



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 5, 2022

Regular Meeting

7:00 PM

I. ROLL CALL

II. PLEDGE TO THE FLAG

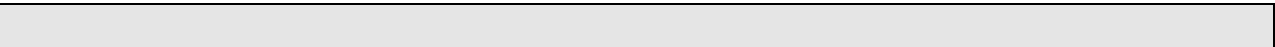
III. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Regular Meeting - November 21, 2022

IV. MAYOR'S REPORT

1. As Submitted

V. RECESS TO THE COMMITTEE OF THE WHOLE



VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider an Ordinance Amending Chapter 11 Licenses, Business Regulations of the Palatine Code of Ordinances
2. As Submitted

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. Consider a Resolution Appropriating \$1,305,712.66 of Rebuild Illinois Funds for the Rehabilitation of South Crescent Avenue and West Ellis Street (Council District: One)
2. As Submitted

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE*GREG SOLBERG, CHAIRMAN*

1. Consider a Motion Authorizing Temporary Parking at 800 E. Northwest Highway (Council District: Six)
2. As Submitted

D. BUSINESS FINANCE & BUDGET COMMITTEE*TIM MILLAR, CHAIRMAN*

1. 2023 Operating Budget & Capital Investment Plan and Related Approvals
 - A. Consider an Ordinance Adopting the Calendar Year 2023 Annual Budget
 - B. Consider the 2022 Tax Levy Ordinance
 - C. Consider an Ordinance to Abate 2022 Property Tax Levy
 - D. Consider an Ordinance Adopting the 2023 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2023
 - E. Consider a Resolution Appropriating \$2,790,990 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
2. Consider a Resolution Amending the Village's Employee Handbook for 2023
3. As Submitted

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE*DOUG MYSLINSKI, CHAIRMAN*

1. Consider a Motion to Approve the Village of Palatine 2023 Regular Scheduled Meeting Calendar
2. As Submitted

F. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE*KOLLIN KOZLOWSKI, 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 2022 Warrant #23
2. Consider an Ordinance Amending Chapter 11 Licenses, Business Regulations of the Palatine Code of Ordinances
3. Consider a Resolution Appropriating \$1,305,712.66 of Rebuild Illinois Funds for the Rehabilitation of South Crescent Avenue and West Ellis Street (Council District: One)
4. Consider a Motion Authorizing Temporary Parking at 800 E. Northwest Highway (Council District: Six)
5. Consider an Ordinance Adopting the 2023 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2023
6. Consider a Resolution Appropriating \$2,790,990 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
7. Consider a Resolution Amending the Village's Employee Handbook for 2023
8. Consider a Motion to Approve the Village of Palatine 2023 Regular Scheduled Meeting Calendar

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

GREG SOLBERG, CHAIRMAN

1. As Submitted

B. BUSINESS FINANCE & BUDGET COMMITTEE

TIM MILLAR, CHAIRMAN

1. Consider an Ordinance Adopting the Calendar Year 2023 Annual Budget
2. Consider the 2022 Tax Levy Ordinance
3. Consider an Ordinance to Abate 2022 Property Tax Levy
4. As Submitted

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

F. POLICE POLICY & CODE SERVICES COMMITTEE

BRAD HELMS, 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
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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

NOVEMBER 21, 2022

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 Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Patrick Brankin, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Human Resources Pam Jackson and Deputy Village Clerk Doris Sadik

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 - Regular Meeting - November 14, 2022 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Minutes Acceptance: Minutes of Nov 21, 2022 7:00 PM (APPROVAL OF MINUTES)

IV. MAYOR'S REPORT

1. As Submitted -

Sunday, December 4: 7:45AM - 1:00PM

Knights of Columbus Blood Drive
Rowley Activity Center

Sunday, December 4: Noon - 4:00 PM

Victorian Open House
Clayson House Museum

Toys for Tots Holiday Toy Drive

The Village of Palatine has once again partnered with the United States Marine Corps for the annual Toys for Tots Drive. New unwrapped toys can be dropped off at Village Hall, Fire Station 85 and the Police Dept. through December 12. Toys collected will be distributed to children in the Palatine area. Your donation is greatly appreciated.

Weekends through Sunday, December 18 (while supplies last)

Palatine Jaycees Christmas Tree Sale
Palatine Aquatic Center

Village Hall will be closed on Thursday, November 24 and Friday, November 25 in observance of the Thanksgiving holiday.

V. PUBLIC HEARING – Time: 7:05 PM

1. Consider a Motion to Open the Public Hearing on the Proposed CY 2023 Operating Budget & Capital Investment Plan - **Approved by Voice Vote**

Village Manager Reid Ottesen presented an overview of the 2023 Operating Budget & Capital Investment Plan which includes a 2% reduction in the property tax levy, \$1.6 million debt retirement funding, \$750,000 supplemental public safety pension payment, additional police officer and new police sergeant, Assistant Director of Public Works, investment in road network and water system, and the 10-year storm water management program. There are no other fees or taxes.

Mayor Schwantz commented on the amazing budget and commended staff for all their professionalism, hard work and problem solving.

Mayor Schwantz welcomed the public to come forward to speak with regard to the budget. No one came forward.

Councilman Millar mentioned the budget does not include new construction levy which can push the reduction of the tax levy to 2.5-3%; we're not ballooning the levy, it's going back to the taxpayers.

Ottesen mentioned by eliminating the Village Sticker program, this is additionally the equivalent to approximately 5% of the property tax.

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

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

Village Manager Reid Ottesen announced adoption of all Ordinances related to the 2023 Budget will be on the agenda for the December 5th Village Council meeting.

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

VI. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:07 PM

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

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

VII. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Service Station and Mart (7-Eleven) at 799 W. Northwest Highway - **Motion Carried by Voice Vote** (Council District: One)

Director of Planning & Zoning Ben Vyverberg explained the petitioner's request to transfer the existing store to a franchisee with no change to the operation. Staff recommends approval of a special use to permit the continued operation of the 7-Eleven service station at 799 W. Northwest Highway.

Councilman Lamerand inquired about a resident complaint regarding garbage pickup behind this facility and whether there is a start time for refuse pickup. Vyverberg will communicate to the store owner the regulations.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. Consider an Ordinance Amending Special Use Ordinance #O-74-14 to Permit an Expanded Floor Plan and Alterations to the Business Plan for an Existing Animal Kennel at 550 W. Wood Street #300 - **Motion Carried by Voice Vote** (Council District: One)

Director of Planning & Zoning Ben Vyverberg explained the petitioner's 9,000 sq. ft. expansion proposal for, A Closer Bond (dog training facility) into an adjoining tenant space within 550 W. Wood Street. The expansion will provide space for additional training rooms and kennels and to transition all operations from their other existing facility located at 842 W. Northwest Highway to the Wood Street facility. The business plan maintains a 1:3 staff member to dog ratio to limit barking in the outdoor space. Staff worked with the owner regarding previous noise complaints, no additional complaints have been reported in the past nine months. In addition, there is a planned indoor bathroom area for the dogs. Staff recommends approval with many conditions, which are included in the Ordinance, one being a three-month and nine-month staff review to determine if additional Council review is necessary.

In response to Councilman Helms, Vyverberg stated there is an existing condition for an outdoor area for quick access in emergencies but not intended for outdoor training. Councilman Helms expressed concern about noise with the increase in dogs at this location. Vyverberg stated there would be an approximate increase of 40 kennels.

In response to Councilman Millar, Vyverberg mentioned it's the petitioner's goal to transition operations from the Northwest Highway facility to the Wood Street facility.

Katie Kushing addressed the Council and explained the intent is to bring all the dogs to the 550 W. Wood Street location.

Councilman Helms requested assurance that measures would be taken to keep the noise level down due to the closeness to neighbors. Ms. Kushing explained with an indoor turf for training activity, indoor bathroom facility and smaller kennel areas separating the dogs, noise levels will be less.

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

3. As Submitted -

Nothing was submitted.

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. Water Main Replacement Design

Public Works Director Matt Barry reported there are three separate contracts for design engineering services for the 2023 Water Main Replacement, all funded through the capital fund. The major locations are Cunningham Drive, Lytle Drive and Bedford Drive with nine locations in total. Staff recommends the Village Manager to execute the proposals for a combined total cost of \$173,500.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

- A. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2023 Water Main Replacement Project Contract 1 - **Approved**
- B. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2023 Water Main Replacement Project Contract 2 - **Approved**
- C. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2023 Water Main Replacement Project Contract 3 - **Approved**

2. As Submitted -

Nothing was submitted.

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

GREG SOLBERG, CHAIRMAN

1. Backyard Hen Presentation -

Village Manager Reid Ottesen reported that in December 2021, residents came forward requesting backyard hens be permitted within the Village. Staff

met with residents in March, 2022 after conducting research on backyard hens. Staff made recommended changes to the Village Code clarifying the administrative special use process to have an additional option for Council to consider, which was approved in September of 2022. Staff reviewed the zoning process and minimum criteria for consideration. Currently the only path to permit backyard hens is to go through a special use as a unique use process with no specific standards. The Village has addressed requests for backyard hens as a special use for a unique use. Over the past decade, three requests came before Council with one being approved. Staff identified four options for zoning regulation of backyard hens (most restrictive to least restrictive):

- Prohibit backyard hens outright.
- Keep current process, requiring a special use.
- Create an administrative special use process.
- Allow backyard hens “by right” with an application process.

Ottesen outlined specifics of the special use and the administrative special use processes. The special use requires an application, public notice, public hearing, Council approval and \$388 fee. The administrative special use includes an application, written support requirement, Village staff approval and \$194 fee.

Deputy Village Manager, Hadley Skeffington-Vos, reviewed staff recommendations of minimum criteria be adopted into the Code should the Council elect to take any action other than prohibition of backyard hens:

Hen Keeping License

- State Permit required- Livestock Premises ID
- Maximum of six (6) hens
- No roosters
- Solid 6’ fenced yard
- Fenced chicken “run” required & hens confined to coop or enclosed “run” at all times
- Limited to properties zoned for single family residential
- Hen house/Coop Criteria
 - Hens confined to coop or enclosed “run” at all times
 - Coop set back 15 ft. from side yard and 15 ft. from rear lines
 - Coop set back 10 ft from primary structure
 - Coop located in rear yard and not abut primary structure
 - Not located in easement
 - Coops no more than 8 ft. in height
 - Coops shall be a minimum 4 square feet per hen
 - Coops are subject to the maintenance standards of accessory structures
 - Chicken coops must be of sufficient size and strength to protect hens from predators and weather elements, including extreme temperatures

- Application Fee
- The cost of the license would be included in the first-year application fee.
- Building Permits required for any hen house/coop.
- Twice per year Inspection for the first two years of hen keeping with the option to reduce thereafter.

Ottesen mentioned a variety of considerations for discussion such as noise, smell, property values, staff time and predator attraction. Through research conducted by residents the noise is not a significant issue as long as roosters are not involved. The smell can be controlled with proper maintenance. Property values can be viewed both ways and staff time is a concern with all other projects underway. Ottesen noted predator attraction for adjacent properties may be an issue. According to the expert the Village uses for coyote issues anytime you bring another element into the area such as this, it can attract predators.

Skeffington-Vos shared additional emails sent to the Village relating to backyard hens.

In response to Councilman Millar, Ottesen explained fencing would be required for the entire backyard including separate fencing for the coop area.

In response to Councilman Myslinski, the accessory structure would add to the property's lot coverage. Skeffington-Vos confirmed the requirement of a solid backyard fence and wire fencing for the coop area.

In response to Mayor Schwantz, Ottesen suggested not to alter the special use process by requiring a written support statement, this would then require a written support statement for all special uses. To ensure neighbors are supportive, a petitioner can follow the administrative special use which requires a written support statement or default to the special use process.

Councilman Kozlowski expressed concern with backyard hens due to a public safety issue with the attraction of coyotes and would vote no at this point

In response to Councilman Helms, Ottesen defined a home as a principle structure and a detached garage as an accessory structure. Councilman Helms suggested increasing the distance to more than 10 feet from the principle structure.

Ottesen mentioned two issues for Council are to prohibiting backyard hens outright or provide staff with criteria to allow backyard hens.

Councilman Solberg questioned if property setback requirements are not met, can the petitioner ask for a variance. Ottesen explained this would be a policy issue. Councilman Solberg also questioned limiting lot coverage and limiting structures.

Director of Community Services, Mike Jacobs explained the Code allows two accessory structures which counts toward lot coverage (700 sq. ft. total).

Councilman Lamerand is in favor of the current use with criteria, special use as a unique use, which allows for a dialogue to vet issues. There are too many unique properties in Palatine to make a perfect code.

Councilman Helms favors the special use as a unique use but there needs to be a cap and slow process to determine the amount of staff time needed and conduct follow up.

Councilman Kozlowski expressed preference of the special use.

Councilman Solberg expressed preference for the special use process; not in favor of the written support statement.

Ottesen mentioned if Council is leaning towards the special use process, staff would prepare a text amendment to Chapter 5 by striking "prohibited" and listing criteria/standards. This would go to a public hearing, then to Council for consideration possibly in March or April.

Councilman Millar confirmed a proposal may not be approved at staff level.

Councilman Kozlowski confirmed that in the case all criteria were met, that is no guaranteed approval.

Ottesen mentioned that Council considers the impact on the community and makes final decision.

Village Attorney Patrick Brankin explained Council could always impose additional conditions in the special use process beyond what is in the Code.

Julie Picchiotti addressed the Council and provided a listing of petition signatures of those in favor of backyard hens and stated its benefit to the community as a whole. Ms. Picchiotti recited numerous facts and findings including:

- 41% of Villages in the Northwest Municipal Conference allow backyard hens
- many villages have no permit requirements
- affluent areas have backyard hens
- Village receives more dog complaints than hen complaints
- more nutritional value
- Palatine already has chickens
- cost-effective food source
- Success in other communities-supportive neighborhood reaction

Ms. Picchiotti mentioned that Elgin and Highland Park opened pilot programs for backyard hens and Elgin reported no behavior noise or predator issues and a positive neighborhood response.

Lara Sanoica, Alderwoman, 7th Ward in Rolling Meadows addressed the Council stating Rolling Meadows opened a backyard hen ordinance 3 years ago with no complaints and it brought neighbors together and increased quality of life. Staff time is minimal with a one-page application, inspection and renewal license process.

In response to Councilman Solberg, Ms. Sanoica reported that the ordinance does include criteria/standards of a 10 ft. setback from all property lines and structures and no required neighborhood check.

Resident from unincorporated Barrington addressed the Council in support of backyard hens. Their family likes to know where the food they eat comes from and enjoy a sustainable way of living. There is minimal noise and no issues with coyotes or rodents with the property near a forest preserve.

Palatine resident concerned with avian flu and major supply chain issues wants a better quality of life and would like the opportunity to raise chickens. Coyotes are not a problem with fenced yards and is supportive of a well-thought-out form to be signed by neighbors to be part of the special use process.

Rolling Meadows resident addressed Council, announced that he was issued the first license for hens in Rolling Meadows. Having hens did not lower property values and there is no worry over avian flu if proper precautions are taken.

Councilman Solberg announced there is no support for an outright ban or the administrative special use. There is support for the special use with criteria/standards.

Ottesen suggested staff take out the prohibition text in Chapter 5 and amend text that includes a special use with recommended criteria. The criteria can also be more restrictive, not less restrictive. Council can always make it an administrative use in the future.

Councilman Solberg suggested language after the listed criteria to read "not inclusive"

In response to Councilman Kozlowski, Village Attorney Brankin explained that staff would remove the prohibited language and this would be listed as a special use and follow the special use process.

Councilman Solberg questioned the language of being prohibited but have the opportunity to apply for a special use.

Ottesen explained the special use is part of the zoning code and the criteria is the main focus.

2. As Submitted -

Nothing was submitted.

D. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

Nothing was submitted.

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

Nothing was submitted.

F. BUSINESS FINANCE & BUDGET COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted -

Nothing was submitted.

VIII.RECONVENE THE VILLAGE COUNCIL MEETING – Time: 8:35 PM

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

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

IX. CONSENT AGENDA

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

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

1. Consider a Motion to Approve 2022 Warrant #22 - **Approved**
2. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Service Station and Mart (7-Eleven) at 799 W. Northwest Highway - **Approved** (Council District: One)

Ordinance #O-105-22
3. Consider an Ordinance Amending Special Use Ordinance #O-74-14 to Permit an Expanded Floor Plan and Alterations to the Business Plan for an Existing Animal Kennel at 550 W. Wood Street #300 - **Approved** (Council District: One)

Ordinance #O-106-22
4. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2023 Water Main Replacement Project Contract 1 - **Approved**
5. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2023 Water Main Replacement Project Contract 2 - **Approved**
6. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2023 Water Main Replacement Project Contract 3 - **Approved**

X. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE*TIM MILLAR, CHAIRMAN*

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE*DOUG MYSLINSKI, CHAIRMAN*

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE*SCOTT LAMERAND, CHAIRMAN*

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE*BRAD HELMS, CHAIRMAN*

1. As Submitted -

No Report

XI. REPORTS OF THE VILLAGE OFFICERS**A. VILLAGE MANAGER**

1. As Submitted -

No Report

B. VILLAGE CLERK

1. As Submitted -

No Report

C. VILLAGE ATTORNEY

1. As Submitted -

No Report

XII. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XIII. RECOGNITION OF AUDIENCE

No one came forward.

XIV. ADJOURNMENT – Time: 8:38 PM

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

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

SUBMITTED BY:

Doris K. Sadik
Deputy Village Clerk

Minutes Acceptance: Minutes of Nov 21, 2022 7:00 PM (APPROVAL OF MINUTES)

Consider an Ordinance Amending Chapter 11 Licenses, Business Regulations of the Palatine Code of Ordinances

BACKGROUND:

From time to time, it is necessary to review different sections and chapters of the Village's Code of Ordinances. Various Village Departments have completed such an analysis of Chapter 11 - Licenses, Business Regulations and are recommending several revisions.

KEY ISSUES:

The following outlines the significant revisions included within the proposed amendments:

- Include the removal of several existing sections that are either repetitive or areas that the Village does not license/regulate.
- Will clarify the manner in which business license fees are calculated and applied.
- Establishes requirements related to on-site staffing for existing and new laundromats.
- Establish an application and use fee for any Special Event that is requesting to utilize a street within a public right-of-way (these fees can be waived by the Village Council).

ALTERNATIVES:

1. Approve ordinance amending Chapter 11.
2. Do not approve ordinance amending Chapter 11.

RECOMMENDATION:

Staff recommends approval of the ordinance amending Chapter 11 of the Code of Ordinances.

ACTION REQUIRED:

Motion to approve the ordinance amending Chapter 11 of the Code of Ordinances.

ATTACHMENTS:

- Ord Amend Chapter 11 Dec 5 2022
- Ord Exhibit A Chapt 11 Amendments Dec 2022

ORDINANCE NO. _____

AN ORDINANCE AMENDING
CHAPTER 11 LICENSES, BUSINESS REGULATIONS OF THE CODE OF
ORDINANCES OF THE VILLAGE OF PALATINE

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

SECTION 1: That the Code of Ordinances, of the Village of Palatine, Illinois, as amended, be and the same is hereby further amended by amending Chapter 11 Licenses, Business Regulations by deleting Chapter 11 in its entirety, and by substituting a new Chapter 11, which shall be read as indicated on Exhibit "A".

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

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

PASSED: This _____ of _____, 2022

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

APPROVED by me this _____ of _____, 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk
this _____ of _____, 2022

Village Clerk

Attachment: Ord Amend Chapter 11 Dec 5 2022 (Amendments to Ch. 11 of Code of Ordinances)

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Chapter 11 LICENSES, PERMITS AND BUSINESS REGULATIONS

~~*Cross reference(s) – Licensing of dogs and cats, § 5-36; ambulance service license, Ch. 4, Art. II; mobile intensive care unit service licenses, Ch. 4, Art. III.~~

~~Editor's Note: Chapter 11 Licenses, Permits and Business Regulations was amended throughout by Ordinance 0-16-01, passed on February 12, 2001.~~

~~Editor's Note: A New Article IX Young Adult Entertainment Facilities was added by Ordinance 0-17-01, passed on February 12, 2001.~~

~~Editor's Note: Ordinance 0-7-12, passed on January 9, 2012 deleted references to environmental health in Sec. 11-271 – 11-273, and 11-283.~~

~~Editor's Note: Ordinance 0-3-19, passed on January 21, 2019 deleted Article III Div. 1-4 in its Entirety and substituted a new Article III Div. 1 and Div. 2.~~

~~Editor's Note: A New Article X Special Events was added by Ordinance 0-102-19, passed on December 2, 2019.~~

Art. I. In General, §§ 11-1--11-~~2930~~**Art. II. Amusement Facilities, §§ 11-~~301~~--11-65**

Div. 1. Generally, §§ 11-31--11-60

Div. 2. Live Entertainment, §§ 11-61--11-65

Art. III. Food Establishments and Vending Machines, §§ 11-66--11-115

Div. 1. Generally, §§ 11-66--11-89

Div. 2. Delivery Vehicles, §§ 11-90--11-115

Art. IV. Merchants, §§ 11-116--11-250

Div. 1. ~~Reserved~~~~Generally~~, §§ 11-116--11-125

Div. 2. Auctioneers, §§ 11-126--11-140

Div. 3. Cigarette and Tobacco Dealers, §§ 11-141--11-189

Div. 4. ~~Reserved~~~~Florists~~, §§ 11-190--11-200

Div. 5. Itinerant Merchants, §§ 11-201--11-210

Div. 6. ~~Reserved~~~~Junk Dealers~~, §§ 11-211--11-220

Div. 7. Pawnbrokers, §§ 11-221--11-22~~76~~

Div. 8. ~~Reserved~~~~Peddlers – Removed. See Solicitors. 11-228 – 11-240~~

Div. 9. ~~Reserved~~~~Real Estate Brokers~~, §§ 11-241--11-250

Art. V. Miscellaneous Business Operations, §§ 11-251--11-507

Div. 1. ~~Reserved~~~~Generally~~, §§ 11-251--11-259

Div. 2. ~~Reserved~~~~Auto Courts~~, §§ 11-260--11-269

Div. 3. ~~Reserved~~~~Barber Shops~~, §§ 11-270--11-280

Div. 4. ~~Reserved~~~~Beauty Shops~~, §§ 11-281--11-283

Div. 4 ~~Reserved~~~~A. Sun-tanning Facilities~~, §§ 11-284--11-300

Div. 5. Electrical Contractors, §§ 11-301--11-310

Div. 6. ~~Reserved~~~~House Movers~~, §§ 11-311--11-325

Div. 7. Laundries, §§ 11-326--11-350

Div. 8. ~~Reserved~~~~Nursing Homes~~, §§ 11-351--11-365

Div. 9. Outdoor Advertisers, §§ 11-366--11-390

Div. 10. ~~Reserved~~~~Parking Lots~~, §§ 11-391--11-420

Div. 11. Scavengers, §§ 11-421--11-430

Div. 12. Taxicabs, §§ 11-431--11-470

Div. 13. Building Contractors, §§ 11-471--11-489

Div. 14. ~~Reserved~~~~Undertakers~~, §§ 11-490--11-500

Div. 15. Kennels, Pet Shops, Shelters, Pounds and Animal Hospitals, §§ 11-501--11-507

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- Div. 16. Dealers in Gold and Silver, §§ 11-508--11-516
 Art. VI. Solicitors, §§ 11-517-11-535
 Art. VII. Raffles, §§ 11-536 -- 11-600
 Art. VIII. Commercial Vehicle Relocators Licensing Law, §§ 11-601--11-611
 Art. IX. Young Adult Entertainment Facilities §§ 11-612—11-62²³
 Art. X. Special Events, Sections 11-630 – 11-631

ARTICLE I. IN GENERAL

Sec. 11-1. Definitions.

For the purposes of this chapter the following words shall have the meanings indicated unless their context clearly requires otherwise:

Accessory use is a use customarily incidental and subordinate to the principal use of a building located on the same lot with the principal use of the building.

Corporate ~~a~~Authorities are the Mayor and Village Council.

Floor area is the sum total of the gross horizontal areas of all of the several floors of a building and its accessory buildings measured in square feet from the exterior faces of the exterior walls or from the center line of party walls separating two buildings or establishments on each of the respective floors, and shall include the basement floor, cellar floor, indoor motor vehicle parking space when such space is used in conjunction with a retail and wholesale establishment devoted to the sale, service or repair of motor vehicles, floor space used for storage of merchandise, whether open or enclosed, including such storage space as may be located on the roof, penthouse, attic space, balconies, mezzanines, porches and verandas and any other floor area devoted to and occupied by accessory uses.

Live Entertainment - shall consist of live music, dancing and/or singing performances, floor shows, D.J. shows and other entertainment performances, whether or not an admission fee is charged. Live entertainment shall not include ambient or incidental music provided for guests or patrons by musicians, such as a piano player, harpist, strolling violinist, traditional juke box, karaoke or guitarist. However, if there is an admission charge required to observe or attend such ambient or incidental music or entertainment, the music will be considered live entertainment. (Ord. 0-2-10, §1, 1/11/10)

Owner is any individual, firm, association, partnership, corporation, trust or any other legal entity having sufficient proprietary interest in any establishment to maintain and manage its operation.

Retail and wholesale establishment is a building or premises or portion thereof the principal use of which is for the sale or distribution of any commodity for a price or fee by a seller to a consumer or by one business to another business.

Service establishment is a building or premises or a portion thereof the principal use of which is for the rendering of a personal or material service, including a service intended to generate a sale by the person rendering the service or a person, firm, partnership or corporation represented by the person rendering the service, whether as a salesman, broker, manufacturer's representative or otherwise, regardless of whether or not a commodity is worked upon or exchanged; and also including clerical, administrative or other support services for or on behalf of a person, firm or corporation engaged in rendering a service, as described herein.

Village ~~M~~anager - refers to the person in the position of Village Manager (~~"Manager"~~) or his/her designee.
 (~~Ord. No. O 17 75, § 1, 2 10 75; Ord. No. O 15 76, §§ 1, 2, 2 16 76; Ord. No. O 55 85, § 1, 7 8 85)~~)

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-2. Applications.

Applications for all licenses, permits and certificates of registration required by this chapter shall be made in writing to the Village Manager on forms supplied by the Village Manager, in the absence of provisions to the contrary. Each application shall state the names of the applicants, the permit, license or certificate of registration desired, and the location to be used, if any, ~~the time covered and the fee to be paid.~~ Each application shall contain such additional information as may be requested ~~needed~~ for the proper guidance of the village officials in the issuing of the permit or license applied for. (Code 1961, § 10.001)

Sec. 11-3 License required.

It shall be unlawful for any person (which refers to, for purposes of this Chapter, any individual, partnership, corporation, entity which conducts, engages in, maintains, operates, carries on or manages a business or occupation within the Village of Palatine) to conduct, engage in, maintain, operate, carry on, or manage a business or occupation for which a license is required by any provision of this code, without a license first having been procured for such business or occupation. Any person violating this section shall be fined no less than \$200-~~00~~ nor more than \$1,000-~~00~~ for each offense, and every day such violation continues shall constitute a separate and distinct offense.

Any business or occupation for which a license is required under this chapter or any other provision of this code, and to which no license to operate for this period in question has been issued may be closed by the Village Manager until such license is procured.

11-3.1 License required for businesses and occupations not provided for by other code provisions.

All persons who conduct, engage in, maintain, operate, carry on or manage a business or occupation for which a license is not required under any other provision of this code, other than those businesses or occupations which are exempt from municipal licensing pursuant to law, shall be required to make application to the Village and obtain a general business license for such business or occupation. The license fee for said license shall be set forth in Section 11-20.

Sec. 11-4. Duty of Village Manager ~~to prepare and furnish forms.~~

Forms for all licenses, permits, certificates of registration and applications therefor, shall be prepared and kept on file by the Village Manager. (Code 1961, § 10.003)

Sec. 11-5. Reserved. Same To sign.

~~Each license, permit or certificate of registration issued shall bear the signature of the clerk in the absence of any provision to the contrary. (Code 1961, § 10.004)~~

Sec. 11-6. Investigations.

(a) Upon receipt of an application for a license or permit, where an investigation or inspection is required by this chapter before the issuance of such permit or license, or where an inspection or investigation shall be deemed reasonably necessary or appropriate, the Village Manager, within five (5)

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

| ~~business days forty-eight (48) hours~~ of such receipt, shall refer the application to the appropriate officials for the making of such investigation or inspection.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

(b) The officials to whom the application has been referred shall make a report thereon, favorably or otherwise, within ~~thirty~~^{en-430} working days after receiving such application or a copy thereof.

(c) The health officer shall make or cause to be made an inspection regarding such permits and licenses as relate to the care and handling of food, the prevention of nuisances and the spread of disease, and the protection of health. The ~~building~~^dDepartment of Community Development shall make or cause to be made any inspections which relate to compliance with the building code, zoning ordinance, and other related regulations. All other investigations, except where otherwise provided, shall be made by the ~~C~~ehief of ~~P~~police or by some other officer designated by the Village Manager.

(d) If, after due consideration of the information contained within the application and the related investigative reports, the Village M~~an~~anager shall determine that the application is satisfactory, he shall approve the application and issue the license or permit.

(e) If, after due consideration of the information contained within the application and the related investigative reports, the Village Manager shall determine that the matters concerning the application are unsatisfactory, he may disapprove such application, indicating the reasons therefor. Thereupon, he shall promptly notify the applicant that his application is disapproved, and that no license or permit will be issued.

(f) In the event the Village Manager fails or refuses to issue a license, the Village Manager shall state in writing the basis of the denial. The denial may be appealed to the ~~e~~Corporate ~~a~~A^uthorities for a hearing. The person objecting to the denial shall present any facts or evidence showing compliance with ~~V~~illage ordinances, rules and regulations. The Village Manager ~~or his representative~~ shall detail the basis of the denial. ~~The~~ Corporate ~~A~~authorities shall take final action on the recommendation and determine to issue or deny the license, permit or certificate of registration. ~~(Ord. No. O 17-75, § 2, 2 10-75; Ord. No. O 61-78, § 1, 7 24-78)(f).~~

Sec. 11-7. Fees.

In the absence of provision to the contrary, all fees and charges for licenses, permits or certificates of registration shall be paid in advance at the time application therefor is made to the ~~v~~Village in the amounts prescribed in this Chapter or the Village's Fee Schedule Supplement to the Palatine Code of Ordinances~~the schedule set forth in section 11-24. When an applicant has not engaged in the business or activity until after the expiration of part of the current license year the license fee shall be prorated by quarters and the fee paid for each quarter or fraction thereof during which the business or activity has been or will be conducted. Except as otherwise provided, all license and permit fees shall become a part of the corporate fund. In no event shall any rebate or refund be made of any license or permit fee, or part thereof, by reason of death or departure of the licensee or permittee; nor shall any rebate or refund be made by reason of non use of the license or discontinuance of the operation or conduct of the licensed establishment, business or activity. (Ord. No. O 17-75, § 2, 2 10-75)~~

Sec. 11-8. Termination.

All annual licenses shall be operative and the license year for the ~~v~~Village shall commence on the ~~1st~~^{first} day of January of each calendar year and shall terminate on the 31st day of December of the same year, where no provision to the contrary is made.

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

As directed by the ~~Village~~ Manager the business license division shall notify all licensees of the ~~V~~illage of the time of expiration three (3) weeks prior to the date of such expiration. Provided, however, that a failure to make such notification, or failure of the licensee to receive it, shall not excuse the licensee from the obligation to obtain a new license, or renewal thereof, nor shall it be a defense in an action based upon operation without a license. All payments are due on or before the last day of January. Starting on the first day of February a fifty (50) percent penalty will be added and after the last day of February an additional fifty (50) percent penalty plus a citation will be issued. (~~Ord. No. O-17-75, § 2, 2-10-75; Ord. No. O-132-07, § 1, 8/6/07~~)

Sec. 11-9. Building and premises; compliance with laws required.

No license shall be issued for the conduct of any business, and no permit shall be issued for any purpose or activity, if the premises and building to be used for the purpose do not fully comply with all applicable provisions of this Code and other ordinances and regulations of the ~~V~~illage and the ~~s~~tate. (~~Ord. No. O-17-75, § 2, 2-10-75~~)

Sec. 11-10. Location--Limited to one per license.

No license for the operation of a business or establishment in the ~~v~~illage shall be construed to permit the operation of a licensed business or establishment in more than one (1) location in the ~~v~~illage; a separate license shall be required for each location of a licensed establishment. For the purposes of this chapter, the existence of a single location shall be evidenced by the fact that all buildings containing the principal or accessory uses shall be connected or shall be located on the same lot or parcel, shall be operated and managed by the same person or owner, and shall be an establishment with the same classification. (~~Ord. No. O-17-75, § 2, 2-10-75~~)

Sec. 11-11. Location --Changes.

The location of any licensed business or occupation, or the location of any permitted act, may be changed provided that ten (10) days' notice thereof is given to the ~~Village Manager~~ in the absence of any provisions to the contrary; provided, however, that all applicable provisions of this Code and other ordinances and regulations of the village shall be complied with. (~~Ord. No. O-17-75, § 2, 2-10-75~~)

Sec. 11-12. Nuisances prohibited.

(a) *Generally*: No business or establishment, whether or not licensed, shall be so conducted or operated as to constitute a nuisance in fact; and no building, vehicle, structure, yard, lot, premises, or part thereof, shall be used, kept, maintained, or operated in connection with any business or establishment so as to occasion any nuisance, or so as to be dangerous to life or detrimental to health.

(b) *Unsafe or unhealthful business*:

- (1) No building or structure, utilized, constructed, or maintained in connection with any business or occupation, shall evidence an unsanitary, unsafe, or dangerous condition.
- (2) No substance, matter, or thing of any kind whatever, which shall be dangerous or detrimental to health, shall be allowed to exist in connection with any business or occupation, or be used in any work or labor performed in the ~~v~~illage.

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

(c) *Refuse disposal:*

- (1) *Containers:* The standard refuse container required by this section shall be a receptacle of not less than twenty (20) nor more than thirty-two (32) gallons capacity, of impervious material and sturdy construction, with a tight fitting cover, and equipped with handles properly placed to facilitate handling.
- (2) *Duty to provide containers:* The occupant of every building, structure, or premises used or maintained in connection with any business or occupation shall provide and maintain in good condition and repair a sufficient number of refuse containers for the temporary storage of all refuse accumulating between collections. All refuse which is placed for collection service outside any building or structure must be kept in standard refuse containers.
- (3) *Removal:* It shall be the duty of the occupant of every building, structure, or premises used or maintained in connection with any business or occupation to cause to be removed at his own cost and expense at least once each week all refuse produced therein.
- (4) *Removal of restaurant garbage.* Every person owning or controlling any hotel, restaurant, cafe, or retail food establishment where more than thirty-two (32) gallons of refuse is normally produced weekly shall cause all garbage to be placed in sanitary refuse containers and shall cause all substances deposited in such containers to be removed daily from his premises and to be disposed of at his own expense.

~~(Ord. No. O 17-75, § 2, 2-10-75)~~

Sec. 11-13. Working conditions.

(a) *Health requirements:* No owner, lessee, manager, or superintendent of any store, factory, workshop, or other place where persons are employed shall cause or permit such place, or any room or part thereof, to be overcrowded or inadequate or faulty in respect to light, ventilation, heat or cleanliness.

(b) *Sanitation:* All such places of employment shall be kept in a clean condition, free from the effluvia of a sewer, drain, privy, stable, or other nuisance; also as far as practicable such premises shall be free from all gases, vapors, dust, or other impurities generated by manufacturing processes or otherwise which are injurious to health. Sufficient washroom facilities for male and female employees shall be provided and such facilities shall be properly ventilated.

(c) *Heat required:*

- (1) It shall be the duty of every person owning or controlling the heating plant which furnishes heat to any factory or workshop, to maintain a temperature within such factory or workshop of not less than sixty-eight (68) degrees Fahrenheit without such undue restriction of ventilation as to interfere with proper sanitary conditions therein; provided, however, that this requirement shall not apply to any factory or workshop where the business conducted therein is of such a nature that a higher or lower temperature than sixty-eight (68) degrees Fahrenheit is necessary or expedient for the work or manufacturing processes of such business.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (2) It shall be the duty of any person owning or controlling the heating plant which furnishes heat to any office, store, or other place of employment to maintain a temperature therein of not less than sixty-eight (68) degrees Fahrenheit without such undue restriction of ventilation as to interfere with proper sanitary conditions therein, between the hours of 8:00 a.m. and 6:00 p.m. from October 1 of each year to June 1 of the succeeding year, Sundays and legal holidays excepted.

(d) *Inspection:* The health officer and the Director of Community Development~~building commissioner, or their designees,~~ shall visit or cause to be visited all such places of employment in the ~~Village~~ as often as they shall deem necessary to assure compliance with the provisions of this section, and to have such arrangements made as may be deemed necessary for the health and safety of the employees. ~~(Ord. No. O 17-75, § 2, 2-10-75)~~

Sec. 11-14. Inspections

(a) Whenever inspections of the premises used for or in connection with the operation of a licensed business or occupation are provided for or required by any provision of this chapter, or are reasonably necessary to assure compliance with any provisions of this Code or other ordinance or regulation of the ~~Village~~, or to detect violations thereof, it shall be the duty of the licensee or the person in charge of the premises to admit thereto for the purpose of making the inspection any officer or employee of the ~~Village~~ who is duly authorized to make such inspection at any reasonable time that such admission or entry is requested.

(b) Whenever an analysis of any commodity or material is reasonably necessary to assure compliance with the provisions of any ordinance or regulation, or to detect violations thereof, it shall be the duty of the licensee or the person in charge of the premises to give to any duly authorized officer or employee of the ~~Village~~ requesting the same sufficient sample of such material or commodity for such analysis upon official request.

(c) In addition to any other penalty which may be provided, the ~~Village~~ Manager may revoke the license of any owner or operator of a licensed business in the ~~Village~~ who refuses to permit any duly authorized officer or employee to make such inspection or to take an adequate sample of said commodity, or who interferes with such officer or employee while in the performance of his duties; provided, however, that no license shall be subject to revocation for such cause unless such officer or employee has been refused permission to enter upon the premises in the name of the ~~Village~~ after first having presented ~~a~~an administrative warrant authorizing such entry.
~~(Ord. No. O 17-75, § 2, 2-10-75)~~

Sec. 11-15. Suspension or revocation of license or permit.

(a) Any license, permit, or certificate of registration issued under this Chapter may be suspended, revoked and/or a fine imposed for any of the following causes:

- (1) Any fraud, misrepresentation, or false statement contained in the application for the license or permit;
- (2) Any violation by the licensee or permittee of ordinance provisions relating to the license or permit or the premises occupied; ~~violation of conditions of the license or permit;~~ violation of or any other ordinance of the ~~Village~~; or violation of any state or federal

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

law;

- (3) Conviction of the licensee or permittee of any felony or of a misdemeanor involving moral turpitude;
- (4) Failure of the licensee or permittee to pay any fee, tax, fine or penalty owing to the ~~V~~Village;
- (5) Refusal to permit an inspection or sampling, or any interference with a duly authorized ~~V~~Village officer or employee while in the performance of his duties in making such inspections, as provided in section 11-14.
- (6) Cause a nuisance or danger to public health, safety or welfare.
- (7) Disorderly conduct on the premises or in the parking lot or for such acts that occur on adjoining land or in any other area within the control of the licensee, attributable to patrons of the holder of the license or the holder of the license or its employees. (Ord. #106-13, §1, 9/9/13)
- (8) Fraudulent or unfair business practices.
- (9) Cessation of business for more than sixty (60) consecutive days.

Such suspension or revocation, if ordered, shall not preclude prosecution and imposition of any other penalties provided for the violation of other applicable ordinances of the ~~V~~Village.

(b) The ~~V~~Village Manager shall notify the licensee, permittee, or registrant of a violation ~~of one~~ or more of the above causes and call a hearing for the purposes of determining whether or not the license, permit or certificate of registration should be suspended, revoked and/or a fine imposed. Notice of the hearing for suspension or revocation of a license or permit shall be given in writing setting forth specifically the grounds of the complaint and the time and place of the hearing. Such notice shall be mailed to the licensee or permittee at his last known address at least five (5) days prior to the date set for the hearing.

(c) At the hearing, the ~~V~~Village ~~A~~ttorney shall present the complaint and shall represent the ~~V~~Village. The licensee or permittee shall be permitted counsel and shall have the right to submit evidence and otherwise fully participate in the proceeding. A record shall be made of the proceedings. If the ~~Village~~ Manager ~~or his designee~~ determines that the licensee, permittee, or registrant is guilty of one or more of the charges in the complaint, he shall issue written findings and an order with respect to the evidence presented. A copy of such order shall be delivered as promptly as possible to the licensee or permittee. The order shall state the penalty to be imposed. The ~~Village~~ Manager ~~or designee~~ may impose any one or any combination of the following penalties:

- (1) Suspension of the license or permit for a period not to exceed thirty (30) days;
- (2) Revocation of the license or permit;
- (3) The payment of a fine not to exceed ~~\$21,500.00~~ for each offense, not including any other applicable fees or fines as outlined in this Chapter;
- (4) Such other penalty or imposition of conditions on further operations designed to correct and prevent future violations that the licensee or permittee was found guilty of violating.

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (5) Refer the matter of suspension or revocation or further penalty, with or without a recommendation, to a hearing body of the ~~C~~eorporate ~~A~~authorities for proceedings consistent with Section 11-16. The Corporate ~~A~~authorities shall have the authority to impose any of the penalties set forth herein.

In the event that the Village Manager has a reason to believe that the continued operation of a particular licensed business will immediately threaten the welfare of the community, the Village Manager shall have the authority to issue a written order requiring the licensed business to close for not more than seven (7) days, giving the licensed business the opportunity to be heard at a hearing pursuant to Section 11-15 (b) of this Chapter.

~~(Ord. No. O 17-75, § 2, 2-10-75; Ord. No. O 77-90, § 2, 7-23-90)~~

(d) *Cessation of operation required.* If a suspension or revocation is imposed as a penalty, no activity at that location otherwise permitted under the license, permit, or certificate of registration shall be conducted by the licensee, permittee, or registrant until the suspension is served or the license, permit, or certificate of registration is reinstated.

(e) *Reinstatement.* Any licensee, permittee, or registrant whose license, permit, or certificate of registration has been revoked may make application for reinstatement. Following receipt of a written request, including a statement signed by the applicant that the conditions causing the revocation have been corrected, ~~the Village~~ Manager may reinstate or set a hearing which shall be conducted within not more than ten (10) working days. If a hearing is conducted, based upon the record of such hearing, the ~~Village~~ Manager shall make a finding, sustaining, modifying or rescinding the previous order. A written report of the hearing decision shall be furnished to the licensee, permittee, or registrant by mail.

Sec. 11-16. Appeal.

Any person aggrieved by the decision of the ~~Village~~ Manager in regard to the suspension or the revocation of a license or permit, or the failure to reinstate the same, as provided in section 11-15, shall have the right to appeal to the ~~e~~Corporate ~~a~~Authorities. ~~Such appeal shall be taken by filing with the Village Manager, within ten (10) days after notice of a suspension or revocation of a license or permit, a written statement under oath setting forth specifically the grounds for appeal. The eCorporate aAuthorities shall appoint a hearing body to be composed of the Mayor or her designee and two Village Ceouncil members who shall thereupon set the time and place for a hearing of such appeal, and notice of such hearing shall be given to the applicant or licensee or permittee in the same manner as provided in section 11-15(b) thereof. The hearing body shall make a recommendation to the eCorporate aAuthorities which shall render a decision on such appeal which shall be final. Any appeal from a decision of the eCorporate aAuthorities shall be made directly to the Circuit Court of Cook County pursuant to the -Administrative Review Act (735 ILCS 5/3-101 et seq.).~~ (Ord. No. O-17-75, § 2, 2-10-75)

Sec. 11-17. Costs and Expenses

All costs and expenses including but not limited to court reporter fees and attorneys' fees incurred by the ~~v~~Village in connection with any license suspension or revocation proceedings, ~~shall be taxed to the Licensee and~~ shall be paid by the Licensee.

Sec. 11-18. Posting required.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~(a) — It shall be the duty of every person conducting a licensed business in the Village to keep his license posted in a prominent place on the premises used for such business at all times. (Ord. No. O-17-75, § 2, 2-10-75)~~

~~(b) — The food dealer's current inspection score posting including the last three routine inspection scores and the dates of inspection must be displayed in a prominent location and within a reasonable proximity of the establishment's front entrance on a form provided by the Division of Environmental Health. The posting must be displayed in plain and unobstructed view at a height that meets an adult's eye level. The location shall be subject to the approval of the Division of Environmental Health. The posting shall not be defaced, damaged, modified, removed or improperly displayed. The posting shall not be transferable nor shall the posting be valid for any establishment other than that for which originally issued. (Ord. 0-37-07, §1, 4/2/07; Ord. No. 0-127-08, §1, 9/8/08)~~

Sec. 11-19. Required records.

