



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 6, 2021

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 15, 2021

IV. MAYOR'S REPORT

1. Certificates of Recognition for Fremd High School Boys Soccer Team - 2nd Place at IHSA State Finals
2. As Submitted

V. RECESS TO THE COMMITTEE OF THE WHOLE

VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider an Ordinance Granting an Administrative Special Use for a Rear Yard Setback Reduction for an Addition at 347 N. Westminster Drive (Council District: One)
2. Consider an Ordinance Authorizing the Village Manager to Execute a Traffic Enforcement Agreement Between the Village of Palatine and the Homeowners Association of the Groves of Hidden Creek Condominium I (Council District: Four)

3. 773 N. Quentin Road (Council District: One)
 - A. Consider an Ordinance Granting a Special Use Amendment to Permit a New Restaurant at 773 N. Quentin Road
 - B. Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Pink's Shrimp at 773 N. Quentin Road
4. As Submitted

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

GREG SOLBERG, CHAIRMAN

1. Consider a Resolution Supporting and Consenting to the Renewal of the Class 7c Cook County Tax Classification for the Property Located at 2234 N. Rand Road (Council District: One)
2. As Submitted

C. BUSINESS FINANCE & BUDGET COMMITTEE

BRAD HELMS, CHAIRMAN

1. 2022 Operating Budget & Capital Investment Plan and Related Approvals
 - A. Consider an Ordinance Adopting the Calendar Year 2022 Annual Budget
 - B. Consider the 2021 Tax Levy Ordinance
 - C. Consider an Ordinance to Abate 2021 Property Tax Levy
 - D. Consider an Ordinance Adopting the 2022 Salary Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2022
 - E. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
 - F. Consider a Resolution Appropriating \$2,915,195 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
2. Consider a Resolution Amending the Village's Employee Handbook for 2022
3. As Submitted

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. Motion Authorizing the Village Manager to Join the Illinois GIS consortium
2. As Submitted

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. Consider a Motion to Approve the Village of Palatine 2022 Regular Scheduled Meeting Calendar
2. As Submitted

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

TIM MILLAR, 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 Warrant #22
2. Consider an Ordinance Granting an Administrative Special Use for a Rear Yard Setback Reduction for an Addition at 347 N. Westminster Drive (Council District: One)
3. Consider an Ordinance Authorizing the Village Manager to Execute a Traffic Enforcement Agreement Between the Village of Palatine and the Homeowners Association of the Groves of Hidden Creek Condominium I (Council District: Four)
4. Consider an Ordinance Granting a Special Use Amendment to Permit a New Restaurant at 773 N. Quentin Road (Council District: One)
5. Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Pink's Shrimp at 773 N. Quentin Road (Council District: One)

6. Consider a Resolution Supporting and Consenting to the Renewal of the Class 7c Cook County Tax Classification for the Property Located at 2234 N. Rand Road (Council District: One)
7. Consider an Ordinance Adopting the 2022 Salary Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2022
8. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
9. Consider a Resolution Appropriating \$2,915,195 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
10. Consider a Resolution Amending the Village's Employee Handbook for 2022
11. Motion Authorizing the Village Manager to Join the Illinois GIS consortium
12. Consider a Motion to Approve the Village of Palatine 2022 Regular Scheduled Meeting Calendar
13. Ordinance Authorizing Execution of Intergovernmental Agreement Related to Downtown TIF Extension (Council District: Six)

IX. REPORTS OF STANDING COMMITTEE**A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

B. BUSINESS FINANCE & BUDGET COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider an Ordinance Adopting the Calendar Year 2022 Annual Budget
2. Consider the 2021 Tax Levy Ordinance
3. Consider an Ordinance to Abate 2021 Property Tax Levy
4. As Submitted

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

F. POLICE POLICY & CODE SERVICES COMMITTEE

KOLLIN KOZLOWSKI, 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 15, 2021

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	Present	
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, Deputy Village Manager Mike Jacobs, Village Attorney Patrick Brankin, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Fire Chief Patrick Gratziana, Director of Finance Paul Mehring, and Director of Human Resources Pam Jackson

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF MINUTES

- Village Council & Committee of the Whole - Special Meeting - November 6, 2021
- Accepted

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

- Village Council & Committee of the Whole - Regular Meeting - November 8, 2021
- Accepted as Amended

Minutes Acceptance: Minutes of Nov 15, 2021 7:00 PM (APPROVAL OF MINUTES)

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Friday, November 19: 5PM - 9PM

Holidays on the Town

Support Local Businesses of Downtown Palatine

Saturday, November 20: 9AM-2PM

Salt Creek Park District Craft Fair

Salt Creek Sports Center

Mayor Schwantz announced upcoming events:

Saturday, November 20: 5PM - 7PM

Village of Palatine's Holiday Tree Lighting Ceremony

Towne Square

Sunday, November 28: 10AM-1PM

Dashing Through Palatine Holiday 5K

Palatine Police Department

November Coat Drive Now Through Tuesday, 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.

Village Hall will be closed Thursday, November 25 and Friday, November 26 in observance of the Thanksgiving holiday.

V. PUBLIC HEARING

1. Consider a Motion to Open the Public Hearing on the Proposed CY 2022 Operating Budget & Capital Investment Plan - **Approved**

Village Manager Reid Ottesen reported the Proposed CY 2022 Operating Budget and Capital Investment Plan has been introduced and reviewed and has been available for review in Village Hall for the past 3 weeks. This is a Public Hearing for comments and questions. No one came forward.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

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

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VI. RECESS TO THE COMMITTEE OF THE WHOLE

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

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VII. COMMITTEE OF THE WHOLE

A. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:04 PM

GREG SOLBERG, CHAIRMAN

1. Consider an Ordinance Granting a Final Planned Development for the Architects Corner Development at 1939 – 1967 N. Northumberland Pass - **Motion Carried by Voice Vote** (Council District: One)

Planning & Zoning Director Ben Vyverberg presented the petitioner's request for Final Planned Development to allow a 7 lot cul-de-sac, single-family residential development within the Dunhaven Woods South Subdivision with engineering design plans addressing MWRD's Watershed Management Ordinance. Additional rear yard plantings are incorporated in the landscape plans, in response to concerns about tree removal. The Plan Commission voted unanimously to approve the Planned Development, with conditions, and staff concurs. Vyverberg stated three residents testified before the Plan Commission expressing concerns for a guarantee that grading will be restored.

Councilman Solberg expressed concern about grading.

In response to Councilman Myslinski, Vyverberg stated an existing driveway was previously constructed by the prior owner of the property and will be removed.

Councilman Millar had concern about flooding, wanting confirmation that this development will not increase drainage on the surrounding properties. Vyverberg stated engineering plans address grading and drainage.

Dwight Trostle, Civil Engineer with Pinnacle Engineering for Marty Nixon, developer, stated the grading along rear property line will address concerns and they are continuing to work with engineering and with elevation plans of adjacent properties to assure proper drainage. We have worked with MWRD and no additional detention is necessary. A grading easement will be established along the back of adjacent lots.

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

2. Consider a Motion Authorizing the Village Manager to Execute a Facade and Property Improvement Reimbursement Agreement for the Property at 30 - 60 W. Palatine Road - **Approved by Voice Vote** (Council District: Six)

Deputy Village Manager Mike Jacobs reported Miceli Plazas LLC, new owners of 30 - 60 W. Palatine Road, request for TIF assistance to complete a variety of improvements to the existing building and property estimated to exceed \$1,000,000. The maximum total of Village TIF assistance would be \$150,000, tied to the use being a sales tax generating use. Staff recommends approval of the Facade and Property Improvement Agreement for the property located at 30 - 60 W. Palatine Road.

In response to Councilman Helms whether the north side of the block along Slade will benefit, Jacobs said the storm sewer is located in the property and it will benefit properties to the north.

Village Manager Reid Ottesen responded to Councilman Helms stating that significant increase in capacity was accomplished with improvements made 18 months ago.

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

3. As Submitted -

Nothing was submitted.

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

7:17 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

Nothing was submitted.

C. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:18 PM*BRAD HELMS, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:18 PM*SCOTT LAMERAND, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:18 PM*TIM MILLAR, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:18 PM*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

VIII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 7:18 PMReconvene 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

Minutes Acceptance: Minutes of Nov 15, 2021 7:00 PM (APPROVAL OF MINUTES)

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:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Consider a Motion to Approve 2021 Warrant #21 - **Approved**
2. Consider an Ordinance Granting a Final Planned Development for the Architects Corner Development at 1939 – 1967 N. Northumberland Pass - **Approved** (Council District: One)

Ordinance # O-121-21
3. Consider a Motion Authorizing the Village Manager to Execute a Facade and Property Improvement Reimbursement Agreement for the Property at 30 - 60 W. Palatine Road - **Approved** (Council District: Six)

X. REPORTS OF STANDING COMMITTEE

- A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE** – Time: 7:19 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

- B. BUSINESS FINANCE & BUDGET COMMITTEE** – Time: 7:19 PM

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

- C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE** – Time: 7:19 PM

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

Minutes Acceptance: Minutes of Nov 15, 2021 7:00 PM (APPROVAL OF MINUTES)

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:19 PM*SCOTT LAMERAND, CHAIRMAN*

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:19 PM*TIM MILLAR, CHAIRMAN*

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:19 PM*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

No Report

XI. REPORTS OF THE VILLAGE OFFICERS – Time: 7:19 PM**A. VILLAGE MANAGER – Time: 7:19 PM**

1. As Submitted -

No Report

B. VILLAGE CLERK – Time: 7:19 PM

1. As Submitted -

No Report

C. VILLAGE ATTORNEY – Time: 7:19 PM

No Report

1. As Submitted -

No Report

XII. CLOSED SESSION AS REQUIRED – Time: 7:19 PM

No Closed Session requested.

XIII.RECOGNITION OF AUDIENCE – Time: 7:19 PM

No one came forward.

XIV.ADJOURNMENT – Time: 7:19 PM

Adjourn the Village Council Meeting - **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, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Nov 15, 2021 7:00 PM (APPROVAL OF MINUTES)

Certificates of Recognition for Fremd High School Boys Soccer Team - 2nd Place at IHSA State Finals

BACKGROUND:

Fremd High School Boys Soccer Team finished 2nd at the IHSA Boys' State Soccer Finals on Saturday, November 6, 2021 under the coaching staff of Steve Keller, Gerardo Pagnani, Mike Winter, Matt Sriver, Nick Mamula, Chad Jonas and Alex Bochat

Here tonight to accept Certificates of Recognition are Team Members:

Leo Akashi, Sena Akashi, Kosta Alex, Ronan Allord, Bennett Ash, Adrian Blonski, Daniel Grudzien, Sandro Javakhishvili, Will Mayer, Kenan Mesic, Amar Patel, Robby Remian, Joey Rodino, Braden Roos, Nicky Sapiente, Ryan Sapiente, Eli Schoffstall, Beck Smolak, Caden Statz, Will Stewart, Christian Tirado, Demitri Vlahos, Zen Wang, Cam Wiehe, Owen Winegar, Brandon Wozniak,

Head Coach Steve Keller, Assistant Coach Gerardo Pagnani, and Managers Luigi D'Agostoro and Taso Keller will also be present.

Consider an Ordinance Granting an Administrative Special Use for a Rear Yard Setback Reduction for an Addition at 347 N. Westminster Drive

BACKGROUND:

The Petitioners are proposing to complete a first-floor with basement addition onto the rear of their existing single-family home. Therefore, the Petitioners are requesting approval of the following:

Administrative Special Use to permit a rear yard setback reduction of 4 feet, pursuant to Section 14.05 (b) (2) of the Palatine Zoning Ordinance.

- The proposed addition will encroach 4 feet into the required 40-foot rear yard setback and would maintain a 36-foot setback. As the encroachment represents 10% of the required setback; the Petition is eligible for an Administrative Special Use.
- The proposed addition will be 14 feet x 15 feet (approximately 210 square feet). As required, the Petitioner obtained all of the necessary property owner sign-off approvals for the Administrative Special Use. Staff also completed the required mailing and did not receive any objections to the request.
- The proposed addition expands the sub-grade basement level, which will have a new egress window-well to basement. With the proposed addition, the property complies with the R-2 building and lot Coverage limitations of the Code. The proposed building height is approximately 12 feet and within Code requirements.
- There are two nearby homes (392 N. Pondview Drive and 965 Bombay Way) which have substandard rear yard setbacks (28 feet and 26 feet, respectively).

ALTERNATIVES:

1. Approve the Administrative Special Use for a rear yard setback reduction for a first-floor addition.
2. Do not approve an Administrative Special Use for a rear yard setback reduction for a first-floor addition.

RECOMMENDATION:

Staff recommends approval of the Administrative Special Use for a rear yard setback reduction for a first-floor addition.

ACTION REQUIRED:

A motion to approve the Administrative Special Use for a rear yard setback reduction at 347 N. Westminster Drive.

ATTACHMENTS:

- Aerial Map
- ORD Admin SU - 347 N Westminster Dr
- Exhibit - Site Plan
- Exhibit - Elevations

VILLAGE OF
PALATINE

W CORNELL AV

W BOMBAY WY

N PONDVIEW DR

N WESTMINSTER DR

0 75 150
1 in. = 68 ft. Feet

Attachment: Aerial Map (347 N. Westminster Drive - Admin SU Addition)



ORDINANCE NO. _____

**AN ORDINANCE GRANTING AN ADMINISTRATIVE SPECIAL USE
347 N. WESTMINSTER DRIVE**

WHEREAS, pursuant to an application submitted to the Village of Palatine for an Administrative Special Use for a rear yard setback reduction (10%) to permit a sunroom to be located 36 feet from the rear property line, instead of the minimum required 40 feet, pursuant to Section 14.05 (b)(2)(a) and of the Palatine Zoning Ordinance, on the following legally described property:

Lot 11 in Carriage Way West, being a resubdivision of lots 1 and 2, in block 2 in Arthur T. McIntosh and Co's Chicago Avenue Farms, as recorded May 3, 1926 as per Document No. 9261330 and the west half of the northwest quarter of the northeast quarter of the southwest quarter of section 16, township 42 north, range 10, east of the third principal meridian; also, that part of Middleton Avenue as vacated July 7, 1989 per Document No. 89307695, according to the plat thereof recorded as Document 89316583, all in Cook County, Illinois.

commonly known as 347 N. Westminster Drive (PIN 02-16-419-004).

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: An Administrative Special Use to permit a sunroom to be set back 36 feet from the rear property line, instead of the minimum required 40 feet, pursuant to Section 14.05 (b)(2)(a) and of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition:

1. The Administrative Special Use shall substantially conform to the site plan attached hereto as Exhibit 'A', except as such plans may be changed to conform to Village Codes and Ordinances.

SECTION 2: That the petition for an Administrative Special Use be attached hereto and form a part of this ordinance.

Attachment: ORD Admin SU - 347 N Westminster Dr (347 N. Westminster Drive - Admin SU Addition)

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 _____, 2021

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

APPROVED by me this _____ day of _____, 2021

Mayor of the Village of Palatine

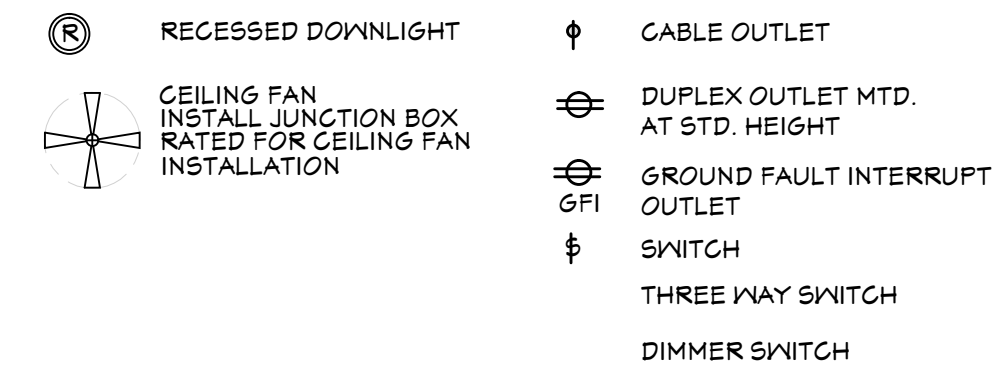
ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2021

Village Clerk



MAX. BLDG. HEIGHT: EXISTING 2 1/2 STORY (nte 30' TO ROOF MID)

SYMBOL LEGEND



NOTE: ELECTRICAL CONTRACTOR SHALL VERIFY EXISTING SERVICE AND METER SIZE IS SUFFICIENT FOR THE ADDITION.

ELECTRICAL CONTRACTOR SHALL COORDINATE WITH OWNER AND PROVIDE REQ'D. CONDUITS, CONNECTIONS, ETC. FOR TELEPHONE, DATA, CABLE, AND STRUCTURED WIRING.

HOME ELECTRONICS AND ANY SYSTEM WIRING TO BE VERIFIED BY OWNER. ANY SYSTEM TECHNICIAN TO SUPPLY AND INSTALL TV, CABLE, AND DATA JACKS AND TERMINATION PANEL.

JUNCTION BOXES WITH CONDUIT IN WALL AND CEILING TO BE INSTALLED BY ELECTRICIAN. ANY SYSTEM TECHNICIAN TO VERIFY BOX AND CONDUIT REQUIREMENTS WITH ELECTRICIAN.

NO POINT ALONG THE FLOOR LINE IN ANY WALL SPACE SHALL BE MORE THAN SIX FEET FROM A RECEPTACLE WHICH INCLUDES ANY WALL SPACE TWO FEET OR MORE IN WIDTH.

2) NO POINT ALONG THE WALL IN ANY COUNTER SPACE TWELVE INCHES OR LARGER SHALL BE MORE THAN TWO FEET FROM A GFCI PROTECTED RECEPTACLE.

3) ALL CEILING OUTLET BOXES SHALL BE LISTED FOR POSSIBLE CEILING FAN USAGE.

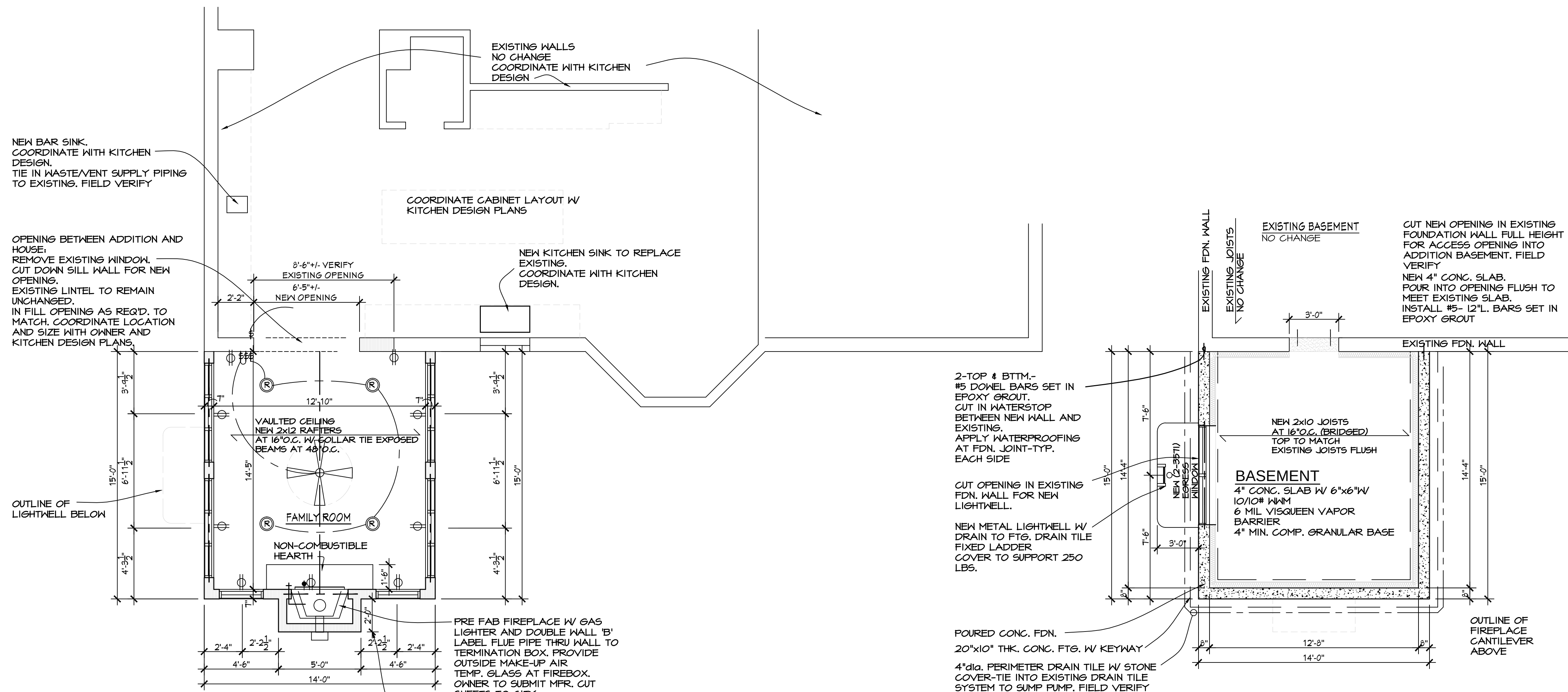
4) ALL WIRING FOR SERVICES, FEEDERS, AND BRANCH CIRCUITS ON OR WITHIN BUILDING SHALL BE INSTALLED IN ELECTRICAL METALLIC TUBING OR IN INTERMEDIATE METAL CONDUIT UNLESS APPROVED BY LOCAL AUTHORITY.

5) ALL EXTERIOR FLOOD LIGHTS ARE PROHIBITED TO BE DIRECTED TOWARDS NEIGHBORS PROPERTY.

6) ALL NON-LOCKING TYPE RECEPTACLES WITH A 15 OR 20 AMPERE RATING SHALL BE TAMPER-RESISTANT LISTED RECEPTACLES.

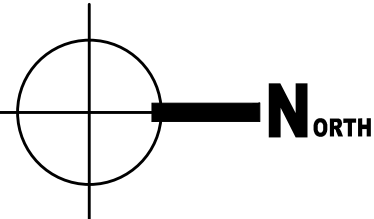
7) ALL NEW 120V, SINGLE PHASE, 15 AMP 20 AMP OUTLETS SHALL BE ON BRANCH CIRCUIT WHICH IS ARC FAULT PROTECTED PER NEC SEC. 210.12

NOTE: SMOKE DETECTORS
SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS ARE TO BE PART OF THIS PERMIT.
SMOKE DETECTORS SHALL EXIST ON FIRST FLOOR AND IN EACH BEDROOM AND ONE IN HALLWAY
WITHIN 15' OF BEDROOM.
PER IRC SEC. R314.3.1 EACH BEDROOM IS TO HAVE ONE SMOKE DETECTOR. THE CONTRACTOR
SHALL INSTALL NEW HARD WIRED INTERCONNECTED SMOKE DETECTORS IN EACH BEDROOM
WHICH DOES NOT HAVE AN EXISTING SMOKE DETECTOR.
PER IRC SEC. R314.3.2 CARBON MONOXIDE DETECTOR SHALL BE LOCATED WITHIN 15' OF
EVERY ROOM USED FOR SLEEPING. THE CONTRACTOR SHALL FIELD VERIFY AND INSTALL NEW
UNITS AS REQUIRED PER CODE.



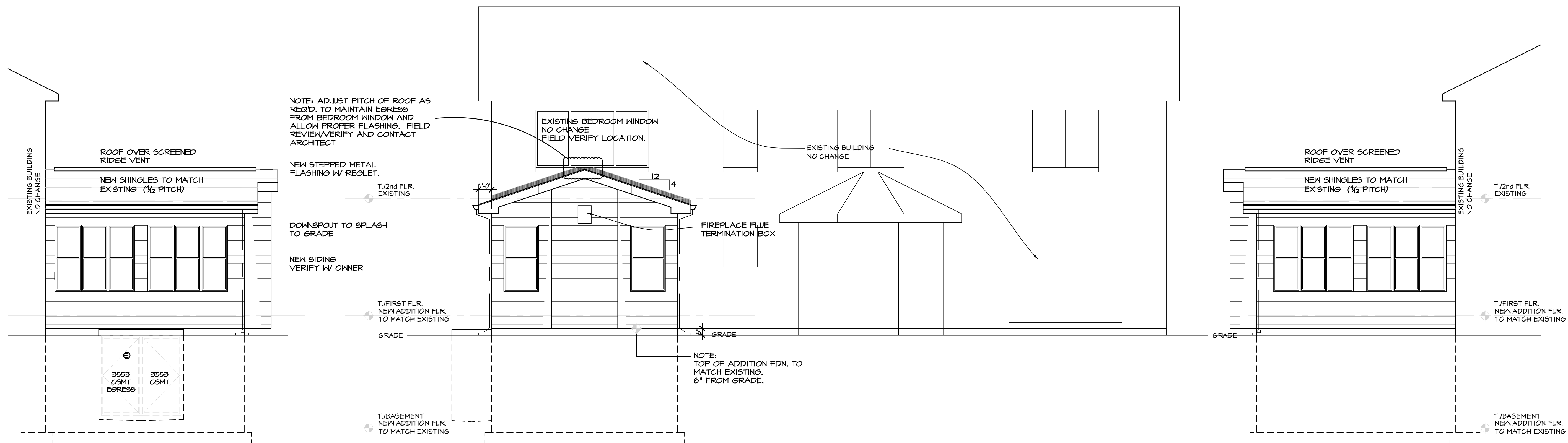
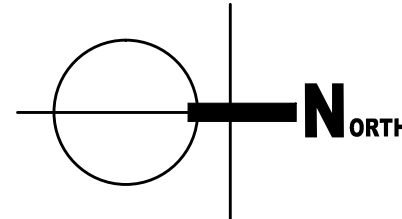
FLOOR PLAN

SCALE: 1/4" = 1'-0"



BASEMENT/FOUNDATION PLAN

SCALE: 1/4" = 1'-0"



LEFT SIDE ELEVATION (SOUTH)

SCALE: 1/4" = 1'-0"

REAR ELEVATION (EAST)

SCALE: 1/4" = 1'-0"

RIGHT SIDE ELEVATION (NORTH)

SCALE: 1/4" = 1'-0"

PROFESSIONAL DESIGN FIRM -
ARCHITECTURAL CORPORATION
LICENSE NO. 184-000318

ISSUE DATES / REVISIONS		
DESIGN REVIEW		10/26/21
NO.	DESCRIPTION	DATE

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DRAWN BY : DGM

CHECKED BY : WL JOHNSON

DATE : 10/15/2021

PROJECT NO :

KOZLICKI RESIDENCE
347 N. WESTMINSTER DR.
PALATINE, ILL.

PLANS

SHEET

A-2

2 OF FIVE

Consider an Ordinance Authorizing the Village Manager to Execute a Traffic Enforcement Agreement Between the Village of Palatine and the Homeowners Association of the Groves of Hidden Creek Condominium I

BACKGROUND:

The Police Department can enforce traffic regulations on private property with proper agreements between the Village and the private property owners. The Groves of Hidden Creek Condominium I HOA represent a residential subdivision with associated common areas within the Village of Palatine and abut upon private roads over which the Association has control. This Association has filed a request for the Village to establish and enforce the IL State Vehicle Code and the Village Code of Ordinances on all private streets and roads within the subdivision.

KEY ISSUES:

- The Village desires to exercise such rights to traffic and enforce parking regulations and ordinances on the private streets located within these subdivisions. This includes the enforcement of Village vehicle sticker compliance, but excludes overnight parking restrictions.
- Terms of this agreement shall be for a five-year period and be automatically renewable for three additional five-year terms unless canceled by either party in writing at least three months prior to the end of any term.

ALTERNATIVES:

1. Approve the Ordinance Authorizing the Village Manager to Execute the Traffic Enforcement Agreement Between the Village of Palatine and the Homeowner Association of the Groves of Hidden Creek Condominium I.
2. Do not approve the Ordinance Authorizing the Village Manager to Execute the Traffic Enforcement Agreement between the Village of Palatine and the Homeowner Association of the Groves of Hidden Creek Condominium I.

RECOMMENDATION:

Staff recommends approving the Ordinance Authorizing the Village Manager to Execute the Traffic Enforcement Agreement between the Village of Palatine and the Homeowner Association of the Groves Hidden Creek Condominium I.

ATTACHMENTS:

- Hidden Creek Traffic Enforcement ORD
- Agreement-Groves of Hidde Creek Condo I
- Exhibit A - Condo I

ORDINANCE NO. _____

**AN ORDINANCE APPROVING ENFORCEMENT OF TRAFFIC LAWS FOR
THE GROVES OF HIDDEN CREEK CONDOMINIUM I
HOMEOWNERS ASSOCIATION**

WHEREAS, under Illinois Compiled Statutes 625 ILCS 5/11-209.1 the owner of property constituting a residential subdivision development, apartment house or apartment project containing a minimum of ten (10) apartments or single family residences may request the local authority to enforce the provisions of the Illinois Vehicle Code on private streets or roads within such developments; and

WHEREAS, The Groves of Hidden Creek Condominium I Homeowner's Association (hereinafter called "the Association") have requested that the Village of Palatine (herein called "the Village") enforce all traffic and parking rules and regulations on the private streets located on its development on the property described on Exhibit "A" attached hereto and made a part hereof pursuant to Illinois Compiled Statutes 625 ILCS 5/11-209.1 and the provisions of the Village Code of Ordinances on all private streets and roads within the subdivision; and

WHEREAS, the Village is willing to enforce said rules and regulations in accordance with the authority granted in said statutes; and

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, as follows:

SECTION 1: That the Village of Palatine shall enforce all rules and regulations pertaining to traffic and parking, as contained in the Illinois Vehicle Code, on the property of the Association described on Exhibit "A" in accordance with Illinois

Attachment: Hidden Creek Traffic Enforcement ORD (Traffic Enforcement Agr - Groves of Hidden Creek Condo I)

Compiled Statutes 625 ILCS 5/11-209.1 and local regulations regarding vehicle sticker compliance, excluding overnight parking restrictions. However, the Village hereby reserves and retains the right and authority to make all decisions and determinations regarding the location of traffic control signs, including stop signs, speed limit signs, parking signs and installation of pavement markings as directed by the Village in accordance with the Manual on Uniform Traffic Control Devices on said property and provided that the Associations bear the costs of said sign installation, pavement markings, and maintenance of signs and pavement markings; and

WHEREAS, the term of this Agreement shall be for a five-year period from the date hereof and be automatically renewable for three additional five-year terms unless canceled by either party, in writing, at least three months prior to the end of any term.

SECTION 2: 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 _____ day of _____, 2021

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

APPROVED by me this _____ day of _____, 2021

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2021

Village Clerk

AGREEMENT TO REGULATE TRAFFIC AND ORDINANCES ON PRIVATE ROADS

This Agreement made and entered into by and between the Village of Palatine, a Municipal Corporation in Cook County, Illinois hereinafter referred to as the "Village" and the Groves of Hidden Creek Condo I Association, an Illinois not-for-profit corporation, hereinafter referred to as the "Association":

WITNESSETH:

WHEREAS, the Association represents a residential subdivision, consisting of 306 residential units and associated common area within the corporate limits of Palatine, Illinois that all abut upon private roads over which the Association has control, has filed a request pursuant to Section 625 ILCS 5/11-209.1 of the Illinois Compiled Statutes, asking that the Village establish and enforce the provisions of the Illinois Vehicle Code (625 ILCS 5/1-100, *et seq.*) and the provisions of the Village Code of Ordinances on all private streets and roads within the subdivision; and

WHEREAS, the Village desires to exercise such rights to traffic and parking regulations and ordinances on the private streets located on its development on the property described in Exhibit "A" attached hereto and made a part hereof, pursuant to the powers vested in it as set out in the Illinois Compiled Statutes and pursuant to its Home Rule authority; and

WHEREAS, the Association has taken all steps and votes necessary to enter into said Agreement.

NOW, THEREFORE, BE IT AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Association hereby consents to the Village's establishment and enforcement of regulations pertaining to movement of automobile traffic on the Association's private roads and pertaining to access thereto and thereafter to enforce the Illinois Vehicle Code (625 ILCS 5/1-100, *et seq.*), the Village Code of Ordinances and any additional regulations, including the enforcement of Village vehicle sticker compliance but excluding overnight parking restrictions.
2. The Association, in order to accomplish the purposes of the Agreement further agrees to do the following:
 - a. To erect STOP signs, other traffic regulatory signs and, if required by the Village, install pavement markings as directed by the Village in accordance with the Manual on Uniform Traffic Control Devices.

- b. To maintain all required signage and pavement markings required by the Village.
 - c. To pay all costs associated with this Agreement including but not limited to the installation of signs, pavement markings and maintenance of signs and pavement markings.
3. That the term of this Agreement shall be for a five-year period from the date hereof and be automatically renewable for three additional five-year terms unless canceled by either party, in writing, at least three months prior to the end of any term. Notices shall be sent as follows:

To the Village:

Attn: Village Manager

200 E. Wood Street

Palatine, IL. 60067

To the Association:

4. That this Agreement shall be recorded in the Office of the Recorder of Deeds of Cook County, Illinois.
5. Nothing herein shall constitute an acceptance by the Village of said private roads or an agreement to maintain any private roads and the Association expressly agrees to not interpose this Agreement as a basis for the Village accepting or maintaining said private roads, it being expressly understood that the Village shall be under no further obligation to accept or maintain said private roads.
6. The Association does hereby agree to save, defend, indemnify and hold harmless the Village, its officers and agents from any and all claims, demands, actions, causes of action, liability, damages, costs, fees or expenses, arising out of this

Agreement and/or the Village establishing and enforcing the laws and regulations referred to herein on the Association's private roads and access thereto. Further, the Village shall retain the right to select legal representation for any such defense. Nothing herein shall be construed to waive any immunities the Village, its officers or agents may assert in response to or defense of any such claims. This indemnification shall survive the termination of this Agreement for a period of 10 years from the date of termination.

7. If any provision of this Agreement is held invalid by any Court, that provision shall be deemed excised from this Agreement and the remaining terms of this Agreement shall continue in full force and effect to the extent possible.
8. This Agreement may only be amended in writing executed by the parties.
9. This Agreement shall be governed by the laws of the State of Illinois.
10. The parties executing this Agreement represent and affirm that it has taken all steps necessary to be authorized to execute this Agreement and be bound by its terms.

IN WITNESS WHEREOF, the parties hereto have caused the foregoing Agreement to be witnessed by the following respective duly authorized representatives.

Dated: _____

VILLAGE OF PALATINE
A municipal corporation in
Cook County, Illinois

By: _____

Title: Village Manager

Groves of Hidden Creek Condo I ASSOCIATION

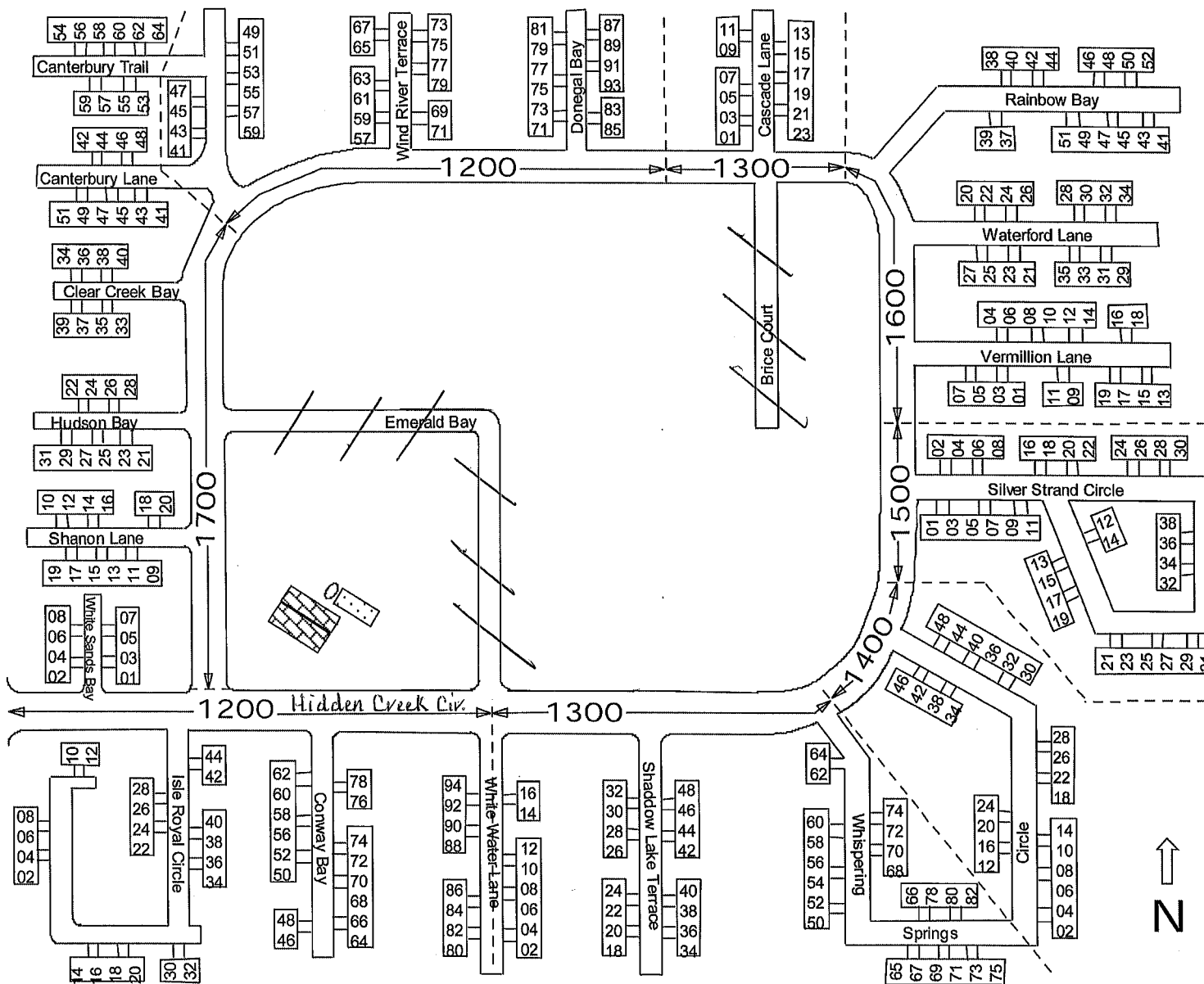
An Illinois not-for-profit corporation

By: David Conner

Title: President of Board

Exhibit A

Groves of Hidden Creek Condo I



Attachment: Exhibit A - Condo I (Traffic Enforcement Agr - Groves of Hidden Creek Condo I)

Consider an Ordinance Granting a Special Use Amendment to Permit a New Restaurant at 773 N. Quentin Road

BACKGROUND:

The Subject Tenant Space was previously occupied by Chicago Culinary Kitchen, which recently relocated to Lake Cook Commons. The same business owners are proposing to open a new seafood restaurant (Pink's Shrimp), with expanded operating hours from Chicago Culinary Kitchen. The new restaurant is also requesting the same liquor license classification for Pink's Shrimp. Therefore, the Petitioners are requesting:

A Special Use Amendment for Special Use Ordinance # O-153-16 to permit a new restaurant (seafood) and associated business plan modifications, with a liquor license (same classification, as previous), pursuant to Section 11.02 (d) (20) of the Palatine Zoning Ordinance.

KEY ISSUES:

- The Subject Property, zoned B-1 Shopping Center, is a 1,500 square foot tenant space within the North Quentin Plaza shopping center (southeast corner of Quentin Road and Northwest Highway).
- The previous restaurant was a barbecue-style restaurant open Saturday and Sundays from 12 PM - 5 PM. The proposed restaurant is open daily from 10 AM - 10 PM.
- The previous and proposed floor plans both contain a total of 30 seats. The center currently has a Variation for 15 parking spaces.

ALTERNATIVES:

1. Approve the Special Use Amendment to permit change in hours of operation and menu.
2. Do not approve a Special Use Amendment to permit change in hours of operation and menu.

RECOMMENDATION:

Staff recommends approval of the Special Use Amendment.

ACTION REQUIRED:

A motion to approve a Special Use Amendment to permit a new restaurant at 773 N. Quentin Road.

ATTACHMENTS:

- Aerial Map
- ORD SU Amend 773 N. Quentin Road
- EXHIBIT - Business Plan
- Special Use Amendment Application

- Special Use ORD. #O-153-16

773 N Quentin Road

6.A.3.A.a

VILLAGE OF
PALATINE



ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE AMENDMENT TO
SPECIAL USE ORDINANCE O-153-16
773 N. QUENTIN ROAD**

WHEREAS, Ordinance O-153-16 granted a Special Use for the operation of a restaurant, pursuant to Section 11.03 (d) (27) of the Palatine Zoning Ordinance on the property commonly known as 773 N. Quentin Road; and

WHEREAS, pursuant to Section 14.05(b) in Appendix A of the Village Code, the Special Use Amendment may be approved after review and consent of the Village Council; and

WHEREAS, since the Village Council did meet on December 6, 2021 to review a request by Kristina Gaardbo, Pink's Shrimp, that a Special Use Amendment be approved to permit the change in hours of operation and business plan and it was the recommendation of the Village Council that the Special Use Amendment be approved without amendment.

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: Special Use Amendment of Ordinance #O-153-16 to permit the change in hours of operation and menu, pursuant to Section 11.03 (d) (27) of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

Attachment: ORD SU Amend 773 N. Quentin Road (773 N Quentin Road - SU Amend)

1. The Special Use shall substantially conform to the business plan and floor plan submitted by the Petitioner, Kristina Gaardbo, Pink's Shrimp, on 11/16/2021, except as such plans may be changed to conform to Village Codes and Ordinances.

SECTION 2: 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 _____, 2021

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

APPROVED by me this _____ day of _____, 2021

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2021

Village Clerk

Attachment: ORD SU Amend 773 N. Quentin Road (773 N Quentin Road - SU Amend)

SW2 LLC PINK'S SHRIMP BUSINESS PLAN

Prepared by:

Kristina Gaardbo and Greg Gaardbo

773 N Quentin Rd
Palatine, Illinois 60067
847-305-0055
kristina@shockwavesapparel.com

Attachment: EXHIBIT - Business Plan (773 N Quentin Road - SU Amend)

I. EXECUTIVE SUMMARY

SW2 LLC Kitchen was established as a Limited Liability Company using the dba *Rockin Rodizio*, a churrasco catering company, and the dba *Chicago Culinary Kitchen*, a Texas BBQ and Craft beer restaurant at 773 N Quentin Rd, Palatine, Illinois 60067 with the expectation of rapid expansion in the food, education, entertainment industry in 2016. In July 2021, due to success and much needed expansion, Chicago Culinary Kitchen was relocated to 2391 N. Hicks Rd. in Palatine, Illinois 60074.

Business Description

Pink's Shrimp. Serving seafood specialties alongside supporting inspired sides in a unique and fun environment. Counter service.

Hours of operation: Monday through Sunday 10am – 10pm dine in and carry out.

Liquor Licensing: Maintain the previous Class G Liquor License for beer and wine.

SW2 LLC - Management Team

Chicago Culinary Kitchen has an experienced management team who have together propelled its growth and success.

Owner and Personal Chef – Kristina Gaardbo, 7+ years as personal chef, Certified Cicerone (as of May 2019) and 9 years of experience as business manager at Shockwaves Promotional Apparel, RN, Long-time Palatine Resident.

Personal Chef - Greg Gaardbo, 7+ years as personal chef and 29+ years of experience as business owner of Shockwaves Promotional Apparel, Combat Marine Corp/Veteran.

Kitchen Manager – Sal Fasano, Le Cordon Bleu graduate (2002), 19+ years of experience in restaurants and catering, including Marriott hotel supervisor and Executive Chef of Biaggis Ristorante Italiano and Kona Grill, and 6+ years as a Sales Representative for Supreme Lobster & Seafood

Operations Manager – Jay Goldberg, 20+ years in the restaurant industry (fast, casual, & fine dining) with 10+ years in restaurant management, involved in 4 new restaurant openings and expansions. Proficient in operations & marketing, holds a BS in Consumer & Family Sciences from Purdue University

II. BUSINESS SUMMARY

Business History

The founding company, SW2 LLC, was formed on 02/12/2014 as Limited Liability Company under Illinois state laws and headed by Kristina Gaardbo and Greg Gaardbo.

Kristina and Greg Gaardbo are both personal chefs and Kristina is a Certified Cicerone.

SW2 LLC started out in 2014 with a churrasco style catering company, dba Rockin Rodizio, utilizing 773 N. Quentin Rd. as a commissary to cater both private and corporate events, festivals, and weddings. In 2016, Kristina and Greg Gaardbo opened Chicago Culinary Kitchen as an event space, doing BBQ classes paired with beer and wine.

In March 2017, Kristina and Greg Gaardbo expanded Chicago Culinary Kitchen as a restaurant, limited to weekends only with a small standard BBQ menu as well as rotating specials of various cuisines.

In July 2021, Chicago Culinary Kitchen expanded once again to a larger location at 2391 N. Hicks Rd. in Palatine, IL 60074 to offer more space and seating to their customers. The hours of operation were also expanded to lunch and dinner five days a week, as well as ongoing culinary classes and events weekly.

In October 2021, plans for a commissary and bakery at 2383 N. Hicks Rd. were submitted in order to expand and keep up with demand at the new location as well as enable the addition of assorted bakery items, flatbreads, and pizzas.

Business Goals and Objectives

To continue to substantially increase our customers and sales through the restaurant, catering, and events. Keep food cost under 35% revenue. Keep employee labor cost between 24-29% revenue. Maintain friendly and efficient employees. Always serve excellent food by starting with quality ingredients. Maintain exceptional service in a unique and intriguing atmosphere. Market creatively and successfully to the entire Chicago land area and its suburbs.

III. MARKETING SUMMARY

Target Markets

Over the last seven years, we have found our target market to be “everyone.” Everyone loves amazing food. Food is what brings people together, no matter what the occasion. We will continue to market to everyone using social media, signage, delicious food and word of mouth.

Pricing Strategy

SW2 LLC has completed a thorough analysis of its competitors' pricing. We will keep in mind our competition's pricing and the costs of customer acquisition.

Promotional Strategy

We plan to market through online services, social media: Facebook & Instagram, public publications and our own website.

Situation Analysis

Strengths

Kristina and Greg Gaardbo have proven their culinary and business abilities in making a small start-up catering company a successful event space and restaurant. They have a strong following of both old and new customers who have been asking for a secondary concept and as they have done before, they are focusing the growth of the restaurants to fulfill the demand as seen fit. Pinks will reap the benefits of Chicago Culinary Kitchen as a sister-restaurant both by notoriety and quality, as well as draw upon the amazing team they have built to support it.

Weaknesses

Kristina and Greg Gaardbo will need to manage multiple restaurant locations, but they have a strong team to help support them.

Opportunities

To be able to offer a different cuisine at a new location and fill a culinary need that is lacking in the area.

V. FINANCIAL PLAN

No outside funding will be necessary. Any and all monies needed will be personally provided for by Kristina and Greg Gaardbo.

[Type here]

Pink's Shrimp

Half or Full Pound:

Coconut Shrimp
Beer Battered Shrimp
Fried Clam Strips
Fried Smelts
Fried Calamari
Fried Oysters
Chicken Tenders
Rotating Specials

Fish: Grilled/Fried

Walleye
Icelandic Cod
Catfish
Rotating Specials

Sandwiches:

Shrimp Po'Boy
Oyster Po'Boy
Clam Po'Boy
Andouille Sausage Po'Boy
Surf & Turf Cheesesteak
Various Fish (Grilled/Fried)
Rotating Specials

Sides:

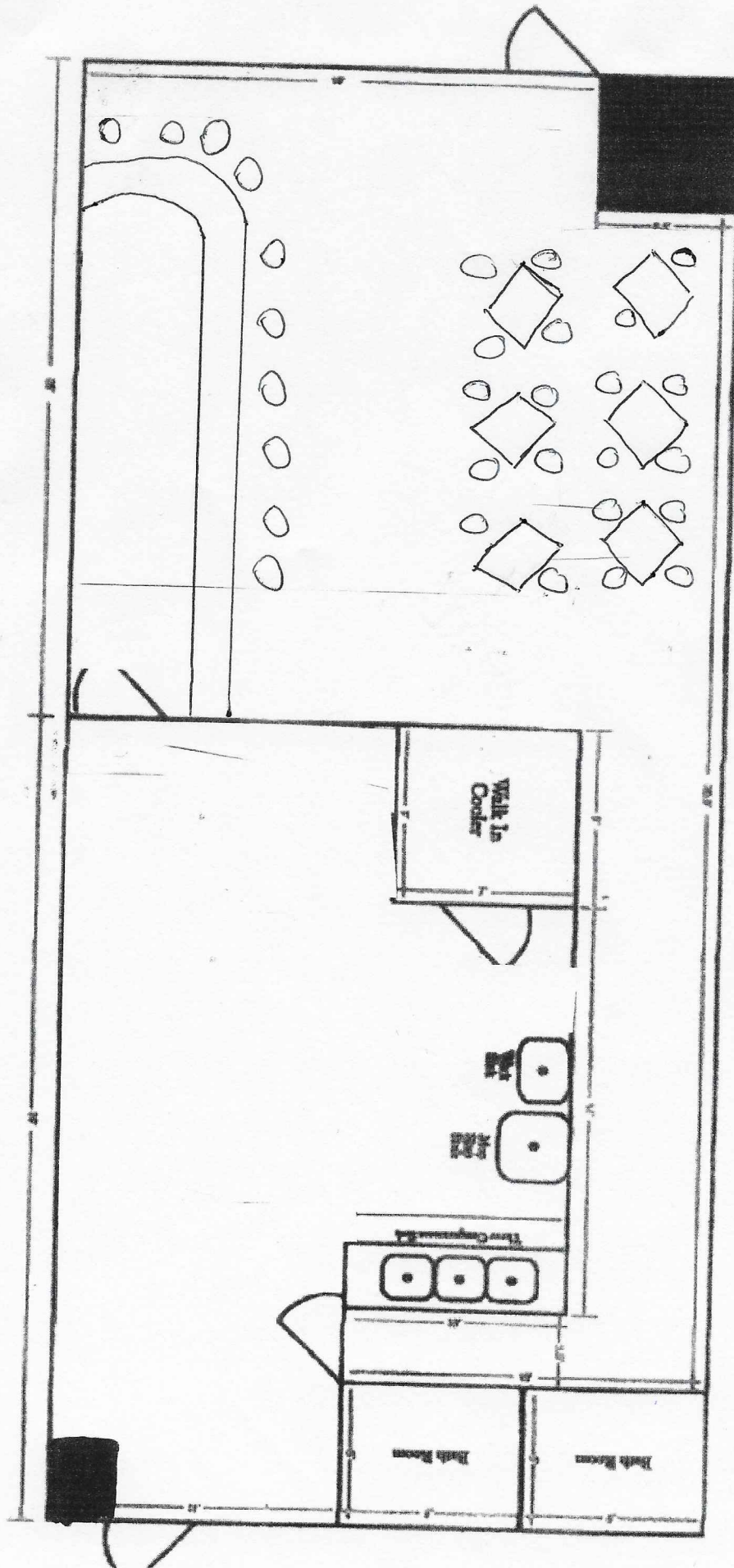
French Fries
Fried Cheese Curds
Fried Pickles
Hush Puppies
Coleslaw
Garlic Bread
Lobster Mac
Gumbo or Jambalaya
Rotating Specials

Desserts:

Key Lime Pie
Lemon Cheesecake
Rotating Specials

Beverages:

Water
Soft Drinks
Beer
Wine



VILLAGE OF PALATINE

SPECIAL USE & VARIATION APPLICATION

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

Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S)		Business Name (if applicable)	
	Kristina Gaardbo		Pink's Shrimp	
	Subject Property Address			
	773 N. Quentin Rd. Palatine 60067			
	AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
	(same)			
	Address		City/State/Zip Code	
	Telephone	Fax	Email	
	Relationship to Petitioner (contractor, architect, etc.)			
	TYPE OF APPLICATION (check one)			
☐ Special Use ☒ Special Use Amendment ☐ Variation				
Existing Zoning District		Existing Land Use		Proposed Land Use
		Restaurant		Restaurant
Generally describe your request:				
Amend Restaurant special use from				
SW2 LLC dba Chicago Culinary Kitchen				
to SW2 LLC dba Pink's Shrimp.				

