.

Excepting Therefrom The Following Described Property: The Northeasterly 357.0 Feet (As Measured Along The Southeasterly Line) Of The Southeasterly 290.0 Feet (As Measured Along The Northeasterly Line).

Also Excepting Therefrom The Following Described Property: That Part Of The Northwest Quarter Of Section 12, Township 42 North, Range 10 East Of The Third Principal Meridian, Described As Follows:

Beginning At A Point Of The North Line Of Said Section That Is 253.75 Feet East Of The Northwest Corner Thereof; Thence North 89 Degrees 28 Minutes 00 Seconds East (Assumed Bearing) Along The North Line Of Said Section, A Distance Of 200.0 Feet; Thence South 00 Degrees 30 Minutes 32 Seconds East, A Distance Of 265.0 Feet To A Line That Is Parallel With And 265.0 Feet South Of The North Line Of Said Section; Thence South 89 Degrees 28 Minutes 00 Seconds West Along Said Parallel Line, A Distance Of 200.0 Feet; Thence North 00 Degrees 30 Minutes 32 Seconds West A Distance Of 265.0 Feet To A Point Of The North Line Of Said Section That Is 253.75 Feet East Of The Northwest Corner Thereof, And The Point Of Beginning, In Cook County, Illinois.

Also Excepting Therefrom The Following Described Property: That Part Of The Northwest Quarter Of Section 12, Township 42 North, Range 10 East Of The Third Principal Meridian Described As Follows:

Commencing At A Point On The North Line Of Said Section That Is 453.75 Feet East Of The Northwest Corner Thereof; Thence East Along The North Line Of Said Section 150 Feet To The Center Line Of Rand Road; Thence Southeasterly Along The Center Line Of Rand Road 150 Feet; Thence Southwesterly 372.36 Feet Along A Line Drawn From The Center Line Of Rand Road 150 Feet Southeasterly From Its Intersection With The Center Line Of Dundee Road, To A Point In The West Line Of Said Section 12 Which Is 844.97 Feet South Of The Northwest Corner Thereof; Thence North 372.36 Feet To The Pont Of Beginning, Cook County, Illinois.

Together With The Following Described Property: Those Portions Of Rand And Dundee Roads Lying Northerly Of And Northeasterly Of And Adjoining The Previously Described Land, All In Cook County, Illinois.

SECTION 2: The Village Clerk shall immediately file a certified copy of this Ordinance with the County Clerk of Cook County, Illinois.

SECTION 3: This Ordinance shall be in full force and effect from and after its adoption as provided by law.

PASSED: This 7th day of December 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this 7th day of December 2020

ATTESTED and FILED in the
Office of the Village Clerk this
7th day of December 2020

Mayor of the Village of Palatine

Village Clerk

Attachment: Rand-Dundee TIF Dissolution Ord (TIF Dissolution: Rand/Dundee)

Consider a Resolution Amending the Village's Employee Handbook for 2021

BACKGROUND: The Village of Palatine has an Employee Handbook that outlines the rules, regulations, benefits, and conditions of employment that apply to Village employees. From time to time, the Village amends the Employee Handbook to comply with State, Federal, and local regulations, as well as changing practices. The last update to the handbook was completed with the adoption of the Village's 2020 budget.

KEY ISSUES:

Suggested handbook changes for 2021 include:

- Update to policy regarding time tracking;
- Amend language regarding demotions and pay;
- Minor clarifications to FMLA language as a result of new Federal forms;
- Update of tuition assistance policy; and
- Outside employment policy expanded to part-time employees.

ALTERNATIVES:

- Approve the recommended changes.
- Do not approve the recommended changes and return to Staff with comments.

RECOMMENDATION: Staff recommends approval of the resolution updating the Village of Palatine's Employee Handbook.

ACTION REQUIRED: Motion to approve a resolution updating the Village of Palatine's Employee Handbook.

ATTACHMENTS:

- Handbook Resolution 12 7 2020
- 2021 Summary Red Lined Changes EE HDBK Rev
- 2021 EMPLOYEE HANDBOOK

RESOLUTION NO. _____

**A RESOLUTION
UPDATING THE EMPLOYEE HANDBOOK
OF THE VILLAGE OF PALATINE**

WHEREAS, the Village of Palatine maintains an Employee Handbook that outlines the rules, regulations, benefits and conditions of employment that apply to Village Employees; and

WHEREAS, the Employee Handbook must be updated to comply with State, Federal, and local regulations; and

WHEREAS, should any section or provision of this Resolution, the Employee Handbook, or the incorporated Policy Prohibiting Sexual Harassment be declared invalid, that decision shall not affect the validity of this Resolution, the Employee Handbook, or the incorporated Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Village of Palatine, that:

SECTION 1: The Employee Handbook, including the Policy Prohibiting Sexual Harassment, is hereby updated to comply with State, Federal and local Regulations, a copy of which is attached hereto and made a part hereof and that

this manual is hereby adopted as the Employee Handbook of the Village of
Palatine.

SECTION 2: This Resolution shall be in full force and effect on January 1,
2021.

DATED: This ____ day of _____, 2020

AYES: ____ NAYS: ____ ABSENT: ____ PASS: ____

APPROVED by me this ____ day of _____, 2020

Mayor of the Village of Palatine

ATTEST and FILE in the office of the Village Clerk this ____ day of
_____, 2020.

Village Clerk

Summary of 2021 Employee Handbook Changes

Following are the proposed changes to the 2021 Employee Handbook, by Section.

Section 3.2 Normal Working Hours

A. Work Hours/~~Time Cards~~Tracking Time Using Executime Software

An employee's normal working hours will be determined by the Department Head, upon concurrence of the Village Manager.

1. Department Heads (or their designee) ~~will complete time cards will verify and approve the time worked and the leave time taken~~ for each assigned employee as required by the Village Manager using the Executime software program.
2. ~~Payroll time cards will be forwarded to the Finance Department Approvals in Executime will be approved~~ no later than 12:00 p.m. on the Monday after the end of the pay period.
3. Employees are responsible for the accurate input of time worked and leave taken as implemented for the employee's department.
4. Any ~~corrections or~~ changes to the ~~employee's time card from when the time cards are submitted to the end of the pay period shall be recorded on the next payroll time card. time record shall be submitted to Finance using the Payroll Correction Request Form.~~

Section 4.4 Salary Adjustments

~~D. — Change in Duties~~

~~If the nature of the employee's position has changed, and the duties no longer meet the classification (because the duties fall into a lower paid classification), the employee's salary may be frozen until the job duties and range coincide.~~

Section 4.10 Demotions (new section)

- D. In rare instances, the employee's salary may be frozen or "red-lined" if the nature of the employee's position has changed, and the duties no longer meet the classification (because the duties fall into a lower paid classification). The employee's salary may be frozen until the job duties and range coincide, or for a period up to twelve (12) months.

Summary of 2021 Employee Handbook Changes

Section 6.4 Vacation Program

- F. Vacation credits shall be used by each employee within a twelve (12) month period following the end of the calendar year in which the credits were earned unless the Department Head recommends an exception in writing due to an extenuating circumstance and is approved by the Village Manager. An employee may carryover a maximum of one year of vacation accrual from the then-applicable vacation accrual schedule from year-to-year as of December 31. Unused vacation credits in excess of the maximum will be reviewed annually after the first payroll in January. Upon review, any unused accrued vacation over the maximum will be forfeited.

Extension of time for the use of vacation credits as required in the above ~~paragraph section~~ may be authorized in writing by the Village Manager upon written application by an employee and after recommendation by the Department Head.

Section 7.11 Family and Medical Leave

~~E.~~ Notification and Reporting Requirements

- ~~4.~~ All requests for leave of absence must be submitted to the supervisor in writing at least thirty (30) days in advance of the start of the leave (except when the leave is due to an emergency or is otherwise not foreseeable, employee is expected to notify the Village as soon as practicable, generally within one to two (1 to 2) business days of learning of the need for leave). A delay in submitting this request could result in a delay of the start of leave. The supervisor will forward the request to Human Resources for approval. All leave requests will receive a Notice of Eligibility and Rights and Responsibilities. Employee must submit additional documents as requested. Once all documentation is submitted and reviewed, approved leaves will receive a Designation Notice. If the leave request is approved, employee will receive an FMLA Response Form. Employee must also make an effort to schedule a leave so as not to disrupt business operations. During the leave, employee may be required to report periodically on status and intention to return to work.

I. Coordination with Other Policies

Except as provided herein, below, an employee must substitute any accrued paid sick days, vacation days, personal time or compensatory time for unpaid leave under this policy, and any such paid time off must be taken concurrently with his Family and Medical Leave. However, employees with more than two (2) weeks of sick leave available at the time of FMLA eligibility will be allowed to retain up to two (2) weeks of sick time on the books for future use. If employee otherwise qualifies for disability pay, he will collect it at the same time he is on Family and Medical Leave. Similarly, if he otherwise qualifies for any other type of leave of absence, he must take that leave at the same time as he is taking Family and Medical Leave. ~~All time missed from work qualifies for both Family and Medical Leave, and for workers' compensation, will be counted toward the Employee's~~

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~~twelve (12) weeks of Family and Medical Leave. All time missed from work due to personal injury, illness or work-related injury will be counted toward the Employee's twelve (12) weeks of Family and Medical Leave.~~

ARTICLE IX. EMPLOYEE CONDUCT

Section 9.1 Outside Employment

Village employees shall not participate in outside employment that in any way interferes with the employees' regular duties, responsibilities or work performance with the Village, as determined by the Village Manager.

- A. Full-time and part-time Village employees may not engage in outside work or employment as defined in this section without the express written approval of their Department Head and the Village Manager. Any employee who engages in outside work or employment without such express written approval is subject to discipline up to and including termination of employment. All requests to engage in outside employment must be submitted in writing to the Department Head who will forward it to the Village Manager.
 - 1. Outside work is defined as any gainful employment other than the performance of official duties, including, but not limited to: self-employment, working for another employer, employment in the management, and operation or direction of a private business for profit, including any direct or indirect financial interest in any such business.
 - 2. Department Heads may set policies and guidelines regarding outside employment. Such policies and guidelines shall be approved or subject to change by the Village Manager.
- B. The Village generally will permit employees to engage in outside employment or work so long as, in the opinion of the Village Manager or the employee's Department Head, the outside work or employment would not affect:
 - 1. the quality of the employee's work for the Village; or
 - 2. prevent the employee from devoting his primary interest to the accomplishment of his work for the Village; or
 - 3. tend to create conflict, or the appearance of a conflict, between the private interests of the employee and the employee's official responsibility to the Village.
- C. An employee shall not perform outside work, which in the judgment of the Village Manager:
 - 1. is of such nature that it may be reasonably construed by the public to be an official act of the Village, or Department thereof; or
 - 2. involves the use of Village facilities, equipment, and electronic devices; or

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3. involves the use of official information not available to the public; or
 4. might encourage, on the part of members of the general public, a reasonable belief of a conflict of interest.
- D. While an employee is not prohibited from performing outside work solely because the work is of the same general nature as the work the employee performs for the Village, no employee may perform the outside work if, in the judgment of the Village Manager:
1. the work is such that the employee would be expected to do it as part of his or her regular duties; or
 2. the work involves management of a business closely related to the official work of the employee; or
 3. the work would tend to influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties.

During the time an employee is absent from work due to medical reasons, an employee shall be prohibited from working a secondary position.

ARTICLE X. EMPLOYEE DISCIPLINE

Section 10.1 Disciplinary Action

It is only fair that employees should know what the Village expects of them so far as conduct at work, on Village property, and off duty (off duty applies if it impacts the ability of the employee to do his job or if the conduct impacts the Village's reputation in the community). Certain standards of conduct are necessary so the Village can operate in an orderly and efficient manner, and can provide for the safety and general welfare of all employees. While all wrongful conduct cannot be listed, the Village sets forth the most common instances and the penalties which may be applied to them:

- A. Theft (taking without permission) property belonging to the Village, another employee, citizen or business.
- ~~B. Writing on another employee's timecard or timesheet or permitting another employee to write on one's timecard or timesheet.~~
- C. Refusal to comply with a work assignment or a direct instruction from a member of management.
- D. Reporting to work or working under the influence of alcohol or drugs, or using or having such in one's possession on working time, or other violation of the Village's published policy, Drug-Free and Alcohol-Free Workplace Policies, Section 9.6.

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- E. Concealing evidence, interfering with an ongoing investigation, or failure to correct errors and omissions within a reasonable period of time.
- F. Restricting or encouraging others to refrain from the proper exercise of their duties, or engaging in any illegal work stoppage in violation of any collective bargaining agreement.
- G. Sabotage, destruction, misuse, or hiding of Village property, or that of a contractor or another employee, or a Village resident.
- H. Falsifying Department records, altering Village records without permission, or giving false information in preparation of any Village records, including employment applications, and time tracking systems.

Section 11.2 Tuition Assistance Program (replaces prior policy)

The Tuition Assistance Program is intended to encourage continuous education by providing tuition assistance to the employee in his/her effort to complete continuing education but will not cover all costs. The Village funds a Tuition Assistance Program subject to the appropriation limits as established annually by the Village Council. Tuition Assistance is available to full-time employees in good standing who have been with the Village for at least twelve (12) months of active, continuous service. Employee must have an overall rating of “meets expectations” or better on their most recent performance evaluation at the time of application to qualify. Coursework and study are expected to be completed on the employee’s own time.

Tuition Assistance is a discretionary program subject to the availability of funds and may be discontinued at any time by the Mayor and Village Council or the Village Manager. Past approval and participation in the tuition reimbursement program does not guarantee approval in subsequent years and does not obligate the Village to pay coursework beyond the approved term. Reimbursements will not carry over from year to year if the program doesn’t have enough funds in a given year.

Courses or degrees must be job related and must improve the employee’s efficiency, knowledge and competency in the performance of existing or future job duties. The education program must be relevant to the employee’s job as determined by the Village.

Course reimbursement shall be for tuition costs only. Costs for books, student fees, or other associated costs are not covered by the program. The amount of reimbursement for a course will depend on:

1. Whether it is undergraduate or graduate level.
2. The grade achieved in the course, and
3. Whether any other financial assistance is received by the employee.

Harper College rates will be used as a benchmark for establishing maximum reimbursement rates for community college coursework. Northern Illinois University will be used as a benchmark for establishing maximum reimbursement rates for undergraduate and graduate coursework.

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Maximum reimbursement will be:

- 75% of the established reimbursement rate for a grade of A or B.
- 50% of the established reimbursement rate for a “Pass” in a Pass/Fail Course
- 25% of the established reimbursement rate for a grade of C
- No reimbursement for a grade of D, or F, or “Fail” in a Pass/Fail Course.

Reimbursement rates will be reconsidered from time-to-time, and shall be posted to the Employee Intranet.

Sample Reimbursement Rates (2020/2021 School Year)				
Type of Program Attended	Base Rate	75% Rate	50% Rate	25%
Rate				
Harper or other Community College	\$133.50 per hour	\$ 100	\$ 66	\$ 33
Undergraduate program	\$348.84 per hour	\$ 262	\$175	\$ 87
Graduate program	\$470.72	\$ 353	\$236	\$ 118

The employee is expected to seek all other sources of assistance (Veteran’s benefits, scholarships, and grants) with the exception of student loans. The Village’s reimbursement shall not exceed the difference between a tuition invoice and tuition assistance from all other sources.

Advance Program Approval Procedure

Employees must be approved for coursework before they are eligible for reimbursement. Each learning period, an employee will submit a “Tuition Assistance Application” to their department director describing the course of study and its relevance to the employee’s job and the Village of Palatine. The employee must include the cost of their tuition as well as any anticipated financial aid. The department director then considers preliminary approval and makes a recommendation to the Human Resources Director for final approval. Once a course is approved, the employee will receive acknowledgement of acceptance into the program for that period.

For an employee new to the program, the best opportunity to be accepted into the program is to submit a request to Human Resources by July 31 of the year prior to the coursework. This way, the Village can consider new individual education plans as part of the Tuition Assistance Program. Education expenses will be considered for advance approval when the actual budget year begins.

Reimbursement Procedure

Within sixty (60) days after the course is completed, the employee shall submit the initial approved request, final grade report, receipt showing tuition costs and a completed Tuition Assistance Agreement. Human Resources will coordinate signatures on the Reimbursement Agreement and will process the reimbursement. The Village will make every effort to reimburse eligible costs for current approved courses (or those pending reimbursement). Failure to submit within 60 days will result in forfeiture of the reimbursement.

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Reimbursement Limits

Annually, the limit for tuition assistance shall be the lesser of either 18 credit hours credit or the annual limit for non-taxable tuition assistance benefits as established by the IRS. This limit can be lifted at the express written authorization of the Village Manager in circumstances where the employee is continuing their education as part of a Village succession plan.

Employee Commitment to Village

Employees shall recognize the Village's commitment to supporting their education efforts with a commitment to three years of continued employment following completion of their course(s). In consideration for tuition assistance reimbursements, the employee agrees to a minimum three (3) year commitment to continued employment with the Village following completion of each course. Employees who voluntarily leave Village employment after receiving tuition assistance shall be required to reimburse the Village according to the following schedule:

Time between course completion Percent employee shall and terminating
employment Reimburse the Village

Less than one year	100%
One to two years	75%
Over two years to three years	50%
Over three years	0%

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VILLAGE OF PALATINE
TUITION ASSISTANCE APPLICATION

This form must be completed, signed and submitted to Human Resources for consideration of Tuition Assistance. Assistance is provided on a first come, first serve basis. There is no guarantee of benefits.

Employee Name: _____ Application Date: _____

Job Title: _____ Department: _____

Courses Requested: _____ Number of Hours: _____

Undergraduate _____ Graduate _____ Degree: _____

Name of Institution: _____

Tuition Rate Per Credit Hour: _____

In your opinion, how will this degree or course(s) improve your job performance?

Provide a written explanation on how this course will benefit you personally.

Employee Signature: _____ Date: _____

Department Head: _____ Directly Job Related _____ Indirectly but job related and _____ (up
to 75% Reimbursement) required for a degree which is _____
_____ directly job related (up to 50%)

Department Head Approval: _____ Date: _____

Employee, upon course completion, submits:

_____ Transcript showing final grade

_____ Tuition statement for proof of payment

_____ Completed Tuition Assistance Agreement

EMPLOYEE HANDBOOK



January 1, 2021

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ARTICLE I. INTRODUCTION

Section 1.1 Purpose of Employee Handbook

Whether you have just joined our organization or have been with the Village of Palatine for many years, we are confident that you will find the organization to be a dynamic and rewarding place in which to work. We look forward to a productive and successful association. Our employees are our most valuable resources.

The Village has always taken pride in the abilities and accomplishments of its employees. It is the Village's policy, so far as the judgment of Village management is able, to pay wages and benefits that are competitive with the market, and recognize the value of its employees. It is also Village policy, generally, to communicate directly with employees and to try and work together to resolve employee concerns as they arise.

The purpose of this Employee Handbook is to present the principle rules, regulations, benefits and conditions of employment that apply to Village employees. Employees are urged to carefully read this Employee Handbook and understand its application. Clarification and interpretation of the Employee Handbook shall be made by the Village Manager as the Chief Administrative Officer of the Village. The Village Manager or his/her designee shall administer the provisions of this Employee Handbook.

This Employee Handbook is not intended to create any sort of contract of employment. Rather, it is intended to describe the Village and its present policies and procedures. These policies and procedures may be changed from time to time as the Village deems appropriate, consistent with state and federal laws. Further, consistent with the principles of at-will employment, employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the Village, except for those employees whose method of appointment or removal is set by State statute or Village ordinance. No representative of the Village, other than the Village Manager as an agent of the Village Council, has the authority to enter into any agreement for a specific period of time, or to make any agreement contrary to the foregoing.

Section 1.2 Collective Bargaining Agreements

Where this Employee Handbook and a Collective Bargaining Agreement between the Village and any of its employees address the same or similar issues or conflict in any way, the provisions of the Collective Bargaining Agreement shall control, and the provisions of the Employee Handbook shall not apply, with respect to any employee covered by the Collective Bargaining Agreement with regards to these issues or conflicts.

Section 1.3 Gender Clause

Whenever the male gender is used in this Employee Handbook (he, him, his), this pronoun shall be interpreted to mean and apply to both males and females equally.

Section 1.4 Types of Employment

This Employee Handbook applies to all employees. The Village recruits and employs personnel under the following classifications:

A. Part-Time Employee

- B. Employment which involves being regularly scheduled to work less than thirty-five (35) hours per week. The hours for part-time employment vary by position. Based on the expected and actual hours worked on a regular basis throughout the year, part-time employees may be eligible for paid leave or pension participation as defined by the Employee Handbook (Section 4.9, etc.) and by Illinois Municipal Fund requirements. Short Term, Seasonal or Temporary Employee

Employment which is considered short term or seasonal. An employee under this category is employed for less than three (3) full consecutive calendar quarters during a calendar year, or does not have reasonable assurance of being rehired for the same service in a subsequent calendar year. Unless specifically authorized by the Village Manager as a condition of employment, Intern positions are considered Short Term or Seasonal and are ineligible for paid leave.

C. Full-Time Employee

Employment which involves being regularly scheduled to work thirty-five (35) or more hours per week.

D. Supervisor

Employment as a supervisor shall be identified as an employee whose principle work is substantially different from that of his subordinate and is a member of the management group who has the authority and the interests of the Village, and may direct the daily work activities of a unit or shift of employees, and to whom the employees shall contact for reporting to work late, illness or other absence, and makes requests for authorized leave, and may have the authority to recommend employment, discipline or dismissal.

E. Sworn Employment

Employment as a Sworn employee shall mean all full-time firefighters and police officers who are sworn under oath to uphold state and federal law; and the hiring and promotional processes for these positions are typically governed by the rules and regulations of the Palatine Fire and Police Commission.

F. Confidential

Employment as a Confidential employee shall be identified as an employee who, in the regular course of his duties, assists or acts in a confidential capacity to persons who formulate, determine, and effectuate management policies or who have authorized access to information relating to the effectuation or review of management policies.

Confidential status shall be assigned by the Department Head with the concurrence of the Village Manager.

G. Management and Professional

Employment as a management or professional employee shall be identified as an employee directly involved in the daily administration of key operational functions within the departments and the Village as a whole. They are empowered to exercise independent judgment in areas impacting Village-wide concerns. This group is closely aligned with the Executive Leadership Team and is often called upon to assume an “acting director” role in the absence of the Department Head.

H. Executive Leadership

Employment as an executive leadership employee shall mean a Department Director and the position of the Deputy Village Manager. The executive leaders of the organization assist the Village Manager in administering the Village and are granted administrative authority to lead their department. They have a dual role in representing their department and the Village as a whole. They must also represent the Village to their departments to ensure Village policies are fully and properly carried out.

In addition to Employment Types, the Village designates the following Employment Classifications in conjunction with the guidelines for the Fair Labor Standards Act.

A. Exempt Employees

Exempt employees are paid on a salaried basis for all hours of work performed in a workweek and therefore are not entitled to overtime pay pursuant to the Fair Labor Standards Act.

B. Non-Exempt Employees

Non-Exempt employees are eligible for overtime pursuant to the Fair Labor Standards Act.

The employee’s Employment Type shall be used to determine, among other things, eligibility for benefits (assuming employee meets other eligibility requirements of the benefit program). The employee’s Classification will determine eligibility for overtime.

Section 1.5 Equal Employment Opportunity

It is the policy of the Village of Palatine to provide equal employment and advancement opportunities to all qualified persons without regard to race, color, religion, sex, sexual preference, sexual orientation, age, disability or handicap, political affiliation, national origin, type of military discharge, marital status, pregnancy or any other basis protected by law. It is the belief of the Village that equal employment opportunity is necessary for the development and maintenance of an efficient work force and for the optimum utilization of human resources. It is the intention of the Village to promote the full realization of equal employment opportunity through a positive, continuing commitment to diversity among the members of its staff. Specifically, the Village

seeks to recruit and promote the career growth of qualified minorities, women, veterans, and disabled persons; as well as make reasonable accommodations to further the employment of the disabled.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his/her supervisor or Human Resources. Any form of retaliation against an employee is strictly prohibited; therefore employees can raise concerns and make reports without fear of reprisal. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. The complaint reporting procedure is set forth below in Section 1.8.

Section 1.6 Americans with Disabilities

The Village is committed to employing and providing equal employment opportunities to individuals with disabilities. The Village also provides reasonable accommodations to applicants and employees who are otherwise qualified to perform the essential functions of the job. Any employee in need of such an accommodation must notify his supervisor, Human Resources or the Village Manager.

The Village may engage in an interactive process with employees to determine the nature of limitations and potential accommodations that might remove such limitations. As part of this interactive process, the Village may request an employee to provide certain information from his or her health care provider regarding the employee's ability to perform the essential job functions with or without a reasonable accommodation.

Upon presentation of medical documentation supporting the need for a workplace accommodation, the Village will consider accommodation of pregnancy pursuant to this procedure to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Village.

Section 1.7 Harassment

The Village recognizes its responsibility to all employees to maintain a working environment free from sexual harassment and other forms of harassment. This policy prohibits all forms of harassment or other workplace discrimination based on an employee's or applicant's legally protected status. This includes conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's race, color, religion, sex, sexual preference, sexual orientation, age, disability or handicap, political affiliation, national origin, type of military discharge, marital status, pregnancy or any other basis protected by law. To achieve this environment, appropriate methods, such as affirmatively addressing the subject, expressing strong disapproval, developing appropriate sanctions, and informing employees of their right to raise the issue of harassment are utilized to alert employees to the problem.

A. Harassment Not Tolerated

The Village will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment. The Village discourages any such conduct in the workplace, and this

policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

B. Sexual Harassment

As with other forms of harassment, harassment on the basis of sex is a violation of State, Federal and Local Laws. Sexual harassment includes any harassing conduct based on gender or sexual orientation, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual who engaged in the harassment and the individual being harassed are of the same or different genders.

While sexual harassment can take several forms, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual, or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

C. Prohibited Conduct

The Village considers the following conduct to represent some of the types of acts which violate the Village's Sexual Harassment Policy. These examples should not be construed as an all-inclusive list of prohibited acts under this Policy.

1. Physical contact of a sexual nature, such as:
 - a. Rape, sexual battery, molestation, or attempts to commit these assaults;
 - b. Intentional physical conduct which is sexual in nature such as touching, pinching, patting, grabbing, brushing against, or poking another employee's body.
2. Unwanted sexual advances, propositions, or other sexual comments such as:
 - a. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality, sexual orientation, or sexual experience directed at or made in the presence of any employee;
 - b. Preferential treatment, or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;

- c. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct intentionally making performance of the employee's job more difficult because of that employee's sex.
3. Sexual or discriminatory displays or publications anywhere in the Village's workplace by Village employees such as:
- a. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to display or view at work. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the Village and who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body;
 - b. Publicizing in the work environment material that is in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic;
 - c. Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace.

D. Employee Responsibility

Everyone at the Village can help assure that our workplace is free from prohibited discrimination or harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees are encouraged to inform others in the workplace whenever their conduct is unwelcome, offensive, inappropriate, or in poor taste. In addition, employees should come forward with complaints about alleged problems or violations of this policy at any time. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report such conduct. No employees, not even the highest-ranking people in the Village are exempt from the requirements of this policy. This policy forbids any employee, supervisor, elected official, vendor, client, customer or other person to harass any employee of the Village.

E. Retaliation Prohibited

The Village will not retaliate or take reprisal in any way based on the fact that an employee has articulated a concern about harassment or discrimination against the individual raising the concern or against another individual; participates in an investigation of a complaint, whether internally or with an external agency; files a charge of discrimination or harassment; or otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to

violations of discrimination or harassment laws. Retaliation prohibited by this policy includes, for example:

1. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and
2. Intentionally pressuring, falsely denying, lying about, or otherwise covering up or attempting to cover up conduct such as that described in any item above.

F. Discipline

An employee who engages in conduct which violates this policy will be subject to disciplinary action, up to and including termination of employment.

Section 1.8 Resolving Complaints of Harassment or Discrimination

A. Reporting

If an employee experiences or witnesses any conduct that he or she believes is inconsistent with the Village's policies against harassment or discrimination, the Village expects the employee to immediately report the conduct to his or her supervisor, the Human Resources Director or the Village Manager. This policy does not require that the employee report the conduct to any individual who is engaging in the conduct. Employees need not follow the chain of command to report a complaint or discuss offending behavior with the employee offender.

B. Supervisory Responsibility

Any supervisor or manager who has knowledge of suspected prohibited conduct, or to whom a complaint has been made, must promptly report the conduct to the department head, Human Resources Director, or the Village Manager. The failure of a supervisor to report suspected violations of this policy may result in discipline.

C. Investigation/Interim Measures/Conclusion

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Employees who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Village will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Village might also conclude, depending on the circumstances, either that no violation of the policy occurred or that the Village cannot conclude whether or not a violation occurred.

D. Corrective Action

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not employed by the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

E. External Process

The Village of Palatine hopes that any incidents of inappropriate behavior can be resolved through the internal process outlined, above. All employees however, have the right to file formal charges with the Illinois Department of Human Rights, 100 W. Randolph, 10th floor, Chicago, IL 60601 - (312) 814-6200 or to the Federal Equal Employment Opportunity Commission, 500 W. Madison Street, Suite 2000, Chicago, IL 60661 - (312) 353-2713. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint: Illinois Human Rights Commission Chicago: 312-814-6269 Chicago TTY: 312-814-4760; Springfield: 217-785-4350 Springfield TTY: 217-557-1500.