The Village Clerk shall cause to be maintained a record of all establishments and regulatory documents which may from time to time be deemed necessary for the purpose of classifying, inspecting, serving, licensing and regulating all establishments in the Village. ~~(Ord. No. O-17-75, § 2, 2-10-45)~~

Sec. 11-20. License suspension during liquor license suspension or revocation

Any license or permit issued under this chapter shall be suspended while a Village liquor license issued for the same premises, when the predominant use of the premises is the sale of alcoholic beverages, is suspended or revoked unless otherwise provided in the order of suspension.

Sec. 11-21. Business License Types and Fees.

Business License fees for the businesses license types, occupations, activities and uses set forth below shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances.

TYPE A--AMUSEMENT ~~&AND~~ ENTERTAINMENT ESTABLISHMENTS

Step	Floor Area in Square Feet
1	0--2,500
2	2,501—over

TYPE B--FOOD ESTABLISHMENTS

Step	Floor Area in Square Feet
1	0--2,500
2	2,501--5,000

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

3	5,001--7,500
4	7,501--over

TYPE C--SERVICE ESTABLISHMENTS

Step	Floor Area in Square Feet
1	0--2,500
2	2,501--over

TYPE D--RETAIL, WHOLESALE ~~& AND~~ OTHER ESTABLISHMENTS

Step	Floor Area in Square Feet
1	0--2,500
2	2,501--5,000
3	5,001--7,500
4	7,501--over

TYPE E--INDUSTRIAL ESTABLISHMENTS

Step	Floor Area in Square Feet
1	0--10,000
2	10,001--20,000
3	20,001--over

TYPE F - HOME OCCUPATIONS

MAXIMUM AREA ALLOWED IS 600 SQUARE FEET (Ord. No. 0-164-12, §1, 12-10-12, effective 1-1-13)	
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The Business License type used to calculate the applicable Business License fee shall be based on the use that occupies the majority of the businesses floor area. The total floor area applicable for the

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

determination of the yearly license fee shall include the sum total of all the floor area in use or reserved for or retained for the use of the amusement and entertainment, food, service, retail and wholesale, or industrial or home occupation establishment, including but not restricted to principal and accessory floor area, cellars and basements, storage or detached accessory buildings, even though any such floor area may be temporarily vacant or not in use.

For a business that has been issued a village food permit, but the majority of their floor area is occupied by some other business use, the business license fee shall be calculated as follows. The floor area dedicated to the food establishment shall be used to calculate the corresponding Type B license fee (which fee shall then be reduced by fifty percent) and shall not be included in the total floor area when calculating the applicable business license fee for the remainder of the business (Type A, C, D or E).

All measured area expressed in square feet shall be to the nearest integral square foot; if a fraction is one-half (1/2) square foot or more, the integral square foot next above shall be taken. ~~(Ord. No. O 17 75, § 2, 2-10 75; Ord. No. O 15 76, § 3, 2-16 76; Ord. No. O 48 83, § 1(12), 8 8 83)~~

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Excluding Home Occupations, when an applicant has not engaged in the business or activity until after the expiration of part of the current license year the license fee shall be prorated by quarters and the fee paid for each quarter or fraction thereof during which the business or activity has been or will be conducted.

Except as otherwise provided, all license and permit fees shall become a part of the corporate fund. In no event shall any rebate or refund be made of any license fee, or part thereof, by reason of death or departure of the licensee or permittee; nor shall any rebate or refund be made by reason of non-use of the license or discontinuance of the operation or conduct of the licensed establishment, business or activity.

Sec. 11-22--11-29. Reserved.

ARTICLE II. AMUSEMENT FACILITIES

DIVISION 1. GENERALLY

Sec. 11-30. Definitions.

Amusement and entertainment establishment is a building or premises or a portion thereof the principal use of which is for the presentation to the public for a price or fee of any type of exhibition, athletic event, show or other amusement or entertainment, or the making available of such building or premises or portion thereof or facilities therein for the use, recreation, amusement or entertainment of a consumer thereof.

Sec. 11-31. Street shows.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

No license or permit shall be granted or given for any carnival, exhibition, show or other amusement to be given on any public street or sidewalk or in such place that the only main accommodation for the public or the audience will be in a public place, except on order of the Village Council-board. ~~(Ord. No. O-18-75, § 1, 2-10-75)~~

Sec. 11-32. Coin-operated amusement devices

(A) *Definition.* A "coin-operated amusement device" shall mean and include any machine which, upon the insertion of a coin, currency, slug, token, plate or disc, may be operated by the public generally for use as a game, entertainment or amusement, whether or not registering a score. It shall include such devices as marble machines, pinball machines, electronic games, skill ball, mechanical grab machines and all similar games, operations or devices however designated; but shall not include any music vending machine, contrivance or device, commonly known as a "juke box," which, upon the insertion of a coin, currency, slug, token, plate, disc or key into any slot or other opening, produces, plays or emits songs, music or other prerecorded entertainment.

(B) *License required.* No person, firm or corporation shall place, keep, install, maintain, operate or permit any coin-operated amusement device in any building or place within the Village for use by the public without first having obtained a license for each such device.

(C) *Classification of licenses and number of devices.*

- (1) Classification of licenses. Licenses of coin-operated amusement devices shall be issued only for use in the following establishments and categories:
 - (a) Type A licenses shall be granted only to the following establishments which are duly licensed as such by the Village: Hotels and motels containing more than one hundred fifty (150) rooms and restaurants. In the case of hotels and motels, all coin-operated amusement devices shall be located in a single game room, access to which shall be available only to registered guests through the use of a room key.
 - (b) Type B licenses shall be granted only to facilities (not including those in (a) above) which are duly licensed for the sale of alcoholic liquor for consumption upon the premises. In such facilities where the holder of the liquor license is also engaged in another business, coin-operated amusement devices may only be located in the area in which alcoholic liquors are sold and to which access is limited to no person, other than an employee of the licensee, less than age twenty-one (21).
 - (c) Type C licenses shall be granted only to community colleges.
 - (d) Type D licenses shall be granted only to social service facilities, sponsored by agencies of local governments, which provide counseling services for persons under the age of eighteen (18) and which provide on-site adult supervision during their hours of operation.
 - (e) Type E licenses shall be granted only to bowling centers. Persons under the age of eighteen (18) are prohibited from operating coin-operated amusement devices

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

on any premises subject to a Type E license except between the hours of 4:00 p.m. and curfew other than on Saturdays, Sundays and school holidays on which days curfew hours shall apply.

- (f) Type F licenses shall be granted only to indoor sports facilities which offer sports for participation of the customer, including but not limited to soccer and baseball with use of the coin-operated amusement devices strictly limited to the time or times when such indoor sports facilities are in use and operation.
- (g) Type G licenses shall be granted only to not-for-profit community organizations providing recreational facilities and activities to its members.
- (h) Type H licenses shall be granted only to establishments conducting light-beam enhanced competitions which operate coin-operated amusement devices in a separate enclosed room as an incidental or ancillary use to the primary business of the establishment.
- (i) Type I licenses shall be granted only to establishments providing admittance to children 16 and under who are accompanied by an adult. Such establishments shall require an admission charge.
- (j) Type J licenses shall be granted only to restaurant establishments. ~~(Ord. No. 0-134-04, §1, 7/6/04)~~

2) Number of devices.

- (a) The number of coin-operated amusement devices permitted in Type A, B, D, G, H, and J, establishments shall be determined on the basis of the size of the establishment in accordance with the following schedule: ~~(Ord. No. 0-134-04, §2, 7/6/04)~~

Size of Establishment (in square feet)	Number of Coin-Operated Amusement Devices Permitted
0—400	1
400—800	2
800--1,200	3
1,200--1,600	4
1,600--2,000	5
2,000--2,400	6
2,400--2,800	7
2,800--3,200	8

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

3,200--3,600	9
Over 3,600	10

- (b) The number of coin-operated amusement devices permitted in Type E and F establishments shall be determined on the basis of the size of the establishment in accordance with the following schedule:

Size of Establishment (in square feet)	Number of Coin-Operated Amusement Devices Permitted
0—1,200	1
1,200--2,000	2
2,000--2,800	3
2,800--3,600	4
Over 3,600	5

- (c) The number of coin-operated amusement devices permitted in Type C establishments shall be limited to twenty-two (22) and their location be restricted to the Student Union only.
- (d) No coin-operated amusement device shall be permitted within one thousand six hundred (1,600) feet of any public or private school, other than community colleges.
- (e) The number of coin operated amusement devices permitted in Type I establishments shall be limited to twenty (20).

(D) *Amortization.* Any establishment not authorized to be licensed for the use and operation of coin-operated amusement devices hereunder, which nevertheless has one or more coin-operated amusement devices in use and operation on the effective date of this amendatory ordinance, being April 26, 1982, shall phase out and terminate the use thereof within a period of two (2) years following said date, or reduce the number of devices to the appropriate number permitted.

(E) *Generally.* Unless otherwise authorized pursuant to Chapter 3 of the Code of Ordinances, no coin-operated amusement device shall provide a monetary reward for skill in the operation thereof, nor shall gambling of any kind be permitted in connection with any coin-operated amusement device. No coin-operated amusement device upon which free replays are awarded shall award more than six (6) free replays in total, howsoever accumulated, nor shall any coin-operated amusement device be equipped with a so-called "knock-off button" or other mechanism which releases or cancels free replays.

(Ord. No. O 35-22, 04-11-22)

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

(F) *Application for license.* Any person, firm or corporation desiring a license shall make application therefor to the Village Manager. Application forms shall be provided by the Village Manager. The application shall set forth the names and addresses of the applicant or if a corporation, partnership or association, the principal officers and registered agent thereof and their addresses, the owners of the machine(s) and the address of the building where such device(s) will be located, maintained and operated, the character of the existing license, trade name and general description and total number of devices to be licensed and the charge to be made to the customer for such operation.

No license shall be issued for coin-operated amusement devices for any premises which are not in full compliance with all applicable ordinances of the Village.

(G) *Fees.* License fees for each coin-operated amusement device shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances. In the event a coin-operated amusement device upon which an annual license fee has been paid is removed and replaced by another coin-operated amusement device, the full license fee shall be payable on the replacement device.

~~(H) Tax imposed.~~

- ~~(1) Tax. A tax is hereby imposed upon the privilege of operating coin-operated amusement devices in the Village of Palatine at an annual rate of fifty dollars (\$50.00) per device; provided, however that the total annual tax for devices in a single establishment shall not exceed fifty dollars (\$50.00) times the total number of devices in use and operation in such establishment at any one time during the calendar year. The ultimate incidence of and liability for payment of said tax shall be borne jointly by the owner and operator of the coin-operated amusement device and by the person or persons to whom the license for said device shall have been issued by the village. The tax herein levied shall be in addition to any and all other taxes and license fees.~~
- ~~(2) Administration. The Manager hereby is designated as the administration and enforcement officer of the tax hereby imposed on behalf of the village. It shall be the responsibility and duty of the Manager to collect all amounts due the village from the owners, operators and licensees of coin-operated amusement devices in the village. The tax hereby imposed shall be payable concurrently with the issuance of the annual license for each coin-operated amusement device and shall be accompanied by a sworn coin-operated amusement device tax return. In the event a replacement device is issued or other cause exists for responsibility for the tax at the time a license is issued for such device, the licensee shall so indicate on the return in the spaces provided.~~
- ~~(3) Enforcement. The Manager may enter the premises of any establishment where coin-operated amusement devices are located for the purposes of inspection and examination to determine the number of devices in use and operation for the proper administration of this section, and for the enforcement of collection of the tax hereby imposed. It is unlawful for any person to prevent, hinder or interfere with the Manager in the discharge of his duties hereunder.~~

~~Whenever any person required to pay any taxes herein provided shall fail to pay such taxes, the village prosecutor shall, upon request of the Manager, bring or cause to be brought an action to enforce the payment of said tax on behalf of the village in any court of competent jurisdiction.~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~If the Manager, after a hearing held by or for him, shall find that any coin-operated amusement device owner, operator or licensee has no reasonable explanation for evading his responsibility to pay the tax imposed by this section, he may suspend or revoke all village licenses held by such tax evader pursuant to the procedures set forth in Section 11-15 herein. --.~~

~~In the event of failure by any coin-operated amusement device owner, operator or licensee to pay to the village the tax required hereunder within thirty (30) days after the same shall be due, interest shall accumulate and be due upon said tax at the rate of one per cent per month. In addition, a penalty of fifty (50) per cent of the tax and interest due shall be assessed against and collected from any owner, operator or licensee who shall willfully evade payment of the tax imposed by this section.~~

- ~~(4) — Proceeds of tax/general fund. All proceeds resulting from the imposition of the tax under this section, including interest and penalties, shall be paid into the treasury of the village and shall be credited to and deposited in the general fund of the village.~~

~~(Ord. No. O 18-75, § 1, 2-10-75; Ord. No. O 98-76, § 1, 11-8-76; Ord. No. O 5-77, § 1, 2-14-77; Ord. No. O 33-78, § 1, 5-22-78; Ord. No. O 38-82, §§ 1, 2, 4-26-82; Ord. No. O 60-82, § 1(1), (2), 6-28-82; Ord. No. O 27-83, §§ 1, 2, 4-25-83; Ord. No. O 48-83, § 1(13), 8-8-83; Ord. No. O 85-87, §§ 1, 2, 8-10-87; Ord. No. O 139-87, §§ 1, 2, 10-26-87; Ord. No. O 8-88, § 1, 2-8-88; Ord. No. O 30-90, § 1, 3-26-90; Ord. No. O 32-95, § 1, 2, 4-10-95; Ord. No. O 35-22, 04-11-22)~~

Sec. 11-32.1. Juke boxes.

It shall be unlawful to offer or maintain for public use any music vending machine, contrivance or device, commonly known as a "juke box," which, upon the insertion of a coin, currency, slug, token, plate, disc or key into any slot or other opening, or other payment method, produces, plays or emits songs, music or other prerecorded entertainment, without first having obtained a permit therefor. The annual fee for such permit shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances.

~~(Ord. No. O 98-76, § 2, 11-8-76; Ord. No. O 48-83, § 1(14), 8-8-83)~~

~~Editor's note: Ord. No. O 98-76, § 2, amended Ch. 11 by renumbering §§ 11-33 – 11-55 as §§ 11-34 – 11-56 and adding a new section designated § 11-32. The editors have included the provisions herein as § 11-32.1 in order to avoid the unnecessary expense to the village of reprinting certain pages and the expense of re-indexing provisions which would have occurred as a result of renumbering.~~

Sec. 11-33. Athletic exhibitions.

It shall be unlawful to conduct, operate or exhibit any race between persons, animals or vehicles, or any baseball game, boxing or wrestling matches, light-beam enhanced competitions or any other athletic contest or exhibition for admission to which a fee is charged without having first procured a license therefor. Any sporting event held by a local school shall be exempt from this section. The fee for such license shall be one hundred dollars (\$100.00).

The proprietor of such exhibition shall submit to the Village Manager a statement verified under oath of the gross receipts of each such game, contest or race, within one (1) week after such exhibition. At the same time, the proprietor or person exhibiting or operating such exhibition shall pay to the Village Manager a sum equal to three (3) per cent of the gross receipts, after deducting the license fee paid.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sufficient members of the ~~p~~P~~e~~lice ~~d~~D~~e~~partment shall be admitted free of charge, to all such exhibitions for the purpose of preserving and maintaining order; and the ~~v~~Village ~~m~~M~~a~~nager may post a person or any number of persons at the box office of each such performance; and may examine all the books pertaining to such performance showing or tending to show the gross receipts. (Code 1961, § 11.105; Ord. No. O-63-86, § 1, 6-23-86)

Sec. 11-34. Duty of audience to be orderly; crowding prohibited.

The audience of any amusement, show or theatrical must be orderly and quiet at all times, and it shall be unlawful for any person attending such amusement, show or theatrical to create a disturbance in the audience.

It shall be unlawful to permit or gather such a crowd to witness any amusement or show as to create a dangerous condition because of fire or other risks. (Code 1961, § 11.106)

Sec. 11-35. Inspections.

It shall be the duty of the ~~e~~C~~h~~ief of ~~p~~P~~e~~lice and ~~f~~F~~i~~re ~~e~~C~~h~~ief to see that every exhibition, amusement, theatrical or other public show or amusement is inspected by a member of the ~~p~~P~~e~~lice and ~~f~~F~~i~~re ~~d~~D~~e~~partments, and to ensure conformity with the provisions concerning such amusements. (Code 1961, § 11.107)

Sec. 11-36. Indecency prohibited.

It shall be unlawful to permit any person to offer or present any theatricals or motion pictures which have a tendency to cause a riot or public disturbance of the peace, or any immoral, indecent, or blasphemous picture or performance. ~~(Ord. No. O-18-75, § 1, 2-10-75)~~

Sec. 11-37. Exhibitions of criminals prohibited.

It shall be unlawful for any person, firm or corporation to exhibit any criminal or the body of any criminal or any person who shall have become notorious because of the commission of a crime, in any theatrical, exhibition, carnival, or other public place. ~~(Code 1961, § 11.109)~~

Sec. 11-38. Riots; amusements to cause, prohibited.

It shall be unlawful to present any public amusement or show of any kind which tends to or is calculated to cause or promote any riot or disturbance. ~~(Code 1961, § 11.110)~~

Sec. 11-39. Smoking--Regulations.

It shall be unlawful to smoke or carry a lighted cigar, cigarette or pipe on or beneath the stage or in a dressing room of any building used as an assembly hall with seating accommodations for more than one hundred (100) persons or in which theatricals, shows, amusements, lectures, or other entertainment are ~~e~~-offered, presented, operated or exhibited. ~~(Code 1961, § 11.111)~~

Sec. 11-40. Same--Signs.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

It shall be the duty of the owner of such premises or of the occupant in charge, to provide and place printed signs on which the words "NO SMOKING" shall appear in letters at least four (4) inches high, in conspicuous places, at least two (2) signs being upon the stage or in the wings thereof and one (1) in each dressing room. ~~(Code 1961, § 11.112)~~

Sec. 11-41. Exit lights.

It shall be the duty of the owner or occupant in charge of any building or hall used as an assembly hall to comply with the Life Safety Code. ~~(Code 1961, § 11.113)~~

Sec. 11-42. Premises.

It shall be unlawful to operate or permit the operation of any amusement licensed in this article unless the premises in which such amusement is operated or permitted to be operated conforms with all the provisions or requirements in this code relating to public buildings and public gatherings. ~~(Code 1961, § 11.114)~~

Sec. 11-43. Bowling alleys and billiard halls, etc.; hours of operation.

No person shall keep open, operate, or use any bowling alley or billiard hall or any other hall between the hours of 1:00 a.m. and 6:00 a.m. If any bowling alley, billiard hall, or other hall holds a Village liquor license, such facility shall operate in compliance with the corresponding permitted hours of operation for such liquor license. ~~(Code 1961, § 11.204; Ord. No. O 18 75, § 1, 2 10 75)~~

Sec. 11-44. Reserved.**Sec. 11-45. Circuses, carnivals--Sideshow, rides, games and concessions.**

The license fee for a circus shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances.

The fee for a carnival license shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances.

The fee for each sideshow, ride, game and concession (food or otherwise) operated in connection with any circus or carnival, shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances.

Fees can be waived only by the ~~C~~orporate ~~A~~uthorities upon prior written request by the applicant. ~~(Code 1961, § 11.404; Ord. No. O 66 85, § 1, 8 12 85)~~

Sec. 11-46. Same--Inspections required.

It shall be the duty of the ~~e~~Chief of ~~p~~Police and the ~~f~~ire ~~m~~arshal to see that inspections as provided for in article I of this chapter, shall be made of all circuses, circus performances, and of the premises used. ~~(Code 1961, § 11.406)~~

Sec. 11-47. Same--Bonding requirement.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

It shall be unlawful to conduct any parade connected with a circus on any public street, alley or other public way or place in the ~~*V~~village, unless a permit therefor is first obtained from the Village Manager. Such permit shall specify the route to be followed, and shall be accompanied by a bond in the sum of ten thousand dollars (\$10,000.00), conditioned to indemnify the ~~*V~~village for any loss, damage or liability incurred or caused by the conduct of such exhibition or such parade. ~~(Code 1961, § 11.408)~~

Sec. 11-48. Theaters--Seating of audience required.

It shall be unlawful to permit any person, excepting ushers or other theater employees, to remain standing in a hall or room in which a motion picture is presented during the time of such performance; and it shall be unlawful to admit to any such hall more persons than can be accommodated by the seating arrangements for the premises. ~~(Code 1961, § 11.506)~~

Sec. 11-49. Same--Scenery.

It shall be unlawful to use any scenery in any theater other than non-flammable scenery or such as shall have been rendered non-flammable by the application of fire preventive coatings. ~~(Code 1961, § 11.507)~~

Sec. 11-50. Same--Exits.

It shall be unlawful to obstruct or permit the obstruction of any aisles, corridors or exits leading from the room or enclosures in which a motion picture performance or theatrical is being given or in which an audience for such a performance is gathered. ~~(Code 1961, § 11.509)~~

Sec. 11-51. Same--Outdoor; compliance required; washrooms required.

Outdoor theaters, where the audience is not housed in a building, shall be conducted in full compliance with all applicable provisions of this article. Each outdoor theater shall be equipped with washrooms ~~separate for men and for women.~~ ~~(Code 1961, § 11.510)~~

Sec. 11-52. Public dance halls--Defined.

For the purposes of this article, a "public dance hall" shall mean an establishment offering dancing to music to the public. It shall include a club or other form of operation although admission may be open only to members, but not a dance sponsored by a public school, local government, or local unit of a recognized national fraternal or veterans organization. ~~(Code 1961, § 11.601)~~

Sec. 11-53. Same--regulations.

No public dance hall licensed hereunder may remain open between the hours of 1:00 a.m. and 1:00 p.m. Dance halls shall be supervised by at least one (1) adult employee, exclusive of checkroom or concession personnel, but including the proprietor or manager, for every one hundred (100) persons in attendance.

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

All areas designated for parking or driveways shall be illuminated to an average intensity of not less than two (2) foot candles. Luminaries height shall be not less than one-quarter (1/4) the distance between luminaries. ~~(Code 1961, § 11.607)~~

Sec. 11-54. Skating Rink; conduct restrictions.

It shall be unlawful to indulge in any improper conduct or to permit any improper conduct at any public ice-skating or roller skating rink, and it shall be unlawful to permit music at any public ice-skating or roller skating rink after the hour of 11:00 p.m. ~~(Code 1961, § 11.705)~~

Secs. 11-55–11-60. Reserved.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

DIVISION 2. LIVE ENTERTAINMENT*

~~*Editor's note Ord. No. O 34-76, § 1, enacted March 22, 1976, amended the 1961 Code by adding the provisions codified herein as Div. 2, §§ 11-61 – 11-63.~~

~~Cross reference(s) Live entertainment on premises of retail liquor dealers, § 3-35; special uses, App. A, § 11.07~~

~~*Editor's note Ord. No. 0 2-10, § 2, enacted January 11, 2010, replaced Division 2, Sec. 11-61 through 11-63 in its entirety.~~

Sec. 11-61. Special use permit required.

It shall be unlawful to conduct or allow to occur any live entertainment unless a special use permit shall have been granted therefore, pursuant to the special use provisions of the zoning ordinance of the Village of Palatine. Live entertainment conducted indoors at public institutions, schools, and religious facilities, or within or upon any Park District facilities, shall be exempt from all the requirements of this Division. ~~(Ord. No. O 34-76, § 1, 3-22-76; 0 2-10 §2, 1/11/10)~~

Sec. 11-62. Applications and standards.

Applications for such special use permits and the standards for authorizing such live entertainment shall be as set forth in paragraph (d)(4), of Section 14.05 Article XIV of the Zoning Ordinance of the Village of Palatine. ~~(Ord. No. O 34-76, § 1, 3-22-76; 0 2-10 §2, 1/11/10; Ord. No. O 34-20, 5/11/20)~~

Sec. 11-63. Procedures and fees.

(a) *Necessity of license.* No person, firm or corporation shall offer, provide, procure, make available, allow, suffer or permit ANY live entertainment without having first complied with the terms of this section relating to same and having procured a live entertainment license to do so. All licenses shall be subject to periodic inspections to ensure continual compliance with the terms of this section. ~~(Ord. No. 0 2-10 §2, 1/11/10)~~

(b) *Issuance.* Upon issuance by the Village Manager, such live entertainment license shall entitle the holder to conduct live entertainment subject to all of the conditions imposed upon the licensee pursuant to the special use approval and pursuant to the Palatine Code of Ordinances, only upon the licensed premises. ~~(Ord. No. 0 2-10 §2, 1/11/10; Ord. No. O 34-20, 5/11/20)~~

(c) *Appeal of denial of license.* In the event the Village Manager fails or refuses to issue a live entertainment license, the Village Manager shall state, in writing, the basis of the denial. The denial may be appealed to the Corporate ~~a~~Authorities pursuant to the provisions of Section 11-6 (e) and (f) for a hearing. ~~(Ord. No. 0 2-10 §2, 1/11/10)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

(d) *Licenses term.* All live entertainment licenses shall expire on the thirtieth day of June thereafter. Such license may in the discretion of the Village Manager be transferred to a new location. The new premises must comply in all respects with all provisions of this section as if a new application were being made. This same provision shall apply whenever a change of agent of a corporation occurs, a change in managers or a change of ownership of the corporation (which shall be defined as a change of five (5) percent or more in the ownership of the stock) and such live entertainment license may, in the discretion of the Village Council, be transferred to the new agent. Any change of agency, management or ownership as herein defined shall be reported to the Village Manager within five (5) business days. ~~(Ord. No. 0 2 10 §2, 1/11/10; Ord. No. O 34 20, 5/11/20)~~

(e) *Suspension/revocation.* A live entertainment license may be suspended by the Village Manager and subsequently revoked or other penalties imposed by the eCorporate ~~a~~Authorities for disorderly or immoral conduct on the premises or in the parking lot or for such acts that occur on adjoining land attributable to patrons of the holder of the license or in any other area within the control of the licensee, or for the violation of any of the rules, regulations or laws governing or applying to entertainment licenses or premises licensed to sell intoxicating liquor, or for any other violation of the Palatine Code of Ordinances or on any of the grounds set forth in section 11-15 (a). The proceedings for suspension or revocation shall be pursuant to Section 11-15 through 11-17 of the Palatine Code of Ordinances. ~~(Ord. No. 0 2 10 §2, 1/11/10)~~

(f) *Application terms.* No live entertainment license shall be granted hereunder unless the person or corporation desiring the same shall first have filed with the Village Manager a written application therefor under oath and on forms to be furnished by the Village Manager, designating the kind of license applied for, the address and description of the premises for which the license is desired and such other information as may be required to ensure compliance with this section, state law or such as may be required by the Village Council. No live entertainment license shall be granted under this section, however, unless the Village Council shall have approved the necessary special use. The Village Manager, in determining whether to issue or not issue such a license, may also consider as evidence the previous operating experience and past record of convictions or admissions of violations of the applicant related to the operation of entertainment establishments, restaurants, bars or other related businesses. The Village Manager may impose such reasonable conditions on the establishment including additional limitations on hours given the nature of the use, the location of the use and its environs and neighborhood and the past operating history of the applicant. Such live entertainment license shall be purely a personal privilege good for not more than one (1) year after issuance unless sooner revoked, as provided herein, and it shall not constitute property. ~~(Ord. No. 0 2 10 §2, 1/11/10; Ord. No. O 34 20, 5/11/20)~~

(g) *Minimum requirements and conditions:*

(1) Every room used for entertainment purposes shall comply with the special use requirements established by the Village Council~~board~~.

(2) Effective means shall be employed to prevent ordinary sounds of music, dancing, singing or entertainment within the premises from being heard on adjoining premises or on the public street, and no unusually loud music, singing or entertainment or any boisterousness or noisy conduct on the part of the patrons shall be permitted.

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

(3) All licensed premises and the parking lot(s) shall be lighted in accordance with ~~V~~village ordinance at all times when any patrons shall be therein and at all times when the same is open to the public.

(4) The licensee shall, at all times, maintain sufficient supervisory control over the patrons on the premises and on the parking lot to prevent disturbance to the residents of adjoining property and to secure the safety of the patrons.

(5) No dancer or entertainer shall be permitted to engage in any performance that is lewd, obscene or indecent. As used in this subsection, "lewd," "obscene" or "indecent" means a performance which, when taken as a whole, depicts or describes sexual conduct in any way that appeals to the prurient interest, portrays sexual conduct in a patently offensive way, and does not have serious literary, artistic, political or scientific value. As used in this subsection, "sexual conduct" means acts of sexual intercourse between humans, normal or perverted, actual or simulated; acts of masturbation, fellatio, cunnilingus; acts of excretory function; lewd exhibition of the genitals, especially in a stimulated condition; and sexual relations between animals and humans.

(6) No intoxicated person shall be permitted to remain in any licensed premises and no person bordering on intoxication shall be permitted to dance in any licensed premises.

(7) The sale, service or consumption of commodities for which licenses are otherwise required shall not be permitted in any licensed premises unless the proper license or licenses therefor are obtained for the licensed premises in the name of the owner or manager of such licensed premises.

(8) As a condition of licensing, the licensee shall permit free and unobstructed access to the premises when licensed premises are open to the public by police, fire and health officers while acting on official duty.

(9) No person holding a live entertainment license under this chapter shall permit on the licensed premises any officer, director, associate, member, representative, agent, entertainer, patron or any employee of such licensee (whether the same are engaged in any live act, demonstration, dance, exhibition or otherwise) to:

- a. Expose his or her genitals, pubic hair, buttocks, perineum and anal region or pubic hair region; or
- b. Expose any device, costume or covering which gives the appearance of or simulates the genitals, pubic hair, buttocks, perineum, anal region or pubic hair region; or
- c. Expose any portion of the female breasts at or below the areola thereof; or
- d. Commit an act which constitutes public indecency under section 12-6 hereof.

~~(Ord. No. O-34-76, § 1, 3-22-76; Ord. No. O-2-77, § 1, 1-24-77; Ord. No. O-48-83, § 1(15), 8-8-83; Ord. No. O-101-91, § 1, 6-24-91; Ord. No. O-163-91, § 2, 11-25-91; Ord. No. O-68-92, §§ 8, 9, 4-27-92)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

(h) *Additional requirements and conditions for premises where the consumption of alcohol is permitted:*

(1) All premises shall comply with the Chapter 3 “Alcoholic Beverages” section of the Village’s code of ordinances.

(2) All premises shall be closed to the public and no patron shall be therein during the time that liquor or fermented malt beverages may not be sold.

(3) No minor under the age of twenty-one (21) years shall be permitted in any live entertainment licensed premises where alcohol is sold unless accompanied by parent or guardian.

~~(Ord. No. 0 2 10 §2, 1/11/10)~~

Secs. 11-64 and 65. Reserved.

ARTICLE III. FOOD ESTABLISHMENTS AND VENDING MACHINES

DIVISION 1. GENERALLY

Sec. 11-66. Definitions.

The following adopted codes and Village of Palatine Ordinances sets the standards for the management and personnel; food operations; and equipment and facilities; and provides for plan review; employee exclusion and restriction; permit and license issuance, inspection and permit suspension of food establishments.

Sec. 11-66.1. Minimum Standards.

The Village of Palatine hereby adopts by reference the current version of the Food Code, Title 77, Chapter I, and subchapter m, Part 750 of the Illinois Administrative Code, effective December 7, 2018, as now or hereafter amended.

Sec. 11-66.2. Definitions.

For the purposes of this article, the following words shall have the meanings indicated unless their context clearly requires otherwise:

Food establishment means any operation as defined in the minimum standards referenced in Sec. 11-66.1.

Health authority means the Environmental Health Division of the Village of Palatine.

Health Officer means the Field Director of the Environmental Health Division of the Village of Palatine or their designated representative.

Permit means the document issued by the Health Officer that authorizes a person to operate a food establishment and can be further defined as one of the following types.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (a) *Permanent Food Establishment Permit* allows a permanent food establishment to operate in a permanently constructed structure.
- (b) *Temporary Food Establishment Permit* allows a temporary food establishment to operate for a period of no more than 14 consecutive days in conjunction with a single event.
- (c) *Stationary Food Establishment Permit* allows a stationary food establishment to operate in a non-permanently constructed structure and does not include temporary or mobile food establishments.
- (d) *Mobile Food Dispensing Unit Permit* allows a mobile food establishment to operate and serve only TCS food in individual servings that are prepared and prepackaged or commercially prepackaged in an approved processing plant.
- (e) *Vending Machine TCS Food Permit* allows the operation of a self-service device that dispenses unit servings of TCS food in bulk or packages that is not ancillary to a permanent food establishment.
- (f) *Delivery Vehicle Residential Permit* allows the operation of a delivery service of TCS foods to residential properties that is not ancillary to a permanent food establishment.
- (g) *Delivery Vehicle Retail Permit* allows the operation of a delivery service of TCS foods to commercial properties that is not ancillary to a permanent food establishment.

Time/Temperature Control for Safety (TCS) Food means a food or beverage as defined in the minimum standards referenced in section 11-66.1.

Sec. 11-67. Licenses, Permits and Fees Required.

- (a) It shall be unlawful for any person to operate a food establishment in the Village of Palatine without having obtained a license and permit, pursuant to Sec. 11-3 and Article III of this Chapter. Such license and permit shall be valid only for the premises, machine, or vehicle for which it is issued. No license or permit may be transferable to any person other than to that issued. A valid license and permit shall be displayed on the premises, machine, or vehicle of any such food establishment at all times when such service is available to the public.
- (b) Each of the following vending classifications shall require a separate annual license and license fee as provided in the fee schedule supplement to the Palatine Code of Ordinances:
 - (1) Vending machine that offers only prepackaged, non TCS food or beverages;
 - (2) Ice machine not ancillary to primary use;

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (3) Machines vending general merchandise (no food or beverage of any kind).
- (c) Each of the following vending classifications shall require a separate permit, annual license, and license fee as provided in the fee schedule supplement to the Palatine Code of Ordinances:
 - (1) Vending machine that offers TCS foods or beverages;
 - (2) Mobile food dispensing units and roadside stands;
 - (3) Vehicles used for the delivery of TCS foods or beverages.
 - (a) To individual residences;
 - (b) To retail establishments.

Sec. 11-68. License and Permit Application.

- (a) *In general:* All applications for a license and permit shall be made on forms supplied by the Village Manager.
- (b) *Permits:* All such applications for a permit shall be referred to the health authority, who shall either issue said permit or refuse issuance with a report of its findings and reasons for such refusal.
- (c) *Licenses:* Licenses shall be issued by the Village Manager when the applicant has complied with all provisions of this Chapter, including issuance of a permit.

Sec. 11-69. Summary Suspension and Revocation of Food Establishment Permits

- (a) *Suspension of permits by the Health Officer:*
 - (1) *Suspension of food establishment permits:* Whenever the Health Officer finds an imminent health hazard or other condition or circumstance that may endanger public health during the course of the inspection of a food establishment; the Health Officer may, in addition to any other action taken, order the immediate suspension of such permit. When a permit is suspended, business operations shall immediately cease. The holder of the permit shall be afforded, upon written request to the Health Officer an opportunity for hearing within two (2) business days of receipt of a request for hearing.
 - (2) *Reinstatement of suspended permits:* Any person whose permit has been suspended may, at any time, make application for a re-inspection for the purpose of reinstatement of the permit to the Health Officer. Following receipt of a written request, including a statement signed by the permit holder that the condition causing the suspension of the food establishment permit has been corrected; the Health Officer shall make a re-inspection. If the permit holder is found to be in compliance with the requirements of this Code, the permit shall be reinstated.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (3) *Hearings:* The hearings provided for in this section shall be conducted by the Village Manager at the time and place designated by the Village Manager within five (5) two (2) business days after receipt of a request for hearing from the permit holder. Based upon the record of such hearing, the Village Manager shall make a finding and shall sustain, modify, or rescind any official notice or order considered at the hearing. A written report of the hearing decision shall be furnished to the permit holder by the Village Manager.
- (4) *Appeal:* The permit holder may appeal the decision of the Village Manager to the ~~b~~Board of ~~h~~Health by filing written notice of such appeal with the Village Manager within five (5) days after receipt of the Village Manager's written report of the hearing decision. The ~~B~~board of ~~H~~Health shall hear such appeal within five (5) days after the permit holder files written notice thereof. The ~~b~~Board of ~~h~~Health shall promptly notify the permit holder of the time and place of such hearing. The decision of the ~~b~~Board of ~~h~~Health shall be final. Any appeal from a decision of the ~~b~~Board of ~~h~~Health shall be made directly to the Circuit Court of Cook County pursuant to the Administrative Review Act.
- (b) *Suspension or revocation of licenses by Village Manager:* In the alternative, any license issued to a food establishment may be suspended or revoked by the Village Manager in accordance with Sec. 11- 15 of this Chapter.

Sec. 11-70. Food Establishment Noncompliance Inspection Service Fee.

When the Health Officer determines after an initial inspection of a food establishment, that additional follow-up inspections are necessary for enforcement of the code, two additional follow-up inspections for noncompliance shall be granted each permittee without charge. In the event more than two follow-up inspections are needed, the permittee shall be assessed a noncompliance service charge of \$50.~~00~~. The \$50.~~00~~ noncompliance service charge shall be assessed for each and every follow-up inspection after the initial inspection and two follow-up inspections per inspection cycle. Payment must be made in full prior to the business license being renewed. Failure to pay any balance will serve as grounds to deny further permits or licenses from being issued by the Village.

Sec. 11-71--11-89. Reserved.

(Ord. ~~O-3-19, 1-21-19~~)

DIVISION 2. DELIVERY VEHICLES**Sec. 11-90. Restrictions on Sales in School Zones.**

It shall be unlawful for any person to sell, offer to sell, barter or exchange ice cream or other food products from mobile food dispensing units and delivery vehicles on any public street, alley, highway or public way within five hundred (500) feet of a school between the hours of 7:30 a.m. and 4:30 p.m. on a day when school is in session; provided, however, that this section shall not preclude the delivery of any items previously ordered where the purchaser has requested the seller, in writing, to deliver such merchandise.

For the purpose of this section, school property shall be measured from the property line of any lands owned by a public school district or a private or parochial school authorized to provide education by the state.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-91. Restrictions on Hours of Operation.~~(Ord. O 3-19, 1-21-19)~~

It shall be unlawful for any person to sell, offer to sell, barter or exchange ice cream or other food products from mobile food dispensing units and delivery vehicles on any public street, alley, highway, or public way between the hours of 8:30 p.m. and 6:30 a.m.

Sec. 11-92-11-115. Reserved.**ARTICLE IV. MERCHANTS****DIVISION 1. RESERVED ~~GENERALLY~~****Sec. 11-116--11-125. Reserved.****DIVISION 2. AUCTIONEERS****Sec. 11-126. License required.**

It shall be unlawful for any person to conduct an auction in the ~~V~~Village or to do business as an auctioneer without having first obtained a license as is herein required, and paying the fee herein set forth. ~~(Code 1961, § 14.101)~~

Sec. 11-127. Fee.

The fee, payable in advance, for auctioneers shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances; and a daily license fee shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances. ~~-(Code 1961, § 14.102; Ord. No. O 48 83, § 1(17), 8 8-83)~~

Sec. 11-128. Application.

Applications for an auctioneer's license shall be made in writing to the Village Manager and shall state thereon the place of business, if any, intended to be occupied; and the names of any employees, not to exceed two (2), who are to be authorized to conduct auctions under the authority of the license. ~~(Code 1961, § 14.103)~~

Sec. 11-129. Investigations.

The ~~C~~ehief of ~~p~~Police, or any other officer designated by the Village Manager, shall investigate the character of every applicant for an auctioneer's license, and no such license shall be issued to any person who is not of good character. ~~(Code 1961, § 14.104)~~

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-130. Employees.

Every person, licensed as an auctioneer, may designate not to exceed two (2) employees who may be authorized by him to conduct auctions. Notice containing the names of the employees so designated must be given to the Village Clerk, and an employee's license shall be issued on the payment of a fee as provided in the fee schedule supplement to the Palatine Code of Ordinances. This license shall be good for one year, and it shall be unlawful for any person, not licensed under this section to conduct an auction, or for any auctioneer to permit an auction to be conducted by an unlicensed employee. ~~(Code 1961, § 14.105; Ord. No. O 48-83, § 1(18), 8-8-83)~~

Sec. 11-131. On streets prohibited.

No person shall sell or attempt to sell or offer for sale at public auction, any goods, chattels, or personal or real property of any kind upon the public streets or sidewalks of the Village. ~~(Code 1961, § 14.106)~~

Sec. 11-132. Exemptions.

Nothing in this article shall apply to any public auction or sale made or conducted by a public officer by virtue of any judicial order or process or by virtue of any power or authority contained in a mortgage or trust deed. ~~(Code 1961, § 14.107)~~

Sec. 11-133. Suspension or revocation of licenses and permits by Village Manager. Any license or permit issued may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Chapter.

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Sec. 11-134--11-140. Reserved.**DIVISION 3. CIGARETTE AND TOBACCO DEALERS****Sec. 11-141. License required.**

It shall be unlawful to engage in the sale at retail of cigarettes, cigars or tobacco in any form, or in any number without having obtained first a license therefor. Applications for such licenses shall be made to the Village Clerk; and no such license shall be issued to any person who is not a person of good character, or to any corporation that is not represented in the Village by a person of good character. ~~(Code 1961, § 14.301)~~

Sec. 11-142. Fee.

The annual fee for such licenses shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances. ~~(Code 1961, § 14.302; Ord. No. O 48-83, § 1(19), 8-8-83)~~

Sec. 11-143. Sanitation.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Premises and buildings used for the sale of cigarettes, cigars or tobacco shall be kept in a clean and sanitary condition; the health officer shall investigate such places sufficiently often to insure compliance with the provisions of this section. ~~(Code 1961, § 14.303)~~

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-144. Minors.

It shall be unlawful to sell or give tobacco products, alternative nicotine products or electronic smoking devices to any person under twenty-one (21) years of age. ~~(Code 1961, § 14.304; Ord. No. 0-109-94, 8-22-94 §1; Ord. O-042-20, 06-22-20)~~

Sec. 11-145. Sale and Possession of Tobacco Products, Alternative Nicotine Products or Electronic Smoking Devices

(a) Possession. It shall be unlawful for any person under the age of twenty-one (21) to possess any tobacco products, alternative nicotine products or electronic smoking devices.

(b) Sales, delivery. It shall be unlawful for any person, including any licensee, to sell, offer for sale, give away or deliver tobacco products, alternative nicotine products or electronic smoking devices to any person under the age of twenty-one (21).

(c) Purchase. It shall be unlawful for any person under the age of twenty-one (21) to purchase tobacco products, alternative nicotine products or electronic smoking devices or to misrepresent their identity or age, or to use false or altered identification for the purpose of purchasing tobacco products, alternative nicotine products or electronic smoking devices. ~~(Ord. No. 0-109-94 §2-8-22-94; Ord. O-042-20, 06-22-20)~~

Sec. 11-146. Signage.

Signs informing the public of the age restrictions provided for herein shall be posted by every licensee at or near every display of tobacco products which offers tobacco products for sale. Each such sign shall be ~~plainly visible and shall state: "THE SALE OF TOBACCO PRODUCTS TO PERSONS UNDER 18 YEARS OF AGE IS PROHIBITED BY LAW."~~ compliant with signage required by the Illinois Department of Human Services.

Sec. 11-147. Vending Machines.

It shall be unlawful for any licensee to sell or offer for sale, give away, deliver or to keep with the intention of selling, giving away or delivering tobacco products by use of a vending machine.

Sec. 11-148. Fines.

~~The fines imposed for any violation of any section of this division 3 shall not exceed \$1000 for each violation. (Ord. No. 0-120-96, 7-08-96 §1)~~ Fines for violations of this Division shall be assessed per the Village Fee Schedule Supplement.

~~Cross reference(s) Restrictions on sale of alcoholic beverages to minors, § 3-12; restrictions on issuance of pawnbroker's license to minors, § 11-223.~~

Sec. 11-149. Suspension or revocation of licenses or permits by Village Manager.

Any license or permit issued may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Chapter.