Attachment: Special Use Amendment Application (773 N Quentin Road - SU Amend)



SPECIAL USE

Required Materials

- ☐ Filing Fee of \$ _____
- ☐ Application Form
- ☐ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☐ Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- ☐ Real Estate Interest Disclosure Form (see attached)
- ☐ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)
- ☐ Business Plan (if applicable; including, but not limited to nature of business, hours of operation, number of employees, and menu)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. **If you are applying for a Variation only, you do not need to answer these items.**

1. The use is deemed necessary for the public convenience at that location

Additional dining/cuisine option in Palatine.

2. The use is designed, located, and proposed to be operated that the public health, safety and welfare will be protected

All staff/operations will adhere to public health requirements

3. The use will not cause substantial injury to nearby property values

It will increase value to a dilapidated, mostly vacant shopping center.

4. With respect to live entertainment uses, the use shall not:

- a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
- b. Impose undue health, sanitation or safety burdens on the village
- c. Create excessive demands on the Village of Palatine Police Department
- d. Be of a nature otherwise prohibited by law or village ordinance

5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance

ORDINANCE NO. 0-153-16

**AN ORDINANCE GRANTING A SPECIAL USE
773 N. QUENTIN ROAD (CASE NO. 16-87)**

Attachment: Special Use ORD. #O-153-16 (773 N Quentin Road - SU Amend)

Published in pamphlet form by authority of the
Mayor and Village Council of the Village of Palatine
on December 19, 2016

ORDINANCE NO. 0-153-16AN ORDINANCE GRANTING A SPECIAL USE
773 N QUENTIN ROAD (CASE NO. 16-87)

WHEREAS, pursuant to a petition and public hearing on December 13, 2016, 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 Amendment for Special Use Ordinance # 0-055-16 to permit a change in the business plan to allow a catering use to operate as a restaurant pursuant to Section 11.02 (d) (20) of the Palatine Zoning Ordinance., on the following legally described property:

Lot 1 in the Northwest Quentin Center, being a resubdivision of Lot 1 in Nikas Subdivision of part of the North 933.50 feet of the Northwest quarter of Section 15, Township 42 North, Range 10, East of the Third Principal Meridian, according to the plat thereof recorded October 30, 1986 as Document No.86509323 in the Records Office of Cook County, Illinois

commonly known as 773 N. Quentin Road (PIN# 02-15-100-016)

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: Special Use Amendment for Special Use Ordinance # 0-055-16 to permit a change in the business plan to allow a catering use to operate as a restaurant pursuant to Section 11.02 (d) (20) of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

1. The Special Use shall substantially conform to the floor plan prepared by the Petitioner Kristina Gaardbor, submitted on 11/16/2016 and business plan

Attachment: Special Use ORD. #O-153-16 (773 N Quentin Road - SU Amend)

prepared by the Petitioner Kristina Gaardbor, submitted on 12/5/2016 except as such plans may be changed to conform to Village Codes and Ordinances.

SECTION 2: That a copy of the public notice and the report of the hearing be 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 19th day of December, 2016

AYES: 5 NAYS: 0 ABSENT: 1 PASS: 0

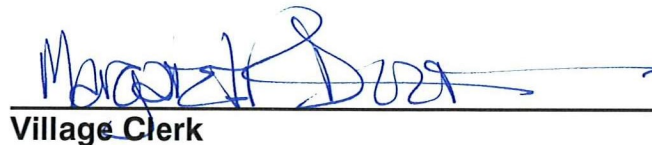
APPROVED by me this 19th day of December, 2016



Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this

19th day of December, 2016



Village Clerk

Attachment: Special Use ORD. #O-153-16 (773 N Quentin Road - SU Amend)

11-17-16

CHICAGO CULINARY KITCHEN BUSINESS PLAN

Prepared by:

Kristina Gaardbo and Greg Gaardbo

773 N Quentin Rd
Palatine, Illinois 60067
847-305-0055
kristina@shockwavesapparel.com

WWW.CHICAGOCULINARYKITCHEN.COM

Attachment: Special Use ORD. #O-153-16 (773 N Quentin Road - SU Amend)

I. EXECUTIVE SUMMARY

Chicago Culinary Kitchen was established as a Limited Liability Company at 773 N Quentin Rd, Palatine, Illinois 60067 with the expectation of rapid expansion in the food, education, entertainment industry.

Business Description

The founding company, SW2 LLC, was formed on 02/12/2014 as Limited Liability Company under Illinois state laws and headed by Kristina Gaardbo and Greg Gaardbo.

Kristina and Greg Gaardbo are both personal chefs and own the churrasco style catering company Rockin Rodizio and have since expanded their culinary company to include an event space and 'dinner theater' under the dba Chicago Culinary Kitchen.

This is also located at 773 N Quentin Rd, Palatine, Illinois 60067. This event space and 'dinner theater' focuses on the pairing of food (mainly BBQ) with craft beer, fine wines and spirits in a fun, social and educational atmosphere.

Management Team

Chicago Culinary Kitchen has assembled an experienced management team:

Owner and Personal Chef - KRISTINA GAARDBO, 3+ years as personal chef and 5 years of experience as business manager at Shockwaves Promotional Apparel, RN, Longtime Palatine Resident.

Personal Chef - Greg Gaardbo, 3+ years as personal chef and 25+ years of experience as business owner of Shockwaves Promotional Apparel, Combat Marine Corp/Veteran.

Business Mission

We want to provide a fun and educational experience for our customers in a socially stimulating environment. We want to enhance our customers' knowledge of specific types of cooking, as well as educate our customers' palates through craft beer, fine wine, or spirit pairings and the culture behind the "tastes" presented. Also, through delicious BBQ, we want to provide a unique and alternative cuisine option to the current culinary offerings of Palatine.

* New Service

Chicago Culinary Kitchen wants to obtain a Class G liquor license in addition to the Class P liquor license they currently possess. This would allow them to sell craft beer and fine wines by the glass. They also wish to operate on select weekend days as a 'restaurant,' meaning that on certain preselected days they would be open to the public on a first come first serve basis until the smoked meats and sides made for that specific day are exhausted. Both of these requests are to enable Chicago Culinary Kitchen to better serve their customers as well as increase incoming revenue.

II. BUSINESS SUMMARY

Business History

SW2 LLC began in February 2014 as Rockin Rodizio with one churrasco and a trailer for transport. The first year started with small, occasional parties and in August 2014 we won People's Choice for best bite at the Windy City BBQ Classic. In the spring of 2015 we purchased a second churrasco to increase our cooking efficiency as well as be able to service larger groups. Over the course of 2015 we teamed up services with a professional VIP party/tailgate company and catered almost all the Bears' home games at Soldier Field, catered numerous corporate parties, and more than doubled the number of

private parties. During the year of 2015, Greg and Kristina Gaardbo both participated in multiple Culinary Fight Club events winning first place in one event and second place in another event. Each of these wins awarded both Greg and Kristina Gaardbo individually with a Golden Ticket and the opportunity to compete in Kissimmee, Florida in the World Food Championship. In April 2015 we began working to establish our own prep kitchen based in Palatine and have since then received our Palatine business license and certificate to utilize our new facility. We also have upgraded the previous trailer transportation to our very own box truck used solely for our established catering service. In June 2016, we bought our third churrasco and over the course of this year, Rockin Rodizio has continued to increase the number of events they cater and have increased both their revenue and their following.

This year, we also expanded our culinary business to include Chicago Culinary Kitchen, which exists at the same location as Rockin Rodizio's commissary kitchen yet operates as its own entity. Chicago Culinary Kitchen is our BBQ/food pairing and event space that has just opened. Having had a successful Media Night and about to host a soft opening, ticket sales to future scheduled pairings and BBQ experiences have already begun successful sales online at their website and they have already begun booking private event pairings.

Business Plan for Expansion

Our plan for expansion will not affect our existing floorplan. For seating please refer to the attached floor plan. We are requesting to acquire a Class G Liquor license in addition to the Class P Liquor license we already have. This would allow our customers to purchase a glass or bottle of craft beer or fine wine from our pairing selection in addition to the set tastings they will receive with the paired foods. This option will enhance the customers' experience without Chicago Culinary Kitchen 'giving away' any additional pours that are not factored into the ticket price for the event and at the same time, increase our incoming revenue.

We would also like to have the option to, under the business name Chicago Culinary Kitchen on select days, open Chicago Culinary Kitchen to the public on a first come first serve basis. Food purchase would be based on customers' choice of meats and sides. This would basically serve as a BBQ restaurant where a set amount of meats would be smoked for that day's service and when 'food supplies,' made specifically for that day, are exhausted we would close our doors. There would be no reheating. Any and all hot holding would be done to IDPH code. This would occur on one day, a Saturday or Sunday, from 12 pm to 5pm. During this time, craft beer or fine wine could be ordered by the glass or bottle with their food purchase. This would provide an additional and unique dining experience to the Palatine area as it would not be an everyday option and there is also no BBQ restaurants in that area. Chicago Culinary Kitchen is already established at 773 N. Quentin Rd. as a licensed operating kitchen and event space and thus is already in possession of a food dealer permit, Class P Liquor license; Kristina and Greg Gaardbo are both licensed with IDPH, and have both their Certified FoodService Manager certifications and their Bassets.

Currently, the only "employees" will be Kristina Gaardbo and Greg Gaardbo who will host and teach the classes. Cleaning services will be provided for by a professional service. The professional cleaning service will only be responsible for cleaning the floors and bathrooms. Cleaning food preparation surfaces and food service equipment will be done by Certified Food Safety Managers according to the State of Illinois Department of Public Health requirements. Preparations for catering and proposed dinner theater lectures/demos will not take place simultaneously, nor will any foods, ingredients or single service items be shared with the existing food service establishment/catering operations. Guest speakers may be brought in on certain classes to provide a "local expert" on a class topic but Greg and/or Kristina Gaardbo will be on the premises hosting. One additional host/server will be employed

at certain events and/or on the days we are open to the public. This person will be trained on food safety as well as have their Basset.

Business Goals and Objectives

We have begun to establish a regular schedule of dinner theater lectures/demos for the days and times, as well as, set up a revolving lecture/demo topic schedule. We will host small events of approximately 12-20 people at least twice a week. We will be pairing foods with craft beer, fine wines, or spirits tastings (as our current class P liquor license allows) alongside the foods we prepare for the event. Now, in addition, we want to further meet our customers' requests to enjoy our paired craft beer or fine wines by the glass or bottle in addition to the set tastings given with the ticket price while increasing our revenue through the added glass or bottle purchases allowed with the Class G Liquor license.

By the end of our first year teaching and hosting dinner theater lectures/demos, we want to have established a reputation as a great venue for food, education, and entertainment and increase classes to 4 times a week. We would also like to bring in guest experts to expand the dinner theater lecture/demo topics so that we may continually offer new and exciting dinner theater lectures/demos. As well as bring delicious BBQ as an additional and unique cuisine to the Palatine area on select days to further reach our Target Market and increase our revenue from Chicago Culinary Kitchen.

Existing Parking

There is no change to the already acquired variance of parking spaces (15).

III. MARKETING SUMMARY

Target Markets

There are plenty of restaurants that supply food and even a dining experience, but there are not many establishments that combine food and a memorable "dining" experience with education in an interactive social setting. Everyone needs to eat....and people are drawn to entertainment and even learning when it is fun. Chicago Culinary Kitchen's dinner theater lectures/demos are ideal for date night, family night, or just a night with friends. Ticket sales will be open to the public ages 21+ online and include the food planned for the event along with the craft beer, fine wine or spirits to be paired. Chicago Culinary Kitchen will also provide a popular cuisine - delicious smoked BBQ - to an area that lacks that cuisine.

Pricing Strategy

Chicago Culinary Kitchen has completed a thorough analysis of its competitors' pricing. We will keep in mind our competition's pricing and the costs of customer acquisition.

Our pricing will be based on each specific dinner theater lecture/demo. We will take into consideration the length of the dinner theater lecture/demo and the education provided, as well as supplies for the lecture/demo including food and beverage.

By obtaining a Class G Liquor license, we will be able to keep our ticket costs very affordable while still being able to fulfill customers' requests for an additional glass or bottle of the paired craft beer or fine wines during the event while also increasing our incoming revenue. The Class G Liquor license will also allow for customers' consumption enjoyment and our increased revenue on the select days that we choose to be open to the public.

Promotional Strategy

Chicago Culinary Kitchen will promote sales using the following methods:

We plan to market through online services, Facebook, and our own website. Ticket sales will be sold via our website and we are planning to utilize Living Social as well.

Situation Analysis

Strengths

Through dinner theater lectures/demos at Chicago Culinary Kitchen, Kristina and Greg Gaardbo will share their passion for food and world culture via fun and educational lectures/demos full of flavor. We will offer an alternative to the typical night out for dinner and instead, offer a unique opportunity for them to learn something new while exploring their taste buds with family and friends. And with the addition of the Class G Liquor license we will be further able to meet our customers' needs and increase our revenue. Chicago Culinary Kitchen will also bring delicious smoked BBQ to an area that lacks that cuisine.

Weaknesses

Kristina and Greg Gaardbo do not know everything about everything there is to cooking and beer/wine pairing. Nor do their world travels include everywhere there is to learn about every cultures' food. For this reason, Chicago Culinary Kitchen plans to be able to expand on the different dinner theater lectures/demos offered by bringing in local experts as guest speakers for food, craft beer, fine wine and spirits.

Opportunities

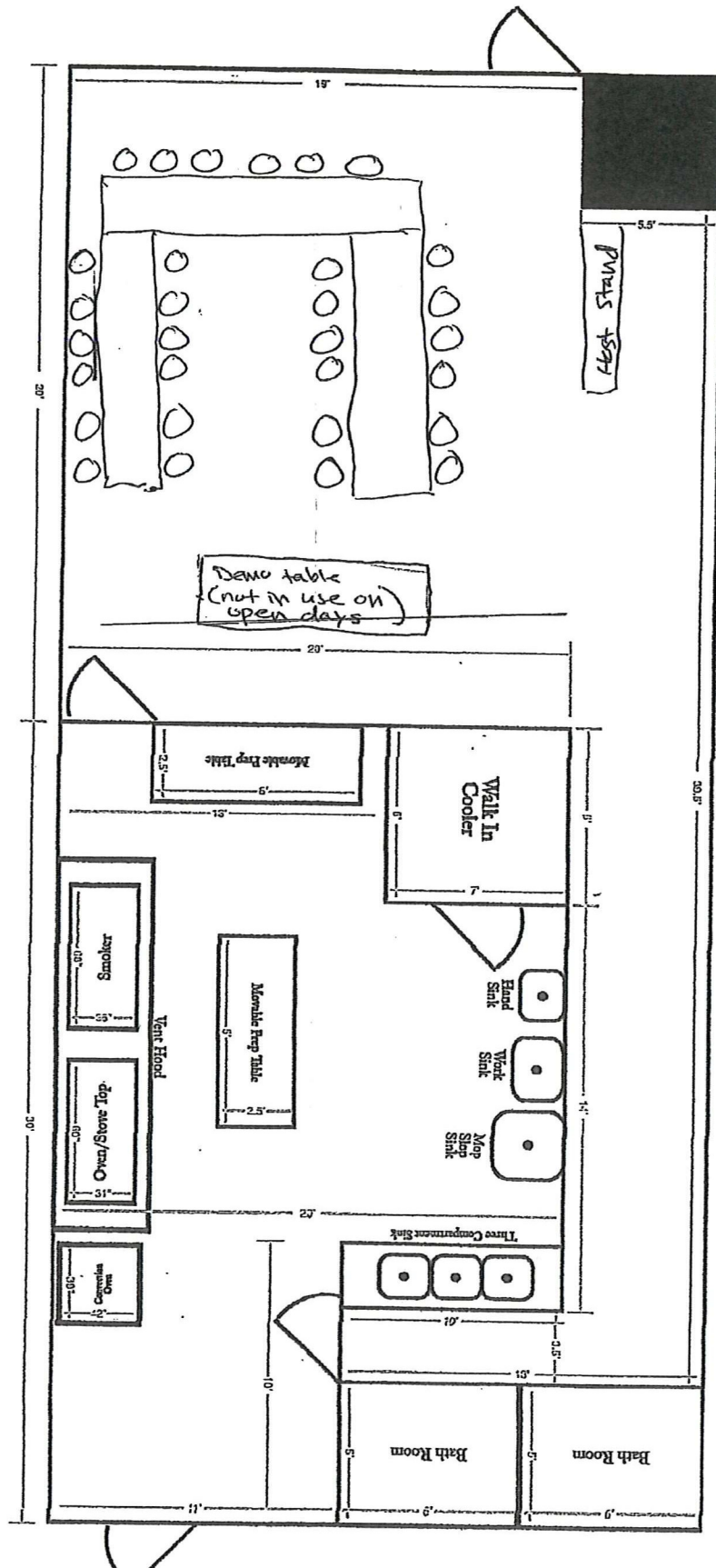
The Class G Liquor license and expansion of being open to the public on select days will further meet the needs of our customers while increasing revenue. Being able to be open to the public on select days will allow us to reach more of our Target Market in a less structured way.

Threats

The only threat we foresee would be similar establishments that offer food and alcohol. However, our events and pairings will be a dining experience that will be social and interactive mentally through learning, demonstration, discussion while satisfying their hunger and quenching their thirst. We also will be focusing on craft beer, fine wines for our selection to be bought by the glass or bottle and will not be carrying commonly served alcohol options. We will not be open as a bar to solely come and drink but as a restaurant to eat with the option of purchasing craft beer or fine wine with your meal.

V. FINANCIAL PLAN

No outside funding will be necessary. Any and all monies needed will be personally provided for by Kristina and Greg Gaardbo.



PUBLIC NOTICE

A public hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, December 13, 2016, at 7:00 PM, in the Village Council Chambers in the Palatine Village Hall, 200 East Wood Street, relative to a request for the following:

Special Use Amendment for Special Use Ordinance # 0-055-16 to permit a change in the business plan to allow a catering use to operate as a restaurant pursuant to Section 11.02(d) (20) of the Palatine Zoning Ordinance.

The property is commonly known as 773 N Quentin Road (PIN# 02-15-100-016).

The Petitioners are proposing to add operating as a restaurant to their current catering/food demonstration business.

The above petition has been filed by Kristina Gaardbo of Chicago Culinary Kitchen and is available for examination in the office of the Village Clerk, 200 E Wood Street.

FILE #: 16-007

VILLAGE OF PALATINE

Jan Wood, Chair
Palatine Zoning Board of Appeals

DATED: This 28th day of November, 2016.
Published in Daily Herald
November 28, 2016 (4458035)

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, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Deer Park, Des Plaines, South Elgin, East Dundee, Elburn, Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Geneva, Gilberts, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Villa, Lake in the Hills, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Mt. Prospect, Mundelein, Palatine, Prospect Heights, Rolling Meadows, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake park, Schaumburg, Sleepy Hollow, St. Charles, Streamwood, Tower Lakes, Vernon Hills, Volo, Wauconda, Wheeling, West Dundee, Wildwood, Sugar Grove, North Aurora, Glenview

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 November 28, 2016 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

Laurel Baltz
Authorized Agent

Control # 4458035

Attachment: Special Use ORD. #O-153-16 (773 N Quentin Road - SU Amend)

Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Pink's Shrimp at 773 N. Quentin Road

BACKGROUND:

On this evening's agenda is a request for a Special Use Amendment for SW2 LLC (d/b/a Pink's Shrimp) located at 773 N. Quentin Road, serving seafood specialties (formerly Chicago Culinary Kitchen). The Petitioner, Kristina Gaardbo, wishes to apply for a Class G (Restaurant - Beer & Wine) Liquor License. The proposed hours of operation are Monday through Sunday, 10 AM - 10 PM.

KEY ISSUES:

- Increase Class G (Restaurant - Beer & Wine) Liquor License by one.

ALTERNATIVES:

1. Approve the Ordinance increasing the number of Class G Liquor Licenses by one.
2. Do not approve the Ordinance increasing the number of Class G Liquor Licenses by one.

RECOMMENDATION: Action is at the discretion of the Committee.

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

ATTACHMENTS:

- Increase Class G LIQ-Pink's Shrimp ORD
- Floor Plan, Menu, Business Plan

ORDINANCE NO. _____

**AN ORDINANCE INCREASING THE NUMBER OF CLASS G (BEER AND WINE)
LIQUOR LICENSES PURSUANT TO CHAPTER 3, SECTION 3-37 OF THE VILLAGE
OF PALATINE CODE OF ORDINANCES FOR
SW2 LLC D/B/A PINK'S SHRIMP AT 773 N. QUENTIN 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 G (Beer and Wine) Liquor Licenses
shall be increased by one for Pink's Shrimp, 773 N. Quentin Road for a total of 7
Class G Liquor Licenses.

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 _____, 2021

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

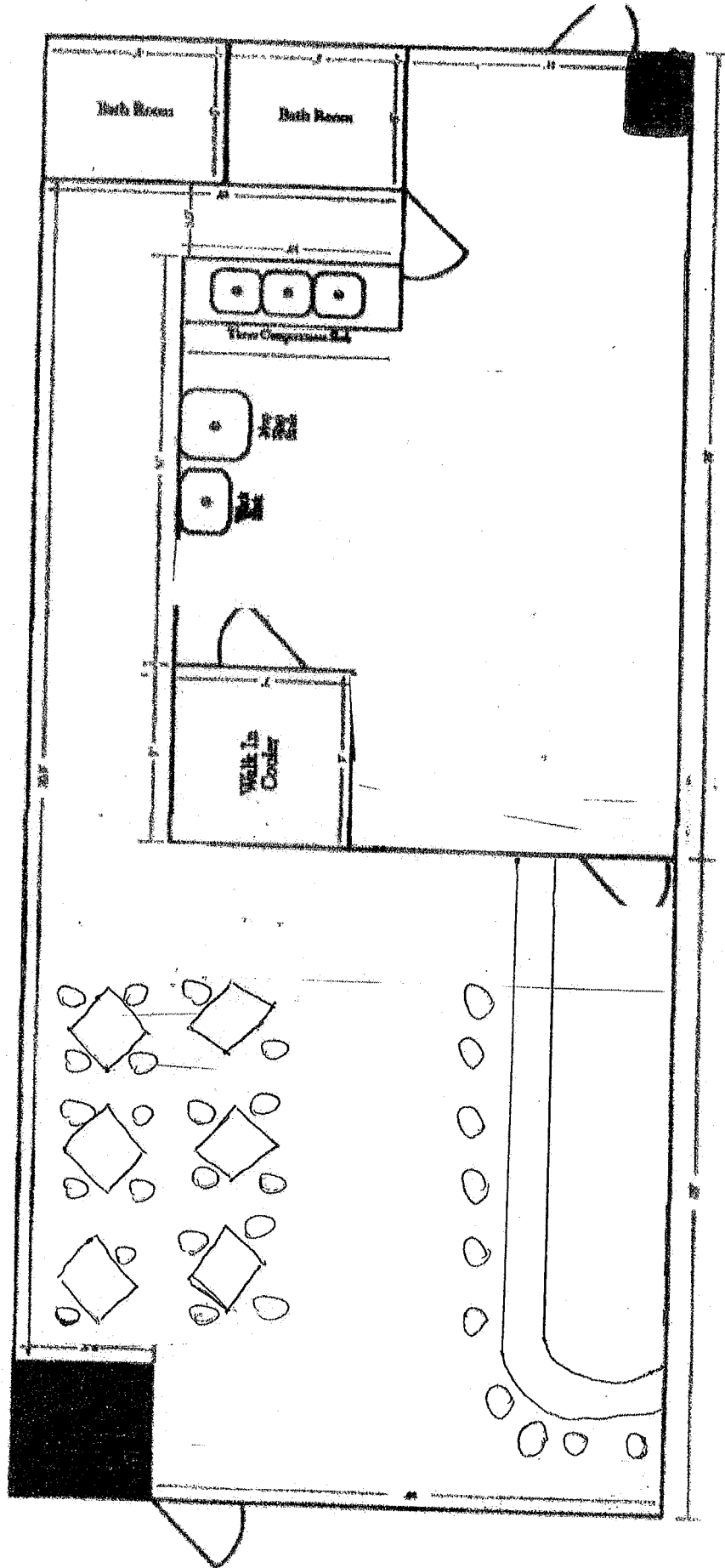
APPROVED by me this _____ day of _____, 2021

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2021

Village Clerk

Attachment: Increase Class G LIQ-Pink's Shrimp ORD (773 N. Quentin Rd. Increase Class G Liq Lic. Pink's Shrimp)



Attachment: Floor Plan, Menu, Business Plan (773 N. Quentin Rd. Increase Class G Liq Lic. Pink's Shrimp)

[Type here]

Pink’s Shrimp

Half or Full Pound:

- Coconut Shrimp
- Beer Battered Shrimp
- Fried Clam Strips
- Fried Smelts
- Fried Calamari
- Fried Oysters
- Chicken Tenders
- Rotating Specials

Fish: Grilled/Fried

- Walleye
- Icelandic Cod
- Catfish
- Rotating Specials

Sandwiches:

- Shrimp Po’Boy
- Oyster Po’Boy
- Clam Po’Boy
- Andouille Sausage Po’Boy
- Surf & Turf Cheesesteak
- Various Fish (Grilled/Fried)
- Rotating Specials

Sides:

- French Fries
- Fried Cheese Curds
- Fried Pickles
- Hush Puppies
- Coleslaw
- Garlic Bread
- Lobster Mac
- Rotating Specials

Desserts:

- Key Lime Pie
- Lemon Cheesecake
- Rotating Specials

Beverages:

- Water
- Soft Drinks
- Beer
- Wine

SW2 LLC PINK'S SHRIMP BUSINESS PLAN

Prepared by:

Kristina Gaardbo and Greg Gaardbo

773 N Quentin Rd
Palatine, Illinois 60067
847-305-0055
kristina@shockwavesapparel.com

Attachment: Floor Plan, Menu, Business Plan (773 N. Quentin Rd. Increase Class G Liq Lic. Pink's Shrimp)

I. EXECUTIVE SUMMARY

SW2 LLC Kitchen was established as a Limited Liability Company using the dba *Rockin Rodizio*, a churrasco catering company, and the dba *Chicago Culinary Kitchen*, a Texas BBQ and Craft beer restaurant at 773 N Quentin Rd, Palatine, Illinois 60067 with the expectation of rapid expansion in the food, education, entertainment industry in 2016. In July 2021, due to success and much needed expansion, Chicago Culinary Kitchen was relocated to 2391 N. Hicks Rd. in Palatine, Illinois 60074.

Business Description

Pink's Shrimp. Serving seafood specialties alongside supporting inspired sides in a unique and fun environment. Counter service.

Hours of operation: Monday through Sunday 10am – 10pm dine in and carry out.

Liquor Licensing: Maintain the previous Class G Liquor License for beer and wine.

SW2 LLC - Management Team

Chicago Culinary Kitchen has an experienced management team who have together propelled its growth and success.

Owner and Personal Chef – Kristina Gaardbo, *7+ years as personal chef, Certified Cicerone (as of May 2019) and 9 years of experience as business manager at Shockwaves Promotional Apparel, RN, Long-time Palatine Resident.*

Personal Chef - Greg Gaardbo, *7+ years as personal chef and 29+ years of experience as business owner of Shockwaves Promotional Apparel, Combat Marine Corp/Veteran.*

Kitchen Manager – Sal Fasano, *Le Cordon Bleu graduate (2002), 19+ years of experience in restaurants and catering, including Marriott hotel supervisor and Executive Chef of Biaggis Ristorante Italiano and Kona Grill, and 6+ years as a Sales Representative for Supreme Lobster & Seafood*

Operations Manager – Jay Goldberg, *20+ years in the restaurant industry (fast, casual, & fine dining) with 10+ years in restaurant management, involved in 4 new restaurant openings and expansions. Proficient in operations & marketing, holds a BS in Consumer & Family Sciences from Purdue University*

II. BUSINESS SUMMARY

Business History

The founding company, SW2 LLC, was formed on 02/12/2014 as Limited Liability Company under Illinois state laws and headed by Kristina Gaardbo and Greg Gaardbo.

Kristina and Greg Gaardbo are both personal chefs and Kristina is a Certified Cicerone.

SW2 LLC started out in 2014 with a churrasco style catering company, dba Rockin Rodizio, utilizing 773 N. Quentin Rd. as a commissary to cater both private and corporate events, festivals, and weddings. In 2016, Kristina and Greg Gaardbo opened Chicago Culinary Kitchen as an event space, doing BBQ classes paired with beer and wine.

In March 2017, Kristina and Greg Gaardbo expanded Chicago Culinary Kitchen as a restaurant, limited to weekends only with a small standard BBQ menu as well as rotating specials of various cuisines.

In July 2021, Chicago Culinary Kitchen expanded once again to a larger location at 2391 N. Hicks Rd. in Palatine, IL 60074 to offer more space and seating to their customers. The hours of operation were also expanded to lunch and dinner five days a week, as well as ongoing culinary classes and events weekly.

In October 2021, plans for a commissary and bakery at 2383 N. Hicks Rd. were submitted in order to expand and keep up with demand at the new location as well as enable the addition of assorted bakery items, flatbreads, and pizzas.

Business Goals and Objectives

To continue to substantially increase our customers and sales through the restaurant, catering, and events. Keep food cost under 35% revenue. Keep employee labor cost between 24-29% revenue. Maintain friendly and efficient employees. Always serve excellent food by starting with quality ingredients. Maintain exceptional service in a unique and intriguing atmosphere. Market creatively and successfully to the entire Chicago land area and its suburbs.

III. MARKETING SUMMARY

Target Markets

Over the last seven years, we have found our target market to be “everyone.” Everyone loves amazing food. Food is what brings people together, no matter what the occasion. We will continue to market to everyone using social media, signage, delicious food and word of mouth.

Pricing Strategy

SW2 LLC has completed a thorough analysis of its competitors' pricing. We will keep in mind our competition's pricing and the costs of customer acquisition.

Promotional Strategy

We plan to market through online services, social media: Facebook & Instagram, public publications and our own website.

Situation Analysis

Strengths

Kristina and Greg Gaardbo have proven their culinary and business abilities in making a small start-up catering company a successful event space and restaurant. They have a strong following of both old and new customers who have been asking for a secondary concept and as they have done before, they are focusing the growth of the restaurants to fulfill the demand as seen fit. Pinks will reap the benefits of Chicago Culinary Kitchen as a sister-restaurant both by notoriety and quality, as well as draw upon the amazing team they have built to support it.

Weaknesses

Kristina and Greg Gaardbo will need to manage multiple restaurant locations, but they have a strong team to help support them.

Opportunities

To be able to offer a different cuisine at a new location and fill a culinary need that is lacking in the area.

V. FINANCIAL PLAN

No outside funding will be necessary. Any and all monies needed will be personally provided for by Kristina and Greg Gaardbo.

Consider a Resolution Supporting and Consenting to the Renewal of the Class 7c Cook County Tax Classification for the Property Located at 2234 N. Rand Road

BACKGROUND: In 2015, the Village Council approved a Resolution of Support in conjunction with Enterprise's planned improvements to the property at 2234 N. Rand Road. At the time, the 7c Classification, referred to as Commercial Urban Relief Eligibility (CURE), was a new program, but similar to the County's other tax classification programs (such as 6b). A summary of the 7c program and its eligibility criteria are attached. Enterprise is now requesting the Village's support for the extension of the 7c Classification, thus the Petitioner is seeking approval of the following:

Approval of a resolution supporting and consenting to the renewal of the 7c Cook County Tax Classification for the property located at 2234 N. Rand Road.

KEY ISSUES:

- Following approval of the 7c Classification, the Petitioner redeveloped the property at 2234 N. Rand Road for use as an Enterprise vehicle sales and rental facility. Enterprise completed the development project without any TIF assistance from the Village.
- Projects that qualify for the Class 7c classification receive a reduced assessment level of 10% of fair market value for the first three years, 15% for the fourth year, and 20% for the fifth year. Without this incentive, commercial property would be assessed at 25% of its market value.
- The 7c program does allow for a single renewal of the classification, subject to the program's requirements, a separate endorsement by the Village, and approval by the County.
- The requested 7c renewal classification will provide a 5 year extension, resulting in a 10% assessment level for tax years 2020 - 2022, 15% assessment level for tax year 2023, and 20% assessment level for tax year 2024. The property would then return to the full assessment level of 25% of its market value.
- The materials provided by the Applicant indicate they plan on expanding their business operations by offering the lease/rental of commercial trucks and vans, with a corresponding investment of \$400,000 to \$500,000 into the building and facility. The draft resolution of support indicates this business expansion must be implemented by March 31, 2023 or the Village reserves the right to revoke our support of the 7c tax classification.

ALTERNATIVES:

1. Recommend approval of the Resolution.
2. Do not recommend approval of the Resolution.

RECOMMENDATION:

Action is at the discretion of the Committee.

ACTION REQUIRED:

Motion to approve a resolution supporting and consenting to the renewal of the 7c Cook County Tax Classification for the property located at 2234 N. Rand Road.

ATTACHMENTS:

- Enterprise 2021-11-23 Class 7c Renewal Resolution MJ Rev
- 2021-11-23 Letter to Palatine Class 7c (Rand Road)
- 2021-11-23 Request and Policy Justification for Enterprise - Class 7c Renewal
- Enterprise - Initial Request for Resolution of Support for 7C
- Cook County Class 7C Program Summary

RESOLUTION NO. _____

**A RESOLUTION SUPPORTING AND CONSENTING TO THE
RENEWAL OF THE COOK COUNTY CLASS 7C INCENTIVE
CLASSIFICATION FOR 2234 N. RAND ROAD**

WHEREAS the Village of Palatine is a Home Rule municipality within the purview of Article VII, Section 6(a) of the Illinois Constitution (1970), and the said Village, therefore, may exercise any power or perform any function pertaining to its government and affairs; and

WHEREAS Enterprise Leasing Company of Chicago, LLC, a Delaware limited liability company ("Applicant"), has submitted to the Village of Palatine a request for a resolution supporting and consenting to the renewal of the Cook County Property Tax Class 7c Incentive Classification pursuant to the Commercial Urban Relief Eligibility of the Cook County Real Property Assessment Classification Ordinance for property located at 2234 N. Rand Road, Palatine, Illinois (PIN 02-02-101-018-0000) ("Subject Property"); and

WHEREAS the Village of Palatine has reviewed the Incentive Classification Initial Questionnaire and determined that the four eligibility factors which must be present to demonstrate that the area is "in need of commercial development" continue to be satisfied;

WHEREAS the Village of Palatine supports the Applicant's request to renew the Cook County Property Tax Class 7c Incentive Classification pursuant to the Commercial Urban Relief Eligibility of the Cook County Real Property Assessment Classification Ordinance for the Subject Property; and

WHEREAS the Village of Palatine has determined that the renewal of the Class 7c Incentive Classification Renewal should have been effective as of the 2020 tax year and has determined that it would be in the best interest of the Village to support a certificate of error for the 2020 tax year; and

WHEREAS pursuant to Resolution No. R-5-15, adopted February 2, 2015, supporting and consenting to the Class 7c Incentive on the Subject Property, the Applicant spent more than \$2.5 Million Dollars to acquire then improve the Subject Property; Applicant demolished the then-existing building, removed existing concrete and asphalt, re-graded the site, installed new storm water management facilities, re-paved the Subject Property, installed exterior lighting in the parking lot, and constructed a new 5,600 square foot building for use as an automotive rental and used automotive sales facility;

WHEREAS the Applicant has provided the Village of Palatine with an economic disclosure statement affidavit that remains current and is acceptable to the Village; and

WHEREAS the Village of Palatine has determined that the granting of a renewal of the Class 7c Incentive Classification by the County of Cook to the Applicant for the Subject Property and its commercial use is necessary and beneficial to the local economy and the Village of Palatine; and

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

1. That the Village of Palatine hereby consents to and supports the Applicant's application to the Cook County Assessor's Office for and request for the renewal of the Class 7c Incentive Classification of its commercial use on the Subject Property, such commercial use is necessary and beneficial to the local economy and the Village of Palatine, and the Class 7c; and
2. That the Village of Palatine hereby consents to and supports the Applicant's effort to make the renewal of the Class 7c incentive classification to become effective as of the 2020 tax year, and, if necessary, for Applicant to secure a certificate of error so that the renewal of the Class 7c would be effective as of the 2020 tax year; and
3. That the Village of Palatine's support of the Applicant's request for the renewal of the Class 7c Incentive Classification is contingent upon the Applicant expanding their business operations at 2234 N. Rand Road to include the leasing and/or rental of commercial trucks and vans. This business expansion shall occur by no later than March 31, 2023 or the Village reserves the right to revoke its support of the Class 7c Incentive Classification.
4. All conditions of Resolution No. R-5-15, shall remain in full force and effect.

PASSED: This ____ day of _____, 2021

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

APPROVED by me this ____ day of _____, 2021

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this ____ day of _____, 2021

Village Clerk



November 23, 2021

Mike Jacobs
Deputy Village Manager
Village of Palatine
200 East Wood Street
Palatine, Illinois 60067

RE: Request for Renewal of Class 7c Incentive
2234 North Rand Road ("Property")
PIN: 02-02-101-018-0000

Dear Mr. Jacobs:

On behalf of Enterprise Leasing Company of Chicago, LLC ("Enterprise"), I respectfully request support for an extension of the Class 7c Cook County Assessor's real estate tax incentive for the Property. Enterprise secured a Class 7c incentive in 2016; that incentive will run out at the end of 2021.

Unlike other incentive classifications, a Class 7c lasts only five years (the Class 6b, 7a, and 7b programs last 12 years). The Class 7c incentive may be renewed for an additional five years, so long as the Village Council recommends the extension, and the Office of the Cook County Assessor approves it.

You may recall that in 2019, Enterprise asked the Village Council to support an extension of the incentive, but the matter was placed on hold. At that time, the Village Managers Office advised Enterprise that the Village had not received any sales tax revenues generated at the Property. Enterprise worked with the Illinois Department of Revenue to resolve coding errors, and the Village now receives the appropriate sales taxes. Inasmuch as the sales tax problem has been corrected, I am renewing Enterprise's pursuit of the Class 7c extension.

Enclosed find additional materials in support of the request. Please do not hesitate to contact me if you need additional information.

Sincerely yours,

A handwritten signature in blue ink that reads 'Amy Kurson'.

Amy Kurson

Attachment: 2021-11-23 Letter to Palatine Class 7c (Rand Road) (2234 N. Rand Road - Enterprise 7C Extension)

REQUEST FOR EXTENSION

COOK COUNTY ASSESSOR CLASS 7C
Commercial Urban Relief Eligibility ("CURE")
REAL ESTATE TAX INCENTIVE

INTRODUCTION:

Enterprise Leasing Company of Chicago, LLC ("Enterprise") respectfully requests an extension of the Class 7c incentive for its automobile sales and rental facilities at 2234 North Rand Road, Palatine ("Property"). Enterprise's redevelopment of the Property continues to conform to the standards set forth in the Cook County Municipal Code at Section 74-63 (11) – Assessment classes, Class 7c.

An application for the renewal has been submitted to the Office of the Cook County Assessor in accordance with the requirements of the Cook County Municipal Code Section 74-63 (11)(h).

Enterprise is the sole tenant of the Property, and Stys Properties, LLC is the landowner. A copy of a signed, notarized Real Estate Interest Disclosure Form was submitted to the Village of Palatine in connection with Enterprise's applications for land use approvals in year 2015, and that disclosure remains current.

If the extension of the Class 7c incentive is approved, Enterprise will continue to develop the Property by adding a new line of business onsite: rental and leasing of commercial vans and trucks. The truck rental operation would create 3-5 new jobs, and would require an additional investment of \$400,000-\$500,000 for further improvements to the Property.

HISTORY:

Before Enterprise redeveloped the Property, it had been vacant since December 5, 2007, when the former occupant, 84 Lumber, ceased its operations. Prior to Enterprise's tenancy, the Property housed an empty 16,285 square foot, single story, unmaintained, metal sheet structure, and the assessed valuation of the Property had remained stagnant since 2010.

Enterprise determined that it could not redevelop the Property but for the Class 7c incentive. Redevelopment was prohibitively expensive, as Enterprise needed to pull utilities from the right-of-way to the building. Because the lot is narrow, deep, and oddly shaped, the cost of installing utility lines was much higher than it would have been at a different location. As an acknowledgement of the challenges of redeveloping the site, in 2015, the Village Council recommended approval of the Class 7c, and the Cook County Assessor approved the classification.

In reliance on the anticipated real estate tax savings for the term of the incentive plus a renewal, Enterprise invested approximately \$2.3 million in the Property. Enterprise tore out all existing asphalt and concrete onsite and replaced it with uniform surfaces, replaced all water and sewer lines, and developed a new building. Enterprise now operates a rental facility and a used car sales operation from the Property.

“BUT FOR” TESTS FOR THE EXTENSION:

If the extension of the Class 7c incentive is approved, Enterprise will continue to redevelop this irregularly shaped parcel. The incentive will allow Enterprise to invest approximately \$400,000 to \$500,000 to add a truck rental operation at the Property.

In conformance with the syntax of the “but for” tests, Enterprise submits that “but for” the Class 7c incentive extension:

1. Enterprise will not add truck rental operations, which would otherwise benefit surrounding businesses.
 - a. Truck rental operations help businesses avoid buying a delivery truck, which creates savings for local businesses at a time when the cost of buying and operating a vehicle is sharply increasing due to shortages in vehicles and parts.
 - b. Truck rental operations help local businesses avoid ongoing maintenance and insurance costs otherwise associated with truck ownership.
 - c. Truck rental operations help to reduce the carbon footprint. Enterprise trucks conform to the latest standards for air quality and the delivery vans and trucks are well maintained. Businesses that rent a truck have an incentive to aggregate deliveries into the leased time a business has with an Enterprise truck.
 - d. Truck rental operations help businesses avoid the need for additional space to accommodate truck parking and reduce unnecessary travel times for employees to park and maintain a delivery truck.
2. Enterprise will not generate the new construction jobs needed to improve the Property with:
 - a. a new accessory use (non-commercial) carwash to be used for Enterprise vehicles;
 - b. infrastructure to support the carwash;
 - c. interior improvements needed to accommodate service and back-office employees to support the truck rental operation; and
 - d. new signage
3. Enterprise will not expand its operations to include the truck rental operation and the on-site car wash, and as a result, Enterprise will not add 3 to 5 new full-time positions of employment that meet the requirements of the Cook County Living Wage Ordinance.
4. Enterprise will consider cost-savings measures such as deferring maintenance of the pavement and landscaping in a manner that keeps the Property as first-in-class commercial retail and service and reducing the number of employees onsite.
5. Enterprise will not be able to afford marketing the car sales operation as robustly as it otherwise would be able to if the truck rental operations were added. By increasing the lines of business at the Property, Enterprise will cross-market all lines of business associated with the Enterprise brand, resulting in an expansion of all business lines. Expanded sales at the Property would lead to increases in the taxes generated from onsite sales and services.

MUNICIPAL SUPPORT FOR THE INCENTIVE:

The Village Council supported Enterprise's original application for the Class 7c incentive. On February 2, 2015, the Village Council approved Resolution R 5-15, a copy of which is provided as an attachment. The Village Council also granted a special use permit and variances for the Property, the ordinance of approval 0-9-15 is included as an attachment.

The Village of Palatine previously designated the Rand Road Corridor as a redevelopment priority area. Attached are pages from the Village of Palatine Comprehensive Plan, approved by the Palatine Village Council on December 19, 2011. The Comprehensive Plan Phase 1 Summary Memorandum lists the Rand Road Corridor (elsewhere defined in the Comprehensive Plan as extending from Route 53 to Lake Cook Road) as a subarea "that required special attention during the development of the Comprehensive Plan." The Comprehensive Plan Phase Two Status Memo notes that the Rand Road Corridor "serves as the [Village's] economic engine" and that the Comprehensive Plan needs to "focus for the future need to emphasize maximizing the Rand Road contribution to the Village's economic base."

The Property also was listed as a priority for redevelopment with economic assistance by its inclusion within the Rand Road Tax Increment Finance District.

An extension of the Class 7c incentive will allow Enterprise to expand and redevelop the Property and ultimately serve the Village's "economic engine."

ORIGINAL REAL ESTATE TAX PROJECTIONS
(Submitted to Cook County Assessor as part of the original application for Class 7c incentive)

	BASELINE ESTIMATED TAXES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ESTIMATED PROJECT COST (ASSESSOR'S MARKET VALUE)	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
ASSESSMENT RATE (WITH INCENTIVE)	0.25	0.1	0.1	0.1	0.15	0.2
ASSESSED VALUATION	\$500,000	\$200,000	\$200,000	\$200,000	\$300,000	\$400,000
EQUALIZER (2013)	2.66	2.66	2.66	2.66	2.66	2.66
ESTIMATED EQUALIZED ASSESSED VALUATION	\$1,330,000	\$532,000	\$532,000	\$532,000	\$798,000	\$1,064,000
TAX RATE (ESTIMATE)	11.11%	11.11%	11.11%	11.11%	11.11%	11.11%
ESTIMATED ANNUAL TAX	\$147,763.00	\$59,105.20	\$59,105.20	\$59,105.20	\$88,657.80	\$118,210.40
ESTIMATED SAVINGS COMPARED TO DEVELOPMENT WITHOUT INCENTIVE		\$88,657.80	\$88,657.80	\$88,657.80	\$59,105.20	\$29,552.60

REAL ESTATE TAX – ACTUAL

	2016	2017	2018	2019	2020
ASSESSOR'S MARKET VALUE	N/A	N/A	1,390,000	1,430,988	1,619,860
ASSESSMENT RATE (WITH INCENTIVE)	N/A	N/A	0.1	0.15	0.2
ASSESSED VALUE	N/A	N/A	\$139,000.00	\$215,982.00	\$323,973.00
STATE EQUALIZER	N/A	N/A	2.9109	2.9160	3.2234
EQUALIZED ASSESSED VALUE	N/A	N/A	\$404,615.00	\$629,804.00	\$1,044,295.00
TAX RATE	N/A	N/A	10.676%	9.835%	9.925%
ANNUAL TAX	\$87,206.67	\$42,379.88	\$43,196.70	\$61,941.22	\$103,646.28
REAL ESTATE TAX WITHOUT INCENTIVE	N/A	N/A	\$107,991.77	\$102,597.76	\$129,557.39
SAVINGS	N/A	N/A	\$64,795.07	\$ 40,656.54	\$25,911.11

REAL ESTATE TAX PROJECTIONS IF EXTENSION IS APPROVED

(Information will be submitted to Cook County Assessor as part of the renewal application)

Type of Tax	2022	2022-24	2022-24	2022-24	2025	2026
		Extension Year One	Extension Year Two	Extension Year Three	Extension Year Four	Extension Year Five
	25% AV	10% AV	10% AV	10% AV	15% AV	20% AV
	IF NO EXTENSION					
	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE
TIF-Palatine-Rand/Lake Cook	\$65,378.95	\$26,151.58	\$26,151.58	\$26,151.58	\$21,351.13	\$52,303.16
Village of Palatine	\$10,407.58	\$5,243.81	\$5,243.81	\$5,243.81	\$9,394.50	\$10,487.62
Road & Bridge Palatine	\$655.03	\$323.69	\$323.69	\$323.69	\$563.84	\$647.38
General Assistance Palatine	\$63.70	\$28.32	\$28.32	\$28.32	\$58.04	\$56.64
Town of Palatine	\$500.35	\$238.72	\$238.72	\$238.72	\$456.04	\$477.44
Municipality/Township Taxes Total	\$77,005.60	\$31,986.12	\$31,986.12	\$31,986.12	\$31,823.55	\$63,972.24



January 5, 2015

Mike Jacobs
Deputy Village Manager
Village of Palatine
Village Manager's Office
200 East Wood Street
Palatine, Illinois 60067-5339

RE: Class 7c Incentive for Enterprise Leasing Company of Chicago
2234 North Rand Road

Dear Mr. Jacobs:

Our client, Enterprise Leasing Company of Chicago ("Enterprise") desires to secure a Class 7C incentive from the Cook County Assessor's Office to facilitate redevelopment of the captioned property. Class 7C is an economic incentive granted by Cook County; the Village will not be asked to process or manage the incentive. Endorsement by the Village, however, is required. Accordingly, we respectfully request that the Village of Palatine support Enterprise's application for the Cook County incentive by providing a resolution of support from the Village Board.