F. False Complaints

It is critical in establishing a workplace free of harassment that a victim of an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

G. Elected/Appointed Officials

Because the Village promotes civility and respectful interactions at all levels of the organization, it is critical that elected and appointed officials understand their responsibility to comply with this policy. Elected and appointed officials are also expected to treat each other in a manner consistent with this policy. Any elected or appointed official who believes they have experienced prohibited conduct by another elected or appointed official that is inconsistent with the Village's non-harassment policy may notify the Human Resources Director or the Village Manager. After receiving the complaint, the Village will initiate an investigation using an independent investigator experienced in investigating workplace harassment complaints.

Section 1.9 **Immediate Family**

Unless otherwise specified, the term “immediate family” shall include the following members: spouse, parents, grandparents, mother-in-law, father-in-law, brother, sister, sister-in-law, brother-in-law, son, daughter, stepson, stepdaughter, son-in-law, daughter-in-law, grandchildren and step-parents.

ARTICLE II. APPOINTMENTS AND PROMOTIONS

Section 2.1 **Employment Policy**

The Village Manager, or his designee, shall have the responsibility and authority for recruiting, selecting, retaining, suspending and removing all Village employees other than those employees whose method of appointment or removal is subject to Palatine Fire and Police Commission procedural rules.

A. Applicants

Applicants shall generally be selected on the basis of merit, training, experience and other job related factors. Applicants are subject to a background check, and Fleet Safety Guidelines (if employed in a position which requires driving a Village vehicle). Other requirements may apply by department.

B. Internal Applicants

The Village will attempt, so far as it deems possible, to fill vacancies from among existing employees when deemed by the Village Manager to be in the best interest of the Village. The Village shall not, however, be bound to fill a vacancy by transfer or promotion of an existing employee.

C. Fire & Police Commission

The recruitment, employment, termination of employment, and some disciplinary procedures for all employees under the jurisdiction of the Fire and Police Commission of the Village of Palatine may be subject to the rules and regulations of that Commission.

D. Orientation

A new employee shall receive an orientation by appropriate staff and their respective Department. Orientation consists of an overview of Village organization, rules and regulations, benefits and general procedures. Each Department is responsible for orienting new employees to departmental guidelines and procedures specific or unique to their Department.

E. Evidence of Identity and Employment Eligibility

Employees must provide evidence of identity and employment eligibility within three (3) days of their start date. New employees will be advised as to the proper documents that must be provided to the Village.

F. Village IDs

Village IDs will be given to all full-time and part-time employees as required to perform their job as a means to identify employees when dealing with the public. Employees shall identify themselves to the public when in the field as Village employees. Village IDs are also used for access to some employee buildings. If an employee loses an ID, he must report the loss to his supervisor.

G. New Employee Training

New employees shall receive a list of National Incident Management System (NIMS) courses which apply to their position. These courses must be successfully completed within the first six (6) months of employment. Employees, as part of their Village employment, may be asked to staff the Emergency Operations Center (EOC) or participate in a response to a local or regional emergency event.

H. Electronic Records

An employee can view his electronic record through the HR Portal which can be found at <http://hr.palatine.il.us>. Requests to re-set a password can be directed to Human Resources through email at: hr@palatine.il.us or at extension 6652.

I. Employee Personal Information

Employees are expected to timely update the Village and associated vendors of change in name, address, status or dependents. The Village can be updated through the HR Portal.

Section 2.2 Nepotism/Non-fraternization

For the purpose of this Employee Handbook, nepotism shall be defined as favoritism shown, or patronage granted in the employment decision made by the Village to the immediate family of Village employees, as defined in Article I, Section 1.9.

A. Avoiding Conflict of Interest

In order to avoid an actual or potential conflict of interest in employee hiring, supervision and/or allocation of duties, employment and personnel decisions shall not be made on the basis of nepotism nor under circumstances which reasonably create the appearance of nepotism to the public.

1. The hiring of immediate family members of elected Village Officials or the Village Manager shall be prohibited under this policy. Those employees whose employment preceded the candidacy or election of a Village Office shall be unaffected by this policy.
2. This policy does not apply to those individuals who are uncompensated and serve on Village Commissions or Boards.

3. Nothing herein shall apply to the hiring of persons whose application and appointment are under the jurisdiction of the Fire and Police Commission of the Village.
4. If employment of immediate family members exists, or is later established, and an actual or potential conflict arises, the Village Manager and the appropriate Department Head(s) will endeavor to resolve the conflict by conciliation, transfer or other appropriate action, including termination. These situations will be resolved on a case-by-case basis.

B. Relationship Conflict of Interest

The Village considers certain personal/dating relationships to be inappropriate. Such relationships could create disruptions in the workplace and could negatively affect the morale of other Village employees. Equally important, such activity can create the appearance of favoritism and/or the potential for unfair treatment or the appearance of a conflict of interest. Therefore:

1. Executive Leadership employees are prohibited from engaging in a personal/dating relationship with any other Village employee.
2. All other employees who serve in a management professional, supervisory or managerial position are prohibited from engaging in a personal/dating relationship with any person with whom he/she has a direct reporting relationship and/or who is also employed within the same department.
3. Employees who serve in a management professional, supervisory or managerial position are required to disclose to their supervisor any personal/dating relationship with any person within the same department. The purpose of this disclosure is to determine compliance with this policy and if necessary set specific guidelines to avoid conflicts due to the relationship.
4. If the Village becomes aware of a violation of this policy, appropriate corrective and disciplinary action will be taken to remedy the situation, up to and including dismissal or transfer of one or both employees.
5. This policy applies without regard to marital status, gender or sexual orientation and situations will be addressed on a case-by-case basis to avoid even the appearance of a conflict of interest.

Section 2.3 Probation

A. Probationary Period

Unless otherwise designated by the Village Manager, the first twelve (12) months of employment with the Village, or the first six (6) months after a promotion or reclassification, is considered a probationary period to determine whether the employee is well-suited for the position.

Successful completion of the probationary (trial) period does not mean an employee has a permanent job. Except for those employees covered by a collective bargaining agreement with contrary provisions, all employees are at-will and may be disciplined or discharged at any time for any reason.

B. Sworn Employees

The probationary period for Sworn personnel in the Police and Fire Departments is determined by the Fire and Police Commission, subject to State statute.

Section 2.4 Promotion

As vacancies occur in positions other than those in the lowest pay ranges, the Village will attempt, so far as it deems possible and appropriate, to fill these positions from among current staff members. If the Department Head is not satisfied with the employee's performance in his new promotion during the first six months, the Department Head may return the employee to his former position.

Section 2.5 Transfers

Employees may be transferred between departments to satisfy the needs of the Village. Transfers of employees between departments, on either a regular or temporary basis, may be made upon the recommendations of the Department Heads of the affected departments and with the approval of the Village Manager.

Section 2.6 Residency Requirement

Residency within the specific area stated in the Village of Palatine Employee Handbook, is a condition of continued employment.

A. Residency Boundaries

All Village of Palatine employees shall be actual full-time regular residents of and maintain their domicile within the State of Illinois geographical area described as follows:

The Illinois/Wisconsin state line on the north; Lake Michigan on the east; Interstate 74 (I-74) on the south; and the Illinois/Iowa state line on the west.

B. Executive Leadership Requirements

Department Heads (Executive Leadership Team) are required to be actual full-time permanent residents of and maintain their domicile within the corporate limits of the Village of Palatine unless otherwise authorized.

C. Applicant/New Hire Requirements

There is no residency requirement for applicants for employment; however, within twelve (12) months from the date of employment, newly hired employees must comply with the provisions set above.

D. Exemptions

The Village Manager may, in his discretion, exempt an employee from the residency requirement if compliance would impose an undue hardship on such employee.

E. Violations

Any employee who violates any provision of this policy shall be deemed to have resigned from his position of employment with the Village of Palatine (no matter when the violation is discovered).

ARTICLE III. HOURS OF WORK AND OVERTIME

Section 3.1 Normal Work Periods

A normal work period for regular, full-time employees shall constitute:

- A. Thirty-five (35) hours per week for employees in Village Administration, Village Clerk's Office, Finance and Operations, Community Services, Planning & Zoning, Information Technology and clerical and administrative employees in the Public Works Department.
- B. Forty (40) hours per week for all Executive Leadership employees, employees in the Public Works Department, uniformed civilian employees in the Police Department, and designated civilian employees in the Fire and Police Departments with the exception of those employees covered in Section 3.1 (A) above.
- C. Sworn shift personnel in the Fire Department shall perform under a regular recurring schedule as determined by the Department which shall not exceed nineteen (19) days with a maximum non-overtime accumulation of one hundred and forty-four (144) hours in the nineteen (19) day work period.
- D. Police officers who are members of a collective bargaining unit shall perform under a regular recurring schedule as determined by the Police Chief.
- E. The work periods of supervisory, middle management and professional employees shall be determined by the employees' respective Department Heads.

Section 3.2 Normal Working Hours

A. Work Hours/Tracking Time Using Executime Software

An employee's normal working hours will be determined by the Department Head, upon concurrence of the Village Manager.

1. Department Heads (or their designee) will verify and approve the time worked and leave time taken for each assigned employee as required by the Village Manager using the Executime software program.

2. Approvals in Executime will be approved no later than 12:00 p.m. on the Monday after the end of the pay period.
3. Employees are responsible for the accurate input of time worked and leave taken as implemented for the employee's department.
4. Any corrections or changes to the time record shall be submitted to Finance using the Payroll Correction Request Form.

B. Start Time/Notice if Unable to Work

An employee is expected to report promptly at the designated starting time, and to devote his entire effort to Village business during his scheduled working hours.

1. In the event an employee is unable to report to work due to illness or other emergency, he must inform his Department Head or his designee within thirty (30) minutes of his designated starting time.
2. Due to the emergency nature of the fire service and minimum manning requirements, all Sworn fire personnel must notify the Fire Chief or his designee sixty (60) minutes prior to the member's designated starting time.
3. In the event a Department Head is unable to report to work, he must notify the Village Manager and his respective department.

C. Department Scheduling

Department Heads may adjust their employee's working hours to meet the needs and demands of their departments, subject to the approval of the Village Manager.

D. Off-the-Clock Work Prohibited

The Village does not allow non-exempt employees to work "off-the-clock" without compensation and does not allow non-exempt employees to work additional hours without prior authorization and approval.

E. Overtime Authorization and Approval

Employees are not permitted to begin work prior to their authorized starting time nor work past the end of their scheduled work shift without the expressed prior permission of their supervisor.

Section 3.3 Lunch and Rest Periods

Department Heads are authorized to establish reasonable lunch and rest periods during each working day. Determination of time and length of lunch and rest periods will be arranged as the Department Head feels is most consistent with the effective operation of the department. However, each full-time employee shall be entitled to an uninterrupted lunch period of at least thirty (30) minutes and at least one rest period of fifteen (15) minutes each working day.

Section 3.4 **Overtime**

A. Non-Exempt Employee Overtime

Overtime for full time, non-exempt employees shall consist of authorized work in excess of the normal number of scheduled work hours for any calendar week, as defined herein:

1. In cases where the employee performs authorized work in excess of the normal hours scheduled per day, the Department Head may reduce the employee's working hours during the same work period in order to minimize the cost of overtime.
2. All overtime must be authorized in advance by the Department Head or by a designated Supervisor unless otherwise stated by departmental policy.
3. Where overtime is authorized, eligible employees may receive one and one-half (1 ½) times their regular rate of pay for every hour worked in excess of forty (40) hours worked per week. Those employees who work a thirty-five (35) hour week will earn their hourly rate of pay for all hours worked up to forty (40) hours unless otherwise stipulated in writing by the Village Manager.
4. Overtime for Sworn police and fire employees is governed by applicable collective bargaining agreements as well as state and federal law.

B. Supervisor Overtime

Overtime for supervisory personnel (as defined in Section 1.4) is not a policy. It is implicit in the nature of administration and certain supervisory positions, as determined by the Department Head or the Village Manager, that time beyond the normal work schedule may be spent on the job.

Section 3.5 **Optional Compensatory Time**

A. Compensatory Accrual

In lieu of cash payment for overtime hours worked, a non-exempt employee may request that for the work performed in excess of the normal work period, compensatory time off may be accrued according to the provisions as stated below. The accrual of compensatory time requires the approval of the employee's Supervisor. Absent such approval, the employee shall not receive compensatory time but shall instead receive paid compensation for his or her overtime hours.

1. Non-exempt employees whose normal work period is less than forty (40) hours per week may receive compensatory time on an hour-for-hour basis for each hour worked in excess of their normal work period up to a forty (40) hour per week limit.
2. For non-exempt public works employees and other non-exempt employees whose regular work period consists of a forty (40) hour work week, any hours worked in excess of the forty (40) hours shall be rewarded at the rate of one and one-half (1

½) hours for each hour worked in excess of the forty (40) hour work period and shall be counted towards the maximum accumulation of compensatory hours earned.

3. Those employees under the FLSA Section 207(k) (special rules for determining compensable hours of work for public safety employees) exemption shall be compensated at the rate of one and one-half (1-1/2) hours for each hour worked in excess of the maximum hours allowable under the particular 207(k) exemption. These hours shall be counted towards the accumulation of compensatory hours earned.

B. Compensatory Time Limits

No employee shall be allowed to accumulate over one hundred forty-four (144) hours of compensatory time without written permission of the Village Manager. The Village may, in its discretion, pay out some or all of an employee's accrued, unused compensatory time at any time or schedule an employee for compensatory time as operationally necessary. Upon separation either through termination or retirement, the employee will be compensated for the amount of compensatory time accrued. In the event the employee does not utilize compensatory time in a timely fashion due to work requirements beyond the employee's control, the employee may request in writing a continuation of accrual from his Department Head, subject to the approval of the Village Manager.

Compensatory time shall be taken at a time mutually agreed upon in advance by the employee and the Department Head or designated supervisor. The use of compensatory time shall be permitted within a reasonable period after making the request if such use does not "unduly disrupt" the operations of the Village.

Section 3.6 Light Duty Policy

The best interests of the Village and its employees are served by injured or ill employees returning to work as soon as they are able. The goal of a light duty program is to progressively move an injured worker from restricted work status to full working capacity, with as little time as possible away from the workplace. It is not a permanent accommodation of a disability. When employees are on a leave of absence for an injury or illness, the Department Head may recommend and the Village Manager approve, light duty under the following specifications.

- A. Upon request submitted by an employee along with a physician's report, the Department Head, in consultation with the Village Manager, may seek to identify light duty that can be accomplished by the employee. Some departments may not have light duty work available and some employees may not be able to perform certain light duty jobs due to skill required. The Department Head shall review each case on an individual basis and shall determine if the employee's health status and the Department's work environment are such that the injured/ill employee could fill a limited work status.
- B. The work the employee performs must be within the physical limitations prescribed by the employee's and/or Village designated physician.

- C. The work the employee performs must have existed within the Department before the illness or injury occurred (i.e. the Village will not “make work” for an employee).
- D. No employee will be moved from his regular job in order to make a light duty situation available to another employee.
- E. The performance of light duty work shall not otherwise disrupt the functioning of the department.
- F. An employee who is authorized and assigned light duty work shall continue in their status as an employee of the Village with the same wage and benefits that were assigned to their regular position.
- G. The Village may require the employee to submit to an examination by another physician at the Village’s expense in order to determine the employee’s fitness for duty, even light duty. The determination of the Village’s physician will govern in the case of a dispute between the Village’s physician and the employee’s physician. The Village also reserves the right to review an employee’s status at any time during the duration of the light duty assignment.
- H. The decision of the Village Manager shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician’s restrictions. No light duty assignments will be made permanent and requests for light duty may be denied where there is no reasonable expectation of the employee returning to full duty within ninety (90) days. While there is no guarantee of a light duty assignment for any period of time, generally, light duty will not be offered beyond ninety (90) days. Light duty assignments are temporary assignments that are made on a case-by-case basis, and to the extent that modified duty assignments cease to serve the operational needs of the Village, light duty assignments will be terminated.
- I. An employee assigned to light duty will be subject to ongoing evaluation of the employee's physical status and of the availability of legitimate work. The Village reserves the right to terminate any light duty assignment at any time if the Village’s physician determines that an employee is capable of returning to his or her normal job duties, or for any other reason deemed appropriate by the Department Head and Village Manager. If at any time, with or without accommodation, an injured employee is unable to resume the duties of the employee’s position as defined by the employee’s official job description, they shall either be reclassified or reassigned, placed on a leave of absence with or without compensation, apply for a disability pension or be terminated. Such decision shall be made by the Village Manager and Department Head based on the circumstances of each specific case and in accordance with applicable laws.
- J. It is the intention of any light duty assignment to facilitate the employee’s return to the workplace while ensuring that the employee remains focused on achieving maximum medical improvement so that they may return to full duty with the Village. While on light duty, employees will not be permitted to work overtime or engage in any secondary employment. While on light duty, employees must limit their physical activities to comply with the medical restrictions as outlined by the treating physician while at work as well as during off duty hours. Failure to adhere to the medical restrictions outlined by the

physician, either at work or during off duty hours may result in the termination of the light duty assignment and may be grounds for disciplinary action.

- K. Failure to report for or to carry out the assignments of the light duty work status may result in disciplinary action, up to and including termination of employment.
- L. This policy will be interpreted and applied consistent with all of the Village's obligations under the Family and Medical Leave Act, the Americans with Disabilities Act and all other applicable laws and exemptions will be made only as necessary to comply with those laws and as approved by the Village Manager in writing.

ARTICLE IV. PAY PLAN AND PAY PERIOD

Section 4.1 **Composition of Pay Plan**

The Pay Plan consists of two pay schedules. Both schedules include the minimum and maximum rate of pay. The Step Plan is covered under Schedule 1 of the Salary Ordinance. Executive Leadership, Management/Professional and Other Plan is covered under Schedule 2.

A. Step Plan

The Step Plan includes intermediate steps for all established job classification positions in the Village service.

There are generally sixteen (16) steps in the Step Compensation Pay Plan, also known as Schedule 1 of the Salary Ordinance. Each step above the hiring rate in the pay range is termed a merit rate. Every step can be interpreted as follows:

1. The rate/step at which the employee is hired is the base rate/step in the pay range for that employee. An employee usually remains at this base step for a minimum of twelve (12) months.
2. Once an employee successfully completes the first twelve (12) months, he/she shall be reviewed and may be considered for a merit increase to the next step in their pay range. (Example: Employee is hired at Step One (1), reviewed as overall "Commendable or Satisfactory" at twelve months, then increased to Step 1A).
3. The first Steps, Step One (1) through Step Seven (7) represent the merit ranges where recognition is attained when the employee has demonstrated continual development and advancement of skills and abilities; performance of assigned tasks with greater and increasing skills; exemplary behavior; increased work effort; and high quality of work.
4. Advancement from Step Seven (7) through Step Eight (8) A (8A) represent the merit ranges where recognition is attained when an employee has "Distinguished, Surpassing or Outstanding" performance ratings in at least three (3) evaluation categories and NO ratings below "Competent, Commendable or Satisfactory". Additionally, the employee must have recommendation by the Department

Director based on work program and contributions to the department and organization.

5. Employees on the Step Plan who were hired before February 1, 2017 will be considered for two-step promotions until they reach Step Seven (7).

B. Executive Leadership, Management/Professional and Other Plan

Employees in the Executive Leadership and Management Professional Classification are evaluated annually, and may receive a salary increase based on performance.

Exceptions to Pay Plan progression are within discretion of the Department Head and subject to the approval of the Village Manager.

Section 4.2 Development and Maintenance of Salary Ranges

Salary ranges will be developed and maintained in conjunction with the annual budget process.

Section 4.3 Rate of Pay at Hire

- A. The rate of pay at hire will not be below the minimum rate for the position. Rates in excess of the minimum (for recognition of prior experience or exceptional training) must be recommended by the Department Head and approved by the Village Manager. Any such approval will be limited to recognition of exceptional qualifications or a lack of available applicants at a lower rate.

B. Starting Rate – Step Plan

The normal beginning pay rate for a new employee on the step plan will be the hiring step within the pay range established for the job position. The Village Manager may make exception upon request from the Department Head.

C. Starting Rate - Schedule 2

The normal beginning pay rate for a new employee on Schedule 2 of the Salary Ordinance will be within the pay range established for the position.

Section 4.4 Salary Adjustments

A. Annual Review

Annually, employees shall be reviewed for performance. Each employee who is not already at the maximum rate for his/her position shall be considered for a merit based salary step increase based on the performance review.

1. Review Date defined. The employee's review date for all non-Sworn personnel for purposes of salary adjustments will be one (1) year from the date of hire, then annually after the first review.

2. **Reviews after Promotion.** Employees who have been promoted or reclassified will be reviewed for performance and salary adjustment one (1) year from the effective date of the promotion or reclassification. Recommendations for merit pay increases on review dates shall not be automatic or based merely on the passage of time. Rather, determination of an increase shall be based upon the written recommendation of the Department Head and the approval of the Village Manager.
3. **Merit/Step increase denied.** Employees who do not receive salary step increases on their review dates may receive such increases before the next review date if, in the discretion of Village management, such an increase would be appropriate. If such an increase is awarded, this will not alter the consideration of any increase on the employee's next review date.
4. **Double Step Increase.** The Village Manager may, on the basis of written recommendations from the Department Head, provide a salary increase of more than one step on the employee's review date. (Example: Department Head recommends a Merit or Step Increase from existing Step 4A to 5A. It is approved, thus skipping Step 5.)

B. Promotion

When an employee has been promoted, or his position has been reclassified to the class position in a higher range, the Village Manager will, upon written recommendation from the employee's Department Head, determine the appropriate level of pay compensation. The employee's new review date will be the date one (1) year following the date the employee is reclassified. The salary level will not be lower than the salary the employee was receiving before such promotion or reclassification.

C. Unsatisfactory Performance

If an employee is determined to have not satisfactorily performed duties that are expected of the position, the Village Manager may also lower that employee's pay classification upon recommendation of the Department Head or defer to a later time.

Section 4.5 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, on-going basis. Formal performance evaluations are to be conducted generally on an annual basis (or more frequently as determined by management), to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, establish goals and discuss positive, purposeful approaches to meet those goals.

Section 4.6 Pay Period

Employees are paid biweekly on Friday. When a regularly scheduled payday falls on a holiday, checks will be issued on the previous work day.

Those persons hired or terminating their employment in the middle of a pay period, shall be paid at an hourly rate based on their current salary schedule for hours worked in the next scheduled pay period after their hiring or after their termination.

Section 4.7 **Payroll Deductions**

- A. Automatic payroll deductions are made for federal and state of Illinois income tax purposes, for the employee's pension contributions and social security, and other legally mandated deductions, where applicable.
- B. The employee may request other payroll deductions (charitable organization, voluntary benefit plans, etc.) provided the Village Manager has authorized those types of deductions and the employee has signed the written authorization forms.
- C. Employees are strongly encouraged to use direct deposit. With direct deposit, pay is electronically deposited into the employee's designated account(s) at participating financial institutions. The employee directs where and how the earnings are deposited. This reliable process eliminates the need to make a trip to the bank each pay period.

Section 4.8 **Payroll Errors**

While we attempt to be careful when computing all hours worked and we expect that mistakes will be the exception, if you have reason to believe that there is an error in your paycheck and/or if you believe you are entitled to additional overtime compensation that does not appear within your payroll check, we encourage you to promptly report the matter to the attention of your Department Head. Whenever possible, please report such potential errors within five (5) working days so that the matter can be investigated and promptly remedied if appropriate to do so. Be assured that no retaliation will be taken or tolerated against any employee who reports a potential payroll error. We appreciate your cooperation in helping us to address these issues when they arise.

Section 4.9 **Part-Time Employment Policy**

- A. Part-time employees and Interns of the Village shall be compensated within the salary range specified in the Personnel Salary Schedule. This range may be adjusted during the annual budget process pursuant to changes in the cost of living or other economic variables. All part-time employees shall start at the minimum salary range unless otherwise approved by the Village Manager.
- B. Part-time employees shall be eligible for a merit increase subject to the recommendation of the Department Head and approval by the Village Manager at twelve months and, annually thereafter as any other employee, on their review date in conjunction with a performance appraisal.
- C. Part-time employees shall be eligible to receive prorated Holiday pay for hours normally worked in accordance with Section 6.1 C, and Vacation, in accordance with Section 6.4 F.
- D. Part-time employees shall be eligible for pro-rated Jury Duty pay (Section 7.10) and up to one day of pro-rated Funeral Leave (Section 7.10).

- E. Part-time employees shall also be eligible for the Translation Incentive as outlined in Section 5.11

Section 4.10 **Demotions**

A Department Head, with the concurrence of the Village Manager, may demote an employee to a lower paid job classification if he deems the employee is not meeting the essential job requirements of the employee's present position (either with or without a reasonable accommodation), or if the position is substantially changed, or if it is in response to a request of the employee.

- A. Employees promoted to a higher classification must maintain satisfactory performance in the new position. If performance in the higher classification is deemed unsatisfactory by the Department Head, with approval of the Village Manager, the employee will be returned to the classification and pay step from which they were promoted or will be placed in another available position.
- B. When an employee is demoted, the employee will receive the salary in the classification to which the employee is demoted.
- C. The Department Head generally will try, insofar as he deems possible, to give employees notice of at least three (3) days before demoting the employee.
- D. In rare instances, the employee's salary may be frozen or "red-lined" if the nature of the employee's position has changed, and the duties no longer meet the classification (because the duties fall into a lower paid classification). The employee's salary may be frozen until the job duties and range coincide, or for a period up to twelve (12) months.

ARTICLE V. **EMPLOYEE BENEFITS**

The Village reserves the right to add to, delete or modify benefits as necessary to meet its business demands and for other appropriate reasons. The employee benefits described in this article are mere summaries of these benefits and the actual plan documents will govern in all cases in the event of a conflict between the provisions of this Employee Handbook and the actual plan document.

Section 5.1 **Longevity**

Eligible employees (hired on or before December 31, 2011) shall be paid longevity pay in addition to their base salaries. The payment will occur two (2) pay periods prior to Christmas of the year the employee's longevity anniversary date occurs; payment represents twelve months ending in December.

- A. Longevity Schedule for Employees Hired On or Before December 31, 2011

After 8, 9, and 10 years of full-time service - \$300.00.

After 11, 12, 13, and 14 years of full-time service - \$550.00.

After 15, 16, 17, 18, and 19 years of full-time service - \$750.00.

After 20 years of full-time service - \$1,000.00.

B. Proration at Termination

In the event an employee separates in good standing prior to the longevity pay date, a prorated share of their longevity bonus will be paid with the final paycheck.

C. Proration for Unpaid Leave of Absence

Longevity will be prorated for unpaid leaves of absence.

Section 5.2 Medical and Dental Insurance

The Village currently offers medical and dental insurance coverage for eligible employees and their eligible dependents after a thirty (30) day waiting period. A prescription drug benefit is also available. Questions regarding insurance coverage and the eligibility requirements and terms that apply, should be directed to Human Resources or refer to the Policy Booklet.

Section 5.3 Employee Health Insurance Advisory Committee

The Village has established an Employee Health Insurance Advisory Committee, consisting of representation from all employee groups in order to provide a direct link between the employees and the Village's health insurance advisors. This committee shall meet as required and provide the Village Manager with feedback pertaining to the Village's employee benefits program and the administration of the plans.

Section 5.4 Flexible Benefit Plan

Full-time employees may participate in the voluntary Flexible Benefit Plan. Under this plan, employees can enroll in various types of benefits. They can have deductions made from their paychecks on a pre or post-tax basis to pay for these benefits. Benefits available under this plan include: medical reimbursement account, dependent care account, disability insurance, cancer insurance, universal life and term insurance. Any questions regarding the terms or eligibility requirements for this Plan should be directed to Human Resources.

Section 5.5 Life Insurance/Accidental Death and Dismemberment

In addition to any benefits payable under the Illinois Municipal Retirement Fund or Fire and Police Pension Funds, the Village currently provides all eligible full-time employees with a life insurance policy covering natural death and accidental death and dismemberment, at such level as periodically established by the Village Council, upon recommendation of the Village Manager. Information concerning this policy and the terms and eligibility requirements are available from Human Resources.

Section 5.6 Pension/Retirement Planning

The Village is covered by various pension funds and plans. State statute requires pension contributions to be deducted from all eligible employees' paychecks. If an employee obtains the

required years of creditable service and otherwise satisfies the requirements of the Plan, they will be eligible for a monthly pension at a set age as specified in each plan. If an individual terminates employment prior to meeting the service and age requirement, they may request a refund of their contributions. For more information on the details of each fund and the remaining terms and eligibility requirements, contact your Retirement Plan Administrator. These benefits can be summarized as follows:

A. Illinois Municipal Retirement Fund

All Village employees who work over 1,000 hours per year, except Sworn personnel, are covered by the Illinois Municipal Retirement Fund. An amount is deducted from each employee's payroll check for his contribution to the plan. In addition, the Village, as the employer, also contributes to this fund.

B. Fire Pension Fund

All Sworn members of the Fire Department may be covered by the Fire Pension Fund or other statewide fund as determined by Illinois Compiled Statutes. An amount is deducted from each employee's earnings for their contribution to the plan. The Village, as the employer, also contributes to this fund.