Sec. 11-150--11-189. Reserved.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

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11-31

Attachment: Ord Exhibit A Chapt 11 Amendments Dec 2022 (Amendments to Ch. 11 of Code of Ordinances)

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

DIVISION 4. ~~RESERVED~~FLORISTS~~Sec. 11-190. Definitions.~~

~~Florist shop is any building, structure or premises used for the purpose of selling flowers, shrubs and ornamental plants, and shall include that portion of any greenhouse within or adjacent to the subject shop used for the purpose of preserving or storage of flowers, shrubs and ornamental plants, but shall not include any building, structure or premises used as intensified agricultural growing chambers, and said building or structure shall be excluded from the square foot floor area of a florist shop in the computation of license fees.~~

~~Sec. 11-191. License required.~~

~~No person shall do business as a florist in the village without having first secured a license therefor. Any person engaged in the business of selling flowers, shrubs, ornamental plants at retail in the village shall be construed to be a florist. (Code 1961, § 14.601)~~

~~Sec. 11-192. Application.~~

~~Applications for a license to do business as a florist shall be made in writing to the Manager, and must state thereon the nature of the business and the proposed location. (Code 1961, § 14.602)~~

~~Sec. 11-193. Regulations.~~

~~No owner or operator of a florist shop shall permit any dead or dying vegetation to remain in or upon the premises so as to cause noxious or disagreeable odors. (Code 1961, § 14.604)~~

~~Sec. 11-194. Suspension or revocation of licenses or permits by Manager.~~

~~Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~

Sec. 11-190~~5~~–11-200. Reserved.

DIVISION 5. ITINERANT MERCHANTS

Sec. 11-201. License required.

No itinerant merchant shall do business in the Village without having first obtained a license therefor. The fee for doing business as an itinerant merchant shall be as provided in the fee schedule supplement, except that the fee for doing business as an itinerant dealer in gold and silver shall be as provided in section 11-512, Division 16, of this chapter. Itinerant merchants operating in a Village-authorized farmer's market shall pay a fee as indicated in the fee schedule supplement. ~~(Code 1961, § 14.801; Ord. No. O 80-81, § 1, 9-14-81; Ord. No. O 48-83, § 1(20), 8-8-83; Ord. No. O 18-93, § 1, 2-23-93)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-202. Fraud.

No itinerant merchant shall make any fraudulent statements in regard to the articles or merchandise with which he deals. ~~(Code 1961, § 14.802)~~

Sec. 11-203. Premises or conveyances.

Premises or conveyances used for business by an itinerant merchant must be kept in a clean and sanitary condition. It shall be unlawful to permit a collection or accumulation of combustible materials so as to create a fire hazard. The Village Manager shall be authorized to issue appropriate health and safety regulations for Village-authorized farmer's market merchants. ~~(Code 1961, § 14.803; Ord. No. O-18-93, § 2, 2-23-93)~~

Sec. 11-204. Suspension or revocation of licenses or permits by Village Manager.

Any license or permit issued may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Chapter.

Sec. 11-205--11-210. Reserved.**DIVISION 6. RESERVEDJUNK DEALERS****~~Sec. 11-211. License required.~~**

~~It shall be unlawful to operate or carry on the business of junk dealer or to keep any junk shop, store or place for the purchase or sale of junk, rags, old rope, paper or bagging, old iron, brass, copper or empty bottles, without having obtained a license therefor as in hereinafter provided. (Code 1961, § 14.901)~~

~~Sec. 11-212. Applications.~~

~~Applications for such licenses shall be made in conformance with the provisions of this Code relating to licenses. (Code 1961, § 14.902)~~

~~Sec. 11-213. Fee.~~

~~The fee for an annual license shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances; and an additional fee, as provided in the fee schedule supplement, shall be charged for each vehicle used in the conduct of such business, provided that a junk dealer not maintaining a store or yard in the village shall pay a fee per vehicle used, as provided in the fee schedule supplement to the Palatine Code of Ordinances. (Code 1961, § 14.903; Ord. No. O-48-83, § 1(21), 8-8-83)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~Sec. 11-214. Stolen goods.~~

~~Every keeper of a junk shop who shall receive or be in possession of any goods, article or things of value which may have been lost or stolen shall upon demand produce such articles or thing to any member of the police department for examination. (Code 1961, § 14.904)~~

~~Sec. 11-215. Vehicles.~~

~~Every vehicle used by a junk dealer in the conduct of his business shall bear thereon in legible characters the name and address of the owner and proprietor thereof. (Code 1961, § 14.905)~~

~~Sec. 11-216. Suspension or revocation of licenses or permits by Manager.~~

~~Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~

~~Sec. 11-217--11-220. Reserved.~~

DIVISION 7. PAWNBROKERS

Sec. 11-221. 1 License required.

It shall be unlawful to operate or carry on the business of a pawnbroker without having obtained a license therefore, pursuant to Sec. 11-2 of this Chapter.

Sec. 11-221.2 Required records.

Every pawnbroker doing business in the Village shall keep a record of every article pledged with him or sold to him and this record shall be open to the inspection of any police officer at any time during business hours. And reported in a manner specified by the Palatine Police Department. Pawnbrokers shall remain compliant with the Pawnbrokers Regulation Act, 205 ILCS 510/.

Sec. 11-222. Weapons; restrictions on purchase and display.

No pawnbroker shall receive as a pledge or purchase any revolver, pistol, blackjack, or sawed-off shot gun. And no pawnbroker shall display in his window or shop any such weapons for sale. ~~(Code 1961, § 14.1005)~~

Sec. 11-223. Minors.

No pawnbroker's license shall be issued to any person who is not twenty-one (21) years of age or over; and no pawnbroker shall employ a person of less than twenty-one (21) years of age to assist him in his business. No pawnbroker shall have any business dealings as pawnbroker with any person less than twenty-one (21) years of age, except with the written consent of the parent or guardian of the minor to each particular transaction. ~~(Code 1961, § 14.1006)~~

~~Cross reference(s) Restriction on sale of alcoholic beverages to minors, § 3-12; restrictions on sale or gift of tobacco to minors, § 11-144.~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-224. Stolen goods.

It shall be the duty of every pawnbroker to report to the police any article pledged with him, or which it is sought to pledge with him, if he shall have reason to believe that the article was stolen or lost, and found by the person attempting to pledge in the case of a lost article. ~~(Code 1961, § 14.1007)~~

Sec. 11-225. Separate license for second-hand dealer required.

No pawnbroker shall conduct the business of a second-hand dealer without having obtained the license required for such dealer in addition to his pawnbroker's license. ~~(Code 1961, 14.1008)~~

Sec. 11-226. Suspension or revocation of licenses or permits by Village Manager.

Any license or permit issued may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Chapter. ~~(Code 1961, § 14.1004)~~

Sec. 11-227. Violations.

Any violation of this Division shall be fined according to the Village Fee Schedule Supplement.

DIVISION 8. RESERVED ~~PEDDLERS~~
~~(Code 1961, § 14.1104) deleted by Ord. No. 0 67 93 6 14 93)~~

Sec. 11-22~~86~~–11-240. Reserved.**DIVISION 9. RESERVED REAL ESTATE BROKERS****Sec. 11-241. Fee.**

~~The annual fee for a real estate broker's license shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances, and no license shall be issued except upon payment of the full amount of the annual license fee. (Code 1961, § 14.1203; Ord. No. O 48 83, § 1(23), 8 8 83)~~

Sec. 11-242. Standards of conduct.

~~It shall be unlawful for any real estate broker, acting with respect to real estate located in the village, to do any of the following:~~

- ~~(1) Make any substantial misrepresentation or false promise likely to induce, persuade, or influence, or engage in untruthful advertising, or pursue a continued or flagrant course of misrepresenting or the making of false promises, through agents, or salesmen or otherwise;~~
- ~~(2) Act for more than one (1) party in a transaction without the knowledge of all parties to the transaction;~~

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- ~~(3) Fail to furnish copies, upon request, of all documents for which the broker is professionally responsible relating to a real estate transaction to all parties executing the same, or fail to account for or to remit any moneys or documents coming into his possession which belong to others;~~
- ~~(4) Fail to maintain and deposit in a special account, separate and apart from his personal or other business accounts, all moneys belonging to others entrusted to him while acting as a real estate broker, or as escrow agent, or as the temporary custodian of the funds of others, until the transaction involved is consummated or terminated;~~
- ~~(5) Pay a commission or valuable consideration to any person for acts or services performed in violation of this division;~~
- ~~(6) Employ any person as a salesman or agent as a means of evading provisions of this division;~~
- ~~(7) Display a 'for rent' or 'for sale' sign on any property without the written consent of the owner or his duly authorized agent, or advertise that any property is for sale or for rent in a newspaper or other publication without the consent of the owner or his authorized agent;~~
- ~~(8) Fail to promptly present to his principal any and all bona fide offers for sale, lease, or rental of real estate; or set the price, terms, conditions, or privileges of any kind relating to the sale, lease, rental, financing, repair, rehabilitation, construction, maintenance, or occupancy of real estate;~~
- ~~(8) Solicit for sale, lease or rental, real estate on the grounds of loss of value to the present, prospective, or alleged entry into the vicinity of any person or persons of any particular race, color, religion, national origin, or ancestry, or distribute or cause to be distributed, written material or statements designed to induce any owner of real estate to sell, lease, or rent his property because of any present, prospective, or alleged change in the race, color, religion, national origin, or ancestry of persons in the vicinity;~~
- ~~(10) Refuse to show to any financially qualified buyer or buyers who have specified their needs the list or other records identifying all properties reasonably meeting such needs which the broker is offering, including those on any multiple listing of real estate to which he has access in the course of his business;~~
- ~~(11) Circulate, advertise, display or cause to be circulated, advertised, or displayed any communication, notice, advertisement, or sign relating to the sale, rental, or leasing of any real property which will indicate or express any limitation in the sale, rental or leasing of such real estate predicated upon the race, color, religion, national origin, or ancestry of any prospective buyer, lessee, or renter of such property;~~
- ~~(12) Refuse to show real estate to a qualified prospective purchaser, lessee or tenant because of race, color, religion, national origin, or ancestry of such prospective purchaser, lessee, or tenant.~~

(Code 1961, § 14.1204)

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~Sec. 11-243. Conciliation.—Reserved.~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~Sec. 11-243. Penalty.~~

~~Any person licensed under the provisions of this division who is guilty of a violation of any provision of this division shall be fined not less than two hundred dollars (\$200.00) nor more than one thousand dollars (\$1,000.00) for each offense; and upon a second conviction the corporate authorities may suspend or revoke the license of such person.~~

~~Any person, association, co partnership or corporation who acts as a real estate broker in the village while not validly licensed pursuant to this division is guilty of a misdemeanor and shall be fined not less than two hundred dollars (\$ 200.00) nor more than one thousand dollars (\$1,000.00) for each offense, and every day that a violation of this division shall occur shall constitute a separate and distinct offense. (Code 1961, § 14.1206)~~

~~Sec. 11-2414--11-250. Reserved.~~

ARTICLE V. MISCELLANEOUS BUSINESS OPERATIONS

DIVISION 1. ~~RESERVED~~GENERALLY~~Sec. 11-251--11-259. Reserved.~~DIVISION 2. ~~RESERVED~~AUTO COURTS~~Sec. 11-260. License required.~~

~~It shall be unlawful to operate or carry on the business of an auto court without having obtained a license therefore, as in hereinafter provided.~~

~~Sec. 11-261. Fire walls.~~

~~No parking space shall be provided for motor vehicles within ten (10) feet of any building or structure used for housing accommodations in an auto court unless the facility is in compliance with the Life Safety Code. (Code 1961, § 15.104)~~

~~Sec. 11-262. Sanitary facilities.~~

~~(a) No premises shall be operated as an auto court unless they are equipped with adequate toilet and other sanitary facilities to serve the total number of persons accommodated therein. All such sanitary facilities shall be properly connected with the sanitary sewer system of the village if the premises are located on a street served by such sewer.~~

~~(b) Each establishment shall have at least one (1) competent attendant or caretaker available at all times. It shall be his duty to receive and deliver telephone messages and mail and to maintain the premises, facilities and equipment in a clean, orderly and sanitary condition and free from rodents and vermin.~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~(c) All floors in the bathroom shall be thoroughly washed and disinfected for each incoming guest.~~

~~(d) All areas shall be kept free from rubbish, litter and inflammable materials at all times, and no inflammable liquids or chemicals shall be kept on the premises unless the same are in an approved type of container.~~

~~(e) All drinking glasses shall be washed and sterilized for each incoming guest. If paper cups are furnished in lieu thereof, such paper cups shall be in proper dispensers which do not provide the handling of same except by a guest.~~

~~Hot and cold water for hand washing must be provided, and soap in either liquid, powder or solid form must be kept available at all times. Individual paper towels or rolls of paper towels must likewise be provided. Individual cloth towels and mechanisms from which consecutive strips of toweling are produced are likewise allowed.~~

~~(f) In any accommodations where cooking facilities are provided, fly proof and metal containers shall be supplied for garbage and refuse and it shall be the duty of the motel operator to promptly remove and dispose of such garbage and refuse. (Code 1961, § 15.105)~~

~~Sec. 11-263. Regulations.~~

~~It shall be unlawful to permit any violation of any provision of this Code or other ordinance or statute on or in any auto court; such premises must be kept clean and sanitary at all times, and all waste material must be removed therefrom at least once in every twenty-four (24) hours. The director of health shall inspect or cause to be inspected each auto court to see to the compliance with the provisions of this article.~~

~~It shall be unlawful to use or permit the use of any auto court, or any portion thereof, for immoral purposes. (Code 1961, § 15.106)~~

~~Sec. 11-264. Lights.~~

~~Any area or premises of an auto court open to use by the public or by all persons staying in or being accommodated in the court shall be kept adequately lighted at night time; provided that such lights must be so shaded or otherwise regulated so as to prevent them from shining upon any adjacent premises. (Code 1961, § 15.107)~~

~~Sec. 11-265. Trailers.~~

~~It shall be unlawful to permit the use or to use the premises of any auto court for the accommodation of a trailer. (Code 1961, § 15.108)~~

~~Sec. 11-266. Suspension or revocation of licenses or permits by Manager.~~

~~Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~

~~Sec. 11-2607--11-269. Reserved.~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

DIVISION 3. ~~RESERVED~~BARBER SHOPS~~Sec. 11-270 License required.~~

~~It shall be unlawful to operate or carry on the business of a barber shop without having obtained a license therefore, pursuant to Section 11-2 of this Chapter.~~

~~Sec. 11-271. Suspension or revocation of licenses or permits by Manager.~~

~~Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~

Sec. 11-270~~2~~–11-280. Reserved.DIVISION 4. ~~RESERVED~~BEAUTY SHOPS~~Sec. 11-281. Defined.~~

~~The term "beauty shop" as used in this article shall be defined to mean and shall be construed as meaning any structure, store, building or other place where the service of hair styling, washing, cutting or beauty culture, when done for cosmetic or beautifying purposes is rendered for hire or is sold, re-sold or offered for sale or re-sale. This term shall refer to any salon, parlor, coiffure or any other establishment by any other name engaged in the service described herein, provided however, that the term "beauty shop" shall not refer to establishments commonly known as "barber shops."~~
(Code 1961, § 15.1807, Ord. #0-7-12, §1, 1/9/12)

~~Sec. 11-282. License Required.~~

~~Applications for beauty shop licenses shall be made pursuant to section 11-2. Such application shall include the certificate of registration number issued under the provisions of the State of Illinois Barber, Cosmetology, Esthetics and Nail Technology Act, issued to the address shown on said application. (Ord. #0-7-12, §1, 1/9/12)~~

~~*State law reference(s) State of Illinois Barber, Cosmetology, Esthetics and Nail Technology Act, 225ILCS410.~~

~~(Code 1961, § 15.1903)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~Sec. 11-283 Suspension or revocation of licenses or permits by Manager.~~

~~Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~

~~Sec. 11-281 – 11-283. Reserved~~~~DIVISION 4-RESERVED A. SUNTANNING FACILITIES*~~

~~*Cross reference(s) – Permit and operating requirements for sun tanning facilities, § 9-14.~~

~~Sec. 11-284. Defined.~~

~~The term "sun tanning facility" or "tanning facility" means a room or a booth which houses ultraviolet lamps or products containing such lamps intended for the irradiation of any part of the living human body for cosmetic or non-medical related purposes. (Ord. No. O-107-85, § 1, 10-28-85)~~

~~Sec. 11-285. Application for license.~~

~~Applications for sun tanning facility licenses shall be made pursuant to section 11-2. (Ord. No. O-107-85, § 1, 10-28-85)~~

~~Sec. 11-286. Inspection.~~

~~Each tanning facility shall be inspected at least once each year after the initial year in which the facility is granted a permit, and each tanning facility shall conform with the requirements of section 9-14 of Chapter 9, Health and Sanitation, of this Code of Ordinances. (Ord. No. O-107-85, § 1, 10-28-85)~~

~~Sec. 11-287. Fees.~~

~~In addition to the type C service establishment fee, the owner or operator of a sun tanning facility shall pay an annual fee of five dollars (\$5.00) for each unit or booth containing a lamp; provided, however, that if the sun tanning facility is an accessory use of an already licensed Type C service establishment, then only the unit or booth fee shall be charged. (Ord. No. O-107-85, § 1, 10-28-85)~~

~~Sec. 11-288. Suspension or revocation of licenses or permits by Manager.~~

~~Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~

~~Sec. 11-284⁹–11-300. Reserved.~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

DIVISION 5. ELECTRICAL CONTRACTORS

Sec. 11-301. Defined.

The term "electrical contractor" as used in this ~~Chapter division~~ is hereby defined and shall be construed to mean any person engaged in the business of installing or altering by contract, equipment and electrical appliances, for the utilization of electricity supplied by light, heat or power, not including radio apparatus or equipment for wireless reception of sounds and signals, and not including apparatus, conductors and other equipment installed for or by public utilities, including common carriers, which are under the jurisdiction of the Illinois Commerce Commission for use in their operation as public utilities, but the term "electrical contractor" does not include employees employed by such contractor to do or supervise such work. ~~(Code 1961, § 15.403)~~

Sec. 11-302. Registration required.

No person shall engage in the business of electrical contractor without having first obtained a certificate of registration therefor as herein required. Every person doing business in the Village as an electrical contractor shall show proof of a certificate of licensure. This certificate of licensure can be from any other city or village in this state that issues an electrical license or by other authorized agencies. Applications shall be made to the Manager. ~~(Code 1961, § 15.401)~~

Sec. 11-303. Fees.

The required annual registration fee shall be as outlined in Section 11-473 of this Chapter. Every person doing business in the village as an electrical contractor shall show proof of a certificate of registration. This certificate of registration can be from any other city or village in this state. Any electrical contractor who is registered as such shall not be required to pay a fee for being registered in this village. ~~(Code 1961, § 15.402, Ord. 0-185-00 §9, 12-18-00)~~

Sec. 11-304. Regulations.

It shall be unlawful for any person registered under the provisions of this division to install any electrical appliances, wiring or fixtures without strict compliance with the ordinances relating to such fixtures, and it shall be unlawful for any such person to do any such work without having obtained such permits as may be required. ~~(Code 1961, § 15.404)~~

Sec. 11-305. Completion, Compliance and Damage Surety Bond

The provisions of Section 11-474 shall apply. ~~(Ord. 0-185-00 §10, 12-18-00)~~

Sec. 11-306. Suspension or revocation of certificate of registration by Village Manager.

Any certificates of registration may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Chapter.

Sec. 11-307--11-310. Reserved.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

DIVISION 6. ~~RESERVED~~HOUSE MOVERS~~Sec. 11-311. License required.~~

~~It shall be unlawful to engage in the business of house moving, raising or shoring without first having secured a license therefor. Applications for such license shall be made in writing to the clerk. (Code 1961, § 15.601)~~

~~Sec. 11-312. Fee.~~

~~The annual license fee and the daily license fee shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances. (Code 1961, § 15.602; Ord. No. O 48-83, § 1(25), 8-8-83)~~

~~Sec. 11-313. Regulations.~~

~~Persons licensed under this division must comply with all the provisions of this Code or other ordinances or laws relating to the work being done, and must pay the permit fee required for moving buildings, and must keep lights and warnings maintained as is required by this Code or any other ordinances or laws. (Code 1961, § 15.603)~~

~~Sec. 11-314. Inspections.~~

~~It shall be the duty of the chief of police and/or Manager to make or cause to be made such inspections as may be necessary to insure compliance with the provisions of this division. (Code 1961, § 15.604)~~

~~Sec. 11-315. Irrevocable commercial letter of credit required.~~

~~Every licensee under the provisions of this division shall file with the clerk an irrevocable commercial letter of credit in the amount of fifteen thousand dollars (\$15,000.00), in substantially the following form:~~

~~_____ An irrevocable commercial letter of credit issued by a national bank located in Illinois or a state bank chartered by the State of Illinois is deposited, it shall be in substantially the following form:~~

AMOUNT: \$15,000.00 _____ DATED: _____
 _____ NO: _____
 TO: _____
 Village of Palatine,
 A Municipal Corporation,
 Cook County,
 Palatine, Illinois.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

WE HEREBY AUTHORIZE YOU TO DRAW ON

(Name of Bank)DRAFTS AT _____
SIGHT FOR ANY SUM OR SUMS NOT EXCEEDING A TOTAL OF FIFTEEN
THOUSAND _____ DOLLARS (\$15,000.00) FOR _____ ACCOUNT
OF _____

~~Drafts shall be signed by the Palatine village treasurer and must be accompanied by his written certification that the funds drawn are to be used to pay for any loss, damage or expenses occasioned by~~

~~who has applied for a House Movers License pursuant to Sec. 11-311 of the Code of Ordinances of the Village of Palatine or for any loss, damage or expenses incurred by the Village of Palatine resulting from any act or failure to act of the said license applicant or by any failure of the license applicant to comply with the provisions of said Code or other ordinances of the Village of Palatine relating to the moving, raising or shoring of houses or other buildings; and such certification shall be binding and conclusive, and _____ shall honor such drafts and pay such funds without further inquiry.~~

~~All drafts hereunder must be marked drawn under~~
~~_____, _____, Illinois.~~

~~Letter of Credit No: _____ Dated _____.~~

~~The amount of each draft drawn under this credit must be endorsed hereon and the presentation of each draft, if negotiated, shall be a warranty by the negotiating bank that such endorsement has been made and that documents have been forwarded as herein required; if the draft is not negotiated this credit must accompany the draft. This credit is subject to Uniform Customs and Practice for Document Credits (as revised), International Chamber of Commerce.~~

~~We hereby engage with the drawers, endorsers and bona fide holders of drafts drawn under and in compliance with the terms of this credit that the same shall be duly honored on due presentation and delivery of documents as specified if negotiated or presented on or before _____.~~

Name of Bank _____

BY: _____

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~Sec. 11-316. Suspension or Revocation of Licenses or Permits by Manager.~~~~Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~Sec. 11-31~~7~~–11-325. Reserved.

DIVISION 7. LAUNDRIES

Sec. 11-326. License required.

No person shall operate or conduct a laundry in the ~~Village~~ without having first obtained a license ~~therefor; provided that establishments licensed as dry cleaning establishments need not obtain a laundry license in addition to the dry cleaning license.~~ Pursuant to Section 11-2 of this Chapter, applications for such license shall be made in writing to the Village Manager and shall state thereon the location intended to be occupied. ~~(Code 1961, § 15.801)~~

Sec. 11-327. Sanitation requirements.

Premises used for laundries must be kept in a clean and sanitary condition.

No refuse of any kind shall be permitted to accumulate on such premises; and the premises must be kept free from rats, mice and vermin.

It shall be unlawful to employ any person afflicted with a venereal or any contagious disease in a laundry. ~~(Code 1961, § 15.803)~~

Sec. 11-328. Inspections required.

It shall be the duty of the health officer or other official designated by the ~~C~~orporate ~~A~~uthorities to inspect or cause to be inspected every establishment licensed under this division at least once every six (6) months. Any violation under the terms of this article, which are discovered, shall be reported to the ~~C~~orporate ~~A~~uthorities. ~~(Code 1961, § 15.804)~~

Sec. 11-329. Suspension or revocation of licenses or permits by Village Manager.

Any license or permit issued may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Chapter.

Sec. 11-330. Operation.

As of January 1, 2023, any laundromat shall provide continuous on-site staffing during its hours of operation. Any laundromat in operation prior to January 1, 2023, that did not provide continuous on-site staffing as of January 1, 2023, shall, by not later than January 1, 2024, adjust their business operations to provide continuous on-site staffing during its hours of operation or provide video surveillance equipment, in a manner acceptable to the Village, that will function at any time that on-site staffing is not provided within the laundromat during hours of operation.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

| Sec. 11-33~~19~~–11-350. Reserved.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

DIVISION 8. ~~RESERVED~~NURSING HOMES~~Sec. 11-351. Defined.~~

~~For the purpose of this division, a home is hereby defined to mean any institution or place used for the reception or care, for a longer period than twenty four (24) hours, of three (3) or more children or infants, apart from their parents. A home is further defined to mean any institution used for the reception or care of persons who are dependent or not capable of properly caring for themselves, and shall be understood to include homes for aged or infirm, orphan asylums, refugees and shelters, and also boarding homes caring for three (3) or more women with their children when such children are less than fourteen (14) years of age. (Code 1961, § 15.1001)~~

~~Sec. 11-352. License required.~~

~~It shall be unlawful for any person other than the regularly constituted authorities of the United States, the county, the village, or of the state, or any association or institution for the care of children which has been accredited, certified or licensed by the state, pursuant to an act of the legislature, to regulate the treatment and control of dependent, neglected and delinquent children, to open, conduct, manage or maintain any homes, as defined in this article, within the village, without first obtaining a license therefor as hereinafter provided. (Code 1961, § 15.1002)~~

~~Sec. 11-353. Application.~~

~~Any person desiring such license shall make application in writing to the Manager. Such application shall conform to the general provisions of this Code relating to applications for licenses and shall state the location or proposed location of the home, the purpose for which it is to be opened, conducted or maintained, the accommodations for the residents thereof, the nature and kind of care, instruction or benefits given or proposed to be given therein, the name and address of the officials or board of officials conducting, managing or maintaining said home, the name of the superintendent or person in charge of said home, the name and address of the chief physician, surgeon, or attending physician or surgeon, or the names and addresses of the board of physicians or surgeons attending therein if there is such a board. No such license shall be issued until the applicant has secured a state license for such purpose. (Code 1961, § 15.1003)~~

~~Sec. 11-354. Inspection.~~

~~It shall be the duty of the health officer, upon presentation of such application to make or cause to be made strict inquiry into the facts set out in such application, and if upon inquiry and inspection he shall find that such home complies with all ordinances and statutes relating thereto, he shall recommend to the corporate authorities that a license be issued. (Code 1961, § 15.1004)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~Sec. 11-355. Fee.~~

~~— The license fee to be paid annually to the Manager for nursing home licenses shall be computed in accordance with the fee schedule for service establishments in section 11-20. (Ord. No. O 18-75, § 4, 2-10-75)~~

~~Sec. 11-356. Sanitation regulations.~~

~~(a) In every such home each room occupied or to be occupied by residents shall be of such dimensions as shall give each inmate not less than four hundred (400) cubic feet of air space. Every such room shall have at least one (1) window connecting with the external air for each four (4) beds. Said windows shall be of such dimensions as shall secure to each resident at least one thousand five hundred (1,500) cubic feet of fresh air per hour by ventilation, or in case said window shall not secure one thousand five hundred (1,500) cubic feet of fresh air per hour by natural ventilation, then each room shall in addition thereto, be fitted with such appliances for ventilation as shall secure to each resident in said room at least one thousand five hundred (1,500) cubic feet of fresh air per hour.~~

~~(b) Each bed shall have at least forty (40) square feet of floor space, and in every room or dormitory containing more than one (1) bed, the beds shall be so arranged as to leave a passageway of not less than two (2) feet horizontally on all sides of each bed.~~

~~(c) Each ward or wing in said home shall have running water furnished in one (1) or more places, either in said ward or convenient thereto so that the same may be adequate and convenient to the occupants thereof. The plumbing, water closets, bathrooms and other sanitary appliances and equipment shall be constructed in accordance with the regulations of the State Plumbing Code of 1959 promulgated by the State Board of Health relating thereto. The floor of the cellar or basement in the building used as a home shall be properly cemented so as to be water tight.~~

~~(d) The halls of each floor shall be open to the external air with suitable windows, and shall have no room or other obstruction at either end thereof, unless sufficient light and ventilation is otherwise provided for such halls, and the building as a whole shall be provided with adequate and proper fire escapes, stairways or inclines for exits.~~

~~(e) All homes, including the culinary department, dining rooms, laundry, laboratory, morgue and post mortem rooms connected with the same, shall be equipped from May 15 to November 15 with doors, screens and other appliances necessary for the exclusion of flies.~~

~~(f) All areas occupied by inmates must be kept at a minimum temperature of sixty-five (65) degrees Fahrenheit at all times. (Code 1961, § 15.1006)~~

~~Sec. 11-357. Suspension or revocation of licenses or permits by Manager.~~

~~— Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~

~~Sec. 11-3518–11-365. Reserved.~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

DIVISION 9. OUTDOOR ADVERTISERS

Sec. 11-366. Defined.

The term "advertiser" as used in this division is hereby defined, and for the purpose of this division shall be construed to mean any person engaged in the business of placing, posting, or painting any advertisements, notices, or displays in or on any place for the purpose of outdoor advertising so that the resultant display is visible from any street, alley, sidewalk or other public place. The term "advertiser" includes the owner or operator of a billboard. In connection with a billboard or any other advertisement, notice or display the issuance of such a license shall be conditioned upon the applicant obtaining the necessary zoning approvals to permit the establishment of same on a premises. ~~(Code 1961, § 15.1101)~~

Sec. 11-367. License required.

It shall be unlawful for any outdoor advertiser to do business in the municipality without having first secured a license therefor pursuant to Section 11-2 and 11-368 of this Chapter, provided that no license, issued under this division shall be construed to permit the use of any structures, natural or artificial, which are located in any public street, sidewalk, alley or other public place for advertising purposes. ~~(Code 1961, § 15.1102)~~

Sec. 11-368. Application.

Applications for such licenses shall be made in writing to the Village Manager, and shall be accompanied by a list of all places, including billboards or natural structures on which it is intended to place signs or advertisements. This list shall be amended from time to time by the licensee as the right to post or place advertisements or signs on additional places is required. ~~(Code 1961, § 15.1103)~~

Sec. 11-369. Fee.

The annual fee for outdoor advertisers' licenses shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances. ~~(Code 1961, § 15.1104; Ord. No. O-48-83, § 1(26), 8-8-83)~~

Sec. 11-370. Use of billboards.

No person shall post or maintain any advertisement or sign on any billboard or signboard which does not fully comply with this Code or any other ordinances of this municipality. ~~(Code 1961, § 15.1105)~~

Sec. 11-371. Consent of owner.

It shall be unlawful to post any advertisement on any premises in the municipality without the consent of the owner of such premises. Such consents must be in writing and must be filed with the Village Manager. ~~(Code 1961, § 15.1106)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-372. Refuse.

It shall be unlawful for any person engaged in outdoor advertising to permit any refuse resulting from this work to accumulate anywhere in the municipality except by placing it in properly established refuse receptacles. It shall be unlawful to permit any loose or flapping combustible materials to hang from or to be attached to any billboard, signboard or other place used for display or advertising purposes. All refuse resulting from the operating of this business must be carefully gathered and properly disposed of. ~~(Code 1961, § 15.1107)~~

Sec. 11-373. Weeds and material at base of billboards.

It shall be the duty of every outdoor advertiser to keep all grass, weeds and other growths except trees and ornamental shrubbery, cut so that the same shall not grow to be a greater height than ten (10) inches within six (6) feet of any billboard or signboard used by him, provided that this obligation shall extend only to property controlled by the advertiser. ~~(Code 1961, § 15.1108)~~

Sec. 11-374. Unlawful advertising.

It shall be unlawful for any person to post or display any advertisement of an obscene or immoral character, any advertisement tending to promote or cause a riot or breach of peace, any advertisement for an unlawful gathering, or advertisements of unlawful sales. ~~(Code 1961, § 15.1109)~~

Sec. 11-375. Disfiguring signs.

It shall be unlawful to mutilate or disfigure any lawful sign or advertisement in the municipality. ~~(Code 1961, § 15.1110)~~

Sec. 11-376. Name of advertiser.

It shall be unlawful for any outdoor advertiser to carry on his business unless the name of such advertiser is attached, displayed or printed on all billboards or signboards used by him, or in any notice, placard or advertisement posted by him, in such lettering as to be visible from a distance of at least five (5) feet from the notice or advertisement. ~~(Code 1961, § 15.1111)~~

Sec. 11-377. Exemptions.

The provisions of this division shall not be construed to apply to the posting of a sign or notices by order of any court or by any public officer in the performance of his duties. ~~(Code 1961, § 15.1112)~~

Sec. 11-378. Suspension or revocation of licenses or permits by Village Manager.

Any license or permit issued may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Chapter.

Sec. 11-379--11-390. Reserved.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

DIVISION 10. RESERVED PARKING LOTS**~~Sec. 11-391. Defined.~~**

~~The term "parking lot" as used in this division shall be construed to mean and include any place maintained for the outdoor parking of cars, excepting on a street, alley or other public place, where such parking is permitted upon the payment of compensation or is made available to patrons or customers of any places of business. (Code 1961, § 15.1201)~~

~~Sec. 11-392. Permit required.~~

~~It shall be unlawful to operate a parking lot without first having obtained a permit therefor. Applications for such permit shall be made in writing to the Manager, pursuant to Section 11-2 of this Chapter and shall contain all necessary information to insure compliance with the provisions of this division, including a description of the location, size, number of cars to be accommodated, and a statement of any services other than parking, or of any commodities for sale, offered to patrons of the parking lot. (Ord. No. O 18-75, § 4, 2-10-75)~~

~~Sec. 11-393. Fee.~~

~~No fee shall be required for the issuance of a permit for a parking lot, provided a license has been issued for said parking lot pursuant to section 11-2 et seq. (Ord. No. O 18-75, § 4, 2-10-75)~~

~~Sec. 11-394. Posting of sign; attendant required.~~

~~At the entrance of each parking lot there shall be posted in words and figures large enough to be read by prospective patrons a statement of the rates to be charged and of the closing hours. There shall be at least one (1) attendant on the premises at all times during which the parking lot is open for business.~~

~~Sec. 11-395. Surface.~~

~~It shall be unlawful to operate a parking lot unless the surface thereof is covered with concrete, asphalt, macadam or similar paving; and such parking lot shall at all times be kept clean and free from dust or refuse. (Code 1961, § 15.1209)~~

~~Sec. 11-396. Buildings.~~

~~Any buildings constructed on a parking lot shall be constructed in full compliance with the ordinances pertaining thereto, and shall have exterior walls of non-flammable material provided, that any structure used or to be used for office purposes only may have less than the minimum area requirements prescribed for residences or commercial buildings. (Code 1961, § 15.1210)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~Sec. 11-397. Condition of vehicles.~~

~~It shall be unlawful to park or store, in any parking lot, any vehicle which is not in a condition ready for use, or to permit the parking of any abandoned, junked or partially disabled vehicle in any such lot. And it shall be unlawful to use any parking lot for storage or parking of any vehicle for the purpose of displaying the same for sale, or to use any parking lot or portion thereof as an automobile repair shop. (Code 1961, § 15.1211)~~

~~Sec. 11-398. Suspension or Revocation of Licenses or Permits by Village Manager.~~

~~Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~

Sec. 11-39~~19~~–11-420. Reserved.**DIVISION 11. SCAVENGERS***

~~*Editor's note – Ordinance No. O 108-89, § 1, adopted Aug. 14, 1989, deleted former Ch. 11, Art. V, Div. 11, pertaining to scavengers, and derived from Code 1961, §§ 15.1401–15.1405, and Ord. No. O-48-83, § 1 (27), adopted August 8, 1983, and substituted a new Div. 11 as set out herein.~~

Sec. 11-421. License required.

It shall be unlawful for any person, firm or corporation to engage in the business of scavenger, or recycling, or the collection or disposal of animal, human or vegetable refuse, offal or refuse of any kind, without first having secured a license therefor. ~~(Ord. No. O 108-89, § 1, 8-14-89; Ord. No. O 25-93, § 1, 3-22-93)~~

Sec. 11-422. Classification of licenses.

(a) *Residential scavenger license.* Only one (1) public scavenger license shall be issued for the purpose of performing refuse collection from all residential property, including multifamily residences. That person, firm or corporation shall be awarded the contract with the ~~V~~Village which also includes the right to the collection or disposal of animal, human or vegetable refuse, offal or refuse of any kind from commercial, industrial and institutional properties, and no additional license will be required, therefor.

(b) *Commercial, industrial and institutional license.* The number of licenses issued for servicing commercial, industrial and institutional facilities, but not residential properties, are unlimited. A license for this purpose will be issued to each qualified applicant who presents evidence that he has adequate and proper equipment and approved disposal facilities. Each licensee will be issued vehicle licenses as are necessary. Such license shall be provided by the ~~V~~Village and displayed on each vehicle of the licensee used in the ~~V~~Village. ~~(Ord. No. O 108-89, § 1, 8-14-89)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-423. Application.

(a) *Residential scavenger license.* The residential scavenger license shall be issued to the person, firm or corporation which has been awarded the contract for the collection and removal of all residential waste and shall also be subject to all conditions established in said contract. This contract shall be subject to the approval of the Corporate Authorities.

(b) *Commercial, industrial and institutional license.* Applications for the commercial, industrial and institutional license shall be made pursuant to section 11-2 of this chapter. The Director of Environmental Hhealth shall review the application and make recommendations to the Village Manager for approval or denial. No such license shall be issued except on the order of the Village Manager.

(c) *Denial of license.* The Village Manager shall have the right to deny any applicant a license, and may require any reasonable proof necessary for assurance as to the applicant's compliance and ability to comply with the provisions this division or any other ordinance of the Village. ~~(Ord. No. O-108-89, § 1, 8-14-89)~~

Sec. 11-424. Fees.

The annual fee for such licenses shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances. Licenses issued in the midst of the year shall be prorated. ~~(Ord. No. O-108-89, § 1, 8-14-89)~~

Sec. 11-425. Term of license.

All scavenger licenses will be valid for a period of one (1) year, which shall begin January 1 of the year for which such license is issued and shall terminate on December 31 of the same year. ~~(Ord. No. O-108-89, § 1, 8-14-89)~~

Sec. 11-426. Bond and liability insurance.

No license which has been otherwise approved shall be issued until the applicant furnishes a bond in the penal sum of fifty thousand dollars (\$50,000.00) executed by a responsible surety company for the period of the license, which bond shall guarantee that the scavenger shall perform scavenger service in accordance with the regulations of the Village as ordered from time to time and shall indemnify the Village from any loss or damage resulting from any failure of the scavenger to so perform. Nor shall any license be issued until the scavenger has filed with the Village Manager a certificate or other evidence that the scavenger carries insurance of the following types of at least the limits specified below:

- (1) Workman's compensation--Statutory as amended for time to time.
- (2) Employer's liability--\$500,000.00
- (3) Bodily injury liability except automobile--\$500,000.00 each occurrence, \$1,000,000.00 aggregate
- (4) Property damage liability except automobile--\$500,000.00 each occurrence, \$1,000,000.00 aggregate

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (5) Automobile bodily injury liability--\$500,000.00 each person, \$1,000,000.00 each occurrence
- (6) Automobile property damage--\$500,000.00 each occurrence
- (7) Excess umbrella liability--\$5,000,000.00 each occurrence

(Ord. No. O 108-89, § 1, 8-14-89)

Sec. 11-427. Equipment; inspection.

(a) Every scavenger must demonstrate that he has adequate and sufficient equipment to render service to any customer requesting service in accordance with the requirements of this division of this Code.

(b) All scavenger trucks and refuse containers shall be subject to inspection and approval by the ~~D~~irector of ~~E~~nvironmental ~~H~~health or his authorized representatives.

- (1) *Truck requirements.* No scavenger truck shall be operated unless it is a modern enclosed leak proof truck with a load packer. Such equipment shall be cleaned at sufficient frequency to prevent nuisance and insect breeding and shall be maintained in good condition and repair. All scavenger trucks will be clearly identified with the name of the scavenger, lettering must be at least four inches in height.
- (2) *Container requirements.* Refuse containers must have a tight-fitting cover, be in a state of good repair, be leak proof, free from rust and periodically painted. The name and phone number of the scavenger must be clearly visible on the container. All containers must meet all applicable safety standards as established by the ~~B~~oard of ~~H~~health. Covers for the storage of trade and construction waste shall not be necessary. The use of drums as refuse bins is prohibited. (Ord. No. O 108-89, § 1, 8-14-89)

Sec. 11-428. Service standards.

(a) All applicants and licensed scavengers shall provide evidence that all materials collected are being deposited at a lawful site designated and maintained for such purposes under the laws of the State of Illinois. The Village ~~of Palatine~~ reserves the right to designate specific sites or locations in conjunction with its participation with the Solid Waste Agency of Northern Cook County or its successor.

(b) All licensed scavengers shall maintain an office telephone for the receipt of service calls or complaints and shall be available for such calls on all business days from 8:00 a.m. until 4:30 p.m. and between 8:00 a.m. and 12:00 noon on Saturdays.

(c) All licensed scavengers shall be responsible for the closing of all container lids after emptying and shall immediately clean up in a neat and workmanlike manner any refuse that it may have caused to spill anywhere in the ~~V~~illage.

(d) All licensed scavengers shall furnish capable employees for use in the crews performing the disposal services. The scavenger will prohibit any drinking of alcoholic beverages or use of illegal narcotics by its drivers and crew members while on duty.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

(e) The hours of scavenger or recycling operations shall be limited to 6:30 a.m. to 12:00 midnight, and 6:30 a.m. to 8:00 p.m. within or adjacent to residential areas. ~~(Ord. No. O 108-89, § 1, 8-14-89; Ord. No. 0-25-93 § 1, 3-22-93)~~

Sec. 11-429. Penalties.

(a) Any person who violates, disobeys, omits, neglects or refuses to comply with, or resists the enforcement of any of the provisions of this division, shall be fined not less than two hundred dollars (\$200.00) nor more than one thousand dollars (~~\$2,500.00~~) for each offense. Each day that a violation exists shall constitute a separate offense.

(b) In the event a licensed scavenger violates any provisions of any ordinance of the ~~V~~village, or fails to remove the refuse as contracted with the customer, the Village Manager shall have the right to suspend or revoke the license pursuant to Section 11-15 of this Chapter, and/or abate the violation by any means available to the village, and any and all expense incurred by the ~~V~~village thereby may be charged against the licensed scavenger and the performance bond furnished by the scavenger. ~~(Ord. No. O 108-89, § 1, 8-14-89)~~

Sec. 11-430. Reserved.**DIVISION 12. TAXICABS***

~~*Editor's note — Ord. No. 0-20-76, § 1, enacted March 8, 1976, is included herein as superseding former Div. 12, §§ 11-431-11-468, relative to taxicabs. Former Div. 12 was derived from Code 1961, §§ 15.1601-15.1638, as amended by Ord. No. O 1-75, §§ 1-8, adopted Jan. 13, 1975.~~

~~Editor's Note — Ord. No. 0-149-11, enacted December 5, 2011 replaced Division 12 in its entirety.~~

Sec. 11-431. Definitions.

Unless otherwise expressly stated or the context clearly indicates a different intention, the following terms shall, for the purpose of this division, have the meanings indicated in this section:

- (1) The term "livery cab" means any public passenger vehicle, having a rated seating capacity of not more than seven (7) persons, transporting passengers for hire, as a result of individual contract, on a trip or hourly basis.
- (2) The term "public passenger vehicle" means taxicabs and livery cabs used for the transportation of passengers for hire.
- (3) The term "public passenger vehicle license" means that license issued to each public passenger vehicle upon successful compliance with the applicable provisions of this division for the issuance of such license.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (4) The term "public passenger vehicle driver's license" means that license issued to a driver or operator of any public passenger vehicle when such driver or operator has complied with the applicable provisions of this division for the issuance thereof.
- (5) The term "taxicab" means all motor-propelled vehicles, having a rated seating capacity of not more than seven (7) persons, carrying passengers for hire indiscriminately, accepting and discharging all such persons as may offer themselves for transportation
- (6) The term "taximeter" means any instrument or fare-registering device attached to a taxicab and designed to register mechanically the distance traveled by the vehicle, to record the time the vehicle is in waiting, and to indicate upon the records, by figures, the fare to be charged in dollars and cents.

~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-432. Penalty.

Any person, firm or corporation violating any provision of this division shall be fined not less than two hundred dollars (\$200.00) nor more than one thousand dollars (\$1000.00) for each offense.

~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-433. Public passenger vehicle license required.