Initially, the incentive lasts for five years; but the period may be extended upon endorsement of the Village and approval by the County.

Per the Commercial Urban Relief Eligibility (CURE) of the Cook County Real Estate Property Assessment Classification Code Section 74-63 (11) to qualify for the incentive, a project must meet the following criteria:

1. **Real Estate Tax Analysis:** The property's Assessed Value, Equalized Assessed Value, or Real Estate taxes have declined or remained stagnant for three of the last six years due to the depressed condition of the property;
2. **Viability and Timeliness:** Applicant must demonstrate that if the Class 7C is granted, the commercial development project: (a) is reasonably expected to be viable; and (b) likely to go forward on a reasonably timely basis; and (c) will result in the economic enhancement of the property.
3. **Assistance and Necessity:** Applicant must demonstrate that "*but for*" the Class 7C incentive, the commercial development would not go forward, and that the commercial development is likely to be economically feasible when the incentive expires.
4. **Increased Tax Revenue and Employment:** Applicant must demonstrate that as a result of the incentive and commercial development, real property tax revenue and employment at the property ultimately will increase.

January 5, 2015

Jacobs

Page 2 of 2

The proposed Enterprise project conforms to the foregoing criteria and is therefore eligible for the Class 7C incentive. Without the incentive, however, the project is not economically viable, and Enterprise is not likely to proceed with the development.

We would be grateful for the Village Board's endorsement of the application, and we request that the Board consider a resolution of support at its earliest convenience.

Thank you,

Amy Kurson

Attachment: Enterprise - Initial Request for Resolution of Support for 7C (2234 N. Rand Road - Enterprise 7C Extension)



CLASS 7c

ELIGIBILITY BULLETIN

The Class 7c Incentive and Its Benefits

The Class 7c Incentive – Commercial Urban Relief Eligibility (CURE) of the Cook County Real Property Assessment Classification Ordinance ("Ordinance") is intended to encourage commercial projects which would not be economically feasible without assistance. The five-year (5) incentive applies to all newly constructed buildings or other structures, including the land upon which they are situated; the utilization of vacant structures abandoned for at least twelve (12) months, including the land upon which they are situated; or all buildings and other structures which are substantially rehabilitated to the extent such rehabilitation has added to their value, including qualified land related to the rehabilitation.

Projects which qualify for the Class 7c incentive will receive a reduced assessment level of ten percent (10%) of fair market value for the first three years, fifteen percent (15%) for the fourth year and twenty percent (20%) for the fifth year. Without this incentive, commercial property would normally be assessed at twenty-five percent (25%) of its market value.

The Class 7c incentive is available to "real estate used primarily for commercial purposes", which is defined in the Ordinance as:

"Any real estate used primarily for buying and selling of goods and services, or for otherwise providing goods and services, including any real estate used for hotel and motel purposes."
[74-62]

Where projects qualify for the incentive as new construction or reoccupied abandoned property, the incentive will apply to them in their entirety, including the land upon which they are located. For projects involving substantial rehabilitation of existing structures, the incentive applies to the added value which is attributable to the rehabilitation and to the land, if vertical or horizontal square footage has been added, in such proportion as the square footage added by the rehabilitation bears to the total square footage of the improvements on the parcel. ***(Please note that the additional value attributable to the rehabilitation for assessment purposes is likely to be lower than the actual amount spent on the rehabilitation.)*** The reduced assessment continues for five years from the date that the new construction or substantial rehabilitation is completed and substantial occupied or, in the case of abandoned property, from the date of substantial reoccupation.

Under the Ordinance, "abandoned property" qualifies if it consists of:

"Buildings and other structures that, after having been vacant and unused for at least 12 continuous months."

Abandonment for twelve (12) consecutive months may be evidenced by utility bills, Internal Revenue Service statements, certified business statements, and records of building code violations. Proof of re-

occupancy may be evidenced by sworn statements from persons with knowledge, occupancy permits and utility statements.

Eligibility Requirements

The four (4) mandatory eligibility factors of the Ordinance are as follows:

1. Real Estate Tax Analysis:

That the Property's (the real estate that is subject of the Incentive application) Assessed Value, Equalized Assessed Value or Real Estate taxes for three of the last six years, have declined or remained stagnant due to the depressed condition;

2. Viability and Timeliness:

There is a reasonable expectation that the development, re-development or rehabilitation of the commercial development project is viable and likely to go forward on a reasonably timely basis if granted Class 7c designation and will therefore result in the economic enhancement of the property. Therefore, submitted evidence of economic viability and timely completion of the project should be relevant and specific in addressing the following points:

A. New Construction and Rehabilitation Incentive

- i) **Construction Documentation:** architectural exhibits and building plans; site plans demonstrating the relationship of the proposed development to its private and public surroundings including open spaces, service areas, driveways, parking areas, walks and adjacent streets, sidewalks and buildings; a description of structures to be demolished and of buildings to be rehabilitated or reoccupied. The applicant must provide a development schedule which at least includes the starting date of construction, the projected completion of construction and the projected date for occupancy.
- ii) **Financial Documentation:** Income Tax Statements for the last three (3) years, including Schedule E's and/or recent appraisals. A description of any lawful, participation agreement between the developer and any taxing districts for the sharing of future profits should also be included.
- iii) **Owners, Developers, Prime Tenants and other Interested Parties:** The business experience and financial strength of the participants is important to the project's viability. The applicant should therefore provide sufficiently detailed information about the developers, owners, prime tenants, and any other interested parties, including their names and addresses. Information about owners must include all general and limited partners and beneficiaries of a land trust. Any material, legal or tax liabilities, which might affect the project's viability must be disclosed.

B. Vacancy Incentive:

- i. **Evidence of Vacancy:** The development must be vacant for 12 months or more.
- ii. **Evidence of Marketing:** Documents evidencing that the property was marketed for 6 months or more.
- iii. **Financial Documentation:** Income Tax Statements for the last three (3) years, including Schedule E's and/or recent appraisals. A description of any lawful, participation agreement between the developer and any taxing districts for the sharing of future profits should also be included.

3. Assistance and Necessity:

Certification of the commercial development project for Class 7c designation will:

A. "But For" Certification: The Incentive materially assists development, redevelopment or rehabilitation of the property and the commercial development property would not go forward without the full Incentive offered under Class 7c.

B. Condition Subsequent Certification: Be economically feasible when the incentive expires.

4. Increased Tax Revenue and Employment:

Certification of the commercial development project for Class 7c designation is reasonably expected to ultimately result in an increase in real property tax revenue and employment opportunities of the property. The applicant must supply a statistical analysis projecting the added real estate tax revenue and employment which will result from the development, with and without the incentive. Employment figures should be categorized to show projections for new full and part-time employment and for temporary construction employment.

Application Procedures

An Eligibility Application for Class 7c, accompanied by supporting documentation, must be submitted to the Assessor and the Bureau of Economic Development prior to the commencement of construction, rehabilitation or reoccupation. At the time of filing the application, a filing fee of \$500.00 must be paid.

The Application must include a resolution or ordinance from the municipality where the real estate is located or from the Cook County Board of Commissioners if the real estate is located in an unincorporated area.

The resolution or ordinance must expressly state that the municipality has reviewed the Incentive Classification Initial Questionnaire (IC - IQ), and that the four eligibility factors which must be present to demonstrate that the area is "in need of commercial development" are satisfied and that the municipality consents to and supports the Application.

To be eligible for a Certificate of Error (when applicable), the municipal resolution must explicitly state that they are in support of its issuance.

Where EDAC fails to return a finding stating whether the conditions of Subsection (a)(1) to (a)(4) of the ordinance are present within 30 days, and upon further application of the requesting party to the Assessor's Office, the Assessor may conduct its own review of the application, supporting data and facts and may certify the commercial development for incentive classification and grant the incentive.

During the term of the incentive, the Class 7c recipient must file an annual affidavit attesting to the use of the property and the number of workers employed at the Class 7c site. The affidavit must be verified and returned to the Assessor within twenty-one (21) days. Failure to file the triennial report within that time will result in the loss of the incentive.

Class 7c classification may be renewed during the last year in which a property is entitled to a 10% assessment level or when the incentive is still applied at the 15% or 20% assessment level. A renewal application must be filed, along with a certified copy of a resolution or ordinance adopted by the municipality in which the real estate is located (or by the County Board, if the property is located in an unincorporated area of Cook County). The resolution or ordinance must expressly state that the municipality or County, as the case may be, supports and consents to the renewal of the Class 7c incentive and that it has determined that use of the property is necessary and beneficial to the local economy. The notice of intent to request a renewal will be submitted to the Bureau of Economic Development. The owners must notify the Bureau of Economic Development of their intent to request this renewal prior to their requesting a resolution or ordinance from the municipality or County Board. An additional resolution will be required from the Economic Development Advisory Committee (EDAC). The number of renewal period requests is limited to one.

Please note that the incentive is cancellable by the taxpayer and revocable by the Assessor's Office, the Cook County Board or by the Municipality as provided by Ordinance. If the incentive is canceled or revoked, the taxpayer is required to pay back the savings, which is the difference between the incentive class and the classification the property would have been without the incentive, for the tax year that the cancellation or revocation occurred.

Consider an Ordinance Adopting the Calendar Year 2022 Annual Budget

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, 2022).

KEY ISSUES:

The Village Manager introduced and presented the Proposed CY 2022 Budget to the Mayor and Council at a Special Business, Finance, and Budget Committee Meeting held on Saturday, November 6. Follow-up discussion occurred at the regular Council meeting on November 8.

On November 15, the required Public Hearing on the Proposed CY 2022 Budget was held.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2022 Budget.

BUDGET IMPACT:

The Proposed CY 2022 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 2022 Annual Budget.

ATTACHMENTS:

- CY 2022 Budget Ord
- EXHIBIT A - CY 2022 Budget Worksheet

ORDINANCE NO. O - _____ - 21

AN ORDINANCE PROVIDING FOR
THE CY 2022 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 and ending December 31, 2022 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 15, 2021, 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 2022 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 6th day of December 2021

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

APPROVED by me this 6th day of December 2021

Mayor of the Village of Palatine

ATTESTED and FILED in the
Office of the Village Clerk this
6th day of December 2021

Village Clerk

Attachment: CY 2022 Budget Ord (CY 2022 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 2022.

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 6th day of December 2021.

Reid T. Ottesen, Village Manager and
Budget Officer of the Village of Palatine

ATTEST:

Doris Sadik
Deputy Village Clerk

Attachment: CY 2022 Budget Ord (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
<i>Taxes</i>		
410.05	Property Tax Police Protection	3,417,839.00
410.10	Property Tax Fire Protection	3,417,839.00
410.15	Property Tax FICA	2,652,000.00
410.20	Property Tax IMRF	1,100,000.00
410.30	Property Tax Police Pension	5,500,000.00
410.35	Property Tax Fire Pension	5,625,000.00
411	Sales Tax Home Rule	4,400,000.00
412	Food & Beverage Tax	1,200,000.00
413	Hotel/Motel Tax	50,000.00
415	Electric Use Utility Tax	950,000.00
	<i>Taxes Totals</i>	\$28,312,678.00
<i>Licenses and Permits</i>		
420.05	Business Licenses & Permits Professional & Occupational	220,000.00
420.10	Business Licenses & Permits Liquor Licenses	325,000.00
420.15	Business Licenses & Permits Rental Dwelling License	446,700.00
420.95	Business Licenses & Permits Other Licenses & Permits	150,000.00
425.05	Non-Business Licenses & Permits Building Permits & Fees	1,054,000.00
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	35,000.00
	<i>Licenses and Permits Totals</i>	\$3,560,700.00
<i>Intergovernmental Revenues</i>		
430.05	Shared Revenues Road & Bridge Tax	715,000.00
430.10	Shared Revenues Replacement Tax	191,100.00
430.15	Shared Revenues Sales Tax - State	9,200,000.00
430.20	Shared Revenues Local Use Tax	2,880,000.00
430.25	Shared Revenues State Income Tax	8,010,000.00
430.30	Shared Revenues Auto Rental Tax	40,000.00
430.50	Shared Revenues Charitable Games Tax	1,500.00
430.60	Shared Revenues Cannabis Excise Tax	95,000.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
Intergovernmental Revenues		
432.05	Reimbursements Public Safety	30,000.00
432.10	Reimbursements Dist 211 Officer	391,700.00
432.15	Reimbursements Dist 211 Academy Officer	237,480.00
432.20	Reimbursements Dist 15 Officer	391,700.00
432.21	Reimbursements Dist 15 Crossing Guards	36,850.00
432.25	Reimbursements Rural Fire District	720,510.00
432.30	Reimbursements State Hwy Maintenance	187,680.00
432.35	Reimbursements Park District - CC & CSF	123,985.00
432.45	Reimbursements Rural/Meadows Agreement	13,835.00
434	Grants	30,000.00
Intergovernmental Revenues Totals		\$23,296,340.00
Charges for Services		
440.05	Intragovernmental Service Charge Water	603,000.00
440.10	Intragovernmental Service Charge Sewer	540,000.00
440.15	Intragovernmental Service Charge Refuse	150,000.00
440.20	Intragovernmental Service Charge Parking	163,000.00
440.25	Intragovernmental Service Charge CDBG	96,988.00
Charges for Services Totals		\$1,552,988.00
Fines and Fees		
450.05	Gen Govt Fees CATV Franchise Fees	1,002,200.00
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	15,000.00
451.05	Comm Dev Fees Plan Review Fees	400,000.00
451.10	Comm Dev Fees Inspection Fees	275,000.00
452.05	Other PS Fees Special Police Service	151,900.00
452.10	Other PS Fees Special Fire Service	20,300.00
452.15	Other PS Fees Ambulance Fees	2,790,300.00
452.25	Other PS Fees False Alarm Fees	3,500.00
452.30	Other PS Fees Spiller Pays Fees	5,000.00
452.95	Other PS Fees FD Accident Fee	45,000.00
454.05	Fines Circuit Court Fines	213,200.00

Account	Account Description	2022 Proposed Annual Budget
Fund	100 - General Fund	
	REVENUE	
	<i>Fines and Fees</i>	
454.15	Fines Compliance Violations	1,040,000.00
454.20	Fines Red Light Violations	901,900.00
454.30	Fines DUI Fines	10,000.00
454.95	Fines Other Fines and Fees	2,000.00
	<i>Fines and Fees Totals</i>	\$6,912,300.00
	<i>Interest Income</i>	
460.05	Interest Income Interest on Investments	101,400.00
	<i>Interest Income Totals</i>	\$101,400.00
	<i>Miscellaneous Revenues</i>	
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	365,000.00
474.15	Other Miscellaneous Forfeitures	5,000.00
474.20	Other Streetfest Revenue	185,000.00
474.90	Other Miscellaneous Income	5,000.00
	<i>Miscellaneous Revenues Totals</i>	\$732,655.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	171,111.00
	<i>(Source)/Use of Reserves Totals</i>	\$171,111.00
	REVENUE TOTALS	\$64,640,172.00
	EXPENSE	
	Department 10 - Mayor & Council	
	Division 01 - Administration	
	Program 0000 - General	
	<i>Salaries</i>	
500.05	Salaries Full Time	100,500.00
	<i>Salaries Totals</i>	\$100,500.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	1,690.00
510.15	Taxes & Benefits Social Security	7,185.00
510.35	Taxes & Benefits Medical/Dental Insurance	150,790.00
510.40	Taxes & Benefits Life Insurance	455.00



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 10 - Mayor & Council		
Division 01 - Administration		
Program 0000 - General		
Taxes & Benefits		
510.60	Taxes & Benefits Allowances	15,000.00
	<i>Taxes & Benefits Totals</i>	\$175,120.00
	<i>Supplies</i>	
520.05	Office Supplies General	250.00
520.10	Office Supplies Paper	100.00
520.15	Office Supplies Printed Forms	350.00
525.35	Operating Supplies Clothing	1,000.00
525.95	Operating Supplies Other	950.00
	<i>Supplies Totals</i>	\$2,650.00
	<i>Services & Charges</i>	
540.05	Services Management Consulting	5,000.00
575.10	Other Memberships & Publications	32,915.00
575.15	Other Training & Travel	1,500.00
	<i>Services & Charges Totals</i>	\$39,415.00
	Program 0000 - General Totals	\$317,685.00
	Division 01 - Administration Totals	\$317,685.00
	Department 10 - Mayor & Council Totals	\$317,685.00
Department 12 - Boards & Commissions		
Division 04 - Police & Fire Commission		
Program 0000 - General		
<i>Supplies</i>		
520.15	Office Supplies Printed Forms	2,830.00
	<i>Supplies Totals</i>	\$2,830.00
	<i>Services & Charges</i>	
540.95	Services Other	17,600.00
575.10	Other Memberships & Publications	375.00
	<i>Services & Charges Totals</i>	\$17,975.00
	Program 0000 - General Totals	\$20,805.00
	Division 04 - Police & Fire Commission Totals	\$20,805.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 12 - Boards & Commissions		
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	98,155.00
	Salaries Totals	\$98,155.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,440.00
510.15	Taxes & Benefits Social Security	6,130.00
510.20	Taxes & Benefits IMRF Er Contribution	7,980.00
510.35	Taxes & Benefits Medical/Dental Insurance	28,385.00
510.40	Taxes & Benefits Life Insurance	260.00
510.60	Taxes & Benefits Allowances	580.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund	100 - General Fund	
EXPENSE		
Department	14 - Village Clerk	
Division	01 - Administration	
Program	0000 - General	
<i>Taxes & Benefits</i>		
	<i>Taxes & Benefits Totals</i>	\$44,775.00
<i>Supplies</i>		
520.05	Office Supplies General	1,050.00
520.10	Office Supplies Paper	500.00
	<i>Supplies Totals</i>	\$1,550.00
<i>Services & Charges</i>		
540.95	Services Other	3,000.00
545.20	Communications Postage	75.00
550.05	Printing/Advertising Legal Notices	7,000.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	875.00
575.15	Other Training & Travel	2,200.00
	<i>Services & Charges Totals</i>	\$13,650.00
	Program 0000 - General Totals	\$158,130.00
	Division 01 - Administration Totals	\$158,130.00
	Department 14 - Village Clerk Totals	\$158,130.00
Department	20 - Village Manager's Office	
Division	01 - Administration	
Program	0000 - General	
<i>Salaries</i>		
500.05	Salaries Full Time	507,670.00
500.25	Salaries Special Compensation	14,525.00
	<i>Salaries Totals</i>	\$522,195.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	29,970.00
510.10	Taxes & Benefits Medicare	8,275.00
510.15	Taxes & Benefits Social Security	35,370.00
510.20	Taxes & Benefits IMRF Er Contribution	51,415.00
510.35	Taxes & Benefits Medical/Dental Insurance	53,220.00
510.40	Taxes & Benefits Life Insurance	3,615.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 01 - Administration		
Program 0000 - General		
Taxes & Benefits		
510.45	Taxes & Benefits RHS Er Contribution	4,945.00
510.60	Taxes & Benefits Allowances	18,100.00
	<i>Taxes & Benefits Totals</i>	\$204,910.00
Supplies		
520.05	Office Supplies General	1,540.00
520.10	Office Supplies Paper	125.00
	<i>Supplies Totals</i>	\$1,665.00
Services & Charges		
540.95	Services Other	2,500.00
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	3,890.00
575.15	Other Training & Travel	7,250.00
	<i>Services & Charges Totals</i>	\$63,290.00
	Program 0000 - General Totals	\$792,060.00
	Division 01 - Administration Totals	\$792,060.00
Division 09 - Public Information/Events		
Program 0000 - General		
Salaries		
500.10	Salaries Part Time	38,265.00
	<i>Salaries Totals</i>	\$38,265.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	555.00
510.15	Taxes & Benefits Social Security	2,375.00
510.20	Taxes & Benefits IMRF Er Contribution	3,565.00
	<i>Taxes & Benefits Totals</i>	\$6,495.00
Supplies		
520.05	Office Supplies General	540.00
520.10	Office Supplies Paper	125.00
525.10	Operating Supplies Medical	300.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 09 - Public Information/Events		
Program 0000 - General		
<i>Supplies</i>		
525.95	Operating Supplies Other	6,250.00
	<i>Supplies Totals</i>	\$7,215.00
	<i>Services & Charges</i>	
540.45	Services Data Processing/Technology	1,000.00
540.95	Services Other	1,000.00
570.10	Rental Machinery	750.00
575.15	Other Training & Travel	1,500.00
	<i>Services & Charges Totals</i>	\$4,250.00
	Program 0000 - General Totals	\$56,225.00
Program 2002 - Cable TV/Channel 6		
<i>Salaries</i>		
500.10	Salaries Part Time	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	160.00
	<i>Taxes & Benefits Totals</i>	\$200.00
	<i>Supplies</i>	
525.95	Operating Supplies Other	500.00
	<i>Supplies Totals</i>	\$500.00
	<i>Services & Charges</i>	
575.05	Other Small Tools & Equipment	750.00
	<i>Services & Charges Totals</i>	\$750.00
	Program 2002 - Cable TV/Channel 6 Totals	\$3,950.00
Program 2004 - Street Fest		
<i>Services & Charges</i>		
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		\$245,175.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 20 - Village Manager's Office		
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
	Services & Charges Totals	\$3,600.00
Other Expenses		
805	Refunds	27,500.00
	Other Expenses Totals	\$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	\$1,068,335.00
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	259,670.00
500.10	Salaries Part Time	3,000.00
500.25	Salaries Special Compensation	5,165.00
	Salaries Totals	\$267,835.00
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	10,645.00
510.10	Taxes & Benefits Medicare	4,145.00
510.15	Taxes & Benefits Social Security	17,710.00
510.20	Taxes & Benefits IMRF Er Contribution	25,650.00
510.35	Taxes & Benefits Medical/Dental Insurance	35,480.00
510.40	Taxes & Benefits Life Insurance	635.00
510.60	Taxes & Benefits Allowances	7,020.00
	Taxes & Benefits Totals	\$101,285.00
Supplies		
520.05	Office Supplies General	1,000.00
520.10	Office Supplies Paper	500.00
	Supplies Totals	\$1,500.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
<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	\$380,640.00
	Division 01 - Administration Totals	\$380,640.00
Division 11 - Accounting Services		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	180,955.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	1,000.00
	<i>Salaries Totals</i>	\$182,455.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,655.00
510.15	Taxes & Benefits Social Security	11,325.00
510.20	Taxes & Benefits IMRF Er Contribution	16,995.00
510.35	Taxes & Benefits Medical/Dental Insurance	44,350.00
510.40	Taxes & Benefits Life Insurance	405.00
	<i>Taxes & Benefits Totals</i>	\$75,730.00
<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	101,400.00
565.35	Repair and Maintenance Software	24,750.00
575.05	Other Small Tools & Equipment	500.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 11 - Accounting Services		
Program 0000 - General		
Services & Charges		
575.10	Other Memberships & Publications	750.00
575.15	Other Training & Travel	2,250.00
	<i>Services & Charges Totals</i>	<i>\$183,500.00</i>
	Program 0000 - General Totals	\$443,735.00
	Division 11 - Accounting Services Totals	\$443,735.00
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
Salaries		
500.10	Salaries Part Time	32,785.00
500.20	Salaries Overtime	10,000.00
	<i>Salaries Totals</i>	<i>\$42,785.00</i>
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	625.00
510.15	Taxes & Benefits Social Security	2,660.00
510.20	Taxes & Benefits IMRF Er Contribution	3,430.00
	<i>Taxes & Benefits Totals</i>	<i>\$6,715.00</i>
Supplies		
520.05	Office Supplies General	500.00
520.10	Office Supplies Paper	500.00
	<i>Supplies Totals</i>	<i>\$1,000.00</i>
Services & Charges		
540.45	Services Data Processing/Technology	12,500.00
540.95	Services Other	3,000.00
545.20	Communications Postage	17,500.00
550.15	Printing/Advertising Outside Printing Services	43,000.00
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>	<i>\$79,250.00</i>
	Program 3021 - Cashiering Totals	\$129,750.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections Totals		\$129,750.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
555.10 Insurance Liability Premiums		1,551,400.00
Services & Charges Totals		\$1,551,400.00
Program 0000 - General Totals		\$1,551,400.00
Division 17 - Village Wide Benefit Programs Totals		\$1,551,400.00
Department 30 - Finance & Operations Totals		\$2,505,525.00
Department 32 - Legal		
Division 13 - Village Attorney		
Program 0000 - General		
Services & Charges		
540.30 Services Legal		288,750.00
545.20 Communications Postage		100.00
Services & Charges Totals		\$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		
Services & Charges		
540.30 Services Legal		41,500.00
Services & Charges Totals		\$41,500.00
Program 0000 - General Totals		\$41,500.00
Division 14 - Village Prosecutor Totals		\$41,500.00
Division 15 - Labor/Collective Bargaining		
Program 0000 - General		
Services & Charges		
540.30 Services Legal		45,000.00
Services & Charges Totals		\$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		
Salaries		
500.05 Salaries Full Time		74,815.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 32 - Legal		
Division 16 - Administrative Adjudication		
Program 0000 - General		
<i>Salaries</i>		
	<i>Salaries Totals</i>	\$74,815.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,090.00
510.15	Taxes & Benefits Social Security	4,640.00
510.20	Taxes & Benefits IMRF Er Contribution	6,970.00
510.35	Taxes & Benefits Medical/Dental Insurance	15,970.00
510.40	Taxes & Benefits Life Insurance	185.00
	<i>Taxes & Benefits Totals</i>	\$28,855.00
<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	\$143,420.00
	Division 16 - Administrative Adjudication Totals	\$143,420.00
	Department 32 - Legal Totals	\$518,770.00
Department 34 - Human Resources		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	235,910.00
500.10	Salaries Part Time	115,120.00
500.20	Salaries Overtime	250.00
500.25	Salaries Special Compensation	3,775.00
	<i>Salaries Totals</i>	\$355,055.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 34 - Human Resources		
Division 01 - Administration		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	8,645.00
510.10	Taxes & Benefits Medicare	5,390.00
510.15	Taxes & Benefits Social Security	23,010.00
510.20	Taxes & Benefits IMRF Er Contribution	32,070.00
510.35	Taxes & Benefits Medical/Dental Insurance	44,350.00
510.40	Taxes & Benefits Life Insurance	525.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$121,010.00
<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	\$517,085.00
	Division 01 - Administration Totals	\$517,085.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
<i>Salaries</i>		
500.25	Salaries Special Compensation	459,500.00
	<i>Salaries Totals</i>	\$459,500.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	6,670.00
510.15	Taxes & Benefits Social Security	28,490.00
510.20	Taxes & Benefits IMRF Er Contribution	25,675.00
	<i>Taxes & Benefits Totals</i>	\$60,835.00



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
540.05	Services Management Consulting	400.00
540.40	Services Management Fees	8,875.00
540.95	Services Other	500.00
575.15	Other Training & Travel	5,000.00
575.20	Other Tuition Assistance	20,000.00
	Services & Charges Totals	\$34,775.00
	Program 0000 - General Totals	\$555,110.00
	Division 17 - Village Wide Benefit Programs Totals	\$555,110.00
	Department 34 - Human Resources Totals	\$1,072,195.00
Department 38 - Information Technology		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	556,070.00
500.10	Salaries Part Time	30,410.00
500.25	Salaries Special Compensation	9,065.00
	Salaries Totals	\$595,545.00
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	8,900.00
510.10	Taxes & Benefits Medicare	8,895.00
510.15	Taxes & Benefits Social Security	38,010.00
510.20	Taxes & Benefits IMRF Er Contribution	55,730.00
510.35	Taxes & Benefits Medical/Dental Insurance	61,715.00
510.40	Taxes & Benefits Life Insurance	1,225.00
510.60	Taxes & Benefits Allowances	8,660.00
	Taxes & Benefits Totals	\$183,135.00
Supplies		
520.05	Office Supplies General	6,350.00
520.10	Office Supplies Paper	350.00
525.95	Operating Supplies Other	200.00
	Supplies Totals	\$6,900.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 38 - Information Technology		
Division 01 - Administration		
Program 0000 - General		
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	90,764.00
545.20	Communications Postage	750.00
545.95	Communications Other	250.00
565.05	Repair and Maintenance Machinery & Equipment	27,850.00
565.35	Repair and Maintenance Software	60,000.00
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>	\$245,464.00
	Program 0000 - General Totals	\$1,031,044.00
	Division 01 - Administration Totals	\$1,031,044.00
Division 22 - Geographic Information Systems		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	92,500.00
500.25	Salaries Special Compensation	750.00
	<i>Salaries Totals</i>	\$93,250.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,360.00
510.15	Taxes & Benefits Social Security	5,810.00
510.20	Taxes & Benefits IMRF Er Contribution	8,685.00
510.35	Taxes & Benefits Medical/Dental Insurance	17,740.00
510.40	Taxes & Benefits Life Insurance	205.00
510.60	Taxes & Benefits Allowances	410.00
	<i>Taxes & Benefits Totals</i>	\$34,210.00
<i>Supplies</i>		
520.10	Office Supplies Paper	900.00
	<i>Supplies Totals</i>	\$900.00
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	235,190.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 38 - Information Technology		
Division 22 - Geographic Information Systems		
Program 0000 - General		
Services & Charges		
565.35	Repair and Maintenance Software	4,800.00
	Services & Charges Totals	\$239,990.00
	Program 0000 - General Totals	\$368,350.00
	Division 22 - Geographic Information Systems Totals	\$368,350.00
Division 23 - Communication Systems		
Program 0000 - General		
Supplies		
525.95	Operating Supplies Other	100.00
	Supplies Totals	\$100.00
Services & Charges		
545.10	Communications Telephone	19,000.00
545.15	Communications Cell Phones	22,360.00
545.95	Communications Other	21,060.00
565.05	Repair and Maintenance Machinery & Equipment	3,500.00
565.35	Repair and Maintenance Software	21,500.00
575.05	Other Small Tools & Equipment	1,000.00
	Services & Charges Totals	\$88,420.00
	Program 0000 - General Totals	\$88,520.00
	Division 23 - Communication Systems Totals	\$88,520.00
	Department 38 - Information Technology Totals	\$1,487,914.00
Department 40 - Community Development		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	173,135.00
500.25	Salaries Special Compensation	4,080.00
	Salaries Totals	\$177,215.00
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	10,390.00
510.10	Taxes & Benefits Medicare	2,825.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 01 - Administration		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.15	Taxes & Benefits Social Security	12,070.00
510.20	Taxes & Benefits IMRF Er Contribution	17,470.00
510.35	Taxes & Benefits Medical/Dental Insurance	26,610.00
510.40	Taxes & Benefits Life Insurance	380.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$76,765.00
<i>Supplies</i>		
520.05	Office Supplies General	5,245.00
520.10	Office Supplies Paper	1,250.00
520.15	Office Supplies Printed Forms	4,000.00
525.25	Operating Supplies Chemicals	350.00
	<i>Supplies Totals</i>	\$10,845.00
<i>Services & Charges</i>		
550.15	Printing/Advertising Outside Printing Services	500.00
575.10	Other Memberships & Publications	2,275.00
575.15	Other Training & Travel	4,300.00
	<i>Services & Charges Totals</i>	\$7,075.00
	Program 0000 - General Totals	\$271,900.00
	Division 01 - Administration Totals	\$271,900.00
Division 24 - Building Permits & Inspections		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	470,345.00
500.10	Salaries Part Time	70,115.00
500.20	Salaries Overtime	750.00
500.25	Salaries Special Compensation	550.00
	<i>Salaries Totals</i>	\$541,760.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	7,910.00
510.15	Taxes & Benefits Social Security	33,725.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 24 - Building Permits & Inspections		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.20	Taxes & Benefits IMRF Er Contribution	43,930.00
510.35	Taxes & Benefits Medical/Dental Insurance	105,685.00
510.40	Taxes & Benefits Life Insurance	1,050.00
510.60	Taxes & Benefits Allowances	1,800.00
	<i>Taxes & Benefits Totals</i>	\$194,100.00
<i>Supplies</i>		
525.35	Operating Supplies Clothing	1,400.00
	<i>Supplies Totals</i>	\$1,400.00
<i>Services & Charges</i>		
540.20	Services Architectural	104,330.00
540.25	Services Engineering	25,000.00
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	85,000.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	10,925.00
575.10	Other Memberships & Publications	1,625.00
575.15	Other Training & Travel	3,100.00
	<i>Services & Charges Totals</i>	\$241,402.00
	Program 0000 - General Totals	\$978,662.00
	Division 24 - Building Permits & Inspections Totals	\$978,662.00
Division 25 - Neighborhood Services		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	507,375.00
500.20	Salaries Overtime	1,500.00
500.25	Salaries Special Compensation	3,760.00
	<i>Salaries Totals</i>	\$512,635.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 25 - Neighborhood Services		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	7,475.00
510.15	Taxes & Benefits Social Security	31,905.00
510.20	Taxes & Benefits IMRF Er Contribution	47,745.00
510.35	Taxes & Benefits Medical/Dental Insurance	106,440.00
510.40	Taxes & Benefits Life Insurance	1,125.00
510.60	Taxes & Benefits Allowances	1,800.00
	<i>Taxes & Benefits Totals</i>	\$196,490.00
<i>Supplies</i>		
525.35	Operating Supplies Clothing	1,750.00
	<i>Supplies Totals</i>	\$1,750.00
<i>Services & Charges</i>		
545.15	Communications Cell Phones	1,404.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	14,710.00
575.10	Other Memberships & Publications	1,625.00
575.15	Other Training & Travel	2,525.00
	<i>Services & Charges Totals</i>	\$20,264.00
	Program 0000 - General Totals	\$731,139.00
	Division 25 - Neighborhood Services Totals	\$731,139.00
Division 26 - Environmental Health		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	358,965.00
500.10	Salaries Part Time	6,000.00
500.20	Salaries Overtime	750.00
500.25	Salaries Special Compensation	4,680.00
	<i>Salaries Totals</i>	\$370,395.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	5,400.00
510.15	Taxes & Benefits Social Security	23,020.00
510.20	Taxes & Benefits IMRF Er Contribution	33,935.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 26 - Environmental Health		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.35	Taxes & Benefits Medical/Dental Insurance	60,665.00
510.40	Taxes & Benefits Life Insurance	790.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$124,530.00
<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	10,925.00
575.10	Other Memberships & Publications	1,675.00
575.15	Other Training & Travel	2,600.00
	<i>Services & Charges Totals</i>	\$35,604.00
	Program 0000 - General Totals	\$531,579.00
	Division 26 - Environmental Health Totals	\$531,579.00
Division 44 - Planning & Zoning		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	331,495.00
500.10	Salaries Part Time	36,675.00
500.25	Salaries Special Compensation	3,470.00
	<i>Salaries Totals</i>	\$371,640.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	8,480.00
510.10	Taxes & Benefits Medicare	5,620.00
510.15	Taxes & Benefits Social Security	24,010.00
510.20	Taxes & Benefits IMRF Er Contribution	35,400.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 44 - Planning & Zoning		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.35	Taxes & Benefits Medical/Dental Insurance	79,830.00
510.40	Taxes & Benefits Life Insurance	735.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$161,095.00
<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
575.15	Other Training & Travel	4,250.00
	<i>Services & Charges Totals</i>	\$11,438.00
	Program 0000 - General Totals	\$550,718.00
	Division 44 - Planning & Zoning Totals	\$550,718.00
	Department 40 - Community Development Totals	\$3,063,998.00
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	1,094,170.00
500.10	Salaries Part Time	59,675.00
500.25	Salaries Special Compensation	16,565.00
	<i>Salaries Totals</i>	\$1,170,410.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	10,065.00
510.10	Taxes & Benefits Medicare	17,205.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General		
Taxes & Benefits		
510.15	Taxes & Benefits Social Security	73,460.00
510.20	Taxes & Benefits IMRF Er Contribution	25,835.00
510.25	Taxes & Benefits Police Pension Er Contribution	407,395.00
510.35	Taxes & Benefits Medical/Dental Insurance	186,270.00
510.40	Taxes & Benefits Life Insurance	2,415.00
510.60	Taxes & Benefits Allowances	3,960.00
	<i>Taxes & Benefits Totals</i>	<i>\$726,605.00</i>
Supplies		
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	35,490.00
525.95	Operating Supplies Other	2,600.00
	<i>Supplies Totals</i>	<i>\$50,035.00</i>
Services & Charges		
540.35	Services Medical	1,270.00
540.40	Services Management Fees	5,000.00
540.95	Services Other	1,730.00
545.20	Communications Postage	225.00
550.15	Printing/Advertising Outside Printing Services	500.00
565.05	Repair and Maintenance Machinery & Equipment	23,070.00
575.10	Other Memberships & Publications	15,010.00
575.15	Other Training & Travel	5,950.00
	<i>Services & Charges Totals</i>	<i>\$52,755.00</i>
	Program 0000 - General Totals	\$1,999,805.00
	Division 01 - Administration Totals	\$1,999,805.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
Salaries		
500.05	Salaries Full Time	8,516,135.00
500.10	Salaries Part Time	98,155.00
500.20	Salaries Overtime	292,000.00
500.25	Salaries Special Compensation	32,350.00
	<i>Salaries Totals</i>	\$8,938,640.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	129,830.00
510.15	Taxes & Benefits Social Security	554,440.00
510.20	Taxes & Benefits IMRF Er Contribution	25,130.00
510.25	Taxes & Benefits Police Pension Er Contribution	3,869,805.00
510.35	Taxes & Benefits Medical/Dental Insurance	1,615,875.00
510.40	Taxes & Benefits Life Insurance	18,790.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$6,214,590.00
Supplies		
520.15	Office Supplies Printed Forms	2,000.00
525.05	Operating Supplies Custodial	50.00
525.35	Operating Supplies Clothing	77,690.00
525.95	Operating Supplies Other	7,750.00
	<i>Supplies Totals</i>	\$87,490.00
Services & Charges		
540.10	Services Financial	201,900.00
540.35	Services Medical	4,425.00
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
575.05	Other Small Tools & Equipment	1,410.00
575.10	Other Memberships & Publications	100.00
	<i>Services & Charges Totals</i>	\$275,125.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol Totals		\$15,515,845.00
Program 4202 - Investigation		
Salaries		
500.05 Salaries Full Time		2,352,520.00
500.20 Salaries Overtime		50,000.00
500.25 Salaries Special Compensation		17,250.00
Salaries Totals		\$2,419,770.00
Taxes & Benefits		
510.10 Taxes & Benefits Medicare		35,115.00
510.15 Taxes & Benefits Social Security		149,970.00
510.20 Taxes & Benefits IMRF Er Contribution		6,515.00
510.25 Taxes & Benefits Police Pension Er Contribution		1,059,010.00
510.35 Taxes & Benefits Medical/Dental Insurance		469,735.00
510.40 Taxes & Benefits Life Insurance		5,190.00
510.60 Taxes & Benefits Allowances		20,400.00
Taxes & Benefits Totals		\$1,745,935.00
Supplies		
525.95 Operating Supplies Other		4,920.00
Supplies Totals		\$4,920.00
Services & Charges		
540.95 Services Other		500.00
545.10 Communications Telephone		600.00
575.10 Other Memberships & Publications		15,000.00
Services & Charges Totals		\$16,100.00
Program 4202 - Investigation Totals		\$4,186,725.00
Program 4204 - Crime Prevention/CFMH		
Salaries		
500.05 Salaries Full Time		332,760.00
500.20 Salaries Overtime		1,000.00
500.25 Salaries Special Compensation		3,750.00
Salaries Totals		\$337,510.00
Taxes & Benefits		
510.10 Taxes & Benefits Medicare		4,905.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4204 - Crime Prevention/CFMH		
Taxes & Benefits		
510.15	Taxes & Benefits Social Security	20,930.00
510.25	Taxes & Benefits Police Pension Er Contribution	154,320.00
510.35	Taxes & Benefits Medical/Dental Insurance	53,220.00
510.40	Taxes & Benefits Life Insurance	735.00
	<i>Taxes & Benefits Totals</i>	\$234,110.00
Supplies		
525.95	Operating Supplies Other	4,000.00
	<i>Supplies Totals</i>	\$4,000.00
Services & Charges		
550.15	Printing/Advertising Outside Printing Services	650.00
575.10	Other Memberships & Publications	250.00
	<i>Services & Charges Totals</i>	\$900.00
Program 4204 - Crime Prevention/CFMH Totals		\$576,520.00
Program 4205 - Records & Identification		
Salaries		
500.05	Salaries Full Time	356,585.00
500.10	Salaries Part Time	28,475.00
500.25	Salaries Special Compensation	2,500.00
	<i>Salaries Totals</i>	\$387,560.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	5,645.00
510.15	Taxes & Benefits Social Security	24,090.00
510.20	Taxes & Benefits IMRF Er Contribution	36,100.00
510.35	Taxes & Benefits Medical/Dental Insurance	114,935.00
510.40	Taxes & Benefits Life Insurance	800.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$182,290.00
Supplies		
520.15	Office Supplies Printed Forms	2,425.00
	<i>Supplies Totals</i>	\$2,425.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4205 - Records & Identification		
Services & Charges		
565.35	Repair and Maintenance Software	500.00
	Services & Charges Totals	\$500.00
	Program 4205 - Records & Identification Totals	\$572,775.00
Program 4206 - Evidence Collection		
Supplies		
525.10	Operating Supplies Medical	250.00
525.95	Operating Supplies Other	5,775.00
	Supplies Totals	\$6,025.00
Services & Charges		
565.35	Repair and Maintenance Software	3,315.00
	Services & Charges Totals	\$3,315.00
	Program 4206 - Evidence Collection Totals	\$9,340.00
Program 4207 - Animal Control		
Salaries		
500.05	Salaries Full Time	55,230.00
500.20	Salaries Overtime	500.00
	Salaries Totals	\$55,730.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	815.00
510.15	Taxes & Benefits Social Security	3,460.00
510.20	Taxes & Benefits IMRF Er Contribution	5,195.00
510.35	Taxes & Benefits Medical/Dental Insurance	26,610.00
510.40	Taxes & Benefits Life Insurance	125.00
	Taxes & Benefits Totals	\$36,205.00
Supplies		
525.95	Operating Supplies Other	915.00
	Supplies Totals	\$915.00
Services & Charges		
540.95	Services Other	4,500.00
575.10	Other Memberships & Publications	600.00
	Services & Charges Totals	\$5,100.00
	Program 4207 - Animal Control Totals	\$97,950.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation Totals		\$20,959,155.00
Division 28 - Traffic Control		
Program 4211 - Selective Traffic Enforcement		
Salaries		
500.05 Salaries Full Time		103,560.00
500.20 Salaries Overtime		2,500.00
Salaries Totals		\$106,060.00
Taxes & Benefits		
510.10 Taxes & Benefits Medicare		1,545.00
510.15 Taxes & Benefits Social Security		6,580.00
510.25 Taxes & Benefits Police Pension Er Contribution		48,030.00
510.35 Taxes & Benefits Medical/Dental Insurance		26,610.00
510.40 Taxes & Benefits Life Insurance		230.00
Taxes & Benefits Totals		\$82,995.00
Program 4211 - Selective Traffic Enforcement Totals		\$189,055.00
Program 4212 - Overweight Vehicle Enforcement		
Salaries		
500.05 Salaries Full Time		110,920.00
500.20 Salaries Overtime		500.00
500.25 Salaries Special Compensation		1,250.00
Salaries Totals		\$112,670.00
Taxes & Benefits		
510.10 Taxes & Benefits Medicare		1,645.00
510.15 Taxes & Benefits Social Security		7,015.00
510.25 Taxes & Benefits Police Pension Er Contribution		51,440.00
510.35 Taxes & Benefits Medical/Dental Insurance		26,610.00
510.40 Taxes & Benefits Life Insurance		245.00
510.60 Taxes & Benefits Allowances		360.00
Taxes & Benefits Totals		\$87,315.00
Supplies		
525.95 Operating Supplies Other		350.00
Supplies Totals		\$350.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 28 - Traffic Control		
Program 4212 - Overweight Vehicle Enforcement		
Services & Charges		
540.95	Services Other	2,500.00
565.05	Repair and Maintenance Machinery & Equipment	200.00
575.10	Other Memberships & Publications	100.00
	Services & Charges Totals	\$2,800.00
Program 4212 - Overweight Vehicle Enforcement	Totals	\$203,135.00
Program 4214 - Crossing Guards		
Salaries		
500.10	Salaries Part Time	66,500.00
	Salaries Totals	\$66,500.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,000.00
510.15	Taxes & Benefits Social Security	4,150.00
	Taxes & Benefits Totals	\$5,150.00
Services & Charges		
575.05	Other Small Tools & Equipment	560.00
	Services & Charges Totals	\$560.00
Program 4214 - Crossing Guards	Totals	\$72,210.00
Division 28 - Traffic Control	Totals	\$464,400.00
Division 29 - Police Training		
Program 0000 - General		
Services & Charges		
575.15	Other Training & Travel	78,785.00
	Services & Charges Totals	\$78,785.00
Program 0000 - General	Totals	\$78,785.00
Division 29 - Police Training	Totals	\$78,785.00
Division 30 - Support Services		
Program 4221 - Communication Services		
Salaries		
500.05	Salaries Full Time	384,990.00
500.10	Salaries Part Time	21,555.00
500.20	Salaries Overtime	3,500.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 30 - Support Services		
Program 4221 - Communication Services		
<i>Salaries</i>		
500.25	Salaries Special Compensation	1,750.00
	<i>Salaries Totals</i>	\$411,795.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	5,990.00
510.15	Taxes & Benefits Social Security	25,555.00
510.20	Taxes & Benefits IMRF Er Contribution	38,355.00
510.35	Taxes & Benefits Medical/Dental Insurance	87,945.00
510.40	Taxes & Benefits Life Insurance	865.00
	<i>Taxes & Benefits Totals</i>	\$158,710.00
<i>Supplies</i>		
530.05	R&M Supplies Equipment Parts	2,190.00
	<i>Supplies Totals</i>	\$2,190.00
<i>Services & Charges</i>		
545.05	Communications Dispatch Services	422,000.00
545.15	Communications Cell Phones	17,100.00
565.05	Repair and Maintenance Machinery & Equipment	1,000.00
	<i>Services & Charges Totals</i>	\$440,100.00
Program 4221 - Communication Services Totals		\$1,012,795.00
Program 4222 - Automotive Services		
<i>Services & Charges</i>		
565.95	Repair and Maintenance Vehicle Maint Service Charge	519,995.00
	<i>Services & Charges Totals</i>	\$519,995.00
Program 4222 - Automotive Services Totals		\$519,995.00
Program 4223 - Social Services		
<i>Salaries</i>		
500.05	Salaries Full Time	188,360.00
500.25	Salaries Special Compensation	1,750.00
	<i>Salaries Totals</i>	\$190,110.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,770.00
510.15	Taxes & Benefits Social Security	11,815.00



Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 30 - Support Services		
Program 4223 - Social Services		
Taxes & Benefits		
510.20	Taxes & Benefits IMRF Er Contribution	17,705.00
510.35	Taxes & Benefits Medical/Dental Insurance	53,220.00
510.40	Taxes & Benefits Life Insurance	420.00
510.60	Taxes & Benefits Allowances	360.00
	Taxes & Benefits Totals	\$86,290.00
Supplies		
525.95	Operating Supplies Other	200.00
	Supplies Totals	\$200.00
Services & Charges		
575.10	Other Memberships & Publications	760.00
	Services & Charges Totals	\$760.00
	Program 4223 - Social Services Totals	\$277,360.00
	Division 30 - Support Services Totals	\$1,810,150.00
Division 31 - Special Detail Services		
Program 0000 - General		
Salaries		
500.25	Salaries Special Compensation	216,000.00
	Salaries Totals	\$216,000.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	3,145.00
510.15	Taxes & Benefits Social Security	13,395.00
	Taxes & Benefits Totals	\$16,540.00
	Program 0000 - General Totals	\$232,540.00
	Division 31 - Special Detail Services Totals	\$232,540.00
	Department 42 - Police Totals	\$25,544,835.00
Department 44 - Fire		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	557,600.00
500.10	Salaries Part Time	25,000.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.25	Salaries Special Compensation	11,960.00
	<i>Salaries Totals</i>	\$594,560.00
	<i>Taxes & Benefits</i>	
510.05	Taxes & Benefits Deferred Compensation	9,960.00
510.10	Taxes & Benefits Medicare	8,810.00
510.15	Taxes & Benefits Social Security	37,625.00
510.20	Taxes & Benefits IMRF Er Contribution	10,930.00
510.30	Taxes & Benefits Fire Pension Er Contribution	251,385.00
510.35	Taxes & Benefits Medical/Dental Insurance	88,700.00
510.40	Taxes & Benefits Life Insurance	1,230.00
510.60	Taxes & Benefits Allowances	2,160.00
	<i>Taxes & Benefits Totals</i>	\$410,800.00
	<i>Supplies</i>	
520.05	Office Supplies General	4,000.00
520.10	Office Supplies Paper	750.00
520.15	Office Supplies Printed Forms	500.00
	<i>Supplies Totals</i>	\$5,250.00
	<i>Services & Charges</i>	
545.20	Communications Postage	350.00
575.10	Other Memberships & Publications	7,675.00
575.15	Other Training & Travel	8,800.00
	<i>Services & Charges Totals</i>	\$16,825.00
	Program 0000 - General Totals	\$1,027,435.00
	Division 01 - Administration Totals	\$1,027,435.00
	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