C. Police Pension Fund

All Sworn members of the Police Department may be covered by the Police Pension Fund, or other statewide fund as determined by Illinois Compiled Statutes. An amount is deducted from each employee's earnings for their contribution to the plan. The Village, as the employer, also contributes to this fund.

D. Deferred Compensation

All full-time and part-time employees are eligible to participate in a Deferred Compensation Plan to provide the employee with added retirement savings. The Plan allows employees to defer, on a pre-tax basis, a dollar amount or percentage of pay. At retirement or termination of employment, various payment options are available to the individual. Information on the Deferred Compensation Plan is available from Human Resources.

The details, terms and eligibility requirements of these benefit programs as well as newly implemented plans are governed by the applicable Plan documents and as required by law.

Section 5.7 Vehicle Sticker

All employees living within the Village limits may be granted one (1) vehicle sticker per year for his or her own personal vehicle at no charge at the discretion of the Village Manager.

Section 5.8 Employee Assistance Program

The Village may provide an Employee Assistance Program (EAP) for all eligible Village employees, their spouses and dependent children. The purpose of the program is to provide a

method of obtaining professional assistance to help resolve difficult personal problems such as family, marital, emotional, alcoholism, drug abuse, legal or financial difficulties. Any service provided is confidential

Section 5.9 Disability Benefits

Full-time employees may be eligible for disability benefits provided through IMRF or the Police/Fire Pension Boards. Employees should contact their retirement plan administrator for more information on plan eligibility through their respective pension plans.

Section 5.10 Retiree Health Savings Plan

The Village has set up Retiree Health Savings Plans. Contributions are mandatory, based on the employee group covered. Plans are available for review in Human Resources.

Section 5.11 Translation Reward Program

To reward individuals regularly using their secondary language skills in the workplace, the Village has established a recognition program.

The program is intended for those who use their language skills on a regular on-going basis through the year in any department, as needed. An eligible employee must first establish their proficiency level as “Advanced” through the testing process with Language Testing International. The employee can test once per year, until certified as “Advanced.” The employee completes the certification once. Payment for the testing will be made by the Village upon approval of the Village Manager.

Employees must also have met minimum performance expectations with ratings of “meets expectations” or “satisfactory” or the equivalent in all categories during the prior rating period. The recognition reward will be paid in February for those who translated during the prior twelve (12) month period. Full-time employees are eligible for \$500; part-time employees (working a minimum of twenty (20) hours per week as an IMRF participant) are eligible for \$350. Employees must be actively employed and in good standing at the time the payment is made.

Section 5.12 Employee Wellness Program and Wellness Rooms

Generally, the Village offers annual wellness testing for eligible members of the Health Insurance Program who have elected participation in the Village’s health insurance.

The Village maintains wellness rooms at Village Hall and the Police Station. The rooms are unmonitored, and employee must sign the Employee Waiver and Release Form to use the room.

Section 5.13 Continued Health Insurance Upon Separation

Employees who participated in the health insurance plan may be eligible for continued participation in the plan either under Retiree Health Insurance or COBRA. Status at time of separation determines eligibility for continued health insurance. Human Resources will provide employees with information following notice of separation.

ARTICLE VI. HOLIDAYS, VACATION DAYS, PERSONAL DAYS

Section 6.1 Holidays

A. Recognized Holiday Scheduling

All eligible full-time and part-time employees regularly scheduled to work twenty (20) hours or more per week are generally given the following holidays off work with pay:

New Year's Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday Following Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

If the holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If a holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday.

The final holiday schedule shall be set at the discretion of the Village Manager on an annual basis. The Village Manager may substitute an additional floating holiday for a scheduled holiday.

B. Floating Holidays

All eligible full-time employees not covered by a collective bargaining agreement will receive two (2) floating holidays to be scheduled and used consistent with Personal Days (See Section 6.3 B). If an employee is on vacation when a holiday occurs, that day shall either be added to the regularly scheduled vacation (if approved in advance by the Department Head) or not charged against the employee's vacation time. Part-time employees are not eligible for Floating Holidays.

C. Full-time Credit/Part-time Proration of Holidays

Eligible full-time and part-time Village employees shall be credited with a number of working hours in their normal work shift for each of the preceding holidays. Part-time employees shall be eligible to receive prorated holiday pay based on normal hours worked, but must work a minimum of twenty (20) hours per week on a regular basis to be eligible. Short-term, Seasonal or Temporary employees are ineligible.

D. Eligibility/Work Before and After Holiday

In the event an employee does not work the scheduled day before and scheduled day after a holiday, and is not on a previously authorized absence, that employee shall not receive holiday pay until proof of illness, or an otherwise excusable absence, is established to the satisfaction of the Department Head. An employee on unpaid leave of absence shall not receive holiday pay credits during such leave.

E. Religious Holidays

If an employee needs time off to celebrate a religious holiday not covered by this policy, he can make arrangements to take the time off without pay or he may use his other paid time opportunities for this purpose, if previously arranged with and approved by the Department Head.

Section 6.2 Employees Required to Work on Holidays

- A. On holidays for Village employees (as referenced in Section 6.1), only those employees shall be on duty whose services are necessary for police and fire protection, and for municipal, utility and other operations deemed necessary by the Department Head or Village Manager.
- B. In the event an employee, other than those who are normally required to work on a holiday, is required to work on a holiday because their presence is essential, that employee shall be entitled to additional pay computed on the basis of actual time worked and in accordance with the overtime provisions applicable to the employee's department and the Fair Labor Standards Act.
- C. Short-term, Seasonal or Temporary employees and part-time employees working fewer than twenty (20) hours per week (for example, Interns) are not eligible for holiday pay. Holiday pay for other part-time employees scheduled to work on the holiday must receive the approval of the Department Head and/or the Village Manager (for example: part-time Police Assistant).
- D. Holiday leave for employees required to work on holidays must be taken within twelve (12) months of the date of the holiday, unless departmental policy specifies otherwise.
- E. Accrued, but unused Floating Holidays are not paid out upon separation.

Section 6.3 Personal Days

- A. Each full-time employee, except for Fire Department Shift Personnel, shall be entitled to two (2) personal days per calendar year. Fire Department Shift Personnel shall receive one (1) 24-hour personal day per calendar year. Part-time employees are not eligible for Personal Days.
- B. The employee must notify his Department Head of the planned use of a personal day at least twenty-four (24) hours in advance and receive the Department Head's approval.
- C. The use of personal days shall not result in a situation whereby overtime is created.
- D. The personal days shall not accumulate and shall be limited to two (2) per year.
- E. Any employee hired on or before May 31, will be entitled to personal days on a prorated basis for that calendar year. This time may be taken after the employee has completed six full months of consecutive full-time employment. Entitlement may be granted by the Department Head for unusual circumstances.

- F. Any employee hired after May 31, is not eligible for personal days for that calendar year.
- G. Accrued, but unused Personal Days are not paid out upon separation.

Section 6.4 **Vacation Program**

Eligible Village employees, except for Sworn Shift Personnel and those who have a contrary written employment agreement, accrue vacation leave, granted at the convenience of the Department Head, according to the following schedule of accrual:

A. **Vacation Accrual Schedule**

Eligible employees will be assigned an accrual date upon eligibility for Vacation. This date will be the first day of service as a full-time employee or first day as a part-time employee regularly scheduled to work more than twenty (20) hours per week for twelve (12) months of the year. Part-time employees will accrue on a pro-rated basis according to regularly scheduled hours. The following accrual schedule will apply.

Beginning with the first day of service or accrual date through the completion of six (6) years of continued service, an employee shall be allowed to accrue ten (10) vacation days credit. Such vacation day credit shall be calculated on the basis of 5/6th vacation day credit for each full month of service. For purposes of this section, a full month of satisfactory service is defined as a month in which the employee has worked through the 16th of that month. The total yearly credit under this paragraph shall not exceed two (2) work weeks (10 work days).

1. No employee is entitled to use any vacation time until he/she has completed six (6) full months of consecutive full-time employment. Entitlement may be granted by the Department Head for unusual circumstances.
2. In the event the employee completes his/her initial six-months of employment time before the calendar year ends, the employee may either utilize his/her vacation credit earned in the current year, or carry them over to the next year.

Beginning with the first day following completion of six (6) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue five (5) additional vacation days credit. Such additional vacation days credit shall be calculated on the basis of 5/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed three (3) work weeks (15 work days).

Beginning with the first day following completion of fourteen (14) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue up to five (5) additional vacation days credit. Such additional vacation days credit will be calculated on the basis of 5/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed four (4) work weeks (20 work days).

Beginning with the first day following completion of twenty (20) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue up to three (3) additional vacation days credit. Such additional vacation days credit will be calculated on the basis of 3/12th

vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed twenty-three (23) days.

Beginning with the first day following completion of twenty-five (25) years of continued service, (or time worked since accrual date), an employee shall be allowed to accrue up to two (2) additional vacation days credit. Such additional vacation days credit will be calculated on the basis of 2/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed twenty-five (25) days.

- B. An employee's vacation credits will be accrued on a monthly basis and are available for use at the time they are earned. When an employee reaches another vacation period level on the accrual anniversary date, the employee begins accruing at the higher rate.

- C. Vacation Scheduling

The selection of vacation days by employees shall be based on seniority or as otherwise determined by the Department Head. The fragmentary use of vacation days may be permitted by the Department Head if such use is consistent with the needs of the department.

- D. In the event a holiday occurs during an employee's vacation period, time for such holiday shall not be charged against the employee's vacation credit.

- E. Vacation Buy-Back

Employees are not allowed to take cash payment for vacation in lieu of actual time off. However, individuals classified as Executive Leadership and others as designated by the Village Manager are eligible to sell back one (1) week of vacation per fiscal year. This requires authorization by the Department Head and Village Manager. Any other exceptions to this provision must be authorized by the Village Manager.

- F. Limits to Vacation Accrual

Vacation credits shall be used by each employee within a twelve (12) month period following the end of the calendar year in which the credits were earned unless the Department Head recommends an exception in writing due to an extenuating circumstance and is approved by the Village Manager. An employee may carry-over a maximum of one year of vacation accrual from the then-applicable vacation accrual schedule from year-to-year as of December 31. Unused vacation credits in excess of the maximum will be reviewed annually after the first payroll in January. Upon review, any unused accrued vacation over the maximum will be forfeited.

Extension of time for the use of vacation credits as required in the above paragraph may be authorized in writing by the Village Manager upon written application by an employee and after recommendation by the Department Head.

G. Vacation Credit at Separation of Employment

At the time of separation of employment, the employee will be paid for all unused, accrued, vacation credits. If an employee has taken more vacation days than accrued, arrangements will be made to reimburse the Village for the unearned days.

H. Part-time Vacation

Part-time employees with a schedule of work hours averaging at least twenty (20) hours weekly throughout the year will be eligible for prorated vacation. Accrual rate for part-time employees shall be based upon the annual budgeted hours for the position, unless otherwise set by the Village Manager. The prorated vacation accrual for each individual shall be reviewed annually against the actual hours worked.

I. Vacation Accruals for Part-time to Full-time or Other Change in Status

As long as an employee remains in a continuous status of vacation eligibility, their accrual date for earning vacation will not change. Therefore, an employee who moves from part-time to full-time and from full-time to part-time will not have a change in their accrual schedule, only in the pro-ration of their accrued leave benefit. However, an employee who retires from a full-time position, and is in receipt of a Village of Palatine pension, and returns to the Village in a part-time capacity, will re-start their vacation accrual date upon rehire.

Section 6.5 Vacation Program for Sworn Shift Personnel in the Fire Department (24-Hour Shift Personnel, not in the Collective Bargaining Unit)

- A. Sworn shift personnel having served less than seven (7) years of service will receive ten (10) hours of vacation credit per calendar month worked in the calendar year not to exceed five (5) duty days for each year through the sixth (6th) year. For purposes of this policy, a full month of satisfactory service is defined as a month in which the employee has worked through the 16th of that month.
- B. Beginning with the first day following completion of six (6) years of continued service, Sworn shift personnel shall be allowed to accrue two (2) additional duty days credit. Such vacation days credit shall be calculated on the basis of fourteen (14) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed seven (7) duty days.
- C. Beginning with the first day following completion of fourteen (14) years of continued service, Sworn shift personnel shall be allowed to accrue an additional three (3) days of vacation credit. Such vacation days credit shall be calculated on the basis of twenty (20) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed ten (10) duty days.
- D. Beginning with the first day following completion of twenty (20) years of continued service, Sworn shift personnel shall be allowed to accrue up to one (1) additional vacation day credit. Such vacation days credit shall be calculated on the basis of twenty-two (22)

hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed eleven (11) duty days.

- E. Beginning with the first day following completion of twenty-five (25) years of continued service, Sworn shift personnel shall be allowed to accrue up to one (1) additional vacation day credit. Such vacation day credit shall be calculated on the basis of twenty-four (24) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed twelve (12) duty days.

Section 6.6 Executive Leave

All of the Executive Leadership employees and many Management and Professional employees are routinely required to attend meetings or work on projects outside of the normal working hours of the Village. In recognition of the significant hours spent in the evenings and weekends, all Executive Leadership employees and those Management Employees designated by the Village Manager shall receive five (5) days of Executive Leave. This time must be used on an annual basis or shall be forfeited.

ARTICLE VII. OTHER LEAVES OF ABSENCE

Section 7.1 Sick Leave Program

A. Accrual of Sick Leave

All employees, except Fire Department shift personnel, except those in temporary or part-time positions, and except those on a leave of absence without pay, shall accumulate sick leave at the rate of one (1) day for each month of satisfactory service. For purposes of this section, a full month of satisfactory service is defined as a month in which the employee has worked through the 16th of that month.

Fire Department shift personnel shall accumulate sick leave at the rate of twelve (12) hours for each month of satisfactory service.

Beginning January 1, 2015, the maximum accrual limit for Sick Leave shall be one hundred (100) days. For Fire Department Shift Personnel (outside of the collective bargaining unit), this limit shall be one thousand (1000) hours. Further details about annual maximum accruals can be found in Section 7.4.

B. Use of Sick Leave

Sick leave is considered a contingent benefit, and shall not be considered as personal time which an employee may use at his or her discretion. Sick leave use shall be allowed only in case of actual sickness or disability or pregnancy or because of illness or death in the immediate family. The Department Head or the Village Manager may grant sick leave to employees to meet medical or dental appointments if the employee establishes that the appointment cannot reasonably be scheduled during non-working hours.

C. Substantiation of Illness

The Village Manager or the Department Head may require the substantiation of the need for sick leave of any length. Any employee who is required to submit substantiation for sick leave of less than three (3) days will be informed in advance of the need to do so by the Village Manager or the Department Head.

Falsification of evidence that would otherwise substantiate the need for sick leave will result in disciplinary action (no matter when discovered).

D. Fire Department Calculations

For the purposes of computing sick leave for Sworn personnel in the Fire Department, sick leave shall be deducted for each shift absence on an hour-for-hour basis.

E. New Classification Recalculation

Employees who change hourly classification schedules will have their accrued sick leave bank adjusted according to the new schedule (For example, a twenty-four (24) hour shift employee in the Fire Department transfers to a forty (40) hour per week position).

Section 7.2 Sick Leave Requests for Use

A. Employee Notice Responsibility

In order to receive Sick Leave compensation while absent, the employee shall notify the Department Head or his designee by phone no later than thirty (30) minutes before the time set for beginning daily duties (unless department policies provide other restrictions).

Failure to provide such notice will constitute absence without leave and may result in loss of sick leave compensation. Notification of an absence does not guarantee approved use of benefit time for the absence. Electronic notification is unacceptable unless approved in advance by the Supervisor.

B. Physician's Certification

The Village Manager or Department Head may require a physician's certificate of health examination as a condition for sick leave pay for any absence of any duration.

1. The Department Head or Village Manager may require any employee to undergo a physical and/or psychological examination or medical test at any time when, in their judgment, such an examination or test may be necessary to determine the employee's fitness to perform the duties of his/her position.
2. The cost of such physical examination provided by the employee's physician is the responsibility of the employee. All examinations and tests performed by a

licensed medical professional or professionals appointed by the Village will be at the Village's expense.

C. Limitations on Sick Leave Usage

1. When Injured through Outside Employment

Sick leave credits shall not be available for use in circumstances involving personal injury sustained by an employee in the course of paid outside or secondary employment. This limitation also applies to an employee with secondary part-time employment with the Village of Palatine.

2. Use of Other Accrued Leave when Sick

Employees are expected to use their Sick Leave when sick, and not use other accrued leave time (except the planned use of Personal Time) to avoid the use of Sick Leave so as to make themselves eligible for the Sick Leave Buyback Annual Incentive. No employee shall be allowed to use time other than Sick Leave or Personal Time for an illness or injury or FMLA-qualifying event until he/she has used at least six (6) full days of sick leave (four (4) days for Fire shift personnel) This will be measured using the twelve (12) months proceeding November 17 If the employee has no sick leave available other accrued leave time shall be used

3. Upon Use of All Sick Leave

In the event that any employee has exhausted all sick leave credits, the employee must request to use accumulated compensatory time, holiday time, vacation time, personal day time, or donated sick leave time or request discretionary leave to remain in active status.

Section 7.3 Sick Leave Buyback Annual Incentive

Unexpected absence and the use of sick leave impacts productivity and cost effectiveness for each department. In some instances, overtime costs must be incurred to cover for sick employees. Therefore, an incentive is established to encourage employees to carefully consider the use of sick time. Employees who have used minimal sick time for the current year are eligible for up to two (2) days pay. Sick Leave Buyback Incentive will be paid annually on the pay day preceding Christmas. To be eligible, the employee must have been employed for one (1) full calendar year prior to November 17. Following is the procedure for pay out:

- A. Eligible employees may, at their option, decline inclusion in this annual incentive program.
- B. Payment shall be at the rate of pay for the position currently held by the employee.
- C. Sick leave usage will be evaluated during the twelve (12) month period from November 17 of the prior year to November 16 of the current year.

- D. The Number of Days Eligible for Buyback will be deducted from the unused sick leave earned during the twelve (12) month period from November 17 of the prior year to November 16 of the current year and any remaining days will accumulate with those of prior years until the Sick Leave Accrual Maximum (Section 7.4) is reached.
- E. The following schedule shall be used to determine the “up to two (2) days” eligibility for the buyback program:

<u>Number of Sick Leave Days Used</u>	<u>Number Days Eligible for Buyback</u>
0 -1	2
Greater than 1 up to 2	1
More than 2	0

- F. Sworn Twenty-four (24) hour shift personnel in the Fire Department (not in the Collective Bargaining Unit) shall be eligible for the buyback program according to the following schedule:

<u>Number of Sick Leave Hours Used</u>	<u>Number of Hours Eligible for Buyback</u>
0	48
Greater than zero to 48 hours used	24
More than 48 hours used	0

Employees covered under collective bargaining agreement can find the terms of annual sick leave buyback incentive in their agreements.

Section 7.4 Sick Leave Annual Accrual Maximums

Sick Leave Accrual maximums shall be acknowledged and accounted for as follows:

- A. **Employees in the Illinois Municipal Retirement Fund (IMRF):** Any days in excess of one hundred (100) days on November 16 (after any sick leave buyback is calculated per Section 7.3) of each calendar year shall be recorded for the purpose of service credit with IMRF. This service credit shall be reported to IMRF upon separation of employment with the Village of Palatine. Service Credit accrual will be subject to compliance with IMRF rules and regulations and modifications may be made for compliance. There shall be no additional cash value of these hours and the hours shall be removed from the accrued sick leave balance.
- B. Employees governed by the rules of Palatine Police or Palatine Fire Pension Plans (but not covered by a collective bargaining agreement): such as Fire Division Chief, Fire Deputy Chief, Fire Chief, Police Sergeant, Police Commander, Police Deputy Chief and Police Chief: shall have fifty percent (50%) of the current value of any sick days in excess of one hundred (100) days that remain on November 16 (after any sick leave buyback is calculated per Section 7.3) paid to a Retirement Health Savings account in such manner as directed by the Village Manager. There shall be no additional cash value of these hours and the hours shall be removed from the accrued sick leave balance.

- C. **Fire Battalion Chiefs:** shall have fifty percent (50%) of the current value of any sick days in excess of one thousand (1000) hours that remain on November 16 (after any sick leave buyback is calculated per Section 7.3) paid to a Retirement Health Savings account in such manner as directed by the Village Manager. There shall be no additional cash value of these hours and the hours shall be removed from the accrued sick leave balance.

At separation from employment, any new hours in excess of the annual maximum will be applied using these same practices.

Section 7.5 Sick Leave Donation Program

In the event that an ill or injured, full-time Village employee has exhausted all sick leave credits, all accumulated compensatory time, all vacation days and all personal days and floating holidays, he/she may be eligible for a donation from any full-time employee of any department within the Village upon recommendation of the Department Head and approval of the Village Manager. The employee will initiate a written request for a sick leave donation to his or her Director.

- A. Both the ailing employee and the donating employee must have at least one (1) year of full-time service with the Village.
- B. Any donated sick leave day(s) must have been accrued in prior calendar years.
- C. The donating employee must sign a form which would direct Human Resources to deduct one (1) or more sick days from prior accrued sick leave.
- D. Employees may donate to a fellow employee one (1) sick day for every five (5) available sick days the donating employee has accrued in prior calendar years.
- E. The employee receiving the donation will be credited with one (1) day's compensation at the employer's normal daily rate for the employee. Any days donated will be deducted from the sick leave time available to the donating employee.
- F. Any sick leave donated will not count as used sick leave for the purpose of sick leave buyback.
- G. For purposes of this section, sick leave may be donated between Sworn Fire Department Shift Personnel and all other Village employees on an hour for hour basis.

Section 7.6 Discretionary Leave

The Village Manager, upon recommendation by the Department Head, may grant a leave of absence to any employee when it is determined that there is good and sufficient reason and assuming it is not disruptive to the Village's business needs. The Village Manager shall set the terms and the conditions of the leave, including whether or not the leave is to be with pay and whether or not leave accruals will continue. During the leave period, accrued leave may be used, however, additional leave will not accrue unless otherwise specified by the Village Manager. Generally, discretionary leaves of absences will not exceed six (6) months, unless a further definitive period of leave may be appropriate as a reasonable accommodation. During the leave period, an employee may be required to report periodically to the Village on the status and their

intention to return to work. No leave of absence will be granted to an employee for the purpose of accepting employment elsewhere.

Section 7.7 Application for Leave

Any request for leave of absence shall be submitted in writing by the employee to the Department Head or his designee as far in advance as practicable. The request shall state the reasons for the leave of absence and the approximate length of time-off the employee desires. Authorization for leave of absence shall, if granted, be furnished to the employee by his immediate supervisor and it shall be in writing.

Section 7.8 Funeral Leave

In the event of a death in the immediate family (as defined in Section 1.9), a full-time employee shall be granted up to three (3) work days as funeral leave if the employee attends the funeral. Leave beyond three (3) days may, upon approval of the Village Manager or his designee, be classified as discretionary leave.

Sworn personnel in the Fire Department shall be provided with one twenty-four (24) hour shift absence as funeral leave in the event of a death in the immediate family.

In the event of the death of an extended family member, an employee may be granted up to one (1) day if the employee attends the funeral. Leave beyond one (1) day may, upon approval of the Village Manager, or his designee, be classified as discretionary leave.

Under no circumstances will an employee be allowed to use more than six (6) days in a year.

A part-time employee (regularly scheduled to work 20 hours per week or more) shall be granted up to one (1) pro-rated work day as funeral leave if the employee attends the funeral of an immediate family member.

Section 7.9 Military Leave

Military leave shall be granted in accordance with the requirements of applicable law. Written verification should be provided by the employee to his supervisor which states the specific dates, locations and anticipated length of the military assignment.

Section 7.10 Jury Leave

A full-time employee shall be granted a leave of absence with pay pursuant to a notice for jury duty. The employee must show the jury duty summons to his supervisor as soon as possible so that the supervisor may make arrangements to accommodate the absence. The employee shall present the jury duty pay check to his supervisor as demonstration of completed jury duty service. The employee shall keep the jury duty check in addition to receiving his regular pay. Employees are expected to report to work whenever the court schedule permits.

A part-time employee (regularly scheduled to work twenty (20) or more hours per week) shall be granted a leave of absence pursuant to a notice for jury duty. The employee must show the jury duty summons to his supervisor as soon as possible so that the supervisor may make arrangements

to accommodate the absence. The employee shall present the jury duty pay check to his supervisor as demonstration of completed jury duty service. The employee shall keep the jury duty check and receive pro-rated pay. Employees are expected to report to work whenever the court schedule permits.

Section 7.11 **Family and Medical Leave**

- A. If you have been employed by the Village for at least twelve (12) months, have worked at least 1,250 hours during the twelve (12) month period preceding the start of the leave, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during a rolling twelve (12) month period measured backward from the start of leave for one or more of the following reasons:
1. Because of the birth of your child and in order to care for such child (within twelve (12) months after the birth of the child); or
 2. Because of the placement of a child with you for adoption or foster care (within twelve (12) months of the placement of the child); or
 3. In order to care for employee's spouse, child, or parent if he/she has a "serious health condition"; or
 4. Because of employee's own "serious health condition" that makes employee unable to perform the functions of the job; or
 5. For any qualifying emergency because the employee is the spouse, child, or parent of a military member on covered active duty or called to covered active duty status.

Leaves of absence under FMLA may be unpaid if no paid leave time is available. See "Coordination with Other Policies", below for a full explanation.

If your spouse also works for the Village and you both become eligible for a leave under paragraphs 1 or 2 above, or for the care of a sick parent or child under paragraph 3 above, the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling twelve (12) month period.

An eligible employee who is the grandparent of a person called to military service lasting longer than thirty (30) days pursuant to a state or federal deployment order may also be entitled to up to fifteen (15) days of unpaid family military leave during the time the deployment order is in effect, if the employee has exhausted all available vacation and personal time.

B. **Medical Certification**

Any request for a leave under paragraphs 3 or 4 above, must be supported by certification issued by the applicable health care provider. Employees shall provide a certification in support of leave on an annual basis if the need for leave continues for the same reason. You may obtain a certification form from Human Resources.

At its discretion, the Village may require a second medical opinion and periodic recertification to support the continuation of a leave. If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both the employee and the Village.

The Village will also require certification in support of leave for a qualifying military exigency.

C. Serious Health Condition

For purposes of this policy, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;

2. Absence Plus Treatment

A period of incapacity of **more** than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either:

- a. treatment two (2) or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or
- b. treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

3. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care;

4. Chronic Conditions Requiring Treatment

A chronic condition which requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider, continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;

5. Permanent/Long-term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;

6. Multiple Treatments (non-chronic conditions)

Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery

after an accident or other injury, or for condition that would likely result in a period of incapacity of **more** than three (3) consecutive calendar days in the absence of medical intervention or treatment.

D. Intermittent Leave

If certified as medically necessary for the serious health condition of either the employee or spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on the basis of a foreseeable, planned medical treatment, the Village may require a temporary transfer to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

E. Notification and Reporting Requirements

1. All requests for leave of absence must be submitted to the supervisor in writing at least thirty (30) days in advance of the start of the leave (except when the leave is due to an emergency or is otherwise not foreseeable, employee is expected to notify the Village as soon as practicable, generally within one to two (1 to 2) business days of learning of the need for leave). A delay in submitting this request could result in a delay of the start of leave. The supervisor will forward the request to Human Resources for approval. All leave requests will receive a Notice of Eligibility and Rights and Responsibilities. Employee must submit additional documents as requested. Once all documentation is submitted and reviewed, approved leaves will receive a Designation Notice. Employee must also make an effort to schedule a leave so as not to disrupt business operations. During the leave, employee may be required to report periodically on status and intention to return to work.
2. When an employee seeks leave for a FMLA-qualifying reason for the first time, the Village will designate the leave as covered by this policy when the Village has enough information to determine that leave is being taken for a FMLA-qualifying reason. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the Village has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA.
3. In all instances, the employee must answer questions and provide sufficient information to allow the Village to determine whether an absence is for a FMLA-qualifying reason. Failure to provide such information can result in a delay or denial of FMLA coverage.
4. The Village may also require recertification periodically during a leave. As part of the recertification, the Village may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition. In all instances, the Village requires recertification every six (6)-weeks in connection with an FMLA medical leave.

5. Any extension of time for leave of absence must be requested in writing prior to the scheduled date of return to work, together with written documentation to support the extension. Any time beyond twelve (12) weeks in a rolling twelve (12) month period shall not be considered FMLA leave. Failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work.
6. Extensions of a leave of absence beyond the date originally approved are at the sole discretion of the Village. The maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve (12) month period. (Exceptions only as required by law to accommodate individuals with a disability).
7. A paid leave of absence will not affect the continuity of employment. The original date of employment remains the same for seniority purposes. The employee will accrue benefits in accordance with applicable laws while on Family and Medical Leave.

F. Employee Benefits During Family and Medical Leave of Absences

Employee will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided if employee had remained actively at work. However, employee must make arrangements for the continuation of and payment of insurance premiums before going on leave status. If employee does not return to work after the leave, or if employee fails to pay his/her portion of the premiums, employee will be required to reimburse the Village for the costs and expenses of insurance during the leave.