It shall be unlawful for any person to drive or operate any public passenger vehicle or engage in the business of operating public passenger vehicles in the Village, including the operation of one or more such vehicles, without obtaining a public passenger vehicle license for each such vehicle operated as provided in this division and otherwise conforming to the requirements of this Code, and applicable provisions of other ordinances of the Village. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-434. Application and fee for public passenger vehicle driver's license.

Any person desiring to secure a license as a driver or operator of any public passenger vehicle licensed under this division and used for the carriage of passengers for hire, shall be at least eighteen (18) years of age. Any person desiring to secure such a license shall make an application in writing therefor to the Chief of Police upon the form provided, and shall pay the required annual fee as provided in the fee schedule supplement to the Palatine Code of Ordinances. The application shall set forth the following:

- (1) Name, residence and occupation;
- (2) Names and addresses of four (4) persons who have known the applicant for a period of at least two (2) years and who will vouch for the sobriety, honesty and general good character of the applicant;
- (3) The experience of the applicant in the transportation of passengers, education background, and a concise history of employment;
- (4) A statement whether or not the applicant has been convicted of a felony or of driving while intoxicated;
- (5) Applicant's state chauffeur's license number;

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (6) Applicant shall attach to the application two (2) recent one by one and one-half (1 X 1 1/2) inch photographs of himself, together with a set of his fingerprints for examination by the police chief;
- (7) A statement whether applicant has made application for a similar license other than described in said application, and the disposition thereof;
- (8) A statement that applicant is not disqualified to receive a license by reason of any matter or thing contained in this Code, laws of this state, or other ordinances of this ~~V~~illage;
- (9) A statement whether a previous license by any state or subdivision thereof, or by the federal government, has been revoked, and the reasons therefor;
- (10) A statement that the applicant will not violate any of the laws of the state or of the United States, or any provision of his Code or other ordinances of the ~~V~~illage in the conduct of his business;
- (11) A statement as to whether such applicant's license issued under this Code or any other communities' Code has been revoked for a cause; and
- (12) A statement as to whether the applicant has been convicted of a violation of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor, subsequent to the passage of this Code or shall have forfeited his bond to appear in court to answer charges for any such violation.

Inquiry shall be made as to the character and record of the applicant for honesty, sobriety and capability. The ~~C~~orporate ~~A~~uthorities may authorize the issuance of a public passenger vehicle driver's license to an applicant convicted of a felony provided that in their judgment the applicant has been rehabilitated and provided further that more than seven (7) years have elapsed since said conviction. (~~Ord. No. O 20 76, § 1, 3 8 76; Ord. No. O 5 79, § 1, 2 12 79; Ord. No. O 48 83, § 1(28), 8 8 83; Ord. No. O 149 11 §1, 12/5/11~~)

Sec. 11-435. Examination of applicant; issuance or refusal of public passenger vehicle driver's license.

- (a) The ~~C~~ehief of ~~P~~olice, or person designated by him, shall satisfy himself:
 - (1) As to the truth of the statements made in the application for the public passenger vehicle driver's license.
 - (2) The applicant's knowledge of the provisions of this division, the traffic regulations of the village and the geography of the ~~V~~illage.
 - (3) The ability of the applicant to comply with the provisions of this division and the ordinances of the ~~V~~illage.
 - (4) Be able to effectively communicate with and receive directions from passengers. (~~Ord. No. O 149 11 §1, 12/5/11~~)

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

(b) No public passenger vehicle driver's license shall be issued to any applicant if the results of the foregoing examination are unsatisfactory in any respect, nor to an applicant who makes false statements in his application, nor shall such license be issued (except as permitted under section 11-434 above) to:

- (1) A person who has been convicted of a felony under the laws of the State of Illinois or of the United States;
- (2) A person who has been convicted of reckless driving or a similar provision of a local ordinance or any like offense of another state or country, within the past five (5) years; (Ord. No. 0-149-11 §1, 12/5/11)
- (3) A person whose license issued under this Code or any other communities' Code has been revoked for a cause; (Ord. No. 0-149-11 §1, 12/5/11)
- (4) A person who has been convicted of pandering or other crime or misdemeanor opposed to decency and morality;
- (5) A person who has been convicted of a violation of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor, subsequent to the passage of this Code or shall have forfeited his bond to appear in court to answer charges for any such violation.

~~(Ord. No. 0-20-76, § 1, 3-8-76; Ord. No. 0-5-79, § 2, 2-12-79)~~

Sec. 11-435.1 Suspension or revocation by Village Manager.

In addition, any public passenger vehicle driver's license may be suspended or revoked by the Village Manager in accordance with Section 11-15 of the Code. ~~(Ord. No. 0-149-11 §1, 12/5/11)~~

Sec. 11-436. Summary suspension of public passenger vehicle license.

- (a) *Suspension of public passenger vehicle license by the Chief of Police.* The Chief of Police is empowered and directed to immediately suspend the operation of any public passenger vehicle found not to be in a safe condition. ~~(Ord. No. 0-149-11 §1, 12/5/11)~~
 - (1) Not in a safe condition.
 - (2) Not in good condition with respect to appearance, cleanliness and mechanical operation.
 - (3) Not in accord with the provisions of this division.
- (b) *Reinstatement of suspended permits:* Any person whose permit has been suspended or revoked may, at any time, make application for a re-inspection for the purpose of reinstatement of the permit. Following receipt of a written request, including a statement signed by the applicant that the condition causing the suspension of the permit has been corrected, the Chief of Police shall make a re-inspection. If the applicant is found to be in compliance with the requirements of this Code, the permit shall be reinstated.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (c) *Hearings:* The hearings provided for in this section shall be conducted by the Village Manager at the time and place designated ~~by him or her~~ pursuant to the procedures set forth in Section 11-15(b) and (c)
- (d) *Appeal:* An appeal from the decision or order of the Village Manager shall be pursuant to Section 11-16.

Sec. 11-436.1 Suspension or revocation of public passenger vehicle licenses by Village Manager.

In addition, any public passenger vehicle license issued may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Code. ~~(Code 1961, § 12.103; Ord. No. O 15-80, § 2, 2-11-80) (Ord. No. O 20-76, § 1, 3-8-76)~~

Sec. 11-437. Insurance and bond required.

Each application for a public passenger vehicle license or for renewal of a public passenger vehicle license to operate a public passenger vehicle in the Village shall be accompanied by:

- (1) A certificate from the secretary of state showing compliance by the owner for each public passenger vehicle with the provisions of the statutes of the state now or hereafter in force, relating to the bonding or insurance of motor vehicles used for the carriage of passengers for hire.
- (2) A policy of insurance or certificate of insurance showing that there is in full force and effect a policy of insurance which complies with this section, by a solvent and responsible insurance company to be approved by the board insuring the owner, his consent or any person operating the public passenger vehicle with the owner's express or implied consent against liability for injury to or death of any person or for damage to property other than the public passenger vehicle resulting from the negligence of the owner, his agent or any person operating the public passenger vehicle with his express or implied consent in the operation of the public passenger vehicle. Every application for any type of public passenger vehicle license shall be accompanied by a surety bond to insure payment of property damage in the amount of five thousand dollars (\$5,000.00) and public liability insurance in the amount of fifty thousand dollars (\$50,000.00) for each individual and two hundred thousand dollars (\$200,000.00) for each accident, or a certificate of insurance for such amount of property damage and public liability coverage. In the event the authority of the issuing company to do business in the state is revoked, the owner shall not operate nor permit any person to operate within the Village the public passenger vehicle covered by such policy, without replacing the policy with another policy or a bond which complies with the provisions of this section. If, at any time, in the judgment of the Corporate Authorities a policy of insurance given pursuant to this section is not sufficient for any good cause, the Corporate Authorities may require the owner of the public passenger vehicle who filed the same, to replace that policy of insurance with another good and sufficient bond or insurance policy which complies with the provisions of this section. ~~(Ord. No. O 20-76, § 1, 3-8-76)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-438. Revocation of public passenger vehicle license upon failure to obtain insurance or bond.

The Village Manager is hereby empowered to revoke any license issued with respect to any public passenger vehicle not complying with the provisions of the preceding section, pursuant to the procedures set forth in Section 11-15. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-439. Inspection of public passenger vehicles.

No public passenger vehicle shall be issued a public passenger vehicle license until it has been thoroughly and carefully inspected and approved by the ~~Chief of P-police~~ chief or a member of the ~~P-police~~ Department designated by him and found to be in thoroughly safe condition for the transportation of passengers; clean, fit, of good appearance, and well-painted and varnished, and complying with the provisions of this division. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-440. Mechanical tests.

A. Mechanical tests shall be made three (3) times a year during the months of April, August and December, at any testing garage or testing station approved by the ~~police e~~ Chief of Police. Said testing shall be completed by the last day of each month and shall include the following:

- (1) Brakes;
- (2) Emergency brake;
- (3) Wheel alignment;
- (4) Horn;
- (5) Windshield wipers;
- (6) Rear view mirror;
- (7) Steering mechanism;
- (8) Head lights;
- (9) Tail lights;
- (10) Stop lights;
- (11) Exhaust system.
- (12) Taximeter; and
- (13) All doors shall have functional interior door handles and latches.

B. The ~~C~~ hief of ~~P~~ police shall designate those facilities which may serve as inspection stations to conduct the vehicle inspections required by this chapter, which stations may be within or without the Village. He shall establish procedures for conducting the inspections and minimum standards in order that a vehicle be approved. He shall supply inspection stations with certified inspection forms, numbered certified vehicle inspection stickers, and such other supplies as may be required to perform the duties required by this chapter and the regulations established hereunder.

C. A list of authorized inspection stations shall be kept by the ~~e~~ Chief of ~~p~~ Police and shall be given to each public passenger vehicle owner together with the notice that vehicles must be inspected. An owner may use the authorized inspection station of his choice.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- D. Inspection stations shall charge the inspection fee authorized by the Cehief of Ppolice for all public passenger vehicle inspections. There shall be no charge for a reinspection within the five (5) working days allowed for repairs to a vehicle that fails the inspection. The authorized inspection fee shall be charged for reinspection made after the five (5) working days' grace period.

~~(Ord. No. O-20-76, § 1, 3-8-76; (Ord. No. 0-149-11 §1, 12/5/11))~~

Sec. 11-441. Duty of owner to submit vehicles for inspection prior to issuance of public passenger vehicle license; unlawful to use until approved by ~~police~~eChief of PPolice.

It is the duty of the owner of each public passenger vehicle to submit to the ~~police~~eChief of PPolice each vehicle for inspection prior to the issuance of the public passenger vehicle license or at any time upon complaint. Also, the Ppolice Ddepartment may inspect these vehicles at such other times as the ~~police~~eChief of PPolice may deem necessary and it is unlawful for the owner or person in charge of any such vehicle to use or permit its use, in case it has been condemned by the ~~police~~eChief of PPolice, until the vehicle has been repaired or replaced to the satisfaction of the ~~police~~eChief of PPolice. ~~(Ord. No. O-20-76, § 1, 3-8-76; Ord. No. 0-149-11 §1, 12/5/11)~~

Sec. 11-442. Public passenger vehicle license fees.

(a) A public passenger vehicle license fee, as provided in the fee schedule supplement to the Palatine Code of Ordinances, per year, shall be paid to the Village by the owner of the public passenger vehicle, which fee shall entitle such owner to a license for one public passenger vehicle. For each additional public passenger vehicle, a fee, as provided in the fee schedule supplement to the Palatine Code of Ordinances, shall be paid to the Village by owner.

(b) All public passenger vehicle licenses issued hereunder shall be for the calendar year beginning January 1st and ending December 31st; provided, however, that if an application for a public passenger vehicle license is made after July 1st of any year, the fee for such license for the remainder of the calendar year for one public passenger vehicle, and the fee for each additional public passenger vehicle, shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances. ~~(Ord. No. O-20-76, § 1, 3-8-76; Ord. No. O-48-83, § 1(29), 8-8-83)~~

Sec. 11-443. Condition of vehicles.

All vehicles licensed under this division must be kept in a safe, clean and sanitary condition, and must be equipped with properly working brakes, lights and warning signals, in accordance with the motor vehicle laws of the State of Illinois, this division and the ordinances of the Village, and no license shall be issued for the operation of any public passenger vehicle under this division until it is shown to be in good mechanical condition. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-444. Identification of public passenger vehicles.

The name and telephone number of the owner of the public passenger vehicle shall be plainly printed in a conspicuous place on both sides of the vehicle in letters at least two (2) inches high. If any licensee operates more than one public passenger vehicle, each vehicle shall be numbered with figures not less than two (2) inches high, and no two (2) vehicles shall bear the same number. All such names and numbers shall be of such color and type as to be legible to one of normal eyesight at a minimum distance of twenty-five (25) feet. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-445. Public passenger vehicle driver's license to be displayed upon request.

Each licensed public passenger vehicle driver shall carry his public passenger vehicle driver's license while engaged in the operation of any public passenger vehicle, and shall exhibit it whenever requested to do so by any ~~V~~Village official, any member of the ~~P~~police ~~D~~department, any passenger or any person desiring to become a passenger. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-446. Load limitation.

No driver or operator of a public passenger vehicle shall carry more people than is recommended by the manufacturer of said vehicle, nor shall he carry any other person than the first person employing the public passenger vehicle without the consent of the first passenger. No driver or operator of a public passenger vehicle shall allow any person other than the passenger(s) being conveyed to occupy the public passenger vehicle, except in the training of a new driver. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-447. Public passenger vehicle license and public passenger vehicle driver's license nontransferable.

Neither the public passenger vehicle license nor the public passenger vehicle driver's license provided for in this division shall be transferable. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-448. Public passenger vehicles constructed, designed, etc., in imitation of other public passenger vehicles.

No public passenger vehicle or the owner of a public passenger vehicle shall be licensed under the provisions of this division if the vehicle sought to be licensed as a public passenger vehicle is constructed, designed, painted or labeled as to be so similar to the automobiles or similar vehicles of any other person licensed and engaged in the business of operating public passenger vehicles in the ~~V~~Village as to be an imitation thereof and calculated to deceive the patrons of public passenger vehicles into believing that such vehicles are in reality the public passenger vehicles of such other persons. (Ord. No. O-20-76, § 1, 3-8-76)

Sec. 11-449. Reserved. ~~(Ord. No. O-20-76, § 1, 3-8-76; Ord. 0-43-09, §1, 4/13/09)~~**Sec. 11-450. -Reserved.****Sec. 11-451 Taximeters--Required.**

Every taxicab operated in the ~~V~~Village shall be equipped with an accurate and dependable taximeter. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-452. Same--To be placed so as to be visible to passengers; maintenance.

Taximeters shall be placed in the taxicab so as to be readily visible to passengers and shall be maintained in a good and correct operating condition at all times. Every taximeter shall be tested for accuracy at least semiannually by the ~~police~~eChief of Police, or some member of the ~~p~~Police ~~d~~Department designated by him, by checking its registration over a course of known length, and by

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

checking its time registration. Errors in distance or time registration shall be sealed. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-453. Same--Unlawful to tamper with or change.

It is unlawful to tamper with or change any taximeter or the seal thereon. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-454 and 11-455. Reserved.

Sec. 11-456. Same--Transfer.

No person controlling or operating any taxicab shall transfer the taximeter to any other taxicab, unless a new inspection and certification of the taximeter is made. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-457. Regular operation required.

Every taxicab shall be operated regularly in the Village to the extent reasonably necessary to meet the public demands for taxicab service. ~~(Ord. No. O-20-76, § 1, 3-8-76)~~

Sec. 11-458. Licensee of taxicab to have regular telephone service; required to have telephone number listed in local directory.

Every licensee who is licensed to operate a taxicab in the Village shall have and keep in service at all times while his license is in effect regular telephone service within the Village or by cellular telephone, by means of which a person desiring to rent a taxicab may call the licensee by calling a Village telephone exchange number. Moreover, the licensee shall see that his telephone number, including cellular telephone number, is listed in the local telephone directory which is published in and for the Village by the telephone company which furnishes local telephone service in the Village. ~~(Ord. No. O-20-76, § 1, 3-8-76; Ord. No. O-149-11 §1, 12/5/11)~~

Sec. 11-459. Taxicab rates.

Every person, firm or corporation which is licensed to operate a taxicab or taxicabs in the Village shall establish a schedule of its fares and shall cause a true and correct copy thereof to be filed with the Village. Any person, firm or corporation which shall hereafter apply for a public passenger vehicle license shall file a schedule of its proposed fares with such application. In the event of any increase in such schedule of fares, or any part thereof, such person, firm or corporation shall file a notice thereof with the Village at least thirty (30) days prior to the effective date of the said increase. ~~(Ord. No. O-20-76, § 1, 3-8-76; Ord. No. O-119-79, §§ 1, 2, 11-13-79; Ord. No. O-18-80, § 1, 2-11-80; Ord. No. O-21-86, § 1, 3-25-86)~~

Sec. 11-460. Uniform rates throughout the day.

Any rate schedule filed with the Village shall provide that the fares charged shall be uniform throughout all twenty-four (24) hours of each day. ~~(Ord. No. O-58-79, § 1, 5-29-79; Ord. No. O-21-86, § 2, 3-25-86)~~

Sec. 11-461. Definition. "Waiting time."

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

"Waiting time" shall include the time when the taxicab is not in motion, beginning with the arrival at the place to which it has been called, or the time consumed while standing at the direction of the passenger, but no charge shall be made for time lost on account of inefficiency of the taxicab, or its operator, or time consumed by a premature response to a call. ~~(Ord. No. O 20 76, § 1, 3 8 76; Ord. No. O 58 79, § 1, 5 29 79)~~

Sec. 11-462. Same--Posting of rates.

There shall be affixed on the inside of each taxicab in a conspicuous place and in such a manner that it may be conveniently and easily read by any person riding therein, a card upon which shall be printed in plain, legible type the rates of the fare of the taxicab. ~~(Ord. No. O 20 76, § 1, 3 8 76; Ord. No. O 58 79, § 1, 5 29 79)~~

Sec. 11-463. Same--Receipt.

Any taxicab passenger paying a fare shall, upon request, be given a receipt indicating the amount paid. ~~(Ord. No. O 20 76, § 1, 3 8 76; Ord. No. O 58 79, § 1, 5 29 79)~~

Sec. 11-464. Right of operator to demand fare in advance; refusal to convey passengers.

The operator or person in charge or control of any taxicab may demand, in advance, the payment of the fare of the person desiring to be carried by such taxicab, and may refuse to convey any person who shall not comply with the demand; but no driver or operator of a taxicab shall otherwise refuse or neglect to convey any orderly person, upon request, anywhere in the ~~✱Village~~, unless previously engaged or unable to do so. ~~(Ord. No. O 20 76, § 1, 3 8 76; Ord. No. O 58 79, § 1, 5 29 79)~~

Sec. 11-465. Roof light required.

Each taxicab shall be equipped with a roof-mounted taxicab light, and this light shall be lit at all times while the taxicab is for hire. Each taxicab light shall have the word "TAXI" written on both sides of the roof light visible for a minimum distance of fifty (50) feet to one of normal eyesight. ~~(Ord. No. O 20 76, § 1, 3 8 76; Ord. No. O 58 79, § 1, 5 29 79)~~

Sec. 11-466. Unattended vehicles.

It shall be unlawful to leave any taxicab unattended in an established taxicab loading area or zone. A vehicle shall be considered unattended if its assigned driver is not in the taxicab or standing immediately adjacent thereto, available for call. It shall further be unlawful for any taxicab driver parked in an established taxicab loading zone or area to overtly solicit passengers for his vehicle. ~~(Ord. No. O 20 76, § 1, 3 8 76; Ord. No. O 58 79, § 1, 5 29 79)~~

Sec. 11-467. Livery cab regulations.

Livery cabs shall not use taxicab stands, nor pick up or solicit passengers for hire from the streets, nor indiscriminately accept passengers, but shall be limited in scope of operation to carrying passengers for hire on a contract basis at a price agreed upon prior to employment and by arrangement of the parties. ~~(Ord. No. O 20 76, § 1, 3 8 76; Ord. No. O 58 79, § 1, 5 29 79)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-468. Conduct of Taxicab Drivers.

1. It shall be unlawful for any driver to conduct himself in a disrespectful, rude or belligerent or contemptuous manner toward any person, or to use abusive or profane language while so occupied or in charge of such vehicle.
2. It shall be unlawful for any driver to solicit by word, gesture or otherwise the patronage of any person upon any public street or place in the ~~V~~Village.
3. Drivers shall be obligated to render reasonable aid to any person who suffers injury or illness while a passenger of a taxicab operated by the driver.
4. It shall be unlawful for any driver to violate any provision of this division and doing so may result in sanctions including but not limited to those found in Section 11-5 of this Code.

~~(Ord. No. 0 149 11 §1, 12/5/11)~~

Sec. 11-469--11-470. Reserved.**DIVISION 13. BUILDING CONTRACTORS****Sec. 11-471. Defined.**

For this Division, the term "building contractor" shall include any be defined as: general contractor, sub-contractor, or anyone engaging in the construction, repair or alteration of any building, structure, street, sidewalk or pavement in the municipality for which the contracted valuation of work conducted is over \$1,000.00, regardless of whether or not a permit is required under the ordinances of the municipality. ~~(Code 1961, § 15.1801; Ord. No. 0 63 94, §2, 5 23 94; Ord. No. 0 16 08, §1, 2/4/08)~~

Sec. 11-472. Annual Registration.

It shall be unlawful to engage in business in the municipality as a ~~building~~ contractor, including all contractors licensed or registered by an outside agency, without first having obtained an annual Village registration. Exception: Contractors exempt from local registration per State Statute. ~~(Code 1961, § 15.1801; Ord. No. 0 63 94, §2, 5 23 94; Ord. 0 134 16 12/5/16)~~

Sec. 11-473. Fees.

An annual registration fee, as provided in the fee schedule supplement to the Palatine Code of Ordinances, shall be assessed for the following ~~building~~ contractor's annual registration.

- (1) General contractors
- (2) All other contractors and electrical contractors (as outlined in Division 5. Electrical Contractors of this Chapter)

These annual registration fees shall be reduced by fifty percent (50%) if the application for such registration is received on or after July 1 of the year in which the registration is being requested. Any ~~building~~ contractor registered as a general contractor shall not be required to secure an additional

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

registration for any self-performed carpentry, masonry, or concrete work. (~~Code 1961, § 15.1802; Ord. No. 0 48 83, § 1(30), 8 8 83; Ord. No. 0 63 94, §2, 5 23 94; Ord. 0 134 16 12/5/16~~)

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-474. Completion, Compliance and Damage Surety Bond.

All building contractors shall, prior to receiving an annual registration, provide a surety bond in the following amounts.

- (1) General contractors: twenty five thousand dollars (\$25,000)
- (2) All other contractors: ten thousand dollars (\$10,000)

The above surety bonds must be in a form acceptable to the Village and shall indemnify, keep and save harmless the municipality and the party for whom the work was performed against any loss, cost, damage, judgement or liability of any kind whatsoever which the municipality or the party for whom the work was performed may suffer or be put to, or which may accrue against, be charged to or be recovered from the municipality or any of its officials or from the party for whom the work was performed by reason of any act or thing done or neglected to be done or by virtue of the authority given in such registration, and further conditioned that the applicant shall well and faithfully observe all the provisions of this ordinance and other ordinances and other regulations of the municipality relating to the activities engaged in under or by virtue of the authority given in such registration. Such bond shall remain in full force and effect for the duration of any permit and registration issued. The building contractor shall be responsible for providing a continuation bond as needed to maintain the bond duration as provided for above. Any expenses necessary for completion of work due to failure to comply with required codes or completion per approved plans, shall necessitate the filing of a claim against said surety bond. Such claims can be filed by the bond obligee or by the individual or party for which the work is performed.

Exceptions: Surety bonds shall not be required for the following construction, provided that the homeowner is performing all work associated with the construction project.

- (1) Single-family residential fence installation.
- (2) Single-family residential shed installation.
- (3) Single-family residential driveway.
- (4) Single-family residential patios and private walks
- (5) Single-family residential roof tear-off.
- (6) Single-family residential deck installation.
- (7) Single-family residential above-ground swimming pool.
- (8) Single-family air conditioner installations.
- (9) Single-family residential sewer repair or replacement.
- (10) Single-family residential lawn sprinklers.
- (11) Single-family residential electric service revision.

(Code 1961, § 15.1804; Ord. No. O 41-89, § 1, 4-24-89; Ord. No. 0-63-94, §2, 5-23-94; Ord. 0-134-16 12/5/16)

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-475. Duties of Registrant.

It shall be the duty of all building contractors to comply with all provisions of this Code and other ordinances relating to or regulating the activities engaged in and, in addition thereto:

- (1) To at least once each week remove or cause to be removed from the site of building contractors' activities all trash, refuse and waste materials.
- (2) To keep the site of activities in an orderly condition, free from standing water, unguarded dangerous implements and health and safety hazards.
- (3) To not obstruct traffic on streets or sidewalks or permit dirt or waste materials to fall or to be carried onto such public ways. (~~Code 1961, § 15.1805; Ord. No. 0 63 94, §2, 5 23 94~~)
- (4) To begin construction work timely, complete work in a timely, workmanlike manner in accordance with the contract between the building contractor and client.

Sec. 11-476. Inspection; enforcement.

The provisions of this division are declared to be of a regulatory nature, and it shall at all times be the duty of the ~~Community Development Department inspection services division~~, the ~~P~~olice ~~D~~epartment, ~~the health department~~, and the ~~F~~ire ~~D~~epartment regularly to inspect the site of the contractors' activities to see that the activities are being conducted and operated in accordance with the requirements of all laws and ordinances applicable thereto. Failure to comply with the above, all ordinances including the provisions of the surety bond, as determined by the ~~D~~irector of ~~C~~ommunity ~~D~~evelopment ~~s~~ervices, shall give the municipality the right to suspend, or revoke the contractor's certificate of registration in accordance with Section 11-15 of this Chapter, deny a building contractor a re-registration, deny a building contractor registration, revoke or deny a building contractor a building permit.
(~~Code 1961, § 15.1806; Ord. No. 0 63 94, §2, 5 23 94 Ord. 0 134 16 12/5/16~~)

Sec. 11-477--11-489. Reserved.**DIVISION 14. RESERVED UNDERTAKERS****~~Sec. 11-490. License required.~~**

~~It shall be unlawful to operate or carry on the business of an undertaker without having obtained a license therefore, pursuant to Section 11-2 of this Chapter.~~

~~Sec. 11-491. Notice to police.~~

~~It shall be the duty of every undertaker to notify the police whenever a body is brought to him or turned over to him for his services. (Code 1961, § 15.1702)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~Sec. 11-492. Exhibitions prohibited.~~

~~It shall be unlawful for any undertaker to permit his establishment to be used for the exhibition to the public of the body of any deceased person. This shall not be construed to prevent the display of a body to relatives and friends. (Code 1961, § 15.1703)~~

~~Sec. 11-493. Suspension or revocation of licenses or permits by Manager.~~

~~Any license or permit issued may be suspended or revoked by the Manager in accordance with Section 11-15 of this Chapter.~~

~~Sec. 11-4904–11-500. Reserved.~~

DIVISION 15. KENNELS, PET SHOPS, SHELTERS, POUNDS AND ANIMAL HOSPITALS

~~Sec. 11-501 – 11-503. Reserved. License required.~~

~~It shall be unlawful to keep or maintain any kennel, pet shop, shelter, pound or animal hospital within the village without first obtaining a license therefor. (Code 1961, § 16.601)~~

~~Sec. 11-502. Applications.~~

~~All applications for licenses to operate kennels, pet shops, shelters, pounds or animal hospitals shall be accompanied by written approval of the health department showing compliance with local and state rules and regulations governing location of and sanitation at such establishments. (Ord. No. O 18-75, § 5, 2-10-75)~~

~~Sec. 11-503. Fees.~~

~~The annual fee for a license to operate a kennel, pet shop, shelter, pound or animal hospital shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances. (Code 1961, § 16.603; Ord. No. O 48-83, § 1(31), 8-8-83)~~

~~Sec. 11-504. Sanitation requirements.~~

~~It shall be unlawful to keep, use or maintain within the Village any kennel, pet shop, shelter, pound or animal hospital that is unsanitary, foul, or offensive or in any way detrimental to the public health or safety or that violates state or local sanitation requirements. (Code 1961, § 16.604)~~

~~Sec. 11-505. Inspection.~~

~~It shall be the duty of the Village health department to make or cause to be made such inspections as may be necessary to insure compliance with section 11-504 above. Subject to compliance with legal requirements, the Village health department shall have the power to make or cause to be made entry into any building or premises in which is contained a kennel, pet shop, shelter, pound or animal hospital for the purpose of making such inspections. (Code 1961, § 16.605)~~

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-506. Suspension and revocation by the Village Manager.

The Village Manager may, in addition to other penalties provided herein, suspend, revoke or refuse to renew any kennel, pet shop, shelter, pound or animal hospital business license upon good cause, provided, however, such suspension, revocation or refusal shall be only after a hearing held in accordance with Section 11-15 . ~~(Code 1961, § 16.606)~~

Sec. 11-507. Reserved.**DIVISION 16. DEALERS IN GOLD AND SILVER****Sec. 11-508. Definitions.**

The term "itinerant dealer in gold and silver" when used in this chapter shall mean any person engaged in the business of buying or selling tangible objects of gold and silver within the Village who has not established a permanent place of business within the Village from which such operation has been carried on for a period of at least ninety (90) days prior to the first sale or purchase of such objects.

The term "permanent dealer in gold and silver" when used in this chapter shall mean any person engaged in the business of buying or selling tangible objects of gold and silver within the Village who has established a permanent place of business within the Village and who presents to the Village Manager at the time of application title showing legal or beneficial ownership to the premises or a bona fide lease for a period of not less than one year for permanent premises within the Village. ~~(Ord. No. O-80-81, § 2, 9-14-81)~~

Sec. 11-509. License required.

No person shall engage in the business of itinerant or permanent dealer in gold and silver within the Village without first having obtained a license therefor. If the operation of the gold and silver business, either as a stand alone business or in conjunction with the operation of a retail store (e.g. jewelry store, or other similar such store) results in 20% or more of their gross business receipts being derived from the purchase of gold or silver, a Special Use is required. The process and requirements are further detailed in Appendix 'A' . ~~(Ord. No. O-80-81, §2, 9-14-81; Ord. No. 0-145-11, §1, 11/21/11)~~

Sec. 11-510. Application.

An application as itinerant or permanent dealer in gold and silver shall be made in conformity with the general requirements of this Code relating to applications for licenses. ~~(Ord. No. O-80-81, § 2, 9-14-81)~~

Sec. 11-511. Investigation.

The ~~police-e~~Chief of Police or any other Village official designated by the Village Manager shall make an investigation to determine whether the applicant is a person of good character and reputation. No such license shall be issued to any applicant who is not found to be a person of good character and reputation and no license shall be issued to any applicant who has been convicted of receiving stolen goods, burglary, robbery or any other felony in the federal or state courts. In the event that the Village Manager shall not issue a license, an applicant may appeal to the Corporate Authorities in the manner provided by section 11-16 of this Code. ~~(Ord. No. O-80-81, § 2, 9-14-81)~~

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-512. Fees.

A fee, as provided in the fee schedule supplement to the Palatine Code of Ordinances, shall be paid for each day's proposed operation within the Village by an itinerant dealer in gold and silver.

A fee, as provided in the fee schedule supplement to the Palatine Code of Ordinances, shall be paid by a permanent dealer in gold and silver who is issued a license. ~~(Ord. No. O 80-81, § 2, 9-14-81; Ord. No. O 48-83, § 1(32), 8-8-83)~~

Sec. 11-513. Records.

Every itinerant dealer in gold and silver doing business in the Village shall keep a record of every article received, purchased, sold or exchanged by him, setting forth the following: The date of the transaction, name and address of the purchaser or seller, and a brief description of the article sold, purchased, received or exchanged, including identification number thereon, if any. Such record and the articles themselves shall, at all reasonable times, be open to the inspection of any police officer and reported in a manner as required by the Palatine Police Department. ~~(0-145-11, §1, 11/21/11).~~

~~Such records shall include the following information:~~

- ~~1. A listing of the item received, including the exact time and date when the item was received or purchased.~~
- ~~2. Digital picture or photographs of all of the received items sold, purchased or exchanged.~~
- ~~3. A copy of the government issued photo identification of all customers transacting an item of gold and silver.~~
- ~~4. Such records shall be transmitted (in a format approved by the Palatine Police Department) to the Palatine Police Department at the conclusion of each business day. Failure to deliver such record shall automatically revoke the license for the following day. (Ord. #0-73-12, §1, 5/14/12, Ord. No. 0-13-13, §1, 2/18/13)~~

~~Such record and the articles themselves shall, at all reasonable times, be open to the inspection of any police officer. (Ord. #0-73-12, §1, 5/14/12)~~

Every permanent dealer in gold and silver doing business in the Village shall keep a record of every article received, except articles received, from an established wholesaler, antique dealer, or other licensed dealer with whom the permanent dealer does business on a regular and continuing basis, in the ordinary course of business. Such record shall be maintained, as described below. The date of the transaction, name and address of the purchaser or seller, and a brief description of the article sold, purchased, received or exchanged, including identification number thereon, if any. Such record and the articles themselves shall be open to the inspection of any police officer at all reasonable times during normal business hours. Said record shall be maintained by the dealer for a minimum of three (3) years. Refusal to permit police inspection of such record shall be grounds for immediate revocation of the license. ~~(Ord. No. O 80-81, § 2, 9-14-81, Ord. No. 0-13-13, §1, 2/18/13)~~

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Such records shall include the following information:

1. A listing of the item received, including the exact time and date when the item was received or purchased.
2. Digital picture or photographs of all of the received items sold, purchased or exchanged.
3. A copy of the government issued photo identification of all customers transacting an item of gold and silver.
4. Such records shall be transmitted (in a format approved by the Palatine Police Department) to the Palatine Police Department at the conclusion of each business day. Failure to deliver such record shall automatically revoke the license for the following day.

(Ord. No. 0 145 11, §1, 11/21/11; Ord. #0 73 12, §1, 5/14/12, Ord. No. 0 13 13, §1, 2/18/13)

Sec. 11-514. Electronic reporting of transactions.

The Village may enter into a contract for service and maintain its contract for service with Leads Online, or a similar entity as designated by the Cehief of Ppolice, in order to enhance its investigative services to protect gold and silver dealers and members of the general public. In the event of a change to its electronic reporting system, the Vvillage will notify all impacted licensees of the change within a reasonable time prior to such change.

Every gold and silver dealer shall operate and maintain a computer system with internet access and photographic or video capability sufficient for the electronic reporting requirements described in this article. Any failure or malfunction of such equipment on the part of the licensee shall not exempt the licensee from the recording/reporting requirements outlined in Sec. 11-513 of this article. The licensee shall immediately notify the pPolice Department of any such failure or malfunction, and shall have such resolved as soon as practicable. Failure by the licensee to resolve any failure or malfunction of equipment in a reasonable amount of time will lead to license revocation proceedings under Section 11-516 of this article. (Ord. #0 73 12, §2, 5/14/12)

Sec. 11-515. Stolen goods.

It shall be the duty of every person licensed under the provisions of this division to report to the Ppolice Department any article received or offered to him if he shall have reason to believe that the article was stolen or lost. (Ord. No. 0 80 81, § 2, 9-14-81)

Sec. 11-516. Suspension or revocation of licenses or permits by Vvillage Manager.

Any license or permit issued may be suspended or revoked by the Vvillage Manager in accordance with Section 11-15 of this Chapter.

Sec. 11-516.1. Violations.

Any violations of this Division shall be cited and fined pursuant to the Village Fee Schedule Supplement.

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PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

ARTICLE VI. SOLICITORS

Sec. 11-517. Definitions.

For the purposes of this article the following words shall have the meanings indicated unless their context clearly requires otherwise:

Business shall mean and include those enterprises engaged in industry, warehousing, insurance, commercial or retail activity in order to produce a profit.

Charitable organizations are those organizations defined in the 225 ILCS 460/1 (a) and (f); to wit: (a) Any benevolent, philanthropic, patriotic, or eleemosynary person or one purporting to be such which solicits and collects funds for charitable purposes and includes each local, county, or area division with this State of such charitable organization, provided such local, county or area division has authority and discretion to disburse funds or property otherwise than by transfer to any parent organization. And (f) Charitable Purpose. Any charitable, benevolent, philanthropic, patriotic, or eleemosynary purpose.

Peddler I is defined as anyone seeking to sell or offer for sale, barter, or exchange, any goods, wares or merchandise, traveling from place to place along or upon streets of the Village, who shall sell and deliver from any vehicle: wagons, push carts, hand carts, or motor vehicles.

Peddler II is anyone who shall go about from place to place selling or delivering goods, wares and merchandise, whether selling or delivering from packs, baskets or similar containers.

Registered solicitor shall mean and include any person who obtained a valid certificate of registration as hereinafter provided, and which certificate is in the possession of the solicitor and clearly displayed while engaged in soliciting.

Residence shall mean and include every separate living unit occupied for residential purposes by one (1) or more persons, contained within any type building or structure.

Soliciting shall mean and include any one (1) or more of the following activities:

- (1) Seeking to obtain order for the purchase of goods, wares, merchandise, foodstuffs, services, of any kind, character or description, ~~whatever for any kind of consideration~~ whatever; or
- (2) Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or character; or
- (3) Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication; ~~or-~~
- (4) Seeking to obtain gifts or contributions of money, clothing or any other valuable thing for the support or benefit of any charitable or non-profit association, organization or project; ~~or-~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (5) Peddling either as a Peddler I or as a Peddler II.

Sec. 11-518. Certificate of registration required.

Every person and organization desiring to engage in soliciting from persons in residences within the Village is hereby required to make written application for a certificate of registration as hereinafter provided.

Sec. 11-519. Application for certificate of registration; contents, filing, and identification; persons to whom certificate will not issue.

Application for a certificate of registration shall be made upon a form provided by the Chief of Police of this Village and filed with such Chief of Police upon completion. The applicant shall truthfully state in full the information requested on the application to wit:

- (1) Name, address or present place of residence and ~~home~~-telephone number, ~~social security number and~~ driver's license number, or state ID, and issuing State if applicant possesses one.
- (2) Physical description of the applicant, including date of birth and gendersex.
- (3) Name, address and telephone number of the person, firm or corporation or association, if any, whom the applicant is employed by or represents.
- (4) Name of the person in charge of soliciting for the firm or corporation or association.
- (5) Nature of the goods or service solicited for.
- (6) Whether or not a deposit is to be collected and the number of persons to be involved in the solicitation effort.
- (7) The dates of soliciting within the Village and the total number of days to be soliciting.
- (8) If the person has ever solicited before within the Village, the dates and the firm or organization associated with during prior solicitations.
- (9) If the applicant has ever been convicted of a felony and the details involved in the incident, arrest and conviction.
- ~~(10) Illinois State sales tax number when the soliciting is being done for profit.~~
- ~~(11) The license plate number and the state of issuance when a vehicle will be involved in the soliciting.~~
- ~~(12) The name, address and telephone number of where any commodities or articles sold are to be obtained from when the soliciting involves direct sales.~~

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All statements made by the applicant upon the application or in connection therein shall be certified as the truth by the applicant signing their individual application.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

All individual applications must be accompanied by two head and shoulder color photographs of the applicant, photographs to be no larger than one and a half inches by one and a half inches.

The Chief of Police shall cause an accurate record to be kept of every application received and acted upon together with all other information and data pertaining thereto and all certificates of registration issued under the provisions of this article and the denial of applications. ~~Applications for certificates shall be numbered in consecutive order as filed, and every certificate issued and any renewal thereof shall be identified with the duplicate number of the application upon which it was issued.~~

~~No certificate of registration shall be issued to any person who has a criminal record of crimes against persons, gang activity or has been convicted of the commission of a felony under the laws of the State of Illinois or any other state or federal law of the United States, within ten (10) years of the date of the application; nor to any person who has been convicted of a violation of any provision of this article, or the ordinance of any other Illinois municipality regulating soliciting, nor to any person whose certificate of registration issued hereunder has previously been revoked as herein provided, nor to any person who makes any untruthful statements upon the application for a certificate of registration.~~

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Sec. 11-520. Charitable Organizations.

Charitable organizations must furnish the Chief of Police the following information:

- (1) Name and address of the organization.
- (2) Name, address and telephone numbers of the person or persons having the primary responsibility for supervision of the solicitation with the village.
- (3) The name, date of birth and ~~gender~~^{sex} of all individuals who will be soliciting.
- (4) Evidence of full compliance with the provisions of "An Act to regulate solicitation and collection of funds for charitable purposes, providing for violations thereof, and making appropriation therefor," approved July 26, 1963, as amended (225 ILCS 460/1 et seq.)
- (5) Two head and shoulder color photographs of each solicitor, one and a half inches by one and a half inches, ~~if no identifiable uniform is worn by the organization members.~~

Sec. 11-521. Issuance.

The Chief of Police, after consideration of the completed application and all information obtained relative thereto, shall deny the application if the applicant does not possess the qualifications for such certificates as herein required. When the applicant is found to be fully qualified, the certificate of registration shall be issued. Provided the application for the certificate of registration is complete and all information required herein is provided on the application, the certificate of registration will generally be issued within two to five working days of receipt of the application by the Chief of Police.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-522. Youth Groups and School Groups from within the Village of Palatine

~~Boy Scouts, Girl Scouts, school bands, school sports teams, recognized Youth groups and recognized school clubs and organizations, and youth sports teams~~ groups from within the corporate limits of the Village of Palatine shall not be required to wear badges or name tags, nor pay required fees; however the organization shall be required to complete the solicitor's application process.

Sec. 11-523. Policy.

The regulations set forth in this and succeeding sections are designed to provide reasonable protection of the health, safety and welfare of the citizens of the Village, to guard them from unwarranted invasions of privacy and protect them in the peaceful enjoyment of their homes, while allowing all persons reasonable exercise of free speech and political expression as guaranteed by the First Amendment of the United States Constitution.

Every person desiring to secure the protection intended to be provided by the regulations pertaining to soliciting contained in this article, shall comply with the following directions, to wit:

Notice of the determination by the occupant of giving invitation to solicitors, or the refusal of invitation to solicitors, to any residence or business, shall be given in the manner following:

- (1) One of four cards, approximately three inches by four inches in size, shall be exhibited upon or near the main entrance door to the residence or business, indicating the determination by the occupant, containing the applicable words, as follows:
 - (a) ONLY SOLICITORS REGISTERED IN PALATINE INVITED
 - (b) NO SOLICITORS INVITED
 - (c) ONLY CHARITABLE SOLICITORS INVITED
 - (d) SOLICITATION BY PRIOR APPOINTMENT ONLY (For display by businesses only)
- (2) For purposes of uniformity, the cards shall be provided by the Village to persons requesting them.
- (3) When such card is displayed, it shall constitute sufficient notice to any solicitor of the occupant's decision about inviting or not inviting solicitors to approach their door.

Sec. 11-524. Duty of solicitors.

It shall be the duty of every non-charitable solicitor engaging in solicitation from persons in residences within the Village to wear a nametag or other badge provided by the Village on his or her person clearly identifying the name of the person soliciting and nametag or badge number assigned to that individual and the date of expiration. Tags or badges pursuant to this section shall be issued by the

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Village Manager in such form as the Village Manager may determine. Fees for nametags or badges shall be as provided in the Fee Schedule Supplement to the Palatine Code of Ordinances.

~~Charitable solicitors, in lieu of nametag or badges, may choose to wear their appropriate uniform, e.g. Salvation Army, etc.~~

It shall be the duty of every solicitor upon going onto any premises in the Village to immediately and peacefully abide by any notice so posted by the occupant in accordance with section 11-522 if indicated and depart the premises. Any solicitor who has gained entrance to any residence or business, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

Sec. 11-525. Prohibited soliciting.

- (1) It is hereby declared to be unlawful and shall constitute a nuisance for any person to go upon any premises and ring the door bell upon or near any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in soliciting as herein defined, in defiance of the notice exhibited at the residence in accordance with the provisions of section 11-522.
- (2) It shall be unlawful for anyone to solicit from residences within the Village of Palatine without an approved certificate of registration.
- (3) It shall be unlawful for anyone to solicit from residences within the Village of Palatine without displaying their issued nametag or badge, or a recognizable uniform worn, clearly visible to the occupant of the residence whereupon the solicitation is to take place.
- ~~(4) It shall be unlawful for anyone soliciting from residences to park a vehicle in excess of 5 tons, 10,000 pounds upon any Village street for purposes of conducting business.~~
- ~~(45)~~ It shall be unlawful for anyone to solicit from any business which displays a notice described in section 11-522, or to violate a clearly posted notice to solicitors that solicitation is acceptable only by prior appointment.