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 31 - Special Detail Services		
Program 0000 - General		
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	415.00
510.15	Taxes & Benefits Social Security	1,765.00
	<i>Taxes & Benefits Totals</i>	<i>\$2,180.00</i>
	Program 0000 - General Totals	\$30,570.00
	Division 31 - Special Detail Services Totals	\$30,570.00
Division 32 - Fire Service		
Program 4401 - Fire Suppression		
Salaries		
500.05	Salaries Full Time	9,975,800.00
500.20	Salaries Overtime	550,210.00
500.25	Salaries Special Compensation	159,485.00
	<i>Salaries Totals</i>	<i>\$10,685,495.00</i>
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	26,160.00
510.10	Taxes & Benefits Medicare	155,620.00
510.15	Taxes & Benefits Social Security	664,350.00
510.30	Taxes & Benefits Fire Pension Er Contribution	5,389,775.00
510.35	Taxes & Benefits Medical/Dental Insurance	1,993,255.00
510.40	Taxes & Benefits Life Insurance	22,055.00
	<i>Taxes & Benefits Totals</i>	<i>\$8,251,215.00</i>
Supplies		
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>	<i>\$86,600.00</i>
Services & Charges		
540.35	Services Medical	29,430.00
565.05	Repair and Maintenance Machinery & Equipment	44,200.00
565.15	Repair and Maintenance Buildings	7,500.00
565.35	Repair and Maintenance Software	7,500.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 32 - Fire Service		
Program 4401 - Fire Suppression		
Services & Charges		
575.05	Other Small Tools & Equipment	18,350.00
	Services & Charges Totals	\$106,980.00
	Program 4401 - Fire Suppression Totals	\$19,130,290.00
Program 4402 - Paramedic Service		
Supplies		
525.10	Operating Supplies Medical	17,540.00
	Supplies Totals	\$17,540.00
Services & Charges		
540.10	Services Financial	590,000.00
565.05	Repair and Maintenance Machinery & Equipment	11,700.00
565.35	Repair and Maintenance Software	3,400.00
575.10	Other Memberships & Publications	1,250.00
575.15	Other Training & Travel	10,000.00
	Services & Charges Totals	\$616,350.00
	Program 4402 - Paramedic Service Totals	\$633,890.00
	Division 32 - Fire Service Totals	\$19,764,180.00
Division 33 - Fire Prevention & Education		
Program 4411 - Fire Prevention		
Salaries		
500.05	Salaries Full Time	178,715.00
500.10	Salaries Part Time	60,675.00
	Salaries Totals	\$239,390.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	3,510.00
510.15	Taxes & Benefits Social Security	14,905.00
510.20	Taxes & Benefits IMRF Er Contribution	16,640.00
510.35	Taxes & Benefits Medical/Dental Insurance	53,220.00
510.40	Taxes & Benefits Life Insurance	400.00
510.60	Taxes & Benefits Allowances	720.00
	Taxes & Benefits Totals	\$89,395.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 33 - Fire Prevention & Education		
Program 4411 - Fire Prevention		
<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	4,500.00
575.10	Other Memberships & Publications	1,620.00
575.15	Other Training & Travel	3,000.00
	<i>Services & Charges Totals</i>	\$12,370.00
	Program 4411 - Fire Prevention Totals	\$343,655.00
Program 4412 - Public Education		
<i>Salaries</i>		
500.20	Salaries Overtime	15,000.00
	<i>Salaries Totals</i>	\$15,000.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	220.00
510.15	Taxes & Benefits Social Security	930.00
	<i>Taxes & Benefits Totals</i>	\$1,150.00
<i>Supplies</i>		
520.15	Office Supplies Printed Forms	500.00
525.95	Operating Supplies Other	5,900.00
	<i>Supplies Totals</i>	\$6,400.00
	Program 4412 - Public Education Totals	\$22,550.00
	Division 33 - Fire Prevention & Education Totals	\$366,205.00
Division 34 - Fire Training		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	136,660.00
500.20	Salaries Overtime	50,595.00
	<i>Salaries Totals</i>	\$187,255.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 34 - Fire Training		
Program 0000 - General		
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	2,725.00
510.15	Taxes & Benefits Social Security	11,640.00
510.30	Taxes & Benefits Fire Pension Er Contribution	73,840.00
510.35	Taxes & Benefits Medical/Dental Insurance	26,610.00
510.40	Taxes & Benefits Life Insurance	300.00
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$115,475.00
Supplies		
525.95	Operating Supplies Other	3,500.00
	<i>Supplies Totals</i>	\$3,500.00
Services & Charges		
575.05	Other Small Tools & Equipment	11,500.00
575.10	Other Memberships & Publications	2,780.00
575.15	Other Training & Travel	29,750.00
	<i>Services & Charges Totals</i>	\$44,030.00
	Program 0000 - General Totals	\$350,260.00
	Division 34 - Fire Training Totals	\$350,260.00
Division 35 - Support Services		
Program 4421 - Communication Services		
Services & Charges		
545.05	Communications Dispatch Services	105,490.00
545.15	Communications Cell Phones	14,000.00
	<i>Services & Charges Totals</i>	\$119,490.00
	Program 4421 - Communication Services Totals	\$119,490.00
Program 4422 - Automotive Services		
Services & Charges		
565.95	Repair and Maintenance Vehicle Maint Service Charge	247,405.00
	<i>Services & Charges Totals</i>	\$247,405.00
	Program 4422 - Automotive Services Totals	\$247,405.00
	Division 35 - Support Services Totals	\$366,895.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 37 - Emergency Management		
Program 0000 - General		
<i>Supplies</i>		
525.95	Operating Supplies Other	350.00
	<i>Supplies Totals</i>	\$350.00
	<i>Services & Charges</i>	
540.45	Services Data Processing/Technology	320.00
540.95	Services Other	22,500.00
565.05	Repair and Maintenance Machinery & Equipment	7,350.00
575.10	Other Memberships & Publications	170.00
575.15	Other Training & Travel	950.00
	<i>Services & Charges Totals</i>	\$31,290.00
	Program 0000 - General Totals	\$31,640.00
	Division 37 - Emergency Management Totals	\$31,640.00
	Department 44 - Fire Totals	\$21,937,185.00
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	835,590.00
500.10	Salaries Part Time	36,000.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	59,690.00
	<i>Salaries Totals</i>	\$931,780.00
	<i>Taxes & Benefits</i>	
510.05	Taxes & Benefits Deferred Compensation	10,330.00
510.10	Taxes & Benefits Medicare	13,750.00
510.15	Taxes & Benefits Social Security	58,635.00
510.20	Taxes & Benefits IMRF Er Contribution	84,390.00
510.35	Taxes & Benefits Medical/Dental Insurance	167,775.00
510.40	Taxes & Benefits Life Insurance	1,855.00
510.60	Taxes & Benefits Allowances	2,880.00
	<i>Taxes & Benefits Totals</i>	\$339,615.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
<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
	<i>Supplies Totals</i>	\$20,880.00
<i>Services & Charges</i>		
540.35	Services Medical	3,325.00
540.95	Services Other	600.00
545.20	Communications Postage	750.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	17,770.00
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
	<i>Services & Charges Totals</i>	\$40,165.00
	Program 0000 - General Totals	\$1,332,440.00
	Division 01 - Administration Totals	\$1,332,440.00
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	288,630.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	500.00
	<i>Salaries Totals</i>	\$291,630.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	4,250.00
510.15	Taxes & Benefits Social Security	18,140.00
510.20	Taxes & Benefits IMRF Er Contribution	27,160.00
510.35	Taxes & Benefits Medical/Dental Insurance	76,630.00
510.40	Taxes & Benefits Life Insurance	640.00
510.60	Taxes & Benefits Allowances	720.00

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Taxes & Benefits		
	<i>Taxes & Benefits Totals</i>	\$127,540.00
Supplies		
525.05	Operating Supplies Custodial	19,800.00
525.35	Operating Supplies Clothing	1,200.00
	<i>Supplies Totals</i>	\$21,000.00
Services & Charges		
540.60	Services Custodial	83,300.00
540.95	Services Other	23,000.00
560.05	Utility Services Electric	7,000.00
560.10	Utility Services Natural Gas	20,000.00
575.05	Other Small Tools & Equipment	1,560.00
	<i>Services & Charges Totals</i>	\$134,860.00
Program 5201 - Buildings & Grounds Maintenance Totals		\$575,030.00
Program 5202 - Mechanical Maintenance		
Salaries		
500.05	Salaries Full Time	92,820.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	1,250.00
	<i>Salaries Totals</i>	\$96,570.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,405.00
510.15	Taxes & Benefits Social Security	5,990.00
510.20	Taxes & Benefits IMRF Er Contribution	8,995.00
510.35	Taxes & Benefits Medical/Dental Insurance	25,010.00
510.40	Taxes & Benefits Life Insurance	205.00
	<i>Taxes & Benefits Totals</i>	\$41,605.00
Supplies		
525.05	Operating Supplies Custodial	6,000.00
530.05	R&M Supplies Equipment Parts	67,770.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5202 - Mechanical Maintenance		
Supplies		
	Supplies Totals	\$73,770.00
Services & Charges		
560.05	Utility Services Electric	121,530.00
565.05	Repair and Maintenance Machinery & Equipment	124,400.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	5,390.00
570.10	Rental Machinery	500.00
575.05	Other Small Tools & Equipment	1,280.00
	Services & Charges Totals	\$253,100.00
Program 5202 - Mechanical Maintenance	Totals	\$465,045.00
Division 38 - Building, Grounds, Electrical	Totals	\$1,040,075.00
Division 39 - Forestry		
Program 5211 - Tree Maintenance		
Salaries		
500.05	Salaries Full Time	426,945.00
500.20	Salaries Overtime	10,000.00
500.25	Salaries Special Compensation	4,550.00
	Salaries Totals	\$441,495.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	6,425.00
510.15	Taxes & Benefits Social Security	27,430.00
510.20	Taxes & Benefits IMRF Er Contribution	41,120.00
510.35	Taxes & Benefits Medical/Dental Insurance	93,310.00
510.40	Taxes & Benefits Life Insurance	950.00
510.60	Taxes & Benefits Allowances	720.00
	Taxes & Benefits Totals	\$169,955.00
Supplies		
525.25	Operating Supplies Chemicals	1,600.00
525.35	Operating Supplies Clothing	2,400.00
525.95	Operating Supplies Other	5,540.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 39 - Forestry		
Program 5211 - Tree Maintenance		
Supplies		
	Supplies Totals	\$9,540.00
Services & Charges		
565.25	Repair and Maintenance Landscape	209,025.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	51,985.00
575.05	Other Small Tools & Equipment	4,000.00
	Services & Charges Totals	\$265,010.00
	Program 5211 - Tree Maintenance Totals	\$886,000.00
Program 5212 - Landscape Maintenance		
Salaries		
500.05	Salaries Full Time	181,860.00
500.10	Salaries Part Time	30,000.00
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	3,000.00
	Salaries Totals	\$215,860.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	3,145.00
510.15	Taxes & Benefits Social Security	13,415.00
510.20	Taxes & Benefits IMRF Er Contribution	20,110.00
510.35	Taxes & Benefits Medical/Dental Insurance	50,020.00
510.40	Taxes & Benefits Life Insurance	405.00
510.60	Taxes & Benefits Allowances	360.00
	Taxes & Benefits Totals	\$87,455.00
Supplies		
525.25	Operating Supplies Chemicals	3,000.00
525.35	Operating Supplies Clothing	1,200.00
525.95	Operating Supplies Other	18,000.00
	Supplies Totals	\$22,200.00



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 39 - Forestry		
Program 5212 - Landscape Maintenance		
<i>Services & Charges</i>		
565.25	Repair and Maintenance Landscape	139,000.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	51,985.00
575.05	Other Small Tools & Equipment	3,000.00
	<i>Services & Charges Totals</i>	\$193,985.00
	Program 5212 - Landscape Maintenance Totals	\$519,500.00
	Division 39 - Forestry Totals	\$1,405,500.00
Division 41 - Streets		
Program 5231 - Pavement Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	635,795.00
500.10	Salaries Part Time	7,500.00
500.20	Salaries Overtime	137,000.00
500.25	Salaries Special Compensation	7,000.00
	<i>Salaries Totals</i>	\$787,295.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	11,490.00
510.15	Taxes & Benefits Social Security	48,935.00
510.20	Taxes & Benefits IMRF Er Contribution	72,620.00
510.35	Taxes & Benefits Medical/Dental Insurance	160,000.00
510.40	Taxes & Benefits Life Insurance	1,405.00
510.60	Taxes & Benefits Allowances	1,080.00
	<i>Taxes & Benefits Totals</i>	\$295,530.00
<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

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5231 - Pavement Maintenance		
<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	89,400.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	197,565.00
570.10	Rental Machinery	31,050.00
575.05	Other Small Tools & Equipment	9,000.00
	<i>Services & Charges Totals</i>	\$492,235.00
Program 5231 - Pavement Maintenance Totals		\$2,111,540.00
Program 5232 - Traffic Control & Safety Signs		
<i>Salaries</i>		
500.05	Salaries Full Time	165,035.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	750.00
	<i>Salaries Totals</i>	\$166,285.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,425.00
510.15	Taxes & Benefits Social Security	10,340.00
510.20	Taxes & Benefits IMRF Er Contribution	15,490.00
510.35	Taxes & Benefits Medical/Dental Insurance	33,350.00
510.40	Taxes & Benefits Life Insurance	370.00
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$62,335.00
<i>Supplies</i>		
525.35	Operating Supplies Clothing	1,200.00
525.40	Operating Supplies Shop Materials	33,600.00
	<i>Supplies Totals</i>	\$34,800.00
<i>Services & Charges</i>		
540.95	Services Other	30,000.00
560.05	Utility Services Electric	900.00



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5232 - Traffic Control & Safety Signs		
Services & Charges		
565.95	Repair and Maintenance Vehicle Maint Service Charge	35,240.00
575.05	Other Small Tools & Equipment	2,800.00
	Services & Charges Totals	\$68,940.00
Program 5232 - Traffic Control & Safety Signs	Totals	\$332,360.00
Program 5233 - Rights of Way Maintenance		
Salaries		
500.05	Salaries Full Time	228,840.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	1,000.00
	Salaries Totals	\$232,340.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	3,380.00
510.15	Taxes & Benefits Social Security	14,410.00
510.20	Taxes & Benefits IMRF Er Contribution	21,645.00
510.35	Taxes & Benefits Medical/Dental Insurance	58,360.00
510.40	Taxes & Benefits Life Insurance	510.00
	Taxes & Benefits Totals	\$98,305.00
Supplies		
525.35	Operating Supplies Clothing	1,800.00
	Supplies Totals	\$1,800.00
Services & Charges		
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	96,980.00
575.05	Other Small Tools & Equipment	1,000.00
	Services & Charges Totals	\$101,510.00
Program 5233 - Rights of Way Maintenance	Totals	\$433,955.00
Division 41 - Streets	Totals	\$2,877,855.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 43 - Engineering		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	174,295.00
500.25	Salaries Special Compensation	1,000.00
	<i>Salaries Totals</i>	\$175,295.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,545.00
510.15	Taxes & Benefits Social Security	10,875.00
510.20	Taxes & Benefits IMRF Er Contribution	16,325.00
510.35	Taxes & Benefits Medical/Dental Insurance	26,610.00
510.40	Taxes & Benefits Life Insurance	385.00
	<i>Taxes & Benefits Totals</i>	\$56,740.00
<i>Supplies</i>		
520.10	Office Supplies Paper	200.00
525.95	Operating Supplies Other	100.00
	<i>Supplies Totals</i>	\$300.00
<i>Services & Charges</i>		
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
	<i>Services & Charges Totals</i>	\$22,500.00
Program 0000 - General Totals		\$254,835.00
Division 43 - Engineering Totals		\$254,835.00
Department 52 - Public Works Totals		\$6,910,705.00
EXPENSE TOTALS		\$64,640,172.00
Fund 100 - General Fund Totals		
REVENUE TOTALS		\$64,640,172.00
EXPENSE TOTALS		\$64,640,172.00
Fund 100 - General Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 205 - Motor Fuel Tax Fund		
REVENUE		
	<i>Intergovernmental Revenues</i>	
430.35	Shared Revenues Motor Fuel Tax	2,505,300.00
	<i>Intergovernmental Revenues Totals</i>	\$2,505,300.00
	<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	(12,575.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$12,575.00)
	REVENUE TOTALS	\$2,493,475.00
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6060 - Streets		
	<i>Capital Outlay</i>	
615	Improvements Other Than Buildings	2,493,475.00
	<i>Capital Outlay Totals</i>	\$2,493,475.00
	Program 6060 - Streets Totals	\$2,493,475.00
	Division 75 - Capital Outlay Totals	\$2,493,475.00
	Department 52 - Public Works Totals	\$2,493,475.00
	EXPENSE TOTALS	\$2,493,475.00
Fund 205 - Motor Fuel Tax Fund Totals		
	REVENUE TOTALS	\$2,493,475.00
	EXPENSE TOTALS	\$2,493,475.00
Fund 205 - Motor Fuel Tax Fund Totals		\$0.00

Account	Account Description	2022 Proposed Annual Budget
Fund 210 - Community Dev Block Grant Fund		
REVENUE		
	<i>Intergovernmental Revenues</i>	
434	Grants	484,944.00
	<i>Intergovernmental Revenues Totals</i>	\$484,944.00
	REVENUE TOTALS	\$484,944.00
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
	<i>Services & Charges</i>	
540.90	Services Administrative Service Charge	96,988.00
	<i>Services & Charges Totals</i>	\$96,988.00
	Program 0000 - General Totals	\$96,988.00
	Division 80 - Interfund Transfers Totals	\$96,988.00
	Department 30 - Finance & Operations Totals	\$96,988.00
Department 40 - Community Development		
Division 21 - Community Development		
Program 0000 - General		
	<i>Services & Charges</i>	
540.95	Services Other	72,741.00
	<i>Services & Charges Totals</i>	\$72,741.00
	Program 0000 - General Totals	\$72,741.00
	Division 21 - Community Development Totals	\$72,741.00
	Department 40 - Community Development Totals	\$72,741.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6040 - Rights of Way Improvements		
	<i>Capital Outlay</i>	
615	Improvements Other Than Buildings	315,215.00
	<i>Capital Outlay Totals</i>	\$315,215.00
	Program 6040 - Rights of Way Improvements Totals	\$315,215.00
	Division 75 - Capital Outlay Totals	\$315,215.00
	Department 52 - Public Works Totals	\$315,215.00
	EXPENSE TOTALS	\$484,944.00
Fund 210 - Community Dev Block Grant Fund Totals		
	REVENUE TOTALS	\$484,944.00
	EXPENSE TOTALS	\$484,944.00



Account	Account Description	2022 Proposed Annual Budget
Fund	210 - Community Dev Block Grant Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund 221 - Federal Equitable Sharing Fund		
REVENUE		
	Intergovernmental Revenues	
434	Grants	20,000.00
	Intergovernmental Revenues Totals	\$20,000.00
	REVENUE TOTALS	\$20,000.00
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
Supplies		
525.95	Operating Supplies Other	20,000.00
	Supplies Totals	\$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

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund 222 - State Equitable Sharing Fund		
REVENUE		
	Intergovernmental Revenues	
434	Grants	5,000.00
	Intergovernmental Revenues Totals	\$5,000.00
	REVENUE TOTALS	\$5,000.00
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
Supplies		
525.95	Operating Supplies Other	5,000.00
	Supplies Totals	\$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

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund 224 - Foreign Fire Insurance Tax Fund		
REVENUE		
	Intergovernmental Revenues	
430.40	Shared Revenues Foreign Fire Insurance Tax	70,000.00
	Intergovernmental Revenues Totals	\$70,000.00
	REVENUE TOTALS	\$70,000.00
EXPENSE		
	Department 44 - Fire	
	Division 31 - Special Detail Services	
	Program 0000 - General	
	Supplies	
525.95	Operating Supplies Other	70,000.00
	Supplies Totals	\$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

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 233 - Downtown Area TIF (TIF #3) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	7,599,000.00
	Taxes Totals	\$7,599,000.00
Interest Income		
460.05	Interest Income Interest on Investments	5,000.00
	Interest Income Totals	\$5,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(2,254,705.00)
	(Source)/Use of Reserves Totals	(\$2,254,705.00)
	REVENUE TOTALS	\$5,349,295.00
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
	Services & Charges Totals	\$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
	Debt Service Totals	\$12,000.00
	Program 3043 - Lim Oblig TIF Notes Series 2006B Totals	\$12,000.00
	Program 3063 - Interfund Loan	
Debt Service		
705	Principal	994,340.00
710	Interest	49,720.00
	Debt Service Totals	\$1,044,060.00
	Program 3063 - Interfund Loan Totals	\$1,044,060.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund 233 - Downtown Area TIF (TIF #3) Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3066 - GO Tax Ref Series 2012 (TIF 3)		
Debt Service		
705	Principal	615,000.00
710	Interest	14,605.00
715	Paying Agent Fees	750.00
	Debt Service Totals	\$630,355.00
Program 3066 - GO Tax Ref Series 2012 (TIF 3)	Totals	\$630,355.00
Program 3070 - GO Ref Series 2017A (TIF 3)		
Debt Service		
705	Principal	2,060,000.00
710	Interest	37,080.00
715	Paying Agent Fees	750.00
	Debt Service Totals	\$2,097,830.00
Program 3070 - GO Ref Series 2017A (TIF 3)	Totals	\$2,097,830.00
Program 3072 - GO Tax Ref Series 2017C (TIF 3)		
Debt Service		
705	Principal	650,000.00
710	Interest	14,300.00
715	Paying Agent Fees	750.00
	Debt Service Totals	\$665,050.00
Program 3072 - GO Tax Ref Series 2017C (TIF 3)	Totals	\$665,050.00
Division 70 - Debt Service Totals		\$4,449,295.00
Department 30 - Finance & Operations Totals		\$4,449,295.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
615	Improvements Other Than Buildings	340,000.00
	Capital Outlay Totals	\$340,000.00
Program 6010 - Buildings & Facilities Totals		\$340,000.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund	233 - Downtown Area TIF (TIF #3) Fund	
	EXPENSE	
	Department 52 - Public Works	
	Division 75 - Capital Outlay	
	Program 6020 - Flood Control	
	Capital Outlay	
615	Improvements Other Than Buildings	50,000.00
	Capital Outlay Totals	\$50,000.00
	Program 6020 - Flood Control Totals	\$50,000.00
	Program 6060 - Streets	
	Capital Outlay	
615	Improvements Other Than Buildings	500,000.00
	Capital Outlay Totals	\$500,000.00
	Program 6060 - Streets Totals	\$500,000.00
	Division 75 - Capital Outlay Totals	\$890,000.00
	Department 52 - Public Works Totals	\$890,000.00
	EXPENSE TOTALS	\$5,349,295.00
Fund	233 - Downtown Area TIF (TIF #3) Fund Totals	
	REVENUE TOTALS	\$5,349,295.00
	EXPENSE TOTALS	\$5,349,295.00
Fund	233 - Downtown Area TIF (TIF #3) Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	3,434,000.00
	<i>Taxes Totals</i>	<i>\$3,434,000.00</i>
Interest Income		
460.05	Interest Income Interest on Investments	1,500.00
	<i>Interest Income Totals</i>	<i>\$1,500.00</i>
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	944,695.00
	<i>(Source)/Use of Reserves Totals</i>	<i>\$944,695.00</i>
	REVENUE TOTALS	\$4,380,195.00
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>	<i>\$10,000.00</i>
Other Expenses		
815	Rebates	2,250,000.00
820	TIF Development	550,000.00
	<i>Other Expenses Totals</i>	<i>\$2,800,000.00</i>
	Program 0000 - General Totals	\$2,810,000.00
	Division 10 - Economic Development Totals	\$2,810,000.00
	Department 20 - Village Manager's Office Totals	\$2,810,000.00
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3068 - GO Tax Ref Series 2014B (TIF 4)		
Debt Service		
705	Principal	705,000.00
710	Interest	93,020.00
715	Paying Agent Fees	750.00
	<i>Debt Service Totals</i>	<i>\$798,770.00</i>
	Program 3068 - GO Tax Ref Series 2014B (TIF 4) Totals	\$798,770.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3073 - GO Tax Ref Series 2017D (TIF 4)		
Debt Service		
705	Principal	675,000.00
710	Interest	95,675.00
715	Paying Agent Fees	750.00
	Debt Service Totals	\$771,425.00
Program 3073 - GO Tax Ref Series 2017D (TIF 4)		\$771,425.00
	Totals	
Division 70 - Debt Service Totals		\$1,570,195.00
Department 30 - Finance & Operations Totals		\$1,570,195.00
	EXPENSE TOTALS	\$4,380,195.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund Totals		
	REVENUE TOTALS	\$4,380,195.00
	EXPENSE TOTALS	\$4,380,195.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	1,600,000.00
	Taxes Totals	\$1,600,000.00
Interest Income		
460.05	Interest Income Interest on Investments	500.00
	Interest Income Totals	\$500.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(245,500.00)
	(Source)/Use of Reserves Totals	(\$245,500.00)
	REVENUE TOTALS	\$1,355,000.00
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
540.10	Services Financial	5,000.00
	Services & Charges Totals	\$5,000.00
Other Expenses		
815	Rebates	1,350,000.00
	Other Expenses Totals	\$1,350,000.00
	Program 0000 - General Totals	\$1,355,000.00
	Division 10 - Economic Development Totals	\$1,355,000.00
	Department 20 - Village Manager's Office Totals	\$1,355,000.00
	EXPENSE TOTALS	\$1,355,000.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund Totals		
	REVENUE TOTALS	\$1,355,000.00
	EXPENSE TOTALS	\$1,355,000.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 300 - Debt Service Fund		
REVENUE		
Taxes		
410.25	Property Tax Debt Service	1,284,156.00
	Taxes Totals	\$1,284,156.00
Interest Income		
460.05	Interest Income Interest on Investments	1,425.00
	Interest Income Totals	\$1,425.00
	REVENUE TOTALS	\$1,285,581.00
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3071 - GO Ref Series 2017B		
Debt Service		
710	Interest	43,950.00
715	Paying Agent Fees	475.00
	Debt Service Totals	\$44,425.00
	Program 3071 - GO Ref Series 2017B Totals	\$44,425.00
Program 3074 - GO Ref Series 2018		
Debt Service		
705	Principal	500,000.00
710	Interest	249,000.00
715	Paying Agent Fees	475.00
	Debt Service Totals	\$749,475.00
	Program 3074 - GO Ref Series 2018 Totals	\$749,475.00
Program 3075 - GO Ref Series 2020		
Debt Service		
710	Interest	491,206.00
715	Paying Agent Fees	475.00
	Debt Service Totals	\$491,681.00
	Program 3075 - GO Ref Series 2020 Totals	\$491,681.00
	Division 70 - Debt Service Totals	\$1,285,581.00
	Department 30 - Finance & Operations Totals	\$1,285,581.00
	EXPENSE TOTALS	\$1,285,581.00
Fund 300 - Debt Service Fund Totals		
	REVENUE TOTALS	\$1,285,581.00
	EXPENSE TOTALS	\$1,285,581.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 401 - Capital Equipment Fund		
REVENUE		
<i>Taxes</i>		
414	Simplified Telecommunications Tax	348,335.00
	<i>Taxes Totals</i>	\$348,335.00
<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	362,860.00
472.05	Sales Fixed Assets	50,000.00
	<i>Miscellaneous Revenues Totals</i>	\$412,860.00
<i>Other Financing Sources</i>		
481	Interfund Transfers In	620,000.00
	<i>Other Financing Sources Totals</i>	\$620,000.00
<i>(Source)/Use of Reserves</i>		
499	(Source)/Use of Reserves	(22,065.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$22,065.00)
	REVENUE TOTALS	\$1,366,630.00
EXPENSE		
Department 38 - Information Technology		
Division 75 - Capital Outlay		
Program 6030 - Technology		
<i>Capital Outlay</i>		
640	Technology	324,700.00
	<i>Capital Outlay Totals</i>	\$324,700.00
	Program 6030 - Technology Totals	\$324,700.00
	Division 75 - Capital Outlay Totals	\$324,700.00
	Department 38 - Information Technology Totals	\$324,700.00
Department 42 - Police		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
<i>Capital Outlay</i>		
625	Motor Vehicles	46,000.00
635	Office and Other Equipment	21,200.00
	<i>Capital Outlay Totals</i>	\$67,200.00
	Program 6070 - Vehicles & Equipment Totals	\$67,200.00
	Division 75 - Capital Outlay Totals	\$67,200.00

Account	Account Description	2022 Proposed Annual Budget
Fund 401 - Capital Equipment Fund		
EXPENSE		
	Department 42 - Police Totals	\$67,200.00
	Department 44 - Fire	
	Division 75 - Capital Outlay	
	Program 6070 - Vehicles & Equipment	
	Capital Outlay	
635	Office and Other Equipment	30,600.00
	Capital Outlay Totals	\$30,600.00
	Program 6070 - Vehicles & Equipment Totals	\$30,600.00
	Division 75 - Capital Outlay Totals	\$30,600.00
	Department 44 - Fire Totals	\$30,600.00
	Department 52 - Public Works	
	Division 75 - Capital Outlay	
	Program 6070 - Vehicles & Equipment	
	Capital Outlay	
625	Motor Vehicles	924,130.00
635	Office and Other Equipment	20,000.00
	Capital Outlay Totals	\$944,130.00
	Program 6070 - Vehicles & Equipment Totals	\$944,130.00
	Division 75 - Capital Outlay Totals	\$944,130.00
	Department 52 - Public Works Totals	\$944,130.00
	EXPENSE TOTALS	\$1,366,630.00
	Fund 401 - Capital Equipment Fund Totals	
	REVENUE TOTALS	\$1,366,630.00
	EXPENSE TOTALS	\$1,366,630.00
	Fund 401 - Capital Equipment Fund Totals	\$0.00



Account	Account Description	2022 Proposed Annual Budget
Fund 402 - Capital Improvement Fund		
REVENUE		
Taxes		
414	Simplified Telecommunications Tax	400,765.00
415	Electric Use Utility Tax	1,250,000.00
	Taxes Totals	\$1,650,765.00
Interest Income		
460.05	Interest Income Interest on Investments	7,500.00
	Interest Income Totals	\$7,500.00
Other Financing Sources		
481	Interfund Transfers In	50,000.00
	Other Financing Sources Totals	\$50,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(7,380.00)
	(Source)/Use of Reserves Totals	(\$7,380.00)
	REVENUE TOTALS	\$1,700,885.00
EXPENSE		
Department 42 - Police		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
610	Buildings & Structures	50,000.00
	Capital Outlay Totals	\$50,000.00
	Program 6010 - Buildings & Facilities Totals	\$50,000.00
	Division 75 - Capital Outlay Totals	\$50,000.00
	Department 42 - Police Totals	\$50,000.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
610	Buildings & Structures	147,000.00
	Capital Outlay Totals	\$147,000.00
	Program 6010 - Buildings & Facilities Totals	\$147,000.00
	Program 6040 - Rights of Way Improvements	
Capital Outlay		
615	Improvements Other Than Buildings	400,000.00
	Capital Outlay Totals	\$400,000.00
	Program 6040 - Rights of Way Improvements Totals	\$400,000.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund	402 - Capital Improvement Fund	
	EXPENSE	
	Department 52 - Public Works	
	Division 75 - Capital Outlay	
	Program 6060 - Streets	
	Capital Outlay	
615	Improvements Other Than Buildings	1,103,885.00
	Capital Outlay Totals	\$1,103,885.00
	Program 6060 - Streets Totals	\$1,103,885.00
	Division 75 - Capital Outlay Totals	\$1,650,885.00
	Department 52 - Public Works Totals	\$1,650,885.00
	EXPENSE TOTALS	\$1,700,885.00
Fund	402 - Capital Improvement Fund Totals	
	REVENUE TOTALS	\$1,700,885.00
	EXPENSE TOTALS	\$1,700,885.00
Fund	402 - Capital Improvement Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 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	10,019,000.00
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	1,350,000.00
441.30	Water Service Non-Resident - IOTP	92,000.00
441.35	Water Service Non-Resident - Deer Park	370,000.00
441.40	Water Service Non-Resident - User Charge	37,000.00
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>		\$12,628,000.00
<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>		
474.90	Other Miscellaneous Income	5,000.00
<i>Miscellaneous Revenues Totals</i>		\$5,000.00
<i>(Source)/Use of Reserves</i>		
499	(Source)/Use of Reserves	985,610.00
<i>(Source)/Use of Reserves Totals</i>		\$985,610.00
REVENUE TOTALS		\$13,663,610.00
EXPENSE		
Department	30 - Finance & Operations	
Division	01 - Administration	
Program	0000 - General	
<i>Salaries</i>		
500.05	Salaries Full Time	137,020.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.25	Salaries Special Compensation	3,635.00
	<i>Salaries Totals</i>	\$140,655.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	2,050.00
510.15	Taxes & Benefits Social Security	8,770.00
510.20	Taxes & Benefits IMRF Er Contribution	13,095.00
510.35	Taxes & Benefits Medical/Dental Insurance	26,610.00
510.40	Taxes & Benefits Life Insurance	300.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$51,545.00
	<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	\$195,200.00
	Division 01 - Administration Totals	\$195,200.00
Division 11 - Accounting Services		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	91,865.00
	<i>Salaries Totals</i>	\$91,865.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	1,335.00
510.15	Taxes & Benefits Social Security	5,700.00
510.20	Taxes & Benefits IMRF Er Contribution	8,555.00
510.35	Taxes & Benefits Medical/Dental Insurance	8,870.00
510.40	Taxes & Benefits Life Insurance	200.00
	<i>Taxes & Benefits Totals</i>	\$24,660.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 11 - Accounting Services		
Program 0000 - General		
Services & Charges		
540.10	Services Financial	15,000.00
540.15	Services Banking	144,000.00
575.10	Other Memberships & Publications	600.00
575.15	Other Training & Travel	920.00
	Services & Charges Totals	\$160,520.00
	Program 0000 - General Totals	\$277,045.00
	Division 11 - Accounting Services Totals	\$277,045.00
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
Salaries		
500.10	Salaries Part Time	54,250.00
	Salaries Totals	\$54,250.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	795.00
510.15	Taxes & Benefits Social Security	3,370.00
510.20	Taxes & Benefits IMRF Er Contribution	5,055.00
	Taxes & Benefits Totals	\$9,220.00
	Program 3021 - Cashiering Totals	\$63,470.00
Program 3022 - Utility Billing		
Salaries		
500.05	Salaries Full Time	137,455.00
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	550.00
	Salaries Totals	\$139,005.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	2,020.00
510.15	Taxes & Benefits Social Security	8,625.00
510.20	Taxes & Benefits IMRF Er Contribution	12,945.00
510.35	Taxes & Benefits Medical/Dental Insurance	26,610.00
510.40	Taxes & Benefits Life Insurance	310.00
	Taxes & Benefits Totals	\$50,510.00

Account	Account Description	2022 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3022 - Utility Billing		
<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	\$311,015.00
	Division 12 - Billing & Collections Totals	\$374,485.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
<i>Services & Charges</i>		
555.10	Insurance Liability Premiums	65,000.00
	<i>Services & Charges Totals</i>	\$65,000.00
	Program 0000 - General Totals	\$65,000.00
	Division 17 - Village Wide Benefit Programs Totals	\$65,000.00
Division 70 - Debt Service		
Program 3069 - GO Series 2015		
<i>Debt Service</i>		
705	Principal	600,000.00
710	Interest	117,080.00
715	Paying Agent Fees	600.00
	<i>Debt Service Totals</i>	\$717,680.00
	Program 3069 - GO Series 2015 Totals	\$717,680.00
	Division 70 - Debt Service Totals	\$717,680.00
Division 80 - Interfund Transfers		
Program 0000 - General		
<i>Services & Charges</i>		
540.90	Services Administrative Service Charge	603,000.00



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
	Services & Charges Totals	\$603,000.00
Other Financing Uses		
905 Interfund Transfers Out		310,000.00
	Other Financing Uses Totals	\$310,000.00
	Program 0000 - General Totals	\$913,000.00
	Division 80 - Interfund Transfers Totals	\$913,000.00
	Department 30 - Finance & Operations Totals	\$2,542,410.00
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Salaries		
500.25 Salaries Special Compensation		2,500.00
	Salaries Totals	\$2,500.00
Taxes & Benefits		
510.10 Taxes & Benefits Medicare		40.00
510.15 Taxes & Benefits Social Security		155.00
510.20 Taxes & Benefits IMRF Er Contribution		235.00
	Taxes & Benefits Totals	\$430.00
	Program 0000 - General Totals	\$2,930.00
	Division 17 - Village Wide Benefit Programs Totals	\$2,930.00
	Department 34 - Human Resources Totals	\$2,930.00
Department 38 - Information Technology		
Division 75 - Capital Outlay		
Program 6030 - Technology		
Capital Outlay		
640 Technology		300,000.00
	Capital Outlay Totals	\$300,000.00
	Program 6030 - Technology Totals	\$300,000.00
	Division 75 - Capital Outlay Totals	\$300,000.00
	Department 38 - Information Technology Totals	\$300,000.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
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	92,290.00
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	750.00
	<i>Salaries Totals</i>	\$94,040.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	1,365.00
510.15	Taxes & Benefits Social Security	5,835.00
510.20	Taxes & Benefits IMRF Er Contribution	8,760.00
510.35	Taxes & Benefits Medical/Dental Insurance	25,010.00
510.40	Taxes & Benefits Life Insurance	205.00
	<i>Taxes & Benefits Totals</i>	\$41,175.00
	<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	20,400.00
560.05	Utility Services Electric	5,000.00



Account	Account Description	2022 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Services & Charges		
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	5,680.00
	Services & Charges Totals	\$91,930.00
Program 5201 - Buildings & Grounds Maintenance Totals		\$252,345.00
Program 5202 - Mechanical Maintenance		
Salaries		
500.20	Salaries Overtime	500.00
	Salaries Totals	\$500.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	10.00
510.15	Taxes & Benefits Social Security	35.00
510.20	Taxes & Benefits IMRF Er Contribution	50.00
	Taxes & Benefits Totals	\$95.00
Supplies		
530.05	R&M Supplies Equipment Parts	9,280.00
	Supplies Totals	\$9,280.00
Services & Charges		
565.05	Repair and Maintenance Machinery & Equipment	4,550.00
575.05	Other Small Tools & Equipment	300.00
	Services & Charges Totals	\$4,850.00
Program 5202 - Mechanical Maintenance Totals		\$14,725.00
Division 38 - Building, Grounds, Electrical Totals		\$267,070.00
Division 39 - Forestry		
Program 5212 - Landscape Maintenance		
Services & Charges		
540.60	Services Custodial	15,000.00
	Services & Charges Totals	\$15,000.00
Program 5212 - Landscape Maintenance Totals		\$15,000.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 39 - Forestry Totals		\$15,000.00
Division 40 - Utilities		
Program 5223 - Water System Maintenance		
Salaries		
500.05 Salaries Full Time		685,895.00
500.20 Salaries Overtime		100,000.00
500.25 Salaries Special Compensation		22,500.00
Salaries Totals		\$808,395.00
Taxes & Benefits		
510.10 Taxes & Benefits Medicare		11,755.00
510.15 Taxes & Benefits Social Security		50,160.00
510.20 Taxes & Benefits IMRF Er Contribution		75,285.00
510.35 Taxes & Benefits Medical/Dental Insurance		142,265.00
510.40 Taxes & Benefits Life Insurance		1,520.00
510.60 Taxes & Benefits Allowances		360.00
Taxes & Benefits Totals		\$281,345.00
Supplies		
525.25 Operating Supplies Chemicals		5,000.00
525.35 Operating Supplies Clothing		4,200.00
530.30 R&M Supplies Utility System		150,000.00
Supplies Totals		\$159,200.00
Services & Charges		
540.95 Services Other		103,680.00
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		4,000.00
565.95 Repair and Maintenance Vehicle Maint Service Charge		103,100.00
575.05 Other Small Tools & Equipment		10,000.00
Services & Charges Totals		\$548,380.00
Program 5223 - Water System Maintenance Totals		\$1,797,320.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5224 - Water Purchase		
Services & Charges		
560.15	Utility Services Water/Sewer	3,017,460.00
	Services & Charges Totals	\$3,017,460.00
	Program 5224 - Water Purchase Totals	\$3,017,460.00
	Division 40 - Utilities Totals	\$4,814,780.00
Division 43 - Engineering		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	103,005.00
500.25	Salaries Special Compensation	1,000.00
	Salaries Totals	\$104,005.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,515.00
510.15	Taxes & Benefits Social Security	6,475.00
510.20	Taxes & Benefits IMRF Er Contribution	9,685.00
510.35	Taxes & Benefits Medical/Dental Insurance	17,740.00
510.40	Taxes & Benefits Life Insurance	230.00
510.60	Taxes & Benefits Allowances	360.00
	Taxes & Benefits Totals	\$36,005.00
Services & Charges		
540.25	Services Engineering	42,500.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	5,680.00
	Services & Charges Totals	\$48,180.00
	Program 0000 - General Totals	\$188,190.00
	Division 43 - Engineering Totals	\$188,190.00
Division 75 - Capital Outlay		
Program 6030 - Technology		
Capital Outlay		
615	Improvements Other Than Buildings	25,000.00
	Capital Outlay Totals	\$25,000.00
	Program 6030 - Technology Totals	\$25,000.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund	605 - Waterworks Fund	
	EXPENSE	
	Department 52 - Public Works	
	Division 75 - Capital Outlay	
	Program 6080 - Water System	
	Capital Outlay	
615	Improvements Other Than Buildings	5,481,495.00
	Capital Outlay Totals	\$5,481,495.00
	Program 6080 - Water System Totals	\$5,481,495.00
	Division 75 - Capital Outlay Totals	\$5,506,495.00
	Department 52 - Public Works Totals	\$10,818,270.00
	EXPENSE TOTALS	\$13,663,610.00
	Fund 605 - Waterworks Fund Totals	
	REVENUE TOTALS	\$13,663,610.00
	EXPENSE TOTALS	\$13,663,610.00
	Fund 605 - Waterworks Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 610 - Sewerage Fund		
REVENUE		
Charges for Services		
442.05	Sewer Service Resident - Regular	2,698,860.00
442.10	Sewer Service Resident - Penalties	25,000.00
442.15	Sewer Service Non-Resident - Regular	502,930.00
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
Charges for Services Totals		\$4,361,590.00
Interest Income		
460.05	Interest Income Interest on Investments	5,000.00
Interest Income Totals		\$5,000.00
Miscellaneous Revenues		
474.90	Other Miscellaneous Income	250.00
Miscellaneous Revenues Totals		\$250.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(262,487.00)
(Source)/Use of Reserves Totals		(\$262,487.00)
REVENUE TOTALS		\$4,104,353.00
EXPENSE		
Department 30 - Finance & Operations		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
555.10	Insurance Liability Premiums	65,000.00
Services & Charges Totals		\$65,000.00
Program 0000 - General Totals		\$65,000.00
Division 17 - Village Wide Benefit Programs Totals		\$65,000.00
Division 70 - Debt Service		
Program 3058 - GO Ref Series 2010A		
Debt Service		
705	Principal	705,000.00
710	Interest	28,200.00
715	Paying Agent Fees	500.00
Debt Service Totals		\$733,700.00
Program 3058 - GO Ref Series 2010A Totals		\$733,700.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3067 - GO Ref Series 2014A		
Debt Service		
705	Principal	270,000.00
710	Interest	54,115.00
715	Paying Agent Fees	500.00
	Debt Service Totals	\$324,615.00
	Program 3067 - GO Ref Series 2014A Totals	\$324,615.00
Program 3069 - GO Series 2015		
Debt Service		
705	Principal	150,000.00
710	Interest	29,270.00
715	Paying Agent Fees	500.00
	Debt Service Totals	\$179,770.00
	Program 3069 - GO Series 2015 Totals	\$179,770.00
	Division 70 - Debt Service Totals	\$1,238,085.00
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
540.90	Services Administrative Service Charge	540,000.00
	Services & Charges Totals	\$540,000.00
Other Financing Uses		
905	Interfund Transfers Out	310,000.00
	Other Financing Uses Totals	\$310,000.00
	Program 0000 - General Totals	\$850,000.00
	Division 80 - Interfund Transfers Totals	\$850,000.00
	Department 30 - Finance & Operations Totals	\$2,153,085.00
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Salaries		
500.25	Salaries Special Compensation	500.00
	Salaries Totals	\$500.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	10.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Taxes & Benefits		
510.15	Taxes & Benefits Social Security	35.00
510.20	Taxes & Benefits IMRF Er Contribution	50.00
	Taxes & Benefits Totals	\$95.00
	Program 0000 - General Totals	\$595.00
	Division 17 - Village Wide Benefit Programs Totals	\$595.00
	Department 34 - Human Resources Totals	\$595.00
Department 52 - Public Works		
Division 40 - Utilities		
Program 5221 - Sanitary System Maintenance		
Salaries		
500.05	Salaries Full Time	331,035.00
500.20	Salaries Overtime	15,000.00
500.25	Salaries Special Compensation	1,750.00
	Salaries Totals	\$347,785.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	5,055.00
510.15	Taxes & Benefits Social Security	21,575.00
510.20	Taxes & Benefits IMRF Er Contribution	32,390.00
510.35	Taxes & Benefits Medical/Dental Insurance	100,040.00
510.40	Taxes & Benefits Life Insurance	735.00
	Taxes & Benefits Totals	\$159,795.00
Supplies		
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
	Supplies Totals	\$19,400.00
Services & Charges		
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	37,570.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5221 - Sanitary System Maintenance		
Services & Charges		
575.05	Other Small Tools & Equipment	3,200.00
	Services & Charges Totals	\$93,860.00
Program 5221 - Sanitary System Maintenance	Totals	\$620,840.00
Program 5222 - Storm System Maintenance		
Salaries		
500.05	Salaries Full Time	85,800.00
500.20	Salaries Overtime	4,000.00
500.25	Salaries Special Compensation	750.00
	Salaries Totals	\$90,550.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,315.00
510.15	Taxes & Benefits Social Security	5,620.00
510.20	Taxes & Benefits IMRF Er Contribution	8,435.00
510.35	Taxes & Benefits Medical/Dental Insurance	25,010.00
510.40	Taxes & Benefits Life Insurance	190.00
	Taxes & Benefits Totals	\$40,570.00
Supplies		
525.35	Operating Supplies Clothing	1,340.00
530.30	R&M Supplies Utility System	13,250.00
	Supplies Totals	\$14,590.00
Services & Charges		
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	37,570.00
575.05	Other Small Tools & Equipment	1,250.00
	Services & Charges Totals	\$75,070.00



Account	Account Description	2022 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5222 - Storm System Maintenance Totals		\$220,780.00
Division 40 - Utilities Totals		\$841,620.00
Division 43 - Engineering		
Program 0000 - General		
Salaries		
500.05 Salaries Full Time		140,345.00
500.25 Salaries Special Compensation		3,700.00
Salaries Totals		\$144,045.00
Taxes & Benefits		
510.10 Taxes & Benefits Medicare		2,090.00
510.15 Taxes & Benefits Social Security		8,935.00
510.20 Taxes & Benefits IMRF Er Contribution		13,415.00
510.35 Taxes & Benefits Medical/Dental Insurance		26,610.00
510.40 Taxes & Benefits Life Insurance		310.00
Taxes & Benefits Totals		\$51,360.00
Services & Charges		
540.25 Services Engineering		22,500.00
545.15 Communications Cell Phones		468.00
565.95 Repair and Maintenance Vehicle Maint Service Charge		5,680.00
Services & Charges Totals		\$28,648.00
Program 0000 - General Totals		\$224,053.00
Division 43 - Engineering Totals		\$224,053.00
Division 75 - Capital Outlay		
Program 6020 - Flood Control		
Capital Outlay		
615 Improvements Other Than Buildings		685,000.00
Capital Outlay Totals		\$685,000.00
Program 6020 - Flood Control Totals		\$685,000.00
Program 6050 - Sanitary Sewer System		
Capital Outlay		
615 Improvements Other Than Buildings		200,000.00
Capital Outlay Totals		\$200,000.00
Program 6050 - Sanitary Sewer System Totals		\$200,000.00



Account	Account Description	2022 Proposed Annual Budget
Fund	610 - Sewerage Fund	
EXPENSE		
Department	52 - Public Works	
Division	75 - Capital Outlay Totals	\$885,000.00
Department	52 - Public Works Totals	\$1,950,673.00
	EXPENSE TOTALS	\$4,104,353.00
Fund	610 - Sewerage Fund Totals	
	REVENUE TOTALS	\$4,104,353.00
	EXPENSE TOTALS	\$4,104,353.00
Fund	610 - Sewerage Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 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>	<u>\$13,500.00</u>
<i>Charges for Services</i>		
443.05	Refuse Service Refuse Collection	3,946,660.00
443.25	Refuse Service Penalties	37,500.00
443.30	Refuse Service Multi-Family Disposal Fee	749,230.00
	<i>Charges for Services Totals</i>	<u>\$4,733,390.00</u>
<i>Interest Income</i>		
460.05	Interest Income Interest on Investments	500.00
	<i>Interest Income Totals</i>	<u>\$500.00</u>
<i>(Source)/Use of Reserves</i>		
499	(Source)/Use of Reserves	(8,175.00)
	<i>(Source)/Use of Reserves Totals</i>	<u>(\$8,175.00)</u>
	REVENUE TOTALS	<u>\$4,739,215.00</u>
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
<i>Services & Charges</i>		
540.90	Services Administrative Service Charge	150,000.00
	<i>Services & Charges Totals</i>	<u>\$150,000.00</u>
<i>Other Financing Uses</i>		
905	Interfund Transfers Out	50,000.00
	<i>Other Financing Uses Totals</i>	<u>\$50,000.00</u>
	Program 0000 - General Totals	<u>\$200,000.00</u>
	Division 80 - Interfund Transfers Totals	<u>\$200,000.00</u>
	Department 30 - Finance & Operations Totals	<u>\$200,000.00</u>
Department 52 - Public Works		
Division 40 - Utilities		
Program 5225 - Refuse & Recycling		
<i>Services & Charges</i>		
560.20	Utility Services Refuse Collection	3,163,890.00
560.25	Utility Services Refuse Disposal	1,375,325.00
	<i>Services & Charges Totals</i>	<u>\$4,539,215.00</u>
	Program 5225 - Refuse & Recycling Totals	<u>\$4,539,215.00</u>