G. Return from a Family and Medical Leave

1. Upon return from leave which has extended no longer than a total of twelve (12) workweeks in a rolling twelve (12) month period, employee will be restored to the same or to an equivalent position to the one he held when the leave started. If the leave was due to his own serious health condition, he will be required to submit a fitness for duty certification from his health care provider stating that he is able to perform the essential functions of the job. If employee fails to return to work at the expiration of his approved Family and Medical Leave, it will be considered to be a resignation of his employment with the Village.
2. Certain highly compensated “key” Employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the Village’s operations. A “key” Employee is a salaried employee who is among the highest paid ten percent (10%) of employees at that location, or any location within a seventy-five (75) mile radius. Employees will be notified of their status as a key Employee, when applicable, after they request a Family and Medical Leave.

3. An employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including termination of employment.

H. Military Caregiver Leave

An eligible employee is entitled to a total of twenty-six (26) weeks of Military Caregiver Leave:

1. To care for a spouse, parent, child, or an individual for whom the employee is the nearest blood relative (or designated as next of kin for caregiving) who has a serious injury or illness that was incurred or aggravated in the line of duty while on active military duty overseas, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status or is on temporary disability retirement.
2. To care for a spouse, parent, child or an individual for whom the employee is the nearest blood relative (or designated as next of kin for caregiving) to a veteran who is undergoing medical treatment, recuperation, or therapy for serious injury or illness that occurred any time during the five (5) years preceding the date of treatment while on active military duty overseas.

Leave to care for an injured or ill servicemember or covered veteran will begin on the first day of such leave and must be completed within twelve (12) months from that date. Leave for an injured servicemember may be taken only once per servicemember unless that servicemember has a subsequent injury or illness incurred or aggravated in overseas military duty. In addition, spouses employed by the Village who request caregiver leave may only take a combined aggregate total of twenty-six (26) weeks leave for such purpose.

Any FMLA leave taken by an employee for reasons other than an injured or ill servicemember or covered veteran will reduce the twenty-six (26) weeks of available leave to care for an injured servicemember or covered veteran. As a result, if an employee requests caregiver leave, the maximum leave allowed will be up to twenty-six (26) weeks, less any FMLA leave already used in the same twelve (12) month period for any other reason.

I. Coordination with Other Policies

Except as provided herein, below, an employee must substitute any accrued paid sick days, vacation days, personal time or compensatory time for unpaid leave under this policy, and any such paid time off must be taken concurrently with his Family and Medical Leave. However, employees with more than two (2) weeks of sick leave available at the time of FMLA eligibility will be allowed to retain up to two (2) weeks of sick time on the books for future use. If employee otherwise qualifies for disability pay, he will collect it at the same time he is on Family and Medical Leave. Similarly, if he otherwise qualifies for any other type of leave of absence, he must take that leave at the same time as he is taking Family and Medical Leave. All time missed from work due to personal injury, illness or work-related injury will be counted toward the Employee's twelve (12) weeks of Family and Medical Leave.

If an employee requests leave under Sections 7.11 A 1 or 2 (for bonding time) because of a birth, adoption or foster care placement of a child, the employee shall be permitted to use no more than ten (10) days of accrued sick leave, which shall run concurrently with FMLA leave. Paid vacation days, personal time, compensatory time may also be used, to the extent available.

Section 7.12 Failure to Return from Leave

An employee who fails to return to duty within three (3) work days of the time specified on his application for leave shall be considered to have resigned from such service in the absence of evidence of extenuating circumstances. See also Section 12.2 regarding Resignation/Loss of Seniority due to failure to work for extended periods of time.

Section 7.13 Benefits While on Discretionary Leave

While on a paid or unpaid leave of absence or layoff, the employee shall be entitled to coverage under applicable group health/dental and life insurance plans to the extent provided in such plan(s).

The Village of Palatine Employee Health Insurance Plan will require the employee's contribution to health insurance premiums for the remainder of the month in which such leave commenced. Thereafter, the employee will pay the COBRA premiums (102% of the full monthly medical premium), unless authorized in writing by the Village Manager. During an unpaid leave, seniority, vacation time, holiday time, sick leave and personal days shall not accrue except as required by law.

Section 7.14 Requalification After Leave

Unless otherwise stated in this handbook, or otherwise required by law, length of service or seniority shall not accrue for an employee who is on an approved unpaid leave status. Accumulated length of service shall remain in place during that leave and shall begin to accrue again when the employee returns to work on a paid status. Unless otherwise stated in this handbook, an employee returning from leave will have his seniority continued after the period of leave.

When an employee returns to work from an approved leave of absence, the Village will place the employee in his previous job if the job is vacant; if not vacant, the employee will be placed in the first available opening in his classification according to the employee's seniority, where skill and ability to perform the work without additional training is equal.

If, upon the expiration of a leave of absence, there is no work available for the employee or if the employee could have been laid off according to seniority except for his leave, he shall go directly to layoff. If the employee is on layoff, recall procedures as stated in this handbook shall apply.

Section 7.15 Non-Employment Elsewhere

A leave of absence will not be granted to enable an employee to try for or accept employment elsewhere or for self-employment. Employees who engage in employment elsewhere during an approved leave, without the express written permission of the Village Manager may be subject to discipline up to and including termination of employment.

ARTICLE VIII. EMPLOYEE SAFETY

To provide a safe and healthful work environment for self, fellow employees and visitors, the Village of Palatine has established a Loss Prevention Safety Program (aka Safety Policy Manual). This program is a top priority for the Village. The Village Safety Coordinator has responsibility for implementing, administering, monitoring and evaluating the safety program. The program's success depends on the alertness and personal commitment of all employees.

The Village provides information to employees about workplace safety and health issues through regular internal communication channels such as safety meeting minutes, supervisor-employee meetings, employee newsletter, bulletin board postings, memos, and other written communications. Safety is also emphasized in the employee job description. A safety committee has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Section 8.1 Employee Responsibility

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

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, the employee must notify the appropriate supervisor and complete the proper reports. Immediate employee reports of injury are necessary to comply with applicable laws and to initiate insurance and worker's compensation benefit procedures. Reports shall be submitted to Human Resources within twenty-four (24) hours of the accident. Failure to report an accident on a timely basis could lead to disciplinary action under Section 10.1.

If the injury is severe, the supervisor or his designee should immediately call 911. Severity is based on judgment. No employee shall be disciplined for using reasonable judgement to call 911.

More detailed information regarding the Village's safety policies and loss prevention program can be found in the Village's Safety Policy Manual. Each employee is responsible to familiarize themselves with the content of that manual and follow all safety procedures and policies described within it.

Section 8.2 Workplace Injuries/Accidents

- A. If an employee is injured during the performance of the employee's duties, the employee should ***immediately*** report this fact to the supervisor. The employee must insure that an Employee's Statement of Injury form is submitted to the supervisor for forwarding to Human Resources, so the employee's right to worker's compensation insurance benefits or reimbursements for medical expenses is not jeopardized. Even if

the injury is so slight that no time is lost, a report must be made. This is necessary to protect the employee in case a future disability results because of the injury. Also, appropriate action can be initiated to prevent future, and possibly more serious accidents of a similar nature.

1. Neither the Village nor the worker's compensation insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Village of Palatine, except as required by law. If it is determined that the employee should seek medical attention, the supervisor shall provide the doctor with a job description for his use in determining the employees' ability to return to work. In addition, the supervisor will provide the doctor with the types of "light duty" which may be available.
2. If the doctor determines that the employee cannot return to work, the employee is responsible for providing the Village with written confirmation within one (1) working day of the determination. In addition, the employee is also responsible to provide any status updates within one (1) working day of the appointment.
3. If the doctor determines that the employee may return to work with restrictions, the employee will be provided a written statement indicating the terms of any approved light duty assignment (including the supervisor to report to, the length of the assignment, the type of work, and the restrictions).

For more information on Light Duty, see Section 3.6, Light Duty Policy.

- B. If an employee is involved in any accident while in performance of duties resulting in property damage or injury to any person, it must be reported **immediately** to the supervisor. The Police should be called to the scene immediately if the accident involves a vehicle. The employee should not discuss the accident with anyone except the Police, or admit to any liability. Direct any person seeking information to Human Resources.

Disciplinary action may be taken against employees if negligence is proven to be a factor contributing to the accident or causation of an unsafe condition.

Section 8.3 Safety Committees

In order to reduce the risk of work related injury and maximize safe working conditions, the Village has established several safety committees consisting of both supervisors and employees in the field. The duties of these committees include:

- A. Investigation of work related injuries or accidents for the purpose of providing feedback as to how such injury or accident can be prevented.

- B. Review of equipment, work areas and procedures for completing jobs to determine if unsafe conditions exist and what is necessary to correct such conditions.
- C. Review of accidents involving the operation of municipal vehicles and equipment to recommend if those employees involved should not earn their Safe Driving Day privileges. Employees involved in an accident shall have the right to present their case to their department safety committee.

A Village Safety Committee, consisting of management and non-management representatives from all departments, has been established by the Village to consider the recommendations of the department safety committees. The Village Manager's designee shall serve as Chair of the Village Safety Committee. This committee shall meet on a regular basis and follow guidelines as outlined in the Safety Policy Manual.

Section 8.4 Safe Driving Day

A safety incentive program has been established for those employees required to drive a vehicle or operate a heavy piece of equipment in the course of their daily assigned activities. Full-time employees are eligible for a Safe Driving Day if they are expected to drive a Village vehicle for at least 160 days (80 days for Fire Personnel) in a calendar year. This program provides one additional personal day to a qualified employee if the qualified employee is determined to have had no preventable accidents or no preventable accidents have occurred in which an employee shares responsibility within the previous calendar year. The employee must have worked for the Village in a capacity requiring them to drive a vehicle or operate a heavy piece of equipment for at least nine (9) months during the previous year. If an employee, who is working part-time in another position/job/assignment for the Village, has a preventable accident while working in that capacity, they will not earn the full Safe Driving Day. The use of this Safe Driving Day is subject to the conditions of Section 6.3. If an employee is unsure if he/she qualifies for the Safe Driving Program, he/she should contact Human Resources.

Section 8.5 Workplace Violence

The Village of Palatine maintains a zero tolerance toward workplace violence, or the threat of violence, by any of its employees, residents, customers, or general public, and/or anyone who conducts business with the Village. It is the intent of the Village of Palatine to provide a workplace (which includes Village property and all other locations where a Village employee is properly performing duties) that is free from intimidation, threats or violent acts.

Workplace violence includes, but is not limited to, harassment, threats, physical attack, or property damage. A threat is the expression of the intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property which includes property owned by the Village, employees or others.

A. Prevention of Workplace Violence

The Village subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

B. Reporting Threats – Internal and External

All Village of Palatine employees are responsible for notifying their Supervisor or their Department Head of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Village controlled site, or is connected to Village employment. Employees are responsible for making this report whether the incident is committed by another employee or an external individual such as a customer, vendor, or citizen. The Department Head will inform Human Resources of all reported incidents of workplace violence. Any employee who acts in good faith by reporting actual or potential violent behavior will not be subjected to any form of retaliation or harassment.

C. Identifying Dangerous Situations

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their Supervisor or Department Head if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

1. discussing weapons or bringing them to the workplace (other than Sworn law enforcement personnel); or
2. displaying overt signs of extreme stress, resentment, hostility or anger; or
3. making threatening remarks; or
4. sudden or significant deterioration of performance; or
5. displaying irrational or inappropriate behavior.

D. Prohibited Actions and Sanctions

It is a violation of this policy to engage in any act of workplace violence. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Village property or which arise from their employment with the Village shall be removed from the premises (or work locations if not on site) as quickly as safety permits, and shall remain off Village premises pending the outcome of the investigation. Any employee who has been determined to be in violation may be subject to disciplinary action up to and

including termination of employment and, depending upon the violent act, may be subject to criminal sanctions. Any other person who has been determined to be in violation will be subject to suspension and/or termination of any business relationship, and/or criminal prosecution.

Section 8.6 Driver Responsibilities

Employees who use a vehicle in the performance of their position will be required to maintain a valid driver's license as a condition of holding such a position.

Consistent with this obligation, the Village reserves the right to conduct periodic reports to verify that the employee's driver's license is current and valid. Employees may need to execute documents in order to authorize the Village to confirm the status of a driver's license.

Failure to cooperate with such periodic verification reports will result in ineligibility for employment in a position in which a valid driver's license is required.

To promote overall good driving habits, employees are expected to maintain a good driving record both on and off the job. Drivers with one (1) or more recorded high risk driving violations will be subject to a verbal warning as future violations would impact the ability to perform job duties. Drivers shall notify their supervisor of driving violations that occurred on duty before the end of the shift. Off duty violations shall be reported at the beginning of the next day reporting to work; but no later than 72 hours after the violation.

High Risk driving violations are outlined in the "Fleet Safety Policy" Manual. These violations consist of licensing or registration offenses, felonies directly involving a motor vehicle, violations which indicate a disregard for public safety including driving under the influence, reckless driving resulting in bodily injury or property damage, reckless homicide, violations resulting in fatal accident, speeding in excess of fifteen (15) miles per hour over the limit, or following too closely.

ARTICLE IX. EMPLOYEE CONDUCT

Section 9.1 Outside Employment

Village employees shall not participate in outside employment that in any way interferes with the employees' regular duties, responsibilities or work performance with the Village, as determined by the Village Manager.

- A. Full-time and part-time Village employees may not engage in outside work or employment as defined in this section without the express written approval of their Department Head and the Village Manager. Any employee who engages in outside work or employment without such express written approval is subject to discipline up to and including termination of employment. All requests to engage in outside employment must be submitted in writing to the Department Head who will forward it to the Village Manager.
 1. Outside work is defined as any gainful employment other than the performance of official duties, including, but not limited to: self-employment, working for another employer, employment in the management, and operation or direction of

a private business for profit, including any direct or indirect financial interest in any such business.

2. Department Heads may set policies and guidelines regarding outside employment. Such policies and guidelines shall be approved or subject to change by the Village Manager.
- B. The Village generally will permit employees to engage in outside employment or work so long as, in the opinion of the Village Manager or the employee's Department Head, the outside work or employment would not affect:
1. the quality of the employee's work for the Village; or
 2. prevent the employee from devoting his primary interest to the accomplishment of his work for the Village; or
 3. tend to create conflict, or the appearance of a conflict, between the private interests of the employee and the employee's official responsibility to the Village.
- C. An employee shall not perform outside work, which in the judgment of the Village Manager:
1. is of such nature that it may be reasonably construed by the public to be an official act of the Village, or Department thereof; or
 2. involves the use of Village facilities, equipment, and electronic devices; or
 3. involves the use of official information not available to the public; or
 4. might encourage, on the part of members of the general public, a reasonable belief of a conflict of interest.
- D. While an employee is not prohibited from performing outside work solely because the work is of the same general nature as the work the employee performs for the Village, no employee may perform the outside work if, in the judgment of the Village Manager:
1. the work is such that the employee would be expected to do it as part of his or her regular duties; or
 2. the work involves management of a business closely related to the official work of the employee; or
 3. the work would tend to influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties.

During the time an employee is absent from work due to medical reasons, an employee shall be prohibited from working a secondary position.

Section 9.2 Use of Village Mail

Employees shall not on a regular basis use the address of the Village for receipt of personal mail without the approval of the Department Head.

Section 9.3 Use of Village Property

The Village may provide automobiles, machinery, equipment and tools for employees whose work requires frequent and extensive use. Such Village property is not for personal use and employees shall make every effort to use such property in a safe, non-abusive, efficient manner. Personal use of Village property without the expressed written consent of the Village Manager shall be subject to discipline up to and including termination of employment. Vehicles owned by the Village and used by employees, shall be subject to applicable federal tax requirements.

When using Village vehicles, employees should keep in mind that they are representatives of the Village government and that their conduct as drivers in adhering to the rules and regulations of the road is a reflection on the Village.

Section 9.4 Political Activity

Employees may not engage in political activity while at work or on duty.

A. Solicitation, Distribution of Printed Materials, Selling/Peddling Among Employees

A. Solicitation During Work Hours Prohibited

Unless authorized by the Department Head and approved by the Village Manager, all solicitation among Village employees during working hours for charitable, or any other purposes, and the selling of tickets, magazines, or merchandise of any kind are prohibited. In addition, solicitation by any Village employee is not permitted during non-working time in areas where it will disturb other employees who are working.

1. This restriction applies to all solicitations, distribution of printed materials, selling or peddling of every nature, whether by Village employees or non-employees.
2. Distribution or circulation of printed material for personal reasons by any Village employee is not permitted in any work area or during any work time.
3. Solicitation or distribution of any printed materials by non-employees on behalf of any individual, organization, group, or society will not be permitted at any time on any Village property.
4. The failure of any employee to comply with these rules will result in appropriate disciplinary action

B. Solicitation After Hours

Solicitation by Village employees after working hours shall be in accordance with the following guidelines:

1. Administrative and operational departments of the Village are precluded from initiating or promoting any type of solicitation or fund raising event.
2. Only auxiliary or supportive groups are allowed to sponsor a solicitation or fund raising activity. However, the name of the Village or the name of any Village department(s) shall not be used in such solicitation or fund raising.
3. Any such solicitation or fund raising program must be reviewed and approved by the Village Manager before it is initiated.

C. Bulletin Boards

Bulletin boards maintained by the Village of Palatine are to be used only for posting or distributing material of the following nature:

1. Notices containing matters directly concerning Village business.
2. Announcements which are equally applicable and of interest to employees.

All posted material must have authorization from the Department Head. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Section 9.5 **Indoor Clean Air Policy**

In compliance with the State of Illinois' Indoor Clean Air Act, smoking is prohibited in any building or vehicle and prohibited on all Village premises except in designated smoking areas where authorized by the Village Manager. All types of tobacco products and electronic smoking devices are included in this policy. The property surrounding Village Hall (including parking lots, etc.) is considered a smoke-free campus.

Section 9.6 **Drug-Free and Alcohol-Free Workplace Policies**

It is the Village of Palatine's desire to provide and ensure that all employees work efficiently in a safe environment. Adherence to the terms of this policy shall be a condition of employment.

The unlawful use, manufacture, sale, distribution, dispensing, transportation or possession of a controlled substance, or illegal drug is prohibited at any time, except in accordance with duty requirements. The prohibitions in this policy encompass, but are not limited to: narcotics (heroin, morphine, opioids, etc.), cannabis (marijuana, hashish, cannabis-infused products), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, "designer drugs," etc.). An illegal drug includes the use of prescription drugs in a manner other than lawfully prescribed. The consumption of alcohol at any time during the work day (except when drinking intoxicating beverages is required in accordance with duty requirements) is prohibited. No employee shall be on duty or on call while under the influence or effects of alcohol or drugs. This policy further prohibits the consumption, possession, sale, purchase or delivery of cannabis or cannabis-infused substances by law enforcement officers, paramedics or firefighters even when off duty.

This policy also prohibits the use of medically prescribed marijuana in the workplace or being under the influence of marijuana as a “qualifying patient” under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities.

An employee is considered to be under the influence of drugs if the employee has a confirmed positive test result for drug use or their metabolites pursuant to federal HHS-certified lab cutoff concentrations or has engaged in conduct evidencing apparent impairment.

In addition, all Village property and Village workplaces are subject to inspection, including, but not limited to, Village lockers assigned to employees and Village vehicles used by its employees. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

Village of Palatine employees must report for work in an appropriate mental and physical condition to perform their job and remain in that condition the entire time on duty. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

1. The legal use of prescribed drugs or commercially available over-the-counter drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees using a prescribed medication or an over-the-counter medication that may impair the performance of their job duties must immediately inform their supervisor of such use.
2. If the Village has reasonable suspicion to believe an employee is under the influence of alcohol or illegal drugs during the course of the employee’s work day, the Village has the right to require the employee to submit to alcohol or drug testing. Any employee who refuses to take an alcohol and/or drug test shall be subject to disciplinary action, up to and including termination of employment. The Village, in its sole discretion and in addition to any disciplinary action, may require an employee who has tested positive on any alcohol or drug test to participate in an approved alcohol or drug counseling or rehabilitation program as a condition to being allowed to return to work.
3. The Village will, to the extent required by law, protect the confidentiality of all drug and alcohol test results.
4. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or Human Resources. Employees with drug or alcohol problems shall be responsible to seek and successfully complete treatment either through the Employee Assistance Program or an alternate form of treatment.

5. Employees shall be required to notify the Village administration of any criminal drug conviction for a violation occurring at the workplace no later than five (5) days after the conviction.
6. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. The Village of Palatine will comply with all federal, state, and local laws and regulations concerning violations of drug and alcohol use in the workplace. The Village will comply with the applicable requirements of the Drug-Free Workplace Act of 1988, the Americans with Disabilities Act, the Family and Medical Leave Act, and any future new legislation. In addition, any employee convicted under a criminal drug statute for a violation occurring in the workplace must notify the Village Manager within five (5) days after such conviction. An employee who is convicted of such a crime will be subject to disciplinary action, up to and including immediate discharge.

Section 9.7 Attendance, Punctuality and Dependability

Because the Village depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. An employee must notify his supervisor as far in advance as possible, but not later than thirty (30) minutes before his scheduled starting time if he expects to be late or absent. If a department policy requires a greater notice period, employees must adhere to that policy. This policy applies for each day of his absence. An employee who fails to contact his immediate supervisor may be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. Absenteeism and lateness can lessen an employee's chances for advancement, except if approved in accordance with the Village's FMLA policy.

Section 9.8 Disclosure of Confidential Information

No current or former official or employee shall use or disclose, other than in the performance of his official duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of his position or employment, including information about citizens and non-public information about operations and employees. Such confidential information includes personal or private information of employees, customers, citizens, and vendors, such as personal telephone numbers, personal email addresses, home addresses, personal license plates or other unique identifiers, personal financial information, medical information, information about minors, and other sensitive information. Other confidential information includes trade secrets, reports and analysis prepared by the Village or third parties that have not been released to the public, information provided for audit purposes that has not been released to the public, information related to other actions that remain under review or in a preliminary or draft state, attorney-client communications, or other information that is not subject to disclosure under state or federal law. Disclosures required for the performance of official duties must be compliant with HIPAA and other privacy laws.

Inquiries from the media should be referred to the proper village contact, including the designated department contacts in Police and Fire, and the Village Manager's Office.

Records of the Village of Palatine are subject to retention periods as outlined by the Records Management Section of the Office of the Secretary of State. Records may be destroyed only upon prior authorization.

Section 9.9 Employee Ethics Policy

Employees shall not use their Village employment for private gain. Guidelines:

No Village employee shall engage in any act, which is in conflict with or creates the appearance of conflict with, the performance of official duties. An employee shall be deemed to have a conflict if the employee:

- A. Has any financial interest in any sale to the Village of any goods or services when such financial interest was received with prior knowledge that the Village intended to purchase the property, goods or services.
- B. Solicits, accepts or seeks an inappropriate gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction which is or may be the subject of official action by the Village. An inappropriate gift, gratuity or favor is one that has significant monetary value or is offered or accepted in expectation of preferential treatment instead of as an expression of appreciation or professional courtesy.
- C. Discloses or uses without authorization confidential information concerning property or affairs of the Village to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Village.
- D. Violates any applicable provision of the Illinois State Gift Ban Act, 5IlCS425/1 et seq., as now or hereafter amended.

Section 9.10 Post-Employment Restrictions

No former official or employee shall assist or represent any person or entity other than the Village in any judicial or administrative proceeding involving the Village if the official or employee participated personally and substantively in the proceeding during his term of office or employment.

No former official or employee shall, for a period of one (1) year after the termination of the official's or employee's term of office or employment, be involved in, or assist or represent any person or entity in any business or land use transaction involving the Village. This shall not preclude a former official or employee from representing himself or herself or representing any business owned by former official or employee, regarding any matter or transaction involving the Village.

ARTICLE X. EMPLOYEE DISCIPLINE

Section 10.1 Disciplinary Action

It is only fair that employees should know what the Village expects of them so far as conduct at work, on Village property, and off duty (off duty applies if it impacts the ability of the employee to do his job or if the conduct impacts the Village's reputation in the community). Certain standards of conduct are necessary so the Village can operate in an orderly and efficient manner, and can provide for the safety and general welfare of all employees. While all wrongful conduct cannot be listed, the Village sets forth the most common instances and the penalties which may be applied to them:

- A. Theft (taking without permission) property belonging to the Village, another employee, citizen or business.
- B. Refusal to comply with a work assignment or a direct instruction from a member of management.
- C. Reporting to work or working under the influence of alcohol or drugs, or using or having such in one's possession on working time, or other violation of the Village's published policy, Drug-Free and Alcohol-Free Workplace Policies, Section 9.6.
- D. Concealing evidence, interfering with an ongoing investigation, or failure to correct errors and omissions within a reasonable period of time.
- E. Restricting or encouraging others to refrain from the proper exercise of their duties, or engaging in any illegal work stoppage in violation of any collective bargaining agreement.
- F. Sabotage, destruction, misuse, or hiding of Village property, or that of a contractor or another employee, or a Village resident.
- G. Falsifying Department records, altering Village records without permission, or giving false information in preparation of any Village records, including employment applications and time tracking systems.
- H. Fighting on Village property, assaulting or attempting to assault any person or employee, or deliberately provoking another person to engage in an assault or fight, except as required and appropriate in proper exercise of their duties.
- I. Possession of any weapon not authorized by the Village (other than duty weapons properly displayed) or explosives on Village property.
- J. Being insubordinate or disobedient.
- K. Conviction of a serious misdemeanor (other than class b and c misdemeanors) or a felony.
- L. Failing to timely return from a leave of absence (except if granted extension).
- M. Violation of the Village's sexual harassment policy (depending on severity involved).
- N. Sleeping on the job (unless authorized, for example, twenty-four hour Fire Department Personnel).
- O. Refusal to work a reasonable amount of overtime when requested.
- P. Illegal gambling or participating in any illegal lottery or illegal game of chance on Village property.
- Q. Destruction of Village bulletin boards or marking or destroying any literature on such bulletin boards, or posting anything on Village bulletin boards without management permission.

- R. Failing to follow prescribed safety and health procedures, practices or policies, including smoking except where permitted, and including careless operation of any motorized equipment/vehicle.
- S. Incompetent or inefficient work performance.
- T. Failing to obtain supervisor's permission before leaving Village premises during working hours, except where it is reasonably necessary to leave the Village in the proper performance of duties.
- U. Not working during working time or engaging in personal business during working time, such as personal work, personal telephone calls, texting, playing games, reading, visiting other employees, etc., without supervisor's permission.
- V. Overstaying rest periods or lunch periods.
- W. Failing to call before your designated starting time, when not reporting for work.
- X. Failing to maintain satisfactory standards of dress, grooming, cleanliness, or personal conduct in accordance with guidelines set forth in rules and regulations of the Village.
- Y. Spreading malicious gossip or rumors, or making false, vicious or malicious statements concerning any employee, the Department, or its services, or the Village Administration.
- Z. Engaging in horseplay or disorderly conduct.
- AA. Failing to report immediately to a supervisor any accident or injury.
- BB. Excessive tardiness or absenteeism.
- CC. Violation of a Special Order or other published rules or regulations of the Department in which the employee works or such rules, regulations and ordinances adopted by the Village from time to time.
- DD. Any other behavior which brings discredit to the Village or the expected role or function of employee's Department or the Village or that the Village deems misconduct.

The Village may apply progressive discipline. However, an employee may still be immediately terminated, instead of receiving progressive discipline, for inappropriate conduct, including but not limited to: violation of work rules, general rules and regulations or policy violations, unacceptable behavior, misconduct, poor performance, or unacceptable attendance. Progressive discipline may include any of the following steps: Documented Oral Reprimand; Written Warning; Suspension; Termination.

Section 10.2 **Appealing Disciplinary Actions**

Full-time employees (except Police Officers and Firefighters who are subject to the jurisdiction of the Fire and Police Commission) may appeal in the following manner disciplinary action other than an oral reprimand or termination:

- A. Any employee who wishes to appeal any disciplinary action must within three (3) business days after being notified of disciplinary action, submit to his Department Head a short written statement outlining the employee's reasons for appealing the action. If the employee takes no action within three (3) business days of being notified of the disciplinary action, then the employee forfeits the right to appeal the discipline and the disciplinary action shall stand.

- B. The employee's Department Head will forward any timely written appeal to the Village Manager. The Village Manager will review timely, written appeals and may meet with the employee. The employee will be notified of the Village Manager's decision. The Village Manager's decision in the matter is final.

Any appeal of discipline to the Village Manager shall be limited solely to presenting mitigating information which was not available to the employee prior to disciplinary decision. Any appeal considered by the Village Manager does not alter the employment at-will relationship or bind the Village to a specific standard in its decision-making.

Section 10.3 **Grievance Procedure**

The Village strives to treat employees fairly in all matters arising out of their employment with the Village. It is further recognized that it is in the best interests of the employees and the Village that each employee have the opportunity to be heard fully at any time that he feels that this right to fair treatment has been violated. It is the Village's policy that there be at all times full and free discussion of employment matters between employees and supervisory personnel, since many grievances are the result of misunderstandings and lack of communication. However, the Village retains the rights in accordance with applicable law to do the following:

- A. Direct employees of the Village in performance of their duties;
- B. Hire, promote, transfer, assign, and retain employees in positions within the Village and to suspend, demote, terminate, or take disciplinary action;
- C. Take the necessary means to achieve the proper purposes of the Village in emergency situations.