Sec. 11-526. Time limit for soliciting.

It is hereby declared to be unlawful and shall constitute a nuisance for any person whether registered under this article or not to go upon any residential premises and ring the door bell upon or near any door of a residence located thereon, or rap or knock upon any door, or create any sound in any manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in soliciting prior to 9:00 a.m. of any weekday or Saturday, or after ~~7:00~~ 8:00 p.m. of any weekday or 6:00 p.m. on Saturday ~~during Central Standard Time, or prior to 9:00 a.m. of any weekday or Saturday or after 9:00 p.m. any weekday or 6:00 p.m. on Saturday during Daylight Savings Time,~~ or at any time on a Sunday or on a State of Illinois or national holiday. For Peddler I and Peddler II, in addition to the foregoing time limitations, no soliciting shall occur after 6:00 p.m. on any week day.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-527. Fee; exemptions.

The registration fee for solicitors shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances, plus a per day fee, as provided in the fee schedule supplement to the Palatine Code of Ordinances, for each day solicitation activities are conducted in the Village; provided, however, that no fee shall be charged for solicitation by charitable or not-for-profit organizations other than the fee for the cost of the name tag or badge, and further provided that no fee beyond the registration fee shall be charged to solicitors for holders of a franchise granted by the Village for the operation of a cable communications system.

Sec. 11-528. Enforcement and appeal.

The Palatine Police Department shall be responsible for enforcing this ordinance and may take any of the following actions upon receiving a complaint of a violation of this ordinance by a resident:

1. The name tag or badge of the individual solicitor may be confiscated and the individual solicitor's permit to solicit within the Village may be revoked for up to one calendar year.
2. An individual's permit to solicit may be revoked without the confiscation of the individual's name tag or badge, upon notification of revocation, the name tag or badge shall be returned to the Police Department.
3. The individual solicitor may be ~~arrested and~~ prosecuted.
4. The organization for which the individual solicitor is a part of may have their certificate of registration revoked.
5. A solicitor found to have a criminal record of crimes against persons, gang activity, or has been convicted of the commission of a felony under the laws of the State of Illinois, or any other state or federal law of the United States, within ten (10) years of the issuance shall have their license revoked.

Upon the confiscation of an individual solicitor's name tag or badge, the circumstances surrounding the complaint shall be reviewed by the Chief of Police or his designated representative, and upon completion of the investigation, the name tag or badge along with the permit to solicit to be either revoked or reinstated. If the individual solicitor's permit is revoked, the umbrella organization, if the solicitor is part of one, will be notified of the permit revocation.

The individual whose name tag or badge is confiscated and whose permit to solicit is revoked shall have the right to appeal the revocation to the Village Manager pursuant to Section 11-15 (e) within seven working days of the revocation. ~~(Ord. No. 0-67-93-6-14-93)~~

~~Editor's note: Ord. No. O-84-76, §§ 1-3, repealed former § 11-517, relative to solicitations by charitable and nonprofit organizations, derived from Ord. No. O-3-75, § 1, adopted Jan. 13, 1975; re-designated former § 11-518 as § 11-517; repealed former § 11-519, pertaining to application for a certificate of registration, derived from Ord. No. O-3-75, § 1, adopted Jan. 13, 1975; added a new § 11-518; re-designated former § 11-521 as § 11-520, and added a new § 11-521.~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

Sec. 11-529 to 11-535 Reserved.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

ARTICLE VII. RAFFLES.

Sec. 11-536. License Required.

—It shall be unlawful to conduct a raffle as defined by 230 ILCS 15/2 et. seq. (1994) of the Illinois Compiled Statutes in the Village of Palatine without having obtained a license therefor in accordance with Sections 11-2, 11-539 , and 11-38 through 11-540 of this Chapter.

Sec. 11-537. Definitions.

The definitions contained in 230 ILCS 15/1 are incorporated by reference as if set forth herein.

Sec. 11-538. Fee.

A ten (\$10) dollar fee shall be charged for licenses hereunder, or such fee may be waived.

Sec. 11-539. Requirements.

Only non-profit organizations as defined by 235 ILCS 15/2 of the Illinois Compiled Statutes may apply for a license. There shall be no limit on aggregate retail value of prizes, number of tickets, price of tickets or time period of the raffle.

The following are ineligible for any license under this Article.

1. Any person who has been convicted of a felony;
- ~~2. Any person who is or has been a professional gambler or gambling promoter;~~
- ~~23.~~ Any person who is not of good moral character;
- ~~34.~~ Any firm or corporation in which a person defined in 1, 2 or 3 has a proprietary, equitable or credit interest, or in which such a person is active or employed;
- ~~45.~~ Any organization in which a person defined in 1, 2 or 3 is an officer, director or employee, whether compensated or not;
- ~~56.~~ Any organization in which a person defined in 1, 2 or 3 is to participate in the management or operation of a raffle as defined in this Article.

Sec. 11-540. Application.

- (1) Applications for raffle licenses shall be on forms provided by the Village.
- (2) The license and application for license must specify the area or areas within the Village in which raffle chances will be sold or issued, the time period during which raffle chances will be sold or issued, the date, time, location and manner of determining the winning chances;

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (3) A copy of the applicants articles of incorporation and/or charter shall be attached to the license application (or other such documentation as requested by the Village Manager);
- (4) The application must contain a sworn statement attesting to the not-for-profit character of the prospective license organization, signed by the presiding officer and the secretary of that organization. No bond shall be required for such application and license.

Sec. 11-541. Conduct of raffles.

The conducting of raffles is subject to the following restrictions.

1. The entire net proceeds of any raffle must be exclusively devoted to the lawful purposes of the organization permitted to conduct the game.
2. No person except a bona fide member of the sponsoring organization may participate in the management or operation of the raffle.
3. No person may receive any remuneration or profit for participating in the management or operation of the raffle.
4. A licensee may rent a premises on which to determine the winning chance or chances in a raffle only from an organization which is also licensed under this Section.
5. Raffle chances may be sold or issued only within the area specified on the license and winning chances may be determined only at those locations specified on the license.
6. No person under the age of eighteen (18) years may participate in the conducting of raffles or chances. A person under the age of 18 years may be within the area where winning chances are being determined only when accompanied by his parent or guardian.

Sec. 11-542. Records.

Records shall be kept pursuant to the provisions 235 ILCS 15/6 of the Illinois Compiled Statutes.
~~(Ord. No. 0 70 95 §1 7 10 95)~~

Sec. 11-543. Suspension or revocation of licenses or permits by Village Manager.

Any license or permit issued may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Chapter.

Secs. 11-544 - 11-600. Reserved.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

ARTICLE VIII. RELOCATORS AND REPOSSESSORS

Sec. 11-601. Definitions.

For the purposes of this article, the following words shall have the meanings indicated unless their context clearly requires otherwise:

Commission: Illinois Commerce Commission.

Collateral: Any motor vehicle, boat, recreational vehicle, motor home, motorcycle or other property that is subject to a security, lease or rental agreement.

Dispatcher: Any person who, as an employee or agent of a relocater or repossession agency, dispatches vehicles for operators who perform removal activities.

Operator: Any person who, as an employee of a relocater or reposessor, removes trespassing vehicles from private property by means of towing or otherwise recovers vehicles for collateral. This term includes the driver of any vehicle used in removing a trespassing vehicle from private property as well as any person other than the driver who assists in the removal of a trespassing vehicle from private property.

Relocator's license: A license issued to a commercial vehicle relocater in accordance with this chapter. ~~(Ord. No. O 35-92, § 1, 3-23-92)~~

Relocator: Any person or entity engaged in the business of removing trespassing vehicles from private property by means of towing or otherwise, and thereafter relocating and storing vehicles.

Repossessor: Any person or entity conducting business, or an employee of the business, who, for any type of consideration, engages in the business of, accepts employment, or agrees to provide collateral vehicle recovery.

~~(Ord. No. O 3-22, 01-10-22)~~

Sec. 11-602. Declaration of Village policy.

It is hereby declared to be the policy of the Village of Palatine to regulate the collateral recovery of vehicles and the removal of trespassing vehicles from private property and the subsequent relocation and storage of such vehicles in such manner as to fairly distribute rights and responsibilities among vehicle owners, private property owners and relocators and reposseors. For this purpose, the Village's regulations herein are for the purpose of complementing and supplementing the regulatory process of the Commission pursuant to 225 ILCS 422 and 625 ILCS 5/18a-100 et seq., and any amendments thereto, and its enforcement efforts thereunder. The laws and regulations adopted hereunder are adopted pursuant to the home rule authority of the Village of Palatine as well as the express authority conferred by the state legislature on local units of government pursuant to 225 ILCS 422 and 625 ILCS 5/18a-100 et seq. ~~Ord. No. O 35-92, 1, 3-23-92, Ord. No. O 3-22, 1/10/2022)~~

Sec. 11-603. Towing performed pursuant to police order.

Nothing contained in this article shall be construed to regulate or otherwise affect towing performed by any relocater pursuant to the order of a law enforcement official or agency in accordance

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

with 625 ILCS 5/4-201 through 5/4-204 of the Illinois Vehicle Code, or pursuant to section 18-90 of the Palatine Code of Ordinances. ~~(Ord. No. O-35-92, 1, 3-23-92, Ord. No. O-3-22, 1-10-22)~~

Sec. 11-604. Repealed.

~~(Ord. No. O-35-92, 1, 3-23-92, Ord. No. O-3-22, 1-10-22)~~

Sec. 11-605. General powers and duties of the Village Manager.

The Village Manager or his designee shall:

- (1) Regulate relocators and repossessionors and their employees or agents in accordance with this article and to that end may establish reasonable requirements with respect to proper service, and practices relating thereto;
- (2) Require the maintenance of uniform systems of accounts, records and the preservation thereof;
- (3) Require all drivers and other personnel used in relocation and repossession be employees of a relocator or repossessionor;
- (4) Issue permits to relocators and repossessionors in accordance with the requirements of this article;
- (5) Upon verified complaint in writing by any person, organization or body politic, or upon its own initiative, may investigate whether any relocator, repossessionor, operator, dispatcher or person otherwise required to comply with any provision of this article or any rule promulgated hereunder has failed to comply with any such provision or rule.

~~(Ord. No. O-35-92, 1, 3-23-92, Ord. No. O-3-22, 1-10-22)~~

Sec. 11-606. Relocators – unlawful practices.

It shall be unlawful for any relocator to:

- (1) *Relocate vehicles from authorized spaces.* No vehicle shall be relocated if it is parked in a space on private property where it is authorized to be parked.
- (2) *Relocate vehicles from private property without authorization from property owner.* No vehicle shall be relocated from private property without express, written authorization from the property owner, lessee or agent. The authorization must either direct the relocator to remove the specific vehicle in question or authorize the relocator to remove all unauthorized vehicles from the property.
- (3) *Relocate vehicles not in accordance with proper posting.* No vehicle shall be relocated from a lot which does not, at the time of the tow and for at least twenty-four (24) hours prior thereto, have signs posted in compliance with this article. Furthermore, no vehicle shall be relocated to a storage lot or facility that is not identified on signs posted in compliance with this article at the location from which the vehicle is relocated. No vehicle shall be relocated and/or stored even temporarily at any other location than the

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

location advertised on the relocator's sign. Once a vehicle is picked up from private property it must be towed immediately to the storage lot or facility that is identified on the sign posted on the private property. No vehicle shall be subsequently transported to any other lot or facility.

- (4) *Relocate vehicles where owner or driver is present.* No vehicle shall be relocated where the owner or operator of such vehicle is present or arrives at such location at any time prior to the completion of the removal of the vehicle from private property, and provided such owner and operator is willing and able to remove the vehicle immediately, and provided that the owner or operator does immediately remove the vehicle from the private property.
- (5) *Commercial Motor Vehicles.* No operator shall engage in the removal of a commercial motor vehicle that requires a commercial driver's license to operate, as required under 625 ILCS 5/6-500 et seq, by operating the vehicle under its own power on a highway without authorization by a police officer
- (6) *Notification of police department.* No relocator or reposessor may transact any part of its business at any location until after the relocator or reposessor has obtained and remitted payment for a permit from the ~~p~~Police ~~D~~epartment. The ~~p~~Police ~~D~~epartment is authorized to establish an electronic method for relocators to obtain a permit online using the internet.
- (7) *Post signs at locations where the relocator is not authorized to operate or tow beyond a maximum distance.* No relocator shall remove any vehicle otherwise in accordance with this article more than ten (10) air miles from its location when towed nor shall it post a sign at a location more than ten (10) air miles from the storage lot to which the relocator can relocate vehicles.
- (8) *Relocate vehicles unless the relocation lot is open during certain prescribed hours.* No vehicle shall be relocated to a lot which is not open to allow the vehicle owner to retrieve the vehicle within two (2) hours following the tow.
- (9) *Accept certain types of compensation:* Except as provided in subsection (b) below, no relocator shall demand, collect or receive anything of value or compensation in relation to its relocation business;
 - a. From the property owner, lessee or their agents or from any person other than the owner or owner's agent of the relocated vehicle, except according to terms in the contract entered into between the property owner or lessee and the relocator;
 - b. From the vehicle owner, lessee or their agents;
 - i. Greater than the amount posted on the signs, posted on the private property from which the vehicle was relocated;
 - ii. Greater than or other than the rates prescribed by the Commission; or
 - iii. Where the relocation was not performed in compliance with the law in this Article.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- c. Storage fees must be posted in accordance with administrative rules of the Commission.
 - d. A relocater must release the vehicle provided payment is either in cash or through a valid major credit card, including, but not limited to, VISA, American Express, Discover or MasterCard.
- (10) *Prerequisites to operation within the Village.* No relocater shall:
- a. Operate within the ~~V~~illage without a valid, current relocater's license as approved by the ~~V~~illage as authorized in 11-609 this article.
 - b. Employ as an operator or otherwise so use the services of any person who has not been duly licensed by the Commission and the Illinois Secretary of State pursuant to the applicable laws, rules and regulations.
 - c. Operate a business other than in conformance with the laws of the Commission and the rules and regulations adopted thereunder.
 - d. Operate any towing vehicle which does not carry a copy of 625 ILCS 5/18A, of the Illinois Vehicle Code, a copy of this section of the Village of Palatine Code of Ordinances and sufficient copies of the Commission complaint form. All documents shall be made available to any complainant at their request in the event of a dispute regarding vehicle relocation.
 - e. Operate any vehicle which has not passed a safety test as required in 625 ILCS 5/13-101.
 - f. Relocate any vehicle prior to obtaining and remitting payment for a permit. The ~~P~~olice ~~D~~epartment is authorized to establish an electronic method for relocators to obtain and remit payment for an online permit using the internet. This permit must be displayed in either paper or electronic form to any police officer. The fees for permits shall be codified in the Village Fee Schedule.
 - g. Relocate a vehicle unless the operator has a valid operator's permit issued from the Commission
- (11) *Notice to police department.* A relocater must:
- a. Notify the ~~Village-P~~olice ~~D~~epartment prior to such removal by purchasing a permit as described in 11-606(10)(f). Notification shall include, but not limited to, a complete description of the vehicle, including the year, make, model vehicle identification number (VIN) and state license plate number, the registration numbers, the locations from which and to which the vehicle was removed, the time of removal and any other information required by state or local regulations, statute or ordinance.
 - b. Make a telephone number available to the ~~P~~olice ~~D~~epartment at which the relocater or an employer of the relocater may be contacted at any time, twenty-

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

four hours each day. This phone number shall be advertised for the purpose of effectuating the release of a towed vehicle. The relocater must have an employee available at all times on the premises owned or controlled by the relocater for the purposes of arranging for the immediate release of the vehicle.

~~(Ord. No. O 35-92, § 1, 3-23-92, Ord. No. O 3-22, 1-10-22)~~

Sec. 11-606.1 Relocators – posting of signs; sign specifications.

(1) *Generally.* It shall be unlawful for an owner or other person in lawful possession or control of private property to remove or employ a relocater to remove an unauthorized vehicle from such property unless written notice is provided pursuant to the administrative rules of the Commission. Such notice shall consist of a sign posted in a conspicuous place in the affected area of a size and content as required by the Commission. Such sign shall state the amount of the towing charges to which the person parking may be subject. Such signs must be posted at least twenty-four (24) hours before any vehicle is relocated from the lot.

(2) *Application to residential property.* No express notice shall be required under this section upon residential property which, paying due regard to the circumstances in the surrounding area, is clearly reserved or intended exclusively for the use or occupation of residents or their vehicles.

(3) Sign specifications:

- (a) Those portions of the sign warning that unauthorized vehicles will be relocated must be formatted in accordance with the administrative rules of the Commission.
- (b) Each sign must contain:
 - i. A warning that unauthorized vehicles will be relocated;
 - ii. The full legal name of the relocater as it appears on the relocater's license, the address and telephone number of the relocater, and the address and telephone number of the location to which the vehicle will be relocated and at which it can be reclaimed, if different from the address of the relocater;
 - iii. The maximum fee which the relocater will charge the owner as a condition of reclaiming the vehicle and any restrictions on the method of payment which will be accepted by the relocater. No sign shall indicate a restriction on the method of acceptable payment that is contrary to section 11-606(8) (c);
 - iv. The hours which the owner can reclaim the vehicle to the extent that a sign does not show a limitation on hours or days when the vehicle can be reclaimed, the sign shall constitute a representation the vehicle can be reclaimed at any time or on any day. No sign shall include hours of doing business contrary to the restrictions contained in section 11-606(7).

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (c) Such signs must be visible and readable from all entrances and exits, both during the day and at night, free of any natural or man-made interference.
- (d) No more than one (1) location where the vehicle may be relocated shall be identified on any posted sign at any lot from where the vehicle was relocated.

(4) *Lighting standard.* All such signs shall be illuminated from dusk to dawn. Such lighting shall be directed to the sign face, uniformly distributed over the sign face and provide an illumination level on the sign face of at least twenty (20) feet.

~~(Ord. No. O 35-92, § 1, 3-23-92, Ord. No. O 03-22, 01-10-22)~~

Sec. 11-607. Repossessors - unlawful practice.

It shall be unlawful for any reposessor:

- (1) To repossess a vehicle prior to obtaining a valid permit issued by the Village of Palatine. The ~~P~~olice ~~D~~epartment is authorized to establish an electronic method of reposessors to obtain and remit payment for an online permit using the internet. This permit must be displayed in either paper or electronic form to any police officer. The fees for permits shall be codified in the Village Fee Schedule.
- (2) To violate any other provision of this chapter, Commission regulations or orders adopted under this chapter or pursuant to chapter or pursuant to 225 ILCS 422 et.seq.
- (3) The ~~P~~olice ~~D~~epartment shall establish the form and content of the online permit.
- (4) No reposessor may remove a vehicle from private property where trespassing signs have been erected prohibiting a reposessor from entering and remaining on the property.

~~(Ord. No. O 35-92, § 1, 3-23-92, Ord. No. O 3-22, 1-10-22)~~

Sec. 11-608. Penalties. Any relocater, reposessor, operator, dispatcher or employee of a relocater or reposessor who violates any provision of this Chapter shall be subject to fines as established in the Village Fee Schedule.

Sec. 11-609. Relocator's License Required.

(a) *Applications, original determinations.* Each application for a license to operate as a relocater shall be made in writing to the Village Manager, shall be verified under oath, shall be in such form and contain such information as the Village Manager may require. It shall be accompanied by the required application fee and proof of security. In addition to filling out the application required by the Village Manager and paying the filing fee as provided for in the Fee Schedule Supplement to the Palatine Code of Ordinances, a certified copy of the license issued by the Illinois Commerce Commission to such applicant to operate as a relocater shall be sufficient evidence to qualify a relocater for a Village commercial vehicle relocater's license. Nothing herein, however, shall interfere with the Village Manager's right to impose reasonable conditions on the issuance of such license. The relocater shall provide a copy of the license in each vehicle engaged in relocation operations.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

(b) *Transfer.* A relocator's license is not transferable.

(c) *Expiration renewal:*

- (1) All relocator's licenses shall expire on the same date that the license issued by the Illinois Commerce Commission expires. Consistent with the rules and regulations of the Illinois Commerce Commission, the village may temporarily extend the duration of the license for the pendency of a renewal application until formally approved or denied by the Illinois Commerce Commission upon filing, no early than ninety (90) days nor later forty-five (45) days prior to such expiration, of written application for renewal, verified under oath, in such form and containing such information as the Village Manager requires, and accompanied by the required application fee and proof of security. The Village Manager, upon receipt of a certified copy of the Illinois Commerce Commission's renewal license, shall renew the license.
- (2) The Village Manager may at any time during the term of the license make inquiry into the management, conduct of business or otherwise determine that the provisions of this Chapter are not being observed.

~~(Ord. No. O 35-92, § 1, 3-23-92 Ord. No. O 03-22, 01-10-22)~~

Sec. 11-610. Suspension of license.

The Village Manager shall suspend or revoke the permit of a relocator if it finds that:

- (1) The relocator made a false statement on the application for a relocator's permit;
- (2) The relocator's license issued by the Illinois Commerce Commission has been suspended or revoked; or
- (3) After a hearing, it is established the relocator has violated one (1) or more of the unlawful practices contained in section 11-606 of this article and that revocation or suspension are appropriate penalty for the misconduct.

~~(Ord. No. O 35-92, § 1, 3-23-92)~~

Sec. 11-611. Hearing on revocation/suspension.

(a) *Suspension and revocation.* A vehicle relocator's license may be suspended by the Village Manager and subsequently revoked by the Corporate Authorities for violation of this article, the state law or the rules and regulations adopted thereunder or for any of the grounds set forth in Section 11-15(a), or for any other violations of the Palatine Code of Ordinances. The procedures for suspension or revocation shall be pursuant to Section 11-15 (b) and (c).

(b) *Cessation of operations required.* If a fine or a suspension is imposed as a penalty, no activity otherwise permitted under the license shall be conducted by the relocator until such fine is paid or such suspension served. If a relocator is found to be operating without a license or after a license is revoked or suspended, the village shall enforce its ordinance or any other orders by fine, injunction or in any other means permitted by law.

~~(Ord. No. O 3-22, 1-10-22)~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

ARTICLE IX. YOUNG ADULT ENTERTAINMENT FACILITIES

Sec. 11-612. Definitions.

As used in this division the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended:

License Officer: The Village Manager or his designee.

Light Food Service: The ability to store, prepare, sell, and service hot and cold sandwiches, snacks, and similar food items and is separately licensed by the Village as a food service establishment.

Person: One or more natural persons, corporations, limited liability companies, partnerships, associations or other entities capable of having an action of law brought against such entity.

Premises: Any Zoning Lot, as defined in the Village Zoning Ordinance, where a Young Adult Entertainment Facility is operated or maintained including, but not limited to all hallways, bathrooms, parking areas and any other portions of the Zoning Lot which is accessible to the public during operating hours.

Special Event: An activity at a Young Adult Entertainment Facility which is marketed to patrons or prospective patrons as being of a temporary or non-routine nature.

Village: Village of Palatine

Young Adult Entertainment Facility: A for-profit establishment which is open to the public, the primary function of which is to offer, provide, procure, make available, allow, suffer or permit entertainment to patrons between the ages of 16 and 20 years an opportunity to engage in social activities such as dancing, or the enjoyment of live or pre-recorded music, or the enjoyment of entertainment provided by dancers or other performers. A Young Adult Entertainment Facility shall provide light food service and beverages (excluding alcoholic beverages) to its patrons from the time of opening until 11:00 p.m.

The term "Young Adult Entertainment Facility" does not include the following: Premises which serve alcoholic beverages as defined by State and local laws; theaters in which the patrons sit in parallel rows of fixed seats; full service restaurants where the only entertainment consists of background music which is incidental to the primary function of serving food; outdoor performances; a banquet, party or celebration conducted for invited guests which is not open to the public; dances or events sponsored and operated by a governmental entity, an educational institution, or a nonprofit or charitable group duly licensed with the state and having a five (5) year operational history in the Village.

Sec. 11-613. Young Adult Entertainment Facility License Required.

It is unlawful for any person to own, operate, manage, or maintain a Young Adult Entertainment Facility in the Village without first obtaining a Young Adult Entertainment Facility License from the Village. The license fee shall be based on the permitted occupancy of the Young Adult Entertainment Facility as follows:

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

For occupancy up to 100	\$ 1,000.00
For occupancy from 101 to 200	\$ 5,000.00
For occupancy from 201 to 300	\$10,000.00
For occupancy from 301 to 600	\$20,000.00
For occupancy from 601 to 800	\$25,000.00
For occupancy from 801 to 1000	\$30,000.00

All Young Adult Entertainment Facilities shall have an occupancy limit established by the applicable fire or Village Code of Ordinances and by the special use approved for the facility. For the purpose of this subsection, licensed premises shall not include kitchen area, storage areas, hallways, or any area used by the licensee and/or his employees and not open to the licensee's patrons.

A license shall be effective from the date of its issue until June 30th of each year. The fee to be paid shall be reduced in proportion to the full calendar months which have expired in the fiscal year prior to the issuance of the license.

Sec. 11-614. Special Use Ordinance Required.

All Young Adult Entertainment Facilities shall require a special use permit to operate which shall set limits on the occupancy of the facility and set forth other operational constraints and conditions in connection with the operation.

Sec. 11-615. License Application Procedures.

- A. An application for a license shall be made in writing to the Village, upon forms provided, and shall include the following:
1. The name, birthdate, and address of the applicant in the case of an individual; in the case of a partnership, the persons entitled to share in the profits thereof, and in the case of a corporation, the date of incorporation (in the case of a foreign corporation, the state where it was incorporated and the date of its becoming qualified under the Illinois Business Corporation Act to transact business in the State of Illinois), and the objects for which it was organized. In the case of an Illinois Limited Liability Company, the same information for its managing member and members. The names, dates of birth, and addresses of any partner, any officer and any director, and if a majority in interest of the stock of a corporation is owned by one person or his nominees, the name, date of birth and address of such person.
 2. The location of the Young Adult Entertainment Facility including address, legal description and permanent index number.
 3. Evidence of proof of ownership or a valid and binding leasehold interest in the form of a title policy or a fully executed copy of the lease.
 4. If a leasehold (or any legal interest that is not fee simple ownership) a letter of authorization from the legal owner of the property of which the leasehold is a part.
 5. A complete statement of all convictions of the applicant as provided in this section. If the applicant is a corporation, such statement shall include applicant's officers, and directors

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

thereof, and any stockholder or stockholders owning in the aggregate more than twenty percent of the stock of such corporation. If the applicant is a partnership, such statement shall include all general partners, and any limited partner owning more than twenty percent of the aggregate limited partner interest in such partnership. If the applicant is a limited liability company such statement shall include the managing member and shareholders owning more than 20% of the shares of the limited liability company. Such listing shall include but not be limited to the following:

- (a) Any offense involving sexual misconduct with children or other sex offenses as defined in Article 11 of the Illinois Criminal Code of 1961, as amended.
 - (b) A felony based upon conduct or involvement in such business or activity or related or similar business or activity, within the past ten years; or
 - (c) A felony unrelated to conduct or involvement in such business or activity or related or similar business or activity, but which felony involved the use of a deadly weapon, traffic in narcotic drugs, or violence against another person, including rape, within the past five years; or
 - (d) A misdemeanor or licensing ordinance violation, based upon conduct or involvement in such business or activity or related or similar business or activity, within the past two years.
6. A description of the proposed Young Adult Entertainment Facility, including the anticipated age and number of patrons, hours of operation and all activities and business conducted at the same location, and the physical facilities to be used.
 7. A written statement setting forth all measures proposed to ensure that adequate traffic control, crowd protection and security, both inside and outside the licensed premises, will be maintained, that the age limits of the patrons to be admitted to the Young Adult Entertainment Facility will be enforced and that the curfew will be enforced.
 8. A statement of whether the business will be conducted by a manager. In such case the manager's name, address, telephone number and age shall be provided, along with a statement of any convictions as set forth under subsection (3), above.
 9. A statement whether applicant has made similar application for a similar other license at a location other than described in this application and the disposition of such application.
 10. The license fee as provided herein.
 11. A site plan for the licensed premises, including a floor plan showing all entrances, exits and public areas.
 12. The operation and training manuals to be used for the establishment, setting forth procedures for complying with this chapter, including, but not limited to, security and age verification.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

13. A certificate of insurance evidencing that the applicant has secured commercial general liability insurance issued by one or more companies authorized to do business in the State of Illinois providing the following minimum coverage:

- (a) One million dollars (\$1,000,000) per person, per occurrence; and
- (b) One million dollars (\$1,000,000) annual aggregate.

14. A copy of the Special Use Ordinance approved by the Village Council.

- B. In the event the applicant learns that any information or document submitted as part of this application process is inaccurate or incomplete, the applicant shall immediately notify the Village and provide appropriate corrections. Failure to accurately and completely provide, or as necessary update, required information may delay the processing of such application or result in its denial.
- C. In addition to the requirements of subsections (A) and (B) above, the applicant and, if applicable, the manager shall submit their fingerprints to be used in completing the investigation. Applicants are required to present themselves for fingerprints to be taken by the Police Department as provided by the Chief of Police. If the applicant is a corporation, fingerprints shall be required of applicant's officers, directors, and any stockholder or stockholders owning in the aggregate more than twenty percent of the stock of such corporation. If the applicant is a partnership, fingerprints shall be required of all general partners, and any limited partner owning more than twenty percent of the aggregate limited partner interest in such partnership. If a limited liability company, the managing member and the owners of more than 20% of the stock shall be required. The applicant shall pay the fingerprint fee for each person required to submit fingerprints. Provided, in the case of a renewal application, fingerprints and the fingerprint fee shall not be required from a renewal applicant whose fingerprints are on file, unless the Chief of Police determines that there may be reason to believe that the renewal applicant may have unreported convictions.

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Sec. 11-616. Procedures for Issuance or Denial of License.

After receiving a complete application for a Young Adult Entertainment Facility license, the Village shall follow the following procedures:

- A. The License Officer shall forward copies of the application to appropriate Village officials for their comments regarding compliance with regulations under their jurisdiction. The License Officer shall consider all materials and comments submitted and issue or deny the license within thirty (30) working days after the date on which a completed application was filed unless the applicant agrees to an extension of the time period. In the event that the License Officer fails to act upon any application within the time period set forth herein, such failure to act shall be deemed a denial of the application.
- B. The grounds for the denial of the issuance or renewal of a Young Adult Entertainment Facility License shall include but not be limited to one or more of the following reasons:
 - 1. The applicant has been convicted of one or more of the following offenses

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- (a) Any offense involving sexual misconduct with children or other sex offenses as defined in Article 11 of the Illinois Criminal Code of 1961, as amended;
 - (b) A felony based upon conduct or involvement in such business or activity or related or similar business or activity, within the past ten years; or
 - (c) A felony unrelated to conduct or involvement in such business or activity or related or similar business or activity, but which felony involved the use of a deadly weapon, traffic in narcotic drugs, or violence against another person, including rape, within the past five years; or
 - (d) A misdemeanor or licensing ordinance violation, based upon conduct or involvement in such business or activity or related or similar business or activity, within the past two years.
2. The applicant whose license issued under this chapter has been revoked for cause.
 3. The applicant who at the time of application for renewal of any license issued under this chapter would not be eligible for such license upon a first application.
 4. The applicant is under the age of twenty-one (21) years.
 5. If the applicant is a partnership and any general partner, or any limited partner of owning more than twenty percent (20%) of the aggregate limited partner interest in such partnership, would not be eligible to receive a license under this chapter.
 6. If the applicant is a corporation and any officer or director, or any stockholder or stockholders owning in the aggregate more than twenty percent (20%) of the stock of such corporation, would not be eligible to receive a license under this chapter.
 7. If the applicant is a corporation unless it is incorporated in Illinois or unless it is a foreign corporation which is qualified under the "Business Corporation Act of 1983" to transact business in Illinois.
 8. If the applicant is a limited liability company and its managing member are the owners of 20% or more of the stock do not possess the same qualifications required of the licensee.
 9. If the business of the Young Adult Entertainment Facility is to be conducted by a manager unless the manager possesses the same qualifications required by the licensee.
 10. If the applicant is not legally authorized to run the business.
 11. If the Premises do not comply with all applicable Village Ordinances and State laws including its zoning ordinance and other applicable ordinances of the Village.
 12. If the application is incomplete or if it contains any material misrepresentation.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

13. If the application does not show adequate measures for the protection of persons or property, security, both inside and outside the premises, and the monitoring of the ages of patrons admitted to the Young Adult Entertainment Facility.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- 14. A pattern or history and experience of the establishment proposing a threat to the public welfare.
 - 15. A pattern of arrests or referrals to hospitals from the establishment.
 - 16. A pattern of complaints received including, complaints at other facilities that are owned by the applicant or owned by others operating similar facilities in the Village or in other communities in Cook County.
 - 17. Where grounds for revocation of the license exists.
- C. In connection with the issuance of any license, the Village may impose any conditions on the license, the operating plan and on the conduct of the business that it deems necessary and appropriate including, but not limited to limitations on the days and hours of operation, the age of the patrons, the training and qualifications of the staff, staffing requirements, controls on parking lot and the environs outside of the facility, the layout of the licensed premises and additional insurance requirements.
- D. If the License Officer denies a license or imposes conditions on the application found objectionable by the applicant, written notice of the denial stating the reasons why shall be sent to the applicant within five (5) working days after the denial. The applicant shall have a period of ten (10) working days after the date of license denial or the conditional license to appeal to the Village Council. Said appeal shall be in writing and shall be scheduled for hearing within fourteen (14) days of the receipt of the appeal for a regular meeting occurring not more than thirty (30) days after receipt of the notice and after at least five (5) days notification of the hearing date to the appellant.

Sec. 11-617. Operating Rules and Regulations.

- A. It shall be unlawful for any person under the age of sixteen (16) years to enter or remain on the Premises of a Young Adult Entertainment Facility unless accompanied by a parent or guardian.
- B. It shall be unlawful for any person twenty-one (21) years of age or older to enter or remain on the premises of a Young Adult Entertainment Facility except for bona fide employees or independent contractors hired by the licensee to work in the Young Adult Entertainment Facility, a parent or guardian of a person under twenty one (21) years of age present in the Young Adult Entertainment Facility or a governmental employee in the performance of his duties.
- C. It shall be unlawful for any person to falsely represent their age for the purpose of gaining admission to a Young Adult Entertainment Facility.
- D. The Licensee shall require each person admitted or seeking to be admitted to display to a supervisory security person of the Young Adult Entertainment Facility an identification card showing the photo and age of the person seeking admission. In addition all patrons shall be required to pass through a metal detection device or pass a scanning by a metal detection wand.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- E. It shall be unlawful to knowingly permit a person to enter or remain in a Young Adult Entertainment Facility who is under the age of sixteen (16) years or over twenty (20) years of age or older unless such person is a bona fide employee or independent contractor hired by the licensee to work in the Young Adult Entertainment Facility or a governmental employee in the performance of his duties.
- F. A patron once admitted to the Young Adult Entertainment Facility on the Premises not be permitted to exit and re-enter the Premises sooner than the following business day.
- G. In the event of an emergency, health, or safety condition occurring anywhere on the licensed premises, including the parking lot, the licensee and its employees and/or agents shall immediately contact the Fire Department or Police Department, as appropriate to the incident, and request assistance. A written plan for implementing this requirement shall be placed of record with the Village.
- H. It shall be the obligation of the licensee to employ two (2) off-duty police officers who shall be present on the Premises during all operating hours to maintain peace and order and to ensure compliance with all applicable laws of the State and of the Village. The licensee shall also employ qualified security personnel who shall have been trained in crowd control, drug awareness, and gang awareness. The names, addresses and birth~~d~~ates of all such security personnel must be on file with the Chief of Police at least forty-eight (48) hours before their employment.
- I. Each licensee shall provide at least one supervising security person to monitor and verify ages of those persons seeking to gain admittance to the licensed premises.
- J. The licensee and its agents shall not permit or allow alcoholic beverages or controlled substances to be consumed or be present on any Young Adult Entertainment Facility premises shall not allow or permit tobacco to be sold in any Young Adult Entertainment Facility and shall not allow tobacco to be used by any person under the age of eighteen (18). The presence of any prohibited item upon the licensed premises shall be deemed a violation of this provision.
- K. It shall be the obligation of the licensee to refuse admittance and to remove from the Young Adult Entertainment Facility any person who is, or appears to be, under the influence of, or affected by the use of alcohol or drugs, or whose conduct poses a physical danger to the safety of others present. It shall be the obligation of the licensee to refuse admittance and to remove from a Young Adult Entertainment Facility any person under the age of eighteen (18) years who possesses or uses tobacco.
- L. It shall be the obligation of the licensee to provide proper and adequate illumination of all portions of the Premises which are available for public use. Such illumination shall be not less than 1.3 foot candle at floor level at all times when the premises are open to the public or when any member of the public is permitted to enter and remain on the premises. All off-street parking areas within one hundred feet (100') of any entrance shall be illuminated during all hours of operation after sunset with a lighting system designed to provide a minimum maintained horizontal illumination of greater than one (1) foot candle of light on the parking surface and/or walkway.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- M. It shall be the obligation of the licensee to prevent loitering, the creation of public nuisances or disturbances of the peace by any patrons of the Young Adult Entertainment Facility on the Premises or in the immediate vicinity. "Loitering" shall not include the act of waiting in line to gain admission to the Premises.
- N. It shall be the obligation of the licensee to clean up all litter resulting from its operations. The cleanup shall occur within two (2) hours after the end of each day's operation.
- O. It shall be unlawful for a licensee to permit (a) a greater number of patrons into the premises at any time than the permitted occupancy, or (b) any greater number of patrons to remain upon the premises than the permitted occupancy. All Young Adult Entertainment Facilities shall provide seating for not less than thirty percent (30%) of the maximum permitted occupancy.
- P. No licensee, his agent or employee shall allow or permit any person to perform acts of or acts which simulate: a) sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation or any sexual acts which are prohibited by law; b) the actual or simulated touching, caressing or fondling of the breast, buttocks, anus or genitals; c) the actual or simulated displaying of the pubic hair, anus, vulva or genitals; d) the actual or simulated displaying of the breast so as to expose the nipple of the female breast; e) the displaying of films or pictures depicting acts, a live performance of which is prohibited by a), b), c) or d) above.
- Q. No licensee, his agent or employee shall allow or permit any person to remain in or upon the licensed premises who exposes in public view any portion of his or her genitals or anus.
- R. Each licensee shall provide at least one (1) public telephone for outgoing calls only for each 125 patrons (based upon the maximum occupancy of the Premises). No licensee shall permit sound or vibration exceeding ninety (90) decibels measured with a standard meter "A" scale within two (2) feet of any public telephone receiver or audible at such level on the outside of any exterior wall of the premises located more than ten (10) feet from a doorway of the licensed premises. No public telephone shall be provided on the premises for incoming calls.
- S. Designation of the individual who will be available prior to and during the event and who shall have authority to accept complaints, receive notice of violations, or take corrective action as required by proper officials of the Village;
- T. Automatic counters are required to be used prior to entry into the licensed premises to determine occupancy of the premises;
- U. The hours of operation of a Young Adult Entertainment Facility are as follows:
- Sunday through Thursday, 10:00 a.m. to ~~12:00 p.m.~~ ~~midnight~~.
 Friday and Saturday, 10:00 a.m. to ~~midnight~~ ~~1:00 a.m.~~.
 New Year's Eve, 10:00 a.m. to ~~2~~1:00 a.m. the following day.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- V. All employees and independent contractors hired by the licensee to work in the Young Adult Entertainment Facility who will be present on the premises during hours of operation shall submit to criminal background checks. No person shall be permitted to be employed who has been convicted of a felony violation of any section of the following:

Solicitation, Conspiracy and Attempt,
 Homicide;
 Kidnapping and Related Offenses;
 Sex Offenses;
 Bodily Harm;
 Robbery;
 Burglary;
 Armed Violence; or Contributing to the Criminal Delinquency
 of a Juvenile of the Illinois Criminal Code of 1961, as amended; or any section
 of the Illinois Controlled Substances Act, as amended; or
 Homicide;
 Kidnapping;
 Obscenity;
 Rape;
 Robbery and Burglary;
 Sexual Exploitation of Children;

Sec. 11-618. Special Events.

- A. The licensee shall deliver to the Chief of Police, no later than seventy-two (72) hours before any scheduled Special Event occurring at a licensed premises, true and accurate copies of any and all advertisements of whatever nature therefore used to advertise or promote the event. The licensee shall also include prior to any such advertised event:
- B. The number of employees and/or performers to be used for the event;
- C. A security plan with an identification of any changes to the security plan on file must be submitted to the Chief of Police in writing a minimum of two (2) business days before the event. The Chief of Police shall have the authority to approve the plan, approve subject to conditions or disapprove the plan. The security plan must be followed without any changes unless such change has been submitted to the Chief of Police in writing and he has approved it prior to the event being opened;
- D. Security personnel shall be required for the maximum capacity of the event as determined by the maximum occupancy of the premises under Village's ordinance unless attendance is limited to a lesser number;
- E. Inspections may be conducted by the Village to ensure compliance with its codes and ordinances;
- F. No members of the general public shall be allowed admittance prior to the opening of the event;

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- G. Tickets may be sold before the event with the number of tickets sold limited to the occupancy limit of the premises for patrons, and after all said tickets have been sold, the licensee shall post a sign stating that the event is "Sold Out."

Sec. 11-619. Access by Police Officers.

All police officers of the Village and other Village employees engaged in inspection shall be permitted access to all Young Adult Entertainment Facilities for the purpose of inspection and to enforce compliance with the provisions of this ordinance at all times including when the Premises are open to patrons.

Sec. 11-620. Suspension or Revocation of Licenses.

- A. The Village Manager may, at any time, suspend a Young Adult Entertainment Facility license whenever the licensee, or any manager, officer, director, agent or employee of the licensee has caused, permitted or knowingly done any of the following:
1. Failed to keep the building structure or equipment of the licensed premises in compliance with the applicable health, building, fire or safety laws, regulations or ordinances in a way which relates to or affects public health or safety on the Young Adult Entertainment Facility Premises.
 2. Failed to comply with the provisions of Young Adult Entertainment Facilities specified in this chapter including the operating rules and regulations set forth above.
 3. Whenever the Village learns that the licensee made a material false statement or representation, or failed to disclose any material information to the Village, in connection with any application for the Young Adult Entertainment Facility license or any license renewal.
 4. Whenever the licensee or any manager, officer, director, agent or employee of the licensee knowingly permits conduct on the licensed premises that violates any federal, state or Village criminal or penal statute, law or ordinance, or the operating rules and regulations, this ordinance or the terms and conditions of the license and the special use or the Zoning Ordinance.
 5. Whenever the operation of the Young Adult Entertainment Facility becomes the proximate cause of a significant increase in criminal activity on the premises or in the immediate vicinity in such a way as to endanger persons or property.
 6. For any of the grounds set forth in Section 11-15(a).
- B. Any license may be suspended or revoked by the Village Manager in accordance with Section 11-15 of this Chapter. The procedure for suspension or revocation or any penalty shall be subject to Section 11-15(b) and (c).
- C. Any appeal shall be pursuant to the procedures set forth in Section 11-16 of this Chapter.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- D. In the event of a license suspension or revocation, the licensee shall be responsible for all of the costs, including attorney's fees incurred by the Village which costs shall be taxed to the licensee and payment made by certified check to the Village before the reopening of the business.

Sec. 11-621. License, Non-transferable.

A license granted under the provisions of this chapter is non-transferable. The sale, lease or transfer of substantially all of the assets (more than 25%) of a business holding an Young Adult Entertainment Facility License or a sale or transfer of a controlling interest in a corporation or partnership holding an Young Adult Entertainment Facility License shall result in the termination of the license granted herein.

A license shall only be good for one (1) year and there shall be no obligation on the part of the Village to renew said license.

Sec. 11-622. Nuisance, Injunction.

Any violation of this chapter is declared to be a nuisance. In addition to any other relief provided by this chapter, the Village Attorney may apply to a court of competent jurisdiction for an injunction to prohibit the continuation of any violation of this chapter. The application for relief may include seeking a temporary restraining order, temporary injunction or permanent injunction.

Sec. 11-623. Penalty.

Any person, firm or corporation violating any provision of this chapter shall be fined not less than Two Hundred (\$200.00) Dollars nor more than One Thousand (\$1,000.00) Dollars for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Sec. 11-624 – 11-629. Reserved.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

ARTICLE X. SPECIAL EVENTS

Sec. 11-630. Definitions.