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund	615 - Refuse Fund	
	EXPENSE	
Department	52 - Public Works	
	Division 40 - Utilities Totals	\$4,539,215.00
Department	52 - Public Works Totals	\$4,539,215.00
	EXPENSE TOTALS	\$4,739,215.00
Fund	615 - Refuse Fund Totals	
	REVENUE TOTALS	\$4,739,215.00
	EXPENSE TOTALS	\$4,739,215.00
Fund	615 - Refuse Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 620 - Parking System Fund		
REVENUE		
Fines and Fees		
453.10	Parking Fees Daily Fee - Commuter	125,000.00
453.50	Parking Fees Permit Fee - Business	2,500.00
453.55	Parking Fees Permit Fee - Commuter	125,000.00
	<i>Fines and Fees Totals</i>	\$252,500.00
Interest Income		
460.05	Interest Income Interest on Investments	1,000.00
	<i>Interest Income Totals</i>	\$1,000.00
Miscellaneous Revenues		
470.05	Rental Income Buildings	13,380.00
	<i>Miscellaneous Revenues Totals</i>	\$13,380.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	316,620.00
	<i>(Source)/Use of Reserves Totals</i>	\$316,620.00
	REVENUE TOTALS	\$583,500.00
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3023 - Commuter Parking		
Services & Charges		
540.15	Services Banking	25,200.00
550.15	Printing/Advertising Outside Printing Services	500.00
570.20	Rental Buildings	35,700.00
	<i>Services & Charges Totals</i>	\$61,400.00
	Program 3023 - Commuter Parking Totals	\$61,400.00
	Division 12 - Billing & Collections Totals	\$61,400.00
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
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 Totals	\$224,400.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 620 - Parking System Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Salaries		
500.20	Salaries Overtime	4,000.00
	Salaries Totals	\$4,000.00
	Taxes & Benefits	
510.10	Taxes & Benefits Medicare	60.00
510.15	Taxes & Benefits Social Security	250.00
510.20	Taxes & Benefits IMRF Er Contribution	375.00
	Taxes & Benefits Totals	\$685.00
	Services & Charges	
540.60	Services Custodial	98,000.00
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	16,000.00
	Services & Charges Totals	\$314,415.00
	Program 5201 - Buildings & Grounds Maintenance Totals	\$319,100.00
	Division 38 - Building, Grounds, Electrical Totals	\$319,100.00
	Division 75 - Capital Outlay	
	Program 6010 - Buildings & Facilities	
Capital Outlay		
610	Buildings & Structures	40,000.00
	Capital Outlay Totals	\$40,000.00
	Program 6010 - Buildings & Facilities Totals	\$40,000.00
	Division 75 - Capital Outlay Totals	\$40,000.00
	Department 52 - Public Works Totals	\$359,100.00
	EXPENSE TOTALS	\$583,500.00
	Fund 620 - Parking System Fund Totals	
	REVENUE TOTALS	\$583,500.00
	EXPENSE TOTALS	\$583,500.00
	Fund 620 - Parking System Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 702 - Liability Insurance Fund		
REVENUE		
Charges for Services		
440.95	Intragovernmental Service Charge Charge to Operations	1,681,400.00
	Charges for Services Totals	\$1,681,400.00
Interest Income		
460.05	Interest Income Interest on Investments	15,000.00
	Interest Income Totals	\$15,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	433,600.00
	(Source)/Use of Reserves Totals	\$433,600.00
	REVENUE TOTALS	\$2,130,000.00
EXPENSE		
Department 34 - Human Resources		
Division 19 - Liability Insurance Program		
Program 0000 - General		
Services & Charges		
540.05	Services Management Consulting	20,000.00
540.15	Services Banking	3,500.00
540.40	Services Management Fees	25,000.00
540.55	Services Claims Administration	40,000.00
540.95	Services Other	320,000.00
555.10	Insurance Liability Premiums	800,000.00
555.30	Insurance General Liability Claims	125,000.00
555.35	Insurance Property Claims	65,000.00
555.40	Insurance Automotive Claims	65,000.00
555.45	Insurance Work Comp Claims	625,000.00
555.50	Insurance Unemployment Claims	25,000.00
575.10	Other Memberships & Publications	16,500.00
	Services & Charges Totals	\$2,130,000.00
	Program 0000 - General Totals	\$2,130,000.00
	Division 19 - Liability Insurance Program Totals	\$2,130,000.00
	Department 34 - Human Resources Totals	\$2,130,000.00
	EXPENSE TOTALS	\$2,130,000.00
Fund 702 - Liability Insurance Fund Totals		
	REVENUE TOTALS	\$2,130,000.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
EXPENSE TOTALS		\$2,130,000.00
Fund	702 - Liability Insurance Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 710 - Fleet Services Fund		
REVENUE		
Intergovernmental Revenues		
430.45	Shared Revenues County Gas Tax Rebate	13,500.00
432.50	Reimbursements PW - Fuel	90,000.00
432.55	Reimbursements PW - Vehicle Parts	40,000.00
432.60	Reimbursements PW - Labor	30,000.00
Intergovernmental Revenues Totals		\$173,500.00
Charges for Services		
440.95	Intragovernmental Service Charge Charge to Operations	1,456,155.00
Charges for Services Totals		\$1,456,155.00
Interest Income		
460.05	Interest Income Interest on Investments	1,000.00
Interest Income Totals		\$1,000.00
Miscellaneous Revenues		
471.05	Insurance & Property Damage Property Damage Recovery	15,000.00
Miscellaneous Revenues Totals		\$15,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	47,875.00
(Source)/Use of Reserves Totals		\$47,875.00
REVENUE TOTALS		\$1,693,530.00
EXPENSE		
Department 52 - Public Works		
Division 42 - Fleet Services		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	476,725.00
500.20	Salaries Overtime	10,000.00
500.25	Salaries Special Compensation	6,500.00
Salaries Totals		\$493,225.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	7,160.00
510.15	Taxes & Benefits Social Security	30,590.00
510.20	Taxes & Benefits IMRF Er Contribution	45,945.00
510.35	Taxes & Benefits Medical/Dental Insurance	91,710.00
510.40	Taxes & Benefits Life Insurance	1,085.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Account	Account Description	2022 Proposed Annual Budget
Fund 710 - Fleet Services Fund		
EXPENSE		
Department 52 - Public Works		
Division 42 - Fleet Services		
Program 0000 - General		
Taxes & Benefits		
	<i>Taxes & Benefits Totals</i>	\$176,490.00
Supplies		
525.15	Operating Supplies Motor Fuel	445,000.00
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>	\$879,000.00
Services & Charges		
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		\$1,693,530.00
Division 42 - Fleet Services Totals		\$1,693,530.00
Department 52 - Public Works Totals		\$1,693,530.00
EXPENSE TOTALS		\$1,693,530.00
Fund 710 - Fleet Services Fund Totals		
REVENUE TOTALS		\$1,693,530.00
EXPENSE TOTALS		\$1,693,530.00
Fund 710 - Fleet Services Fund Totals		\$0.00



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 801	Police Pension Fund	
REVENUE		
Interest Income		
460.05	Interest Income Interest on Investments	750,000.00
461.05	Investment Income Realized Gain/Loss	250,000.00
	Interest Income Totals	\$1,000,000.00
Miscellaneous Revenues		
473.05	Pension Contributions Employer Contributions	5,590,000.00
473.10	Pension Contributions Employee Contributions	1,199,530.00
	Miscellaneous Revenues Totals	\$6,789,530.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(203,530.00)
	(Source)/Use of Reserves Totals	(\$203,530.00)
	REVENUE TOTALS	\$7,586,000.00
EXPENSE		
Department 12 - Boards & Commissions		
Division 07 - Police Pension Board		
Program 0000 - General		
Salaries		
505.05	Pension Service	6,160,000.00
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
	Salaries Totals	\$7,135,000.00
Supplies		
520.05	Office Supplies General	500.00
	Supplies Totals	\$500.00
Services & Charges		
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
	Services & Charges Totals	\$350,500.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund	801 - Police Pension Fund	
	EXPENSE	
	Department 12 - Boards & Commissions	
	Division 07 - Police Pension Board	
	Program 0000 - General	
	Other Expenses	
805	Refunds	100,000.00
	Other Expenses Totals	\$100,000.00
	Program 0000 - General Totals	\$7,586,000.00
	Division 07 - Police Pension Board Totals	\$7,586,000.00
	Department 12 - Boards & Commissions Totals	\$7,586,000.00
	EXPENSE TOTALS	\$7,586,000.00
	Fund 801 - Police Pension Fund Totals	
	REVENUE TOTALS	\$7,586,000.00
	EXPENSE TOTALS	\$7,586,000.00
	Fund 801 - Police Pension Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Budget Worksheet Report

6.C.1.A.b

Budget Year 2022

Account	Account Description	2022 Proposed Annual Budget
Fund 802 - Fire Pension Fund		
REVENUE		
Interest Income		
460.05	Interest Income Interest on Investments	750,000.00
461.05	Investment Income Realized Gain/Loss	250,000.00
	Interest Income Totals	\$1,000,000.00
Miscellaneous Revenues		
473.05	Pension Contributions Employer Contributions	5,715,000.00
473.10	Pension Contributions Employee Contributions	1,009,485.00
	Miscellaneous Revenues Totals	\$6,724,485.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(315,985.00)
	(Source)/Use of Reserves Totals	(\$315,985.00)
	REVENUE TOTALS	\$7,408,500.00
EXPENSE		
Department 12 - Boards & Commissions		
Division 08 - Fire Pension Board		
Program 0000 - General		
Salaries		
505.05	Pension Service	6,450,000.00
505.10	Pension Duty Disability	450,000.00
505.15	Pension Non-Duty Disability	80,000.00
505.20	Pension Surviving Spouse	195,000.00
	Salaries Totals	\$7,175,000.00
Supplies		
520.05	Office Supplies General	500.00
	Supplies Totals	\$500.00
Services & Charges		
540.10	Services Financial	100,000.00
540.15	Services Banking	2,000.00
540.30	Services Legal	10,000.00
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
	Services & Charges Totals	\$133,000.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)



Account	Account Description	2022 Proposed Annual Budget
Fund	802 - Fire Pension Fund	
	EXPENSE	
	Department 12 - Boards & Commissions	
	Division 08 - Fire Pension Board	
	Program 0000 - General	
	Other Expenses	
805	Refunds	100,000.00
	Other Expenses Totals	\$100,000.00
	Program 0000 - General Totals	\$7,408,500.00
	Division 08 - Fire Pension Board Totals	\$7,408,500.00
	Department 12 - Boards & Commissions Totals	\$7,408,500.00
	EXPENSE TOTALS	\$7,408,500.00
	Fund 802 - Fire Pension Fund Totals	
	REVENUE TOTALS	\$7,408,500.00
	EXPENSE TOTALS	\$7,408,500.00
	Fund 802 - Fire Pension Fund Totals	\$0.00
	Net Grand Totals	
	REVENUE GRAND TOTALS	\$125,059,885.00
	EXPENSE GRAND TOTALS	\$125,059,885.00
	Net Grand Totals	\$0.00

Attachment: EXHIBIT A - CY 2022 Budget Worksheet (CY 2022 Budget Ordinance)

Consider the 2021 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 28, 2021}. 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 2022 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 2021 Tax Levy was required.

2021 Proposed Tax Levy

• Total Levy	\$29,910,176
• Abatements	\$6,913,345
• Net Requested Levy	\$22,996,831

The 2021 Tax Levy Request was formulated using \$6.9 million in abatements from various alternative revenue sources.

The proposed levy for 2021 provides the funds necessary for the Village government to provide effective Public Safety services; fund mandated pension programs; and pay debt service costs for 2022.

RECOMMENDATION:

Staff recommends that the Mayor & Council approve the 2021 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 2022 Annual Operating Budget.

ACTION REQUIRED:

Motion to approve the Tax Levy Ordinance, at Council's discretion.

ATTACHMENTS:

- TY 2021 Tax Levy Ordinance

ORDNINANCE NO. O-____-21

TAX LEVY ORDINANCE

An ordinance levying taxes for corporate purposes for the fiscal year commencing with the first day of January 2022, and ending with the thirty-first day of December 2022, 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 2021:

	<u>BUDGETED</u>	<u>LEVIED</u>
BUDGETED FOR POLICE PROTECTION SERVICES	\$ 19,954,835	
FOR POLICE PROTECTION SERVICES (FUND CODE 014)		
THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL		
OTHER TAXES AS PROVIDED BY LAW		\$ 3,417,839
 BUDGETED FOR THE VILLAGE SHARE OF POLICE		
PENSION FUND OBLIGATIONS	\$ 5,590,000	
FOR THE VILLAGE SHARE OF POLICE PENSION		
(FUND CODE 006) OBLIGATIONS THERE IS HEREBY		
LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		\$ 5,500,000
 BUDGETED FOR FIRE PROTECTION SERVICES	\$ 16,222,185	
FOR FIRE PROTECTION SERVICES (FUND CODE 013)		
THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL		
OTHER TAXES AS PROVIDED BY LAW		\$ 3,417,839
 BUDGETED FOR THE VILLAGE SHARE OF FIRE		
PENSION FUND OBLIGATIONS	\$ 5,715,000	
FOR THE VILLAGE SHARE OF FIRE PENSION		
(FUND CODE 007) OBLIGATIONS THERE IS HEREBY		
LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		\$ 5,625,000

Attachment: TY 2021 Tax Levy Ordinance (2021 Tax Levy)

	BUDGETED	LEVIED
BUDGETED FOR THE VILLAGE SHARE OF MEDICARE AND SOCIAL SECURITY OBLIGATIONS (FICA)	\$ 2,836,340	
FOR THE VILLAGE SHARE OF SOCIAL SECURITY AND MEDICARE (FUND CODE 016) OBLIGATIONS THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		\$ 2,652,000
BUDGETED FOR THE VILLAGE SHARE OF ILLINOIS MUNICIPAL RETIREMENT FUND OBLIGATIONS	\$ 1,141,180	
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		\$ 1,100,000
BUDGETED FOR THE PRINCIPAL AND INTEREST OF GENERAL OBLIGATION BONDS:		
REFUNDING SERIES 2010A	\$ 733,200	
REFUNDING TAXABLE SERIES 2012	\$ 629,605	
REFUNDING SERIES 2014A	\$ 324,115	
REFUNDING TAXABLE SERIES 2014B	\$ 798,020	
SERIES 2015	\$ 896,350	
REFUNDING SERIES 2017A	\$ 2,097,080	
REFUNDING SERIES 2017B	\$ 43,950	
REFUNDING TAXABLE SERIES 2017C	\$ 664,300	
REFUNDING TAXABLE SERIES 2017D	\$ 770,675	
REFUNDING SERIES 2018	\$ 749,000	
REFUNDING SERIES 2020	\$ 491,206	
FOR THE GENERAL OBLIGATION BOND PRINCIPAL AND INTEREST (FUND CODE 003) THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 8,197,498

SUMMARY

Police Protection (Fund Code 014) Levy:	\$ 3,417,839
Police Pension (Fund Code 006) Levy:	\$ 5,500,000
Fire Protection (Fund Code 013) Levy:	\$ 3,417,839
Fire Pension (Fund Code 007) Levy:	\$ 5,625,000
Social Security (Fund Code 016) Levy:	\$ 2,652,000
Illinois Municipal Retirement Fund (Fund Code 008) Levy:	\$ 1,100,000
General Obligation Bond & Interest (Fund Code 003) Levy:	\$ 8,197,498
Total - All Levies	\$ 29,910,176

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 6th day of December 2021

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

APPROVED by me this 6th day of December 2021

Mayor of the Village of Palatine

ATTESTED and FILED in the Office of the
Village Clerk this 6th day of December 2021

Village Clerk

Attachment: TY 2021 Tax Levy Ordinance (2021 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 2021 levy.

Dated this 6th day of December 2021

Jim Schwantz
Mayor of the Village of Palatine

(SEAL)

Attachment: TY 2021 Tax Levy Ordinance (2021 Tax Levy)

Consider an Ordinance to Abate 2021 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 28, 2021}. (65 ILCS 5/8-3-1)

KEY ISSUES:

Staff is requesting the adoption of the 2021 Property Tax Levy Abatements as proposed. The Proposed 2021 Property Tax Levy includes abatements from various sources, as noted:

- \$4,959,679 from TIF revenues;
- \$1,057,313 from Flood Control Surcharge Revenues; and
- \$896,350 from Water & Sewer Revenues.

These abatements, totaling \$6,913,342, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$29,910,176 to \$22,996,831, a 23% reduction.

RECOMMENDATION:

Staff recommends adoption of the 2021 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 2021 Tax Levy Abatement Ordinance

ORDINANCE NO. O-____-21

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 2021;

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 in some cases previously reduced by a certificate of reduction to pay the costs of Principal and Interest on the following General Obligation Bonds are hereby abated in total so that the rate of tax shall produce an amount of taxes equal to zero, as follows:

	Previously <u>Levied</u>	Currently <u>Abated</u>	Remaining <u>Levy</u>
REFUNDING SERIES 2010A	\$ 733,200	\$ 733,200	\$ -
REFUNDING TAXABLE SERIES 2012	\$ 629,605	\$ 629,605	\$ -
REFUNDING SERIES 2014A	\$ 324,115	\$ 324,115	\$ -
REFUNDING TAXABLE SERIES 2014B	\$ 798,020	\$ 798,020	\$ -
SERIES 2015	\$ 896,350	\$ 896,350	\$ -
REFUNDING SERIES 2017A	\$ 2,097,080	\$ 2,097,080	\$ -
REFUNDING TAXABLE SERIES 2017C	\$ 664,300	\$ 664,300	\$ -
REFUNDING TAXABLE SERIES 2017D	\$ 770,675	\$ 770,675	\$ -

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 6th day of December 2021

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

APPROVED by me this 6th day of December 2021

Mayor of the Village of Palatine

ATTESTED and FILED in the Office of the
Village Clerk this 6th day of December 2021

Village Clerk

Attachment: TY 2021 Tax Levy Abatement Ordinance (2021 Tax Levy Abatement)

Consider An Ordinance Adopting the 2022 Salary Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2022

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 2.5%.
- The Fraternal Order of Police is entering the third year of a three-year agreement, under which they will receive an increase of 2.25%.
- Palatine Firefighters, Local #4588 IAFF, is entering the second year of a four-year agreement, under which they will receive an increase of 2.25%.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) has 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.
- Several position title names were edited for consistency and several positions that are not in use were removed from the schedule. The Project Manager range was adjusted down. The Sanitarian title changed to Environmental Health Practitioner.

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, 2022.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2022.

ATTACHMENTS:

- 2022 Salary Ordinance
- CY 2022 Schedules 1 and 2

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 2022 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. 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.

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

Attachment: 2022 Salary Ordinance (2022 Salary Ordinance)

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, 2022.

PASSED: This ____ day of _____, 2021

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

APPROVED by me this ____ day of _____, 2021

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk

this ____ day of _____, 2021

Village Clerk

Attachment: 2022 Salary Ordinance (2022 Salary Ordinance)

SCHEDULE 1

EFFECTIVE: January 1, 2022

VILLAGE OF PALATINE
CY 2022 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
NSC-01	Non-Supv/Conf Grade 1	20.50	21.11	21.74	22.39	23.06	23.75	24.46	25.19	25.82	26.47	27.13	27.81	28.51	29.22	29.95	30
NSC-02	Non-Supv/Conf Grade 2	22.96	23.53	24.12	24.72	25.34	25.97	26.62	27.29	27.97	28.67	29.39	30.12	30.87	31.64	32.43	33
NSC-03	Non-Supv/Conf Grade 3	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	36.72	37
NSC-04	Non-Supv/Conf Grade 4	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	35
NSC-05	Non-Supv/Conf Grade 5	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	37.85	38
NSC-06	Non-Supv/Conf Grade 6	25.53	26.17	26.82	27.49	28.18	28.88	29.60	30.34	31.10	31.88	32.68	33.50	34.34	35.20	36.08	36
NSC-07	Non-Supv/Conf Grade 7	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	44.28	45
NSC-08	Non-Supv/Conf Grade 8	32.66	33.48	34.32	35.18	36.06	36.96	37.88	38.83	39.80	40.80	41.82	42.87	43.94	45.04	46.17	47
NSC-09	Non-Supv/Conf Grade 9	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	51.94	53
NSC-10	Non-Supv/Conf Grade 10	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	53.55	54
SC-01	Supv/Conf Grade 1	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	36.72	37
SC-02	Supv/Conf Grade 2	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	38.70	39
SC-03	Supv/Conf Grade 3	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	42
SC-04	Supv/Conf Grade 4	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	44.23	45
SC-05	Supv/Conf Grade 5	32.66	33.48	34.32	35.18	36.06	36.96	37.88	38.83	39.80	40.80	41.82	42.87	43.94	45.04	46.17	47
SC-06	Supv/Conf Grade 6	35.81	36.71	37.63	38.57	39.53	40.52	41.53	42.57	43.63	44.72	45.84	46.99	48.16	49.36	50.59	51
SC-07	Supv/Conf Grade 7	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	54
SC-08	Supv/Conf Grade 8	39.75	40.74	41.76	42.80	43.87	44.97	46.09	47.24	48.42	49.63	50.87	52.14	53.44	54.78	56.15	57
SC-09	Supv/Conf Grade 9	34.60	35.47	36.36	37.27	38.20	39.16	40.14	41.14	42.17	43.22	44.30	45.41	46.55	47.71	48.90	50
SC-10	Supv/Conf Grade 10	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	60
SC-11	Supv/Conf Grade 11	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	60.66	62
SC-12	Supv/Conf Grade 12	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	60.38	61

Attachment: CY 2022 Schedules 1 and 2 (2022 Salary Ordinance)

SCHEDULE 1 (Continued)

EFFECTIVE: January 1, 2022

VILLAGE OF PALATINE
CY 2022 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	26.15	27.40	29.58	31.00	32.49	34.05	35.24	36.47
FDU-02	FD Union Grade 2	30.92	32.40	34.97	36.65	38.41	40.25	41.66	43.12
FDU-03	FD Union Grade 3	35.10	36.79	39.71	41.62	43.62	45.71	47.31	48.97
FDU-04	FD Union Grade 4	38.16	39.99	43.16	45.23	47.40	49.67	50.54	51.42
PDU-01	PD Union Grade 1	38.23	40.07	43.25	45.33	47.51	49.79	51.53	53.33
PWU-01	PW Union Grade 1	24.75	25.94	28.00	29.34	30.75	32.23	33.36	34.53
PWU-02	PW Union Grade 2	25.20	26.41	28.51	29.88	31.31	32.81	33.96	35.15
PWU-03	PW Union Grade 3	27.08	28.38	30.63	32.10	33.64	35.25	36.48	37.76
PWU-04	PW Union Grade 4	25.21	26.42	28.52	29.89	31.32	32.82	33.97	35.16
PWU-05	PW Union Grade 5	29.30	30.71	33.15	34.74	36.41	38.16	39.50	40.88
PWU-06	PW Union Grade 6	28.92	30.31	32.72	34.29	35.94	37.66	38.98	40.34
PWU-07	PW Union Grade 7	28.85	30.23	32.63	34.20	35.84	37.56	38.87	40.23
PWU-08	PW Union Grade 8	29.82	31.25	33.73	35.35	37.05	38.83	40.19	41.60
PWU-09	PW Union Grade 9	31.28	32.78	35.38	37.08	38.86	40.73	42.16	43.64
PWU-10	PW Union Grade 10	31.11	32.60	35.19	36.88	38.65	40.50	41.92	43.39
PWU-11	PW Union Grade 11	31.51	33.02	35.64	37.35	39.14	41.02	42.46	43.95
PWU-12	PW Union Grade 12	32.11	33.65	36.32	38.06	39.89	41.80	43.26	44.77

SCHEDULE 1 (Continued)

EFFECTIVE: January 1, 2022

**VILLAGE OF PALATINE
CY 2022 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 Environmental Health Practitioner		
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	Environmental Health Practitioner		
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 2022 Schedules 1 and 2 (2022 Salary Ordinance)

**VILLAGE OF PALATINE
CY 2022 SALARY SCHEDULE**

EXECUTIVE LEADERSHIP

Deputy Village Manager
Finance Director
Fire Chief
Police Chief
Public Works Director
Information Technology Director
Community Development Director
Planning & Zoning Director
Human Resources Director

As determined by the Village Manager,
not to exceed \$189,100

MANAGEMENT AND PROFESSIONALS

	<u>Minimum</u>	<u>Maximum</u>
Deputy Fire Chief	\$ 115,330	\$ 161,885
Deputy Police Chief	\$ 115,330	\$ 161,885
Deputy Public Works Director	\$ 109,660	\$ 151,195
Village Engineer	\$ 109,660	\$ 151,195
Public Works Superintendent	\$ 100,195	\$ 143,750
Fire Battalion/Division Chief	\$ 100,195	\$ 143,750
Police Commander	\$ 100,195	\$ 143,750
Assistant Finance Director	\$ 95,640	\$ 140,180
Systems Engineer	\$ 95,640	\$ 140,180
Accounting Manager	\$ 81,575	\$ 122,685
Customer Service Supervisor	\$ 81,575	\$ 122,685
Field Director, Environmental Health	\$ 81,575	\$ 122,685
Field Director, Neighborhood Services	\$ 81,575	\$ 122,685
Assistant Building Official	\$ 81,575	\$ 122,685
Fire Marshal	\$ 81,575	\$ 122,685
Human Resources Coordinator	\$ 81,575	\$ 122,685
Information Technology Administrator/Manager	\$ 77,465	\$ 118,395
Civil Engineer	\$ 71,700	\$ 109,565
Accountant 2	\$ 67,740	\$ 103,510
Planner 2	\$ 67,740	\$ 103,510
Assistant Civil Engineer	\$ 67,740	\$ 103,510
Deputy Village Clerk	\$ 63,300	\$ 88,870
Communications Coordinator	\$ 63,300	\$ 88,870

OTHER

Seasonal Snow Plow Operator	Not to exceed, per hour:	\$ 28.80
Fire Inspector	Not to exceed, per hour:	\$ 28.46
Cable TV/Video Operator	Not to exceed, per hour:	\$ 22.00
Intern	Not to exceed, per hour:	\$ 18.60
Seasonal Part Time	Not to exceed, per hour:	\$ 22.00
Crossing Guard	Not to exceed, per hour:	\$ 16.18
Project Manager	Not to exceed, per hour:	\$ 75.00

Attachment: CY 2022 Schedules 1 and 2 (2022 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. This published index would indicate an approximate 10% increase; however, considering the current economic climate, the Village Manager has recommended only a 3% general increase for 2022.

KEY ISSUES:

The 2022 Budget has been prepared based upon the proposed Fee Schedule Supplement.

In addition to the general fee increase, there are some adjustments to fees and charges for related to utility services as follows:

- Refuse Collection Rate was increased \$1 per month.
- Base residential Water Rate was increased by \$0.25 per 1,000 gallons.
- Residential Basic User Charge was increased by \$0.10 per month.
- Convenience Fee of \$3.50 for on-line utility payments has been implemented. This is the last change proposed to address the increased use of credit cards and associated fees to the Village. All current users that apply their utility bills to the credit card will receive a one billing cycle advance notice of this change in the event they wish to switch to ACH debit.

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 2022 Budget.

ACTION REQUIRED:

Motion to approve the updated Fee Schedule Supplement to the Code of Ordinances, as presented, effective January 1, 2022.

ATTACHMENTS:

- CY 2022 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, 2022

Attachment: CY 2022 Fee Schedule Supplement (CY 2022 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 2022</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	\$ 55
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	\$ 8
		3-35(1)	Class "A" Liquor License (Tavern)	\$ 5,142
		3-35(2)	Class "A-1" Liquor License (Sports and Recreation Facility)	\$ 5,142
		3-35(3)	Class "B" Liquor License (Package Liquor Store)	\$ 3,878
		3-35(4)	Class "B-1" Liquor License (Grocery Store with Package Liquor)	\$ 3,878
		3-35(5)	Class "B-2" Liquor License (General Merchandise Store with Package Liquor)	\$ 3,878
		3-35(6)	Class "B-3" Liquor License (Drug Store with Package Liquor)	\$ 3,878
		3-35(7)	Class "B-4" Liquor License (Restaurant/Convenience Store with Package Liquor)	\$ 3,878
		3-35(8)	Class "C" Liquor License (Club)	\$ 512
		3-35(9)	Class "D" Liquor License (Restaurant)	\$ 3,854
		3-35(12)	Class "D-1" Liquor License (Restaurant with Extended Hours)	\$ 8,996
		3-35(13)	Class "G" Liquor License (Restaurant with Beer and Wine)	\$ 2,532
		3-35(14)	Class "G-1" Liquor License (Seasonal)	\$ 1,267
		3-35(15)	Class "G-2" Liquor License (Beer and Wine Single Serve Package)	\$ 2,532
		3-35(16)	Class "H" Liquor License (Banquet Hall)	\$ 3,854
		3-35(17)	Class "K" Liquor License (Hotel)	\$ 5,142
		3-35(19)	Class "N" Liquor License (Microbrewery)	\$ 3,854
		3-35(21)	Class "P" Liquor License (Caterer)	\$ 125
		3-35(21)	Class "P" Liquor License (Outside Caterer) \$50 any event after	\$ 125
		3-35(22)	Class "LC" Late Closing License	\$ 6,095
		3-35(24)	Class "PS-1" Liquor License (Full Serving Product Sampling)	\$ 125
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)	\$ 8
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	\$ 52
			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	\$ 48
			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	\$ 57

Attachment: CY 2022 Fee Schedule Supplement (CY 2022 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 2022</u>
		6-1.5(a)(3)	Building Permit based on the estimated valuation of work:	
			\$5,000 or less	\$ 52
			\$5,001 or more (in addition to the above fee) per \$1,000 valuation of work:	\$ 15
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	\$ 70/210
			2. Non-Residential occupancies	\$ 210/631
		6-1.5(a)(4)	Certificate of Occupancy; All occupancies, per unit	\$ 65
		6-1.5(a)(4)a	Temporary Certificate of Occupancy; 10% of bldg permit fee or no less or more than	
			1. Residential occupancies	\$ 70/210
			2. Non-Residential occupancies	\$ 210/631
		6-1.5(a)(5)	Permit for demolition for each residential story or for other structures each 10 feet in height	\$ 65
		6-1.5(a)(6)	Moving of Building	
			a. Using public right-of-way	\$ 258
			b. Not using public right-of-way	\$ 78
		6-1.5(a)(7)	Minimum inspection fee	\$ 69
		6-1.5(a)(7)(a)	Inspection of Plumbing and Sanitation Fixtures (new and/or replacement)	
			1. Up to three (3) fixtures	\$ 69
			2. Four to Six (4-6) fixtures	\$ 137
			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	\$ 206
			2. Each additional 100 sprinkler heads or fraction thereof in excess of 100 (in addition to above)	\$ 33
		6-1.5(a)(7)(c)	Inspection of Electrical Systems	
			1. Residential (new and/or renovation) per unit	
			i. 250 sq. ft. or less	\$ 69
			ii. 251 to 1000 sq. ft. (in addition to the above)	\$ 137
			iii. Each additional 1,000 sq. ft. or fraction thereof (in addition to the above fee)	\$ 34
			2. In other than residential occupancies (new and/or renovation)	
			i. 42 circuits or less, per circuit	\$ 39
			ii. 43 circuits or more, for each additional circuit (in addition to the above)	\$ 23
		6-1.5(a)(7)(d)	Inspection of HVAC Systems	
			1. 250 sq. ft. or less	\$ 69
			2. 251 to 10,000 sq. ft. (in addition to the above)	\$ 137
			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	\$ 69
			2. 501 to 1,000 sq. ft. (in addition to the above)	\$ 206
			3. 1,001 to 10,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)	\$ 34
			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)	\$ 9
		6-1.5(a)(7)(f)	Reinspection Fee	\$ 69
		6-1.5(a)(7)(g)	Cancellation Fee	\$ 83
		6-1.5(a)(7)(i)	Existing Elevator Safety Inspection Fee	\$ 91
		6-1.5(a)(7)(j)	Existing Elevator Safety Reinspection Fee	\$ 65
		6-1.5(a)(7)(k)	New Elevator Inspection/Reinspection Fee	\$ 118
		6-1.5(a)(7)(l)	Repairs of Existing Elevator Inspection/Reinspection Fee	\$ 118
		6-1.5(f)(1)	Single family residential fence installation	\$ 71
		6-1.5(f)(2)	Single family residential shed installation	\$ 71
		6-1.5(f)(3)	Single family residential driveway installation	\$ 95
		6-1.5(f)(4)	Single family residential patio & private walk installation	\$ 95
		6-1.5(f)(5)	Single family residential tear-off roof & re-roof installation	\$ 95
		6-1.5(f)(6)	Single family residential deck installation	\$ 95
		6-1.5(f)(7)	Single Family above ground swimming pool	\$ 95
		6-1.5(f)(8)	Single family heating, ventilating and central air conditioning (HVAC) replacement	\$ 95
		6-1.5(f)(9)	Single family residential sewer repair or replacement	\$ 95
		6-1.5(f)(10)	Single family residential lawn sprinklers	\$ 95
		6-1.5(f)(11)	Single family residential electric service revision	\$ 95
		6-1.5(f)(12)	Dumpster/screening enclosure	\$ 95
		6-1.5(f)(13)	Single family water heater replacement	\$ 95

Attachment: CY 2022 Fee Schedule Supplement (CY 2022 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 2022</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 & Deconversions				
6	VII	6-82(b)(2)	Review of Property Report plus \$25 for each dwelling unit being converted to condo	
6	VII	6-89A(a)	Review of Property Report plus \$25 for each dwelling unit being converted from condo	
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	\$ 69
			Failed Second Re-Inspection	\$ 103
			Failed Third or more Re-Inspection Fee (per re-inspection)	\$ 201
		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	\$ 1,250
			Non-Resident	\$ 1,500
			Mileage Fee	\$ 12
CHAPTER 7, Article V - Fire Prevention and Protection, Ambulance and Emergency Response Service Fees				
7	V	7-82	Motor Vehicle Incidents	
			Level 1	\$ 518
			Level 2	\$ 589
			Add-On Services	
			Extrication	\$ 1,554
			Additional Time On-Scene	
			Engine/per hour	\$ 476
			Truck/per hour	\$ 595
			Miscellaneous Equipment/per hour	\$ 357
			Chief Response	
			per hour	\$ 298
CHAPTER 8, Garbage and Refuse				
8		8-1	For Each Single-Family Dwelling Unit	
			Basic User Billing Charge, per Month	\$ 2.75
		8-1(a)(1)	Curbside Pickup Charge, per month	\$ 20.00
		8-1(a)(2)	Rear Door Pickup Premium, per month	\$ 11.90
		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	Expectoration in Public Places Violations	\$ 200

Attachment: CY 2022 Fee Schedule Supplement (CY 2022 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 2022</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	\$ 122
			Per unit	\$ 25
			50% of Units Inspected	
			Per unit	\$ 86
			100% of Units Inspected	
			Per unit	\$ 143
			All Other Rental Dwelling Types (Condo, Townhome, SFR)	
			0 - 3 Violations	\$ 86
			4 or More Violations	\$ 160
CHAPTER 10, Article VII - Notice of Violation Procedures, Penalties, Appeals and Conflict of Ordinances				
VII	10-44(b)(2)		1st Re-inspection Fee	\$ 69
			2nd Re-Inspection Fee	\$ 103
			3rd or more Re-Inspection Fee (per re-inspection)	\$ 201
	10-44(b)(3)		Cancellation and absentee fee	\$ 75
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	\$ 91
			Step 2: 2,501 sq ft and over	\$ 181
	11-21		Food Establishments (Type B)	
			Step 1: 0 - 2,500 sq ft	\$ 258
			Step 2: 2,501 - 5,000 sq ft	\$ 382
			Step 3: 5,001 - 7,500 sq ft	\$ 510
			Step 4: 7,501 sq ft and over	\$ 579
	11-21		Service Establishments (Type C)	
			Step 1: 0 - 2,500 sq ft	\$ 91
			Step 2: 2,501 sq ft and over	\$ 181
	11-21		Retail and Wholesale Establishments (Type D)	
			Step 1: 0 - 2,500 sq ft	\$ 129
			Step 2: 2,501 - 5,000 sq ft	\$ 258
			Step 3: 5,001 - 7,500 sq ft	\$ 386
			Step 4: 7,501 sq ft and over	\$ 579
	11-21		Industrial Establishments (Type E)	
			Step 1: 0 - 10,000 sq ft	\$ 192
			Step 2: 10,001 - 20,000 sq ft	\$ 386
			Step 3: 20,001 sq ft and over	\$ 579
	11-21		Home Occupations (Type F)	\$ 11

Attachment: CY 2022 Fee Schedule Supplement (CY 2022 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 2022</u>
CHAPTER 11, Article II - Licenses, Permits and Business Regulations, Amusement Facilities				
11	II	11-32(g)	Coin Operated Amusement Device	\$ 65
		11-32.1	Juke Boxes	\$ 26
		11-45	Circus License; per day	\$ 466
			Carnival License; per day	\$ 35
			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	\$ 14
			Vending Machine - Ice Machine not ancillary to primary use	\$ 39
			Vending Machine - General Merchandise (no food or beverage of any kind)	\$ 14
			Vending Machine - Offers TCS foods or beverages	\$ 39
			Mobile food dispensing units and roadside stands	\$ 129
			Vehicle used for delivery of TCS food or beverages:	
			To individual residences	\$ 65
			To retail establishments	\$ 27
CHAPTER 11, Article IV - Licenses, Permits and Business Regulations, Merchants				
11	IV	11-127	Auctioneers Permit - Annual	
			Annual	\$ 129
			Daily	\$ 13
		11-130	Auctioneers Employees License	\$ 8
		11-142	Cigarette and Tobacco Dealers	\$ 53
		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	\$ 258
			Junk Dealers Vehicle License (for each vehicle operated)	\$ 65
			Junk Dealers Vehicle License (for each vehicle operated in village by dealer not maintaining store or yard in Village)	\$ 65
		11-241	Real Estate Brokers License	\$ 65

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
CHAPTER 11, Article V - Licenses, Permits and Business Regulations, Miscellaneous Business Operations				
11	V	11-312	House Movers	
			Annual License	\$ 122
			Daily License	\$ 13
		11-369	Outdoor Advertisers - Annual	\$ 37
		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	\$ 1,374
			Commercial, Industrial, Institutional License	\$ 2,309
		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	\$ 26
		11-442	Public Passenger Vehicle	
			Between 1/1 and 6/30	\$ 99
			Between 7/1 and 12/31	\$ 62
			Each Additional Vehicle	
			Between 1/1 and 6/30	\$ 74
			Between 7/1 and 12/31	\$ 50
		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	\$ 258
		11-473(2)	All Other Contractors	\$ 65
		11-503	Kennel, Pet Shop, Shelter, Pound or Animal Hospital Annual License	\$ 120
		11-512	Dealers in Gold and Silver	
			Daily Fee	\$ 129
			Annual License Fee	\$ 65
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	\$ 215
		11-527	Solicitor Registration - Annual Fee	\$ 39
			Solicitor Registration - Daily Activity Fee	\$ 13
			Solicitors for holders of a Village granted Franchise for the operation of a Cable Communications System - Annual Fee	\$ 39
CHAPTER 11, Article VIII - Licenses, Permits and Business Regulations, Commercial Vehicle Relocators Licensing Law				
11	VIII	11-609	Vehicle Locators License	\$ 20
			Additional per tow truck	\$ 2

Attachment: CY 2022 Fee Schedule Supplement (CY 2022 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 2022</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	\$ 577
			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	\$ 41
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

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</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	\$ 65
			Between 3 pm and 8 am	\$ 185
CHAPTER 19, Article II - Utility Services, Water				
19	II	19-16	Per Unit Construction Fees for Water	
			Incorporated Properties	\$ 112
			Unincorporated Properties	\$ 133
		19-20	Water Tap and Meter Inspection Fee	
			Residential/Business/Manufacturing	\$ 62
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	\$ 546
			Connection Fee	\$ 1,304
			2 Units - 1 Inch Meter, 1 1/4 Inch Tap	
			Meter	\$ 600
			Connection Fee	\$ 1,525
			2 Units - 1 Inch Meter, 1 1/2 Inch Tap	
			Meter	\$ 609
			Connection Fee	\$ 1,798
19	II	19-20 & 19-51	2-15 Units Inclusive, 1-1/2 Inch Meter, 2 Inch Tap	
			Meter	\$ 931
			Connection Fee	\$ 3,824
			15-35 Units Inclusive, 2 Inch Compound Meter, 3 Inch Tap	
			Meter	\$ 1,522
			Connection Fee	\$ 10,492
			36-50 Units Inclusive, 3 Inch Compound Meter, 4 Inch Tap	
			Meter	\$ 3,709
			Connection Fee	\$ 13,514
			51-100 Units Inclusive, 4 Inch Compound Meter, 6 Inch Tap	
			Meter	\$ 5,706
			Connection Fee	\$ 29,655
			51-100 Units Inclusive, 6 Inch Compound Meter, 8 Inch Tap	
			Meter	\$ 8,953
			Connection Fee	\$ 45,796
19	II	19-25	Unauthorized Use - Water Rate per 1,000 Gallons	\$ 22
		19-25	Penalty for Unauthorized Use	
			Not Less Than	\$ 60
			Not More Than	\$ 900
		19-51	Non Conversion of Meter	
			Meter (Per Residential Dwelling Unit Per Billing Cycle)	\$ 52
			External Transponder (Per Account Per Billing Cycle)	\$ 77
		19-54	Testing Fees	
			Meters No Larger Than 1 1/2 Inch	\$ 178
			1 3/4 and 2 Inch	\$ 302
			3 Inch	\$ 330
			4 Inch	\$ 363
			6 Inch	\$ 363
			8 Inch	\$ 385

Attachment: CY 2022 Fee Schedule Supplement (CY 2022 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 2022</u>
		19-62(A)	For All Services to Premises Within the Village	
			Basic User Billing Charge, per Month	\$ 2.75
			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	\$ 5.05
			For All Consumption Over 74,810 Gallons	\$ 6.50
		19-62(A)(2)	For Premises Exempt from the Payment of Real Estate Taxes	
			For the First 74,810 Gallons	\$ 8.75
			For All Consumption Over 74,810 Gallons	\$ 10.20
		19-62(B)	For All Services to Premises Not Within the Village	
			Basic User Billing Charge, per Month	\$ 3.35
			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	\$ 11.60
			For All Consumption Over 74,810 Gallons	\$ 13.05
19	II	19-62(B)(2)	For Premises Outside of the Village that are in Deer Park	
			For All Consumption	
			Regular Rate	\$ 13.10
			Maintenance/Replacement Surcharge (included in regular rate)	\$ 1.50
			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	\$ 13.05
		19-63	Standardized Billing Rates (Number of Times the Minimum Usage Billing)	
			Single Family Residential Dwellings	2
			Non-Single Family Residential Dwellings	5
		19-63(A)	For All Services to Premises Within the Village	
			Basic User Billing Charge, per Month	\$ 2.75
			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	\$ 3.35
			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	\$ 1.46
		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	\$ 132
			Multiple Family Residence for each family unit	\$ 132
			Business Establishments	\$ 132
		19-88(2)	Penalties, Not to Exceed	\$ 750.00
		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	20.94(3)(A)	Application Fee - Collocate on Existing Utility Pole	\$ 650
			Plus Per Each Location	\$ 350
		20.94(3)(B)	Application Fee - Collocate on New Utility Pole	\$ 1,000

Attachment: CY 2022 Fee Schedule Supplement (CY 2022 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 2022</u>
APPENDIX A, Article V - Zoning, Use Districts				
APP A	V	5.02(a)(2)	Official Zoning Map	\$ 29
APPENDIX A, Article VIII - Zoning, Signage				
APP A	VIII	8.01(b)(1)	Illuminated and Nonilluminated Signs	\$ 56
			Plus one dollar (\$1) per square foot of gross surface area of the proposed sign	
			Plan Exam Fee	\$ 26
			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	\$ 2,293
			Per Acre for the first 5 acres	\$ 34
			Per Acre for each acre over 5	\$ 23
		13.05(g)	Final Review of Planned Development; Plus	\$ 1,146
			Per Acre for the first 5 acres	\$ 34
			Per Acre for each acre over 5	\$ 23
APPENDIX A, Article XIV - Zoning, Administration				
APP A	XIV	14.09	Text Amendments	
			Residential	\$ 386
			Non-Residential	\$ 772
			Zoning Map Change	
			Less than one acre	\$ 386
			One acre or more	\$ 913
			Variations	
			Single Family (excluding zoning relief applications for Lot Coverage)	\$ 258
			Administrative (excluding zoning relief applications for Lot Coverage)	\$ 130
			Minor Variation	\$ 22
			All Others	\$ 836
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	\$ 386
			Administrative Special Use	\$ 194
			Minor Special Use	\$ 22
			Special Use Amendments and for non-conforming businesses requiring a Special Use to continue their operations	\$ 166
			Special Use Permit for Live Entertainment	\$ 515
			All Others	\$ 965
			Annexation Hearing	\$ 772
			Multiple Application Fee for each Additional Application	\$ 65
			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.	\$ 182

Attachment: CY 2022 Fee Schedule Supplement (CY 2022 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 2022</u>
APPENDIX B, Article III - Subdivision, Site Development and Floodplain Regulations, Preliminary Plat				
APP B	III	3.01(a)(4)a	Preliminary Plat; plus	\$ 191
			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	\$ 258
			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.	\$ 186
		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	\$ 65
			3-6 acres, each inspection	\$ 129
			6-8 acres, each inspection	\$ 193
			Over 8 acres, each inspection	\$ 258
		6.09(f)(3)	Filing Fee	\$ 91
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	\$ 25
Finance				
			Utility Bill Fees	
			Online Utility Bill Convenience Fee	\$ 3.50

Consider a Resolution Appropriating \$2,915,195 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2022 Capital Improvement Budget identifies the use of \$2,915,195 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 2022 resolution appropriating Motor Fuel Tax funds in the amount of \$2,915,195.
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 \$2,915,195 of Motor Fuel Tax funds for the 2022 Street Resurfacing Program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$2,915,195 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	22-00000-00-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
Nine Hundred Fifteen Thousand, One Hundred Ninety-Five Dollars (\$2,915,195.00
of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from
01/01/22 to 12/31/22.
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 Margaret 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 12/06/21
Governing Body Type Name of Local Public Agency Date
IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ Month, Year.

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date



Request for Expenditure/Authorization
of Motor Fuel Tax Funds



Local Public Agency

Palatine

Type

Village

County

Cook

Section Number

22-00000-00-GM

I hereby request authorization to expend Motor Fuel Tax Funds as indicated below:

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	\$2,915,195.00	
Maintenance Engineering		
Obligation Retirement		n/a
Other		
Right-of-Way (Itemized on 2nd page)		
TOTAL	\$2,915,195.00	

Comments

--

Local Public Agency Official

Date

Title

Village Manager

Approved

Regional Engineer
Department of Transportation

Date

Department of Transportation Use

Entered By

Date

Itemization of Right-of-Way Request

Location of Property			Property Owner	Acres Right-of- Way	Relocation Costs	Cost of Land Acquired	Cost of Damage to Land not Acquired	Total
Street/Road	Parcel Number	Address of Property Involved						
TOTAL								
Add Item								

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	22-00000-00-GM	01/01/22	12/31/22

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
2022 Street Resurfacing Program	IV	Yes						\$3,296,836.00
Total Operation Cost								\$3,296,836.00

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)	\$2,915,195.00		\$381,641.00	\$3,296,836.00
Maintenance Total	\$2,915,195.00		\$381,641.00	\$3,296,836.00

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	\$2,915,195.00		\$396,641.00	\$3,311,836.00

Remarks

SUBMITTED

Local Public Agency Official

Date

Title

Village Manager

County Engineer/Superintendent of Highways

Date

APPROVED

Regional Engineer
Department of Transportation

Date

Consider a Resolution Amending the Village's Employee Handbook for 2022

BACKGROUND: The Village of Palatine Employee Handbook outlines the rules, regulations, benefits, and conditions of employment that apply to Village employees. Annually, the handbook is reviewed and amended as needed 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 2021 budget.

KEY ISSUES:

The suggested handbook changes for 2022 include:

- Update references to outside agency addresses (Illinois Department of Human Rights and Federal Equal Employment Opportunity Commission) in Section 1.8, Resolving Complaints of Harassment or Discrimination.
- Update Floating Holiday and Personal Holiday language.
- Add new language regarding political activity of employees. Employees may not campaign for or contribute to elected offices of the Village of Palatine.
- Update Tuition Assistance Rates for 2022.
- Add new language regarding work-from-home arrangements as temporary, and on a business-needs only basis with concurrence of Village Manager.

ALTERNATIVES:

- Approve the recommended changes.
- Do not approve the recommended changes

RECOMMENDATION: Staff recommends a motion to amend the Village's Employee Handbook.

ACTION REQUIRED: Motion to amend the Village's Employee Handbook.

ATTACHMENTS:

- Employee Handbook 2022 Res
- 2022 Draft EMPLOYEE HANDBOOK Rev
- Handbook 2022 Changes Only Rev

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 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, 2022.

DATED: This _____ day of _____, 2021

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

APPROVED by me this _____ day of _____, 2021

Mayor of the Village of Palatine

ATTEST and FILE in the office of the Village Clerk this _____ day of _____, 2021.

Village Clerk

EMPLOYEE HANDBOOK

January 1, 2022

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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

Employment that 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

B. 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~~, ~~555 W. Monroe St., 7th Floor, Chicago, IL 60661~~ (312) 814-6200 or to the Federal Equal Employment Opportunity Commission, ~~500 W. Madison Street, Suite 2000, Chicago, IL 60661~~ - (312) 353-2713. JCK Federal Building, 230 S. Dearborn St., Chicago, IL 60604 (312-872-9744). 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.

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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 Villager 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 (12) 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.