In addition, a grievance filed by an employee must:

- A. Be clearly defined and within control of the Village Manager;
- B. Arise out of an act or failure to act by the management of the Village and be directly related to the working conditions or to the employment relationship;
- C. State the relief being sought and such relief must be within the authority of the Village to grant.

If an employee has any complaints or grievances that are within the criteria as stated above, the employee must act as follows:

Step 1:

The employee must submit a short written notice of grievance describing the complaint to his supervisor within three (3) business days of the time the employee first became aware or should have become aware of the incident or situation giving rise to the grievance. The employee's immediate supervisor will, within three (3) business days of receipt of the written notice of grievance, meet with the employee to discuss the problem. If the employee is satisfied with the solution offered by his immediate supervisor, the grievance is ended.

If a supervisor fails to meet with the employee, the employee then must, within ten (10) business days of originally submitting the grievance, proceed to Step 2 of the grievance procedure, or the grievance is ended.

Step 2:

If the employee is not satisfied with the solution offered by his supervisor, the employee must, within three (3) business days of meeting with his supervisor, make a written request to the employee's Department Head for a meeting to discuss the problem. The Department Head will attempt to meet with the employee within five (5) business days of receiving the written request. The Department Head generally will attempt to respond to the concerns expressed by the employee in this meeting within five (5) business days of the meeting. If the employee is satisfied with the response offered by the Department Head, the grievance is ended.

If a Department Head fails to meet with the employee, the employee then must, within ten (10) business days of submitting the written request for a meeting with the Department Head, proceed to Step 3 of the grievance procedure or the grievance is ended. If the Department Head fails to provide a response after meeting with the employee, the employee then must, within five (5) business days of meeting with the Department Head, proceed to Step 3 of the grievance procedure or the grievance is ended.

Step 3:

If the employee has completed Steps 1 and 2 of the grievance procedure and still is not satisfied, the employee must, within three (3) business days of receiving written notification of the Department Head's response, submit in writing a request for a meeting with the Village Manager. The request must briefly set forth the substance of the employee's grievance. The Village Manager or his designee, as soon as is practicable, meet with the employee and thoroughly discuss the grievance. The Village Manager or his designee then shall attempt to provide the employee with a written answer containing the Village Manager's decision concerning the disposition of the grievance within five (5) business days. The Village Manager's decision shall be final.

The Village reserves the right to deviate from the procedures and timelines set forth in this Section if it deems it appropriate.

The Fire Chief, with the concurrence of the Village Manager, may extend the time requirements of the grievance procedure for Fire Shift personnel not covered under the Collective Bargaining Unit due to the unique nature of the work shift and work period in the Fire Department.

ARTICLE XI. MISCELLANEOUS POLICIES

Section 11.1 Meet and Confer Sessions

In an attempt to address the needs and suggestions of all employees, it is the Village's policy to conduct "meet and confer" sessions with selected representatives from employee groups when appropriate. Those employees whose terms and conditions of employment are covered by a collective bargaining agreement or having professional, confidential, or supervisory status (except where the Illinois Labor Relations Board defines supervisors as eligible for representation by a Collective Bargaining Unit) are not allowed to participate in meet and confer sessions, but may submit requested changes in personnel policies, fringe benefits, wages and working conditions to their Department Heads for review by the Village Manager or his representative.

- A. Meet and confer sessions should be completed in a timely manner in order to provide ample time for budget preparation. Each employee group may select a representative to meet with the Village's representative and to submit requests or suggestions.
- B. Meet and confer sessions allow employee groups to provide input on potential changes being made to the working conditions, wages, fringe benefits, and personnel policies affecting specific employee groups. These changes usually become effective or are approved in conjunction with the adoption of a new Village budget.
- C. Those employee groups wishing to participate in meet and confer discussions must submit a request in writing which specifies the selected representatives for the employee group. This request shall be submitted to the Village Manager.

Section 11.2 Tuition Assistance

The Tuition Assistance Program is intended to encourage continuous education by providing tuition assistance to the employee in his/her effort to complete continuing education but will not cover all costs. The Village funds a Tuition Assistance Program subject to the appropriation limits as established annually by the Village Council. Tuition Assistance is available to full-time employees in good standing who have been with the Village for at least twelve (12) months of active, continuous service. Employee must have an overall rating of "meets expectations" or better on their most recent performance evaluation at the time of application to qualify. Coursework and study are expected to be completed on the employee's own time.

Tuition Assistance is a discretionary program subject to the availability of funds and may be discontinued at any time by the Mayor and Village Council or the Village Manager. Past approval and participation in the tuition reimbursement program does not guarantee approval in subsequent years and does not obligate the Village to pay coursework beyond the approved term. Reimbursements will not carry over from year to year if the program doesn't have enough funds in a given year.

Courses or degrees must be job related and must improve the employee's efficiency, knowledge and competency in the performance of existing or future job duties. The education program must be relevant to the employee's job as determined by the Village.

Course reimbursement shall be for tuition costs only. Costs for books, student fees, or other associated costs are not covered by the program. The amount of reimbursement for a course will depend on:

1. Whether it is undergraduate or graduate level.
2. The grade achieved in the course, and
3. Whether any other financial assistance is received by the employee.

Harper College rates will be used as a benchmark for establishing maximum reimbursement rates for community college coursework. Northern Illinois University will be used as a benchmark for establishing maximum reimbursement rates for undergraduate and graduate coursework.

Maximum reimbursement will be:

- 75% of the established reimbursement rate for a grade of A or B.
- 50% of the established reimbursement rate for a “Pass” in a Pass/Fail Course
- 25% of the established reimbursement rate for a grade of C
- No reimbursement for a grade of D, or F, or “Fail” in a Pass/Fail Course.

Reimbursement rates will be reconsidered from time-to-time, and shall be posted to the Employee Intranet.

Sample Reimbursement Rates (2020/2021 School Year)

Type of Program Attended	Base Rate	75% Rate	50% Rate	25%
Rate				
Harper or other Community College	\$133.50 per hour	\$ 100	\$ 66	\$ 33
Undergraduate program	\$348.84 per hour	\$ 262	\$175	\$ 87
Graduate program	\$470.72	\$ 353	\$236	\$ 118

The employee is expected to seek all other sources of assistance (Veteran’s benefits, scholarships, and grants) with the exception of student loans. The Village’s reimbursement shall not exceed the difference between a tuition invoice and tuition assistance from all other sources.

Advance Program Approval Procedure

Employees must be approved for coursework before they are eligible for reimbursement. Each learning period, an employee will submit a “Tuition Assistance Application” to their department director describing the course of study and its relevance to the employee’s job and the Village of Palatine. The employee must include the cost of their tuition as well as any anticipated financial aid. The department director then considers preliminary approval and makes a recommendation to the Human Resources Director for final approval. Once a course is approved, the employee will receive acknowledgement of acceptance into the program for that period.

For an employee new to the program, the best opportunity to be accepted into the program is to submit a request to Human Resources by July 31 of the year prior to the coursework. This way, the Village can consider new individual education plans as part of the Tuition Assistance Program. Education expenses will be considered for advance approval when the actual budget year begins.

Reimbursement Procedure

Within sixty (60) days after the course is completed, the employee shall submit the initial approved request, final grade report, receipt showing tuition costs and a completed Tuition Assistance Agreement. Human Resources will coordinate signatures on the Reimbursement Agreement and will process the reimbursement. The Village will make every effort to reimburse eligible costs for current approved courses (or those pending reimbursement). Failure to submit within 60 days will result in forfeiture of the reimbursement.

Reimbursement Limits

Annually, the limit for tuition assistance shall be the lesser of either 18 credit hours credit or the annual limit for non-taxable tuition assistance benefits as established by the IRS. This limit can be lifted at the express written authorization of the Village Manager in circumstances where the employee is continuing their education as part of a Village succession plan.

Employee Commitment to Village

Employees shall recognize the Village's commitment to supporting their education efforts with a commitment to three years of continued employment following completion of their course(s). In consideration for tuition assistance reimbursements, the employee agrees to a minimum three (3) year commitment to continued employment with the Village following completion of each course. Employees who voluntarily leave Village employment after receiving tuition assistance shall be required to reimburse the Village according to the following schedule:

<u>Time between course completion and terminating employment</u>	<u>Percent employee shall Reimburse the Village</u>
Less than one year	100%
One to two years	75%
Over two years to three years	50%
Over three years	0%

Section 11.3 Employee Suggestions

The Village management is always desirous of providing a more efficient Village service and actively solicits the suggestions of all Village officials and employees. Employee suggestions should be submitted in writing to the Department Head and/or Village Manager. All suggestions shall be acknowledged in writing and will be given thorough consideration. If an employee's idea or suggestion is implemented, the employee will receive written recognition and a copy of this recognition shall be placed in the employee's personnel file.

Section 11.4 Travel Policy

The Village of Palatine will reimburse employees for reasonable business travel expenses incurred while on professional business away from the normal work location. All business travel must be approved in advance by the Department Head or Village Manager.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Village. Employees are

expected to exercise good judgment and limit expenses to reasonable amounts, as if they were traveling at their own expense.

If employees are using their personal car for Village business, they are entitled to the per-mile rate of reimbursement according to the Internal Revenue Service. Mileage will be calculated from the employee's work location. To verify employees meet their obligation to have appropriate auto vehicle coverage while conducting village business, employees will be asked to demonstrate proof of insurance before receiving their mileage reimbursement check. Minimum insurance requirements are \$100,000 Bodily Injury Liability per person; \$300,000 Bodily Injury Liability per Occurrence; \$100,000 Property Damage Liability or \$300,000 Bodily Injury and Property Damage Liability Combined Single Limit.

If an employee receives an auto allowance as part of their job, they are entitled to reimbursement for travel outside of fifty (50) miles from Village Hall. Under no circumstances shall the mileage reimbursement exceed the cost of airfare to the destination.

If an employee has an auto accident as a result of conducting Village business using their personal vehicle, the Village may reimburse the employee's deductible up to \$500. The damage must be incurred performing tasks directly related to the job and must be documented through a Police Report. The Village will use discretion when considering reimbursement and will not make payment when, for example, the employee violated the law and/or caused the accident.

Employees may be entitled to a per diem meal allowance as defined by IRS Regulations, Publication 1542. Pursuant to IRS Publication 1542, receipts are not required when per diem allowances are authorized. Advance approval of the Village Manager is required to be eligible for a per diem meal allowance.

Travel cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed. The amount of the travel expense should be sustainable in advance by an itemized estimate of the expenses.

When travel is completed, employees should submit a completed travel expense report within five (5) business days. Reports should be accompanied by receipts for all reimbursable expenses except those related to per diem allowances.

In any situation where extraordinary travel expenses are to be incurred, or where these regulations do not cover the situation, or place a significant financial hardship on the employee, the Village Manager may authorize exceptions. The employee must justify the additional expense via memo addressed to the Department Head.

Abuse of the Business Travel Expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be subject to disciplinary action, up to and including termination of employment.

Section 11.5 Uniforms and Appearance

Employees in certain departments are required to wear uniforms as assigned while on duty or acting as a representative of the Village. Departmental policy shall specify when uniforms and proper attire are necessary.

All employees are to maintain a neat appearance. It is particularly important that employees who meet the public make a neat, clean appearance at all times. Supervisors are directed to advise employees of improper appearance for the work in which they are engaged. Continued disregard of the Village's uniform and appearance policy may be subject to disciplinary action.

Section 11.6 Failure to Work Due to Exceptional Circumstances

During any type of exceptional natural emergency which occurs on a normal work day, as determined by the Village Manager, (i.e.: snow, flood, etc.) a Village employee should report to work unless specifically directed by his Department Head not to report. If an employee does not report to work or is unable to report to work during such emergency without authorization from his Department Head, the hours lost will be deducted from authorized accrued time off of the employee. If no such time is available to the employee, the hours lost will be deducted as time without pay.

Section 11.7 Work Requirements During Inclement Weather

The Department Head may alter the employee's work assignments during *extreme* weather conditions to minimize employee exposure. However, if it is determined that the health, safety and welfare of the Village is threatened, employees shall perform assigned duties regardless of weather conditions.

Section 11.8 Internal Investigations and Searches

From time to time, the Village of Palatine may conduct internal investigations pertaining to security, auditing or work-related matters. The Village reserves the right to search lockers, desks, filing cabinets, computers, other electronic devices whether provided by the Village or a personal device, and other personal belongings located on Village property at any time. As part of such investigation, the Village reserves the right to search materials and possessions brought on site by the employee. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

The Village will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings, but may not always be able to do so. The Village will conduct such searches in a manner reasonably intended to address the legitimate operational and management reasons for the search.

Section 11.9 Firearm Restrictions

- A. All Village property is a "prohibited area" under Section 65 of the Illinois Firearm Concealed Carry Act and thus concealed carrying in or on any Village property is not authorized by Illinois law.

Except as provided under EXCEPTIONS, no employee may wear, carry, store, transport, or otherwise possess a Firearm at any time in or on Village property or while performing any duties for or on behalf of the Village.

Examples of prohibited times and places include, but are not limited to the following:

1. Performing work for the Village at any location including private residences and commercial establishments and other customer or client locations; or
2. Driving or riding as a passenger in a Village vehicle; or
3. Attending Village directed or sponsored activities or events.

Use of a private vehicle. No Village employee may use a privately owned vehicle for Village business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

B. EXCEPTIONS

Police Officers and other Village employees specifically designated may possess their work-issued Weapons.

C. Parking Lots

An employee may keep a firearm in his or her personal vehicle properly parked and locked in a Village parking area, so long as the weapon is kept in compliance with all applicable federal and state laws and regulations, is entirely out of sight, and, so long as the employee is properly licensed and the firearm is unloaded and locked in a glove box, trunk or other secured container.

ARTICLE XII. SEPARATION FROM VILLAGE EMPLOYMENT

Section 12.1 Layoffs and Recalls

- A. Whenever it becomes necessary to reduce the number of employees in any given class, the Department Head concerned shall prepare, for the Village Manager's approval, a list of those employees to be laid off or reassigned.

The Village will endeavor, so far as it deems possible, to transfer qualified employees to any available vacant position rather than lay them off.

When the Village must lay off employees, Department Heads generally will, insofar as the Village deems appropriate, consider a number of factors. An evaluation of each employee will be made by the Department Head on the following criteria:

1. An employee's qualifications, skills and abilities to perform relevant job duties;
 2. Promotion potential and transferability of skills to other positions within the unit;
 3. Demonstrated current and past performance; and
 4. The needs of the Village and specific projects.
- B. For a period of up to six (6) months following the date of a layoff, the Village will try, in so far as it deems possible and appropriate, to give preference to employees laid off due to a reduction in force in filling positions which subsequently open and for which the employee is qualified.

- C. In order to assist in the orderly and easy transition into other employment, the Village will attempt, in so far as it deems possible and appropriate, to give employees advance notice of an impending reduction in the force.
- D. Employees in a class by virtue of promotional appointment may request demotion to a class from which he was promoted in lieu of a layoff, but any such demotion shall be at the Village's discretion.

Section 12.2 **Resignation/Loss of Seniority**

- A. Employees absent without leave authorization for more than three (3) consecutive work days (or two (2) consecutive duty days for Fire Department shift personnel) shall be deemed to have voluntarily resigned from their job.
- B. Any employee wishing to resign from the Village service in good standing shall file with the Department Head a written resignation stating the reason or reasons for leaving and giving at least ten (10) working days' notice. For Fire Department employees, a written resignation stating the reason or reasons for leaving should be submitted with at least five (5) duty days' notice. Employee shall be in active, scheduled working status on the final date of employment unless otherwise authorized by the Village Manager.
- C. Failure to comply with these procedures may result in denial of future employment with the Village.
- D. Employees who have not performed work for a continuous period in excess of twelve (12) months (for any reason other than absence approved due to military service) shall lose their seniority and will be considered terminated from employment. Exceptions will be considered only on a case-by-case basis when required to comply with the law.

ARTICLE XIII. **ELECTRONIC MEDIA POLICY AND PROCEDURES**

Section 13.1 **Purpose**

This policy provides guidelines for the secure, effective, and efficient use of the electronic media system. It sets forth the Village's policy with regard to use, access to and disclosure of electronic messages sent or received by Village employees using the electronic media systems.

Section 13.2 **System Components/Media Defined**

This system provides technology tools and communications over various media for authorized users, to include, but not limited to:

- A. E-mail and messaging
- B. Internet communications
- C. Broadcast messages
- D. Voice-mail
- E. Mobile data terminals, desktop and laptop computers
- F. Telephones and cellular phones

- G. Tablets and other portable electronic devices
- H. Fax machines, modems and servers
- I. Software licensed to the Village of Palatine
- J. Video conference equipment

Violations of this policy may result in loss of privileges and/or disciplinary action no matter when such violations are discovered.

Section 13.3 Usage Guidelines and Procedures

- A. The electronic media systems are user friendly, privileged communications systems that electronically create, store, and forward communications and data from one person to other recipients.
- B. All data created, composed, sent, received, stored, accessed, viewed or transmitted with any of these systems are, and remain the property of, the Village of Palatine; as such, these messages are not the private property of any employee. Tools, messages and information are subject to inspection.
- C. Authorized users of the Village's Municipal Area Network (MAN) will be provided a login name, which allows access to the system. The user will then provide a personalized password. The confidentiality of this password will be the sole responsibility of each user. Any communications via this system will be attributed to, and therefore the responsibility of, the login name of the originating user. Users may wish to utilize any additional security features built into the system, i.e., passwords, encryption, etc. to further protect their individual messages.
- D. To maintain the security of the computer-based systems, each user shall be required to logout or secure the system (password required screen saver) if they are not in the physical presence of the computer. Employees are not permitted to modify the Village Standard Load (SL) computer configuration without express permission from the Information Technology Department (IT).
- E. Access for users will be authorized and recommended by the employee's Department Head. The appropriate information will be collected by Human Resources and conveyed to the Information Technology Department.
- F. The Computer User Group (CUG) representative, or trained departmental staff shall provide initial training where possible.
- G. The maintenance of the master list used on the computer systems shall be IT's responsibility. Suggestions for changes should be forwarded to the employee's respective CUG representative for their recommendation.
- H. Users shall not divulge their password(s) to other users, except where it may be required in the best interest of the Village. This determination will be made by the Department Head and IT, with the approval of the Village Manager or his designee. In this rare exception, the security accountability policies apply to all parties involved. Any person

with knowledge of any password not their own shall report this to their supervisor and the IT Department. Appropriate actions may then be taken to secure the system. The Village Manager's office reserves the right to require an employee(s) to reveal their password(s).

- I. No employee shall attempt any unauthorized access to any system.
- J. The Village reserves the right to control access to various Internet sites.
- K. Employees will adhere to guidelines of computer security awareness training including phishing, secure passwords, etc.

Section 13.4 **Acceptable Use**

Communication tools may be used to communicate internally with employees, or externally with citizens, consultants, suppliers, vendors and other business relationships and acquaintances. The Village provides electronic communication tools to facilitate business communications, enhance productivity and improve service to our customers. The Internet may be used for appropriate business uses such as, research, updates of business information or news, or for specifically approved projects.

Incidental and occasional personal messages and Internet usage will be permitted on the system as long as they do not interfere with regular duties of the user or any other employee or the availability of technology resources. To the extent it occurs, personal use should be reserved to non-work hours. Personal messages will be treated the same as all other messages sent via the system. They are and remain property of the Village as outlined in Section 13.3B. Internet usage, whether business related or occasional personal use, may be monitored and reported on regularly and subject to the Unacceptable Use in Section 13.5.

Section 13.5 **Unacceptable Use**

These systems (as defined in Section A) cannot be used to create, forward, or receive any offensive or disruptive messages, i.e., containing sexual implications; racial slurs; gender-specific comments; discriminations relating to age, sexual orientation, religious or political beliefs, national origin, disability, or any other basis protected by law. Access to Internet sites of this nature are prohibited unless deemed necessary to perform their Village-defined job function. Where that condition exists, approval by the Department Head and authorization from the Village Manager or his designee is required prior to access to such Internet sites.

No employee shall use the Village's communication systems for mass distribution or receipt of personal or non-business information. These messages include, but are not limited to, messages containing personal advertisements, personal opinions, or personal requests. These systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Participation in, or originating chain letters may result in loss of privileges.

No electronic media system shall be used to send copies of any documents, or information that is copyrighted, trade secret, proprietary, or considered confidential by the Village Manager's office.

No employee with authorized access to a media system shall allow an unauthorized person, employed or not employed by the Village, to use the system for any reason.

Section 13.6 **Limits of Privacy**

The Village reserves the right to review, audit, intercept, access, and disclose the contents of any employee's use of the Village of Palatine communications systems. Therefore, it should not be expected that such communications are private. Any contents obtained under these guidelines may be disclosed without the consent of the employee. As with all other Village property, the Village will search, monitor, inspect, intercept, review, access and/or disclose all Village electronic media resources and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for legitimate management reasons, at any time, and without further advance notice by persons designated by or acting at the direction of the Village, or as may be required by law or as necessary for, or incidental to, auditing, security and investigative activities, and to ensure effective technology resource administration and policy compliance. Users specifically consent to the access by and disclosure to the Village of information created, entered, received, stored, accessed, viewed or transmitted via the Village's electronic media resources that is stored by a third-party electronic communication service or remote computing service and have no expectation of privacy in such information. For example, authorized persons will inspect the Village's technology resources to investigate theft or other unlawful activity or workplace misconduct, the unauthorized disclosure of client confidences, attorney work product and proprietary information, misuse, to assess Internet use, and for other work-related purposes. No employee may monitor or intercept any data without the authorization of the Village Manager or Human Resources.

Section 13.7 **Transmitting Confidential Information**

Communication tools, especially the e-mail system should not be used to transmit confidential communications.

Confidential information pertaining to the Village itself or to any of its employees shall not be sent by e-mail without the express authorization of the Department Head.

In cases where confidential information may need to be transmitted electronically on a regular basis, the IT Department should be consulted regarding the availability of encryption software and other means for securing the communication.

Section 13.8 **Software Standardization**

To ensure long range, cost effective compatibility with Village computer software, purchases and installation of software must be approved by the Director of Information Technology.

Section 13.9 **Software Licensing**

To ensure that personnel abide by licensing agreements entered into with software manufacturers, the Village prohibits employees from making copies of software, downloading software from the Internet (commonly referred to as shareware or freeware), or bringing software from home or other sources without prior approval from the Director of Information Technology. This includes but is not limited to items like screen savers, wallpaper, and weather reporting installations.

Section 13.10 **Software Development**

Any software developed by an employee is the exclusive property of the Village and cannot be sold or used for profit ventures by anyone without the specific written agreement from the Village Manager.

Section 13.11 **Etiquette and Village of Palatine Representation**

E-mail and voicemail messages reflect the Village of Palatine's image. Such messages should always be composed in a professional manner that is no different than the manner used to compose letters or memoranda on letterhead. Users of the system must keep in mind that electronic files are subject to discovery and may subsequently be used in litigation. Inappropriate use of facilities may damage the Village's reputation and could give rise to Village and individual's liabilities. Accordingly, every effort must be made to be professional in all usage of communication tools.

Section 13.12 **Regulation and Enforcement**

The Director of Information Technology or his designee is responsible for monitoring the compliance with the provisions of these procedures. The Director of Information Technology shall also be responsible for investigation of suspected non-compliance with the provisions of this procedure.

Misuse of the communication tools or violations of this policy may result in disciplinary action including suspension of privileges to user, or up to and including termination of employment. Criminal or civil action may be initiated in appropriate instances. Such discipline shall be in accordance with the Village's policies.

Section 13.13 **Global Positioning Systems**

Global Positioning System (GPS) devices are used for reporting items such as location, condition, or current operational state of Village assets. Some Village equipment, including, but not limited to, cell phones, mobile devices, computers, and vehicles may have GPS devices attached or built in and enabled for management and reporting purposes.

VILLAGE OF PALATINE TUITION ASSISTANCE APPLICATION

This form must be completed, signed and submitted to Human Resources for consideration of Tuition Assistance. Assistance is provided on a first come, first serve basis. There is no guarantee of benefits.

Employee Name: _____ Application Date: _____

Job Title: _____ Department: _____

Courses Requested: _____ Number of Hours: _____

Undergraduate _____ Graduate _____ Degree: _____

Name of Institution: _____

Tuition Rate Per Credit Hour:

In your opinion, how will this degree or course(s) improve your job performance?

Provide a written explanation on how this course will benefit you personally.

Employee Signature: _____ Date: _____

Department Head Approval: _____ **Date:** _____

Employee, upon course completion, submits:

_____ Transcript showing final grade
_____ Tuition statement for proof of payment
_____ Completed Tuition Assistance Agreement

Village of Palatine
TUITION ASSISTANCE AGREEMENT

This Tuition Assistance Agreement is between Village of Palatine, (“Village”), and _____ (“Employee”). Both the Village and the Employee voluntarily agree to the following provisions:

- (1) The Village will give the Employee a Cash Advance or Loan following successful completion of coursework in accordance with the provisions of the Tuition Assistance Program as indicated in Section 11.2 of the Employee Handbook.
- (2) The Village agrees to Loan this amount to the Employee on the condition that the Employee agrees to repay the Village the entire amount of this Loan on or before his last day of employment unless he completes three years of active service following the Cash Advance.
- (3) The Village will excuse a portion of the Cash Advance for each 12-month period that Employee works for the Village following completion of the course according to the following schedule:
 - At least 12 months after completion of the course work, the Village will excuse 25% of the Loan.
 - At least 24 months after completion of the course work, the Village will excuse 50% of the Loan.
 - At least 36 months after completion of the course work, the Village will excuse 100% of the Loan.
- (4) If the employment relationship between the Employee and the Village is terminated for any reason before the Loan is paid in full, the Employee agrees that the unpaid balance of this Loan Amount shall immediately become due.
- (5) The Employee also agrees and voluntarily authorizes the Village to withhold from the Employee’s final paycheck deductions to satisfy the loan, even if the amount exceeds 15% of the total paycheck. If the final paycheck does not cover the entire unpaid balance, the remaining balance, (if any) may be recovered by the Village in a court of law, with the Employee being responsible for the Villages’ attorney’s fees and costs incurred if deemed appropriate by the court.
- (6) Nothing contained in this loan agreement constitutes a promise or guarantee of employment for a specific term, and the Village and Employee acknowledge that the Employee’s employment relationship remains an at-will employment.
- (7) This Agreement shall be construed and enforced pursuant to Illinois law.

 Employee Signature

 Village of Palatine

 Date

 Date

Class(es): _____

Employee, upon course completion please submit:

1. Completed Tuition Assistance Agreement
2. Transcript showing final grade
3. Statement from the Bursar's Office (Tuition Statement) for proof of payment.

OUTSIDE EMPLOYMENT REQUEST

Village employees may participate in outside employment with the prior approval of their Department Head and/or the Village Manager, subject to the following conditions:

1. All requests to engage in outside employment must be submitted in writing to the Department Head and/or Village Manager.
2. The Department Head and/or Village Manager may prohibit outside employment which may:
 - a. Affect the quality of the employee's work for the Village;
 - b. Prevent the employee from devoting his primary interest to the accomplishment of his/her work for the Village, or;
 - c. Create conflict, or appearance of a conflict, between the private interests of the employee and the employee's official responsibility to the Village.
3. Outside employment will generally be prohibited if the outside work is of such nature that it may be reasonably construed by the public to be an official act of the Village or Department thereof; involves the use of Village facilities, equipment and/or supplies of whatever kind; involves the use of official information not available to the public; might encourage, on the part of members of the general public, a reasonable belief of a conflict of interest.
4. No employee may perform outside work if, in the judgment of the Village Manager, the work is what the employee would be expected to do as part of his/her regular duties; the work involves management of a business closely related to the official work of the employee; the work would tend to influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties.

EMPLOYEE NAME	POSITION	DATE
NAME/LOCATION OF BUSINESS		
TYPE OF BUSINESS		
TYPE OF WORK TO BE PERFORMED	() INDOORS	() OUTDOORS
TOTAL HOURS/WEEK	DAYS OF WEEK	HOURS OF DAY
() APPROVED () DISAPPROVED		() APPROVED () DISAPPROVED
VILLAGE MANAGER	DATE	DEPARTMENT HEAD DATE

Consider a Motion to Accept a Proposal for Professional Auditing Services from Sikich, LLP

BACKGROUND:

The Village's auditing services agreement with Sikich, LLP ended with their completion of the Village's CY 2019 audit.

Sikich has been instrumental in the Village's successful implementation of recent GASB Standards and in acquiring the GFOA's prestigious Certificate of Achievement in Financial Reporting during their current engagement.

Staff requested Sikich, LLP provide a proposal for an extension of the current agreement for professional auditing services related to fiscal years 2020 through 2024.

KEY ISSUES:

- The proposed fee for 2020 and 2021 has been held constant (no increase) from the 2019 fee (\$45,840).
- The five-year total all-inclusive fee for this proposal is \$237,614 (average cost \$47,522).
- Since Sikich, LLP is the incumbent provider of these services, it will be required that they rotate their audit fieldwork team.

RECOMMENDATION:

Staff recommends accepting Sikich, LLP's proposal for professional auditing services for the years 2020 - 2024.

ACTION REQUIRED:

A motion to accept the Proposal for Professional Auditing Services for the years 2020 - 2024 from Sikich, LLP.