Special Event. A proposed event that includes one or more of the following components shall be considered a Special Event, unless otherwise exempt by the Village's Code of Ordinances or by the Village Manager: 1) closure and/or use of any public streets or Village owned parking lots, right-of-way, or property (excluding closures in conjunction with a neighborhood block party); 2) an event to be held by a licensed business that will be open to the general public and requires the use of any property that is not under the direct ownership or control of the licensed business; 3) an outdoor event that includes a request for a temporary liquor license; and 4) an outdoor event that includes a request for a waiver of the Village's sound amplification ordinance (excluding an Outdoor Sound Waiver request for residential use only). Additionally, the Village Manager may determine an event to be a Special Event regardless if it includes one or more of the components listed above, but could impact the Village.

Sec. 11-631. Application and Fees Required.

A completed Special Event application ~~and associated filing fee of \$75~~ shall be submitted to the Village for review no less than sixty (60) days prior to the proposed event. Applications may be accepted less than sixty (60) days prior to the event if, in the Village Manager's determination, the scope of the event and required approvals can be reviewed and processed in a shorter amount of time. Additional applications and/or approvals may also be required based on the location and scope of activities included in a proposed event. All Special Event applications shall be reviewed by Staff and may be forwarded to the Village Council for consideration at the discretion of the Village Manager.

For an event that is requesting to utilize a street within a public right-of-way a \$75 application fee shall be submitted with the corresponding Special Event application. If the requested use of a street within a public right-of-way is approved, a street utilization fee of ten cents (\$0.10) for every linear foot of street utilized must be paid. The Village Manager shall have the authority to waive the application and/or street utilization fees should the applicant be a registered not-for-profit organization that operates or provides services in Palatine or provides funding to community based organizations.

Consider a Resolution Appropriating \$1,305,712.66 of Rebuild Illinois Funds for the Rehabilitation of South Crescent Avenue and West Ellis Street

BACKGROUND:

South Crescent Avenue, from Dorset Avenue to Kenilworth Avenue and West Ellis Street from Quentin Road to the dead-end west of Crescent Avenue, is scheduled to be rehabilitated in the 2023 Capital Plan. The scope of rehabilitation work includes pavement widening, reconstruction and resurfacing, patching, curb and gutter installation and reconstruction, sidewalk installation and replacement, and ramp upgrades to meet ADA requirements.

The Illinois Department of Transportation notified the Village they are implementing a grant program using proceeds from a general obligation bond in the REBUILD Illinois capital program to provide Local Public Agencies with funds for capital projects. The Village has been awarded the Final 2 allotments of \$753,029.34 allowing for the majority of this project to be funded with Rebuild Illinois funds.

To secure and expend these funds, the State requires that resolutions be passed by the Village indicating their intended use similar to the use of Motor Fuel Tax proceeds. The State then reviews these resolutions, granting or denying their approval.

KEY ISSUES:

- Reconstruction activities include removal of all the asphalt pavement, base and sub-base repair and/or replacement, curb and gutter installation and replacement, sidewalk installation and replacement and extensive drainage improvements. The pavement will be widened and replaced.
- In this program, 50/50 apron and curb replacement will also be provided.

ALTERNATIVES:

1. Approve the resolution appropriating Rebuild Illinois funds in the amount of \$1,305,712.66 for the rehabilitation of South Crescent Avenue and West Ellis Street.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Resolution appropriating \$1,305,712.66 of Rebuild Illinois funds for the rehabilitation of South Crescent Avenue and West Ellis Street be approved.

ACTION REQUIRED:

Motion to approve the Resolution appropriating \$1,305,712.66 of Rebuild Illinois funds for the rehabilitation of South Crescent Avenue and West Ellis Street.

ATTACHMENTS:

- BLR 09110 1
- IDOT CL 2020-12 Bonds

- RBI 5
- RBI 6



**Resolution for Improvement
Under the Illinois Highway Code**

Is this project a bondable capital improvement?

☐ Yes ☐ No

Resolution Type

Original

Resolution Number

Section Number

BE IT RESOLVED, by the Council

Governing Body Type

of the Village

Local Public Agency Type

of Palatine

Name of Local Public Agency

Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by Contract

Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
South Crescent Avenue	0.25	N/A	W. Dorset Avenue	W. Kenilworth Avenue
West Ellis Street	0.24	N/A	S. Quentin Road	Dead End West

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Roadway rehabilitation including roadway widening, drainage improvements curb and gutter replacement, base repairs and asphalt surface replacement.

2. That there is hereby appropriated the sum of One million, three hundred five thousand, seven hundred twelve dollars, and sixty six cents----- Dollars (\$1,305,712.66) for the improvement of

said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Margaret R. Duer

Name of Clerk

Village

Local Public Agency Type

Clerk in and for said Village

Local Public Agency Type

of Palatine

Name of Local Public Agency

in the State aforesaid, and keeper of the records and files thereof, as provided by

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council

Governing Body Type

of Palatine

Name of Local Public Agency

at a meeting held on

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this

Day

Month, Year

(SEAL)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation

Instructions for BLR 09110 - Page 1 of 2

NOTE: Form instructions should not be included when the form is submitted.

This form shall be used when a Local Public Agency (LPA) wants to construct an improvement using Motor Fuel Tax(MFT) funds. Refer to Chapter 9 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Is this project a bondable capital improvement?

Check Yes if the project was a bondable capital improvement, check no if it is not. An example of a bondable capital project may include, but is not limited to: project development, design, land acquisition, demolition when done in preparation for additional bondable construction, construction engineering, reconstruction of a roadway, designed overlay extension or new construction of roads, bridges, ramps, overpasses and underpasses, bridge replacement and/or major bridge rehabilitation. Permanent ADA sidewalk/ramp improvements and seeding/sodding are eligible expenditures if part of a larger capital bondable project. A bondable capital improvement project does not mean the LPA was required to sell bonds to fund the project, however the project did meet the criteria to be bondable.

Resolution Number

Enter the resolution number as assigned by the LPA, if applicable.

Resolution Type

From the drop down box choose the type of resolution:

- Original would be used when passing a resolution for the first time for this project.
- Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions.
- Amended would be used when a previously passed resolution is being amended.

Section Number

Insert the section number of the improvement the resolution covers.

Governing Body Type

From the drop down box choose the type of administrative body. Choose Board for County; Council for a City or Town; President and Board of Trustees for a Village or Town.

LPA Type

From the drop down box choose the LPA body type. Types to choose from are: County, City, Town or Village.

Name of LPA

Insert the name of the LPA.

Contract or Day Labor

From the drop down choose either Contract or Day Labor.

Roadway/Street Improvements:

Name Street/Road

Insert the name of the Street/Road to be improved. For additional locations use the Add button.

Length

Insert the length of this segment of roadway being improved in miles.

Route

Insert the Route Number of the road/street to be improved if applicable.

From

Insert the beginning point of the improvement as it relates to the Street/Road listed to the left.

To

Insert the ending point of the improvement as it relates to the Street/Road listed to the left.

Structures:

Name Street/Road

Insert the name of the Street/Road on which the structure is located. For additional locations use the Add button.

Existing Structure No.

Insert the existing structure number this resolution covers, if no current structure insert n/a.

Route

Insert the Route number on which the structure is located.

Location

Insert the location of the structure.

Feature Crossed

Insert the feature the structure crosses.

1

Insert a description of the major items of work of the proposed improvement.

2

Insert the dollar value of the resolution for the proposed improvement to be paid for with MFT funds in words followed by in the same amount in numerical format in the ().

Instructions for BLR 09110 - Page 2 of 2

Name of Clerk	Insert the name of the LPA clerk.
LPA Type	Insert the type of clerk based on the LPA type. Types to choose from are: County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	Insert the type of administrative body. choose Board for County; Council for a City or Town; President and Board of Trustees for a Village or Town
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day Clerk is signing the document.
Month, Year	Insert the month and year of the Clerk's signature. Seal The Clerk shall seal the document here.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation shall sign and date here once approved.

A minimum of three (3) certified signed originals must be submitted to the Regional Engineer's District office. Following IDOT's approval, distribution will be as follows:

Local Public Agency Clerk
Engineer (Municipal, Consultant or County)
District



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois 62764

July 20, 2020

CIRCULAR LETTER 2020-12

REBUILD ILLINOIS BOND GRANTS SECOND INSTALLMENT

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS / MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS / METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS / TOWNSHIP HIGHWAY COMMISSIONERS / CONSULTING ENGINEERS

The Illinois Department of Transportation (IDOT) will provide local public agencies with the second installment of the \$1.5 billion grant program from the local government component of the REBUILD ILLINOIS capital bill program. This second installment consists of \$250 million that will be distributed based on the regular Motor Fuel Tax (MFT) formula. These \$250 million are not MFT distributions, rather, they are grants made from bond sale proceeds that must be deposited into the local public agencies' MFT account and expended as directed in [CL 2020-11](#). Distribution allotments may be viewed on-line at <http://www.idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/mft-distribution/> under "REBUILD ILLINOIS".

This installment will be disbursed primarily through mailed checks from the Illinois Comptroller's Office and local public agencies can anticipate receiving this funding by the end of July.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Seck-Birhame'.

Stephane B. Seck-Birhame, P.E., PTOE
Acting Engineer of Local Roads and Streets

FY 2022 Distribution

Rebuild Illinois: Bond Grant Installment #5

Type: 1 = County, 2 = Township, and 3 = Municipality

Agency Name	Agency Type	Allotment
Palatine	3	\$753,029.34
Palos Heights	3	\$137,464.62
Palos Hills	3	\$192,044.07
Palos Park	3	\$53,239.40
Park Forest	3	\$241,373.16
Park Ridge	3	\$411,679.91
Phoenix	3	\$21,572.55
Posen	3	\$65,761.14
Prospect Heights	3	\$178,555.73
Richton Park	3	\$149,887.52
River Forest	3	\$122,713.13
River Grove	3	\$112,333.26
Riverdale	3	\$148,822.07
Riverside	3	\$97,482.90
Robbins	3	\$58,621.55
Rolling Meadows	3	\$264,703.15
Rosemont	3	\$46,154.72
Sauk Village	3	\$115,397.79
Schaumburg	3	\$815,308.56
Schiller Park	3	\$129,534.18
Skokie	3	\$711,586.75
South Barrington	3	\$50,141.91
South Chicago Heights	3	\$45,462.73
South Holland	3	\$241,977.28
Steger	3	\$105,116.78
Stickney	3	\$74,537.35
Stone Park	3	\$54,326.81
Streamwood	3	\$437,799.84
Summit	3	\$121,417.02
Thornton	3	\$25,680.57
Tinley Park	3	\$622,825.14
Westchester	3	\$183,630.33
Western Springs	3	\$142,517.26
Wheeling	3	\$413,525.22
Willow Springs	3	\$60,675.56

Attachment: RBI 5 (Resolution Appropriating Funds for South Crescent Avenue and West Ellis Street Rehabilitation)

FY 2023 Distribution

Rebuild Illinois: Bond Grant Installment #6

Type: 1 = County, 2 = Township, and 3 = Municipality

Agency Name	Agency Type	Allotment
Palatine	3	\$753,029.34
Palos Heights	3	\$137,464.62
Palos Hills	3	\$192,044.07
Palos Park	3	\$53,239.40
Park Forest	3	\$241,373.16
Park Ridge	3	\$411,679.91
Phoenix	3	\$21,572.55
Posen	3	\$65,761.14
Prospect Heights	3	\$178,555.73
Richton Park	3	\$149,887.52
River Forest	3	\$122,713.13
River Grove	3	\$112,333.26
Riverdale	3	\$148,822.07
Riverside	3	\$97,482.90
Robbins	3	\$58,621.55
Rolling Meadows	3	\$264,703.15
Rosemont	3	\$46,154.72
Sauk Village	3	\$115,397.79
Schaumburg	3	\$815,308.56
Schiller Park	3	\$129,534.18
Skokie	3	\$711,586.75
South Barrington	3	\$50,141.91
South Chicago Heights	3	\$45,462.73
South Holland	3	\$241,977.28
Steger	3	\$105,116.78
Stickney	3	\$74,537.35
Stone Park	3	\$54,326.81
Streamwood	3	\$437,799.84
Summit	3	\$121,417.02
Thornton	3	\$25,680.57
Tinley Park	3	\$622,825.14
Westchester	3	\$183,630.33
Western Springs	3	\$142,517.26
Wheeling	3	\$413,525.22
Willow Springs	3	\$60,675.56

Attachment: RBI 6 (Resolution Appropriating Funds for South Crescent Avenue and West Ellis Street Rehabilitation)

Consider a Motion Authorizing Temporary Parking at 800 E. Northwest Highway

BACKGROUND:

Amazon is seeking some temporary parking during this holiday season. To help address this issue, the property manager for the building/property at 800 E. Northwest Highway is seeking approval to allow for Amazon's temporary use of a portion of their existing parking lot.

KEY ISSUES:

- The request would allow for 50 - 180 vehicles (a combination of employee and Amazon delivery vehicles) to temporarily park within the existing parking lot at 800 E. Northwest Highway. Employees would report directly to the 800 E. Northwest Highway site, utilize the Amazon delivery vehicles during the day, and then return to the site to park the vehicle in the designated area and then leave in their personal vehicles.
- In discussion with the property manager of the 800 E. Northwest Highway property, they have indicated that due to the building's current occupancy level and tenant mix, the parking lot can accommodate the temporary parking request/usage.
- The request would allow for the temporary parking arrangement through January 31, 2023.
- The Council previously approved a similar request in October, 2021, to allow temporary parking for Amazon at 800 E. Northwest Highway to allow for the installation of electric charging stations at their facility on Hicks Road.

ALTERNATIVES:

1. Approve the temporary parking request.
2. Do not approve the temporary parking request.

RECOMMENDATION:

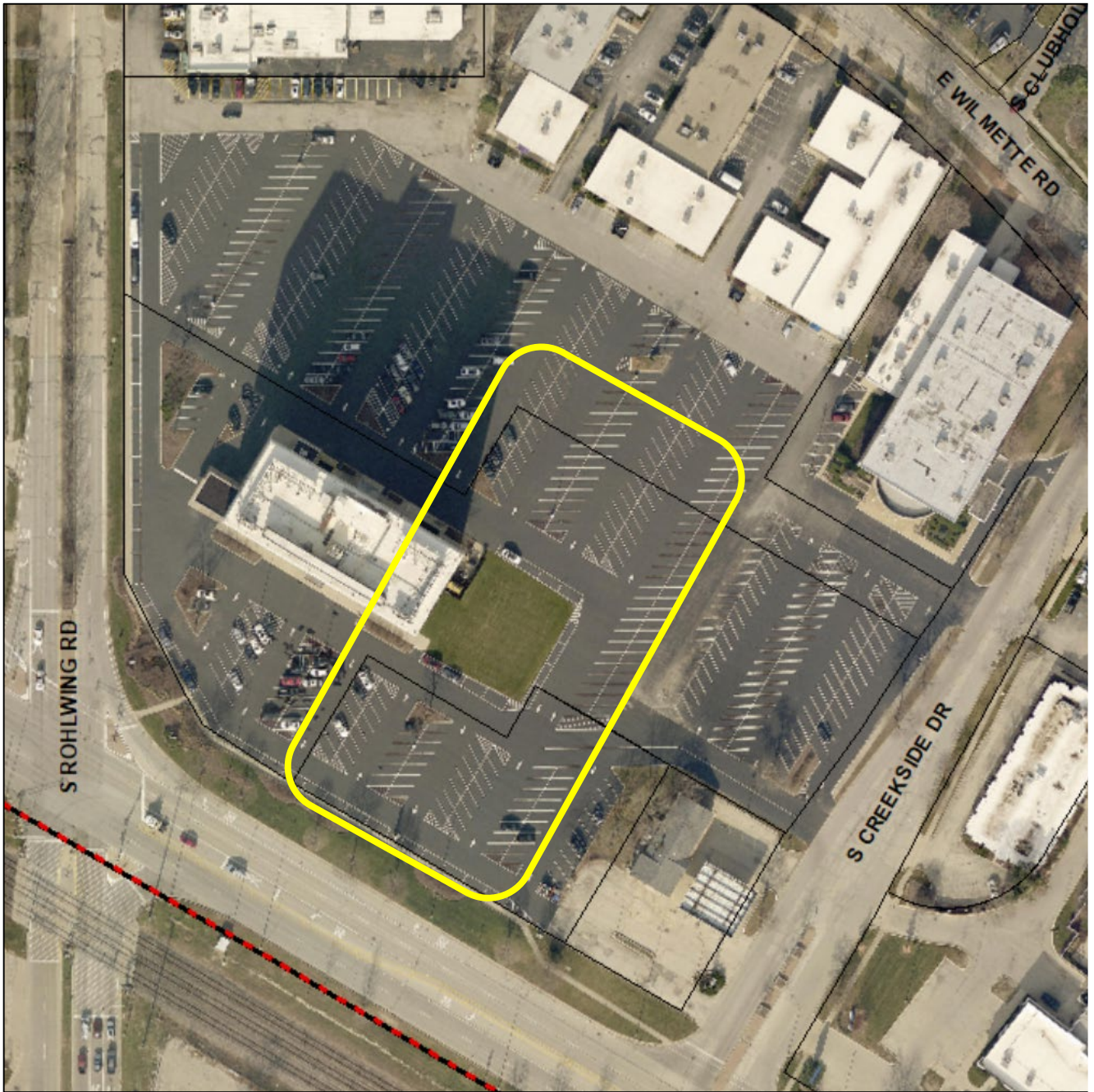
Staff recommends approval of the temporary parking request subject to the conditions outlined above.

ACTION REQUIRED:

A motion to approve the temporary parking request at 800 E. Northwest Highway.

ATTACHMENTS:

- NW Hwy & Creekside Aerial
- 800 E NW Hwy Amazon temporary parking request



Attachment: NW Hwy & Creekside Aerial (Amazon - 800 E. NW Hwy Temporary Parking Dec 2022)

From: Theron May <tmay@imperialrealtyco.com>
Sent: Wednesday, November 9, 2022 11:44 AM
To: Lyn Bremanis <LBremanis@palatine.il.us>
Subject: RE: 800 E Northwest Highway - Temporary Amazon Truck Storage

Caution: This is an external email, Please take care when clicking links or opening attachments. When in doubt, please talk with the sender or check with VOP IT

Hi Lyn

Nice chatting with you this morning. Amazon would want it asap through 1/31/23. There would be between 50-180 vehicles onsite depending on shifts and time of day. We would determine a parking field on our property so as not to interfere with our office tenants.

Theron May

VP - Director of Brokerage
Imperial Realty
4747 W. Peterson Ave. #200
Chicago, IL 60646
(P) 773-736-6461
(F) 773-736-6462
www.ImperialRealtyCo.com

Attachment: 800 E NW Hwy Amazon temporary parking request (Amazon - 800 E. NW Hwy Temporary Parking Dec 2022)

Consider an Ordinance Adopting the Calendar Year 2023 Annual Budget

6.D.1.A

BACKGROUND:

The annual budget must be passed before the start of the fiscal year by municipalities that have adopted the Optional Budget Officer System. The annual budget must be filed with the County Clerk within 30 days of its adoption. The Village Manager, as Budget Officer, is required to submit an annual budget to the Mayor and 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, 2023).

KEY ISSUES:

The Village Manager introduced and presented the Proposed CY 2023 Budget to the Mayor and Council at a Special Business, Finance, and Budget Committee Meeting held on Monday, November 7. Follow-up discussion occurred at the regular Council meeting on November 14. On November 21, the required Public Hearing on the Proposed CY 2023 Budget was held.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2023 Budget.

BUDGET IMPACT:

The Proposed CY 2023 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 2023 Annual Budget.

ATTACHMENTS:

- CY 2023 Budget Ord
- EXHIBIT A - CY 2023 Budget Worksheet

ORDINANCE NO. O - _____ - 22

AN ORDINANCE PROVIDING FOR
THE CY 2023 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, 2023, 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 21, 2022, 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 2023 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 5th day of December 2022

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

APPROVED by me this 5th day of December 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the
Office of the Village Clerk this
5th day of December 2022

Village Clerk

Attachment: CY 2023 Budget Ord (CY 2023 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 2023.

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 5th day of December 2022.

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

ATTEST:

Doris Sadik
Deputy Village Clerk

Attachment: CY 2023 Budget Ord (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
Taxes		
410.05	Property Tax Police Protection	3,023,839.00
410.10	Property Tax Fire Protection	3,023,839.00
410.15	Property Tax FICA	2,760,000.00
410.20	Property Tax IMRF	825,000.00
410.30	Property Tax Police Pension	5,550,000.00
410.35	Property Tax Fire Pension	5,575,000.00
411	Sales Tax Home Rule	6,500,000.00
412	Food & Beverage Tax	1,500,000.00
413	Hotel/Motel Tax	75,000.00
415	Electric Use Utility Tax	450,000.00
	<i>Taxes Totals</i>	\$29,282,678.00
	<i>Licenses and Permits</i>	
420.05	Business Licenses & Permits Professional & Occupational	235,000.00
420.10	Business Licenses & Permits Liquor Licenses	410,000.00
420.15	Business Licenses & Permits Rental Dwelling License	377,000.00
420.95	Business Licenses & Permits Other Licenses & Permits	180,000.00
425.05	Non-Business Licenses & Permits Building Permits & Fees	1,100,000.00
425.95	Non-Business Licenses & Permits Other Non-Business Lic & Permits	35,000.00
	<i>Licenses and Permits Totals</i>	\$2,337,000.00
	<i>Intergovernmental Revenues</i>	
430.05	Shared Revenues Road & Bridge Tax	679,400.00
430.10	Shared Revenues Replacement Tax	300,000.00
430.15	Shared Revenues Sales Tax - State	11,500,000.00
430.20	Shared Revenues Local Use Tax	2,600,000.00
430.25	Shared Revenues State Income Tax	10,280,000.00
430.30	Shared Revenues Auto Rental Tax	47,000.00
430.50	Shared Revenues Charitable Games Tax	1,500.00
430.60	Shared Revenues Cannabis Excise Tax	128,000.00
432.05	Reimbursements Public Safety	30,000.00
432.10	Reimbursements Dist 211 Officer	408,600.00



Budget Worksheet Report

6.D.1.A.b

Budget Year 2022

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
Intergovernmental Revenues		
432.15	Reimbursements Dist 211 Academy Officer	247,800.00
432.20	Reimbursements Dist 15 Officer	408,600.00
432.21	Reimbursements Dist 15 Crossing Guards	37,950.00
432.25	Reimbursements Rural Fire District	721,580.00
432.30	Reimbursements State Hwy Maintenance	191,310.00
432.35	Reimbursements Park District - CC & CSF	126,365.00
432.45	Reimbursements Rural/Meadows Agreement	15,945.00
434	Grants	30,000.00
Intergovernmental Revenues Totals		\$27,754,050.00
Charges for Services		
440.05	Intragovernmental Service Charge Water	634,000.00
440.10	Intragovernmental Service Charge Sewer	567,000.00
440.15	Intragovernmental Service Charge Refuse	75,000.00
440.20	Intragovernmental Service Charge Parking	150,000.00
440.25	Intragovernmental Service Charge CDBG	95,962.00
Charges for Services Totals		\$1,521,962.00
Fines and Fees		
450.05	Gen Govt Fees CATV Franchise Fees	1,015,600.00
450.10	Gen Govt Fees Photocopy Fees	12,000.00
450.15	Gen Govt Fees Mulch Delivery	30,000.00
450.95	Gen Govt Fees Other Fees	15,000.00
451.05	Comm Dev Fees Plan Review Fees	425,000.00
451.10	Comm Dev Fees Inspection Fees	250,000.00
452.05	Other PS Fees Special Police Service	172,100.00
452.10	Other PS Fees Special Fire Service	20,900.00
452.15	Other PS Fees Ambulance Fees	3,178,000.00
452.25	Other PS Fees False Alarm Fees	2,500.00
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	375,000.00
454.15	Fines Compliance Violations	1,040,000.00
454.20	Fines Red Light Violations	800,000.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Budget Worksheet Report

6.D.1.A.b

Budget Year 2022

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
<i>Fines and Fees</i>		
454.30	Fines DUI Fines	10,000.00
454.95	Fines Other Fines and Fees	2,000.00
	<i>Fines and Fees Totals</i>	\$7,398,100.00
<i>Interest Income</i>		
460.05	Interest Income Investments	100,000.00
	<i>Interest Income Totals</i>	\$100,000.00
<i>Miscellaneous Revenues</i>		
470.05	Rental Income Buildings	114,675.00
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	390,000.00
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>	\$749,675.00
<i>(Source)/Use of Reserves</i>		
499	(Source)/Use of Reserves	(284,155.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$284,155.00)
	REVENUE TOTALS	\$68,859,310.00
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	157,845.00
510.40	Taxes & Benefits Life Insurance	420.00
510.60	Taxes & Benefits Allowances	15,000.00
	<i>Taxes & Benefits Totals</i>	\$182,140.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 10 - Mayor & Council		
Division 01 - Administration		
Program 0000 - General		
Supplies		
520.05	Office Supplies General	350.00
520.10	Office Supplies Paper	200.00
520.15	Office Supplies Printed Forms	350.00
525.35	Operating Supplies Clothing	700.00
525.95	Operating Supplies Other	950.00
	Supplies Totals	\$2,550.00
Services & Charges		
540.05	Services Management Consulting	5,500.00
575.10	Other Memberships & Publications	33,360.00
575.15	Other Training & Travel	1,500.00
	Services & Charges Totals	\$40,360.00
	Program 0000 - General Totals	\$325,550.00
	Division 01 - Administration Totals	\$325,550.00
	Department 10 - Mayor & Council Totals	\$325,550.00
Department 12 - Boards & Commissions		
Division 04 - Police & Fire Commission		
Program 0000 - General		
Supplies		
520.15	Office Supplies Printed Forms	5,800.00
	Supplies Totals	\$5,800.00
Services & Charges		
540.95	Services Other	26,650.00
575.10	Other Memberships & Publications	375.00
	Services & Charges Totals	\$27,025.00
	Program 0000 - General Totals	\$32,825.00
	Division 04 - Police & Fire Commission Totals	\$32,825.00
Division 05 - Board of Health		
Program 0000 - General		
Supplies		
520.05	Office Supplies General	100.00
520.10	Office Supplies Paper	225.00
525.95	Operating Supplies Other	350.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 12 - Boards & Commissions		
Division 05 - Board of Health		
Program 0000 - General		
<i>Supplies</i>		
	<i>Supplies Totals</i>	\$675.00
<i>Services & Charges</i>		
540.35	Services Medical	3,825.00
550.15	Printing/Advertising Outside Printing Services	240.00
	<i>Services & Charges Totals</i>	\$4,065.00
	Program 0000 - General Totals	\$4,740.00
	Division 05 - Board of Health Totals	\$4,740.00
Division 06 - Beautification Commission		
Program 0000 - General		
<i>Supplies</i>		
520.10	Office Supplies Paper	100.00
525.95	Operating Supplies Other	29,930.00
	<i>Supplies Totals</i>	\$30,030.00
	Program 0000 - General Totals	\$30,030.00
	Division 06 - Beautification Commission Totals	\$30,030.00
	Department 12 - Boards & Commissions Totals	\$67,595.00
Department 14 - Village Clerk		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	94,140.00
500.25	Salaries Special Compensation	815.00
	<i>Salaries Totals</i>	\$94,955.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,395.00
510.15	Taxes & Benefits Social Security	5,940.00
510.20	Taxes & Benefits IMRF Er Contribution	6,350.00
510.35	Taxes & Benefits Medical/Dental Insurance	39,465.00
510.40	Taxes & Benefits Life Insurance	205.00
510.60	Taxes & Benefits Allowances	670.00
	<i>Taxes & Benefits Totals</i>	\$54,025.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 14 - Village Clerk		
Division 01 - Administration		
Program 0000 - General		
<i>Supplies</i>		
520.05	Office Supplies General	1,150.00
520.10	Office Supplies Paper	600.00
	<i>Supplies Totals</i>	\$1,750.00
<i>Services & Charges</i>		
540.95	Services Other	6,000.00
545.20	Communications Postage	100.00
550.05	Printing/Advertising Legal Notices	7,000.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	950.00
575.15	Other Training & Travel	2,200.00
	<i>Services & Charges Totals</i>	\$16,750.00
	Program 0000 - General Totals	\$167,480.00
	Division 01 - Administration Totals	\$167,480.00
	Department 14 - Village Clerk Totals	\$167,480.00
Department 20 - Village Manager's Office		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	556,560.00
500.25	Salaries Special Compensation	16,720.00
	<i>Salaries Totals</i>	\$573,280.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	30,955.00
510.10	Taxes & Benefits Medicare	9,125.00
510.15	Taxes & Benefits Social Security	38,995.00
510.20	Taxes & Benefits IMRF Er Contribution	47,040.00
510.35	Taxes & Benefits Medical/Dental Insurance	60,750.00
510.40	Taxes & Benefits Life Insurance	3,675.00
510.45	Taxes & Benefits RHS Er Contribution	6,555.00
510.60	Taxes & Benefits Allowances	18,010.00
	<i>Taxes & Benefits Totals</i>	\$215,105.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 01 - Administration		
Program 0000 - General		
<i>Supplies</i>		
520.05	Office Supplies General	1,840.00
520.10	Office Supplies Paper	225.00
	<i>Supplies Totals</i>	\$2,065.00
<i>Services & Charges</i>		
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	4,375.00
575.15	Other Training & Travel	7,500.00
	<i>Services & Charges Totals</i>	\$64,025.00
	Program 0000 - General Totals	\$854,475.00
	Division 01 - Administration Totals	\$854,475.00
Division 09 - Public Information/Events		
Program 0000 - General		
<i>Salaries</i>		
500.10	Salaries Part Time	40,870.00
500.25	Salaries Special Compensation	250.00
	<i>Salaries Totals</i>	\$41,120.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	600.00
510.15	Taxes & Benefits Social Security	2,550.00
510.20	Taxes & Benefits IMRF Er Contribution	3,170.00
	<i>Taxes & Benefits Totals</i>	\$6,320.00
<i>Supplies</i>		
520.05	Office Supplies General	640.00
520.10	Office Supplies Paper	225.00
525.10	Operating Supplies Medical	300.00
525.95	Operating Supplies Other	6,750.00
	<i>Supplies Totals</i>	\$7,915.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 09 - Public Information/Events		
Program 0000 - General		
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	975.00
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>	\$4,225.00
	Program 0000 - General Totals	\$59,580.00
Program 2002 - Cable TV/Channel 6		
<i>Salaries</i>		
500.10	Salaries Part Time	4,000.00
	<i>Salaries Totals</i>	\$4,000.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	60.00
510.15	Taxes & Benefits Social Security	250.00
	<i>Taxes & Benefits Totals</i>	\$310.00
<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	\$5,560.00
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	\$250,140.00
	Department 20 - Village Manager's Office Totals	\$1,104,615.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	188,110.00
500.10	Salaries Part Time	3,000.00
500.25	Salaries Special Compensation	5,120.00
	<i>Salaries Totals</i>	\$196,230.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	11,290.00
510.10	Taxes & Benefits Medicare	3,115.00
510.15	Taxes & Benefits Social Security	13,310.00
510.20	Taxes & Benefits IMRF Er Contribution	15,985.00
510.35	Taxes & Benefits Medical/Dental Insurance	18,570.00
510.40	Taxes & Benefits Life Insurance	405.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$69,695.00
<i>Supplies</i>		
520.05	Office Supplies General	1,000.00
520.10	Office Supplies Paper	500.00
	<i>Supplies Totals</i>	\$1,500.00
<i>Services & Charges</i>		
545.20	Communications Postage	250.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	2,550.00
575.15	Other Training & Travel	4,250.00
	<i>Services & Charges Totals</i>	\$7,550.00
	Program 0000 - General Totals	\$274,975.00
	Division 01 - Administration Totals	\$274,975.00
Division 11 - Accounting Services		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	277,740.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	2,500.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 11 - Accounting Services		
Program 0000 - General		
Salaries		
	Salaries Totals	\$280,740.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	4,085.00
510.15	Taxes & Benefits Social Security	17,415.00
510.20	Taxes & Benefits IMRF Er Contribution	21,625.00
510.35	Taxes & Benefits Medical/Dental Insurance	64,995.00
510.40	Taxes & Benefits Life Insurance	605.00
	Taxes & Benefits Totals	\$108,725.00
Supplies		
520.05	Office Supplies General	500.00
520.10	Office Supplies Paper	250.00
520.15	Office Supplies Printed Forms	1,500.00
	Supplies Totals	\$2,250.00
Services & Charges		
540.10	Services Financial	54,000.00
540.15	Services Banking	89,400.00
565.35	Repair and Maintenance Software	27,235.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	650.00
575.15	Other Training & Travel	2,250.00
	Services & Charges Totals	\$174,035.00
	Program 0000 - General Totals	\$565,750.00
	Division 11 - Accounting Services Totals	\$565,750.00
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
Salaries		
500.10	Salaries Part Time	26,630.00
500.20	Salaries Overtime	5,000.00
500.25	Salaries Special Compensation	250.00
	Salaries Totals	\$31,880.00



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	465.00
510.15	Taxes & Benefits Social Security	1,980.00
510.20	Taxes & Benefits IMRF Er Contribution	2,455.00
	Taxes & Benefits Totals	\$4,900.00
Supplies		
520.05	Office Supplies General	750.00
520.10	Office Supplies Paper	250.00
	Supplies Totals	\$1,000.00
Services & Charges		
540.95	Services Other	5,000.00
565.05	Repair and Maintenance Machinery & Equipment	1,000.00
575.05	Other Small Tools & Equipment	750.00
575.15	Other Training & Travel	500.00
	Services & Charges Totals	\$7,250.00
	Program 3021 - Cashiering Totals	\$45,030.00
	Division 12 - Billing & Collections Totals	\$45,030.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
555.10	Insurance Liability Premiums	1,562,300.00
	Services & Charges Totals	\$1,562,300.00
	Program 0000 - General Totals	\$1,562,300.00
	Division 17 - Village Wide Benefit Programs Totals	\$1,562,300.00
Division 80 - Interfund Transfers		
Program 0000 - General		
Other Financing Uses		
905	Interfund Transfers Out	1,642,000.00
	Other Financing Uses Totals	\$1,642,000.00
	Program 0000 - General Totals	\$1,642,000.00
	Division 80 - Interfund Transfers Totals	\$1,642,000.00
	Department 30 - Finance & Operations Totals	\$4,090,055.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 32 - Legal		
Division 13 - Village Attorney		
Program 0000 - General		
<i>Services & Charges</i>		
540.30	Services Legal	303,800.00
545.20	Communications Postage	150.00
	<i>Services & Charges Totals</i>	\$303,950.00
	Program 0000 - General Totals	\$303,950.00
	Division 13 - Village Attorney Totals	\$303,950.00
Division 14 - Village Prosecutor		
Program 0000 - General		
<i>Services & Charges</i>		
540.30	Services Legal	41,500.00
	<i>Services & Charges Totals</i>	\$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		
<i>Services & Charges</i>		
540.30	Services Legal	35,000.00
	<i>Services & Charges Totals</i>	\$35,000.00
	Program 0000 - General Totals	\$35,000.00
	Division 15 - Labor/Collective Bargaining Totals	\$35,000.00
Division 16 - Administrative Adjudication		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	55,905.00
500.25	Salaries Special Compensation	500.00
	<i>Salaries Totals</i>	\$56,405.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	820.00
510.15	Taxes & Benefits Social Security	3,500.00
510.20	Taxes & Benefits IMRF Er Contribution	4,345.00
510.40	Taxes & Benefits Life Insurance	125.00
	<i>Taxes & Benefits Totals</i>	\$8,790.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 32 - Legal		
Division 16 - Administrative Adjudication		
Program 0000 - General		
<i>Supplies</i>		
520.05	Office Supplies General	1,450.00
520.10	Office Supplies Paper	600.00
520.15	Office Supplies Printed Forms	300.00
	<i>Supplies Totals</i>	\$2,350.00
<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	\$105,145.00
	Division 16 - Administrative Adjudication Totals	\$105,145.00
	Department 32 - Legal Totals	\$485,595.00
Department 34 - Human Resources		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	252,785.00
500.10	Salaries Part Time	120,360.00
500.20	Salaries Overtime	250.00
500.25	Salaries Special Compensation	5,475.00
	<i>Salaries Totals</i>	\$378,870.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	9,280.00
510.10	Taxes & Benefits Medicare	5,740.00
510.15	Taxes & Benefits Social Security	24,515.00
510.20	Taxes & Benefits IMRF Er Contribution	28,360.00
510.35	Taxes & Benefits Medical/Dental Insurance	46,425.00
510.40	Taxes & Benefits Life Insurance	550.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$121,890.00
<i>Supplies</i>		
520.05	Office Supplies General	1,350.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 34 - Human Resources		
Division 01 - Administration		
Program 0000 - General		
Supplies		
520.10	Office Supplies Paper	500.00
	Supplies Totals	\$1,850.00
	Services & Charges	
545.20	Communications Postage	300.00
565.35	Repair and Maintenance Software	33,500.00
575.05	Other Small Tools & Equipment	250.00
575.10	Other Memberships & Publications	2,270.00
575.15	Other Training & Travel	5,000.00
	Services & Charges Totals	\$41,320.00
	Program 0000 - General Totals	\$543,930.00
	Division 01 - Administration Totals	\$543,930.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Salaries		
500.25	Salaries Special Compensation	494,000.00
	Salaries Totals	\$494,000.00
	Taxes & Benefits	
510.10	Taxes & Benefits Medicare	7,165.00
510.15	Taxes & Benefits Social Security	30,635.00
510.20	Taxes & Benefits IMRF Er Contribution	22,835.00
	Taxes & Benefits Totals	\$60,635.00
	Services & Charges	
540.05	Services Management Consulting	675.00
540.40	Services Management Fees	9,235.00
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	\$35,410.00
	Program 0000 - General Totals	\$590,045.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 2010 - Wellness Program		
Supplies		
525.95	Operating Supplies Other	7,500.00
	Supplies Totals	\$7,500.00
Services & Charges		
540.95	Services Other	17,500.00
	Services & Charges Totals	\$17,500.00
	Program 2010 - Wellness Program Totals	\$25,000.00
	Division 17 - Village Wide Benefit Programs Totals	\$615,045.00
	Department 34 - Human Resources Totals	\$1,158,975.00
Department 38 - Information Technology		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	584,910.00
500.10	Salaries Part Time	32,825.00
500.25	Salaries Special Compensation	12,060.00
	Salaries Totals	\$629,795.00
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	9,510.00
510.10	Taxes & Benefits Medicare	9,405.00
510.15	Taxes & Benefits Social Security	40,165.00
510.20	Taxes & Benefits IMRF Er Contribution	48,630.00
510.35	Taxes & Benefits Medical/Dental Insurance	63,035.00
510.40	Taxes & Benefits Life Insurance	1,270.00
510.60	Taxes & Benefits Allowances	8,250.00
	Taxes & Benefits Totals	\$180,265.00
Supplies		
520.05	Office Supplies General	6,850.00
520.10	Office Supplies Paper	350.00
525.95	Operating Supplies Other	200.00
	Supplies Totals	\$7,400.00

Account	Account Description	2023 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	107,467.00
545.20	Communications Postage	750.00
545.95	Communications Other	250.00
565.05	Repair and Maintenance Machinery & Equipment	21,500.00
565.35	Repair and Maintenance Software	56,120.00
570.05	Rental Office Equipment	45,000.00
575.05	Other Small Tools & Equipment	200.00
575.10	Other Memberships & Publications	750.00
575.15	Other Training & Travel	14,680.00
	<i>Services & Charges Totals</i>	\$246,717.00
	Program 0000 - General Totals	\$1,064,177.00
	Division 01 - Administration Totals	\$1,064,177.00
Division 22 - Geographic Information Systems		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	94,505.00
500.25	Salaries Special Compensation	1,250.00
	<i>Salaries Totals</i>	\$95,755.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,395.00
510.15	Taxes & Benefits Social Security	5,965.00
510.20	Taxes & Benefits IMRF Er Contribution	7,375.00
510.35	Taxes & Benefits Medical/Dental Insurance	18,570.00
510.40	Taxes & Benefits Life Insurance	205.00
510.60	Taxes & Benefits Allowances	410.00
	<i>Taxes & Benefits Totals</i>	\$33,920.00
<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	229,280.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 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	8,800.00
	Services & Charges Totals	\$238,080.00
	Program 0000 - General Totals	\$368,655.00
	Division 22 - Geographic Information Systems Totals	\$368,655.00
Division 23 - Communication Systems		
Program 0000 - General		
Supplies		
525.95	Operating Supplies Other	2,100.00
	Supplies Totals	\$2,100.00
Services & Charges		
545.10	Communications Telephone	19,720.00
545.15	Communications Cell Phones	22,360.00
545.95	Communications Other	38,640.00
565.05	Repair and Maintenance Machinery & Equipment	3,000.00
565.35	Repair and Maintenance Software	25,500.00
575.05	Other Small Tools & Equipment	1,000.00
	Services & Charges Totals	\$110,220.00
	Program 0000 - General Totals	\$112,320.00
	Division 23 - Communication Systems Totals	\$112,320.00
	Department 38 - Information Technology Totals	\$1,545,152.00
Department 40 - Community Development		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	180,505.00
500.25	Salaries Special Compensation	4,725.00
	Salaries Totals	\$185,230.00
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	10,835.00
510.10	Taxes & Benefits Medicare	2,945.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 01 - Administration		
Program 0000 - General		
Taxes & Benefits		
510.15	Taxes & Benefits Social Security	12,595.00
510.20	Taxes & Benefits IMRF Er Contribution	15,100.00
510.35	Taxes & Benefits Medical/Dental Insurance	27,855.00
510.40	Taxes & Benefits Life Insurance	390.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	<i>\$76,740.00</i>
Supplies		
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>	<i>\$10,845.00</i>
Services & Charges		
550.15	Printing/Advertising Outside Printing Services	500.00
575.10	Other Memberships & Publications	1,600.00
575.15	Other Training & Travel	4,500.00
	<i>Services & Charges Totals</i>	<i>\$6,600.00</i>
	Program 0000 - General Totals	\$279,415.00
	Division 01 - Administration Totals	\$279,415.00
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
550.15	Printing/Advertising Outside Printing Services	1,000.00
575.10	Other Memberships & Publications	6,300.00
575.15	Other Training & Travel	2,500.00
	<i>Services & Charges Totals</i>	<i>\$9,800.00</i>
Other Expenses		
805	Refunds	27,500.00
	<i>Other Expenses Totals</i>	<i>\$27,500.00</i>
	Program 0000 - General Totals	\$37,300.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 10 - Economic Development Totals		\$37,300.00
Division 24 - Building Permits & Inspections		
Program 0000 - General		
<i>Salaries</i>		
500.05 Salaries Full Time		497,800.00
500.10 Salaries Part Time		73,420.00
500.20 Salaries Overtime		750.00
500.25 Salaries Special Compensation		4,000.00
<i>Salaries Totals</i>		\$575,970.00
<i>Taxes & Benefits</i>		
510.10 Taxes & Benefits Medicare		8,395.00
510.15 Taxes & Benefits Social Security		35,795.00
510.20 Taxes & Benefits IMRF Er Contribution		38,690.00
510.35 Taxes & Benefits Medical/Dental Insurance		132,425.00
510.40 Taxes & Benefits Life Insurance		1,095.00
510.60 Taxes & Benefits Allowances		1,080.00
<i>Taxes & Benefits Totals</i>		\$217,480.00
<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		106,280.00
540.25 Services Engineering		25,000.00
540.45 Services Data Processing/Technology		2,500.00
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		14,070.00
575.10 Other Memberships & Publications		1,720.00
575.15 Other Training & Travel		3,500.00
<i>Services & Charges Totals</i>		\$240,992.00
Program 0000 - General Totals		\$1,035,842.00
Division 24 - Building Permits & Inspections Totals		\$1,035,842.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 25 - Neighborhood Services		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	537,305.00
500.20	Salaries Overtime	1,500.00
500.25	Salaries Special Compensation	6,850.00
	<i>Salaries Totals</i>	\$545,655.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	7,955.00
510.15	Taxes & Benefits Social Security	33,965.00
510.20	Taxes & Benefits IMRF Er Contribution	42,040.00
510.35	Taxes & Benefits Medical/Dental Insurance	111,425.00
510.40	Taxes & Benefits Life Insurance	1,175.00
510.60	Taxes & Benefits Allowances	1,800.00
	<i>Taxes & Benefits Totals</i>	\$198,360.00
<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	14,070.00
575.10	Other Memberships & Publications	1,850.00
575.15	Other Training & Travel	2,525.00
	<i>Services & Charges Totals</i>	\$19,849.00
	Program 0000 - General Totals	\$765,614.00
	Division 25 - Neighborhood Services Totals	\$765,614.00
Division 26 - Environmental Health		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	345,505.00
500.10	Salaries Part Time	8,000.00
500.20	Salaries Overtime	750.00
500.25	Salaries Special Compensation	6,020.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 26 - Environmental Health		
Program 0000 - General		
<i>Salaries</i>		
	<i>Salaries Totals</i>	\$360,275.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	5,235.00
510.15	Taxes & Benefits Social Security	22,355.00
510.20	Taxes & Benefits IMRF Er Contribution	27,140.00
510.35	Taxes & Benefits Medical/Dental Insurance	54,780.00
510.40	Taxes & Benefits Life Insurance	760.00
	<i>Taxes & Benefits Totals</i>	\$110,270.00
<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	8,000.00
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	14,070.00
575.10	Other Memberships & Publications	1,950.00
575.15	Other Training & Travel	3,000.00
	<i>Services & Charges Totals</i>	\$41,924.00
	Program 0000 - General Totals	\$513,519.00
	Division 26 - Environmental Health Totals	\$513,519.00
Division 44 - Planning & Zoning		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	315,975.00
500.10	Salaries Part Time	40,230.00
500.25	Salaries Special Compensation	5,320.00
	<i>Salaries Totals</i>	\$361,525.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 44 - Planning & Zoning		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	8,800.00
510.10	Taxes & Benefits Medicare	5,480.00
510.15	Taxes & Benefits Social Security	23,405.00
510.20	Taxes & Benefits IMRF Er Contribution	28,525.00
510.35	Taxes & Benefits Medical/Dental Insurance	64,530.00
510.40	Taxes & Benefits Life Insurance	685.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$138,445.00
<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	6,000.00
575.10	Other Memberships & Publications	1,600.00
575.15	Other Training & Travel	4,250.00
	<i>Services & Charges Totals</i>	\$12,558.00
	Program 0000 - General Totals	\$519,073.00
	Division 44 - Planning & Zoning Totals	\$519,073.00
	Department 40 - Community Development Totals	\$3,150,763.00
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	1,153,550.00
500.10	Salaries Part Time	45,055.00
500.25	Salaries Special Compensation	22,010.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
	<i>Salaries Totals</i>	\$1,220,615.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	10,735.00
510.10	Taxes & Benefits Medicare	17,945.00
510.15	Taxes & Benefits Social Security	76,610.00
510.20	Taxes & Benefits IMRF Er Contribution	21,405.00
510.25	Taxes & Benefits Police Pension Er Contribution	438,735.00
510.35	Taxes & Benefits Medical/Dental Insurance	194,995.00
510.40	Taxes & Benefits Life Insurance	2,510.00
510.60	Taxes & Benefits Allowances	3,960.00
	<i>Taxes & Benefits Totals</i>	\$766,895.00
<i>Supplies</i>		
520.05	Office Supplies General	4,100.00
520.10	Office Supplies Paper	3,000.00
525.05	Operating Supplies Custodial	3,860.00
525.10	Operating Supplies Medical	1,000.00
525.45	Operating Supplies Ammunition	18,545.00
525.95	Operating Supplies Other	3,500.00
	<i>Supplies Totals</i>	\$34,005.00
<i>Services & Charges</i>		
540.35	Services Medical	1,270.00
540.40	Services Management Fees	5,000.00
540.95	Services Other	1,930.00
545.20	Communications Postage	225.00
550.15	Printing/Advertising Outside Printing Services	1,000.00
565.05	Repair and Maintenance Machinery & Equipment	18,050.00
575.10	Other Memberships & Publications	19,820.00
575.15	Other Training & Travel	7,950.00
	<i>Services & Charges Totals</i>	\$55,245.00