Any employee hired on or before May 31, will be entitled to floating holidays 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 to use the time before six full months of consecutive service may be granted by the Department Head for unusual circumstances.

Any employee hired after May 31, is not eligible for floating holidays for that calendar year.

Any employee who terminates employment on or before May 31 shall have their Floating Holidays usage limited to a prorated basis for that time which would have been earned at the time of termination. Should the employee have used more than their prorated time at separation, the employee shall arrange to repay the Village for the paid time, which could be a reduction of another accrued leave balance, such as vacation.

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 (6) full months of consecutive full-time employment. Entitlement to use the time before six full months of consecutive service 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. Any employee who terminates employment on or before May 31 shall have their Personal Days usage limited to a prorated basis for that time which would have been earned at the time of termination. Should the employee have used more than their prorated time at separation, the employee shall arrange to repay the Village for the paid time, which could be a reduction of another accrued leave balance, such as vacation.

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 employee has been employed by the Village for at least twelve (12) months, has worked at least 1,250 hours during the twelve (12) month period preceding the start of the leave, employee is eligible for up to a total of twelve (12) work weeks 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 employee's 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 employee 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 employee's spouse also works for the Village and both employees 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 employees 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 one-hundred-sixty (160) days in a calendar year, (eighty (80) days for Fire Personnel). 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. [The “Outside Employment Request Form” is located at the end of the Employee Handbook.](#)
 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. No employee, or compensated officer, other than an elected officer of the Village of Palatine, shall campaign for, or make a contribution, either in cash or kind, to the campaign of any candidate for an elected

office of the Village of Palatine. It shall be unlawful for any person to coerce or solicit an officer or employee of the Village of Palatine to campaign for or contribute, either in cash or in kind, to the campaign of any candidate for an elected office of the Village of Palatine. No appointment to employment by the Village of Palatine, or discharge or removal therefrom, or demotion or other unfavorable personnel action affecting an officer or employee of the Village of Palatine shall be conditioned upon a requirement that such officer or employee campaign for, support or contribute, either in cash or in kind, to the campaign of any candidate for an elected office of the Village of Palatine.

Section 9.5 Solicitation, Distribution of Printed Materials, Selling/Peddling Among Employees

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A. Solicitation, Distribution of Printed Materials, Selling/Peddling Among Employees

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 Program

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 (2020/2021/2021/2022 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	\$354.07 per hour	\$ 266	\$177	\$ 89
Graduate program	\$496.72 per hour	\$ 373	\$248	\$ 124

Type of Program Attended	Base Rate	75% Rate	50% Rate	25% Rate
Rate				

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” ([form found at the end of the Employee Handbook](#)) 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 ([form found at the end of the Employee Handbook](#)). 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 eighteen (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 Business Travel Expense 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 Work from Home Arrangements

~~11.8.1~~ Municipal employee work, by nature, occurs face-to-face and in-person. In rare circumstances, work-from-home arrangements will be considered on a temporary basis if there is an established business need and the means for the employee to meet the temporary project requirements. The Department Head must establish a clear benefit to the Village to justify work from home. Department Directors must seek concurrence of the Village Manager before work-from-home arrangements are made. Alternatively, last sentence could say: Department Directors will notify Village Manager of any work-from-home arrangements before authorization is given.

Section 11.9 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 11.10 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, reviewed for approval, and conveyed to IT.

- 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 13.2) 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 13.1 **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		
	() INDOORS	() OUTDOORS
TYPE OF WORK TO BE PERFORMED		
TOTAL HOURS/WEEK	DAYS OF WEEK	HOURS OF DAY
() APPROVED () DISAPPROVED	() APPROVED () DISAPPROVED	
VILLAGE MANAGER	DATE	DEPARTMENT HEAD DATE

Section 1.8 Resolving Complaints of Harassment or Discrimination

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~~ ^{555 W. Monroe St., 7th Floor, Chicago, IL 60661} (312) 814-6200 or to the Federal Equal Employment Opportunity Commission, ~~500 W. Madison Street, Suite 2000, Chicago, IL 60661~~ ^{(312) 353-2713, JCK Federal Building, 230 S. Dearborn St., Chicago, IL 60604 (312-872-9744)}. 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.

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Section 6.1 Holidays

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.

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Any employee hired on or before May 31, will be entitled to floating holidays 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 to use the time before six full months of consecutive service may be granted by the Department Head for unusual circumstances.

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Any employee hired after May 31, is not eligible for floating holidays for that year.

Any employee that terminates employment on or before May 31 shall have their Floating Holidays usage limited to a pro-ration of what is earned at the time of termination. Should the employee have used more than their prorated time at separation, the employee shall arrange to repay the Village for the paid time, which could be a reduction of another accrued leave balance, such as vacation.

2022 Proposed Employee Handbook Changes

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 (6) full months of consecutive full-time employment. Entitlement to use the time before six full months of consecutive service 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. Any employee that terminates employment on or before May 31 shall have their Personal Days usage limited to a pro-ration of what is earned at the time of termination. Should the employee have used more than their pro-rated time at separation, the employee shall arrange to repay the Village for the paid time, which could be a reduction of another accrued leave balance, such as vacation.

Section 9.4 Political Activity (New)

Employees may not engage in political activity while at work or on duty. No employee, or compensated officer, other than an elected officer of the Village of Palatine, shall campaign for, or make a contribution, either in cash or kind, to the campaign of any candidate for an elected office of the Village of Palatine. It shall be unlawful for any person to coerce or solicit an officer or employee of the Village of Palatine to campaign for or contribute, either in cash or in kind, to the campaign of any candidate for an elected office of the Village of Palatine. No appointment to employment by the Village of Palatine, or discharge or removal therefrom, or demotion or other unfavorable personnel action affecting an officer or employee of the Village of Palatine shall be conditioned upon a requirement that such officer or employee campaign for, support or contribute, either in cash or in kind, to the campaign of any candidate for an elected office of the Village of Palatine.

2022 Proposed Employee Handbook Changes

Section 11.2 Tuition Assistance Program**Sample Reimbursement Rates (2021/2022 School Year)**

<u>Type of Program Attended</u>	<u>Base Rate</u>	<u>75% Rate</u>	<u>50% Rate</u>	<u>25% Rate</u>
Harper or other Community College	\$133.50 per hour	\$ 100	\$ 66	\$ 33
Undergraduate program	\$354.07 per hour	\$ 266	\$177	\$ 89
Graduate program	\$496.72 per hour	\$ 373	\$248	\$ 124

Section 11.8 Work from Home Arrangements (New)

Municipal employee work, by nature, occurs face-to-face and in-person. In rare circumstances, work-from-home arrangements will be considered on a temporary basis if there is an established business need and the means for the employee to meet the temporary project requirements. The Department Head must establish a clear benefit to the Village to justify work from home. Department Directors must seek concurrence of the Village Manager before work-from-home arrangements are made.

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Motion Authorizing the Village Manager to Join the Illinois GIS consortium

BACKGROUND:

With the loss of our IT Administrator for Geographic Information Systems (GIS) earlier this year, we took this opportunity to evaluate options for the staffing / operations of the Geographic Information System (GIS) functions within the Village of Palatine.

Reviewing the different possibilities, we are recommending joining the GIS consortium to provide GIS services and personnel to meet the needs of the Village of Palatine.

KEY ISSUES:

The GIS consortium is an organization of 39 governmental entities in the northern Illinois area which consolidated GIS function into a combined service organization. The GIS Consortium provides software, personnel, GIS software configuration and management as part of their service agreements.

By joining the GIS Consortium, we accomplish a few different objectives. It reduces the risk to the Village by engaging with an organization that has depth in GIS capabilities / knowledge, it provides development capabilities beyond our current abilities, and provides for a common data / process with many neighbors, enabling data sharing in the future.

Costs for the GIS Consortium are broken into 2 different parts: 1) One-time fee of \$20,000 to join the GIS consortium as a member; and 2) Annual dues of approximately \$230,000 to the consortium vendor, MPG Inc., for staffing, system operations, and licensing.

Costs for joining the GIS Consortium will be paid from the salary savings of the vacant IT Administrator position in 2021. The annual dues have been included in the 2022 budget for \$236,686.

ALTERNATIVES:

1. Authorize the Village Manager to execute all agreements necessary for joining the GIS Consortium.
2. Refer back to Staff.

RECOMMENDATION:

Staff recommends a motion authorizing the Village Manager to execute all documents necessary for joining the GIS Consortium.

ACTION REQUIRED:

A motion to authorize the Village Manager to execute all agreements necessary for joining the GIS Consortium.

ATTACHMENTS:

- GISC-Membership-Agreement
- MGP Agreement

- MGP Proposal

MEMBERSHIP AGREEMENT FOR A GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

This Agreement is entered into this ____ day of _____, 20____, by and between the municipalities that have executed this Agreement pursuant to its terms (all municipalities are collectively referred to as “Parties”).

W I T N E S S E T H:

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and Section 3 of the Illinois Intergovernmental Cooperation Act authorize and encourage the entering into of Intergovernmental Agreements between units of local government;

WHEREAS, the Parties desire to enter into an Intergovernmental Agreement setting forth the responsibilities of the Parties with regard to the operation of a consortium to develop and share geographic information system information;

WHEREAS, the Parties desire to limit the cost of developing geographic information systems for their communities by participating in group training, joint purchasing and development and innovation sharing;

NOW, THEREFORE, in consideration of the mutual covenants of this Agreement and other good and valuable consideration, the Parties agree as follows:

I. General Purpose

The general purpose of this Agreement is to provide for an organization through which the Parties may jointly and cooperatively procure professional services for the establishment,

operation and maintenance of a geographic information system for the use and benefit of the Parties.

II. Construction and Definitions

Section 1. The language in the text of this Agreement shall be interpreted in accordance with the following rules of construction:

- (a) The singular number includes the plural number and the plural the singular,
- (b) The word “shall” is mandatory; the word “may” is permissive; and
- (c) The masculine gender includes the feminine and neuter

Section 2. When the following words and phrases are used, they shall, for the purposes of this Agreement, have the meanings respectively ascribed to them in this Section, except when the context otherwise indicates.

- (a) “GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM” or “GISC” means the organization created pursuant to this Agreement.
- (b) “GIS,” means geographic information system.
- (c) “BOARD” means the Board of Directors of GISC, consisting of one (1) Director (and one (1) alternate Director) from each governmental unit, which is a member of GISC.
- (d) “CORPORATE AUTHORITIES” means the governing body of the member governmental unit.
- (e) “MEMBER” means a Governmental Unit, which enters into this Agreement and is, at any specific time not in default as set forth in this Agreement.
- (f) “FORMER MEMBER” means any entity, which was once a Member, but has either withdrawn from GISC or whose membership was terminated pursuant to this Agreement.
- (g) “UNIT OF LOCAL GOVERNMENT” or “GOVERNMENTAL UNIT” means and includes any political subdivision of the State of Illinois or any department or agency of the state government or any city, village or any taxing body.
- (h) “SOFTWARE” means computer programs, form designs, user manuals, data specifications and associated documentation.

- (i) “SERVICE PROVIDER” means any professional services firm(s) that GISC designates as the firm(s) to establish, operate, maintain or support geographic information systems, for the Members.
- (j) “SECONDARY SERVICE PROVIDER” means a Service Provider not limited to a supplier of software, hardware, mapping or other services.
- (k) “INTELLECTUAL PROPERTY” means any and all software, data or maps generated by or for GISC. Such intellectual property shall be considered privileged and confidential trade secrets and shall constitute valuable formulae, design and research data or which Members have given substantial consideration.

III. Membership

Section 1. Any Governmental Unit may be eligible to become a member of GISC.

Section 2. A Governmental Unit desiring to be a member shall execute a counterpart of this Agreement and shall pay initial membership dues of a minimum of Four Thousand Dollars (\$4,000) and a maximum of Twenty Thousand Dollars (\$20,000) to be pro-rated in accordance with the formula contained in Exhibit A. Payment shall be made to the Secretary-Treasurer, or equivalent, of GISC to offset the cost of the legal and administrative expenses of the formation, operation and administration of GISC.

Section 3. Members shall enter into a GIS service contract, with the Service Provider substantially conforming with the agreement attached in Exhibit B or as modified by the GISC Board, within one (1) year of signing this Agreement. Members are expected to enter into any agreements with Secondary Service Providers deemed necessary for the functioning of GISC within a reasonable time as determined by the Board of Directors. Members shall be subject to the provisions of this Agreement, including but not limited to Article XIV.

Section 4. Any Governmental Unit desiring to enter into this Agreement may do so by the duly authorized execution of a counterpart of this Agreement by its proper officers. Thereupon, the clerk or other corresponding officer of the Governmental Unit shall file a duly executed copy of the Agreement, together with a certified copy of the authorizing resolution or other action, with the GISC President. The resolution authorizing the execution of the Agreement shall also designate the first Director and alternate for the Member.

Section 5. The Charter Members shall be the Members consisting of Glencoe, Highland Park, Lincolnshire and Park Ridge.

Section 6. Any Member joining GISC agrees, upon joining, that if it is to become a Former Member, it will be bound by all of the obligations of a Former Member as set forth in this Agreement.

Section 7. Former members will require a favorable vote of two-thirds (2/3) majority of the Board of Directors in order to rejoin the GISC.

IV. Board of Directors

Section 1. The governing body of GISC shall be its Board of Directors. Each Member shall be entitled to one (1) Director, who shall have one (1) vote.

Section 2. Each Member shall also be entitled to one Alternate Director who shall be entitled to attend meetings of the Board and who may vote in the absence of the Member's Director.

Section 3. The Corporate Authorities of each Member shall appoint Directors and Alternate Directors. In order for GISC to develop data processing and management information systems of maximum value to Member Governmental Units, the Members shall appoint, as their Director and Alternate, a chief administrative officer, a department head and employees with significant management responsibility and experience. Directors and Alternates shall serve without compensation from GISC.

Section 4. A vacancy shall immediately occur in the office of any Director upon his resignation, death, removal by the Corporate Authorities of the Member, or ceasing to be an employee of the Member.

V. Powers and Duties of the Board

Section 1. The powers and duties of the Board shall include the powers set forth in this Article.

Section 2. It shall take such action, as it deems necessary and appropriate to accomplish the general purposes of the organization in negotiating with a Service Provider to determine

annual rates and usage levels for the members and other ancillary powers to administer GISC.

Section 3. It may establish and collect membership dues.

Section 4. It may establish and collect charges for its services to Members and to others.

Section 5. It may exercise any other power necessary and incidental to the implementation of its powers and duties.

VI. Officers

Section 1. The officers of the Executive Board and their powers and duties are defined in the By-Laws.

VII. Financial Matters

Section 1. The fiscal year of GISC shall be the calendar year.

Section 2. An annual budget for the next fiscal year shall be adopted by the Board at the annual meeting by December 31st of each year. Copies shall be provided to the chief administrative officer of each Member.

Section 3. The Board shall have authority to adjust cost sharing charges for all Members in an amount sufficient to provide the funds required by the budgets of GISC.

Section 4. Billings for all charges shall be made by the Board and shall be due when rendered. Any Member whose charges have not been paid within 90 days after billing shall be in default and shall not be entitled to further voting privileges or to have its director hold any office on the Board and shall not use any GISC facilities or programs until such time as such Member is no longer in default. Members in default shall be subject to the provisions within this Agreement. In the event that such charges have not been paid within 90 days of such billing, such defaulting Member shall be deemed to have given, on such 90th day, notice of withdrawal from membership. In the event of a bona fide dispute between the Member and the Board as to the amount which is due and payable, the member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice to its right to dispute the amount of the charge and to pursue any legal remedies available to it. Withdrawal shall not relieve any such Member from its financial obligations as

set forth in this Agreement.

Section 5. Nothing contained in this Agreement shall prevent the Board from charging nonmembers for services rendered by GISC, on such basis, as the Board shall deem appropriate.

Section 6. It is anticipated that certain Members may be in a position to extend special financial assistance to GISC in the form of grants. The Board may credit any such grants against any charges, which the granting Member would otherwise have to pay. The Board may also enter into an agreement, as a condition to any such grant, that it will credit all or a portion of such grant towards charges, which have been made or in the future may be made against one or more specified Members.

Section 7. The Board, in accordance with procedures established in the By-Laws may expend board funds. The Board must authorize all expenditures by simple majority.

VIII. Termination of Membership

Section 1. Failure to enter into an agreement with the Service Provider within one (1) year of GISC's designation of the Service Provider shall be cause for the termination of membership. A 30-day written notice will be given to a Member that fails to enter into an agreement with the Service Provider as provided in this Section. Upon the failure to enter into an agreement at the end of the thirty-day (30) notice period, its membership shall be terminated.

Section 2. Failure to enter into an agreement within thirty 30 days of expiration of the previous agreement with Service Provider shall result in membership termination.

Section 3. A member may be terminated for cause based on an affirmative vote of two-thirds (2/3) of the Board of Directors.

Section 4. Upon termination of any Member, the Member shall be responsible for:

- (a) All of its pro-rated share of any obligations;
- (b) Its share of all charges to the effective date of termination; and
- (c) Any contractual obligations it has separately incurred with GISC or the Service Provider.

Section 5. A Member terminated from membership at a time when such termination does not result in dissolution of GISC, shall forfeit its claim to any assets of GISC. Any terminated

Member shall be subject to the provisions described elsewhere in this agreement.

IX. Withdrawal

Section 1. Any Member may at any time give written notice of withdrawal from GISC. The nonpayment of charges as set forth in this Agreement or the refusal or declination of any member to be bound by any obligation to GISC shall constitute written notice of withdrawal.

- (a) Actual withdrawal shall not take effect for a period of six (6) months from the date of such notification.
- (b) Upon effective withdrawal the withdrawing member shall continue to be responsible for:
 - (i) All of its pro-rated share of any obligations;
 - (ii) Its share of all charges to the effective date of termination;
 - (iii) Any contractual obligations it has separately incurred with GISC or the Service Provider(s).

Section 2. A Member withdrawing from membership at a time when such withdrawal does not result in dissolution of GISC shall forfeit its claim to any assets of GISC. Any Member that withdraws shall be subject to the provisions of this Agreement. In addition, any Member withdrawing shall promptly remove, at its own expense, any and all software, maps or other data that was not developed exclusively for the Member's benefit, except under terms as provided for elsewhere in this Agreement. The withdrawing Member shall, within thirty (30) days of withdrawal, file a certification with the Board, verifying compliance with this Section.

X. Dissolution

Section 1. GISC shall be dissolved whenever:

- (a) A sufficient number of Members withdraw from GISC to reduce the total number of Members to less than two (2) or
- (b) By two-thirds (2/3) vote of all Directors.

Section 2. In the event of dissolution, the Board shall determine the procedures necessary to affect the dissolution and shall provide for the taking of such measures as promptly as

circumstances permit subject to the provisions of this Agreement.

Section 3. Upon dissolution, after payment of all obligations the remaining assets of GISC shall be distributed among the then existing Members in proportion to their contributions to GISC during the entire period of such Member's membership, as determined by the Board. The computer software that GISC developed for its membership shall be available to the Members, subject to such reasonable rules and regulations, as the Board shall determine.

Section 4. If, upon dissolution, there is an organizational deficit, such deficit shall be charged to and paid by the Members and Former Member in accordance with obligations as described in Article IX on a pro-rata basis, the pro-rata basis is calculated from the Members' contributions to GISC during the two (2) years preceding the date of the vote to dissolve.

Section 5. In the event of dissolution the following provisions shall govern the distribution of computer software owned by GISC:

- (a) All such software shall be an asset of GISC.
- (b) A Member may use any software developed during its membership in accordance with this agreement, upon:
 - (i) Paying any unpaid sums due GISC,
 - (ii) Paying the costs of taking such software, and
 - (iii) Complying with reasonable rules and regulations of the Board relating to the taking and use of such software. Such rules and regulations may include a reasonable time within which any Member must take such software.

XI. General Conditions

Section 1. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered in person or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to GISC:

President of GISC

With a copy to the GISC Secretary-Treasurer, or equivalent.

If to Member:

Each party shall have the right to designate other addresses for service of notices, provided notice of change of address is duly given.

Section 2. The Parties certify that they are not barred from entering into this Agreement as a result of violations of either Section 33E-3 or Section 33E-4 of the Illinois Criminal Code and that they each have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4).

XII. Duration

This agreement shall continue in effect indefinitely, until terminated in accordance with its terms or until GISC is dissolved.

XIII. Member Software Usage

Section 1. No Member or Former Member shall:

- (a) Permit any other parties to use, modify, translate, reverse engineer, decompile, disassemble (except to the extent applicable laws specifically prohibit such restriction) or create derivative works based on the software;
- (b) Copy the software, unless part of normal backup procedures;
- (c) Sell, rent, lease, license, give away or grant a security interest in or otherwise transfer rights to the software; or
- (d) Remove any proprietary notices or labels on the software without written permission from the Board.

Section 2. In the event of default, withdrawal or termination of membership of a

Member, that Member may use, under license granted by the Board, any software developed during its membership upon:

- (a) Paying to the Board any unpaid sums due GISC and
- (b) Paying any reasonable costs established by the Board for licensing such software.

XIV. Service Provider

Section 1. For the purposes of this article, the Service Provider is defined as the Service Provider and Secondary Service Provider.

Section 2. The term of any Service Provider shall be as set forth in the Service Provider Agreement.

Section 3. The Board may at any time by a majority vote name a new Service Provider, whose term shall begin at such time as the Board may authorize.

Section 4. A Service Provider's term shall be renewed upon such terms as the Board may approve.

Section 5. The Board may terminate the services of a Service Provider at any time, subject only to the Service Provider agreement.

Section 6. The Board may enter into agreements with more than one Service Provider if it deems it appropriate to do so.

XV. Intellectual Property

Section 1. Members agree that no assignments, licenses, sales, authorization of reuse by others, giveaways, transfer or any other grant of Intellectual Property rights will be made to any third party without written permission from the Board.

Section 2. It is understood that this Agreement does not grant to any Member or any employees, partners or other business associates thereof, any rights in any Intellectual Property or any inherent protectable interests, except those specifically provided by this Agreement.

XVI. Execution of Agreement

This Agreement may be executed in any number of counterparts, each of which shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as GISC and the Members or additional Members shall preserve undestroyed, shall together constitute but one and the same instrument.

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EXHIBIT A

INITIAL MEMBERSHIP DUES FORMULA

Membership Fee = Basis x Allocation

Where: Basis = \$20,000

Allocation = Calculated by Consortium for member based on size, density, and other considerations

Fee Illustration

Allocation	Membership Fee

0%	NA
20%	\$4,000
30%	\$6,000
40%	\$8,000
50%	\$10,000
60%	\$12,000
70%	\$14,000
80%	\$16,000
90%	\$18,000
100%	\$20,000

EXHIBIT B

GIS Consortium Service Provider Contract

IN WITNESS WHEREOF, the undersigned have caused this Agreement for the Creation of a Geographic Information System Consortium to be executed in the Members respective name, and have caused this Agreement for the Creation of a Geographic Information System Consortium to be attested, all by their duly authorized officers and representatives, and have caused the Agreement for the Creation of a Geographic Information System Consortium to be dated this ____ day of, _____ 20__.

_____ of _____

By: _____

Its: _____

ATTEST:

Village/City Clerk

Seal

Attachment: GISC-Membership-Agreement (GIS Consortium)

GIS CONSORTIUM SERVICE PROVIDER CONTRACT

This contract (this “**Contract**”) made and entered into this 1st day of January, 2022 (the “**Effective Date**”), by and between the Village of Palatine, an Illinois municipal corporation (hereinafter referred to as the “**Municipality**”), and Municipal GIS Partners, Incorporated, 701 Lee Street, Suite 1020, Des Plaines, Illinois 60016 (hereinafter referred to as the “**Consultant**”).

WHEREAS, the Municipality is a member of the Geographic Information System Consortium (“**GISC**”);

WHEREAS, the Consultant is a designated service provider for the members of GISC and is responsible for providing the necessary professional staffing resource support services as more fully described herein (the “**Services**”) in connection with the Municipality’s geographical information system (“**GIS**”);

WHEREAS, the Municipality desires to engage the Consultant to provide the Services on the terms set forth herein; and

WHEREAS, the Consultant hereby represents itself to be in compliance with Illinois statutes relating to professional registration applicable to individuals performing the Services hereunder and has the necessary expertise and experience to furnish the Services upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing and of the promises hereinafter set forth, it is hereby agreed by and between the Municipality and the Consultant that:

SECTION 1 SCOPE OF SERVICES

1.1 Statement of Work. This Contract contains the basic terms and conditions that will govern the overall relationship between the Consultant and the Municipality. The Consultant will provide the Services described in the statement of work attached hereto as **Attachment 1** (“**Statement of Work**”), which shall become a part of and subject to this Contract.

1.2 Supplemental Statements of Work. Any additional services to be performed by the Consultant may be added to this Contract after the Effective Date by the mutual agreement of the parties, which agreement will be evidenced by mutual execution of a Supplemental Statement of Work which shall also be subject to the terms and conditions set forth in this Contract, substantially in the form attached hereto as **Exhibit A**.

1.3 Additional Compensation. If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Municipality, the Consultant shall give written notice of its claim within fifteen (15) days after occurrence of such action. Regardless of the decision of the Municipality Manager relative to a claim submitted by the Consultant, all work required under this Contract as determined by the Municipality Manager shall proceed without interruption.

1.4 Contract Governs. If there is a conflict between the terms of this Contract and the Statement of Work or any Supplemental Statement of Work, unless otherwise specified in such Statement of Work, the terms of this Contract shall supersede the conflicting provisions contained in such Statement of Work.

SECTION 2 PERFORMANCE OF WORK

2.1 All work hereunder shall be performed under the direction of the Village Manager or their designee (hereinafter referred to as the “*Municipality Manager*”) in accordance with the terms set forth in this Contract and each relevant Statement of Work.

SECTION 3 RELATIONSHIP OF PARTIES

3.1 Independent Contractor. The Consultant shall at all times be an independent contractor, engaged by the Municipality to perform the Services. Nothing contained herein shall be construed to constitute a partnership, joint venture or agency relationship between the parties.

3.2 Consultant and Employees. Neither the Consultant nor any of its employees shall be considered to be employees of the Municipality for any reason, including but not limited to for purposes of workers’ compensation law, Social Security, or any other applicable statute or regulation.

3.3 No Authority to Bind. Unless otherwise agreed to in writing, neither party hereto has the authority to bind the other to any third party or to otherwise act in any way as the representative of the other.

SECTION 4 PAYMENT TO THE CONSULTANT

4.1 Payment Terms. The Municipality agrees to pay the Consultant in accordance with the terms and amounts set forth in the applicable Statement of Work, provided that:

(a) The Consultant shall submit invoices in a format approved by the Municipality.

(b) The Consultant shall maintain records showing actual time devoted to each aspect of the Services performed and cost incurred. The Consultant shall permit the authorized representative of the Municipality to inspect and audit all data and records of the Consultant for work done under this Contract. The Consultant shall make these records available at reasonable times during this Contract period, and for a year after termination of this Contract.

(c) The service rates and projected utilization set forth in the applicable Statement of Work shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC which shall be reflected in a Supplemental Statement of Work.

(d) Payments to the Consultant shall be made pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

(e) The Municipality is a tax-exempt municipality and will provide Consultant with a copy of the Municipality's current sales tax exemption certificate. Consultant shall not charge the Municipality any tax incurred by the Consultant for these Services.

4.2 Service Rates. The service rates set forth in the Statement of Work and Supplemental Statement of Work include all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

SECTION 5 TERM

5.1 Initial Term. Subject to earlier termination pursuant to the terms of this Contract, the initial term of this Contract shall commence on the Effective Date and remain in effect for **three (3) years** (the "**Initial Term**").

5.2 Renewal Terms. The Initial Term may be extended for successive one (1) year periods or for any other period as mutually agreed to in writing and set forth in a Supplemental Statement of Work executed by both parties (each, a "**Renewal Term**").

SECTION 6 TERMINATION OF CONTRACT

6.1 Voluntary Termination. Notwithstanding any other provision hereof, the Municipality may terminate this Contract during the Initial Term or any Renewal Term, with or without cause, at any time upon ninety (90) calendar days prior written notice to the Consultant. The Consultant may terminate this Contract or additional Statement of Work, with or without cause, at any time upon one hundred eighty (180) calendar days prior written notice to the Municipality.

6.2 Termination for Breach. Either party may terminate this Contract upon written notice to the other party following a material breach of a material provision of this Contract by the other party if the breaching party does not cure such breach within fifteen (15) days of receipt of written notice of such breach from the non-breaching party.

6.3 Payment for Services Rendered. In the event that this Contract is terminated in accordance with this Section 6, the Consultant shall be paid for services actually performed and reimbursable expenses actually incurred.

SECTION 7

CONSULTANT PERSONNEL AND SUBCONTRACTORS

7.1 Adequate Staffing. The Consultant must assign and maintain during the term of this Contract and any renewal thereof, an adequate staff of competent employees, agents, or subcontractors (“**Consultant Personnel**”) that is fully equipped, licensed as appropriate and qualified to perform the Services as required by the Statement of Work or Supplemental Statement of Work.

7.2 Availability of Personnel. The Consultant shall notify the Municipality as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Consultant Personnel assigned to provide the Municipality with the Services. The Consultant shall have no claim for damages and shall not bill the Municipality for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the time of performance as a result of any such termination, reassigning, or resignation.

7.3 Use of Subcontractors. The Consultant’s use of any subcontractor or subcontract to perform the Services shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of the Consultant. Consultant shall be fully responsible and assumes liability for the acts and omissions of all subcontractors directly or indirectly employed by, or working at the direction of, the Consultant in the performance of the Services.

7.4 Removal of Personnel and Subcontractors. Municipality may, upon written notice to Consultant, request that any Consultant Personnel be removed or replaced. Consultant shall promptly endeavor to replace such Consultant Personnel and Municipality shall have no claim for damages for a delay or extension of the applicable Statement of Work as a result of any such removal or replacement.

7.5 Non-Solicitation of Consultant Employees. The Municipality agrees that during the term of this Contract and for a period of one (1) year thereafter, it shall not, directly or indirectly, through any other person, firm, corporation or other entity, solicit, induce, encourage or attempt to induce or encourage any employee of the Consultant to terminate his or her employment with the Consultant or to breach any other obligation to the Consultant. The Municipality acknowledges that the aforementioned restrictive covenant contained in this Section is reasonable and properly required for the adequate protection of the Consultant’s business.

SECTION 8

ACCOMMODATION OF CONSULTANT PERSONNEL; MUNICIPAL FACILITIES

8.1 Facilities, Equipment, and Records. The Municipality shall provide the Consultant with adequate office space, furnishings, records, hardware, software and connectivity to fulfill the objectives of the GIS program. Facilities, equipment, and records include, but are not limited to, the following:

(a) Office space for the Consultant's Personnel. This space should effectively and securely house all required GIS systems, peripherals and support tools. This space must be available during normal business hours;

(b) Furnishings including adequate desk(s), shelving, and seating for the Consultant's Personnel;

(c) A telephone line and phone to originate and receive outside calls;

(d) A network connection with adequate speed and access to the Internet;

(e) Hardware, software, peripherals, and network connectivity to perform the program objectives efficiently; and

(f) Any Municipality data or record which is necessary for carrying out the work as outlined in the Contract, Statement of Work or Supplemental Statement of Work.

8.2 Backup and Recovery Systems. The Municipality shall be responsible for installing, operating and monitoring the backup and recovery systems for all the Municipality's GIS assets that permit the Consultant to continue Services within a reasonable period of time following a disaster or outage. The Consultant shall be responsible for installing, operating and monitoring the backup and recovery systems for all Consultant's assets that permit the Municipality to continue accessing the GISC Materials and Services within a reasonable period of time following a disaster or outage.

8.3 Right of Entry; Limited Access. Consultant's Personnel performing Services shall be permitted to enter upon the Municipality's property in connection with the performance of the Services, subject to those rules established by the Municipality. Consent to enter upon a Municipality's facility given by the Municipality shall not create, nor be deemed to imply, the creation of any additional responsibilities on the part of the Municipality. Consultant's Personnel shall have the right to use only those facilities of the Municipality that are necessary to perform the Services and shall have no right to access any other facilities of the Municipality.

SECTION 9 CONFIDENTIAL INFORMATION; INTELLECTUAL PROPERTY; FOIA

9.1 Municipal Materials. The Consultant acknowledges and agrees that all trademarks, service marks, logos, tradenames and images provided by or on behalf of the Municipality to the Consultant for use in performing the Services and the GIS database (including files created from the database) created by Consultant hereunder (the "***Municipal Materials***") are the sole and exclusive property of the Municipality. The Consultant acknowledges that this Contract is not a license to use the Municipal Materials except as needed to perform the Services hereunder.

9.2 Third-Party Materials. If applicable, to the extent the Consultant has agreed to obtain and/or license Third-Party Materials on behalf of Municipality, the Consultant shall obtain a license for Municipality to use the Third-Party Materials as part of the Services for the purpose specified in the applicable Statement of Work. "***Third-Party Materials***" shall include, but are not limited to, computer software, script or programming code or other materials owned by third

parties and/or any software available from third parties, that is licensed by Consultant for the benefit of the Municipality.

9.3 GISC Materials. It is expressly understood that, excluding the Municipal Materials and Third-Party Materials, all members of GISC and the Consultant may use or share in any improvements or modifications incorporated into any computer software (in object code and source code form), script or programming code used or developed by the Consultant in providing Services hereunder (the “**GISC Materials**”).

(a) The Consultant hereby grants the Municipality a limited, personal, nontransferable, non-exclusive license to use the GISC Materials solely for the purpose of and in connection with the Municipality’s GIS. Upon expiration or termination of this Contract, or at such time the Municipality is no longer a member of GISC or in breach of its obligations hereunder, the Municipality shall not be entitled to or granted a license in future enhancements, improvements or modifications in the GISC Materials. The Municipality may grant a sublicense to a third party that the Municipality engages to maintain or update the GISC Materials in connection with the Municipality’s GIS; provided that such third party agrees in writing to be bound by the license restrictions set forth in this Contract.

(b) The Municipality acknowledges that the Consultant is in the business of providing staffing resource support services and that the Consultant shall have the right to provide services and deliverables to third parties that are the same or similar to the services that are to be rendered under this Contract, and to use or otherwise exploit any GISC Materials in providing such services. The Municipality hereby grants to the Consultant, a royalty-free, non-exclusive, irrevocable license throughout the world to publish modify, transfer, translate, deliver, perform, use and dispose of in any manner any portion of the GISC Materials.

9.4 Confidential Information. In the performance of this Contract, the Consultant may have access to or receive certain information in the possession of the Municipality that is not generally known to members of the public (“**Confidential Information**”). The Consultant acknowledges that Confidential Information includes, but is not limited to, proprietary information, copyrighted material, educational records, employee data, financial information, information relating to health records, resident account information, and other information of a personal nature. Consultant shall not use or disclose any Confidential Information without the prior written consent of the Municipality. Consultant will use appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of any Confidential Information received from or on behalf of the Municipality. Upon the expiration or termination of this Contract, Consultant shall promptly cease using and shall return or destroy (and certify in writing destruction of) all Confidential Information furnished by the Municipality along with all copies thereof in its possession including copies stored in any computer memory or storage medium. The term “Confidential Information” does not include information that (a) is or becomes generally available to the public other than as a result of a breach of this Contract by the Consultant; (b) was in the Consultant’s or Consultant Personnel’s possession on a non-confidential basis from any source other than the Municipality, which source, to the knowledge of the Consultant, is entitled to disclose such information without breach of any obligation of confidentiality; (c) is independently developed by the Consultant without the use of or reference to, in whole or in part, any Confidential Information; (d) required to be disclosed pursuant to a court order issued by a

court having jurisdiction thereof (subject to Section 9.5); or (e) information subject to disclosure under FOIA (as defined below in Section 9.6). For avoidance of doubt, it is agreed that the GISC Materials shall not be considered Confidential Information.

9.5 Dissemination of Confidential Information. Unless directed by the Municipality, Consultant shall not disseminate any Confidential Information. If Consultant is presented with a request for documents by any administrative agency or with a subpoena *duces tecum* regarding any Confidential Information which may be in Consultant's possession as a result of Services provided under this Contract, unless prohibited by law, Consultant shall immediately give notice to the Municipality with the understanding that the Municipality shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Consultant shall not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Consultant shall cause its personnel, staff and subcontractors, if any, to undertake the same obligations regarding confidentiality and dissemination of information as agreed to by Consultant under this Contract.

9.6 Freedom of Information Act Requests. Within four (4) business days after the Municipality's Notice to the Consultant of the Municipality's receipt of a request made pursuant to the Illinois Freedom of Information Act (ILCS 140/1 et seq. – herein "FOIA"), the Consultant shall furnish all requested records in the Consultant's possession which are in any manner related to this Contract or the Consultant's performance of the Services, including but not limited to any documentation related to the Municipality and associated therewith. The Consultant shall not apply any costs or charge any fees to the Municipality or any other person, firm or corporation for its procurement and retrieval of such records in the Consultant's possession which are sought to be copied or reviewed in accordance with such FOIA request or requests. The Consultant shall defend, indemnify and hold harmless the Municipality including its several departments and including its officers and employees and shall pay all of the Consultant's Costs associated with such FOIA request or requests including Costs arising from the Consultant's failure or alleged failure to timely furnish such documentation and/or arising from the Consultant's failure or alleged failure otherwise to comply with the FOIA, whether or not associated with the Consultant's and/or the Municipality's defense of any litigation associated therewith. In addition, if the Consultant requests the Municipality to deny the FOIA request or any portion thereof by utilizing one or more of the lawful exemptions provided for in the FOIA, the Consultant shall pay all Costs in connection therewith. As used herein, "in the Consultant's possession" includes documents in the possession of any of the Consultant's officers, agents, employees and/or independent contractors; and "Costs" includes but is not limited to attorneys' fees, witness fees, filing fees and any and all other expenses — whether incurred by the Municipality or the Consultant.

9.7 News Releases. The Consultant may not issue any news releases without prior approval from the Municipality Manager nor will the Consultant make public proposals developed under this Contract without prior written approval from the Municipality Manager.

9.8 Survive Termination. The provisions of Section 9.1 and 9.4 through and including 9.8 shall survive the termination of this Contract.

SECTION 10 LIMITATION OF LIABILITY

10.1 THE REPRESENTATIONS SET FORTH IN THIS CONTRACT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ANY FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTIES ARISING FROM TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. UNDER NO CIRCUMSTANCES SHALL EITHER THE CONSULTANT OR THE MUNICIPALITY BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES, INCLUDING LOST SALES OR PROFITS, IN CONNECTION WITH THIS CONTRACT, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

SECTION 11 CONSULTANT WARRANTY; INDEMNIFICATION; INSURANCE

11.1 Warranty of Services. The Consultant warrants that the Services shall be performed in accordance with industry standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the time of the Effective Date.

11.2 Indemnification. The Consultant shall indemnify and save harmless the Municipality and its officers, employees, and agents from and against any and all loss, liability and damages of whatever nature, including Workmen's Compensation claims by Consultant's employees, in any way resulting from or arising out of the intentional, willful and wanton, negligent and/or gross negligent actions or omissions of the Consultant, the Consultant's employees and agents.

11.3 Insurance. The Consultant must procure and maintain, for the duration of this Contract, insurance as provided in **Attachment 2** to this Contract.

11.4 No Personal Liability. No official, director, officer, agent, or employee of any party shall be charged personally or held contractually liable by or to the other party under any term or provision of this Contract or because of its or their execution, approval or attempted execution of this Contract.

SECTION 12 GENERAL PROVISIONS

12.1 Equal Employment Opportunity Clause. In the event of the Consultant's non-compliance with the provisions of this Section 12.1 or the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.*, as it may be amended from time to time, and any successor thereto (the "**Act**"), the Consultant may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or

remedies invoked as provided by statute or regulation. During the performance of this Contract, the Consultant agrees as follows:

(a) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, the Consultant will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.

(b) That, if the Consultant hires additional employees in order to perform this Contract or any portion of this Contract, the Consultant will determine the availability (in accordance with 44 Ill. Admin. C. 750.5, *et seq.*, as it may be amended from time to time, and any successor thereto (the “**Applicable Regulations**”)) of minorities and women in the areas from which the Consultant may reasonably recruit and the Consultant will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

(c) That, in all solicitations or advertisements for employees placed by the Consultant or on the Consultant’s behalf, the Consultant will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.

(d) That the Consultant will send to each labor organization or representative of workers with which the Consultant has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Consultant’s obligations under the Act and the Applicable Regulations. If any labor organization or representative fails or refuses to cooperate with the Consultant in the Consultant’s efforts to comply with the Act and the Applicable Regulations, the Consultant will promptly notify the Illinois Department of Human Rights (the “**Department**”) and the Municipality and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.

(e) That the Consultant will submit reports as required by the Applicable Regulations, furnish all relevant information as may from time to time be requested by the Department or the Municipality, and in all respects comply with the Act and the Applicable Regulations.

(f) That the Consultant will permit access to all relevant books, records, accounts and work sites by personnel of the Municipality and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.

(g) That the Consultant will include verbatim or by reference the provisions of this Section 12.1 in every subcontract awarded under which any portion of the Contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Contract, the Consultant will be liable for compliance with applicable provisions of this Section 12.1 by subcontractors; and further the Consultant will

promptly notify the Municipality and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Consultant will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

12.2 No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*

12.3 Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

12.4 Compliance with Laws and Grants. Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Municipality or Consultant with respect to this Contract or the Services.

12.5 Assignments and Successors. This Contract and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto; provided, however, that no assignment, delegation or subcontracting shall be made without the prior written consent of the Municipality.

12.6 Severability. The parties intend and agree that, if any paragraph, subparagraph, phrase, clause, or other provision of this Contract, or any portion thereof, shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.

12.7 Third Party Beneficiary. No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than the Consultant shall be made or be valid against the Municipality.

12.8 Waiver. No waiver of any provision of this Contract shall be deemed to or constitute a waiver of any other provision of this Contract (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Contract.

12.9 Governing Laws. This Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois. Venue shall reside in Cook County, Illinois.

12.10 Headings. The headings of the several paragraphs of this Contract are inserted only as a matter of convenience and for reference and in no way are they intended to define, limit, or describe the scope of intent of any provision of this Contract, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

12.11 Modification or Amendment. This Contract constitutes the entire Contract of the parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment or Supplemental Statement of Work duly executed by the parties. Each party agrees that no representations or warranties shall be binding upon the other party unless expressed in writing herein or in a duly executed amendment hereof.

12.12 Attachments and Exhibits. Attachments 1 and 2 and Exhibit A are attached hereto, and by this reference incorporated in and made a part of this Contract. In the event of a conflict between any Attachment or Exhibit and the text of this Contract, the text of this Contract shall control. In the event of any conflict or inconsistency between the terms of this Contract and any Supplemental Statement of Work, the terms of the Supplemental Statement of Work will govern and control with respect to the term, projected utilization rates, service rates and scope of services.

12.13 Rights Cumulative. Unless expressly provided to the contrary in this Contract, each and every one of the rights, remedies, and benefits provided by this Contract shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

12.14 Good Faith Negotiation. Before commencing any legal action, the parties agree to enter into good faith negotiations to resolve any controversy, claim, or dispute (“*Dispute*”). Such good faith negotiations shall commence promptly upon a party’s receipt of notice of any Dispute from the other party and continue for a period of fourteen (14) days or any period of time as mutually agreed upon.

12.15 Notices. All notices, reports and documents required under this Contract shall be in writing (including prepaid overnight courier, electronic transmission or similar writing) and shall be given to such party at its address or e-mail address set forth below, or at such other address or e-mail address as such party may hereafter specify from time to time. Each such notice shall be effective (i) if given by first class mail or prepaid overnight courier, when received, or (ii) if sent to an e-mail address, upon the sender’s receipt of an acknowledgment from the intended recipient (such as by the “return receipt requested” function, as available, return e-mail or other written acknowledgment).

If to Municipality: Village of Palatine
Larry Schroth
200 E. Wood Street
Palatine, IL 60067

Attention: Larry Schroth
E-mail: lschroth@palatine.il.us

If to Consultant: Municipal GIS Partners, Incorporated
Thomas A. Thomey
701 Lee Street, Suite 1020
Des Plaines, IL 60016
Attention: Thomas Thomey
E-mail: tthomey@mgpinc.com

12.16 Force Majeure. No party to this Contract shall be responsible or liable for, or deemed in breach hereof because of, any delay in the performance of its respective obligations under this Contract to the extent that such delay is due substantially to circumstances beyond the party's reasonable control and without the fault or negligence of the party experiencing such delay. Such circumstances may include, but are not limited to, any act of God, fire or other casualty, epidemic, quarantine, "stay home" or similar order, epidemic, quarantine, "stay home" or similar order, strike or labor dispute, embargo, war or violence, act of terrorism, or any law, order, proclamation, ordinance, demand, requirement, action or inaction of any national, state, provincial, local, or other government or governmental agency (each, a "*Force Majeure*"). Upon the occurrence of a Force Majeure, the party experiencing the Force Majeure shall notify the other party in writing immediately following such Force Majeure, but in no case later than three (3) business days after such party becomes aware of the occurrence of the Force Majeure. The written notification shall provide a reasonably detailed explanation of the Force Majeure.

12.17 Counterpart Execution. This Contract, Statement of Work or any Supplemental Statement of Work may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

12.18 Tort Immunity Defenses. Nothing contained in the Contract is intended to constitute, and nothing in the Contract will constitute, a waiver of the rights, defenses, and immunities provided or available to the Municipality under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10 et seq. or any other applicable State law.

[REMAINDER INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of the date first above written.

ATTEST:

VILLAGE OF PALATINE

By: _____
 Name: _____
 Its: _____

By: _____
 Name: _____
 Its: _____

ATTEST:

CONSULTANT:

**MUNICIPAL GIS PARTNERS,
 INCORPORATED**

By: Donna J. Thomey
 Name: Donna Thomey
 Its: Management Support Specialist

By: Thomas A. Thomey
 Name: Thomas A. Thomey
 Its: President and General Manager

Attachment: MGP Agreement (GIS Consortium)

Attachment 1

Statement of Work

to

GIS Consortium Service Provider Contract

1) General Purpose. The Consultant will perform all or part of the Municipality's geographic information system (GIS) management, development, operation, and maintenance. In addition to supporting the existing GIS program, the Consultant will identify opportunities for continued development and enhancement.

The Municipality will be sharing management, development, maintenance expertise and staffing with other municipalities as a member of the Geographic Information System Consortium (GISC). The benefits to the Municipality include, but are not limited to, collective bargaining for rates and services, shared development costs, and joint purchasing and training.

The Consultant is the sole Service Provider for the GISC and is responsible for providing the necessary GIS professional resources to support this entity. The Consultant will facilitate and manage resource, cost, and technical innovation sharing among GISC members.

2) Service Types. The Consultant will provide two (2) service types. The intent of this distinction is to track specific types of investment without overburdening general operation of the GIS program. Many of these services will go unnoticed but are required to sustain the GIS program. The Consultant will employ reasonable professional discretion when specific direction is not provided. The two (2) services types are as follows:

A. Services related to the direct management, development, operation, and maintenance of the GIS required to reasonably support the system.

B. Services relating to the investigation, research, and development of new functionality and capability for the GIS Consortium and its members.

3) Services. The Consultant will provide the necessary resources to support the GIS program. The allocation of these resources will be reasonably commensurate with the level of expertise required to fulfill the specific task which includes, but is not limited to, the following:

A. The Site Analyst provides the daily operation, maintenance, and support of the program for the Municipality, either physically on-site or remotely (as reasonably determined by the Consultant after consultation with the Municipality with respect to its need). The Site Analyst is responsible for database management and data quality, map and product development, user training and help-desk, project identification and program documentation.

B. The Shared Analyst provides technical support to the Site Analyst and the Municipality including trouble-shooting and project implementation. The Shared Analyst is responsible for developing, testing, and managing the GISC shared solutions including the standard data model and processes, centralized databases, and shared solutions.

C. The Client Account Manager is responsible for the coordination and operation of the program for the Municipality including leadership alignment and reporting, planning and budgeting, resource allocation, and performance management.

D. The Manager is responsible for the overall GISC program including the development and implementation of new shared opportunities based on the direction and instructions of the GISC Board of Directors.

4) Projected Utilization and Service Rates. The service rates set forth below are based on, among other things, the negotiated annual projected utilization of all GISC members. The Consultant shall negotiate annually with the Board of Directors (the “**Board**”) of GISC to adjust the annual projected utilization and service rates for the members of GISC. It is anticipated that the Consultant will submit its proposed annual projected utilization and service rates (the “**Proposal**”) to the Board for approval every year on or about July 31st. Upon the Board’s approval of the Proposal, the annual projected utilization and service rates shall become binding on the Municipality and incorporated into this Contract by reference, which shall automatically become effective on January 1st and remain in effect for the remainder of such calendar year. The approved annual projected utilization and the service rates will be promptly distributed by the Board or the Consultant to the Municipality. Notwithstanding the foregoing, in the event the Board, for any reason whatsoever (including the Board being disbanded) does not approve the Proposal, the Consultant may submit its proposed annual projected utilization and service rates directly to the Municipality by no later than October 1st, and upon written approval by the Municipality shall become effective on January 1st. Consultant agrees that, each year, the new aggregate annual contract value for the Municipality will not exceed the greater of (i) cost-of-living adjustments based on the CPI¹ measured as of the most recent CPI number available prior to submitting the Proposal, or (ii) 3%. The GISC service and projected utilization rates set forth below are effective as of the Effective Date until December 31 of such calendar year:

A. Projected Utilization

1. 1,648 hours of Site Analyst
2. 321 hours of Shared Analyst
3. 165 hours of Client Account Manager
4. 78 hours of Manager

¹For purposes of this Contract, “CPI” shall mean the all items Consumer Price Index for all Urban Consumers in the Chicago-Gary-Kenosha area. In the event that publication or issuance of the Index is discontinued or suspended, the CPI shall be an index published or issued by the United States Department of Labor or any bureau or agency thereof that computes information from substantially the same statistical categories and substantially the same geographic areas as those computed in the CPI and that weights such categories in a substantially similar way to the weighting of the CPI at the Effective Date. The CPI rates, solely for reference purposes, may be accessed at <http://www.bls.gov/ro5/cpichi.htm>, it being understood that the Consultant makes no representation or warranty that the rates published on such website are accurate.