ATTACHMENTS:

- Sikich 2020-2024 Proposal

1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

SIKICH.COM

November 9, 2020

Mr. Paul Mehring
Director of Finance & Operations
Village of Palatine
200 E. Wood Street
Palatine, Illinois 60067

Dear Paul:

Sikich LLP is pleased to be considered for the re-appointment as independent auditors for the Village of Palatine (the Village). We believe that our qualifications, experience and expertise are clearly distinguishable as we have demonstrated to the Village and are evident by:

- The quality of our professional staff, as noted by their advanced degrees and their active participation in numerous civic and professional organizations.
- The expertise that we possess in the state and local government industry, as demonstrated by:
 - Our clients' success in obtaining the coveted Certificate of Achievement for Excellence in Financial Reporting.
 - Our staff's presentations at conferences, seminars and training courses for various state and local government organizations.
 - Our leadership roles in the state CPA Society and the Illinois Government Finance Officers Association on implementing complex new pronouncements.
 - The fact that we audit six of the eight AAA rated municipalities in the State of Illinois, five of the twelve AAA rated park and recreation districts, and one of only three AAA rated community colleges.
- The benefits our clients receive from the audit planning and significant preliminary work we perform so that audit issues may be identified early and resolved on a timely basis.
- The depth of our audit procedures, as depicted in our specific audit approach and as noted by our government clients.
- The quality and timeliness of the information that we provided to the Village.
- The experience we have providing professional services to more than 500 units of local government in Illinois annually; which assists us in identifying best practices in the industry that we share with our clients (more than thirty percent of our practice is devoted to serving governmental entities).

Village of Palatine
November 9, 2020

Page 2

Our Firm's expertise will not only enable the Village to apply for and receive the coveted Certificate of Achievement for Excellence in Financial Reporting if the Village chooses to, but also to correctly and cost effectively implement new statements and interpretations issued by the Governmental Accounting Standards Board. We believe this proposal demonstrates our capabilities to serve not only as independent auditors, but also as valued advisors and consultants to the Village, the Board of Trustees, and management.

Our audit team is tailored to each client's specific needs drawing staff from our state and local government team. We emphasize:

- Consistency and quality of staffing in multi-year engagements, including assigning staff from our state and local government team who focus on providing services to the local government industry year-round and assigning staff who are familiar with the accounting software used by the Village;
- A high degree of efficiency using the latest paperless audit technology available (including the use of IDEA data extraction and analysis software);
- The identification of opportunities for improved financial or procedural performance; and
- A focus on areas that present the greatest audit risk.

We are prepared to commit the resources necessary to provide services of the highest quality to the Village of Palatine. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We understand the scope of work to be performed and the timing requirements and are committed to performing the specified services within the stipulated timeframe.

The Village has requested a proposal for auditing services for the fiscal years ending December 31, 2020 through 2024, as detailed in the attachment. Our fees for 2020 and 2021 would not increase from our 2019 fees and we would propose a 3% increase annually thereafter.

These fees do not include the cost to implement any new GASB pronouncements during the duration of the proposal. We will separately negotiate additional fees related to any pronouncements that become effective during the duration of the proposal.

We appreciate the opportunity to present this proposal, which is a firm and irrevocable offer for sixty (60) days, and look forward to the possibility of serving the Village.

Sincerely,
Sikich LLP



Daniel A. Berg, CPA
Partner

Attachment: Sikich 2020-2024 Proposal (Audit Proposal)

Village of Palatine, Illinois

Request for Proposal

Professional Auditing Services

Summary Schedule of Professional Fees

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
CAFR and Management Letter	\$ 39,340	\$ 39,250	\$ 40,430	41,643	42,890
Single Audit -- 1 major program	3,500	3,500	3,605	3,710	3,821
TIF Report --4 Districts	3,000	3,090	3,180	3,280	3,375
Total	<u>\$ 45,840</u>	<u>\$ 45,840</u>	<u>\$ 47,215</u>	<u>48,633</u>	<u>50,086</u>

Additional fees may be incurred should the implementation of new GASB pronouncements require a significant increase in audit hours.

Consider a Motion Canceling the December 21, 2020 Regular Village Council & Committee of the Whole Meetings and Authorizing the Village Manager to Sign the Warrant List for December 21, 2020

BACKGROUND:

After review of potential agenda items, it is recommended that the Council cancel the December 21, 2020 Village Council and Committee of the Whole meetings. With the cancellation of the December 21, 2020 Council meeting, the Village would need to alter its bill payment schedule. In order to avoid any potential negative impacts of not maintaining the current bill payment schedule, Staff is requesting that the Village Manager be authorized to sign the warrant on December 21, 2020. All items on the warrant are budgeted expenditures and have been through the established approval process.

The December 21, 2020 warrant would be placed on the January 4, 2021 consent agenda for the Mayor and Council to review the items paid.

ALTERNATIVES:

1. Approve a motion canceling the December 21, 2020 Regular Village Council & Committee of the Whole meetings and authorizing the Village Manager to sign the December 21, 2020 warrant.
2. Refer back to Staff.

RECOMMENDATION:

Staff recommends approval of a motion canceling the December 21, 2020 Regular Village Council & Committee of the Whole meetings and authorizing the Village Manager to sign the December 21, 2020 warrant.

ACTION REQUIRED:

A motion to cancel the December 21, 2020 Regular Village Council & Committee of the Whole meetings and authorizing the Village Manager to sign the December 21, 2020 warrant.

Consider a Motion to Approve the Village of Palatine's 2021 Regular Meeting Schedule Calendar

6.D.2

BACKGROUND:

Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regular meeting schedule for calendar year 2021 has been prepared. This calendar must be posted and available upon request.

KEY ISSUES:

- Each calendar year a schedule of the regular meetings for Village Council and all Village Boards and Commissions is prepared (including meeting dates, times, and locations).
- The 2021 Meeting Calendar includes only one Village Council meeting in July (consistent with the Council's July meeting schedule in recent years).

ALTERNATIVES:

1. Approve the meeting calendar.
2. Amend the meeting calendar.

RECOMMENDATION:

Staff recommends approval of the regular meeting schedule for 2021.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular meeting schedule for 2021.

ATTACHMENTS:

- 2021 Meeting Calendar

**VILLAGE OF PALATINE
2021 MEETING CALENDAR**

Village Council, COW, Liquor Commission 7:00 PM - Village Hall	Plan Commission 7:00 PM Village Hall	Zoning Bd. of Appeals 7:00 PM Village Hall	Fire Pension 4:00 PM Village Hall - Rm. A	Police Pension 4:00 PM Village Hall - Rm. A	Foreign Fire Tax Board 8:30 AM Fire Station 85
January 4	January 5	January 12	February 8	February 9	March 17
January 11	January 19	January 26	May 10	May 11	June 16
January 18	February 2	February 9	August 9	August 10	September 15
February 1	February 17	February 23	November 8	November 9	December 8
February 8	March 2	March 9			
February 16	March 16	March 23			
March 1	April 6	April 13			
March 8	April 20	April 27			
March 15	May 4	May 11	Board of Health 7:00 PM Village Hall - Rm. A	Beautification Comm. 6:30 PM Village Hall - Rm B	Fire & Police Commission 3:00 PM Police Department
April 5	May 18	May 25			
April 12	June 1	June 8			
April 19	June 15	June 22			
May 3	July 6	July 13	January 20	January 25	May 5
May 10	July 20	July 27	March 17	February 22	November 3
May 17	August 3	August 10	May 19	March 22	
June 7	August 17	August 24	July 21	April 26	
June 14	September 8	September 14	September 15	May 24	
June 21	September 21	September 28	November 3	June 28	
July 12	October 5	October 12		July 26	
August 2	October 19	October 26		August 23	
August 9	November 2	November 9		Sept. 27	
August 16	November 16	November 23		October 25	
September 7	December 7	December 14		November 22	
September 13	December 21	December 28			
September 20					
October 4					
October 11					
October 18					
November 1					
November 8					
November 15					
December 6					

Village Hall - 200 E. Wood Street
Fire Station 85 - 39 E. Colfax Street
Police Department - 595 N. Hicks Road

Attachment: 2021 Meeting Calendar (2021 Regular Meeting Schedule Calendar)

December 13
December 20

Consider a Motion to Approve 2020 Warrant #23

Village of Palatine Warrant approval

Village Clerk

Mayor

Warrant # 23 having been approved by the Village Council on 12/07/2020 authorizes the Treasurer to deposit funds from the accounts indicated below:

		Check/ACH Disbursements	Electronic (EFT/W-T) Disbursements	Manual Checks	UB Refunds Processed	Fund Expense
General Fund	100	81,610.14	-	-	-	81,610.14
CDBG Fund	210	34,081.55	-	-	-	34,081.55
Federal Equitable Sharing Fund	221	410.81	-	-	-	410.81
Downtown TIF Fund	233	172,021.32	-	-	-	172,021.32
Rand Corridor TIF Fund	234	4,852.00	-	-	-	4,852.00
Rand/Lake Cook TIF Fund	235	11,321.32	-	-	-	11,321.32
CRF Fund	254	39,552.58	-	-	-	39,552.58
Debt Service Fund	300	25,000.00	-	-	-	25,000.00
Capital Equipment Fund	401	3,354.35	-	-	-	3,354.35
Capital Improvements Fund	402	23,135.78	-	-	-	23,135.78
Water Fund	605	174,574.98	-	-	110.96	174,685.94
Sewer Fund	610	11,168.09	-	-	-	11,168.09
Refuse Fund	615	-	-	-	9,646.00	9,646.00
Parking Fund	620	10,553.17	-	-	-	10,553.17
Liability Insurance Fund	702	25,810.00	-	-	-	25,810.00
Fleet Services Fund	710	66,125.84	-	-	-	66,125.84
Total Report		683,571.93	-	-	9,756.96	693,328.89

ATTACHMENTS:

- Warrant #23



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4040 - 1st Ayd Corporation									
PSI401874	Parts - M-996 & M-991	Open		10/05/2020	11/04/2020	11/24/2020			98.
Vendor 4040 - 1st Ayd Corporation Totals									Invoices 1 \$98.
Vendor 4853 - Advance Auto Parts									
2376-951643	Parts - STOCK	Open		10/20/2020	11/19/2020	11/24/2020			26.
2376-951792	Parts - STOCK	Open		10/21/2020	11/20/2020	11/24/2020			7.
2376-952103	Parts - STOCK	Open		10/22/2020	11/21/2020	11/24/2020			15.
2376-952409	Parts - STOCK	Open		10/23/2020	11/23/2020	11/24/2020			371.
2376-952838	Parts - STOCK	Open		10/26/2020	11/25/2020	11/24/2020			187.
2376-953126	Parts - STOCK	Open		10/27/2020	11/26/2020	11/24/2020			47.
2376-953183	Parts - STOCK	Open		10/27/2020	11/26/2020	11/24/2020			48.
2376-955159	Parts - STOCK	Open		11/05/2020	12/05/2020	11/24/2020			352.
2376-955276	Credit Memo	Open		11/05/2020	12/05/2020	11/24/2020			(51.4
2376-955459	Parts - STOCK	Open		11/06/2020	12/06/2020	11/24/2020			51.
2376-956422	Parts - STOCK	Open		11/11/2020	12/11/2020	11/24/2020			23.
2376-956426	Parts - STOCK	Open		11/11/2020	12/11/2020	11/24/2020			181.
Vendor 4853 - Advance Auto Parts Totals									Invoices 12 \$1,263.
Vendor 1759 - Air One Equipment, Inc.									
162618P	Structural Boots	Open		11/16/2020	12/15/2020	11/13/2020			770.
162619P	Turnout Gear (2 Sets)	Open		11/16/2020	12/15/2020	11/13/2020			4,772.
162622P	Pad Replacements	Open		11/16/2020	12/15/2020	11/13/2020			622.
162715	New Engine Tools & Equipment	Open		11/17/2020	12/16/2020	12/02/2020			1,664.
162871	New Engine Tools & Equipment	Open		11/19/2020	12/18/2020	12/02/2020			298.
Vendor 1759 - Air One Equipment, Inc. Totals									Invoices 5 \$8,127.
Vendor 3060 - Allegra Print & Imaging									
95434	Office Supplies - HR	Open		11/10/2020	12/10/2020	11/10/2020			60.
Vendor 3060 - Allegra Print & Imaging Totals									Invoices 1 \$60.
Vendor 2345 - Amerigas									
674025896	Fuel	Open		10/30/2020	11/29/2020	11/24/2020			162.
Vendor 2345 - Amerigas Totals									Invoices 1 \$162.
Vendor 3669 - Aquafix, Inc									
33900	Sewer Grease Treatment	Open		11/16/2020	12/16/2020	11/20/2020			443.
Vendor 3669 - Aquafix, Inc Totals									Invoices 1 \$443.
Vendor 5021 - Arlington Heights Ford LLC									
5031H	Parts - T-421	Open		10/26/2020	11/25/2020	12/01/2020			200.
Vendor 5021 - Arlington Heights Ford LLC Totals									Invoices 1 \$200.
Vendor 1443 - Arlington Power Equipment									

Attachment: Warrant #23 (Warrant # 23)



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
50238	Parts - PT-112	Open		10/12/2020	11/11/2020	12/01/2020			10.
54311	Parts - PT-109	Open		11/12/2020	12/12/2020	12/01/2020			65.
54638	Parts - PT-109	Open		11/16/2020	12/16/2020	12/01/2020			131.
Vendor 1443 - Arlington Power Equipment Totals									Invoices 3 \$208.
Vendor 2322 - Arrow Road Construction Company									
25956	Binder and Surface for Hot Paving	Open		11/05/2020	12/05/2020	11/30/2020			109.
HRDRPW11132020	Hydrant Meter Deposit Refund	Open		11/13/2020	12/04/2020	11/19/2020			544.
Vendor 2322 - Arrow Road Construction Company Totals									Invoices 2 \$653.
Vendor 1819 - Auto Tech Centers Inc									
INV061179	Parts - STOCK	Open		10/13/2020	11/12/2020	11/24/2020			1,217.
INV061655	Parts - STOCK	Open		11/06/2020	12/06/2020	11/24/2020			1,251.
Vendor 1819 - Auto Tech Centers Inc Totals									Invoices 2 \$2,468.
Vendor 4455 - AutoZone Stores LLC									
2567111124	Credit Memo	Open		09/22/2020	12/10/2020	11/24/2020			(10.7
2567115027	Parts - C-360	Open		09/29/2020	12/10/2020	11/24/2020			17.
2567115128	Credit Memo	Open		09/29/2020	12/10/2020	11/24/2020			(19.4
2567137457	Parts - STOCK	Open		11/10/2020	12/10/2020	11/24/2020			41.
Vendor 4455 - AutoZone Stores LLC Totals									Invoices 4 \$29.
Vendor 3133 - Matthew J Banach									
PWBANACH11102020	Lighters for Water Samples	Open		11/10/2020	12/04/2020	11/20/2020			8.
Vendor 3133 - Matthew J Banach Totals									Invoices 1 \$8.
Vendor 2976 - Bill Huffman Landscape Services									
HUFF11-4-20	Replacement Parkway and 50/50 Parkway Tree Installations	Open		11/04/2020	12/04/2020	11/20/2020			1,920.
HUFF11-20-2020	Replacement Parkway and 50/50 Parkway Tree Installations	Open		11/20/2020	12/20/2020	12/02/2020			3,200.
HUFF11-9-20	Brick Paver Sidewalk Repairs on Mozart, Glade, Slade and Fremont	Open		11/09/2020	12/09/2020	11/24/2020			250.
HUFF11-12-20	Flagstone Wall Repair at 221 N. Mozart Street	Open		11/12/2020	12/12/2020	11/24/2020			50.
Vendor 2976 - Bill Huffman Landscape Services Totals									Invoices 4 \$5,420.
Vendor 1722 - Bollinger Lach & Associates Inc									
20654-3	Rand & Hale WM Replacement Construction Engineering DPW-2022	Open		10/31/2020	11/30/2020	11/18/2020			6,810.
20655	Wood and Greeley Resurfacing Construction Engineering DPW-2032	Open		10/31/2020	11/30/2020	11/18/2020			11,787.

Attachment: Warrant #23 (Warrant # 23)



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
20653-4	Brockway Street Improvements Construction Engineering DPW- 2015	Open		10/31/2020	11/30/2020	11/18/2020			3,077.
		Vendor	1722 - Bollinger Lach & Associates Inc Totals				Invoices	3	\$21,675.
Vendor 1492 - Bound Tree Medical LLC									
83840791	Connector	Open		11/09/2020	12/08/2020	11/20/2020			.
		Vendor	1492 - Bound Tree Medical LLC Totals				Invoices	1	\$0.
Vendor 1857 - Brian Edward Landscaping Inc									
24169	Parking Deck Christmas Tree Installation	Open		11/20/2020	12/20/2020	11/24/2020			1,960.
		Vendor	1857 - Brian Edward Landscaping Inc Totals				Invoices	1	\$1,960.
Vendor 2228 - Bridge Printing & Promotional Products, Inc									
26043	2021 Business License & Vending Stickers	Open		11/16/2020	12/16/2020	11/16/2020			1,341.
		Vendor	2228 - Bridge Printing & Promotional Products, Inc Totals				Invoices	1	\$1,341.
Vendor 2243 - Bristol Hose & Fitting									
3442479	Parts - STOCK	Open		10/23/2020	11/22/2020	11/24/2020			1,163.
3444432	Parts - STOCK	Open		11/18/2020	12/18/2020	12/01/2020			324.
3444555	Parts - STOCK	Open		11/19/2020	12/19/2020	12/01/2020			440.
		Vendor	2243 - Bristol Hose & Fitting Totals				Invoices	3	\$1,928.
Vendor 3103 - Daniel T Broderick									
PWBRDB12012020	Boot Reimbursement	Open		12/01/2020	12/08/2020	11/20/2020			135.
		Vendor	3103 - Daniel T Broderick Totals				Invoices	1	\$135.
Vendor 3403 - Call One									
344304	Landline Phone Service	Open		11/15/2020	12/01/2020	11/09/2020			1,832.
		Vendor	3403 - Call One Totals				Invoices	1	\$1,832.
Vendor 4829 - Cardno Inc.									
302666	2020 Imperial Court and Police Headquarters Pond Maintenance	Open		11/18/2020	12/18/2020	11/30/2020			1,256.
		Vendor	4829 - Cardno Inc. Totals				Invoices	1	\$1,256.
Vendor 2650 - Case Lots									
1180	Custodial Supplies-100	Open		11/10/2020	12/10/2020	11/19/2020			195.
		Vendor	2650 - Case Lots Totals				Invoices	1	\$195.
Vendor 2453 - CDS Office Technologies									
INV1340683	Copier Usage	Open		10/30/2020	11/29/2020	11/09/2020			651.
		Vendor	2453 - CDS Office Technologies Totals				Invoices	1	\$651.

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2732 - CDW Government Inc									
3383028	Public Works Entry Vestibule Camera/Doorbell for COVID-19	Open		10/27/2020	11/26/2020	11/18/2020			810.
Vendor 2732 - CDW Government Inc Totals									Invoices 1 \$810.
Vendor 2555 - Chicago Parts & Sound									
1CR0025990	Credit Memo	Open		08/12/2020	11/25/2020	11/24/2020			(220.2
1-0165719	Parts - T-393	Open		10/07/2020	11/13/2020	11/24/2020			41.
1-0166676	Parts - E-612	Open		10/13/2020	11/13/2020	11/24/2020			94.
10CR040974	Credit Memo	Open		10/14/2020	11/13/2020	11/24/2020			(92.7
1CR0027896	Credit Memo	Open		10/14/2020	11/13/2020	11/24/2020			(32.2
35-0004991	Parts - STOCK	Open		10/14/2020	11/13/2020	11/24/2020			169.
1-0167832	Parts - T-435	Open		10/20/2020	11/26/2020	11/24/2020			14.
10-0131364	Parts - STOCK	Open		10/21/2020	11/25/2020	11/24/2020			77.
10-0131395	Parts - STOCK	Open		10/21/2020	11/22/2020	11/24/2020			103.
1CR0028128	Credit Memo	Open		10/21/2020	11/22/2020	11/24/2020			(220.6
1-0168507	Parts -T-421	Open		10/23/2020	11/22/2020	11/24/2020			136.
1-0168683	Parts - STOCK	Open		10/26/2020	11/26/2020	11/24/2020			178.
1-0168696	Parts - T-456	Open		10/26/2020	11/25/2020	11/24/2020			193.
1CR0028296	Credit Memo	Open		10/26/2020	11/25/2020	11/24/2020			(14.0
1CR0028335	Credit Memo	Open		10/27/2020	11/26/2020	11/24/2020			(178.4
Vendor 2555 - Chicago Parts & Sound Totals									Invoices 15 \$250.
Vendor 3050 - Cintas #22									
4061295512	Uniform Cleaning	Open		09/11/2020	10/31/2020	11/20/2020			123.
4067292009	Uniform Cleaning	Open		11/13/2020	12/13/2020	11/20/2020			123.
4067972297	Uniform Cleaning	Open		11/20/2020	12/20/2020	11/20/2020			123.
Vendor 3050 - Cintas #22 Totals									Invoices 3 \$370.
Vendor 2707 - Ciorba Group Inc									
7-25247	Baldwin Road Culvert Replacement Phase I Engineering Services	Open		11/09/2020	12/09/2020	11/18/2020			8,972.
0025269	Old Mill Dr. & Garden Ave. Water Main Replacement Design DPW2125	Open		11/13/2020	12/13/2020	11/18/2020			23,980.
Vendor 2707 - Ciorba Group Inc Totals									Invoices 2 \$32,953.
Vendor 1874 - Civiltech Engineering, Inc.									
49199	Rand Road & Lake Cook Road Sidewalk Design Engineering Services	Open		09/04/2020	11/18/2020	11/18/2020			4,705.

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
48670	Rand Road & Lake Cook Road Sidewalk Design Engineering Services	Open		04/01/2020	11/18/2020	11/18/2020			11,467.
Vendor 1874 - Civiltech Engineering, Inc. Totals									Invoices 2 16,173.
Vendor 4199 - Clark Baird Smith LLP									
13352	2020 Legal Expenses - Services Legal (CBS - November 2020)	Open		11/22/2020	12/08/2020	12/01/2020			1,190.
Vendor 4199 - Clark Baird Smith LLP Totals									Invoices 1 1,190.
Vendor 1488 - CNS Tire Supply									
25253	Repairs & Maintenance - C-300	Open		10/30/2020	11/29/2020	11/24/2020			1,244.
25261	Repairs & Maintenance - T-437	Open		11/05/2020	12/05/2020	12/01/2020			285.
25271	Parts - PT-999	Open		11/12/2020	12/12/2020	12/01/2020			90.
Vendor 1488 - CNS Tire Supply Totals									Invoices 3 1,619.
Vendor 3033 - Comcast Cable									
PW 11-20 A	Backup Internet Connections	Open		11/02/2020	11/30/2020	11/09/2020			230.
PD20-Nov	Monthly Service Charges (11/11/20 - 12/10/20)	Open		11/04/2020	12/02/2020	11/25/2020			18.
Vendor 3033 - Comcast Cable Totals									Invoices 2 249.
Vendor 2980 - Commonwealth Edison									
8648014008-10/20	Electricity-135 W. Michigan Ave Heat Meter	Open		09/16/2020	12/15/2020	10/30/2020			73.
Vendor 2980 - Commonwealth Edison Totals									Invoices 1 73.
Vendor 4137 - Conference Technologies Inc									
JC121800	COVID - EOC Changes	Open		10/26/2020	11/25/2020	11/09/2020			13,138.
Vendor 4137 - Conference Technologies Inc Totals									Invoices 1 13,138.
Vendor 2741 - Conserv FS									
777002931	Motor Fuel	Open		11/16/2020	12/16/2020	12/01/2020			16,517.
777002932	Motor Fuel	Open		11/16/2020	12/16/2020	12/01/2020			16,509.
Vendor 2741 - Conserv FS Totals									Invoices 2 33,027.
Vendor 1521 - Corporate Identity Inc									
934398	2021 Calendars	Open		11/17/2020	12/16/2020	11/16/2020			277.
Vendor 1521 - Corporate Identity Inc Totals									Invoices 1 277.
Vendor 4599 - Cummins Sales and Service									
F2-76445	Parts - T-389	Open		07/02/2020	11/01/2020	11/24/2020			477.
Vendor 4599 - Cummins Sales and Service Totals									Invoices 1 477.
Vendor 3852 - De Lage Landen Public Finance									
70061469	Sharp Copier Lease	Open		10/28/2020	12/12/2020	10/26/2020			621.49

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Vendor 3852 - De Lage Landen Public Finance Totals						Invoices	1		\$621.
Vendor 4781 - Document Imaging Services, LLC									
1934	Toner	Open		11/04/2020	12/04/2020	11/09/2020			85.
Vendor 4781 - Document Imaging Services, LLC Totals						Invoices	1		\$85.
Vendor 2786 - EJ Equipment Inc									
P03150	Parts - T-454	Open		10/07/2020	11/06/2020	12/01/2020			109.
P03152	Parts - T-454	Open		10/07/2020	11/06/2020	12/01/2020			354.
Vendor 2786 - EJ Equipment Inc Totals						Invoices	2		\$464.
Vendor 4167 - FireService Management LLC									
045	Gear Repair	Open		11/12/2020	12/11/2020	11/20/2020			347.
Vendor 4167 - FireService Management LLC Totals						Invoices	1		\$347.
Vendor 2665 - Fleet Safety Supply									
75937	Parts - T-412	Open		11/05/2020	12/05/2020	11/24/2020			189.
Vendor 2665 - Fleet Safety Supply Totals						Invoices	1		\$189.
Vendor 2195 - FMP									
162-064824	Parts - STOCK	Open		10/23/2020	11/22/2020	11/24/2020			74.
50-3112602	Parts - STOCK	Open		11/11/2020	12/11/2020	11/24/2020			379.
Vendor 2195 - FMP Totals						Invoices	2		\$454.
Vendor 3081 - FullLife Safety Center									
54099	Rain Pants-Portera & Salas	Open		11/13/2020	12/12/2020	11/20/2020			37.
Vendor 3081 - FullLife Safety Center Totals						Invoices	1		\$37.
Vendor 3075 - Gateway Palatine LLC									
December 2020	Parking Agreement - December	Open		11/13/2020	12/08/2020	11/13/2020			2,460.
Vendor 3075 - Gateway Palatine LLC Totals						Invoices	1		\$2,460.
Vendor 1234 - Golf Rose Animal Hospital									
298712	K-9 Vet Visit - Dental Cleaning (Puma)	Open		11/18/2020	12/18/2020	11/25/2020			357.
Vendor 1234 - Golf Rose Animal Hospital Totals						Invoices	1		\$357.
Vendor 2442 - Goodmark Nurseries Llc									
24347B7	Replacement Parkway Trees and 50/50 Parkway Tree Purchases	Open		11/10/2020	12/10/2020	11/20/2020			1,694.
25485	Replacement Parkway Trees and 50/50 Parkway Tree Purchases	Open		11/10/2020	12/10/2020	11/20/2020			143.
25634	Replacement Parkway Trees and 50/50 Parkway Tree Purchases	Open		11/11/2020	12/11/2020	11/20/2020			1,318.
25655B1	Replacement Parkway Trees and 50/50 Parkway Tree Purchases	Open		11/19/2020	12/19/2020	11/20/2020			1,482.

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2242 - Goodmark Nurseries Llc Totals						Invoices	4		\$4,638.
Vendor 2281 - Grainger									
9685974934	SAE Washers and Steel Hex Nuts	Open		10/15/2020	12/01/2020	11/20/2020			50.
9686015463	HHCS 3/4-10X3	Open		10/15/2020	11/15/2020	11/20/2020			95.
9682423109	Parts - M-999	Open		10/13/2020	11/12/2020	12/01/2020			66.
9685974926	Parts - STOCK	Open		10/15/2020	11/14/2020	12/01/2020			233.
9688753400	Parts - STOCK	Open		10/19/2020	11/18/2020	12/01/2020			99.
9701655202	Parts - M-999	Open		10/30/2020	11/29/2020	12/01/2020			262.
9704042838	Parts - M-999	Open		11/02/2020	12/02/2020	12/01/2020			61.
9707440161	Parts - M-999	Open		11/04/2020	12/04/2020	12/01/2020			103.
9712018044	Parts - STOCK	Open		11/10/2020	12/10/2020	12/01/2020			36.
9712212043	Parts - M-999	Open		11/10/2020	12/10/2020	12/01/2020			53.
9712332668	Parts - Greaser Repair	Open		11/10/2020	12/10/2020	12/01/2020			98.
Vendor 2281 - Grainger Totals						Invoices	11		\$1,160.
Vendor 4753 - Granicus Llc									
133475	Civic Streaming & Agenda & Minutes Renewal	Open		11/16/2020	12/16/2020	11/09/2020			1,540.
Vendor 4753 - Granicus Llc Totals						Invoices	1		\$1,540.
Vendor 3632 - Greetis Associates Structural Engineers, P.C,									
201109	700 N Court - Library Structural svcs from 9/27/20-10/31/20	Open		11/06/2020	12/06/2020	11/23/2020			150.
Vendor 3632 - Greetis Associates Structural Engineers, P.C, Totals						Invoices	1		\$150.
Vendor 3783 - Brian J Growney									
2020-00000955	Books, Supplies & Fuel for SPI Training in Louisville, KY	Open		11/13/2020	12/07/2020	11/25/2020			410.
Vendor 3783 - Brian J Growney Totals						Invoices	1		\$410.
Vendor 1638 - H & H Electric Co.									
35841	Ground Fault Repair-428 Stuart Lane	Open		10/31/2020	11/30/2020	11/19/2020			333.
Vendor 1638 - H & H Electric Co. Totals						Invoices	1		\$333.
Vendor 4807 - Beth M Hannan									
2020-00000956	Uniform Shoes (Healthy Feet Store)	Open		11/10/2020	12/07/2020	11/25/2020			159.
Vendor 4807 - Beth M Hannan Totals						Invoices	1		\$159.
Vendor 1916 - Harvard Maintenance Inc									
1181256	Village Hall Janitorial Service- November 2020	Open		11/01/2020	12/01/2020	11/19/2020			3,133.