Budget Worksheet Report

6.D.1.A.b

Budget Year 2023

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General Totals		\$2,076,760.00
Division 01 - Administration Totals		\$2,076,760.00
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
Salaries		
500.05	Salaries Full Time	8,589,835.00
500.10	Salaries Part Time	124,495.00
500.20	Salaries Overtime	303,680.00
500.25	Salaries Special Compensation	63,550.00
Salaries Totals		\$9,081,560.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	131,915.00
510.15	Taxes & Benefits Social Security	563,260.00
510.20	Taxes & Benefits IMRF Er Contribution	24,070.00
510.25	Taxes & Benefits Police Pension Er Contribution	3,989,070.00
510.35	Taxes & Benefits Medical/Dental Insurance	1,643,790.00
510.40	Taxes & Benefits Life Insurance	18,705.00
510.60	Taxes & Benefits Allowances	720.00
Taxes & Benefits Totals		\$6,371,530.00
Supplies		
520.15	Office Supplies Printed Forms	2,000.00
525.05	Operating Supplies Custodial	50.00
525.35	Operating Supplies Clothing	78,390.00
525.95	Operating Supplies Other	6,800.00
Supplies Totals		\$87,240.00
Services & Charges		
540.10	Services Financial	201,900.00
540.35	Services Medical	9,200.00
540.45	Services Data Processing/Technology	63,800.00
540.95	Services Other	1,200.00
545.10	Communications Telephone	240.00
565.05	Repair and Maintenance Machinery & Equipment	2,450.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
Services & Charges		
575.05	Other Small Tools & Equipment	1,700.00
575.10	Other Memberships & Publications	100.00
	Services & Charges Totals	\$280,590.00
	Program 4201 - Patrol Totals	\$15,820,920.00
Program 4202 - Investigation		
Salaries		
500.05	Salaries Full Time	2,564,475.00
500.20	Salaries Overtime	50,000.00
500.25	Salaries Special Compensation	26,000.00
	Salaries Totals	\$2,640,475.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	38,635.00
510.15	Taxes & Benefits Social Security	165,000.00
510.20	Taxes & Benefits IMRF Er Contribution	5,655.00
510.25	Taxes & Benefits Police Pension Er Contribution	1,182,920.00
510.35	Taxes & Benefits Medical/Dental Insurance	510,695.00
510.40	Taxes & Benefits Life Insurance	5,560.00
510.60	Taxes & Benefits Allowances	20,040.00
	Taxes & Benefits Totals	\$1,928,505.00
Supplies		
525.95	Operating Supplies Other	6,745.00
	Supplies Totals	\$6,745.00
Services & Charges		
540.95	Services Other	500.00
545.10	Communications Telephone	600.00
575.10	Other Memberships & Publications	17,300.00
	Services & Charges Totals	\$18,400.00
	Program 4202 - Investigation Totals	\$4,594,125.00
Program 4204 - Crime Prevention/CFMH		
Salaries		
500.05	Salaries Full Time	346,110.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4204 - Crime Prevention/CFMH		
<i>Salaries</i>		
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	5,250.00
	<i>Salaries Totals</i>	\$352,360.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	5,115.00
510.15	Taxes & Benefits Social Security	21,860.00
510.25	Taxes & Benefits Police Pension Er Contribution	164,260.00
510.35	Taxes & Benefits Medical/Dental Insurance	55,715.00
510.40	Taxes & Benefits Life Insurance	750.00
	<i>Taxes & Benefits Totals</i>	\$247,700.00
<i>Supplies</i>		
525.95	Operating Supplies Other	8,635.00
	<i>Supplies Totals</i>	\$8,635.00
<i>Services & Charges</i>		
550.15	Printing/Advertising Outside Printing Services	500.00
575.10	Other Memberships & Publications	300.00
	<i>Services & Charges Totals</i>	\$800.00
Program 4204 - Crime Prevention/CFMH	Totals	\$609,495.00
Program 4205 - Records & Identification		
<i>Salaries</i>		
500.05	Salaries Full Time	375,020.00
500.10	Salaries Part Time	30,430.00
500.25	Salaries Special Compensation	6,000.00
	<i>Salaries Totals</i>	\$411,450.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	5,985.00
510.15	Taxes & Benefits Social Security	25,565.00
510.20	Taxes & Benefits IMRF Er Contribution	31,695.00
510.35	Taxes & Benefits Medical/Dental Insurance	109,455.00
510.40	Taxes & Benefits Life Insurance	820.00



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4205 - Records & Identification		
Taxes & Benefits		
510.60	Taxes & Benefits Allowances	720.00
	Taxes & Benefits Totals	\$174,240.00
Supplies		
520.15	Office Supplies Printed Forms	2,675.00
	Supplies Totals	\$2,675.00
Services & Charges		
565.35	Repair and Maintenance Software	500.00
	Services & Charges Totals	\$500.00
	Program 4205 - Records & Identification Totals	\$588,865.00
	Program 4206 - Evidence Collection	
Supplies		
525.10	Operating Supplies Medical	250.00
525.95	Operating Supplies Other	5,850.00
	Supplies Totals	\$6,100.00
Services & Charges		
565.35	Repair and Maintenance Software	3,635.00
	Services & Charges Totals	\$3,635.00
	Program 4206 - Evidence Collection Totals	\$9,735.00
	Program 4207 - Animal Control	
Salaries		
500.05	Salaries Full Time	52,190.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	500.00
	Salaries Totals	\$53,190.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	775.00
510.15	Taxes & Benefits Social Security	3,305.00
510.20	Taxes & Benefits IMRF Er Contribution	4,100.00
510.35	Taxes & Benefits Medical/Dental Insurance	8,820.00
510.40	Taxes & Benefits Life Insurance	115.00
	Taxes & Benefits Totals	\$17,115.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4207 - Animal Control		
Supplies		
525.95	Operating Supplies Other	915.00
	<i>Supplies Totals</i>	\$915.00
	<i>Services & Charges</i>	
540.95	Services Other	13,600.00
575.10	Other Memberships & Publications	755.00
	<i>Services & Charges Totals</i>	\$14,355.00
	Program 4207 - Animal Control Totals	\$85,575.00
	Division 27 - Crime Control & Investigation Totals	\$21,708,715.00
	Division 28 - Traffic Control	
	Program 4211 - Selective Traffic Enforcement	
	Salaries	
500.05	Salaries Full Time	200,720.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	1,000.00
	<i>Salaries Totals</i>	\$204,220.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	2,970.00
510.15	Taxes & Benefits Social Security	12,665.00
510.25	Taxes & Benefits Police Pension Er Contribution	95,260.00
510.35	Taxes & Benefits Medical/Dental Insurance	46,425.00
510.40	Taxes & Benefits Life Insurance	440.00
	<i>Taxes & Benefits Totals</i>	\$157,760.00
	Program 4211 - Selective Traffic Enforcement Totals	\$361,980.00
	Program 4212 - Overweight Vehicle Enforcement	
	Salaries	
500.05	Salaries Full Time	115,370.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	1,750.00
	<i>Salaries Totals</i>	\$117,620.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	1,715.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 28 - Traffic Control		
Program 4212 - Overweight Vehicle Enforcement		
Taxes & Benefits		
510.15	Taxes & Benefits Social Security	7,320.00
510.25	Taxes & Benefits Police Pension Er Contribution	54,755.00
510.35	Taxes & Benefits Medical/Dental Insurance	27,855.00
510.40	Taxes & Benefits Life Insurance	250.00
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$92,255.00
Supplies		
525.95	Operating Supplies Other	350.00
	<i>Supplies Totals</i>	\$350.00
Services & Charges		
540.95	Services Other	2,600.00
565.05	Repair and Maintenance Machinery & Equipment	200.00
575.10	Other Memberships & Publications	100.00
	<i>Services & Charges Totals</i>	\$2,900.00
Program 4212 - Overweight Vehicle Enforcement		\$213,125.00
Totals		
Program 4214 - Crossing Guards		
Salaries		
500.10	Salaries Part Time	60,840.00
	<i>Salaries Totals</i>	\$60,840.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	900.00
510.15	Taxes & Benefits Social Security	3,780.00
	<i>Taxes & Benefits Totals</i>	\$4,680.00
Services & Charges		
575.05	Other Small Tools & Equipment	560.00
	<i>Services & Charges Totals</i>	\$560.00
Program 4214 - Crossing Guards		\$66,080.00
Division 28 - Traffic Control		\$641,185.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 29 - Police Training		
Program 0000 - General		
<i>Services & Charges</i>		
575.15	Other Training & Travel	73,385.00
	<i>Services & Charges Totals</i>	\$73,385.00
	Program 0000 - General Totals	\$73,385.00
	Division 29 - Police Training Totals	\$73,385.00
Division 30 - Support Services		
Program 4221 - Communication Services		
<i>Salaries</i>		
500.05	Salaries Full Time	373,750.00
500.10	Salaries Part Time	50,915.00
500.20	Salaries Overtime	3,500.00
500.25	Salaries Special Compensation	4,250.00
	<i>Salaries Totals</i>	\$432,415.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	6,290.00
510.15	Taxes & Benefits Social Security	26,825.00
510.20	Taxes & Benefits IMRF Er Contribution	33,315.00
510.35	Taxes & Benefits Medical/Dental Insurance	59,095.00
510.40	Taxes & Benefits Life Insurance	835.00
	<i>Taxes & Benefits Totals</i>	\$126,360.00
<i>Supplies</i>		
530.05	R&M Supplies Equipment Parts	4,500.00
	<i>Supplies Totals</i>	\$4,500.00
<i>Services & Charges</i>		
545.05	Communications Dispatch Services	400,000.00
545.15	Communications Cell Phones	24,000.00
565.05	Repair and Maintenance Machinery & Equipment	1,500.00
	<i>Services & Charges Totals</i>	\$425,500.00
	Program 4221 - Communication Services Totals	\$988,775.00
Program 4222 - Automotive Services		
<i>Services & Charges</i>		
565.95	Repair and Maintenance Vehicle Maint Service Charge	562,790.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 30 - Support Services		
Program 4222 - Automotive Services		
<i>Services & Charges</i>		
	<i>Services & Charges Totals</i>	\$562,790.00
Program 4222 - Automotive Services Totals		\$562,790.00
Program 4223 - Social Services		
<i>Salaries</i>		
500.05 Salaries Full Time		189,375.00
500.25 Salaries Special Compensation		2,000.00
	<i>Salaries Totals</i>	\$191,375.00
<i>Taxes & Benefits</i>		
510.10 Taxes & Benefits Medicare		2,780.00
510.15 Taxes & Benefits Social Security		11,870.00
510.20 Taxes & Benefits IMRF Er Contribution		14,740.00
510.35 Taxes & Benefits Medical/Dental Insurance		46,425.00
510.40 Taxes & Benefits Life Insurance		415.00
	<i>Taxes & Benefits Totals</i>	\$76,230.00
<i>Supplies</i>		
525.95 Operating Supplies Other		250.00
	<i>Supplies Totals</i>	\$250.00
<i>Services & Charges</i>		
575.10 Other Memberships & Publications		415.00
	<i>Services & Charges Totals</i>	\$415.00
Program 4223 - Social Services Totals		\$268,270.00
Division 30 - Support Services Totals		\$1,819,835.00
Division 31 - Special Detail Services		
Program 0000 - General		
<i>Salaries</i>		
500.25 Salaries Special Compensation		216,000.00
	<i>Salaries Totals</i>	\$216,000.00
<i>Taxes & Benefits</i>		
510.10 Taxes & Benefits Medicare		3,145.00
510.15 Taxes & Benefits Social Security		13,395.00
	<i>Taxes & Benefits Totals</i>	\$16,540.00



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 31 - Special Detail Services		
Program 0000 - General Totals		\$232,540.00
Division 31 - Special Detail Services Totals		\$232,540.00
Department 42 - Police Totals		\$26,552,420.00
Department 44 - Fire		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05 Salaries Full Time		579,920.00
500.10 Salaries Part Time		26,760.00
500.25 Salaries Special Compensation		14,640.00
Salaries Totals		\$621,320.00
Taxes & Benefits		
510.05 Taxes & Benefits Deferred Compensation		10,445.00
510.10 Taxes & Benefits Medicare		9,210.00
510.15 Taxes & Benefits Social Security		39,320.00
510.20 Taxes & Benefits IMRF Er Contribution		9,210.00
510.30 Taxes & Benefits Fire Pension Er Contribution		271,580.00
510.35 Taxes & Benefits Medical/Dental Insurance		92,855.00
510.40 Taxes & Benefits Life Insurance		1,255.00
510.60 Taxes & Benefits Allowances		2,160.00
Taxes & Benefits Totals		\$436,035.00
Supplies		
520.05 Office Supplies General		4,000.00
520.10 Office Supplies Paper		750.00
520.15 Office Supplies Printed Forms		500.00
Supplies Totals		\$5,250.00
Services & Charges		
545.20 Communications Postage		350.00
575.10 Other Memberships & Publications		7,280.00
575.15 Other Training & Travel		5,250.00
Services & Charges Totals		\$12,880.00
Program 0000 - General Totals		\$1,075,485.00
Division 01 - Administration Totals		\$1,075,485.00



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 31 - Special Detail Services		
Program 0000 - General		
Salaries		
500.20	Salaries Overtime	20,800.00
500.25	Salaries Special Compensation	8,390.00
	Salaries Totals	\$29,190.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	430.00
510.15	Taxes & Benefits Social Security	1,815.00
	Taxes & Benefits Totals	\$2,245.00
	Program 0000 - General Totals	\$31,435.00
	Division 31 - Special Detail Services Totals	\$31,435.00
Division 32 - Fire Service		
Program 4401 - Fire Suppression		
Salaries		
500.05	Salaries Full Time	10,058,065.00
500.20	Salaries Overtime	559,625.00
500.25	Salaries Special Compensation	199,910.00
	Salaries Totals	\$10,817,600.00
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	23,830.00
510.10	Taxes & Benefits Medicare	157,410.00
510.15	Taxes & Benefits Social Security	672,385.00
510.30	Taxes & Benefits Fire Pension Er Contribution	5,599,410.00
510.35	Taxes & Benefits Medical/Dental Insurance	2,022,455.00
510.40	Taxes & Benefits Life Insurance	21,905.00
	Taxes & Benefits Totals	\$8,497,395.00
Supplies		
525.35	Operating Supplies Clothing	76,500.00
525.95	Operating Supplies Other	3,050.00
530.05	R&M Supplies Equipment Parts	2,850.00
530.15	R&M Supplies Building Repair	11,000.00
	Supplies Totals	\$93,400.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 32 - Fire Service		
Program 4401 - Fire Suppression		
Services & Charges		
540.35	Services Medical	29,430.00
565.05	Repair and Maintenance Machinery & Equipment	42,425.00
565.15	Repair and Maintenance Buildings	7,500.00
565.35	Repair and Maintenance Software	15,800.00
575.05	Other Small Tools & Equipment	21,300.00
	Services & Charges Totals	\$116,455.00
	Program 4401 - Fire Suppression Totals	\$19,524,850.00
Program 4402 - Paramedic Service		
Supplies		
525.10	Operating Supplies Medical	17,540.00
	Supplies Totals	\$17,540.00
Services & Charges		
540.10	Services Financial	600,000.00
565.05	Repair and Maintenance Machinery & Equipment	13,200.00
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	\$627,850.00
	Program 4402 - Paramedic Service Totals	\$645,390.00
	Division 32 - Fire Service Totals	\$20,170,240.00
Division 33 - Fire Prevention & Education		
Program 4411 - Fire Prevention		
Salaries		
500.05	Salaries Full Time	188,215.00
500.10	Salaries Part Time	77,420.00
500.25	Salaries Special Compensation	1,250.00
	Salaries Totals	\$266,885.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	3,900.00
510.15	Taxes & Benefits Social Security	16,605.00
510.20	Taxes & Benefits IMRF Er Contribution	14,570.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 33 - Fire Prevention & Education		
Program 4411 - Fire Prevention		
<i>Taxes & Benefits</i>		
510.35	Taxes & Benefits Medical/Dental Insurance	55,710.00
510.40	Taxes & Benefits Life Insurance	410.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$91,915.00
<i>Supplies</i>		
520.05	Office Supplies General	500.00
520.10	Office Supplies Paper	500.00
520.15	Office Supplies Printed Forms	1,000.00
	<i>Supplies Totals</i>	\$2,000.00
<i>Services & Charges</i>		
545.10	Communications Telephone	3,250.00
575.05	Other Small Tools & Equipment	2,500.00
575.10	Other Memberships & Publications	1,620.00
575.15	Other Training & Travel	3,000.00
	<i>Services & Charges Totals</i>	\$10,370.00
	Program 4411 - Fire Prevention Totals	\$371,170.00
Program 4412 - Public Education		
<i>Salaries</i>		
500.20	Salaries Overtime	20,000.00
	<i>Salaries Totals</i>	\$20,000.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	290.00
510.15	Taxes & Benefits Social Security	1,240.00
	<i>Taxes & Benefits Totals</i>	\$1,530.00
<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	\$27,930.00
	Division 33 - Fire Prevention & Education Totals	\$399,100.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 34 - Fire Training		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	141,920.00
500.20	Salaries Overtime	51,460.00
500.25	Salaries Special Compensation	1,500.00
	<i>Salaries Totals</i>	\$194,880.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,830.00
510.15	Taxes & Benefits Social Security	12,090.00
510.30	Taxes & Benefits Fire Pension Er Contribution	79,010.00
510.35	Taxes & Benefits Medical/Dental Insurance	27,855.00
510.40	Taxes & Benefits Life Insurance	305.00
	<i>Taxes & Benefits Totals</i>	\$122,090.00
<i>Supplies</i>		
525.95	Operating Supplies Other	2,500.00
	<i>Supplies Totals</i>	\$2,500.00
<i>Services & Charges</i>		
540.95	Services Other	2,000.00
575.05	Other Small Tools & Equipment	12,000.00
575.10	Other Memberships & Publications	2,780.00
575.15	Other Training & Travel	29,750.00
	<i>Services & Charges Totals</i>	\$46,530.00
	Program 0000 - General Totals	\$366,000.00
	Division 34 - Fire Training Totals	\$366,000.00
Division 35 - Support Services		
Program 4421 - Communication Services		
<i>Services & Charges</i>		
545.05	Communications Dispatch Services	100,000.00
545.15	Communications Cell Phones	16,000.00
	<i>Services & Charges Totals</i>	\$116,000.00
	Program 4421 - Communication Services Totals	\$116,000.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 35 - Support Services		
Program 4422 - Automotive Services		
<i>Services & Charges</i>		
565.95	Repair and Maintenance Vehicle Maint Service Charge	422,090.00
	<i>Services & Charges Totals</i>	\$422,090.00
	Program 4422 - Automotive Services Totals	\$422,090.00
	Division 35 - Support Services Totals	\$538,090.00
Division 37 - Emergency Management		
Program 0000 - General		
<i>Supplies</i>		
525.95	Operating Supplies Other	275.00
	<i>Supplies Totals</i>	\$275.00
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	340.00
540.95	Services Other	22,700.00
565.05	Repair and Maintenance Machinery & Equipment	7,350.00
575.10	Other Memberships & Publications	170.00
575.15	Other Training & Travel	500.00
	<i>Services & Charges Totals</i>	\$31,060.00
	Program 0000 - General Totals	\$31,335.00
	Division 37 - Emergency Management Totals	\$31,335.00
	Department 44 - Fire Totals	\$22,611,685.00
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	933,520.00
500.10	Salaries Part Time	32,000.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	35,480.00
	<i>Salaries Totals</i>	\$1,001,500.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	10,750.00
510.10	Taxes & Benefits Medicare	14,825.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.15	Taxes & Benefits Social Security	63,250.00
510.20	Taxes & Benefits IMRF Er Contribution	75,500.00
510.35	Taxes & Benefits Medical/Dental Insurance	165,845.00
510.40	Taxes & Benefits Life Insurance	2,025.00
510.60	Taxes & Benefits Allowances	7,200.00
	<i>Taxes & Benefits Totals</i>	\$339,395.00
<i>Supplies</i>		
520.05	Office Supplies General	2,780.00
520.10	Office Supplies Paper	2,300.00
520.15	Office Supplies Printed Forms	300.00
525.35	Operating Supplies Clothing	15,500.00
	<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	23,450.00
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>	\$45,845.00
	Program 0000 - General Totals	\$1,407,620.00
	Division 01 - Administration Totals	\$1,407,620.00
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	257,915.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	4,500.00

Account	Account Description	2023 Proposed Annual Budget
Fund	100 - General Fund	
EXPENSE		
Department	52 - Public Works	
Division	38 - Building, Grounds, Electrical	
Program	5201 - Buildings & Grounds Maintenance	
<i>Salaries</i>		
	<i>Salaries Totals</i>	\$264,915.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	3,865.00
510.15	Taxes & Benefits Social Security	16,475.00
510.20	Taxes & Benefits IMRF Er Contribution	20,410.00
510.35	Taxes & Benefits Medical/Dental Insurance	74,280.00
510.40	Taxes & Benefits Life Insurance	565.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$116,315.00
<i>Supplies</i>		
525.05	Operating Supplies Custodial	19,800.00
525.35	Operating Supplies Clothing	1,200.00
	<i>Supplies Totals</i>	\$21,000.00
<i>Services & Charges</i>		
540.60	Services Custodial	91,180.00
540.95	Services Other	26,550.00
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>	\$146,290.00
	Program 5201 - Buildings & Grounds Maintenance Totals	\$548,520.00
Program	5202 - Mechanical Maintenance	
<i>Salaries</i>		
500.05	Salaries Full Time	101,445.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	3,250.00
	<i>Salaries Totals</i>	\$107,195.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Budget Worksheet Report

6.D.1.A.b

Budget Year 2023

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5202 - Mechanical Maintenance		
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,565.00
510.15	Taxes & Benefits Social Security	6,650.00
510.20	Taxes & Benefits IMRF Er Contribution	8,265.00
510.35	Taxes & Benefits Medical/Dental Insurance	19,040.00
510.40	Taxes & Benefits Life Insurance	220.00
	<i>Taxes & Benefits Totals</i>	<i>\$35,740.00</i>
Supplies		
525.05	Operating Supplies Custodial	6,000.00
530.05	R&M Supplies Equipment Parts	71,770.00
	<i>Supplies Totals</i>	<i>\$77,770.00</i>
Services & Charges		
560.05	Utility Services Electric	135,530.00
565.05	Repair and Maintenance Machinery & Equipment	120,950.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	9,380.00
570.10	Rental Machinery	500.00
575.05	Other Small Tools & Equipment	1,280.00
	<i>Services & Charges Totals</i>	<i>\$267,640.00</i>
	Program 5202 - Mechanical Maintenance Totals	\$488,345.00
	Division 38 - Building, Grounds, Electrical Totals	\$1,036,865.00
Division 39 - Forestry		
Program 5211 - Tree Maintenance		
Salaries		
500.05	Salaries Full Time	468,125.00
500.20	Salaries Overtime	10,000.00
500.25	Salaries Special Compensation	10,750.00
	<i>Salaries Totals</i>	<i>\$488,875.00</i>
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	7,110.00
510.15	Taxes & Benefits Social Security	30,370.00
510.20	Taxes & Benefits IMRF Er Contribution	37,655.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 39 - Forestry		
Program 5211 - Tree Maintenance		
Taxes & Benefits		
510.35	Taxes & Benefits Medical/Dental Insurance	104,025.00
510.40	Taxes & Benefits Life Insurance	1,020.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	<i>\$180,900.00</i>
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
	<i>Supplies Totals</i>	<i>\$9,540.00</i>
Services & Charges		
565.25	Repair and Maintenance Landscape	209,025.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	65,660.00
575.05	Other Small Tools & Equipment	4,000.00
	<i>Services & Charges Totals</i>	<i>\$278,685.00</i>
Program 5211 - Tree Maintenance Totals		<i>\$958,000.00</i>
Program 5212 - Landscape Maintenance		
Salaries		
500.05	Salaries Full Time	195,200.00
500.10	Salaries Part Time	40,000.00
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	8,000.00
	<i>Salaries Totals</i>	<i>\$244,200.00</i>
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	3,550.00
510.15	Taxes & Benefits Social Security	15,175.00
510.20	Taxes & Benefits IMRF Er Contribution	18,810.00
510.35	Taxes & Benefits Medical/Dental Insurance	55,710.00
510.40	Taxes & Benefits Life Insurance	425.00
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	<i>\$94,030.00</i>

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 39 - Forestry		
Program 5212 - Landscape Maintenance		
<i>Supplies</i>		
525.25	Operating Supplies Chemicals	3,000.00
525.35	Operating Supplies Clothing	1,200.00
525.95	Operating Supplies Other	18,000.00
	<i>Supplies Totals</i>	\$22,200.00
<i>Services & Charges</i>		
565.25	Repair and Maintenance Landscape	139,000.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	65,660.00
575.05	Other Small Tools & Equipment	3,000.00
	<i>Services & Charges Totals</i>	\$207,660.00
Program 5212 - Landscape Maintenance	Totals	\$568,090.00
Division 39 - Forestry	Totals	\$1,526,090.00
Division 41 - Streets		
Program 5231 - Pavement Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	694,985.00
500.10	Salaries Part Time	7,500.00
500.20	Salaries Overtime	137,000.00
500.25	Salaries Special Compensation	22,250.00
	<i>Salaries Totals</i>	\$861,735.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	12,580.00
510.15	Taxes & Benefits Social Security	53,555.00
510.20	Taxes & Benefits IMRF Er Contribution	65,790.00
510.35	Taxes & Benefits Medical/Dental Insurance	168,540.00
510.40	Taxes & Benefits Life Insurance	1,515.00
510.60	Taxes & Benefits Allowances	1,080.00
	<i>Taxes & Benefits Totals</i>	\$303,060.00
<i>Supplies</i>		
525.25	Operating Supplies Chemicals	30,000.00
525.30	Operating Supplies Salt	363,000.00

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5231 - Pavement Maintenance		
Supplies		
525.35	Operating Supplies Clothing	4,200.00
525.40	Operating Supplies Shop Materials	1,500.00
530.20	R&M Supplies Street Maintenance	387,780.00
	<i>Supplies Totals</i>	<i>\$786,480.00</i>
	<i>Services & Charges</i>	
540.95	Services Other	153,500.00
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	243,855.00
570.10	Rental Machinery	31,050.00
575.05	Other Small Tools & Equipment	9,000.00
	<i>Services & Charges Totals</i>	<i>\$546,805.00</i>
	Program 5231 - Pavement Maintenance Totals	\$2,498,080.00
	Program 5232 - Traffic Control & Safety Signs	
Salaries		
500.05	Salaries Full Time	177,835.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	7,750.00
	<i>Salaries Totals</i>	<i>\$186,085.00</i>
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	2,715.00
510.15	Taxes & Benefits Social Security	11,575.00
510.20	Taxes & Benefits IMRF Er Contribution	14,340.00
510.35	Taxes & Benefits Medical/Dental Insurance	38,085.00
510.40	Taxes & Benefits Life Insurance	390.00
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	<i>\$67,465.00</i>

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5232 - Traffic Control & Safety Signs		
<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	38,000.00
560.05	Utility Services Electric	700.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	46,900.00
575.05	Other Small Tools & Equipment	2,800.00
	<i>Services & Charges Totals</i>	\$88,400.00
Program 5232 - Traffic Control & Safety Signs	Totals	\$376,750.00
Program 5233 - Rights of Way Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	248,045.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	8,500.00
	<i>Salaries Totals</i>	\$259,045.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	3,770.00
510.15	Taxes & Benefits Social Security	16,070.00
510.20	Taxes & Benefits IMRF Er Contribution	19,955.00
510.35	Taxes & Benefits Medical/Dental Insurance	65,940.00
510.40	Taxes & Benefits Life Insurance	545.00
	<i>Taxes & Benefits Totals</i>	\$106,280.00
<i>Supplies</i>		
525.35	Operating Supplies Clothing	1,800.00
	<i>Supplies Totals</i>	\$1,800.00
<i>Services & Charges</i>		
560.25	Utility Services Refuse Disposal	2,000.00
565.25	Repair and Maintenance Landscape	1,530.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5233 - Rights of Way Maintenance		
Services & Charges		
565.95	Repair and Maintenance Vehicle Maint Service Charge	126,630.00
575.05	Other Small Tools & Equipment	1,000.00
	Services & Charges Totals	\$131,160.00
Program 5233 - Rights of Way Maintenance Totals		\$498,285.00
Division 41 - Streets Totals		\$3,373,115.00
Division 43 - Engineering		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	183,135.00
500.25	Salaries Special Compensation	2,000.00
	Salaries Totals	\$185,135.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	2,695.00
510.15	Taxes & Benefits Social Security	11,505.00
510.20	Taxes & Benefits IMRF Er Contribution	14,260.00
510.35	Taxes & Benefits Medical/Dental Insurance	18,580.00
510.40	Taxes & Benefits Life Insurance	400.00
510.60	Taxes & Benefits Allowances	360.00
	Taxes & Benefits Totals	\$47,800.00
Supplies		
520.10	Office Supplies Paper	200.00
525.95	Operating Supplies Other	100.00
	Supplies Totals	\$300.00
Services & Charges		
540.20	Services Architectual	1,500.00
540.25	Services Engineering	20,000.00
540.45	Services Data Processing/Technology	500.00
565.05	Repair and Maintenance Machinery & Equipment	500.00
	Services & Charges Totals	\$22,500.00
Program 0000 - General Totals		\$255,735.00
Division 43 - Engineering Totals		\$255,735.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works	Totals	\$7,599,425.00
	EXPENSE TOTALS	\$68,859,310.00
Fund 100 - General Fund	Totals	
	REVENUE TOTALS	\$68,859,310.00
	EXPENSE TOTALS	\$68,859,310.00
Fund 100 - General Fund	Totals	\$0.00
Fund 205 - Motor Fuel Tax Fund		
REVENUE		
	Intergovernmental Revenues	
430.35	Shared Revenues Motor Fuel Tax	2,788,200.00
	Intergovernmental Revenues Totals	\$2,788,200.00
	Interest Income	
460.05	Interest Income Investments	750.00
	Interest Income Totals	\$750.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	(205,960.00)
	(Source)/Use of Reserves Totals	(\$205,960.00)
	REVENUE TOTALS	\$2,582,990.00
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6060 - Streets		
	Capital Outlay	
615	Improvements Other Than Buildings	2,582,990.00
	Capital Outlay Totals	\$2,582,990.00
Program 6060 - Streets	Totals	\$2,582,990.00
Division 75 - Capital Outlay	Totals	\$2,582,990.00
Department 52 - Public Works	Totals	\$2,582,990.00
	EXPENSE TOTALS	\$2,582,990.00
Fund 205 - Motor Fuel Tax Fund	Totals	
	REVENUE TOTALS	\$2,582,990.00
	EXPENSE TOTALS	\$2,582,990.00
Fund 205 - Motor Fuel Tax Fund	Totals	\$0.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 210 - Community Dev Block Grant Fund		
REVENUE		
Intergovernmental Revenues		
434 Grants		479,813.00
Intergovernmental Revenues Totals		\$479,813.00
REVENUE TOTALS		\$479,813.00
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
540.90 Services Administrative Service Charge		95,962.00
Services & Charges Totals		\$95,962.00
Program 0000 - General Totals		\$95,962.00
Division 80 - Interfund Transfers Totals		\$95,962.00
Department 30 - Finance & Operations Totals		\$95,962.00
Department 40 - Community Development		
Division 21 - Community Development		
Program 0000 - General		
Services & Charges		
540.95 Services Other		71,971.00
Services & Charges Totals		\$71,971.00
Program 0000 - General Totals		\$71,971.00
Division 21 - Community Development Totals		\$71,971.00
Department 40 - Community Development Totals		\$71,971.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6040 - Rights of Way Improvements		
Capital Outlay		
615 Improvements Other Than Buildings		311,880.00
Capital Outlay Totals		\$311,880.00
Program 6040 - Rights of Way Improvements Totals		\$311,880.00
Division 75 - Capital Outlay Totals		\$311,880.00
Department 52 - Public Works Totals		\$311,880.00
EXPENSE TOTALS		\$479,813.00
Fund 210 - Community Dev Block Grant Fund Totals		
REVENUE TOTALS		\$479,813.00
EXPENSE TOTALS		\$479,813.00

Account	Account Description	2023 Proposed Annual Budget
Fund	210 - Community Dev Block Grant Fund Totals	\$0.00
Fund	221 - Federal Equitable Sharing Fund	
	REVENUE	
	<i>Intergovernmental Revenues</i>	
434	Grants	20,000.00
	<i>Intergovernmental Revenues Totals</i>	\$20,000.00
	REVENUE TOTALS	\$20,000.00
	EXPENSE	
Department	42 - Police	
Division	27 - Crime Control & Investigation	
Program	4201 - Patrol	
	<i>Supplies</i>	
525.95	Operating Supplies Other	20,000.00
	<i>Supplies Totals</i>	\$20,000.00
	Program 4201 - Patrol Totals	\$20,000.00
	Division 27 - Crime Control & Investigation Totals	\$20,000.00
	Department 42 - Police Totals	\$20,000.00
	EXPENSE TOTALS	\$20,000.00
Fund	221 - Federal Equitable Sharing Fund Totals	
	REVENUE TOTALS	\$20,000.00
	EXPENSE TOTALS	\$20,000.00
Fund	221 - Federal Equitable Sharing Fund Totals	\$0.00
Fund	222 - State Equitable Sharing Fund	
	REVENUE	
	<i>Intergovernmental Revenues</i>	
434	Grants	20,000.00
	<i>Intergovernmental Revenues Totals</i>	\$20,000.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	23,500.00
	<i>(Source)/Use of Reserves Totals</i>	\$23,500.00
	REVENUE TOTALS	\$43,500.00
	EXPENSE	
Department	42 - Police	
Division	27 - Crime Control & Investigation	
Program	4201 - Patrol	
	<i>Supplies</i>	
525.95	Operating Supplies Other	20,000.00
	<i>Supplies Totals</i>	\$20,000.00

Account	Account Description	2023 Proposed Annual Budget
Fund 222 - State Equitable Sharing Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol Totals		\$20,000.00
Division 27 - Crime Control & Investigation Totals		\$20,000.00
Division 75 - Capital Outlay		
Program 0000 - General		
Capital Outlay		
635 Office and Other Equipment		23,500.00
Capital Outlay Totals		\$23,500.00
Program 0000 - General Totals		\$23,500.00
Division 75 - Capital Outlay Totals		\$23,500.00
Department 42 - Police Totals		\$43,500.00
EXPENSE TOTALS		\$43,500.00
Fund 222 - State Equitable Sharing Fund Totals		
REVENUE TOTALS		\$43,500.00
EXPENSE TOTALS		\$43,500.00
Fund 222 - State Equitable Sharing Fund Totals		\$0.00
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



Budget Worksheet Report

6.D.1.A.b

Budget Year 2022

Account	Account Description	2023 Proposed Annual Budget
EXPENSE TOTALS		\$70,000.00
Fund 224 - Foreign Fire Insurance Tax Fund Totals		\$0.00
Fund 233 - Downtown Area TIF (TIF #3) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	7,600,000.00
Taxes Totals		\$7,600,000.00
Interest Income		
460.05	Interest Income Investments	2,500.00
Interest Income Totals		\$2,500.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(1,862,500.00)
(Source)/Use of Reserves Totals		(\$1,862,500.00)
REVENUE TOTALS		\$5,740,000.00
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
540.10	Services Financial	5,000.00
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	15,000.00
Debt Service Totals		\$15,000.00
Program 3043 - Lim Oblig TIF Notes Series 2006B		\$15,000.00
Totals		
Division 70 - Debt Service Totals		\$15,000.00
Department 30 - Finance & Operations Totals		\$15,000.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 233 - Downtown Area TIF (TIF #3) Fund		
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
615	Improvements Other Than Buildings	715,000.00
	Capital Outlay Totals	\$715,000.00
	Program 6010 - Buildings & Facilities Totals	\$715,000.00
	Program 6020 - Flood Control	
Capital Outlay		
615	Improvements Other Than Buildings	3,500,000.00
	Capital Outlay Totals	\$3,500,000.00
	Program 6020 - Flood Control Totals	\$3,500,000.00
	Program 6060 - Streets	
Capital Outlay		
615	Improvements Other Than Buildings	1,500,000.00
	Capital Outlay Totals	\$1,500,000.00
	Program 6060 - Streets Totals	\$1,500,000.00
	Division 75 - Capital Outlay Totals	\$5,715,000.00
	Department 52 - Public Works Totals	\$5,715,000.00
	EXPENSE TOTALS	\$5,740,000.00
Fund 233 - Downtown Area TIF (TIF #3) Fund Totals		
	REVENUE TOTALS	\$5,740,000.00
	EXPENSE TOTALS	\$5,740,000.00
Fund 233 - Downtown Area TIF (TIF #3) Fund Totals		\$0.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	3,600,000.00
	Taxes Totals	\$3,600,000.00
	Interest Income	
460.05	Interest Income Investments	1,500.00
	Interest Income Totals	\$1,500.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	1,111,680.00
	(Source)/Use of Reserves Totals	\$1,111,680.00
	REVENUE TOTALS	\$4,713,180.00

Account	Account Description	2023 Proposed Annual Budget
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
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
Other Expenses		
815	Rebates	1,500,000.00
820	TIF Development	1,325,000.00
	Other Expenses Totals	\$2,825,000.00
	Program 0000 - General Totals	\$2,835,000.00
	Division 10 - Economic Development Totals	\$2,835,000.00
	Department 20 - Village Manager's Office Totals	\$2,835,000.00
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3068 - GO Tax Ref Series 2014B (TIF 4)		
Debt Service		
705	Principal	735,000.00
710	Interest	71,870.00
715	Paying Agent Fees	750.00
	Debt Service Totals	\$807,620.00
	Program 3068 - GO Tax Ref Series 2014B (TIF 4) Totals	\$807,620.00
	Program 3073 - GO Tax Ref Series 2017D (TIF 4)	
Debt Service		
705	Principal	690,000.00
710	Interest	79,810.00
715	Paying Agent Fees	750.00
	Debt Service Totals	\$770,560.00
	Program 3073 - GO Tax Ref Series 2017D (TIF 4) Totals	\$770,560.00
	Division 70 - Debt Service Totals	\$1,578,180.00
	Department 30 - Finance & Operations Totals	\$1,578,180.00



Budget Worksheet Report

6.D.1.A.b

Budget Year 2022

Account	Account Description	2023 Proposed Annual Budget
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6080 - Water System		
Capital Outlay		
615	Improvements Other Than Buildings	300,000.00
	Capital Outlay Totals	\$300,000.00
	Program 6080 - Water System Totals	\$300,000.00
	Division 75 - Capital Outlay Totals	\$300,000.00
	Department 52 - Public Works Totals	\$300,000.00
	EXPENSE TOTALS	\$4,713,180.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund Totals		
	REVENUE TOTALS	\$4,713,180.00
	EXPENSE TOTALS	\$4,713,180.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund Totals		\$0.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	1,450,000.00
	Taxes Totals	\$1,450,000.00
	Interest Income	
460.05	Interest Income Investments	500.00
	Interest Income Totals	\$500.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	54,500.00
	(Source)/Use of Reserves Totals	\$54,500.00
	REVENUE TOTALS	\$1,505,000.00
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	1,500,000.00
	Other Expenses Totals	\$1,500,000.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General Totals		\$1,505,000.00
Division 10 - Economic Development Totals		\$1,505,000.00
Department 20 - Village Manager's Office Totals		\$1,505,000.00
EXPENSE TOTALS		\$1,505,000.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund Totals		
REVENUE TOTALS		\$1,505,000.00
EXPENSE TOTALS		\$1,505,000.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund Totals		\$0.00
Fund 300 - Debt Service Fund		
REVENUE		
Taxes		
410.25 Property Tax Debt Service		1,779,156.00
Taxes Totals		\$1,779,156.00
Interest Income		
460.05 Interest Income Investments		1,425.00
Interest Income Totals		\$1,425.00
Other Financing Sources		
481 Interfund Transfers In		1,642,000.00
Other Financing Sources Totals		\$1,642,000.00
(Source)/Use of Reserves		
499 (Source)/Use of Reserves		(1,642,000.00)
(Source)/Use of Reserves Totals		(\$1,642,000.00)
REVENUE TOTALS		\$1,780,581.00
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3071 - GO Ref Series 2017B		
Debt Service		
705 Principal		490,000.00
710 Interest		43,950.00
715 Paying Agent Fees		475.00
Debt Service Totals		\$534,425.00
Program 3071 - GO Ref Series 2017B Totals		\$534,425.00



Account	Account Description	2023 Proposed Annual Budget
Fund 300 - Debt Service Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3074 - GO Ref Series 2018		
Debt Service		
705	Principal	530,000.00
710	Interest	224,000.00
715	Paying Agent Fees	475.00
	Debt Service Totals	\$754,475.00
	Program 3074 - GO Ref Series 2018 Totals	\$754,475.00
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	\$1,780,581.00
	Department 30 - Finance & Operations Totals	\$1,780,581.00
	EXPENSE TOTALS	\$1,780,581.00
	Fund 300 - Debt Service Fund Totals	
	REVENUE TOTALS	\$1,780,581.00
	EXPENSE TOTALS	\$1,780,581.00
	Fund 300 - Debt Service Fund Totals	\$0.00
Fund 401 - Capital Equipment Fund		
REVENUE		
Taxes		
415	Electric Use Utility Tax	925,000.00
	Taxes Totals	\$925,000.00
Intergovernmental Revenues		
430.65	Shared Revenues Video Gaming Tax	100,000.00
	Intergovernmental Revenues Totals	\$100,000.00
Interest Income		
460.05	Interest Income Investments	7,500.00
	Interest Income Totals	\$7,500.00
Miscellaneous Revenues		
470.10	Rental Income Communication Tower	373,755.00