B. Service Rates

1. \$94.11 per hour for Site Analyst
2. \$94.11 per hour for Shared Analyst
3. \$111.44 per hour for Client Account Manager
4. \$135.34 per hour for Manager

Total Not-to-Exceed Amount for Services (Numbers): \$214,246.00.

Total Not-to-Exceed Amount for Services (Figures): Two Hundred Fourteen Thousand Two Hundred Forty Six Dollars and No Cents.

Attachment 2

To GIS Consortium Service Provider Contract

Insurance

Consultant's Insurance

Consultant shall procure and maintain, for the duration of this Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026.

2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto" with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement.

3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance (the policy shall include a 'waiver of subrogation').

B. Minimum Limits of Insurance: Consultant shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.

2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Municipality. At the option of the Municipality, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Municipality, its officials, agents, employees and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages: The Municipality, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Municipality, its officials, agents, employees and volunteers.

2. The Consultant's insurance coverage shall be primary as respects the Municipality, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Municipality, its officials, agents, employees and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Municipality, its officials, agents, employees and volunteers.

4. The Consultant's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Consultant shall be required to name the Municipality, its officials, employees, agents and volunteers as additional insureds

6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.

7. The Consultant and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Municipality. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding*. Consultant agrees to indemnify and defend the Municipality from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Municipality may sustain as a result of personal injury claims by Consultant's employees, except to the extent those claims arise as a result of the Municipality's own negligence.

E. All Coverages: Each insurance policy required by this paragraph shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Municipality.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

G. Verification of Coverage: Consultant shall furnish the Municipality with certificates of insurance naming the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Municipality before any work commences. The Municipality reserves the right to request full certified copies of the insurance policies and endorsements.

Discussion Paper | Village of Palatine

A collaborative approach to GIS

Attachment: MGP Proposal (GIS Consortium)

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CURRENT SITUATION

The Village of Palatine has had a successful, long-term GIS program in house, staffed with 1.5 headcount. In March of this year their main staff member left Palatine, and this created an opportunity for the village to take a step back and consider how the future might look. To support the program in the interim, Systems Specialist, Dan Pajak's time has been rebalanced to emphasize GIS. Because Palatine is a lean organization, any personnel changes significantly impact the GIS environment.

Today they have a large implementation and a lot of data in their GIS, some custom applications, and some integrations that they want to ensure can be connected in the future. Some staff access GIS through ArcReader 10.6.1 and while others access it through Energov which is a new solution they recently implemented.

As successful as their program has been Larry Schroth, IT Director, feels they struggle with keeping up with the technology Esri offers, and he is hoping that the GIS Consortium will help them bridge this gap. In addition, there is interest from the village to capitalize on other tools and standards that have already been developed for local governments through the GIS Consortium. Lastly, because Palatine is lean the GIS Consortium will offer them a deeper bench when needs arise.

Like most municipalities Palatine has multiple enterprise systems and technologies that support what they do. Being able to bring the data together from these systems would enhance their planning, analysis and decision making in the future and something they are very interested in accomplishing.



DESIRED OUTCOMES

Palatine's desires to enhance the program they have today by taking advantage of the benefits of the GIS Consortium has to offer. Their desired outcomes for the future include:

- Implement advanced solutions to improve staff efficiency and enhance customer service
- Enhance decisions of all departments by using the data to support the decision-making process
- Integrate information system platforms to enhance data and information sharing across the enterprise
- Get better toolsets into the hands of public safety to enhance communication and planning during emergency events
- Reduce the need for staff involvement to fulfill Freedom of Information Act (FOIA) requests by being more transparent with data
- Encourage more ownership of the data quality by enabling data editing at the department level



PROGRAM COMPONENTS

Our members tell us that this is the best way they have found to provide these services, and what is often not understood as well as it could be is everything that is included. The following information is presented before the budget to accomplish this.



Program Staffing

GIS requires a specialized skill set, and this model was created to increase program success and sustainability by reducing the overall cost and risk traditionally associated with these programs.

You are not hiring one person; you are hiring an entire team* that will run your GIS program effectively. Your community's team includes the following roles:

- Site Analyst
- Shared Analysts
- Client Account Manager
- GIS Manager

The Site Analyst works in your community and dedicate their time to data management, consulting, and project delivery.

The Shared Analysts works to ensure that the solutions your staff will come to rely on are running reliably and performing well. They will also be involved when your community takes on projects that are above and beyond the scope of the Site Analyst role (e.g. establishing integration between the GIS and an enterprise system).

The Client Account Manager manages your program and the team to ensure you benefit from the available shared solutions and that we invest our time on what is most important to your community.

The GIS Manager creates clarity and reinforces what is most important to clients and staff and to optimize the benefits of the shared-services model.

*MGP has 26 full-time Analysts on staff, and so there is always someone available to support program staffing needs.

Shared Technology

Access to the shared hardware and software that is owned by the Consortium including but not limited to:

- Esri ArcGIS Enterprise (Server)
- Esri ArcGIS Business Analyst Online
- Esri ArcGIS 3D Analyst
- Esri ArcGIS Network Analyst
- Esri ArcGIS Spatial Analyst
- Geocortex Essentials
- Geocortex Analytics
- Shared hardware in Microsoft Azure

Solutions

Access to solutions built for local government to enable staff efficiency and enhance community outreach including but not limited to:

- myGIS
- Community-Portal
- Asset Management
- Community Story Maps
- County Public Notification
- Address Verification
- Address Pre-Check
- Emergency Management Suite
- Financial Projections Analysis
- Utility Leveling System
- Data Quality Reporting

BUDGET

Village of Palatine - Program Budget

GIS Consortium Allocation Math: 95%. This budget is 100% Direct and 100% Shared Allocation

PROGRAM STAFFING	2022	2023	2024	2025	2026
Site Analyst	\$154,349	\$158,979	\$163,749	\$168,661	\$173,721
Shared Analyst	\$30,627	\$31,546	\$32,492	\$33,467	\$34,471
Client Account Manager	\$18,124	\$18,668	\$19,228	\$19,805	\$20,399
GIS Manager	\$11,152	\$11,487	\$11,831	\$12,186	\$12,552
PROGRAM STAFFING SUB-TOTAL	\$214,252	\$220,680	\$227,300	\$234,119	\$241,143
LAYER DEVELOPMENT					
Photogrammetric Mapping					
Rapid conversion					
Other -					
LAYER DEVELOPMENT SUB-TOTAL					
NEW HARDWARE					
GIS Workstation					
GIS Server					
GIS Thin-client					
GIS Application Server	\$1,000				
HARDWARE SUB-TOTAL	\$1,000				
NEW SOFTWARE					
ArcGIS Advanced (ESRI)					
ArcGIS Basic Licenses (ESRI)					
ArcGIS Server (ESRI)					
ArcGIS Online (Future consideration)					
Other -					
SOFTWARE SUB-TOTAL					
RE-OCCURRING EXPENDITURES					
Hardware - GIS Workstation					
Hardware - GIS Server					
Hardware - Plotter/printer					
Software - ArcGIS Advanced (ESRI)*	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400
Software - ArcGIS Standard (ESRI)*					
Software - ArcGIS Basic Licenses (ESRI)*	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900
Software - ArcGIS Server (ESRI)*	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Software - ArcGIS Engine (ESRI)*	\$100	\$100	\$100	\$100	\$100
Software - ArcGIS Network Analyst*	\$500	\$500	\$500	\$500	\$500
Software - ArcGIS Spatial Analyst*	\$500	\$500	\$500	\$500	\$500
Software - ArcGIS Publisher*	\$500	\$500	\$500	\$500	\$500
GIS Shared Initiatives	\$6,534	\$6,730	\$6,932	\$7,140	\$7,354
Other -					
RE-OCCURRING EXPENDITURES SUB-TOTAL	\$20,434	\$20,630	\$20,832	\$21,040	\$21,254
OTHER COSTS					
Supplies & Materials	\$500	\$500	\$500	\$500	\$500
Furniture & Fixtures	\$500				
GIS Initiation Fee	\$20,000				
Other -					
OTHER COSTS SUB-TOTAL	\$21,000	\$500	\$500	\$500	\$500
TOTAL PROGRAM BUDGET	\$256,686	\$241,810	\$248,632	\$255,659	\$262,897

Attachment: MGP Proposal (GIS Consortium)

PROGRAM STAFFING (GISC Staffing model)

This is the staffing component of the budget. These services are provided by Municipal GIS Partners Inc. (MGP) founding partner of the GIS Consortium (GISC). An annual contract is required with MGP for these services.

The Village GISC allocation math is 95% based on 13.76 square miles. The GISC model requires community allocations to be a factor of 10% and no less than 20%. This budget is based on a 100% shared allocation and a 100% direct allocation. A Site Analyst will be assigned to work on your community program 1648 hours per year, approximately 10-days every 2-weeks excluding MGP paid time-off, holidays, and enrichment. The shared allocation is your community's portion of the shared resources which include shared-staffing and shared-initiatives.

The GISC Executive Board of Directors on behalf of all members negotiates rates and allocations annually. The Executive Board makes their recommendation to the Board at-large for approval. Community allocations, contracts, and budgets are updated each year on January 1st for all members regardless of fiscal year.

This is a 12-month budget projection and staffing will be distributed throughout the year. The first-year staffing allocation and budget will be prorated based on the actual start date.

LAYER DEVELOPMENT

MGP staff will facilitate meetings with community departments to determine if 3rd party layer development is needed for your GIS program. We encourage utilization of public and commercial data that are available at little or no cost. We do not anticipate an investment in the 1st year for these items. The community may prioritize projects in future years.

NEW HARDWARE

Typically, there are two types of hardware required for GIS programs. A workstation for the GIS professional to manage and visualize data and a server for hosting the GIS database. The workstation is provided by MGP virtually and the server is owned and shared by members of the GISC.

The community is required to provide a dual-monitor personal computer with webcam. This computer accesses the shared environment across a secure Internet connection. The computer and Internet connection must meet minimum performance standards for capacity, speed, latency, and reliability. MGP will provide a minimum hardware recommendation for the computer and an Internet connection testing application if the community elects to move forward.

In addition, in the event that the community does not have a server on which they can host, one would have to be purchased.

All other hardware used by community staff is procured and owned by the community.

NEW SOFTWARE

MGP has no additional software recommendations at this time.

RE-OCCURRING EXPENDITURES

Items in the budget with asterisks are existing community licenses.

Until we have an opportunity to learn more about how these are used, we do not have any recommendations with the exception ArcGIS Spatial Analyst and Network Analyst. Both applications are owned by the GISC and are available to all members and are candidates for being removed from the community budget.

There appears to be an opportunity for license optimization and cost reduction, e.g., transition from desktop to ArcGIS Online. This reduction is not reflected in the budget and would be part of future budgeting discussions.

GISC Shared Initiatives include the Consortium owned hosting servers, server licenses and applications for GISC solutions including the Local Government Data Model, myGIS, Community-Portal and ArcGIS Extensions to name a few. These costs are allocated each year by the GISC based on the community's portion of total shared allocation.

OTHER EXPENSES

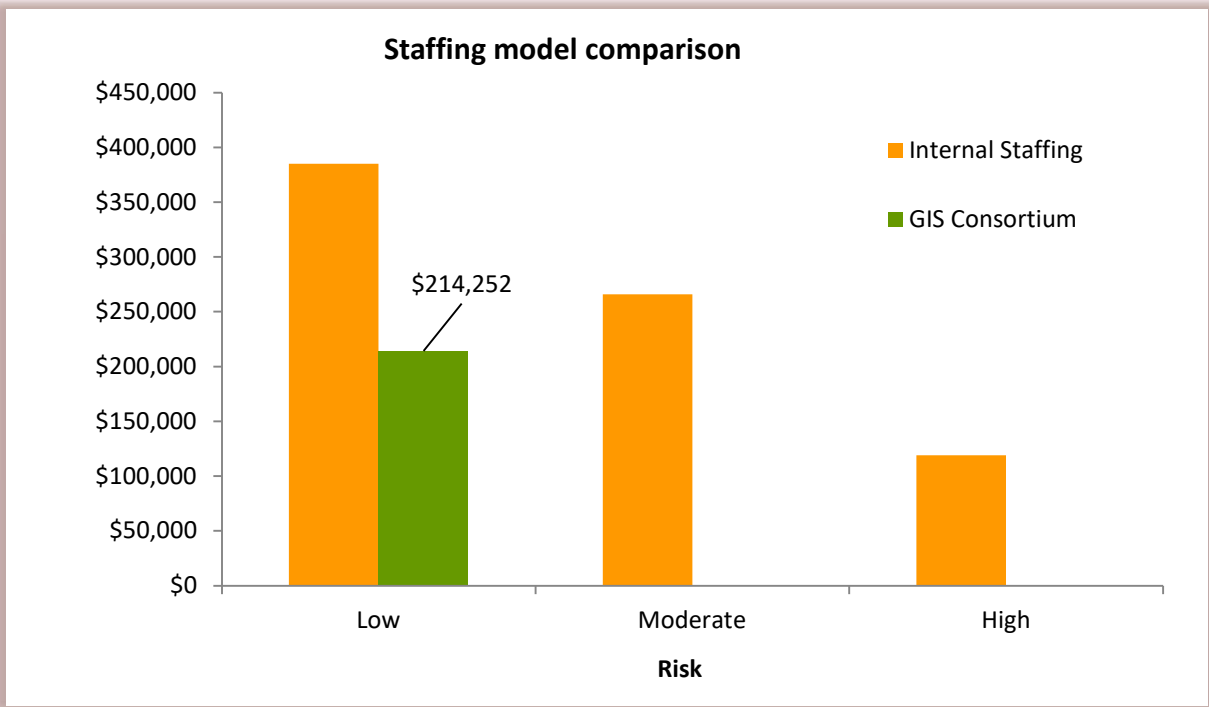
This section contains miscellaneous expenses associated with the GIS program. An allowance has been included for general supplies and materials. In addition, an allowance has been included in the first year to cover office furnishings if they do not already exist. MGP requires a suitable workspace for the Site Analyst that will be assigned to your community that is accessible to key departments.

There is a one-time membership initiation fee to join the GIS Consortium based on shared allocation level.

STAFFING MODEL COMPARISON

As noted earlier in this paper, the largest risk factor for GIS programs in local government is staffing. MGP exists to improve communities by inspiring innovation and our shared staffing model was designed to provide exceptional services affordably or any size local government.

During the process of seeking board approval, one of our board members developed two different cost comparisons to convey the value of the GIS Consortium program to his board, and to back it up with numbers. The first compares Program Staffing scenarios.



The green bar represents the GIS Consortium Program Staffing cost (\$214,252) to Palatine with MGP as the service provider. MGP has a proven track record for delivering effective GIS programs for over 23 years. This solution provides the lowest risk, is most comprehensive, and affordable given the value of the three primary components 1) Program staffing, 2) Shared technology, and 3) Solutions.

There are also at least three possible internal staffing scenarios, and those are represented by the yellow bars (Internal Staffing) in the chart.

	Option 1	Option 2	Option 3
Internal Headcount	3	2	1
Cost	\$385,00	\$266,000	\$119,000
Risk	Low	Moderate	High
Program sustainability	✓	✓	

Attachment: MGP Proposal (GIS Consortium)

None of the options above account for all the technology the village would have to own and maintain to provide solutions to your staff, and that is where the second cost comparison is valuable. Hardware and software procurement are a necessary part of any GIS program and a separate component of the budget.

This is a 5-year analysis that includes the purchase year and 4 years of maintenance.

The right side shows the one-time initiation fee to join the consortium, and the \$4,441 in annual maintenance for your communities share of the hardware and software that is owned by the GIS Consortium (GISC Shared Initiatives). As a member of the GISC everything else would be included. See footnotes for additional detail.

Program Components	Sole Procurement		GIS Consortium	
	Purchase	Annual Maintenance	Purchase	Annual Maintenance
Membership & Shared Fees			\$20,000	\$6,534
<u>Onsite Infrastructure</u>				
GIS Workstation ⁽¹⁾	\$13,910	\$3,000	\$1,500	\$0
GIS Server ⁽²⁾	\$17,000	\$5,000	Included	Included
Systems Administration ⁽³⁾	\$800	\$400	Included	Included
<u>Co-Location Infrastructure</u>				
Web GIS Server ⁽⁴⁾	\$0	\$0	Included	Included
Systems Administration ⁽³⁾	\$0	\$0	Included	Included
<u>Solutions ⁽⁵⁾</u>				
Web Mapping Applications	\$32,500	\$11,500	Included	Included
Esri Business Analyst	\$0	\$250	Included	Included
Esri ArcGIS 3D Analyst	\$0	\$0	Included	Included
Esri ArcGIS Spatial Analyst	\$500	\$500	Included	Included
Esri ArcGIS Network Analyst	\$500	\$500	Included	Included
	\$65,210	\$21,150	\$21,500	\$6,534
5-Year Analysis		\$149,810		\$47,636

The 5-year analysis includes the purchase year cost and 4 years of maintenance costs

GIS Workstation ⁽¹⁾

Used by a GIS professional to manage GIS databases, perform analysis, and connect to department information to support decision-making. Includes a graphic-design workstation class desktop computer, Esri ArcGIS Advanced Desktop, and typical productivity software.

GIS Server ⁽²⁾

Used by community staff (inside the local network) to access GIS data and workflows using a browser mapping application (see Solutions - Web mapping application). Includes a server-grade computer, Esri ArcGIS Server Standard Workgroup, and typical web portal add-ons.

Systems Administration ⁽³⁾

All systems require some level of support for outages, upgrades, and general maintenance. This item includes hours of annual effort at a labor-rate of \$100/hour.

Web GIS Server ⁽⁴⁾

With the advent of ArcGIS Online the co-location may not be needed. You may want it if you decide to serve custom maps to the public, but in this calculation we left it out.

Solutions ⁽⁵⁾

Web Mapping Applications includes hardware and software sunk cost for myGIS which requires VertiGIS Geocortex Essentials, Geocortex Analytics. The server required is accounted for under Onsite Infrastructure. These estimates do not include all of the other GIS Consortium solutions like: Community-Portal, Asset Management, Address Pre-Check, County Public Notification, Address Verification, Emergency Management Suite, Financial Projections Analysis, and Utility Leveling System.

PROGRAM START UP

Gaining client perspective, creating alignment, and establishing commitment is critical for our client programs to be healthy and successful. Whether a community is eager or hesitant to implement GIS it is a significant change that we need to navigate in partnership.

There is an onboarding period of 90 days where MGP works with your staff to get the foundation of the GIS established which includes address, corporate limit, and utility systems.

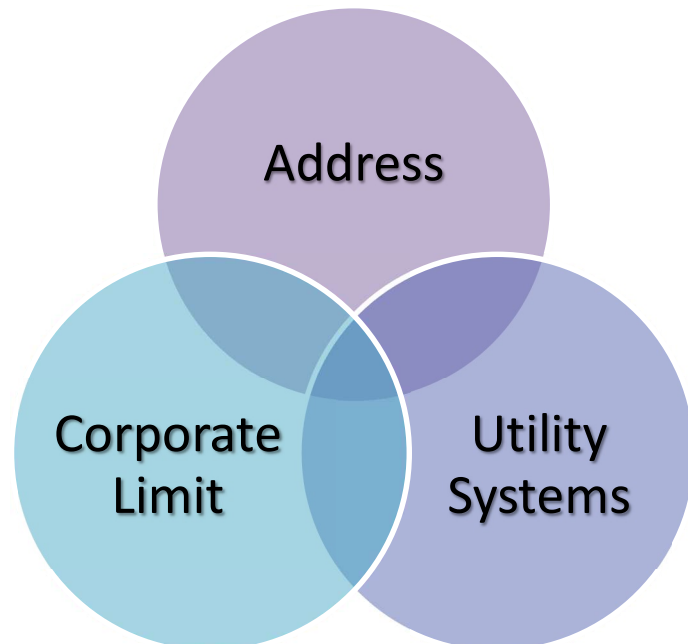
BUILDING A FOUNDATION OF QUALITY DATA

Data is one of your most valuable assets and to build and maintain the highest quality data possible we need to work in partnership with your staff. We establish this partnership by formalizing stakeholder teams for each of your critical datasets, which include:

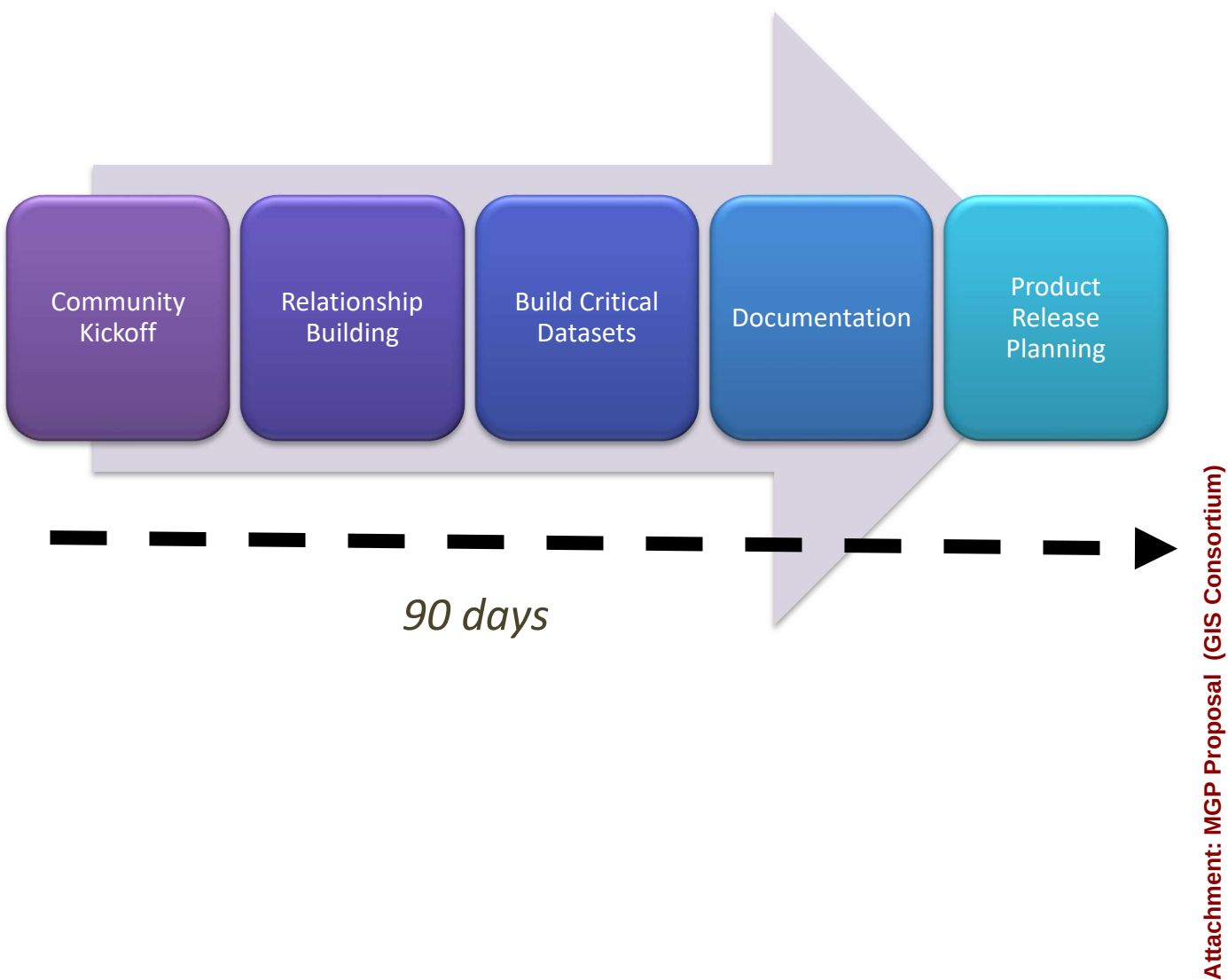
- Corporate Limit
- Address
- Water
- Sewer

Stakeholder teams are the authoritative team that is responsible for the verification of local government data and processes, and we work closely with them to clean up data when we start the program. Over time stakeholder teams will document processes for submitting changes or adding new data to the system so that quality data is created and sustained over time.

The better we take care of the quality of the data, the more you'll be able to do with it.



PROGRAM ONBOARDING OVERVIEW



Consider a Motion to Approve the Village of Palatine 2022 Regular Scheduled Meeting Calendar

BACKGROUND:

Staff was directed to review the Boards and Commissions 2022 Regular Scheduled Meeting Calendar focusing their efforts to determine if reducing the number of meetings within the calendar year would still accomplish all the necessary tasks and goals. Preparation and follow up for these meetings take significant staff time, and with fewer personnel today than years ago, it's appropriate to ensure we are making the best use of time. It is being proposed to reduce the number of meetings for the Board of Health and Beautification Commission for the upcoming year. Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regular scheduled meetings for calendar year 2022 has been prepared and 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).
- Board of Health proposed to meet quarterly reducing their number of meetings to 4 from 6.
- Chair of the Beautification Commission was supportive to reduce the number of meetings to 5 per year (March, May, July, September, November) from meeting monthly.
- The 2022 Meeting Calendar includes only one Village Council meeting in July, consistent with Council's July meeting schedule in recent years. Additionally, the Village Council is scheduled to meet on January 10, 17 and 24 representing the 2nd, 3rd, and 4th Monday of the month.

ALTERNATIVES:

1. Approve the meeting calendar.
2. Amend the meeting calendar.

RECOMMENDATION:

Staff recommends approval of the regular scheduled meeting calendar for 2022.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular scheduled meetings for 2022.

ATTACHMENTS:

- 2022 Meeting Calendar - Final Draft

VILLAGE OF PALATINE - 2022 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 10	January 4	January 11	February 14	February 8	March 16
January 17	January 18	January 25	May 9	May 10	June 15
January 24	February 1	February 8	August 8	August 9	September 21
February 7	February 15	February 23	November 14	November 8	December 7
February 14	March 1	March 8			
February 22	March 15	March 22			
March 7	April 5	April 12			
March 14	April 19	April 26			
March 21	May 3	May 10	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 4	May 17	May 24			
April 11	June 7	June 14			
April 18	June 21	June 28			
May 2	July 5	July 12	January 19	March 28	May 4
May 9	July 19	July 26	April 20	May 23	November 2
May 16	August 2	August 9	July 20	July 25	
June 6	August 16	August 23	October 19	September 26	
June 13	September 7	September 13		November 28	
June 20	September 20	September 27			
July 11	October 4	October 11			
August 1	October 18	October 25			
August 8	November 1	November 8			
August 15	November 15	November 22			
September 6	December 6	December 13			
September 12	December 20	December 27			
September 19					
October 3					
October 10					
October 17					
November 7					
November 14					
November 21					
December 5					
December 12					
December 19					

Village Hall - 200 E. Wood Street
Fire Station 85 - 39 E. Colfax Street
Police Department - 595 N. Hicks Road

Attachment: 2022 Meeting Calendar - Final Draft (2022 Regular Scheduled Meeting Calendar)

Consider a Motion to approve Warrant #22

8.1

Village of Palatine Warrant approval

Village Clerk

Mayor

Warrant # 22 having been approved by the Village Council on 12/06/2021 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	152,250.87	3,000.00	-	-	155,250.87
State Equitable Sharing Fund	222	204.49	-	-	-	204.49
Downtown TIF Fund	233	4,200.00	-	-	-	4,200.00
CDBG - CV	255	1,000.00	-	-	-	1,000.00
Capital Equipment Fund	401	2,300.00	-	-	-	2,300.00
Capital Improvements Fund	402	6,005.61	-	-	-	6,005.61
Water Fund	605	286,112.66	-	-	-	286,112.66
Sewer Fund	610	2,763.19	-	-	-	2,763.19
Refuse Fund	615	-	-	-	828.26	828.26
Parking Fund	620	13,333.40	-	-		13,333.40
Liability Insurance Fund	702	8,611.00	-	-	-	8,611.00
Fleet Services Fund	710	14,308.28	-	-	-	14,308.28
Total Report		491,089.50	3,000.00	-	828.26	494,917.76

ATTACHMENTS:

- Warrant #22



Invoice Due Date Range 11/01/21 - 12/21/21
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 1553 - Acme Truck & Brake Supply									
01_218518	Parts - T-389	Open		10/28/2021	11/28/2021	11/15/2021			113.
Vendor 1553 - Acme Truck & Brake Supply Totals						Invoices	1		\$113.
Vendor 4853 - Advance Auto Parts									
2376-1040482	Battery Charger	Open		11/10/2021	12/10/2021	11/15/2021			27.
2376-1035087	Parts - STOCK	Open		10/20/2021	11/19/2021	11/15/2021			58.
2376-1035678	Parts - T-491	Open		10/22/2021	11/21/2021	11/15/2021			38.
2376-1037234	Parts - T-371	Open		10/28/2021	11/27/2021	11/15/2021			45.
2376-1037813	Parts - STOCK	Open		11/01/2021	12/01/2021	11/15/2021			29.
2376-1037835	Parts - STOCK	Open		11/01/2021	12/01/2021	11/15/2021			58.
2376-1037839	Parts - STOCK	Open		11/01/2021	12/01/2021	11/15/2021			337.
2376-1039300	Parts - PT-420	Open		11/05/2021	12/05/2021	11/15/2021			19.
2376-1039612	Parts - E-212	Open		11/08/2021	12/08/2021	11/15/2021			10.
2376-1039924	Parts - E-616	Open		11/09/2021	12/09/2021	11/15/2021			11.
2376-1039973	Parts - STOCK	Open		11/09/2021	12/09/2021	11/15/2021			186.
2376-1040249	Parts - STOCK	Open		11/10/2021	12/10/2021	11/15/2021			46.
2376-1040559	Parts - STOCK	Open		11/11/2021	12/11/2021	11/15/2021			14.
2376-1040920	Parts - STOCK	Open		11/12/2021	12/18/2021	11/15/2021			98.
2376-1042142	Parts - T-400	Open		11/17/2021	12/17/2021	11/15/2021			140.
2376-1042171	Credit Memo	Open		11/17/2021	12/17/2021	11/15/2021			(122.8
2376-1042248	Credit Memo	Open		11/18/2021	12/18/2021	11/15/2021			(83.6
2376-1042783	Parts - M-12	Open		11/19/2021	12/19/2021	11/15/2021			3.
Vendor 4853 - Advance Auto Parts Totals						Invoices	18		\$920.
Vendor 4771 - AEC Fire-Safety & Security Inc									
259508	Parts - T-427	Open		11/04/2021	12/04/2021	11/15/2021			443.
Vendor 4771 - AEC Fire-Safety & Security Inc Totals						Invoices	1		\$443.
Vendor 3857 - Aftermath Services LLC									
JC2021-2607	Bio-Hazard Cleaning of Squad P5 (21-025074)	Open		10/31/2021	11/30/2021	11/30/2021			155.
Vendor 3857 - Aftermath Services LLC Totals						Invoices	1		\$155.
Vendor 1759 - Air One Equipment, Inc.									
174738P	Turnout Gear (10 Sets)	Open		11/17/2021	12/16/2021	11/17/2021			24,587.
Vendor 1759 - Air One Equipment, Inc. Totals						Invoices	1		\$24,587.
Vendor 3060 - Allegra Print & Imaging									
97506	Window & regular envelopes	Open		11/10/2021	12/10/2021	11/30/2021			393.
Vendor 3060 - Allegra Print & Imaging Totals						Invoices	1		\$393.
Vendor 2852 - Andax									
205163	Hazmat Supplies	Open		11/16/2021	12/15/2021	11/22/2021			461.00

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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 2852 - Andax Totals			Invoices	1		\$461.
Vendor 1730 - Andres Medical Billing									
253361	Billing Charges - October	Open		11/16/2021	12/01/2021	11/16/2021			7,865.
			Vendor 1730 - Andres Medical Billing Totals			Invoices	1		\$7,865.
Vendor 4450 - Approved Tree Care & Landscape Service Inc									
18469	Tree Removal-1246 S. Smith Street	Open		10/21/2021	11/20/2021	11/29/2021			950.
			Vendor 4450 - Approved Tree Care & Landscape Service Inc Totals			Invoices	1		\$950.
Vendor 5021 - Arlington Heights Ford LLC									
119313	Parts - T-476	Open		10/13/2021	12/05/2021	11/15/2021			419.
CM35325H	Credit Memo	Open		11/05/2021	12/05/2021	11/15/2021			(54.1)
			Vendor 5021 - Arlington Heights Ford LLC Totals			Invoices	2		\$365.
Vendor 1443 - Arlington Power Equipment									
98659	Fuel	Open		11/12/2021	12/11/2021	11/11/2021			127.
			Vendor 1443 - Arlington Power Equipment Totals			Invoices	1		\$127.
Vendor 2322 - Arrow Road Construction Company									
29932	Binder and Surface for Hot Paving	Open		11/05/2021	12/05/2021	11/29/2021			1,808.
			Vendor 2322 - Arrow Road Construction Company Totals			Invoices	1		\$1,808.
Vendor 4455 - AutoZone Stores LLC									
2567337656	Parts - PT-420	Open		11/03/2021	12/03/2021	11/15/2021			35.
2567340894	Parts - T-437	Open		11/08/2021	12/08/2021	11/15/2021			99.
2567340981	Parts - T-437	Open		11/08/2021	12/08/2021	11/15/2021			146.
2567341495	Parts - T-443	Open		11/09/2021	12/09/2021	11/15/2021			334.
			Vendor 4455 - AutoZone Stores LLC Totals			Invoices	4		\$616.
Vendor 2282 - Baxter And Woodman									
0229086	Water System Interconnect Construction Engineering DPW-2126/2153	Open		11/19/2021	12/19/2021	11/22/2021			22,004.
0229087	Southwest Palatine Water System Improvements Design Engineering	Open		11/19/2021	12/19/2021	11/22/2021			595.
			Vendor 2282 - Baxter And Woodman Totals			Invoices	2		\$22,599.
Vendor 1357 - Bio-Tron, Inc.									
40590	ZOLL Monitor Maintenance	Open		10/26/2021	11/25/2021	11/08/2021			1,375.
			Vendor 1357 - Bio-Tron, Inc. Totals			Invoices	1		\$1,375.
Vendor 1722 - BLA, Inc									

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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
21463	Commuter Parking Lots B, C, and F Resurfacing Design Engineering	Open		10/31/2021	11/30/2021	11/16/2021			4,200.
			Vendor 1722 - BLA, Inc Totals			Invoices	1		\$4,200.
Vendor 1492 - Bound Tree Medical LLC									
84272295	EMS Equipment	Open		11/01/2021	12/01/2021	11/11/2021			183.
			Vendor 1492 - Bound Tree Medical LLC Totals			Invoices	1		\$183.
Vendor 2591 - Braniff Communications, Inc.									
0033731	Annual Preventative Maintenance Agreement	Open		11/01/2021	12/01/2021	11/09/2021			6,030.
			Vendor 2591 - Braniff Communications, Inc. Totals			Invoices	1		\$6,030.
Vendor 1857 - Brian Edward Landscaping Inc									
24462	Parking Deck Christmas Tree Installation	Open		11/09/2021	12/09/2021	11/23/2021			1,960.
			Vendor 1857 - Brian Edward Landscaping Inc Totals			Invoices	1		\$1,960.
Vendor 2228 - Bridge Printing & Promotional Products, Inc									
27986	2022 Business License & Vending Stickers	Open		11/30/2021	12/07/2021	11/30/2021			1,569.
			Vendor 2228 - Bridge Printing & Promotional Products, Inc Totals			Invoices	1		\$1,569.
Vendor 5135 - Builders Paving, LLC									
HRDRPW11112021	Hydrant Meter Deposit Refund	Open		11/11/2021	11/30/2021	11/17/2021			277.
			Vendor 5135 - Builders Paving, LLC Totals			Invoices	1		\$277.
Vendor 2453 - CDS Office Technologies									
IN1413706	Copier Usage	Open		10/29/2021	11/28/2021	10/29/2021			516.
INV1416653	Radio Equipment	Open		11/11/2021	12/11/2021	11/11/2021			275.
			Vendor 2453 - CDS Office Technologies Totals			Invoices	2		\$791.
Vendor 2732 - CDW Government Inc									
M165672	Dell Keyboard w/ Kickstand	Open		11/19/2021	11/19/2021	11/15/2021			515.
			Vendor 2732 - CDW Government Inc Totals			Invoices	1		\$515.
Vendor 5129 - Cedar Path Nurseries, LLC									
1931393	Mountbatten Juniper	Open		11/10/2021	12/10/2021	11/29/2021			560.
			Vendor 5129 - Cedar Path Nurseries, LLC Totals			Invoices	1		\$560.
Vendor 4988 - Chevrolet of Palatine									
CM10304	Credit Memo	Open		05/06/2021	12/02/2021	11/15/2021			(64.9
11372	Parts - T-457	Open		10/27/2021	11/26/2021	11/15/2021			67.
344736	Repairs & Maintenance - T-458	Open		11/02/2021	12/02/2021	11/15/2021			1,379.
			Vendor 4988 - Chevrolet of Palatine Totals			Invoices	3		\$1,381.

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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 2555 - Chicago Parts & Sound									
1-0237048	Parts - STOCK	Open		11/01/2021	12/01/2021	11/15/2021			115.
1-0237341	Parts - T-388	Open		11/02/2021	12/02/2021	11/15/2021			123.
1-0237955	Parts - T-436	Open		11/04/2021	12/04/2021	11/15/2021			24.
1-0238905	Parts - T-443	Open		11/09/2021	12/09/2021	11/15/2021			308.
1-0239128	Parts - T-443	Open		11/10/2021	12/10/2021	11/15/2021			18.
Vendor 2555 - Chicago Parts & Sound Totals						Invoices	5		\$590.
Vendor 2560 - Childrens Advocacy Center									
2021-00001009	CDBG-CV CAC	Open		11/30/2021	11/30/2021	11/30/2021			1,000.
Vendor 2560 - Childrens Advocacy Center Totals						Invoices	1		\$1,000.
Vendor 4343 - Christopher B. Burke Engineering Ltd									
170309	Smith Street Connector Path Phase II Engineering Services	Open		11/08/2021	12/08/2021	11/02/2021			6,005.
Vendor 4343 - Christopher B. Burke Engineering Ltd Totals						Invoices	1		\$6,005.
Vendor 3050 - Cintas #22									
4101624468	Uniform Cleaning	Open		11/12/2021	12/12/2021	11/16/2021			195.
4102339546	Uniform Cleaning	Open		11/19/2021	12/19/2021	11/16/2021			128.
Vendor 3050 - Cintas #22 Totals						Invoices	2		\$323.
Vendor 4694 - CMS Communications Inc									
2109213-IN	Mitel IP6920 Phone	Open		10/18/2021	11/18/2021	10/29/2021			221.
Vendor 4694 - CMS Communications Inc Totals						Invoices	1		\$221.
Vendor 2383 - Colfax Welding & Fabricating									
62738	Welding/Torching Gas	Open		10/14/2021	11/13/2021	11/15/2021			282.
62784	Parts - STOCK	Open		11/08/2021	12/08/2021	11/15/2021			374.
Vendor 2383 - Colfax Welding & Fabricating Totals						Invoices	2		\$656.
Vendor 3033 - Comcast Cable									
FD83 10-21 A	Backup Internet Connections	Open		10/24/2021	11/21/2021	10/29/2021			84.
PW 10-21 B	Backup Internet Connections	Open		10/24/2021	11/21/2021	10/29/2021			6.
CC 10-21 B	Backup Internet Connections	Open		10/25/2021	11/22/2021	10/29/2021			59.
PW 11-21 A	Backup Internet Connections	Open		11/02/2021	11/30/2021	10/29/2021			270.
Vendor 3033 - Comcast Cable Totals						Invoices	4		\$421.
Vendor 2980 - Commonwealth Edison									
8648014008 10/21	Electricity-135 W. Michigan Ave Heat Meter	Open		10/19/2021	12/20/2021	11/10/2021			56.
Vendor 2980 - Commonwealth Edison Totals						Invoices	1		\$56.
Vendor 4428 - Compass Minerals America Inc									
881671	2021 Rock Salt	Open		11/05/2021	12/05/2021	11/22/2021			2,383.00

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
887382	2021 Rock Salt	Open		11/16/2021	12/16/2021	11/22/2021			24,302.
		Vendor	4428 - Compass Minerals America Inc Totals			Invoices	2		\$26,685.
Vendor	2605 - Contech-MSI Co								
176133	Annual Fire Alarm Inspection-Fire Station 84	Open		10/15/2021	11/14/2021	11/15/2021			225.
176211	Annual Fire Alarm Inspection-137 W. Wood St	Open		10/21/2021	11/20/2021	11/15/2021			715.
176212	Annual Fire Alarm Inspection-251 W. Colfax St	Open		10/21/2021	11/20/2021	11/15/2021			705.
176216	Annual Fire Alarm Inspection-Fire Station 83	Open		10/21/2021	11/20/2021	11/15/2021			295.
176237	Annual Dry Valve Inspection-Fire Station 83	Open		10/21/2021	11/20/2021	11/15/2021			760.
176273	Annual Fire Alarm Inspection-200 E. Wood St	Open		10/26/2021	11/25/2021	11/15/2021			725.
176274	Annual Sprinkler Inspection-200 E. Wood St	Open		10/26/2021	11/25/2021	11/15/2021			285.
176486	Annual Dry Valve Inspection-Fire Station 84	Open		10/31/2021	11/30/2021	11/15/2021			945.
176755	Annual Pre-Action Test-200 E. Wood St	Open		11/17/2021	12/17/2021	11/15/2021			725.
176773	Annual Dry Valve Inspection-137 W. Wood St	Open		11/18/2021	12/18/2021	11/15/2021			565.
176774	Annual Sprinkler Standpipe Inspection-251 W. Colfax St	Open		11/18/2021	12/18/2021	11/15/2021			595.
		Vendor	2605 - Contech-MSI Co Totals			Invoices	11		\$6,540.
Vendor	2773 - Core & Main LP								
P912258	Pipe, Mech Joint, Megalug Assembly & Coupling	Open		11/10/2021	12/10/2021	11/22/2021			3,097.
P963307	Meters-Omni 2" R2 Meter	Open		11/17/2021	12/17/2021	11/22/2021			675.
P967433	Meters-2 Cast Iron Flange Kit	Open		11/18/2021	12/18/2021	11/22/2021			40.
		Vendor	2773 - Core & Main LP Totals			Invoices	3		\$3,812.
Vendor	5047 - David Mason & Associates, Inc								
HRDRPW11242021	Hydrant Meter Deposit Refund	Open		11/24/2021	12/02/2021	11/29/2021			1,100.
		Vendor	5047 - David Mason & Associates, Inc Totals			Invoices	1		\$1,100.
Vendor	4781 - Document Imaging Services, LLC								
2282	Toner	Open		10/09/2021	12/09/2021	10/29/2021			85.
2266	Toner	Open		10/28/2021	11/28/2021	10/29/2021			158.
2286	Toner	Open		11/12/2021	12/12/2021	11/15/2021			258.
		Vendor	4781 - Document Imaging Services, LLC Totals			Invoices	3		\$501.
Vendor	3270 - Elevated Safety LLC								

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Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2379	TRT Equipment	Open		11/22/2021	12/21/2021	11/22/2021			1,997.
			Vendor 3270 - Elevated Safety LLC Totals			Invoices	1		\$1,997.
Vendor 5125 - Fairway Golf Cars, Inc									
24399	Palatine Park District Replacement Golf Cart	Open		10/14/2021	11/30/2021	11/29/2021			4,800.
			Vendor 5125 - Fairway Golf Cars, Inc Totals			Invoices	1		\$4,800.
Vendor 2195 - FMP									
50-3605601	Parts - STOCK	Open		11/09/2021	12/09/2021	11/15/2021			93.
50-3609833	Parts - T-443	Open		11/11/2021	12/11/2021	11/15/2021			68.
			Vendor 2195 - FMP Totals			Invoices	2		\$162.
Vendor 5073 - FulLife Safety LLC									
56514	Parts - STOCK	Open		10/26/2021	11/26/2021	11/15/2021			48.
			Vendor 5073 - FulLife Safety LLC Totals			Invoices	1		\$48.
Vendor 3075 - Gateway Palatine LLC									
December 2021	Parking Agreement - December	Open		11/17/2021	12/07/2021	11/17/2021			2,460.
			Vendor 3075 - Gateway Palatine LLC Totals			Invoices	1		\$2,460.
Vendor 1234 - Golf Rose Animal Hospital									
329818	Vet Visit, K-9 "Puma" (Christians)	Open		11/15/2021	12/15/2021	11/30/2021			493.
329834	Meds/Specialty Food & Tests for K-9 Jax	Open		11/19/2021	12/19/2021	11/30/2021			204.
			Vendor 1234 - Golf Rose Animal Hospital Totals			Invoices	2		\$697.
Vendor 2442 - Goodmark Nurseries Llc									
29250	Replacement and 50/50 Parkway Tree Purchases	Open		11/16/2021	12/16/2021	11/29/2021			13,395.
			Vendor 2442 - Goodmark Nurseries Llc Totals			Invoices	1		\$13,395.
Vendor 4753 - Granicus Llc									
145326	Civic Streaming & Agenda & Minutes Renewal	Open		11/01/2021	12/01/2021	10/29/2021			1,540.
			Vendor 4753 - Granicus Llc Totals			Invoices	1		\$1,540.
Vendor 4735 - Michal Grzelczyk									
PWBRMG111221	Boot Reimbursement	Open		11/12/2021	11/26/2021	11/16/2021			76.
			Vendor 4735 - Michal Grzelczyk Totals			Invoices	1		\$76.
Vendor 1916 - Harvard Maintenance Inc									
1344586	Village Hall Janitorial Service- November 2021	Open		11/01/2021	12/01/2021	11/15/2021			3,227.
1344659	Train Station Janitorial Service- November 2021	Open		11/01/2021	12/01/2021	11/15/2021			7,984.