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1181302	Train Station Janitorial Service- November 2020	Open		11/01/2020	12/01/2020	11/19/2020			7,789.
Vendor 1916 - Harvard Maintenance Inc Totals									
Invoices									2
									\$10,922.
Vendor 3113 - Martin I Horwitz									
PWCDLMH11132020	CDL Renewal Reimbursement	Open		11/13/2020	11/27/2020	11/20/2020			60.
Vendor 3113 - Martin I Horwitz Totals									
Invoices									1
									\$60.
Vendor 2819 - IL Department Of Employmnt Security									
2020-00000987	2020 Unemployment Compensation	Open		12/03/2020	12/03/2020	12/03/2020			10,164.
2020-00000988	2020 Unemployment Compensation	Open		12/03/2020	12/03/2020	12/03/2020			8,228.
Vendor 2819 - IL Department Of Employmnt Security Totals									
Invoices									2
									\$18,392.
Vendor 2822 - Illinois Secretary Of State									
PWVM 2021 C-374	License Plate Renewal C-374	Open		11/01/2020	12/01/2020	12/01/2020			151.
Vendor 2822 - Illinois Secretary Of State Totals									
Invoices									1
									\$151.
Vendor 1604 - Illinois State Police									
PD20-1570-SEPT	Fingerprinting for Liquor Licensing - 1570 (Sept)	Open		10/01/2020	11/15/2020	11/25/2020			56.
Vendor 1604 - Illinois State Police Totals									
Invoices									1
									\$56.
Vendor 4434 - Interior Investments LLC									
169949	Village Hall Furniture Replacements for COVID-19	Open		11/23/2020	12/04/2020	11/18/2020			25,603.
Vendor 4434 - Interior Investments LLC Totals									
Invoices									1
									\$25,603.
Vendor 4951 - Interstate Batteries of North Chicago									
61001343	Parts - E-480	Open		10/21/2020	11/20/2020	11/25/2020			351.
70120810	Parts - STOCK	Open		11/10/2020	12/10/2020	11/25/2020			426.
Vendor 4951 - Interstate Batteries of North Chicago Totals									
Invoices									2
									\$778.
Vendor 4165 - J.M.L. Overhead Door Inc									
2792	CSF Garage Door Repair-South Side Vehicle Storage	Open		11/18/2020	12/18/2020	12/01/2020			915.
Vendor 4165 - J.M.L. Overhead Door Inc Totals									
Invoices									1
									\$915.
Vendor 3117 - Christopher J Jancek									
PWCDLCJ11122020	CDL Renewal Reimbursement	Open		11/12/2020	11/26/2020	11/20/2020			60.
Vendor 3117 - Christopher J Jancek Totals									
Invoices									1
									\$60.
Vendor 3631 - Johnson Controls Security Solutions LLC									
35070958	Alarm Monitoring-595 N Hicks Rd	Open		11/07/2020	12/01/2020	11/17/2020			101.
35070979	Alarm Monitoring-200 E Wood St	Open		11/07/2020	12/01/2020	11/17/2020			90.

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Vendor 3631 - Johnson Controls Security Solutions LLC Totals						Invoices	2		\$191.
Vendor 4337 - Jones & Bartlett Learning LLC									
149303	Books	Open		11/18/2020	12/17/2020	11/20/2020			241.
Vendor 4337 - Jones & Bartlett Learning LLC Totals						Invoices	1		\$241.
Vendor 1635 - Joseph D. Foreman & Company									
328437	Clamps & Bushings	Open		11/13/2020	12/13/2020	11/20/2020			477.
328450	Quick Action Cutter & 8" SDR26 D2241	Open		11/19/2020	12/19/2020	11/20/2020			407.
Vendor 1635 - Joseph D. Foreman & Company Totals						Invoices	2		\$884.
Vendor 4146 - Jeb M Kaiser									
2020-00000960	Boat Pump	Open		12/02/2020	12/02/2020	12/02/2020			198.
Vendor 4146 - Jeb M Kaiser Totals						Invoices	1		\$198.
Vendor 2993 - Katten Muchin Rosenman LLP									
1301654843	Bond Counsel	Open		11/12/2020	12/12/2020	11/12/2020			25,000.
Vendor 2993 - Katten Muchin Rosenman LLP Totals						Invoices	1		\$25,000.
Vendor 2290 - Lake Zurich Radiator & A/C Service									
52740	Credit Memo	Open		08/31/2020	12/16/2020	12/01/2020			(44.0
53142	Parts - T-412	Open		11/17/2020	12/16/2020	12/01/2020			79.
Vendor 2290 - Lake Zurich Radiator & A/C Service Totals						Invoices	2		\$35.
Vendor 2218 - Lampignano & Son Construction Co									
2068	East Palatine Road Water Main Improvements Project DPW-1921	Open		10/27/2020	11/26/2020	11/18/2020			95,469.
Vendor 2218 - Lampignano & Son Construction Co Totals						Invoices	1		\$95,469.
Vendor 4975 - Liquidity Services Operations LLC									
269-102020	Auction Fees	Open		10/31/2020	11/30/2020	11/18/2020			112.
Vendor 4975 - Liquidity Services Operations LLC Totals						Invoices	1		\$112.
Vendor 3135 - Timothy P Malcolm									
PWCDLTM12012020	CDL Renewal Reimbursement	Open		12/01/2020	12/08/2020	11/20/2020			60.
Vendor 3135 - Timothy P Malcolm Totals						Invoices	1		\$60.
Vendor 4998 - Marco Technologies, LLC									
427603576	Copier Maintenance Agreement	Open		10/29/2020	11/23/2020	11/09/2020			1,412.
Vendor 4998 - Marco Technologies, LLC Totals						Invoices	1		\$1,412.
Vendor 4780 - Marsh USA, Inc									
349587107943	Underground Storage Tank Policy Premium	Open		11/10/2020	11/23/2020	11/23/2020			7,418.
Vendor 4780 - Marsh USA, Inc Totals						Invoices	1		\$7,418.00

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Vendor 2756 - Mc Master Carr Supply Co.									
46600084	Parts - STOCK	Open		10/05/2020	11/04/2020	11/25/2020			77.
46794386	Credit Memo	Open		10/08/2020	11/28/2020	11/25/2020			(38.1
47950300	Parts - T-412	Open		10/29/2020	11/28/2020	11/25/2020			133.
Vendor 2756 - Mc Master Carr Supply Co. Totals							Invoices	3	\$172.
Vendor 3123 - David P Micek									
PWBRDM11112020	Boot Reimbursement	Open		11/11/2020	11/25/2020	11/20/2020			197.
Vendor 3123 - David P Micek Totals							Invoices	1	\$197.
Vendor 1118 - Mid American Water Of Wauconda Inc									
234403W	Reducer and Bushing	Open		10/08/2020	11/30/2020	11/20/2020			1,020.
006957WCM	Credit Memo	Open		10/30/2020	11/29/2020	11/20/2020			(217.0
235104W	Megalug Packs and MJ Plugs	Open		10/30/2020	11/29/2020	11/20/2020			1,991.
235407W	3/4" & 1" x 100' Type K Copper	Open		11/11/2020	12/11/2020	11/20/2020			1,754.
Vendor 1118 - Mid American Water Of Wauconda Inc Totals							Invoices	4	\$4,548.
Vendor 5017 - Midwest Applied Solutions, Inc									
P04264	Police Filters	Open		11/10/2020	12/10/2020	10/30/2020			901.
Vendor 5017 - Midwest Applied Solutions, Inc Totals							Invoices	1	\$901.
Vendor 5001 - Midwest Dock Solutions, Inc									
INV-9496	Finance Rolling Shutter Repair	Open		11/10/2020	12/10/2020	10/30/2020			825.
Vendor 5001 - Midwest Dock Solutions, Inc Totals							Invoices	1	\$825.
Vendor 3940 - Midwest Lube Inc									
029849	Parts - E-224	Open		10/27/2020	11/26/2020	12/01/2020			170.
Vendor 3940 - Midwest Lube Inc Totals							Invoices	1	\$170.
Vendor 2421 - Mikes Towing/Auto & Truck Repair									
1066523	Repairs & Safety Lane - T-419, T-380, T-331, T-425, T-450, T-470	Open		10/12/2020	11/11/2020	12/01/2020			234.
1066567	Repairs & Safety Lane - T-319	Open		10/16/2020	11/15/2020	12/01/2020			72.
1066615	Repairs & Safety Lane - T-423, T-388	Open		10/23/2020	11/22/2020	12/01/2020			90.
Vendor 2421 - Mikes Towing/Auto & Truck Repair Totals							Invoices	3	\$396.
Vendor 1856 - Monroe Truck Equipment									
5441283	Parts - STOCK	Open		11/04/2020	12/04/2020	12/01/2020			2,232.
Vendor 1856 - Monroe Truck Equipment Totals							Invoices	1	\$2,232.
Vendor 2772 - Motion Industries									
IL33-833045	Parts - STOCK	Open		10/21/2020	11/20/2020	12/01/2020			101.
IL33-833439	Parts - E-210	Open		10/29/2020	11/28/2020	12/01/2020			48.

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Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
			Vendor	2772 - Motion Industries Totals		Invoices	2		\$149.
Vendor 3233 - Joseph E Murphy									
2020-00000959	Taser Master Instructor School in LA (Travel Expenses)	Open		11/30/2020	12/07/2020	12/01/2020			1,854.
			Vendor	3233 - Joseph E Murphy Totals		Invoices	1		\$1,854.
Vendor 2360 - Napa Of Palatine									
4460-306945	Vehicle Battery Jump Box	Open		11/20/2020	11/30/2020	11/25/2020			119.
4460-304853	Parts - STOCK	Open		11/04/2020	12/04/2020	11/25/2020			223.
4460-305122	Parts - T-460	Open		11/06/2020	12/06/2020	11/25/2020			19.
4460-305420	Parts - STOCK	Open		11/09/2020	12/09/2020	11/25/2020			28.
4460-305535	Parts - STOCK	Open		11/10/2020	12/10/2020	11/25/2020			63.
4460-306657	Parts - STOCK	Open		11/18/2020	12/18/2020	12/01/2020			35.
4460-306729	Parts - STOCK	Open		11/19/2020	12/19/2020	12/01/2020			66.
4460-306710	Parts - T-476	Open		11/20/2020	12/20/2020	12/01/2020			9.
			Vendor	2360 - Napa Of Palatine Totals		Invoices	8		\$565.
Vendor 1411 - Natl Assoc Of Sch Resource Officers									
14373	Basic School Resource Officer Training (Heuertz)	Open		11/12/2020	11/12/2020	11/25/2020			495.
			Vendor	1411 - Natl Assoc Of Sch Resource Officers Totals		Invoices	1		\$495.
Vendor 2253 - Natures Select Pet Of Chicago									
7829	Food for K-9 "Puma" (Christians)	Open		11/30/2020	12/20/2020	11/25/2020			57.
			Vendor	2253 - Natures Select Pet Of Chicago Totals		Invoices	1		\$57.
Vendor 2616 - Nicor Gas									
19505219626-1020	Natural Gas-251 W. Colfax Street Parking Deck	Open		10/26/2020	12/11/2020	11/11/2020			128.
46007255576-1020	Natural Gas-804 W. Panorama Drive Deer Grove Lift Station	Open		10/26/2020	12/11/2020	11/11/2020			42.
70018165616-1020	Natural Gas-432 W. Haleys Hill Court Dunhaven Woods Lift Station	Open		10/26/2020	12/11/2020	11/11/2020			42.
83980510966-1020	Natural Gas-550 N. Smith Street Well 7 Generator	Open		10/26/2020	12/11/2020	11/11/2020			39.
25623386239-1020	Natural Gas-1484 N. Oak Street Pepper Tree Lift Station	Open		10/27/2020	12/14/2020	11/11/2020			42.
66457600006-1020	Natural Gas-555 E. Dundee Road Hicks and Dundee Pump Station	Open		10/27/2020	12/14/2020	11/11/2020			88.
68017400000-1020	Natural Gas-137 W. Wood Street Train Station	Open		10/27/2020	12/14/2020	11/11/2020			175.
36756460568-1020	Natural Gas-884 E. Lilly Lane Rose and Lilly Lift Station	Open		11/02/2020	12/18/2020	11/11/2020			127.

Attachment: Warrant #23 (Warrant # 23)



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
88097600006-1020	Natural Gas-2175 N. Coach Road	Open		11/02/2020	12/18/2020	11/11/2020			89.
	Long Grove Pump Station								
88271305703-1020	Natural Gas-1465 E. Evergreen	Open		11/02/2020	12/18/2020	11/11/2020			134.
	Drive Randville Lift Station								
			Vendor 2616 - Nicor Gas Totals			Invoices	10		\$910.
Vendor 3002 - Northwest Community Hospital-OEHS									
21096	Annual Exams	Open		10/01/2020	11/01/2020	11/16/2020			3,361.
21309	Annual Exams	Open		10/01/2020	11/01/2020	11/16/2020			5,152.
			Vendor 3002 - Northwest Community Hospital-OEHS Totals			Invoices	2		\$8,513.
Vendor 1480 - Northwest Trucks, Inc.									
R101001012:01	Repairs & Maintenance - T-389	Open		09/30/2020	10/30/2020	11/25/2020			2,798.
X101017053	Parts - T-412	Open		11/20/2020	12/20/2020	12/01/2020			33.
			Vendor 1480 - Northwest Trucks, Inc. Totals			Invoices	2		\$2,832.
Vendor 1214 - On Time Embroidery Inc.									
78373	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			65.
79863	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			29.
80063	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			111.
80632	Radio Cases	Open		11/23/2020	12/22/2020	11/24/2020			117.
80913	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			201.
80914	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			100.
E79774	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			44.
E79915	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			19.
ES79526	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			205.
OE78568	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			129.
OES80912	Clothing	Open		11/23/2020	12/22/2020	11/24/2020			93.
			Vendor 1214 - On Time Embroidery Inc. Totals			Invoices	11		\$1,115.
Vendor 4155 - Ozinga Ready Mix Concrete Inc									
1551311	Concrete	Open		11/12/2020	12/11/2020	11/20/2020			710.
			Vendor 4155 - Ozinga Ready Mix Concrete Inc Totals			Invoices	1		\$710.
Vendor 1784 - Parent Petroleum									
1385384	Operating Supplies Lubricants & Additives	Open		10/07/2020	11/06/2020	11/25/2020			553.
1389267	Operating Supplies Lubricants & Additives	Open		10/30/2020	11/29/2020	11/25/2020			687.
			Vendor 1784 - Parent Petroleum Totals			Invoices	2		\$1,241.
Vendor 3297 - Patlin Inc									
77779-1	Parts - STOCK	Open		10/26/2020	11/25/2020	12/01/2020			115.
			Vendor 3297 - Patlin Inc Totals			Invoices	1		\$115.

Attachment: Warrant #23 (Warrant # 23)



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4885 - Qubit Networks, LLC									
10502	Switch for Commuter Parking Lots D and E Camera System	Open		11/17/2020	12/17/2020	11/18/2020			1,512.
Vendor 4885 - Qubit Networks, LLC Totals									Invoices 1 \$1,512.
Vendor 1738 - Ready Press									
83476	EMS Form	Open		11/11/2020	12/10/2020	11/16/2020			35.
83506	Printed Materials	Open		11/23/2020	12/22/2020	12/01/2020			790.
Vendor 1738 - Ready Press Totals									Invoices 2 \$825.
Vendor 4545 - Robinson Engineering Ltd									
20110130	Water System Risk and Resiliency Assessment	Open		11/09/2020	12/09/2020	11/02/2020			8,180.
Vendor 4545 - Robinson Engineering Ltd Totals									Invoices 1 \$8,180.
Vendor 4592 - Rogner's Towing & Recovery									
16918	Repairs & Maintenance - E-224	Open		11/05/2020	12/05/2020	12/01/2020			270.
Vendor 4592 - Rogner's Towing & Recovery Totals									Invoices 1 \$270.
Vendor 1375 - Romeoville Fire Academy									
2020-421	Advanced Tech FF- Nyczaj	Open		11/17/2020	12/16/2020	11/20/2020			535.
Vendor 1375 - Romeoville Fire Academy Totals									Invoices 1 \$535.
Vendor 1201 - Route 12 Rental Co. Inc.									
107559	19' Lift Rental-Village Hall Tree Install	Open		11/20/2020	12/20/2020	12/01/2020			166.
Vendor 1201 - Route 12 Rental Co. Inc. Totals									Invoices 1 \$166.
Vendor 4019 - Rush Truck Centers									
3020985112	Parts - STOCK	Open		10/07/2020	11/06/2020	12/01/2020			435.
3021033302	Parts - STOCK	Open		10/12/2020	11/11/2020	12/01/2020			145.
3021110061	Parts - T-338	Open		10/16/2020	11/15/2020	12/01/2020			189.
3021110100	Parts - T-338	Open		10/19/2020	11/18/2020	12/01/2020			2,354.
3021126566	Parts - T-449	Open		10/19/2020	11/18/2020	12/01/2020			189.
3021171324	Parts - STOCK	Open		10/21/2020	11/20/2020	12/01/2020			140.
3021175132	Parts - T-338	Open		10/21/2020	11/20/2020	12/01/2020			50.
3021173709	Parts - T-338	Open		10/23/2020	11/22/2020	12/01/2020			571.
3021191170	Parts - T-338	Open		10/23/2020	11/22/2020	12/01/2020			1,750.
3021201633	Parts - T-338	Open		10/23/2020	11/22/2020	12/01/2020			110.
3021224282	Parts - T-449	Open		10/28/2020	11/27/2020	12/01/2020			36.
3021278567	Parts - T-338	Open		10/30/2020	11/29/2020	12/01/2020			16.
Vendor 4019 - Rush Truck Centers Totals									Invoices 12 \$5,990.
Vendor 2673 - Schain Banks Kenny & Schwartz									
103235	Legal Services September 2020	Open		12/02/2020	12/07/2020	12/02/2020			21,348.00

Attachment: Warrant #23 (Warrant # 23)



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2673 - Schain Banks Kenny & Schwartz Totals						Invoices	1		\$21,348.
Vendor 3556 - Schroeder Asphalt Services Inc 2020-344	Wood Street and Greeley Street Resurfacing DPW-2032	Open		11/16/2020	12/16/2020	11/18/2020			140,836.
Vendor 3556 - Schroeder Asphalt Services Inc Totals						Invoices	1		\$140,836.
Vendor 3207 - Spaceco, Inc 83998	Palatine & Winston Phase 2 Water Main Replacement Design DPW2124	Open		11/13/2020	12/13/2020	11/18/2020			13,020.
Vendor 3207 - Spaceco, Inc Totals						Invoices	1		\$13,020.
Vendor 1547 - Spring Align 116572	Repairs & Maintenance - T-469	Open		11/05/2020	12/05/2020	12/01/2020			575.
Vendor 1547 - Spring Align Totals						Invoices	1		\$575.
Vendor 1422 - Spunky Dunkers 2020-00000957	Prisoner Meals (10/07/20 - 11/11/20)	Open		11/11/2020	12/07/2020	11/25/2020			110.
Vendor 1422 - Spunky Dunkers Totals						Invoices	1		\$110.
Vendor 2313 - Standard Equipment Co P25376	Parts - E-222	Open		10/23/2020	11/22/2020	12/01/2020			726.
Vendor 2313 - Standard Equipment Co Totals						Invoices	1		\$726.
Vendor 1804 - Staples Advantage 8060195507	Office Supplies	Open		10/31/2020	11/30/2020	11/16/2020			72.
8060273523	Office Supplies	Open		11/07/2020	12/06/2020	11/16/2020			53.
8060350059	Office Supplies	Open		11/14/2020	12/13/2020	11/20/2020			86.
8060424788	Office Supplies	Open		11/21/2020	12/20/2020	12/02/2020			16.
Vendor 1804 - Staples Advantage Totals						Invoices	4		\$228.
Vendor 3310 - Suburban Concrete Inc DPW#2012-4	2020 Sidewalk Program Phase I DPW-2012	Open		11/18/2020	12/18/2020	11/24/2020			41,288.
DPW#2017-3	2020 Sidewalk Program Phase II - CDBG DPW-2017	Open		11/18/2020	12/18/2020	11/24/2020			34,081.
Vendor 3310 - Suburban Concrete Inc Totals						Invoices	2		\$75,370.
Vendor 2545 - Terrace Supply Co 70485641	Oxygen	Open		11/20/2020	12/19/2020	11/20/2020			157.
Vendor 2545 - Terrace Supply Co Totals						Invoices	1		\$157.
Vendor 1199 - Thompson Elevator Inspection Service Inc									

Attachment: Warrant #23 (Warrant # 23)



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
20-2843	Immaculate Conception/reinsp 116 E Illinois	Open		11/10/2020	12/10/2020	11/23/2020			75.
20-2851	3 reinsp elevator.	Open		11/10/2020	12/10/2020	11/23/2020			114.
20-2881	1 elevator plan review - 2345 N Old Hicks Rd , Unit #2	Open		11/13/2020	12/13/2020	11/23/2020			75.
20-2932	1 new consstr permit insp - 560 E Spruce Dr	Open		11/19/2020	12/19/2020	11/23/2020			75.
20-2955	1 plan review / 1136 E Northwest Hwy	Open		11/20/2020	12/20/2020	11/23/2020			75.
Vendor 1199 - Thompson Elevator Inspection Service Inc Totals						Invoices	5		\$414.
Vendor 2593 - TKB Associates Inc									
14079	DocuNav Maintenance	Open		11/18/2020	11/19/2020	11/18/2020			3,000.
Vendor 2593 - TKB Associates Inc Totals						Invoices	1		\$3,000.
Vendor 3787 - Township High School District 211									
11-20-2020-D211	Motor Fuel	Open		11/17/2020	12/17/2020	12/01/2020			817.
Vendor 3787 - Township High School District 211 Totals						Invoices	1		\$817.
Vendor 4058 - TransUnion Risk and Alternative Data Solutions Inc									
71751-OCT-20	Online Investigative Search Engine Monthly Usage Fee (Oct)	Open		11/01/2020	12/07/2020	11/25/2020			204.
Vendor 4058 - TransUnion Risk and Alternative Data Solutions Inc Totals						Invoices	1		\$204.
Vendor 2565 - Tredroc Tire Services LLC									
7220043918	Parts - T-413	Open		09/29/2020	11/01/2020	12/01/2020			1,470.
7220044728	Parts - T-409	Open		10/12/2020	11/11/2020	12/01/2020			47.
Vendor 2565 - Tredroc Tire Services LLC Totals						Invoices	2		\$1,517.
Vendor 4598 - TreeStuff.com									
INV-582260	Chainsaw File and Chain	Open		11/18/2020	12/18/2020	11/20/2020			105.
Vendor 4598 - TreeStuff.com Totals						Invoices	1		\$105.
Vendor 4403 - Tyler Technologies Inc									
045-320168	Executime Implementation	Open		10/31/2020	11/30/2020	11/09/2020			1,280.
Vendor 4403 - Tyler Technologies Inc Totals						Invoices	1		\$1,280.
Vendor 2501 - United Parcel Service									
00004E3E18450	Shipping Charges	Open		11/07/2020	12/07/2020	11/20/2020			5.
00004E3E18460	Shipping Charges	Open		11/14/2020	12/14/2020	11/20/2020			25.
Vendor 2501 - United Parcel Service Totals						Invoices	2		\$30.
Vendor 4342 - US Fire & Safety Equipment Co									
507592	Fire Extinguisher Service - Recharge & Repair	Open		11/18/2020	12/18/2020	11/25/2020			187.

Attachment: Warrant #23 (Warrant # 23)



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4342 - US Fire & Safety Equipment Co Totals						Invoices	1		\$187.
Vendor 3156 - Utility Service Co, Inc									
521175	Smith Street Tank Water Tank Maintenance Semi-Annual Fee	Open		11/01/2020	12/01/2020	11/18/2020			10,000.
Vendor 3156 - Utility Service Co, Inc Totals						Invoices	1		\$10,000.
Vendor 4825 - Verizon Connect NWF Inc									
OSV000002270877	PW Telematics Program Monthly Service Fee-October	Open		11/01/2020	12/01/2020	11/18/2020			323.
Vendor 4825 - Verizon Connect NWF Inc Totals						Invoices	1		\$323.
Vendor 3709 - Verizon Wireless									
9866038363-2	Cellular In-Vehicle	Open		11/01/2020	11/23/2020	11/18/2020			71.
98660389363	Cellular In-Vehicle	Open		11/01/2020	11/23/2020	11/18/2020			1,949.
9866960625	Cellular Usage	Open		11/12/2020	12/04/2020	12/01/2020			1,488.
Vendor 3709 - Verizon Wireless Totals						Invoices	3		\$3,509.
Vendor 4618 - Vision Marketing Passport System Ltd									
1805	Name/passport/locker tags	Open		07/27/2020	12/02/2020	08/04/2020			95.
Vendor 4618 - Vision Marketing Passport System Ltd Totals						Invoices	1		\$95.
Vendor 3263 - Walker Parking Consultants									
310089750001	Parking Deck Security Camera System Design Engineering	Open		10/29/2020	11/28/2020	12/02/2020			3,000.
Vendor 3263 - Walker Parking Consultants Totals						Invoices	1		\$3,000.
Vendor 3209 - Warehouse Direct									
4810938-0	Paper	Open		11/04/2020	12/04/2020	11/13/2020			65.
4812140-0	Office Supplies	Open		11/05/2020	12/05/2020	11/13/2020			9.
4815944-0	2021 Calendars	Open		11/10/2020	12/10/2020	11/17/2020			26.
Vendor 3209 - Warehouse Direct Totals						Invoices	3		\$101.
Vendor 2201 - Wells Fargo Bank									
1905766	Paying Agent fees	Open		11/02/2020	12/02/2020	11/18/2020			1,000.
Vendor 2201 - Wells Fargo Bank Totals						Invoices	1		\$1,000.
Vendor 3121 - Scott L Wharton									
PWCDLSW12012020	CDL Renewal Reimbursement	Open		12/01/2020	12/08/2020	11/20/2020			60.
Vendor 3121 - Scott L Wharton Totals						Invoices	1		\$60.
Vendor 2698 - Wholesale Direct Inc.									
000248357	Parts - STOCK	Open		11/03/2020	12/03/2020	12/01/2020			367.
000248406	Parts - STOCK	Open		11/05/2020	12/05/2020	12/01/2020			54.
Vendor 2698 - Wholesale Direct Inc. Totals						Invoices	2		\$422.

Attachment: Warrant #23 (Warrant # 23)



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2258 - Wickstrom Ford Lincoln Mercury									
767698	Repairs & Maintenance - T-452	Open		08/11/2020	11/01/2020	11/25/2020			27.
771959	Repairs & Maintenance - C-361	Open		09/10/2020	11/01/2020	11/25/2020			774.
154598	Parts - C-361	Open		10/15/2020	11/14/2020	12/01/2020			25.
777060	Repairs & Maintenance - T-443	Open		10/23/2020	11/22/2020	11/25/2020			1,934.
780040	Repairs & Maintenance - T-463	Open		11/04/2020	12/04/2020	11/25/2020			29.
155038	Parts - C-361	Open		11/06/2020	12/06/2020	12/01/2020			21.
780424	Repairs & Maintenance - C-372	Open		11/06/2020	12/06/2020	11/25/2020			37.
781002	Repairs & Maintenance - T-432	Open		11/11/2020	12/11/2020	11/25/2020			27.
781699	Repairs & Maintenance - T-445	Open		11/16/2020	12/16/2020	12/01/2020			27.
Vendor 2258 - Wickstrom Ford Lincoln Mercury Totals							Invoices	9	\$2,904.
Vendor 1151 - William Rainey Harper College									
HRDRPW10302020	Hydrant Meter Deposit Refund	Open		10/30/2020	12/04/2020	11/19/2020			960.
HRDRPW10302020-2	Hydrant Meter Deposit Refund	Open		10/30/2020	12/04/2020	11/19/2020			507.
Vendor 1151 - William Rainey Harper College Totals							Invoices	2	\$1,467.
Vendor 3896 - Xtreme Rescue Inc									
20200063	Escape Belts	Open		11/12/2020	12/11/2020	11/13/2020			2,250.
Vendor 3896 - Xtreme Rescue Inc Totals							Invoices	1	\$2,250.
Vendor 1919 - Zoll Medical Corporation									
3175979	Senors- EMS	Open		11/12/2020	12/11/2020	11/20/2020			547.
3176969	PEDI-PADZ Electrodes	Open		11/13/2020	12/12/2020	11/20/2020			65.
Vendor 1919 - Zoll Medical Corporation Totals							Invoices	2	\$612.
Vendor Gregory Brunks									
VS #34089	Refund - Sold Vehicle	Open		11/30/2020	11/30/2020	11/30/2020			30.
Vendor Gregory Brunks Totals							Invoices	1	\$30.
Vendor Frank Cataudella									
VS #27866	Refund - New Resident Late Fee Removal	Open		11/30/2020	11/30/2020	11/30/2020			20.
Vendor Frank Cataudella Totals							Invoices	1	\$20.
Vendor Jason Coroneos									
VS #27753	Refund - New Vehicle Late Fee Removal	Open		11/30/2020	11/30/2020	11/30/2020			20.
Vendor Jason Coroneos Totals							Invoices	1	\$20.
Vendor James Lee									
VS #27888	Refund - New Vehicle Late Fee Removal	Open		11/30/2020	11/30/2020	11/30/2020			20.
Vendor James Lee Totals							Invoices	1	\$20.