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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 1916 - Harvard Maintenance Inc			Totals	Invoices			2		\$11,211.
Vendor 4929 - Heartline Fitness Systems									
132220	Preventative Maintenance on Cardio Equipment	Open		11/18/2021	12/18/2021	11/30/2021			240.
Vendor 4929 - Heartline Fitness Systems			Totals	Invoices			1		\$240.
Vendor 3764 - James H Herold									
2021-00000995	GMIS Conference Reimbursement	Open		11/07/2021	12/07/2021	11/19/2021			331.
Vendor 3764 - James H Herold			Totals	Invoices			1		\$331.
Vendor 5078 - Holiday Sewer & Water Construction Inc									
HRDRPW11152021	Hydrant Meter Deposit Refund	Open		11/15/2021	11/30/2021	11/17/2021			373.
Vendor 5078 - Holiday Sewer & Water Construction Inc			Totals	Invoices			1		\$373.
Vendor 2976 - Huffman Landscape									
HUFF11-15-21	Replacement and 50/50 Parkway Tree Installations	Open		11/15/2021	12/15/2021	11/29/2021			4,510.
Vendor 2976 - Huffman Landscape			Totals	Invoices			1		\$4,510.
Vendor 4591 - IL Department of Innovation & Technology									
T2205710	Custom Bandwidth	Open		10/18/2021	11/19/2021	10/29/2021			428.
Vendor 4591 - IL Department of Innovation & Technology			Totals	Invoices			1		\$428.
Vendor 3293 - Illini Power Products									
SWO032431-1	Repairs & Maintenance - G-021	Open		11/05/2021	12/05/2021	11/15/2021			2,129.
Vendor 3293 - Illini Power Products			Totals	Invoices			1		\$2,129.
Vendor 2822 - Illinois Secretary Of State									
PWVM 2022 C-374	License Plate Renewal C-374	Open		11/01/2021	12/01/2021	11/15/2021			151.
Vendor 2822 - Illinois Secretary Of State			Totals	Invoices			1		\$151.
Vendor 1604 - Illinois State Police									
PD21-3601-OCT	Fingerprinting for Employment - LGE Checks (3601) - Oct	Open		11/01/2021	12/16/2021	11/30/2021			84.
Vendor 1604 - Illinois State Police			Totals	Invoices			1		\$84.
Vendor 4951 - Interstate Batteries of North Chicago									
70125027	Parts - STOCK	Open		11/09/2021	12/09/2021	11/15/2021			235.
Vendor 4951 - Interstate Batteries of North Chicago			Totals	Invoices			1		\$235.
Vendor 1813 - James Costigan									
165367	B-Box Tips	Open		11/15/2021	12/15/2021	11/22/2021			24.
Vendor 1813 - James Costigan			Totals	Invoices			1		\$24.
Vendor 2992 - James Messineo									

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Nov. 29, 2021	NOVEMBER LAW JUDGE	Open		11/29/2021	12/06/2021	11/30/2021			2,662.
			Vendor 2992 - James Messineo	Totals		Invoices	1		\$2,662.
Vendor 5130 - Michele Jessup									
2021-00001005	Reimbursement for Debris Removal from Plumbing/Fixtures	Open		11/29/2021	12/03/2021	11/17/2021			950.
			Vendor 5130 - Michele Jessup	Totals		Invoices	1		\$950.
Vendor 2695 - JG Uniforms Inc									
90683	Misc Uniform Items (Solimini/Ruggiero)	Open		11/01/2021	12/01/2021	11/30/2021			74.
91219	Exterior Vest Carriers (Holtz)	Open		11/11/2021	12/11/2021	11/30/2021			360.
91232	Exterior Vet Carrier (Weidman)	Open		11/11/2021	12/11/2021	11/30/2021			180.
91233	Exterior Vest Carrier (Hester)	Open		11/11/2021	12/11/2021	11/30/2021			180.
91234	Exterior Vest Carrier (Christudhas)	Open		11/11/2021	12/11/2021	11/30/2021			200.
91235	Exterior Vest Carrier (Marcum)	Open		11/11/2021	12/11/2021	11/30/2021			210.
91239	Exterior Vest Carrier (Dorn)	Open		11/11/2021	12/11/2021	11/30/2021			180.
91242	Exterior Vest Carrier (Martino)	Open		11/11/2021	12/11/2021	11/30/2021			210.
91243	Exterior Vest Carriers (Felde)	Open		11/11/2021	12/11/2021	11/30/2021			394.
91244	Exterior Vest Carriers (Staudt)	Open		11/11/2021	12/11/2021	11/30/2021			380.
91246	Exterior Vest Carrier Alterations (Holtz & Syc)	Open		11/11/2021	12/11/2021	11/30/2021			57.
91272	K-9 Badges	Open		11/11/2021	12/11/2021	11/30/2021			312.
			Vendor 2695 - JG Uniforms Inc	Totals		Invoices	12		\$2,737.
Vendor 1635 - Joseph D. Foreman & Company									
330242	8" SDR26 D3034 G	Open		11/15/2021	12/15/2021	11/22/2021			224.
			Vendor 1635 - Joseph D. Foreman & Company	Totals		Invoices	1		\$224.
Vendor 3903 - Robert R Kluzek									
2021-00001006	Tuition Reimbursement - FIR 4302	Open		11/29/2021	11/29/2021	11/29/2021			634.
			Vendor 3903 - Robert R Kluzek	Totals		Invoices	1		\$634.
Vendor 4803 - Douglas Kroening									
DKShoes11/19/21	Reimb D Kroening - clothing allowance - shoes	Open		11/19/2021	11/30/2021	11/30/2021			150.
			Vendor 4803 - Douglas Kroening	Totals		Invoices	1		\$150.
Vendor 5137 - Lakeshore Recycling Systems									
0000034845	Waste Disposal	Open		10/31/2021	11/30/2021	11/29/2021			190.
			Vendor 5137 - Lakeshore Recycling Systems	Totals		Invoices	1		\$190.
Vendor 2218 - Lampignano & Son Construction Co									

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19100	East Palatine Road Water Main Improvements Project DPW-1921	Open		11/12/2021	12/12/2021	11/15/2021			56,043.
Vendor 2218 - Lampignano & Son Construction Co Totals									Invoices 1 56,043.
Vendor 5035 - Lawson Products, Inc									
9308930925	Parts - STOCK & PT-999	Open		10/21/2021	11/21/2021	11/30/2021			787.
Vendor 5035 - Lawson Products, Inc Totals									Invoices 1 787.
Vendor 2348 - M & V Auto Body									
S21-79	Repairs - T-478	Open		11/04/2021	12/04/2021	11/15/2021			417.
Vendor 2348 - M & V Auto Body Totals									Invoices 1 417.
Vendor 5128 - M.J. Taylor Law, LLC									
November 2021	Village Prosecutor Legal - Alternate	Open		11/30/2021	12/06/2021	11/30/2021			3,450.
Vendor 5128 - M.J. Taylor Law, LLC Totals									Invoices 1 3,450.
Vendor 4957 - MacQueen Equipment, LLC									
P12448	Parts - T-371	Open		10/25/2021	11/25/2021	11/15/2021			130.
P12505	Parts - T-371	Open		10/27/2021	11/27/2021	11/15/2021			215.
P12589	Parts - T-371	Open		11/02/2021	12/02/2021	11/15/2021			303.
P12592	Parts - T-371	Open		11/02/2021	12/02/2021	11/15/2021			66.
Vendor 4957 - MacQueen Equipment, LLC Totals									Invoices 4 715.
Vendor 5066 - Marco Technologies LLC									
456727486	Copier Maintenance Agreement	Open		10/28/2021	11/23/2021	11/15/2021			1,596.
Vendor 5066 - Marco Technologies LLC Totals									Invoices 1 1,596.
Vendor 4780 - Marsh USA, Inc									
349581298336	Underground Storage Tank Policy Premium	Open		10/29/2021	11/01/2021	11/17/2021			8,611.
Vendor 4780 - Marsh USA, Inc Totals									Invoices 1 8,611.
Vendor 2756 - Mc Master Carr Supply Co.									
67697442	O-Rings and Coiled Spring Pins	Open		11/02/2021	12/02/2021	11/22/2021			22.
67698675	Stainless Steel Cotter Pin	Open		11/02/2021	12/02/2021	11/22/2021			8.
Vendor 2756 - Mc Master Carr Supply Co. Totals									Invoices 2 31.
Vendor 5140 - Ashley McIlwee									
Trvl 11/7-11/9	IEHA Annual Ed Conf - reimb Ashley McIlwee	Open		11/12/2021	11/30/2021	11/30/2021			281.
Vendor 5140 - Ashley McIlwee Totals									Invoices 1 281.
Vendor 4945 - Michael A Meehan									
PWCDLMM110121	CDL Renewal Reimbursement	Open		11/01/2021	11/15/2021	11/16/2021			60.

Attachment: Warrant #22 (Warrant # 22)



Invoice Due Date Range 11/01/21 - 12/21/21
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	4945 - Michael A Meehan Totals		Invoices	1		\$60.
Vendor 3123 - David P Micek									
PWBRDM11152021	Boot Reimbursement	Open		11/15/2021	11/29/2021	11/16/2021			177.
			Vendor	3123 - David P Micek Totals		Invoices	1		\$177.
Vendor 2421 - Mikes Towing/Auto & Truck Repair									
1068505	Repairs & Safety Lane - T-419	Open		10/29/2021	11/28/2021	11/15/2021			36.
1068585	Repairs & Safety Lane - T-450	Open		11/12/2021	12/12/2021	11/15/2021			36.
			Vendor	2421 - Mikes Towing/Auto & Truck Repair Totals		Invoices	2		\$72.
Vendor 3000 - Morton Grove Automotive Inc									
60639	Parts - E-610	Open		11/12/2021	12/12/2021	11/15/2021			225.
			Vendor	3000 - Morton Grove Automotive Inc Totals		Invoices	1		\$225.
Vendor 1446 - Multiple Concrete Access. Corp.									
701335	2' X 4' ADA Replaceable Red	Open		11/16/2021	12/16/2021	11/22/2021			159.
			Vendor	1446 - Multiple Concrete Access. Corp. Totals		Invoices	1		\$159.
Vendor 5099 - NAPA Auto Parts									
347059	Credit Memo	Open		10/11/2021	11/19/2021	11/15/2021			(26.6
348153	Parts - T-360	Open		10/20/2021	11/19/2021	11/15/2021			46.
348672	Parts - T-389	Open		10/25/2021	11/24/2021	11/15/2021			89.
349087	Parts - T-371	Open		10/28/2021	11/27/2021	11/15/2021			18.
349699	Parts - T-371	Open		11/03/2021	12/03/2021	11/15/2021			11.
349751	Parts - T-371	Open		11/03/2021	12/03/2021	11/15/2021			5.
350191	Credit Memo	Open		11/08/2021	12/09/2021	11/15/2021			(80.9
350271	Parts - E-613	Open		11/08/2021	12/08/2021	11/15/2021			30.
350381	Parts - T-443	Open		11/09/2021	12/09/2021	11/15/2021			359.
350459	Parts - T-443	Open		11/10/2021	12/10/2021	11/15/2021			132.
350507	Parts - T-443	Open		11/10/2021	12/10/2021	11/15/2021			123.
350512	Credit Memo	Open		11/10/2021	12/10/2021	11/15/2021			(30.9
350756	Parts - PT-995	Open		11/12/2021	12/12/2021	11/15/2021			44.
350997	Parts - G-016	Open		11/15/2021	12/15/2021	11/15/2021			124.
351303	Parts - C-370	Open		11/17/2021	12/17/2021	11/15/2021			16.
			Vendor	5099 - NAPA Auto Parts Totals		Invoices	15		\$865.
Vendor 2616 - Nicor Gas									
46007255576-1021	Natural Gas-804 W. Panorama Drive Deer Grove Lift Station	Open		10/25/2021	12/10/2021	11/10/2021			48.
83980510966-1021	Natural Gas-550 N. Smith Street Well 7 Generator	Open		10/25/2021	12/10/2021	11/10/2021			42.
19505219626-1021	Natural Gas-251 W. Colfax Street Parking Deck	Open		10/26/2021	12/13/2021	11/10/2021			129.

Attachment: Warrant #22 (Warrant # 22)



Invoice Due Date Range 11/01/21 - 12/21/21
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
66457600006-1021	Natural Gas-555 E. Dundee Road	Open		10/26/2021	12/13/2021	11/10/2021			53.
68017400000-1021	Hicks and Dundee Pump Station Natural Gas-137 W. Wood Street	Open		10/26/2021	12/13/2021	11/10/2021			180.
70018165616-1021	Train Station Natural Gas-432 W. Haleys Hill	Open		10/26/2021	12/13/2021	11/10/2021			43.
25623386239-1021	Court Dunhaven Woods Lift Station Natural Gas-1484 N. Oak Street	Open		10/27/2021	12/14/2021	11/10/2021			44.
88271305703-1021	Pepper Tree Lift Station Natural Gas-1465 E. Evergreen	Open		10/27/2021	12/14/2021	11/10/2021			147.
36756460568-1021	Drive Randville Lift Station Natural Gas-884 E. Lilly Lane	Open		10/28/2021	12/14/2021	11/10/2021			136.
88097600006-1021	Rose and Lilly Lift Station Natural Gas-2175 N. Coach Road	Open		10/28/2021	12/14/2021	11/10/2021			41.
			Vendor	2616 - Nicor Gas Totals		Invoices	10		\$867.
Vendor 1541 - NIPSTA									
2021-00000958	ISO- VonderHeide	Open		10/01/2021	11/01/2021	11/08/2021			500.
2021-00000955	VMO-Guzman	Open		10/18/2021	11/17/2021	11/08/2021			975.
2021-00000956	ISO- Paulsberg	Open		10/18/2021	11/17/2021	11/08/2021			500.
2021-00000957	VMO- Roman & Nyczaj	Open		10/23/2021	11/22/2021	11/08/2021			1,950.
2021-00000954	VMT- Cerny	Open		11/08/2021	12/07/2021	11/08/2021			1,000.
			Vendor	1541 - NIPSTA Totals		Invoices	5		\$4,925.
Vendor 2432 - Northern Ill Police Alarm System									
14053	NIPAS Meeting & Awards Luncheon x 5	Open		11/13/2021	12/13/2021	11/30/2021			145.
			Vendor	2432 - Northern Ill Police Alarm System Totals		Invoices	1		\$145.
Vendor 1414 - Northwest Central 911 System									
1332	Radio Repair	Open		10/22/2021	11/21/2021	11/11/2021			706.
			Vendor	1414 - Northwest Central 911 System Totals		Invoices	1		\$706.
Vendor 3002 - Northwest Community Hospital-OEHS									
25305	2021 Services Medical (FD new hire S.Argast - NCH-O&EH)	Open		11/01/2021	11/17/2021	11/17/2021			1,003.
24668	COVID Testing	Open		11/01/2021	12/01/2021	11/11/2021			400.
25139	Annual Exams	Open		11/01/2021	12/01/2021	11/18/2021			5,886.
			Vendor	3002 - Northwest Community Hospital-OEHS Totals		Invoices	3		\$7,289.
Vendor 1480 - Northwest Trucks, Inc.									
X101043699:01	Credit Memo	Open		09/01/2021	11/24/2021	11/15/2021			(48.2
X101049441:01	Parts - STOCK	Open		10/25/2021	11/24/2021	11/15/2021			246.
			Vendor	1480 - Northwest Trucks, Inc. Totals		Invoices	2		\$198.

Attachment: Warrant #22 (Warrant # 22)

Attachment: Warrant #22 (Warrant # 22)



Invoice Due Date Range 11/01/21 - 12/21/21
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 5085 - Orbis Solutions Inc 5572135	Wireless Replacement project	Open		10/27/2021	11/27/2021	11/15/2021			2,300.
Vendor 5085 - Orbis Solutions Inc Totals						Invoices	1		\$2,300.
Vendor 4155 - Ozinga Ready Mix Concrete Inc ARI00275551	Concrete-605	Open		11/16/2021	12/16/2021	11/22/2021			980.
Vendor 4155 - Ozinga Ready Mix Concrete Inc Totals						Invoices	1		\$980.
Vendor 2572 - Paddock Publications, Inc 196892	Legal Notices	Open		11/07/2021	12/07/2021	11/16/2021			137.
Vendor 2572 - Paddock Publications, Inc Totals						Invoices	1		\$137.
Vendor 1583 - Palatine Park District 117781	Kitchen Supplies	Open		11/17/2021	12/17/2021	11/16/2021			23.
Vendor 1583 - Palatine Park District Totals						Invoices	1		\$23.
Vendor 1455 - Patnick Construction, Inc. Application No:1	Palatine Rd & Winston Dr Water Main Replacement Phase 2 DPW-2124	Open		10/27/2021	11/26/2021	11/15/2021			193,561.
Vendor 1455 - Patnick Construction, Inc. Totals						Invoices	1		\$193,561.
Vendor 1276 - Pirtek O'Hare OH-T00014602	Parts - E-224	Open		11/19/2021	12/19/2021	11/15/2021			177.
Vendor 1276 - Pirtek O'Hare Totals						Invoices	1		\$177.
Vendor 4265 - Qualification Targets Inc 22103663	Silhouette Training Targets	Open		11/15/2021	12/15/2021	11/30/2021			781.
Vendor 4265 - Qualification Targets Inc Totals						Invoices	1		\$781.
Vendor 1487 - Robert W. Hendricksen Company Inc 10218	Creek Tree Removals-252 N. Morris	Open		11/17/2021	12/17/2021	11/22/2021			2,600.
Vendor 1487 - Robert W. Hendricksen Company Inc Totals						Invoices	1		\$2,600.
Vendor 4545 - Robinson Engineering Ltd 21110147	Public Works Utilities Division Phase 2 Assistance	Open		11/16/2021	12/16/2021	11/22/2021			2,921.
Vendor 4545 - Robinson Engineering Ltd Totals						Invoices	1		\$2,921.
Vendor 1375 - Romeoville Fire Academy 2021-614	Instructor II- Christensen	Open		10/21/2021	11/20/2021	11/08/2021			375.
2021-667	Instructor II- Walsh	Open		11/02/2021	12/01/2021	11/08/2021			375.
Vendor 1375 - Romeoville Fire Academy Totals						Invoices	2		\$750.
Vendor 4019 - Rush Truck Centers									

Attachment: Warrant #22 (Warrant # 22)



Invoice Due Date Range 11/01/21 - 12/21/21
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
3025412984	Credit Memo	Open		10/29/2021	12/05/2021	11/15/2021			(110.9
3025476412	Parts - T-370	Open		11/05/2021	12/05/2021	11/15/2021			181.
3025491609	Parts - T-379	Open		11/05/2021	12/05/2021	11/15/2021			110.
3025610762	Parts - T-386	Open		11/16/2021	12/16/2021	11/15/2021			945.
3025654040	Credit Memo	Open		11/18/2021	12/16/2021	11/15/2021			(266.0
Vendor 4019 - Rush Truck Centers Totals									\$859.
Vendor 4168 - Doris K Sadik									
111521-Costco-1	Costco Supplies - Council	Open		11/18/2021	12/06/2021	11/18/2021			84.
111521-Costco-2	Costco Supplies Holiday Luncheon	Open		11/18/2021	12/06/2021	11/18/2021			36.
Vendor 4168 - Doris K Sadik Totals									\$121.
Vendor 4881 - Scientel Solutions LLC									
006471	cnMaestro Maintenance - 3yr	Open		10/29/2021	11/29/2021	10/29/2021			4,692.
Vendor 4881 - Scientel Solutions LLC Totals									\$4,692.
Vendor 2372 - Shires Of Inverness Master Assoc									
HRDRPW11042021	Hydrant Meter Deposit Refund	Open		11/04/2021	11/18/2021	11/11/2021			438.
Vendor 2372 - Shires Of Inverness Master Assoc Totals									\$438.
Vendor 1804 - Staples Advantage									
8064195282	Office Supplies	Open		11/06/2021	12/05/2021	11/22/2021			99.
Vendor 1804 - Staples Advantage Totals									\$99.
Vendor 5082 - State Graphics									
67962	Business Cards - Garcia	Open		11/08/2021	12/08/2021	11/09/2021			155.
Vendor 5082 - State Graphics Totals									\$155.
Vendor 2725 - Stryker Sales Corp									
3557653M	Lucas Suction Cups	Open		10/21/2021	11/20/2021	11/08/2021			446.
Vendor 2725 - Stryker Sales Corp Totals									\$446.
Vendor 5138 - Task Force Tips LLC.									
1347934	Ball intake valve repair parts	Open		10/28/2021	11/27/2021	11/22/2021			74.
Vendor 5138 - Task Force Tips LLC. Totals									\$74.
Vendor 4754 - Tech Electronics of Illinois, Llc									
N000111471	Pump Station Door Security Enhancements-Smith and Long Grove	Open		11/12/2021	12/12/2021	11/22/2021			2,098.
Vendor 4754 - Tech Electronics of Illinois, Llc Totals									\$2,098.
Vendor 2545 - Terrace Supply Co									
70515841	Oxygen	Open		11/09/2021	12/08/2021	11/11/2021			200.
01029595	Parts - M-999	Open		10/31/2021	12/01/2021	11/15/2021			23.

Attachment: Warrant #22 (Warrant # 22)



Invoice Due Date Range 11/01/21 - 12/21/21
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	2545 - Terrace Supply Co Totals		Invoices	2		\$224.
Vendor	1199 - Thompson Elevator Inspection Service Inc								
21-2979	4 reinsp & 16 inspections	Open		11/10/2021	12/10/2021	11/30/2021			760.
			Vendor	1199 - Thompson Elevator Inspection Service Inc Totals		Invoices	1		\$760.
Vendor	2593 - TKB Associates Inc								
14419	DocuNav Maintenance	Open		10/06/2021	11/06/2021	10/29/2021			3,000.
			Vendor	2593 - TKB Associates Inc Totals		Invoices	1		\$3,000.
Vendor	3157 - UniFirst Corporation								
061 1412543	Shop Rags/Carpets	Open		11/15/2021	12/15/2021	11/16/2021			46.
			Vendor	3157 - UniFirst Corporation Totals		Invoices	1		\$46.
Vendor	3290 - Unite Private Networks, LLC								
SI-21-028968	Fiber	Open		11/01/2021	12/01/2021	11/15/2021			975.
			Vendor	3290 - Unite Private Networks, LLC Totals		Invoices	1		\$975.
Vendor	3020 - Village of Palatine Petty Cash								
2021-00001012	K. Taylor - Parking at Daley Center for Court	Open		10/28/2021	12/06/2021	11/30/2021			24.
2021-00001014	K. Ingebrigtsen - Gas for Squad (Vohne Liche Kennels)	Open		11/05/2021	12/06/2021	11/30/2021			21.
2021-00001010	W. Nord - GCCPCA Monthly Meeting/Luncheon (x2)	Open		11/17/2021	12/06/2021	11/30/2021			40.
2021-00001011	D. Daigle - GCCPCA Meeting/Luncheon x 2	Open		11/17/2021	12/06/2021	11/30/2021			40.
2021-00001013	C. Felde - TK Enforcement Roadblock Lunch (Kosta's)	Open		11/23/2021	12/06/2021	11/30/2021			36.
			Vendor	3020 - Village of Palatine Petty Cash Totals		Invoices	5		\$161.
Vendor	4618 - Vision Marketing Passport System Ltd								
1902	Nametags	Open		11/04/2021	12/03/2021	11/11/2021			35.
			Vendor	4618 - Vision Marketing Passport System Ltd Totals		Invoices	1		\$35.
Vendor	3209 - Warehouse Direct								
5097546-0	Paper	Open		11/09/2021	12/07/2021	11/16/2021			77.
5099885-0	Key Rings	Open		11/11/2021	12/07/2021	11/16/2021			3.
5101580-0	Paper	Open		11/15/2021	12/07/2021	11/22/2021			20.
5101862-0	Fingertip Moistener	Open		11/15/2021	12/07/2021	11/22/2021			9.
5088768-1	Laundry Detergent	Open		11/15/2021	12/15/2021	11/15/2021			179.
			Vendor	3209 - Warehouse Direct Totals		Invoices	5		\$290.
Vendor	2698 - Wholesale Direct Inc.								
000254027	Parts - STOCK	Open		10/25/2021	11/24/2021	11/30/2021			169.
000254028	Parts - STOCK	Open		10/25/2021	11/24/2021	11/30/2021			374.10

Attachment: Warrant #22 (Warrant # 22)



Invoice Due Date Range 11/01/21 - 12/21/21
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 2698 - Wholesale Direct Inc. Totals									
							Invoices	2	\$543.
Vendor 2258 - Wickstrom Ford Lincoln Mercury									
829919	Repairs & Maintenance - T-485	Open		11/04/2021	12/04/2021	11/15/2021			54.
830074	Repairs & Maintenance - T-446	Open		11/05/2021	12/05/2021	11/15/2021			659.
830975	Repairs & Maintenance - T-486	Open		11/11/2021	12/11/2021	11/15/2021			56.
Vendor 2258 - Wickstrom Ford Lincoln Mercury Totals							Invoices	3	\$770.
Vendor 2131 - Zarnoth Brush Works									
0186851-IN	Parts - E-222 & E-224	Open		10/18/2021	11/17/2021	11/15/2021			740.
Vendor 2131 - Zarnoth Brush Works Totals							Invoices	1	\$740.
Vendor 4699 - Eric Zimmerman									
EZ11/23/21	E Zimmerman clothing allowance reimb - shoes	Open		11/23/2021	11/30/2021	11/30/2021			150.
Vendor 4699 - Eric Zimmerman Totals							Invoices	1	\$150.
Vendor 1919 - Zoll Medical Corporation									
3394944	Electrodes	Open		11/07/2021	12/06/2021	11/22/2021			108.
3395392	EMS Equipment	Open		11/08/2021	12/07/2021	11/22/2021			686.
Vendor 1919 - Zoll Medical Corporation Totals							Invoices	2	\$794.
Vendor Caliber Holdings Corporation									
21-0000017	Overpayment Citation #21-0000017	Open		11/15/2021	11/15/2021	11/15/2021			150.
Vendor Caliber Holdings Corporation Totals							Invoices	1	\$150.
Vendor Joan Entwistle									
2021-00000972	Spot Curb Replacement Reimbursement	Open		11/17/2021	11/19/2021	11/17/2021			780.
Vendor Joan Entwistle Totals							Invoices	1	\$780.
Vendor Mas Tec Network Solutions									
CON-001901-2021	Duplicate General Contractor License	Open		11/30/2021	11/30/2021	11/30/2021			125.
Vendor Mas Tec Network Solutions Totals							Invoices	1	\$125.
Vendor Stephanie Murschel									
VS #22983	Refund - Duplicate Purchase	Open		11/11/2021	11/11/2021	11/11/2021			50.
Vendor Stephanie Murschel Totals							Invoices	1	\$50.
Vendor Min Wang									
VS #48280	Refund - Vehicle Sold	Open		11/11/2021	11/11/2021	11/11/2021			30.
Vendor Min Wang Totals							Invoices	1	\$30.

Attachment: Warrant #22 (Warrant # 22)



Invoice Due Date Range 11/01/21 - 12/21/21
Report By Vendor - Invoice
Summary List

Grand Totals	Invoices	240	\$491,089.
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Attachment: Warrant #22 (Warrant # 22)



Invoice Due Date Range 11/23/21 - 11/23/21
Report By Vendor - Invoicing
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2048 - Quadient Finance USA, Inc									
2021-00000996	Village Wide Postage for Postage Machine	Paid by EFT #5260		11/18/2021	11/23/2021	11/23/2021		11/23/2021	3,000.
Vendor 2048 - Quadient Finance USA, Inc Totals						Invoices	1		\$3,000.
Grand Totals						Invoices	1		\$3,000.

Attachment: Warrant #22 (Warrant # 22)

Village of Palatine
Payment Batch Register
Bank Account: AP - Accounts Payable ZBA
Batch Date: 11/19/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	11/19/2021	258476 Utility Management Refund	KOSIN , ADRIENNE		15.97
		Account Type	Account Number	Transaction Date	Transaction Type
AP Accounts Payable ZBA Totals:					Transactions: 1
					\$15.97
Checks:		1	\$15.97		

Village of Palatine
Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 11/30/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	11/30/2021	258477 Utility Management Refund	RICHARDS BUILDING SUPPLY CO		709.57
		Account Type	Account Number	Transaction Date	Transaction Type
Check	11/30/2021	258478 Utility Management Refund	SUN , XIANG		102.72
		Account Type	Account Number	Transaction Date	Transaction Type
AP Accounts Payable ZBA Totals:			Transactions: 2		\$812.29
Checks:		2	\$812.29		

Attachment: Warrant #22 (Warrant # 22)

Consider an Ordinance Granting an Administrative Special Use for a Rear Yard Setback Reduction for an Addition at 347 N. Westminster Drive

BACKGROUND:

The Petitioners are proposing to complete a first-floor with basement addition onto the rear of their existing single-family home. Therefore, the Petitioners are requesting approval of the following:

Administrative Special Use to permit a rear yard setback reduction of 4 feet, pursuant to Section 14.05 (b) (2) of the Palatine Zoning Ordinance.

- The proposed addition will encroach 4 feet into the required 40-foot rear yard setback and would maintain a 36-foot setback. As the encroachment represents 10% of the required setback; the Petition is eligible for an Administrative Special Use.
- The proposed addition will be 14 feet x 15 feet (approximately 210 square feet). As required, the Petitioner obtained all of the necessary property owner sign-off approvals for the Administrative Special Use. Staff also completed the required mailing and did not receive any objections to the request.
- The proposed addition expands the sub-grade basement level, which will have a new egress window-well to basement. With the proposed addition, the property complies with the R-2 building and lot Coverage limitations of the Code. The proposed building height is approximately 12 feet and within Code requirements.
- There are two nearby homes (392 N. Pondview Drive and 965 Bombay Way) which have substandard rear yard setbacks (28 feet and 26 feet, respectively).

ALTERNATIVES:

1. Approve the Administrative Special Use for a rear yard setback reduction for a first-floor addition.
2. Do not approve an Administrative Special Use for a rear yard setback reduction for a first-floor addition.

RECOMMENDATION:

Staff recommends approval of the Administrative Special Use for a rear yard setback reduction for a first-floor addition.

ACTION REQUIRED:

A motion to approve the Administrative Special Use for a rear yard setback reduction at 347 N. Westminster Drive.

Consider an Ordinance Authorizing the Village Manager to Execute a Traffic Enforcement Agreement Between the Village of Palatine and the Homeowners Association of the Groves of Hidden Creek Condominium I

BACKGROUND:

The Police Department can enforce traffic regulations on private property with proper agreements between the Village and the private property owners. The Groves of Hidden Creek Condominium I HOA represent a residential subdivision with associated common areas within the Village of Palatine and abut upon private roads over which the Association has control. This Association has filed a request for the Village to establish and enforce the IL State Vehicle Code and the Village Code of Ordinances on all private streets and roads within the subdivision.

KEY ISSUES:

- The Village desires to exercise such rights to traffic and enforce parking regulations and ordinances on the private streets located within these subdivisions. This includes the enforcement of Village vehicle sticker compliance, but excludes overnight parking restrictions.
- Terms of this agreement shall be for a five-year period and be automatically renewable for three additional five-year terms unless canceled by either party in writing at least three months prior to the end of any term.

ALTERNATIVES:

1. Approve the Ordinance Authorizing the Village Manager to Execute the Traffic Enforcement Agreement Between the Village of Palatine and the Homeowner Association of the Groves of Hidden Creek Condominium I.
2. Do not approve the Ordinance Authorizing the Village Manager to Execute the Traffic Enforcement Agreement between the Village of Palatine and the Homeowner Association of the Groves of Hidden Creek Condominium I.

RECOMMENDATION:

Staff recommends approving the Ordinance Authorizing the Village Manager to Execute the Traffic Enforcement Agreement between the Village of Palatine and the Homeowner Association of the Groves Hidden Creek Condominium I.

Consider an Ordinance Granting a Special Use Amendment to Permit a New Restaurant at 773 N. Quentin Road

BACKGROUND:

The Subject Tenant Space was previously occupied by Chicago Culinary Kitchen, which recently relocated to Lake Cook Commons. The same business owners are proposing to open a new seafood restaurant (Pink's Shrimp), with expanded operating hours from Chicago Culinary Kitchen. The new restaurant is also requesting the same liquor license classification for Pink's Shrimp. Therefore, the Petitioners are requesting:

A Special Use Amendment for Special Use Ordinance # O-153-16 to permit a new restaurant (seafood) and associated business plan modifications, with a liquor license (same classification, as previous), pursuant to Section 11.02 (d) (20) of the Palatine Zoning Ordinance.

KEY ISSUES:

- The Subject Property, zoned B-1 Shopping Center, is a 1,500 square foot tenant space within the North Quentin Plaza shopping center (southeast corner of Quentin Road and Northwest Highway).
- The previous restaurant was a barbecue-style restaurant open Saturday and Sundays from 12 PM - 5 PM. The proposed restaurant is open daily from 10 AM - 10 PM.
- The previous and proposed floor plans both contain a total of 30 seats. The center currently has a Variation for 15 parking spaces.

ALTERNATIVES:

1. Approve the Special Use Amendment to permit change in hours of operation and menu.
2. Do not approve a Special Use Amendment to permit change in hours of operation and menu.

RECOMMENDATION:

Staff recommends approval of the Special Use Amendment.

ACTION REQUIRED:

A motion to approve a Special Use Amendment to permit a new restaurant at 773 N. Quentin Road.

Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Pink's Shrimp at 773 N. Quentin Road

BACKGROUND:

On this evening's agenda is a request for a Special Use Amendment for SW2 LLC (d/b/a Pink's Shrimp) located at 773 N. Quentin Road, serving seafood specialties (formerly Chicago Culinary Kitchen). The Petitioner, Kristina Gaardbo, wishes to apply for a Class G (Restaurant - Beer & Wine) Liquor License. The proposed hours of operation are Monday through Sunday, 10 AM - 10 PM.

KEY ISSUES:

- Increase Class G (Restaurant - Beer & Wine) Liquor License by one.

ALTERNATIVES:

1. Approve the Ordinance increasing the number of Class G Liquor Licenses by one.
2. Do not approve the Ordinance increasing the number of Class G Liquor Licenses by one.

RECOMMENDATION: Action is at the discretion of the Committee.

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

Consider a Resolution Supporting and Consenting to the Renewal of the Class 7c Cook County Tax Classification for the Property Located at 2234 N. Rand Road

BACKGROUND: In 2015, the Village Council approved a Resolution of Support in conjunction with Enterprise's planned improvements to the property at 2234 N. Rand Road. At the time, the 7c Classification, referred to as Commercial Urban Relief Eligibility (CURE), was a new program, but similar to the County's other tax classification programs (such as 6b). A summary of the 7c program and its eligibility criteria are attached. Enterprise is now requesting the Village's support for the extension of the 7c Classification, thus the Petitioner is seeking approval of the following:

Approval of a resolution supporting and consenting to the renewal of the 7c Cook County Tax Classification for the property located at 2234 N. Rand Road.

KEY ISSUES:

- Following approval of the 7c Classification, the Petitioner redeveloped the property at 2234 N. Rand Road for use as an Enterprise vehicle sales and rental facility. Enterprise completed the development project without any TIF assistance from the Village.
- Projects that qualify for the Class 7c classification receive a reduced assessment level of 10% of fair market value for the first three years, 15% for the fourth year, and 20% for the fifth year. Without this incentive, commercial property would be assessed at 25% of its market value.
- The 7c program does allow for a single renewal of the classification, subject to the program's requirements, a separate endorsement by the Village, and approval by the County.
- The requested 7c renewal classification will provide a 5 year extension, resulting in a 10% assessment level for tax years 2020 - 2022, 15% assessment level for tax year 2023, and 20% assessment level for tax year 2024. The property would then return to the full assessment level of 25% of its market value.
- The materials provided by the Applicant indicate they plan on expanding their business operations by offering the lease/rental of commercial trucks and vans, with a corresponding investment of \$400,000 to \$500,000 into the building and facility. The draft resolution of support indicates this business expansion must be implemented by March 31, 2023 or the Village reserves the right to revoke our support of the 7c tax classification.

ALTERNATIVES:

1. Recommend approval of the Resolution.
2. Do not recommend approval of the Resolution.

RECOMMENDATION:

Action is at the discretion of the Committee.

ACTION REQUIRED:

Motion to approve a resolution supporting and consenting to the renewal of the 7c Cook County Tax Classification for the property located at 2234 N. Rand Road.

Consider An Ordinance Adopting the 2022 Salary Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2022

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 2.5%.
- The Fraternal Order of Police is entering the third year of a three-year agreement, under which they will receive an increase of 2.25%.
- Palatine Firefighters, Local #4588 IAFF, is entering the second year of a four-year agreement, under which they will receive an increase of 2.25%.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) has 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.
- Several position title names were edited for consistency and several positions that are not in use were removed from the schedule. The Project Manager range was adjusted down. The Sanitarian title changed to Environmental Health Practitioner.

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, 2022.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2022.

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. This published index would indicate an approximate 10% increase; however, considering the current economic climate, the Village Manager has recommended only a 3% general increase for 2022.

KEY ISSUES:

The 2022 Budget has been prepared based upon the proposed Fee Schedule Supplement.

In addition to the general fee increase, there are some adjustments to fees and charges for related to utility services as follows:

- Refuse Collection Rate was increased \$1 per month.
- Base residential Water Rate was increased by \$0.25 per 1,000 gallons.
- Residential Basic User Charge was increased by \$0.10 per month.
- Convenience Fee of \$3.50 for on-line utility payments has been implemented. This is the last change proposed to address the increased use of credit cards and associated fees to the Village. All current users that apply their utility bills to the credit card will receive a one billing cycle advance notice of this change in the event they wish to switch to ACH debit.

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 2022 Budget.

ACTION REQUIRED:

Motion to approve the updated Fee Schedule Supplement to the Code of Ordinances, as presented, effective January 1, 2022.

Consider a Resolution Appropriating \$2,915,195 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2022 Capital Improvement Budget identifies the use of \$2,915,195 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 2022 resolution appropriating Motor Fuel Tax funds in the amount of \$2,915,195.
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 \$2,915,195 of Motor Fuel Tax funds for the 2022 Street Resurfacing Program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$2,915,195 of Motor Fuel Tax funds for the Improvement and Maintenance of Streets and Highways.

Consider a Resolution Amending the Village's Employee Handbook for 2022

BACKGROUND: The Village of Palatine Employee Handbook outlines the rules, regulations, benefits, and conditions of employment that apply to Village employees. Annually, the handbook is reviewed and amended as needed 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 2021 budget.

KEY ISSUES:

The suggested handbook changes for 2022 include:

- Update references to outside agency addresses (Illinois Department of Human Rights and Federal Equal Employment Opportunity Commission) in Section 1.8, Resolving Complaints of Harassment or Discrimination.
- Update Floating Holiday and Personal Holiday language.
- Add new language regarding political activity of employees. Employees may not campaign for or contribute to elected offices of the Village of Palatine.
- Update Tuition Assistance Rates for 2022.
- Add new language regarding work-from-home arrangements as temporary, and on a business-needs only basis with concurrence of Village Manager.

ALTERNATIVES:

- Approve the recommended changes.
- Do not approve the recommended changes

RECOMMENDATION: Staff recommends a motion to amend the Village's Employee Handbook.

ACTION REQUIRED: Motion to amend the Village's Employee Handbook.

Motion Authorizing the Village Manager to Join the Illinois GIS consortium

8.11

BACKGROUND:

With the loss of our IT Administrator for Geographic Information Systems (GIS) earlier this year, we took this opportunity to evaluate options for the staffing / operations of the Geographic Information System (GIS) functions within the Village of Palatine. Reviewing the different possibilities, we are recommending joining the GIS consortium to provide GIS services and personnel to meet the needs of the Village of Palatine.

KEY ISSUES:

The GIS consortium is an organization of 39 governmental entities in the northern Illinois area which consolidated GIS function into a combined service organization. The GIS Consortium provides software, personnel, GIS software configuration and management as part of their service agreements.

By joining the GIS Consortium, we accomplish a few different objectives. It reduces the risk to the Village by engaging with an organization that has depth in GIS capabilities / knowledge, it provides development capabilities beyond our current abilities, and provides for a common data / process with many neighbors, enabling data sharing in the future.

Costs for the GIS Consortium are broken into 2 different parts: 1) One-time fee of \$20,000 to join the GIS consortium as a member; and 2) Annual dues of approximately \$230,000 to the consortium vendor, MPG Inc., for staffing, system operations, and licensing.

Costs for joining the GIS Consortium will be paid from the salary savings of the vacant IT Administrator position in 2021. The annual dues have been included in the 2022 budget for \$236,686.

ALTERNATIVES:

1. Authorize the Village Manager to execute all agreements necessary for joining the GIS Consortium.
2. Refer back to Staff.

RECOMMENDATION:

Staff recommends a motion authorizing the Village Manager to execute all documents necessary for joining the GIS Consortium.

ACTION REQUIRED:

A motion to authorize the Village Manager to execute all agreements necessary for joining the GIS Consortium.

Consider a Motion to Approve the Village of Palatine 2022 Regular Scheduled Meeting Calendar

BACKGROUND:

Staff was directed to review the Boards and Commissions 2022 Regular Scheduled Meeting Calendar focusing their efforts to determine if reducing the number of meetings within the calendar year would still accomplish all the necessary tasks and goals. Preparation and follow up for these meetings take significant staff time, and with fewer personnel today than years ago, it's appropriate to ensure we are making the best use of time. It is being proposed to reduce the number of meetings for the Board of Health and Beautification Commission for the upcoming year. Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regular scheduled meetings for calendar year 2022 has been prepared and 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).
- Board of Health proposed to meet quarterly reducing their number of meetings to 4 from 6.
- Chair of the Beautification Commission was supportive to reduce the number of meetings to 5 per year (March, May, July, September, November) from meeting monthly.
- The 2022 Meeting Calendar includes only one Village Council meeting in July, consistent with Council's July meeting schedule in recent years. Additionally, the Village Council is scheduled to meet on January 10, 17 and 24 representing the 2nd, 3rd, and 4th Monday of the month.

ALTERNATIVES:

1. Approve the meeting calendar.
2. Amend the meeting calendar.

RECOMMENDATION:

Staff recommends approval of the regular scheduled meeting calendar for 2022.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular scheduled meetings for 2022.

Ordinance Authorizing Execution of Intergovernmental Agreement Related to Downtown TIF Extension

BACKGROUND:

The Village is in the process of seeking legislative approval for the extension of the Downtown TIF District. District 15 and District 211 had requested an Intergovernmental Agreement (IGA) as part of their support. That was approved in October.

KEY ISSUES:

Several of the other local taxing agencies may seek similar Intergovernmental Agreements. As timing is critical due to the legislative process in Springfield, it would be appropriate to authorize the Mayor and/or Manager to execute any subsequent agreements that are requested.

All agreements would be in the same format as the IGA with the School Districts.

ALTERNATIVES:

1. Authorize the Mayor and/or Manager to execute new agreements.
2. Do not authorize the Mayor and/or Manager to execute new agreements.

RECOMMENDATION:

Staff recommends approval of the ordinance authorizing the Mayor and Manager to execute any future Intergovernmental Agreements related to the Downtown TIF District extension.

ACTION REQUIRED:

A motion to approve the ordinance authorizing execution of the Intergovernmental Agreements.

ATTACHMENTS:

- TIF IGA Authority Ordinance
- Exhibit A - TIF IGA

ORDINANCE NO. O - _____ - 21**AN ORDINANCE AUTHORIZING THE EXECUTION OF AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF PALATINE
AND LOCAL TAXING BODIES REGARDING THE DOWNTOWN TAX INCREMENT
FINANCING DISTRICT EXTENSION**

WHEREAS, the Village established the Downtown Tax Increment Financing District in 1999; and

WHEREAS, the Village desires to extend the Downtown Tax Increment Financing District; and

WHEREAS, the Village of Palatine and the other local taxing agencies desire to maintain a cooperative environment wherein everyone is supportive of the efforts in the downtown area; and

WHEREAS, the Village entered into an Intergovernmental Agreement with Community Consolidated School District No. 15 and Township High School District 211 providing for support of an extension of the Downtown TIF District subject to the terms and conditions of the Intergovernmental Agreement; and

WHEREAS, other local taxing bodies may wish to enter into a similar Intergovernmental Agreement.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, that:

SECTION 1: The Mayor and/or Village Manager shall be authorized to execute an Intergovernmental Agreement with other local taxing bodies in a form substantially similar to Exhibit A.

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

PASSED: This 6th day of December, 2021

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

APPROVED by me this 6th day of December, 2021.

Mayor of the Village of Palatine

ATTESTED and FILED in the
Office of the Village Clerk this 6th
day of December, 2021.

Village Clerk

**AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF PALATINE
AND _____ REGARDING THE DOWNTOWN TAX INCREMENT
FINANCING DISTRICT**

This Intergovernmental Agreement (the “Agreement”) is by and between the Village of Palatine, an Illinois home rule municipality (the “Village”) and _____ (“_____”) concerning the Village’s Downtown Tax Increment Financing (“TIF”) District. The Village and Harper are individually referred to in this Agreement as a “Party” and collectively referred to as the “Parties.”

RECITALS

WHEREAS, on or about December of 1999 the Village established the Downtown TIF District in accordance with the Illinois Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1 et seq. (the “TIF Act”), encompassing an area depicted on Exhibit A attached hereto; and

WHEREAS, during the life of the Downtown TIF District the equalized assessed value (“EAV”) within the Downtown TIF District has increased from approximately \$23.5 million at inception to over \$99.0 million for the most recently available assessment year; and

WHEREAS, the TIF Act allows a municipality to operate a TIF district for a period of 23 years with the Downtown TIF District scheduled to reach the end of its statutory life during 2022; and

WHEREAS, during the life of the Downtown TIF District the Village has pursued, and desires to further pursue, private and public investment, development, and redevelopment of properties and infrastructure within the boundaries of the Downtown TIF District; and

WHEREAS, the Village, to continue such additional investment, development, and redevelopment, seeks to extend the term of the Downtown TIF District for a period of twelve (12)

years (the “TIF Extension Period”); and

WHEREAS, the Village has approached the _____ seeking their written approval in order for the Village to petition the Illinois General Assembly to secure an extension of the Downtown TIF District from a term of 23 years extended to 35 years; and

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, provides that any power or powers, privileges or authority exercised, or which may be exercised by a unit of local government or _____ may be exercised and enjoyed jointly with any other units of local government or community college districts; and

WHEREAS, Section 4(b) of the TIF Act, 65 ILCS 5/11-74.4-4(b), authorizes municipalities to enter into contracts with overlapping taxing bodies necessary or incidental to implementing or maintaining a tax increment financing redevelopment plan and/or project; and

WHEREAS, the Parties desire to enter into an agreement in order to facilitate the TIF Extension Period and the ongoing investment, development, and redevelopment within the Downtown TIF District pursuant to the terms of this Agreement; and

WHEREAS, the Parties have determined that it is in their respective best interests, and the best interests of their constituents, to enter into this Agreement;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. **RECITALS.** The recitals set forth above are hereby incorporated herein by

reference as though fully set forth herein.

2. DEFINITIONS. The following words and phrases in this Agreement have the following meanings, whether the words and phrases are used in the singular or plural:

A. “Incremental Property Taxes” means that portion of the *ad valorem* real estate taxes arising from the taxes levied upon the property in question, which taxes are actually collected and paid to the Village, and which are attributable to the increase in the EAV of the property in question over and above the EAV of the property in question at the time of the formation of the Downtown TIF District, all as determined by the Cook County Clerk, pursuant to and in accordance with the TIF Act.

B. “Shall” means a Party is required to comply with the obligation or covenant to which the word “shall” relates.

3. VILLAGE OBLIGATIONS. Provided the Village is able to secure an extension of the Downtown TIF District thereby establishing the TIF Extension Period, the Village shall:

A. Retain one hundred percent (100%) of the Incremental Property Taxes during the first and second years of the TIF Extension Period in order to pay for ongoing investment, development, and redevelopment activities within the Downtown TIF District.

B. Declare as surplus (“Surplus”) one hundred percent (100%) of the Incremental Property Taxes during years three (3) through twelve (12) of the TIF Extension Period which declaration of Surplus shall be made under Section 7 of the TIF Act, 65 ILCS 5/11-74.4-7, and the Village shall pay the Surplus to the Cook County Collector. After payment of the Surplus to the Cook County Collector, the Parties anticipate that, pursuant to Section 7 of the TIF Act, the Cook County Collector will distribute the Surplus as set forth in the TIF Act.

C. Should the Village not perform in accordance with Section 3 (B), above, the

_____ shall have the right to seek judicial enforcement of this Agreement. The Village shall be obligated to pay the _____ reasonable attorney's fees incurred in any such enforcement action, should the _____ prevail. In addition, the Village agrees to pay an additional five percent (5%) on any monetary judgement entered as a result of an action to enforce paragraph 3 (B) above.

4. _____ **OBLIGATIONS.** During the TIF Extension Period, provided that the Village is satisfying its obligations as set forth in this Agreement, the _____ shall not file litigation to challenge, or otherwise contest or dispute, the validity or enforceability of ordinances adopted by the Village in furtherance of the establishment of the Downtown TIF District, the TIF Extension Period, or the Village's actions related to the Downtown TIF District.

5. **CONSENT, APPROVAL AND WAIVER.** A Party may consent to different terms than set forth in this Agreement, approve any matter which this Agreement allows a Party to approve of, or waive any of its rights under this Agreement. A Party's consent, approval or waiver shall be made in writing, be signed by the chief administrative officer of the Party, or his or her designee, and sent to the other Party.

6. **SUCCESSORS.** This Agreement shall be binding upon the Parties and their successors (including, without limitation, successor corporate authorities of the Village and successor members of the _____).

7. **INTEGRATION.** This Agreement represents the entire agreement between the Village and the _____ regarding the subject matters hereof. No amendment, waiver or modification of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and adopted by all of the Parties as required by law. No express or implied covenants or representations have been made concerning the subject matter of

this Agreement unless expressly stated herein. Any prior written or oral negotiations not contained in this Agreement are of no force or effect whatsoever. In signing this Agreement, the Parties have not and do not rely on any statements, inducements, promises, or representations made by any other Party hereto or the agents, representatives, or attorneys or any Party with regard to the subject matter, basis, or effect of this Agreement, except those specifically set forth in this Agreement.

8. SEVERABILITY AND NO WAIVER. If any section, subsection, sentence, clause, or phrase of this Agreement is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this Agreement. The failure of any Party to enforce any provision in this Agreement shall not be construed as a waiver of any such provision or prevent such Party thereafter from enforcing such provision or any other provision of this Agreement.

9. EFFECTIVE DATE. This Agreement shall be effective after approval by the Mayor and Village Council of the Village and the Board of the _____, and on the date the last of the Parties executes this Agreement (“Effective Date”). Provided however, this Agreement shall be of no effect and null and void in the event that the General Assembly fails to approve said TIF Extension.

10. TERM. This Agreement shall remain in effect until the dissolution of the Downtown TIF District or until such other time as the Parties may mutually agree in writing.

11. COUNTERPARTS. This Agreement may be executed by the Parties in multiple counterparts which, when taken together, shall be deemed on and the same instrument.

DEFENSE BY VILLAGE. In the event the Agreement, or any provision thereof, is challenged by a party other than the _____, and if the _____ is named as a party to any litigation, the Village shall provide for the _____’s defense in such proceeding including

attorney’s fees, with counsel to be selected by the Village, in consultation with the _____.
This provision shall survive the termination of the downtown TIF District and this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed by
their authorized officials.

VILLAGE OF PALATINE, Cook County,
IL

By: _____
President

By: _____
Mayor

Attest: _____
Secretary

Attest: _____
Clerk

Date: _____

Date: _____

Notice Address:

Notice Address:
Village Manager
Village of Palatine
200 E. Wood St.
Palatine, IL 60067

Attachment: Exhibit A - TIF IGA (Ordinance Authorizing Execution of Intergovernmental Agr. Related to Downtown TIF Extension (CA))

EXHIBIT A

[attach map depicting Downtown TIF District area]

Consider an Ordinance Adopting the Calendar Year 2022 Annual Budget

9.B.1

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, 2022).

KEY ISSUES:

The Village Manager introduced and presented the Proposed CY 2022 Budget to the Mayor and Council at a Special Business, Finance, and Budget Committee Meeting held on Saturday, November 6. Follow-up discussion occurred at the regular Council meeting on November 8.

On November 15, the required Public Hearing on the Proposed CY 2022 Budget was held.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2022 Budget.

BUDGET IMPACT:

The Proposed CY 2022 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 2022 Annual Budget.

Consider the 2021 Tax Levy Ordinance

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 28, 2021}. 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 2022 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 2021 Tax Levy was required.

2021 Proposed Tax Levy

• Total Levy	\$29,910,176
• Abatements	\$6,913,345
• Net Requested Levy	\$22,996,831

The 2021 Tax Levy Request was formulated using \$6.9 million in abatements from various alternative revenue sources.

The proposed levy for 2021 provides the funds necessary for the Village government to provide effective Public Safety services; fund mandated pension programs; and pay debt service costs for 2022.

RECOMMENDATION:

Staff recommends that the Mayor & Council approve the 2021 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 2022 Annual Operating Budget.

ACTION REQUIRED:

Motion to approve the Tax Levy Ordinance, at Council's discretion.

Consider an Ordinance to Abate 2021 Property Tax Levy

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 28, 2021}. (65 ILCS 5/8-3-1)

KEY ISSUES:

Staff is requesting the adoption of the 2021 Property Tax Levy Abatements as proposed. The Proposed 2021 Property Tax Levy includes abatements from various sources, as noted:

- \$4,959,679 from TIF revenues;
- \$1,057,313 from Flood Control Surcharge Revenues; and
- \$896,350 from Water & Sewer Revenues.

These abatements, totaling \$6,913,342, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$29,910,176 to \$22,996,831, a 23% reduction.

RECOMMENDATION:

Staff recommends adoption of the 2021 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.