Attachment: Warrant #23 (Warrant # 23)



Invoice Due Date Range 10/01/20 - 12/22/20
Report By Vendor - Invoices
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor Denese Morris									
VS #26934	Refund - Senior Discount	Open		11/30/2020	11/30/2020	11/30/2020			24.
Vendor Denese Morris Totals						Invoices	1		\$24.
Vendor Jim Schmidt									
b20-920	B20-920/DRIVEWAY REMOVED FROM PLANS-PARTIAL REFUND	Open		11/23/2020	11/23/2020	11/23/2020			88.
Vendor Jim Schmidt Totals						Invoices	1		\$88.
Vendor Elizabeth Sutherland									
2020-00000963	Refund for Ticket # P1016-000015	Open		12/02/2020	12/07/2020	12/02/2020			50.
Vendor Elizabeth Sutherland Totals						Invoices	1		\$50.
Vendor Hannah Sutherland									
2020-00000964	Refund for Ticket # P1016-000023	Open		12/02/2020	12/07/2020	12/02/2020			50.
Vendor Hannah Sutherland Totals						Invoices	1		\$50.
Grand Totals						Invoices	284		\$683,571.

Attachment: Warrant #23 (Warrant # 23)

Village of Palatine
Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 11/13/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	11/13/2020	255441 Utility Management Refund	BURDEEN , SARAH AND DANIEL		9,557.46
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	302982002-004	11/13/2020	Refund
AP Accounts Payable ZBA Totals:			Transactions: 1		\$9,557.46
Checks:	1		\$9,557.46		

Attachment: Warrant #23 (Warrant # 23)

Village of Palatine
Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 11/20/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	11/20/2020	255442 Utility Management Refund	ENCORE EVENT TECHNOLOGIES INC		55.48
		Account Type	Account Number	Transaction Date	Transaction Type
		Commercial	525808707-005	11/19/2020	Refund
Check	11/20/2020	255443 Utility Management Refund	ENCORE EVENT TECHNOLOGIES LLC		55.48
		Account Type	Account Number	Transaction Date	Transaction Type
		Commercial	525808601-004	11/19/2020	Refund
Check	11/20/2020	255444 Utility Management Refund	SCHULZE , THEODORE H		10.83
		Account Type	Account Number	Transaction Date	Transaction Type
AP Accounts Payable ZBA Totals:			Transactions: 3		\$121.79
Checks:		3	\$121.79		

Attachment: Warrant #23 (Warrant # 23)

Village of Palatine
Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 11/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	11/30/2020	255445 Utility Management Refund	CHVOY , DARREL		69.13
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	104801802-001	11/30/2020	Refund
Check	11/30/2020	255446 Utility Management Refund	GARATTZ , ANDRES		8.58
		Account Type	Account Number	Transaction Date	Transaction Type
AP Accounts Payable ZBA Totals:			Transactions: 2		\$77.71
Checks: 2			\$77.71		

Attachment: Warrant #23 (Warrant # 23)

Consider an Ordinance Transferring Special Use Ordinance #O-24-19 for the Proposed Islas Veracruz Restaurant at 1417 N. Rand Road

BACKGROUND:

The Subject tenant space is located in Park Place shopping center and received a Special Use for a restaurant in 2019. The previously approved restaurant closed in August 2020 and the proposed new operator seeks a Special Use transfer to operate another restaurant at this location. Therefore, the Petitioner is requesting approval of the following:

Special Use Transfer of Ordinance #O-24-19 to permit the continued operation of a restaurant (Islas Veracruz) at 1417 N. Rand Road.

KEY ISSUES:

- A Special Use for the previous restaurant was approved in 2019. The proposed new operator, Adalberto Huerta, currently owns and operates the Salsa Street restaurant at 1540 N. Rand Road.
- The proposed restaurant, Islas Veracruz, would operate in addition to Salsa Street and its menu would serve lunch and dinner, with an emphasis on seafood and Mexican dishes. The Petitioner is not requesting any other changes to the business operations or floor plan. Any future changes to the floor plan or business operations will require additional Village review.
- As part of the new restaurant operations, the Petitioner is also applying for a restaurant liquor license, in conjunction with the Special Use transfer. Salsa Street currently maintains a similar liquor license at that location.

ALTERNATIVES:

1. Recommend approval of the Special Use Transfer.
2. Do not recommend approval of the Special Use Transfer.

RECOMMENDATION:

Staff recommends approval of the Special Use transfer to Islas Veracruz (Adalberto Huerta) at 1417 N. Rand Road.

ACTION REQUIRED:

A motion transferring Special Use Ordinance #O- 24-19 to Islas Veracruz (Adalberto Huerta) for the continued operation of a restaurant at 1417 N. Rand Road.

Consider an Ordinance Increasing Class D Liquor Licenses by One for Islas Veracruz, Inc. (d/b/a Islas Veracruz) at 1417 N. Rand Road

BACKGROUND: On this evening's agenda is a request for a Special Use Transfer for Islas Veracruz, Inc. (d/b/a Islas Veracruz) at 1417 N. Rand Road. The restaurant is proposing to occupy the vacant tenant space formerly known as the Sweet Basil Cafe. Islas Veracruz is a family owned, full service Seafood and Mexican restaurant. The hours of operation are 10 AM to 11 PM Sunday - Thursday and 10 AM to 1 AM Friday and Saturday. Owner, Adalberto Huerta, wishes to apply for a Class D (Restaurant) Liquor License.

Permitted hours of operation for a Class D Liquor License are Sunday-Thursday 6 AM to Midnight and Friday & Saturday 6 AM to 1 AM.

KEY ISSUES: An Ordinance has been prepared increasing the number of Class D Liquor Licenses by one.

ALTERNATIVES:

1. Approve the Ordinance increasing the number of Class D Liquor Licenses.
2. Do not approve the Ordinance increasing the number of Class D Liquor Licenses.

RECOMMENDATION: Action is at the discretion of the Committee.

ACTION REQUIRED: Action is at the discretion of the Committee.

Consider an Ordinance Amending Chapter 12, Section 12-3 Disorderly Conduct of the Village of Palatine Code of Ordinances

BACKGROUND: Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff discovered Chapter 12 Offenses and Miscellaneous Provisions that warrant updating.

KEY ISSUES:

- The proposed amendments to Chapter 12 will better define and address disorderly conduct, including provisions related to harassment by phone and electronic communications. The proposed amendments will then allow enforcement through the issuance of citations.

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the ordinance amending Chapter 12, Section 12-3, Section 12-3.1 and Section 12-3.2 of the Village's Code of Ordinances.

Consider an Ordinance Amending Chapter 18 - Traffic of the Village of Palatine Code of Ordinances

BACKGROUND: Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff discovered portions of Chapter 18 Traffic, Sections 18-43 Fees, 18-45 Time of Payment, 18-173-Minor Violations, and Article VIII-Oversize and Overweight Vehicle Ordinance of Chapter 18 Traffic required updating.

KEY ISSUES:

- Sections 18-43 and 18-45 require adjustments to reflect the new timing schedule for the Village's annual vehicle sticker program and corresponding fees.
- The other Chapter 18 changes are to add/delete minor traffic offenses (18-173, C-ticket violations) and revise the oversize/overweight truck ordinance and permit fees (Article VIII).

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the Ordinance amending Chapter 18, Section 18-43, Section 18-45, Section 18-173, and Article VIII of the Village's Code of Ordinances.

Consider a Resolution Approving the Collective Bargaining Agreement Between the Village of Palatine and Palatine Firefighters, Local No. 4588, International Association of Firefighters, AFL-CIO, CLC, and to Authorize the Mayor and Clerk to Execute

BACKGROUND: Palatine Firefighters Local No. 4588 provides union representation for Palatine's Fire Department represented employees. The current contract expires December 31, 2020.

KEY ISSUES: This successor four-year contract reflects the Village's mid-point wage philosophy. The following is a summary of the changes:

- **Wages:**

2021: Firefighter/Paramedics at 2.46%, Lieutenants at 2.51% and Captains at 5% above Lieutenant top pay.

2022: Firefighter/Paramedics at 2.25%, Lieutenants at 2.25% and Captains at 5% above Lieutenant top pay.

2023 & 2024: Wage re-opener based on the mid-point philosophy.

- Language clarifying a variety of subjects with mutual agreement.

ALTERNATIVES:

- 1) Approve the resolution.
- 2) Return to Staff with comments.

RECOMMENDATION: Staff recommends approval of a resolution authorizing a collective bargaining agreement with Palatine Firefighter's Local No. 4588, International Association of Firefighters, AFL-CIO, CLC.

ACTION REQUIRED: Motion to adopt the resolution approving the collective bargaining agreement between the Village of Palatine and Palatine Firefighters, Local No. 4588, International Association of Firefighters, AFL-CIO, CLC, and to authorize the Mayor and Village Clerk to execute the agreement.

Consider a Motion Adopting the 2021 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2021

BACKGROUND: The Mayor and Village Council annually adopt a salary schedule as part of the budget approval process. The proposed salary schedule remains in effect throughout the year unless formally amended.

KEY ISSUES:

- The wage adjustment for non-union and non-management employees is a pool representing 2.5%.
- The Fraternal Order of Police is entering the second year of a three year agreement, under which they will receive an increase of 2.5%.
- Palatine Firefighters, Local #4588 IAFF, will receive an increase recently bargained and considered under a separate motion. The increase for Firefighter/Paramedics is 2.46%. The increase for Lieutenants and Captains is 2.51%.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) have a collective bargaining agreement that expires this year. The Village and Union will schedule meetings to discuss new contract terms.
- Management/Professional and Executive Leadership positions do not receive a cost of living increase. Merit increases will be based solely upon performance for this group of employees and will vary accordingly. The ranges were adjusted by 2.5%.

ALTERNATIVES:

1. Approve the ordinance.
2. Do not approve the ordinance.

RECOMMENDATION:

Staff recommends approval of the ordinance establishing rates of compensation for certain officers and employees of the Village, effective January 1, 2021.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2021.

Attachments

Ordinance for 2021 Salary Schedule
CY 2021 Schedule I (Step Schedule) and Schedule II

Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances

BACKGROUND:

Per Sec. 2-471 of the Village Code, the Fee Supplement to the Code of Ordinances is updated annually by the Municipal Cost Index as published in the September issue of American City and County magazine. The Village Manager has recommended no general increase for 2021.

KEY ISSUES:

While there is no general increase, there are some adjustments to fees and charges for services to provide a cost recovery for credit card processing fees on these "discretionary" services.

- The 2021 Budget has been prepared based upon the proposed Fee Schedule Supplement.
- Base residential Water Rates were increased by \$0.25 (5.4%) and base Sewer and Refuse Collection Rates remained constant.

RECOMMENDATION:

Staff recommends approval of the updated Fee Schedule Supplement as presented.

BUDGET IMPACT:

Provides adequate and necessary funding for the provision of services as proposed in the 2021 Budget.

ACTION REQUIRED:

Motion to approve the updated Fee Schedule Supplement to the Code of Ordinances, as presented, effective January 1, 2021.

Consider an Ordinance Amending Chapter 6, Building Codes and Regulations of the Village of Palatine Code of Ordinances

BACKGROUND: Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff discovered Chapter 6 Building Codes & Regulations (Section 6-1.5 Fees) required updating to be consistent with the corresponding fees within the Village's Fee Schedule.

KEY ISSUES:

- Section 6-1.5 Fees of the Village Code of Ordinances relates to plan examination and inspection fees. The proposed amendment will align the applicable fee sections of the Code of Ordinances with the Fee Schedule.

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the ordinance amending Chapter 6 Building Codes and Regulations, Section 6-1.5 - Fees of the Village's Code of Ordinances.

Consider a Resolution Appropriating \$2,471,375 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2021 Capital Improvement Budget identifies the use of \$2,471,375 in Motor Fuel Tax (MFT) funds as a source of revenue for street maintenance.

In order to secure and expend these funds, the State requires that resolutions be passed by the Village indicating their intended use. The State then reviews these resolutions, granting or denying their approval. Historically, the Village has utilized all of its MFT appropriation for use on street maintenance and roadway capital improvements.

KEY ISSUES:

- Resurfacing maintenance activities include: partial removal of the pavement structure, spot base repair, spot curb repair, installation of concrete edging, inlet repair, placement of a new surface course and pavement marking.
- In this program, 50/50 apron and curb replacement will also be provided.

ALTERNATIVES:

1. Approve the 2021 resolution appropriating Motor Fuel Tax funds in the amount of \$2,471,375.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the resolution for the Improvement and Maintenance of Streets and Highways be approved, appropriating \$2,471,375 of Motor Fuel Tax funds for the 2021 street resurfacing program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$2,471,375 of Motor Fuel Tax funds for the Improvement and Maintenance of Streets and Highways.

Consider a Resolution Appropriating \$695,529.34 of Rebuild Illinois Funds for the Rehabilitation of Rohlwing Road

BACKGROUND:

Rohlwing Road, from Palatine Road to Northwest Highway, is scheduled to be rehabilitated in the 2021 Capital Plan. The scope of rehabilitation work includes pavement resurfacing, patching, curb and gutter reconstruction, sidewalk replacement, and ramp upgrades to meet ADA requirements.

The Illinois Department of Transportation notified the Village they are implementing a grant program using proceeds from a general obligation bond in the REBUILD Illinois capital program to provide Local Public Agencies with funds for capital projects. The Village has been awarded a second allotment of \$753,029.34 for a capital improvement. \$57,500 of the grant was previously appropriated for design engineering services.

In order to secure and expend these funds, the State requires that resolutions be passed by the Village indicating their intended use similar to the use of Motor Fuel Tax proceeds. The State then reviews these resolutions, granting or denying their approval.

KEY ISSUES:

- Reconstruction activities include: removal of all the asphalt pavement, base and sub-base repair and/or replacement, spot curb and gutter replacement, spot sidewalk replacement and drainage improvements. The pavement will be replaced with 4" of asphalt.
- In this program, 50/50 apron and curb replacement will also be provided.

ALTERNATIVES:

1. Approve the resolution appropriating Rebuild Illinois funds in the amount of \$695,529.34 for the reconstruction of Rohlwing Road.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the resolution appropriating \$695,529.34 of Rebuild Illinois funds for the rehabilitation/reconstruction of Rohlwing Road, from Palatine Road to Northwest Highway, be approved.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$695,529.34 of Rebuild Illinois funds for the reconstruction of Rohlwing Road, from Palatine Road to Northwest Highway.

Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine's Rand/Dundee TIF District Special Tax Allocation Fund

BACKGROUND:

The Village established the Rand/Dundee TIF District in 1997. This District encompasses the Home Depot.

KEY ISSUES:

As part of the termination process of this TIF District, a final distribution of surplus must be made. As of November 25, 2020, the Finance Department calculated a "surplus" in the Rand/Dundee TIF District of \$589,000. Staff is recommending the declaration of surplus for distribution to the affected taxing districts.

Upon formal approval, these funds will be sent to Cook County, which will then distribute the funds to the appropriate taxing agencies based on their pro rata share of the total tax rate. After receiving the surplus funds, the County's distribution process is estimated to take approximately 30-60 days.

RECOMMENDATION:

Staff recommends approval of the ordinance Declaring Surplus Revenue in the Village of Palatine Rand/Dundee TIF District Special Tax Allocation Fund.

BUDGET IMPACT:

None.

ACTION REQUIRED:

Motion to approve an Ordinance Declaring Surplus Revenue in the Village of Palatine Rand/Dundee TIF District Special Tax Allocation Fund.

Consider a Resolution Amending the Village's Employee Handbook for 2021

BACKGROUND: The Village of Palatine has an Employee Handbook that outlines the rules, regulations, benefits, and conditions of employment that apply to Village employees. From time to time, the Village amends the Employee Handbook to comply with State, Federal, and local regulations, as well as changing practices. The last update to the handbook was completed with the adoption of the Village's 2020 budget.

KEY ISSUES:

Suggested handbook changes for 2021 include:

- Update to policy regarding time tracking;
- Amend language regarding demotions and pay;
- Minor clarifications to FMLA language as a result of new Federal forms;
- Update of tuition assistance policy; and
- Outside employment policy expanded to part-time employees.

ALTERNATIVES:

- Approve the recommended changes.
- Do not approve the recommended changes and return to Staff with comments.

RECOMMENDATION: Staff recommends approval of the resolution updating the Village of Palatine's Employee Handbook.

ACTION REQUIRED: Motion to approve a resolution updating the Village of Palatine's Employee Handbook.

Consider a Motion to Accept a Proposal for Professional Auditing Services from Sikich, LLP

BACKGROUND:

The Village's auditing services agreement with Sikich, LLP ended with their completion of the Village's CY 2019 audit.

Sikich has been instrumental in the Village's successful implementation of recent GASB Standards and in acquiring the GFOA's prestigious Certificate of Achievement in Financial Reporting during their current engagement.

Staff requested Sikich, LLP provide a proposal for an extension of the current agreement for professional auditing services related to fiscal years 2020 through 2024.

KEY ISSUES:

- The proposed fee for 2020 and 2021 has been held constant (no increase) from the 2019 fee (\$45,840).
- The five-year total all-inclusive fee for this proposal is \$237,614 (average cost \$47,522).
- Since Sikich, LLP is the incumbent provider of these services, it will be required that they rotate their audit fieldwork team.

RECOMMENDATION:

Staff recommends accepting Sikich, LLP's proposal for professional auditing services for the years 2020 - 2024.

ACTION REQUIRED:

A motion to accept the Proposal for Professional Auditing Services for the years 2020 - 2024 from Sikich, LLP.

Consider a Motion Canceling the December 21, 2020 Regular Village Council & Committee of the Whole Meetings and Authorizing the Village Manager to Sign the Warrant List for December 21, 2020

BACKGROUND:

After review of potential agenda items, it is recommended that the Council cancel the December 21, 2020 Village Council and Committee of the Whole meetings. With the cancellation of the December 21, 2020 Council meeting, the Village would need to alter its bill payment schedule. In order to avoid any potential negative impacts of not maintaining the current bill payment schedule, Staff is requesting that the Village Manager be authorized to sign the warrant on December 21, 2020. All items on the warrant are budgeted expenditures and have been through the established approval process.

The December 21, 2020 warrant would be placed on the January 4, 2021 consent agenda for the Mayor and Council to review the items paid.

ALTERNATIVES:

1. Approve a motion canceling the December 21, 2020 Regular Village Council & Committee of the Whole meetings and authorizing the Village Manager to sign the December 21, 2020 warrant.
2. Refer back to Staff.

RECOMMENDATION:

Staff recommends approval of a motion canceling the December 21, 2020 Regular Village Council & Committee of the Whole meetings and authorizing the Village Manager to sign the December 21, 2020 warrant.

ACTION REQUIRED:

A motion to cancel the December 21, 2020 Regular Village Council & Committee of the Whole meetings and authorizing the Village Manager to sign the December 21, 2020 warrant.

Consider a Motion to Approve the Village of Palatine's 2021 Regular Meeting Schedule Calendar

8.16

BACKGROUND:

Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regular meeting schedule for calendar year 2021 has been prepared. This calendar must be posted and available upon request.

KEY ISSUES:

- Each calendar year a schedule of the regular meetings for Village Council and all Village Boards and Commissions is prepared (including meeting dates, times, and locations).
- The 2021 Meeting Calendar includes only one Village Council meeting in July (consistent with the Council's July meeting schedule in recent years).

ALTERNATIVES:

1. Approve the meeting calendar.
2. Amend the meeting calendar.

RECOMMENDATION:

Staff recommends approval of the regular meeting schedule for 2021.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular meeting schedule for 2021.

Consider a Resolution Reducing the Ayreshire Planned Development Security Deposit

BACKGROUND:

On June 13, 2019, the Village accepted a \$120,000 Planned Development Security Deposit in support of the completion of the twelve residential units in the Ayreshire Subdivision. To date, five of the units have received Certificates of Occupancy. The Developer is requesting a Security Deposit reduction for the completed number of units. Therefore, the Petitioner is seeking approval of the following:

Authorization to reduce the Ayreshire Subdivision Planned Development Security Deposit by \$50,000.

- The remaining Ayreshire Subdivision Planned Development Security Deposit would be \$70,000 and would still cover the remaining seven units through the issuance of Certificates of Occupancy.

ALTERNATIVES:

1. Authorize the reduction of \$50,000 of the Planned Development Security Deposit.
2. Do not authorize the reduction of \$50,000 of the Planned Development Security Deposit.

RECOMMENDATION:

Staff recommends reducing the Ayreshire Subdivision Planned Development Security Deposit by \$50,000.

ATTACHMENTS:

- Ayreshire Subdivision - Aerial map
- RES Ayreshire Planned Development LOC Reduction

Ayreshire Subdivision – Security Deposit Reduction



Attachment: Ayreshire Subdivision - Aerial map (Ayreshire - PD Security Deposit Reduction (CA))

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING A REDUCTION OF SECURITY FOR THE
AYRESHIRE PLANNED DEVELOPMENT PURSUANT TO THE VILLAGE OF
PALATINE MUNICIPAL CODE, APPENDIX A, ZONING ORDINANCE,
SECTION 13.07**

WHEREAS, on the 13th day of June, 2019, KF Walter Inc. for good and valuable consideration for the completion of twelve residential units in the Ayreshire Subdivision; and

WHEREAS, pursuant to Section 13.07 of Appendix A of the Palatine Municipal Code, an owner or developer of a planned development is required to deposit certain security or evidence thereof with the Village of Palatine to guarantee the installation of such planned development improvements; and

WHEREAS, in the matter of the Ayreshire Subdivision located at the northwest corner of Hicks Road and Garden Avenue, a letter of credit - #1288 (Signature Bank), in the amount of \$120,000 was deposited with the Village of Palatine on the 13th day of June, 2019 to ensure the completion of the planned development; and

WHEREAS, KF Walter Inc. has made application for a reduction of the letter of credit in the amount of \$ 50,000 (\$10,000/unit), as five of the twelve residential units have received certificates of occupancy; and

WHEREAS, certificates of occupancy were issued for five residential units.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Village of Palatine that:

SECTION 1: Approval pursuant to the Palatine Municipal Code, Appendix B Section 13.07 be and is hereby granted for the completion of five residential units, having a value of \$50,000.

SECTION 2: The letter of credit is hereby reduced to \$70,000 to ensure the completion of the remaining seven residential units.

PASSED: This _____ day of _____, 2020.

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

Mayor

ATTESTED and FILED in the Office
of the Village Clerk this _____
day of _____, 2020.

Village Clerk

Consider the 2020 Tax Levy Ordinance

9.B.1

BACKGROUND:

The Tax Levy Ordinance must be passed and a certified copy thereof filed with the County Clerk on or before the last Tuesday in December {December 29, 2020}. A public hearing is required if the proposed levy is more than 105% of the prior year's final aggregate levy extensions, plus any amount abated.

KEY ISSUES:

The Mayor and Council have previously reviewed the tax levy request as part of the review of the Proposed CY 2021 Budget.

The final proposed net property tax levy is not more than 105% of the prior year's final aggregate levy extension, thus no public hearing on the Proposed 2020 Tax Levy was required.

2020 Proposed Tax Levy

• Total Levy	\$29,801,533
• Abatements	\$ 6,804,699
• Net Requested Levy	\$22,996,834

The 2020 Tax Levy Request was formulated using \$6.8 million in abatements from various alternative revenue sources.

The proposed levy for 2020 provides the funds necessary for the Village government to provide effective Public Safety services; fund mandated pension programs; and pay debt service costs for 2021.

RECOMMENDATION:

Staff recommends that the Mayor & Council approve the 2020 Property Tax Levy Ordinance.

BUDGET IMPACT:

Adoption of this ordinance provides funding for critical Public Safety, Mandated Employee Pension, and legally required Debt Service Expenditures as provided for in the CY 2021 Annual Operating Budget.

ACTION REQUIRED:

Motion to approve the Tax Levy Ordinance, at Council's discretion.

Consider an Ordinance to Abate 2020 Property Tax Levy

9.B.2

BACKGROUND:

The Tax Levy Ordinance must be passed and a certified copy thereof filed with the County Clerk on or before the last Tuesday in December {December 29, 2020}. (65 ILCS 5/8-3-1)

KEY ISSUES:

Staff is requesting the adoption of the 2020 Property Tax Levy Abatements as proposed. The Proposed 2020 Property Tax Levy includes abatements from various sources, as noted:

- \$4,855,336 from TIF revenues;
- \$1,050,713 from Flood Control Surcharge Revenues; and
- \$898,650 from Water & Sewer Revenues.

These abatements, totaling \$6,804,699, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$29,801,533 to \$22,996,834, a 22.8% reduction.

RECOMMENDATION:

Staff recommends adoption of the 2020 Property Tax Levy Abatement Ordinance as proposed.

BUDGET IMPACT:

Adoption of this ordinance provides for a reduced Property Tax burden on each and every home and business owner in Palatine.

ACTION REQUIRED:

Motion to approve An Ordinance to Abate Property Taxes.

Consider the 2020 Tax Levy Ordinance for Village of Palatine Special Service Area Number Five

9.B.3

BACKGROUND:

The Tax Levy Ordinance must be passed and a certified copy thereof filed with the County Clerk on or before the last Tuesday in December {December 29, 2020}.

KEY ISSUES:

The Village Council established Special Service Area #5 to accommodate public improvements for the Woods of Countryside. These improvements were: (i) the construction and installation of a fire suppression system consisting of a sprinkler system in existing residential buildings (the “Fire Safety Improvements”) in order to protect the health and safety of workers, tenants and visitors in the buildings located in the Special Service Area; and (ii) the provision of street lighting in the public way by the construction and installation of street lights and related equipment (the “Street Lighting Improvements”).

The proposed levy is per the established bond schedule.

This property tax is separate from the rest of the Village and is only applicable to the residents within the boundaries of Special Service Area #5. This levy totals \$588,050.

RECOMMENDATION:

Staff recommends that the Mayor & Council approve the 2020 Special Service Area #5 Property Tax Levy Ordinance as proposed.

BUDGET IMPACT:

Adoption of this ordinance provides funding for legally required Debt Service Expenditures for CY 2021.

ACTION REQUIRED:

Motion to approve the 2020 Tax Levy Ordinance for the Village of Palatine Special Service Area Number Five.

Consider an Ordinance Adopting the Calendar Year 2021 Annual Budget

9.B.4

BACKGROUND:

The annual budget must be passed before the start of the fiscal year by municipalities that have adopted the Optional Budget Officer System. The annual budget must be filed with the County Clerk within 30 days of its adoption. The Village Manager, as Budget Officer, is required to submit an annual budget to the Mayor & Village Council. After public discussion, review, and modification, the budget is formally adopted by the Village Council to be the operating plan and financial guide for the Village over the next year (January 1 to December 31, 2021).

KEY ISSUES:

The Village Manager introduced and presented the Proposed CY 2021 Budget to the Mayor and Council at a Special Business, Finance, and Budget Committee Meeting held on Saturday, October 31. Follow-up discussions and report-backs were provided at the regular Council meeting on November 2 and November 9.

On November 16, the required Public Hearing on the Proposed CY 2021 Budget was held.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2021 Budget.

BUDGET IMPACT:

The Proposed CY 2021 Budget will provide for the continued and uninterrupted provision of services to the stakeholders of the Village of Palatine.

ACTION REQUIRED:

Motion to approve an ordinance adopting the Calendar Year 2021 Annual Budget.

Consider an Ordinance Dissolving the Rand/Dundee Tax Increment Financing Redevelopment Project Area of the Village of Palatine, Illinois and Related Matters

BACKGROUND:

The Village established the Rand/Dundee TIF District in 1997. This District generally encompasses the Home Depot.

KEY ISSUES:

- TIF Districts have a defined length of 23 years. The Rand/Dundee TIF District has now reached this milestone (23 years of increment distributions) and accordingly must now be dissolved.
- In accordance with State statutes, the Village provided notification to all the taxing agencies that this TIF District will be dissolved.
- Additionally, to protect the Village against “unfunded” tax appeal refunds in future years, an amount of approximately \$75,000 will be withheld. Staff will monitor tax appeal refund activity over the next 5 - 7 years. Any refund requests from the County will be paid for with these funds. At such time as all appeal activity has concluded, any remaining money will be distributed directly from the Village to the taxing agencies based on the same calculation currently performed by the County.

RECOMMENDATION:

Staff recommends approval of the ordinance.

ACTION REQUIRED:

Motion to approve the ordinance dissolving the Rand/Dundee Tax Increment Financing Redevelopment Project Area of the Village of Palatine, Illinois and related matters.