Account	Account Description	2023 Proposed Annual Budget
Fund 401 - Capital Equipment Fund		
REVENUE		
	Miscellaneous Revenues	
472.05	Sales Capital Assets	50,000.00
	Miscellaneous Revenues Totals	\$423,755.00
	Other Financing Sources	
481	Interfund Transfers In	651,000.00
	Other Financing Sources Totals	\$651,000.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	(1,274,850.00)
	(Source)/Use of Reserves Totals	(\$1,274,850.00)
	REVENUE TOTALS	\$832,405.00
EXPENSE		
Department 38 - Information Technology		
Division 75 - Capital Outlay		
Program 6030 - Technology		
Capital Outlay		
640	Technology	358,500.00
	Capital Outlay Totals	\$358,500.00
	Program 6030 - Technology Totals	\$358,500.00
	Division 75 - Capital Outlay Totals	\$358,500.00
	Department 38 - Information Technology Totals	\$358,500.00
Department 44 - Fire		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
Capital Outlay		
625	Motor Vehicles	95,000.00
635	Office and Other Equipment	84,500.00
	Capital Outlay Totals	\$179,500.00
	Program 6070 - Vehicles & Equipment Totals	\$179,500.00
	Division 75 - Capital Outlay Totals	\$179,500.00
	Department 44 - Fire Totals	\$179,500.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
Capital Outlay		
625	Motor Vehicles	289,405.00
635	Office and Other Equipment	5,000.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 401 - Capital Equipment Fund		
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
Capital Outlay		
	Capital Outlay Totals	\$294,405.00
Program 6070 - Vehicles & Equipment Totals		\$294,405.00
Division 75 - Capital Outlay Totals		\$294,405.00
Department 52 - Public Works Totals		\$294,405.00
	EXPENSE TOTALS	\$832,405.00
Fund 401 - Capital Equipment Fund Totals		
	REVENUE TOTALS	\$832,405.00
	EXPENSE TOTALS	\$832,405.00
Fund 401 - Capital Equipment Fund Totals		\$0.00
Fund 402 - Capital Improvement Fund		
REVENUE		
Taxes		
414	Simplified Telecommunications Tax	679,200.00
415	Electric Use Utility Tax	885,000.00
	Taxes Totals	\$1,564,200.00
Interest Income		
460.05	Interest Income Investments	7,500.00
	Interest Income Totals	\$7,500.00
Other Financing Sources		
481	Interfund Transfers In	45,000.00
	Other Financing Sources Totals	\$45,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(329,560.00)
	(Source)/Use of Reserves Totals	(\$329,560.00)
	REVENUE TOTALS	\$1,287,140.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 402 - Capital Improvement Fund		
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 44 - Fire		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
610	Buildings & Structures	100,000.00
	Capital Outlay Totals	\$100,000.00
	Program 6010 - Buildings & Facilities Totals	\$100,000.00
	Division 75 - Capital Outlay Totals	\$100,000.00
	Department 44 - Fire Totals	\$100,000.00
Department 52 - Public Works		
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
	Program 6040 - Rights of Way Improvements	
Capital Outlay		
615	Improvements Other Than Buildings	430,000.00
	Capital Outlay Totals	\$430,000.00
	Program 6040 - Rights of Way Improvements Totals	\$430,000.00
	Program 6060 - Streets	
Capital Outlay		
615	Improvements Other Than Buildings	657,140.00
	Capital Outlay Totals	\$657,140.00
	Program 6060 - Streets Totals	\$657,140.00
	Division 75 - Capital Outlay Totals	\$1,137,140.00

Account	Account Description	2023 Proposed Annual Budget
Fund 402 - Capital Improvement Fund		
EXPENSE		
Department 52 - Public Works Totals		\$1,137,140.00
EXPENSE TOTALS		\$1,287,140.00
Fund 402 - Capital Improvement Fund Totals		
REVENUE TOTALS		\$1,287,140.00
EXPENSE TOTALS		\$1,287,140.00
Fund 402 - Capital Improvement Fund Totals		\$0.00
Fund 605 - Waterworks Fund		
REVENUE		
Intergovernmental Revenues		
432.35 Reimbursements Park District - CC & CSF		30,000.00
Intergovernmental Revenues Totals		\$30,000.00
Charges for Services		
441.05 Water Service Resident - Regular		10,404,000.00
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		1,411,000.00
441.30 Water Service Non-Resident - IOTP		90,000.00
441.35 Water Service Non-Resident - Deer Park		430,000.00
441.40 Water Service Non-Resident - User Charge		38,000.00
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
Charges for Services Totals		\$13,133,000.00
Interest Income		
460.05 Interest Income Investments		15,000.00
Interest Income Totals		\$15,000.00
Miscellaneous Revenues		
474.05 Other Misc Reimbursements/Refunds		100,000.00
474.90 Other Miscellaneous Income		5,000.00
Miscellaneous Revenues Totals		\$105,000.00

Account	Account Description	2023 Proposed Annual Budget
Fund 605 - Waterworks Fund		
REVENUE		
(Source)/Use of Reserves		
499 (Source)/Use of Reserves		793,285.00
(Source)/Use of Reserves Totals		\$793,285.00
REVENUE TOTALS		\$14,076,285.00
EXPENSE		
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05 Salaries Full Time		143,650.00
500.25 Salaries Special Compensation		4,265.00
<i>Salaries Totals</i>		\$147,915.00
<i>Taxes & Benefits</i>		
510.10 Taxes & Benefits Medicare		2,160.00
510.15 Taxes & Benefits Social Security		9,220.00
510.20 Taxes & Benefits IMRF Er Contribution		11,390.00
510.35 Taxes & Benefits Medical/Dental Insurance		27,855.00
510.40 Taxes & Benefits Life Insurance		310.00
510.60 Taxes & Benefits Allowances		720.00
<i>Taxes & Benefits Totals</i>		\$51,655.00
<i>Services & Charges</i>		
575.10 Other Memberships & Publications		650.00
575.15 Other Training & Travel		3,500.00
<i>Services & Charges Totals</i>		\$4,150.00
Program 0000 - General Totals		\$203,720.00
Division 01 - Administration Totals		\$203,720.00
Division 11 - Accounting Services		
Program 0000 - General		
<i>Salaries</i>		
500.05 Salaries Full Time		82,540.00
500.25 Salaries Special Compensation		500.00
<i>Salaries Totals</i>		\$83,040.00
<i>Taxes & Benefits</i>		
510.10 Taxes & Benefits Medicare		1,205.00
510.15 Taxes & Benefits Social Security		5,150.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 11 - Accounting Services		
Program 0000 - General		
Taxes & Benefits		
510.20	Taxes & Benefits IMRF Er Contribution	6,395.00
510.35	Taxes & Benefits Medical/Dental Insurance	9,290.00
510.40	Taxes & Benefits Life Insurance	180.00
	<i>Taxes & Benefits Totals</i>	<i>\$22,220.00</i>
Services & Charges		
540.10	Services Financial	16,000.00
540.15	Services Banking	140,100.00
575.10	Other Memberships & Publications	650.00
575.15	Other Training & Travel	2,000.00
	<i>Services & Charges Totals</i>	<i>\$158,750.00</i>
	Program 0000 - General Totals	\$264,010.00
	Division 11 - Accounting Services Totals	\$264,010.00
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
Salaries		
500.10	Salaries Part Time	64,545.00
500.20	Salaries Overtime	500.00
	<i>Salaries Totals</i>	<i>\$65,045.00</i>
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	950.00
510.15	Taxes & Benefits Social Security	4,040.00
510.20	Taxes & Benefits IMRF Er Contribution	5,015.00
	<i>Taxes & Benefits Totals</i>	<i>\$10,005.00</i>
	Program 3021 - Cashiering Totals	\$75,050.00
Program 3022 - Utility Billing		
Salaries		
500.05	Salaries Full Time	139,215.00
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	1,750.00
	<i>Salaries Totals</i>	<i>\$141,965.00</i>

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3022 - Utility Billing		
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	2,060.00
510.15	Taxes & Benefits Social Security	8,810.00
510.20	Taxes & Benefits IMRF Er Contribution	10,940.00
510.35	Taxes & Benefits Medical/Dental Insurance	18,570.00
510.40	Taxes & Benefits Life Insurance	305.00
	<i>Taxes & Benefits Totals</i>	<i>\$40,685.00</i>
Supplies		
520.05	Office Supplies General	600.00
520.10	Office Supplies Paper	400.00
	<i>Supplies Totals</i>	<i>\$1,000.00</i>
Services & Charges		
545.20	Communications Postage	51,000.00
550.15	Printing/Advertising Outside Printing Services	39,000.00
565.35	Repair and Maintenance Software	32,100.00
575.05	Other Small Tools & Equipment	500.00
575.15	Other Training & Travel	500.00
	<i>Services & Charges Totals</i>	<i>\$123,100.00</i>
	Program 3022 - Utility Billing Totals	\$306,750.00
	Division 12 - Billing & Collections Totals	\$381,800.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
555.10	Insurance Liability Premiums	68,000.00
	<i>Services & Charges Totals</i>	<i>\$68,000.00</i>
	Program 0000 - General Totals	\$68,000.00
	Division 17 - Village Wide Benefit Programs Totals	\$68,000.00
Division 70 - Debt Service		
Program 3069 - GO Series 2015		
Debt Service		
705	Principal	628,000.00
710	Interest	91,200.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3069 - GO Series 2015		
Debt Service		
715	Paying Agent Fees	600.00
	Debt Service Totals	\$719,800.00
	Program 3069 - GO Series 2015 Totals	\$719,800.00
	Division 70 - Debt Service Totals	\$719,800.00
	Division 80 - Interfund Transfers	
	Program 0000 - General	
	Services & Charges	
540.90	Services Administrative Service Charge	634,000.00
	Services & Charges Totals	\$634,000.00
	Other Financing Uses	
905	Interfund Transfers Out	325,500.00
	Other Financing Uses Totals	\$325,500.00
	Program 0000 - General Totals	\$959,500.00
	Division 80 - Interfund Transfers Totals	\$959,500.00
	Department 30 - Finance & Operations Totals	\$2,596,830.00
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Salaries		
500.25	Salaries Special Compensation	5,500.00
	Salaries Totals	\$5,500.00
	Taxes & Benefits	
510.10	Taxes & Benefits Medicare	80.00
510.15	Taxes & Benefits Social Security	345.00
510.20	Taxes & Benefits IMRF Er Contribution	425.00
	Taxes & Benefits Totals	\$850.00
	Program 0000 - General Totals	\$6,350.00
	Division 17 - Village Wide Benefit Programs Totals	\$6,350.00
	Department 34 - Human Resources Totals	\$6,350.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 38 - Information Technology		
Division 75 - Capital Outlay		
Program 6030 - Technology		
<i>Capital Outlay</i>		
640 Technology		400,000.00
	<i>Capital Outlay Totals</i>	\$400,000.00
	Program 6030 - Technology Totals	\$400,000.00
	Division 75 - Capital Outlay Totals	\$400,000.00
	Department 38 - Information Technology Totals	\$400,000.00
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
<i>Supplies</i>		
520.05 Office Supplies General		4,700.00
	<i>Supplies Totals</i>	\$4,700.00
<i>Services & Charges</i>		
565.05 Repair and Maintenance Machinery & Equipment		500.00
575.10 Other Memberships & Publications		16,485.00
575.15 Other Training & Travel		5,050.00
	<i>Services & Charges Totals</i>	\$22,035.00
	Program 0000 - General Totals	\$26,735.00
	Division 01 - Administration Totals	\$26,735.00
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
<i>Salaries</i>		
500.05 Salaries Full Time		100,845.00
500.20 Salaries Overtime		1,000.00
500.25 Salaries Special Compensation		2,250.00
	<i>Salaries Totals</i>	\$104,095.00
<i>Taxes & Benefits</i>		
510.10 Taxes & Benefits Medicare		1,515.00
510.15 Taxes & Benefits Social Security		6,460.00
510.20 Taxes & Benefits IMRF Er Contribution		8,025.00
510.35 Taxes & Benefits Medical/Dental Insurance		27,855.00
510.40 Taxes & Benefits Life Insurance		220.00
	<i>Taxes & Benefits Totals</i>	\$44,075.00

Account	Account Description	2023 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Supplies		
525.05	Operating Supplies Custodial	12,000.00
525.35	Operating Supplies Clothing	1,200.00
530.05	R&M Supplies Equipment Parts	9,040.00
	<i>Supplies Totals</i>	\$22,240.00
	<i>Services & Charges</i>	
540.60	Services Custodial	23,360.00
560.05	Utility Services Electric	5,000.00
560.10	Utility Services Natural Gas	50,000.00
565.05	Repair and Maintenance Machinery & Equipment	10,850.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	9,380.00
	<i>Services & Charges Totals</i>	\$98,590.00
	Program 5201 - Buildings & Grounds Maintenance Totals	\$269,000.00
	Program 5202 - Mechanical Maintenance	
Salaries		
500.20	Salaries Overtime	500.00
	<i>Salaries Totals</i>	\$500.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	10.00
510.15	Taxes & Benefits Social Security	35.00
510.20	Taxes & Benefits IMRF Er Contribution	40.00
	<i>Taxes & Benefits Totals</i>	\$85.00
	<i>Supplies</i>	
530.05	R&M Supplies Equipment Parts	9,280.00
	<i>Supplies Totals</i>	\$9,280.00
	<i>Services & Charges</i>	
565.05	Repair and Maintenance Machinery & Equipment	25,435.00
575.05	Other Small Tools & Equipment	300.00
	<i>Services & Charges Totals</i>	\$25,735.00
	Program 5202 - Mechanical Maintenance Totals	\$35,600.00
	Division 38 - Building, Grounds, Electrical Totals	\$304,600.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
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
Division 39 - Forestry Totals		\$15,000.00
Division 40 - Utilities		
Program 5223 - Water System Maintenance		
Salaries		
500.05	Salaries Full Time	746,515.00
500.20	Salaries Overtime	100,000.00
500.25	Salaries Special Compensation	24,000.00
	Salaries Totals	\$870,515.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	12,650.00
510.15	Taxes & Benefits Social Security	54,015.00
510.20	Taxes & Benefits IMRF Er Contribution	67,045.00
510.35	Taxes & Benefits Medical/Dental Insurance	151,400.00
510.40	Taxes & Benefits Life Insurance	1,630.00
510.60	Taxes & Benefits Allowances	360.00
	Taxes & Benefits Totals	\$287,100.00
Supplies		
525.25	Operating Supplies Chemicals	6,000.00
525.35	Operating Supplies Clothing	4,200.00
530.30	R&M Supplies Utility System	151,000.00
	Supplies Totals	\$161,200.00
Services & Charges		
540.95	Services Other	133,680.00
560.05	Utility Services Electric	260,000.00
560.10	Utility Services Natural Gas	10,000.00
560.25	Utility Services Refuse Disposal	28,000.00
565.30	Repair and Maintenance Utility System	22,600.00
565.35	Repair and Maintenance Software	4,000.00

Account	Account Description	2023 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5223 - Water System Maintenance		
<i>Services & Charges</i>		
565.95	Repair and Maintenance Vehicle Maint Service Charge	136,010.00
575.05	Other Small Tools & Equipment	10,000.00
	<i>Services & Charges Totals</i>	\$604,290.00
Program 5223 - Water System Maintenance Totals		\$1,923,105.00
Program 5224 - Water Purchase		
<i>Services & Charges</i>		
560.15	Utility Services Water/Sewer	3,017,460.00
	<i>Services & Charges Totals</i>	\$3,017,460.00
Program 5224 - Water Purchase Totals		\$3,017,460.00
Division 40 - Utilities Totals		\$4,940,565.00
Division 43 - Engineering		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	107,655.00
500.10	Salaries Part Time	8,000.00
500.25	Salaries Special Compensation	1,500.00
	<i>Salaries Totals</i>	\$117,155.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,710.00
510.15	Taxes & Benefits Social Security	7,290.00
510.20	Taxes & Benefits IMRF Er Contribution	8,405.00
510.35	Taxes & Benefits Medical/Dental Insurance	18,570.00
510.40	Taxes & Benefits Life Insurance	235.00
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$36,570.00
<i>Services & Charges</i>		
540.25	Services Engineering	42,500.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	9,380.00
	<i>Services & Charges Totals</i>	\$51,880.00
Program 0000 - General Totals		\$205,605.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 43 - Engineering Totals		\$205,605.00
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
610 Buildings & Structures		65,000.00
Capital Outlay Totals		\$65,000.00
Program 6010 - Buildings & Facilities Totals		\$65,000.00
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
Program 6060 - Streets		
Capital Outlay		
615 Improvements Other Than Buildings		420,000.00
Capital Outlay Totals		\$420,000.00
Program 6060 - Streets Totals		\$420,000.00
Program 6080 - Water System		
Capital Outlay		
615 Improvements Other Than Buildings		5,070,600.00
Capital Outlay Totals		\$5,070,600.00
Program 6080 - Water System Totals		\$5,070,600.00
Division 75 - Capital Outlay Totals		\$5,580,600.00
Department 52 - Public Works Totals		\$11,073,105.00
EXPENSE TOTALS		\$14,076,285.00
Fund 605 - Waterworks Fund Totals		
REVENUE TOTALS		\$14,076,285.00
EXPENSE TOTALS		\$14,076,285.00
Fund 605 - Waterworks Fund Totals		\$0.00
Fund 610 - Sewerage Fund		
REVENUE		
Charges for Services		
442.05 Sewer Service Resident - Regular		2,798,820.00
442.10 Sewer Service Resident - Penalties		25,000.00
442.15 Sewer Service Non-Resident - Regular		522,785.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 610 - Sewerage Fund		
REVENUE		
Charges for Services		
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	843,750.00
	Charges for Services Totals	\$4,200,155.00
Interest Income		
460.05	Interest Income Investments	2,500.00
	Interest Income Totals	\$2,500.00
Miscellaneous Revenues		
474.90	Other Miscellaneous Income	250.00
	Miscellaneous Revenues Totals	\$250.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	398,355.00
	(Source)/Use of Reserves Totals	\$398,355.00
	REVENUE TOTALS	\$4,601,260.00
EXPENSE		
Department 30 - Finance & Operations		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
555.10	Insurance Liability Premiums	68,000.00
	Services & Charges Totals	\$68,000.00
	Program 0000 - General Totals	\$68,000.00
	Division 17 - Village Wide Benefit Programs Totals	\$68,000.00
Division 70 - Debt Service		
Program 3069 - GO Series 2015		
Debt Service		
705	Principal	157,000.00
710	Interest	22,800.00
715	Paying Agent Fees	500.00
	Debt Service Totals	\$180,300.00
	Program 3069 - GO Series 2015 Totals	\$180,300.00
	Division 70 - Debt Service Totals	\$180,300.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
540.90	Services Administrative Service Charge	567,000.00
	Services & Charges Totals	\$567,000.00
Other Financing Uses		
905	Interfund Transfers Out	325,500.00
	Other Financing Uses Totals	\$325,500.00
	Program 0000 - General Totals	\$892,500.00
	Division 80 - Interfund Transfers Totals	\$892,500.00
	Department 30 - Finance & Operations Totals	\$1,140,800.00
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Salaries		
500.25	Salaries Special Compensation	1,500.00
	Salaries Totals	\$1,500.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	25.00
510.15	Taxes & Benefits Social Security	95.00
510.20	Taxes & Benefits IMRF Er Contribution	120.00
	Taxes & Benefits Totals	\$240.00
	Program 0000 - General Totals	\$1,740.00
	Division 17 - Village Wide Benefit Programs Totals	\$1,740.00
	Department 34 - Human Resources Totals	\$1,740.00
Department 52 - Public Works		
Division 40 - Utilities		
Program 5221 - Sanitary System Maintenance		
Salaries		
500.05	Salaries Full Time	360,380.00
500.20	Salaries Overtime	15,000.00
500.25	Salaries Special Compensation	7,000.00
	Salaries Totals	\$382,380.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	5,560.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5221 - Sanitary System Maintenance		
Taxes & Benefits		
510.15	Taxes & Benefits Social Security	23,720.00
510.20	Taxes & Benefits IMRF Er Contribution	29,450.00
510.35	Taxes & Benefits Medical/Dental Insurance	111,420.00
510.40	Taxes & Benefits Life Insurance	790.00
	<i>Taxes & Benefits Totals</i>	\$170,940.00
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
	<i>Supplies Totals</i>	\$19,400.00
Services & Charges		
540.95	Services Other	3,500.00
560.25	Utility Services Refuse Disposal	52,152.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	51,590.00
575.05	Other Small Tools & Equipment	3,200.00
	<i>Services & Charges Totals</i>	\$110,442.00
Program 5221 - Sanitary System Maintenance	Totals	\$683,162.00
Program 5222 - Storm System Maintenance		
Salaries		
500.05	Salaries Full Time	67,965.00
500.20	Salaries Overtime	4,000.00
500.25	Salaries Special Compensation	500.00
	<i>Salaries Totals</i>	\$72,465.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,055.00
510.15	Taxes & Benefits Social Security	4,495.00
510.20	Taxes & Benefits IMRF Er Contribution	5,585.00
510.35	Taxes & Benefits Medical/Dental Insurance	10,230.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5222 - Storm System Maintenance		
<i>Taxes & Benefits</i>		
510.40	Taxes & Benefits Life Insurance	150.00
	<i>Taxes & Benefits Totals</i>	\$21,515.00
<i>Supplies</i>		
525.35	Operating Supplies Clothing	1,340.00
530.30	R&M Supplies Utility System	13,250.00
	<i>Supplies Totals</i>	\$14,590.00
<i>Services & Charges</i>		
540.25	Services Engineering	14,000.00
540.95	Services Other	36,500.00
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	51,590.00
575.05	Other Small Tools & Equipment	1,250.00
	<i>Services & Charges Totals</i>	\$114,090.00
Program 5222 - Storm System Maintenance	Totals	\$222,660.00
Division 40 - Utilities	Totals	\$905,822.00
Division 43 - Engineering		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	146,100.00
500.25	Salaries Special Compensation	4,310.00
	<i>Salaries Totals</i>	\$150,410.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,235.00
510.15	Taxes & Benefits Social Security	9,550.00
510.20	Taxes & Benefits IMRF Er Contribution	11,585.00
510.35	Taxes & Benefits Medical/Dental Insurance	27,855.00
510.40	Taxes & Benefits Life Insurance	315.00
510.60	Taxes & Benefits Allowances	3,600.00
	<i>Taxes & Benefits Totals</i>	\$55,140.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 43 - Engineering		
Program 0000 - General		
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	9,380.00
	Services & Charges Totals	\$32,348.00
	Program 0000 - General Totals	\$237,898.00
	Division 43 - Engineering Totals	\$237,898.00
Division 75 - Capital Outlay		
Program 6020 - Flood Control		
Capital Outlay		
615	Improvements Other Than Buildings	665,000.00
	Capital Outlay Totals	\$665,000.00
	Program 6020 - Flood Control Totals	\$665,000.00
Program 6050 - Sanitary Sewer System		
Capital Outlay		
615	Improvements Other Than Buildings	300,000.00
	Capital Outlay Totals	\$300,000.00
	Program 6050 - Sanitary Sewer System Totals	\$300,000.00
Program 6060 - Streets		
Capital Outlay		
615	Improvements Other Than Buildings	1,000,000.00
	Capital Outlay Totals	\$1,000,000.00
	Program 6060 - Streets Totals	\$1,000,000.00
Program 6070 - Vehicles & Equipment		
Capital Outlay		
625	Motor Vehicles	350,000.00
	Capital Outlay Totals	\$350,000.00
	Program 6070 - Vehicles & Equipment Totals	\$350,000.00
	Division 75 - Capital Outlay Totals	\$2,315,000.00
	Department 52 - Public Works Totals	\$3,458,720.00
	EXPENSE TOTALS	\$4,601,260.00
	Fund 610 - Sewerage Fund Totals	

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
	REVENUE TOTALS	\$4,601,260.00
	EXPENSE TOTALS	\$4,601,260.00
	Fund 610 - Sewerage Fund Totals	\$0.00
Fund 615 - Refuse Fund		
REVENUE		
	Licenses and Permits	
420.20	Business Licenses & Permits Commercial Refuse License	13,000.00
	Licenses and Permits Totals	\$13,000.00
	Charges for Services	
443.05	Refuse Service Refuse Collection	4,063,680.00
443.25	Refuse Service Penalties	37,500.00
443.30	Refuse Service Multi-Family Disposal Fee	781,180.00
	Charges for Services Totals	\$4,882,360.00
	Interest Income	
460.05	Interest Income Investments	500.00
	Interest Income Totals	\$500.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	(198,390.00)
	(Source)/Use of Reserves Totals	(\$198,390.00)
	REVENUE TOTALS	\$4,697,470.00
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
	Services & Charges	
540.90	Services Administrative Service Charge	75,000.00
	Services & Charges Totals	\$75,000.00
	Other Financing Uses	
905	Interfund Transfers Out	45,000.00
	Other Financing Uses Totals	\$45,000.00
	Program 0000 - General Totals	\$120,000.00
	Division 80 - Interfund Transfers Totals	\$120,000.00
	Department 30 - Finance & Operations Totals	\$120,000.00
Department 52 - Public Works		
Division 40 - Utilities		
Program 5225 - Refuse & Recycling		
	Services & Charges	
560.20	Utility Services Refuse Collection	3,170,980.00

Account	Account Description	2023 Proposed Annual Budget
Fund 615 - Refuse Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5225 - Refuse & Recycling		
Services & Charges		
560.25	Utility Services Refuse Disposal	1,406,490.00
	Services & Charges Totals	\$4,577,470.00
	Program 5225 - Refuse & Recycling Totals	\$4,577,470.00
	Division 40 - Utilities Totals	\$4,577,470.00
	Department 52 - Public Works Totals	\$4,577,470.00
	EXPENSE TOTALS	\$4,697,470.00
	Fund 615 - Refuse Fund Totals	
	REVENUE TOTALS	\$4,697,470.00
	EXPENSE TOTALS	\$4,697,470.00
	Fund 615 - Refuse Fund Totals	\$0.00
Fund 620 - Parking System Fund		
REVENUE		
Fines and Fees		
453.10	Parking Fees Daily Fee - Commuter	150,000.00
453.50	Parking Fees Permit Fee - Business	2,500.00
453.55	Parking Fees Permit Fee - Commuter	150,000.00
	Fines and Fees Totals	\$302,500.00
Interest Income		
460.05	Interest Income Investments	1,000.00
	Interest Income Totals	\$1,000.00
Miscellaneous Revenues		
470.05	Rental Income Buildings	13,380.00
	Miscellaneous Revenues Totals	\$13,380.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	290,140.00
	(Source)/Use of Reserves Totals	\$290,140.00
	REVENUE TOTALS	\$607,020.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 620 - Parking System Fund		
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	6,000.00
	Services & Charges Totals	\$31,700.00
	Program 3023 - Commuter Parking Totals	\$31,700.00
	Division 12 - Billing & Collections Totals	\$31,700.00
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
540.90	Services Administrative Service Charge	150,000.00
	Services & Charges Totals	\$150,000.00
	Program 0000 - General Totals	\$150,000.00
	Division 80 - Interfund Transfers Totals	\$150,000.00
	Department 30 - Finance & Operations Totals	\$181,700.00
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	310.00
	Taxes & Benefits Totals	\$620.00
Services & Charges		
540.60	Services Custodial	100,810.00
540.95	Services Other	93,870.00
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

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Account	Account Description	2023 Proposed Annual Budget
Fund 620 - Parking System Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Services & Charges		
	Services & Charges Totals	\$320,700.00
	Program 5201 - Buildings & Grounds Maintenance Totals	\$325,320.00
	Division 38 - Building, Grounds, Electrical Totals	\$325,320.00
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
610 Buildings & Structures		100,000.00
	Capital Outlay Totals	\$100,000.00
	Program 6010 - Buildings & Facilities Totals	\$100,000.00
	Division 75 - Capital Outlay Totals	\$100,000.00
	Department 52 - Public Works Totals	\$425,320.00
	EXPENSE TOTALS	\$607,020.00
Fund 620 - Parking System Fund Totals		
	REVENUE TOTALS	\$607,020.00
	EXPENSE TOTALS	\$607,020.00
Fund 620 - Parking System Fund Totals		\$0.00
Fund 702 - Liability Insurance Fund		
REVENUE		
Charges for Services		
440.95 Intragovernmental Service Charge Charge to Operations		1,698,300.00
	Charges for Services Totals	\$1,698,300.00
Interest Income		
460.05 Interest Income Investments		10,000.00
	Interest Income Totals	\$10,000.00
(Source)/Use of Reserves		
499 (Source)/Use of Reserves		367,925.00
	(Source)/Use of Reserves Totals	\$367,925.00
	REVENUE TOTALS	\$2,076,225.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)



Budget Worksheet Report

6.D.1.A.b

Budget Year 2023

Account	Account Description	2023 Proposed Annual Budget
Fund 702 - Liability Insurance Fund		
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	775,000.00
555.30	Insurance General Liability Claims	120,000.00
555.35	Insurance Property Claims	95,000.00
555.40	Insurance Automotive Claims	60,000.00
555.45	Insurance Work Comp Claims	575,000.00
555.50	Insurance Unemployment Claims	25,000.00
575.10	Other Memberships & Publications	17,725.00
	Services & Charges Totals	\$2,076,225.00
	Program 0000 - General Totals	\$2,076,225.00
	Division 19 - Liability Insurance Program Totals	\$2,076,225.00
	Department 34 - Human Resources Totals	\$2,076,225.00
	EXPENSE TOTALS	\$2,076,225.00
	Fund 702 - Liability Insurance Fund Totals	
	REVENUE TOTALS	\$2,076,225.00
	EXPENSE TOTALS	\$2,076,225.00
	Fund 702 - Liability Insurance Fund Totals	\$0.00
Fund 710 - Fleet Services Fund		
REVENUE		
Intergovernmental Revenues		
430.45	Shared Revenues County Gas Tax Rebate	12,000.00
432.50	Reimbursements PW - Fuel	95,000.00
432.55	Reimbursements PW - Vehicle Parts	35,000.00
432.60	Reimbursements PW - Labor	33,000.00
	Intergovernmental Revenues Totals	\$175,000.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 710 - Fleet Services Fund		
REVENUE		
	<i>Charges for Services</i>	
440.95	Intragovernmental Service Charge Charge to Operations	1,875,955.00
	<i>Charges for Services Totals</i>	\$1,875,955.00
	<i>Interest Income</i>	
460.05	Interest Income Investments	1,000.00
	<i>Interest Income Totals</i>	\$1,000.00
	<i>Miscellaneous Revenues</i>	
471.05	Insurance & Property Damage Property Damage Recovery	15,000.00
	<i>Miscellaneous Revenues Totals</i>	\$15,000.00
	<i>(Source)/Use of Reserves</i>	
499	(Source)/Use of Reserves	20,000.00
	<i>(Source)/Use of Reserves Totals</i>	\$20,000.00
	REVENUE TOTALS	\$2,086,955.00
EXPENSE		
Department 52 - Public Works		
Division 42 - Fleet Services		
Program 0000 - General		
	<i>Salaries</i>	
500.05	Salaries Full Time	595,220.00
500.20	Salaries Overtime	10,000.00
500.25	Salaries Special Compensation	11,000.00
	<i>Salaries Totals</i>	\$616,220.00
	<i>Taxes & Benefits</i>	
510.10	Taxes & Benefits Medicare	8,950.00
510.15	Taxes & Benefits Social Security	38,230.00
510.20	Taxes & Benefits IMRF Er Contribution	47,455.00
510.35	Taxes & Benefits Medical/Dental Insurance	122,590.00
510.40	Taxes & Benefits Life Insurance	1,310.00
	<i>Taxes & Benefits Totals</i>	\$218,535.00
	<i>Supplies</i>	
525.15	Operating Supplies Motor Fuel	600,750.00
525.20	Operating Supplies Lubricants & Additives	31,575.00
525.35	Operating Supplies Clothing	3,000.00
530.10	R&M Supplies Vehicle Parts	451,000.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
Fund 710 - Fleet Services Fund		
EXPENSE		
Department 52 - Public Works		
Division 42 - Fleet Services		
Program 0000 - General		
Supplies		
	Supplies Totals	\$1,086,325.00
	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	100,000.00
565.35	Repair and Maintenance Software	9,000.00
575.05	Other Small Tools & Equipment	12,375.00
	Services & Charges Totals	\$165,875.00
	Program 0000 - General Totals	\$2,086,955.00
	Division 42 - Fleet Services Totals	\$2,086,955.00
	Department 52 - Public Works Totals	\$2,086,955.00
	EXPENSE TOTALS	\$2,086,955.00
Fund 710 - Fleet Services Fund Totals		
	REVENUE TOTALS	\$2,086,955.00
	EXPENSE TOTALS	\$2,086,955.00
Fund 710 - Fleet Services Fund Totals		\$0.00
Fund 801 - Police Pension Fund		
REVENUE		
Interest Income		
460.05	Interest Income 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 Required Contributions	5,446,000.00
473.10	Pension Contributions Employee Required Contributions	1,240,000.00
473.20	Pension Contributions Employer Addtl Contributions	479,000.00
	Miscellaneous Revenues Totals	\$7,165,000.00

Account	Account Description	2023 Proposed Annual Budget
Fund 801 - Police Pension Fund		
REVENUE		
(Source)/Use of Reserves		
499 (Source)/Use of Reserves		418,500.00
(Source)/Use of Reserves Totals		\$418,500.00
REVENUE TOTALS		\$8,583,500.00
EXPENSE		
Department 12 - Boards & Commissions		
Division 07 - Police Pension Board		
Program 0000 - General		
<i>Salaries</i>		
505.05 Pension Service		7,265,000.00
505.10 Pension Duty Disability		325,000.00
505.15 Pension Non-Duty Disability		100,000.00
505.20 Pension Surviving Spouse		560,000.00
<i>Salaries Totals</i>		\$8,250,000.00
<i>Supplies</i>		
520.05 Office Supplies General		500.00
<i>Supplies Totals</i>		\$500.00
<i>Services & Charges</i>		
540.10 Services Financial		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
<i>Services & Charges Totals</i>		\$133,000.00
<i>Other Expenses</i>		
805 Refunds		200,000.00
<i>Other Expenses Totals</i>		\$200,000.00
Program 0000 - General Totals		\$8,583,500.00
Division 07 - Police Pension Board Totals		\$8,583,500.00
Department 12 - Boards & Commissions Totals		\$8,583,500.00
EXPENSE TOTALS		\$8,583,500.00
Fund 801 - Police Pension Fund Totals		
REVENUE TOTALS		\$8,583,500.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Account	Account Description	2023 Proposed Annual Budget
EXPENSE TOTALS		\$8,583,500.00
Fund 801 - Police Pension Fund Totals		\$0.00
Fund 802 - Fire Pension Fund		
REVENUE		
Interest Income		
460.05	Interest Income 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 Required Contributions	5,471,000.00
473.10	Pension Contributions Employee Required Contributions	1,019,000.00
473.20	Pension Contributions Employer Addtl Contributions	479,000.00
Miscellaneous Revenues Totals		\$6,969,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	314,500.00
(Source)/Use of Reserves Totals		\$314,500.00
REVENUE TOTALS		\$8,283,500.00
EXPENSE		
Department 12 - Boards & Commissions		
Division 08 - Fire Pension Board		
Program 0000 - General		
Salaries		
505.05	Pension Service	7,215,000.00
505.10	Pension Duty Disability	455,000.00
505.15	Pension Non-Duty Disability	85,000.00
505.20	Pension Surviving Spouse	195,000.00
Salaries Totals		\$7,950,000.00
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



Account	Account Description	2023 Proposed Annual Budget
Fund	802 - Fire Pension Fund	
EXPENSE		
Department	12 - Boards & Commissions	
Division	08 - Fire Pension Board	
Program	0000 - General	
Services & Charges		
575.10	Other Memberships & Publications	1,000.00
575.15	Other Training & Travel	3,000.00
Services & Charges Totals		\$133,000.00
Other Expenses		
805	Refunds	200,000.00
Other Expenses Totals		\$200,000.00
Program 0000 - General Totals		\$8,283,500.00
Division 08 - Fire Pension Board Totals		\$8,283,500.00
Department 12 - Boards & Commissions Totals		\$8,283,500.00
EXPENSE TOTALS		\$8,283,500.00
Fund 802 - Fire Pension Fund Totals		
REVENUE TOTALS		\$8,283,500.00
EXPENSE TOTALS		\$8,283,500.00
Fund 802 - Fire Pension Fund Totals		\$0.00
Net Grand Totals		
REVENUE GRAND TOTALS		\$132,926,134.00
EXPENSE GRAND TOTALS		\$132,926,134.00
Net Grand Totals		\$0.00

Attachment: EXHIBIT A - CY 2023 Budget Worksheet (CY 2023 Budget Ordinance)

Consider the 2022 Tax Levy Ordinance

6.D.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 27, 2022}. 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 2023 Budget. The final proposed net property tax levy is not more than 105% of the prior year's final aggregate levy extension (it is actually a **2% decrease**), thus no public hearing on the Proposed 2022 Tax Levy was required.

2022 Proposed Tax Levy

- | | |
|----------------------|--------------|
| • Total Levy | \$25,012,514 |
| • Abatements | \$2,475,680 |
| • Net Requested Levy | \$22,536,834 |

The 2022 Tax Levy Request was formulated using \$2.475 million in abatements from various alternative revenue sources.

The proposed levy for 2022 provides the funds necessary for the Village government to provide effective Public Safety services; fund mandated pension programs; and pay debt service costs for 2023, all while reducing the property tax levy by 2%.

RECOMMENDATION:

Staff recommends that the Mayor and Council approve the 2022 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 2023 Annual Operating Budget.

ACTION REQUIRED:

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

ATTACHMENTS:

- 2022 Tax Levy Ordinance

ORDINANCE NO. O-____-22

TAX LEVY ORDINANCE

An ordinance levying taxes for corporate purposes for the fiscal year commencing with the first day of January 2023, and ending with the thirty-first day of December 2023, 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 2022:

	<u>BUDGETED</u>	<u>LEVIED</u>
BUDGETED FOR POLICE PROTECTION SERVICES	\$ 26,552,420	
FOR POLICE PROTECTION SERVICES (FUND CODE 014) THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 3,023,839
BUDGETED FOR THE VILLAGE SHARE OF POLICE PENSION FUND OBLIGATIONS	\$ 5,925,000	
FOR THE VILLAGE SHARE OF POLICE PENSION (FUND CODE 006) OBLIGATIONS THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		\$ 5,550,000
BUDGETED FOR FIRE PROTECTION SERVICES	\$ 22,611,685	
FOR FIRE PROTECTION SERVICES (FUND CODE 013) THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 3,023,839
BUDGETED FOR THE VILLAGE SHARE OF FIRE PENSION FUND OBLIGATIONS	\$ 5,950,000	
FOR THE VILLAGE SHARE OF FIRE PENSION (FUND CODE 007) OBLIGATIONS THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		\$ 5,575,000

Attachment: 2022 Tax Levy Ordinance (2022 Tax Levy)

	BUDGETED	LEVIED
BUDGETED FOR THE VILLAGE SHARE OF MEDICARE AND SOCIAL SECURITY OBLIGATIONS (FICA)	\$ 2,951,970	
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		\$ 2,760,000
BUDGETED FOR THE VILLAGE SHARE OF ILLINOIS MUNICIPAL RETIREMENT FUND OBLIGATIONS	\$ 1,005,595	
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		\$ 825,000
BUDGETED FOR THE PRINCIPAL AND INTEREST OF GENERAL OBLIGATION BONDS:		
REFUNDING TAXABLE SERIES 2014B	\$ 806,870	
SERIES 2015	\$ 899,000	
REFUNDING SERIES 2017B	\$ 533,950	
REFUNDING TAXABLE SERIES 2017D	\$ 769,810	
REFUNDING SERIES 2018	\$ 754,000	
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		\$ 4,254,836

SUMMARY

Police Protection (Fund Code 014) Levy:	\$ 3,023,839
Police Pension (Fund Code 006) Levy:	\$ 5,550,000
Fire Protection (Fund Code 013) Levy:	\$ 3,023,839
Fire Pension (Fund Code 007) Levy:	\$ 5,575,000
Social Security (Fund Code 016) Levy:	\$ 2,760,000
Illinois Municipal Retirement Fund (Fund Code 008) Levy:	\$ 825,000
General Obligation Bond & Interest (Fund Code 003) Levy:	\$ 4,254,836
Total - All Levies	\$ 25,012,514

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 5th day of December 2022

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

APPROVED by me this 5th day of December 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the Office of the
Village Clerk this 5th day of December 2022

Village Clerk

Attachment: 2022 Tax Levy Ordinance (2022 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 2022 levy.

Dated this 5th day of December 2022

Jim Schwantz
Mayor of the Village of Palatine

(SEAL)

Attachment: 2022 Tax Levy Ordinance (2022 Tax Levy)

Consider an Ordinance to Abate 2022 Property Tax Levy

6.D.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 27, 2022}. (65 ILCS 5/8-3-1)

KEY ISSUES:

Staff is requesting the adoption of the 2022 Property Tax Levy Abatements as proposed. The Proposed 2022 Property Tax Levy includes abatements from various sources, as noted:

- \$1,576,680 from TIF revenues
- \$899,000 from Water & Sewer Revenues

These abatements, totaling \$2,475,680, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$25,012,514 to \$22,536,834, a 9.9% reduction.

RECOMMENDATION:

Staff recommends adoption of the 2022 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:

- 2022 Tax Levy Abatement Ordinance

ORDINANCE NO. O-____-22

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 2022;

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 TAXABLE SERIES 2014B	\$ 806,870	\$ 806,870	\$ -
SERIES 2015	\$ 899,000	\$ 899,000	\$ -
REFUNDING TAXABLE SERIES 2017D	\$ 769,810	\$ 769,810	\$ -

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 5th day of December 2022

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

APPROVED by me this 5th day of December 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the Office of the
Village Clerk this 5th day of December 2022

Village Clerk

Attachment: 2022 Tax Levy Abatement Ordinance (2022 Tax Levy Abatement)

Consider an Ordinance Adopting the 2023 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2023

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 3%.
- Palatine Firefighters, Local #4588 IAFF, is entering the third year of a four-year agreement. Wages in the existing contract were subject to re-opener. A signed Memorandum of Agreement provides for an increase of 3%.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) is entering the second year of a three-year agreement, under which they will receive an increase of 2.5%.
- 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 adjusted: Police Assistant was changed to Community Service Officer; Police Clerk changed to Records Clerk; Human Resources Assistant changed to Human Resources Generalist. Add title of Property Custodian (currently called Police Assistant).
- Previously unassigned lines were eliminated from the schedule.
- Positions were re-ordered in numerical order from lowest to highest based on Step 16.
- Market adjustments were made for Customer Service Representative, Support Services Specialist, Assistant Finance Director and Village Engineer.
- A position of Licensing Specialist was added.
- Fraternal Order of Police has a collective bargaining agreement, which expires at the end of 2022. The Village and Union continue to meet to discuss new contract terms.

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, 2023.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2023.

ATTACHMENTS:

- Salary Ordinance
- CY 2023 Step Schedule

ORDINANCE NO. _____

**AN ORDINANCE
ESTABLISHING RATES OF COMPENSATION
FOR CERTAIN OFFICERS AND EMPLOYEES
OF THE VILLAGE OF PALATINE**

BE IT ORDAINED, by the Mayor and Council of the Village of Palatine, Cook County, Illinois, that:

SECTION 1: There is hereby established a salary schedule, which shall be the basis for establishing the rates of compensation for officers and employees in the classes of position, described herein.

SECTION 2: “Salary Schedule Addendum”, attached hereto and made a part of this ordinance, establishes the position 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 2023 salary Schedule, Schedule I” attached hereto and made part of the 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 (IAFF and FOP) positions are compensated to Step 8.

SECTION 4: “Personnel Salary Schedule 2”, 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 1 and 2, and no employee shall be paid any base rate lower than the minimum or higher than the maximum rate of compensation in the salary range established for their 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

Attachment: Salary Ordinance (2023 Salary Ordinance)

Ordinance No.
Page 2 of 2

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 on January 1, 2023.

PASSED: This ____ day of _____, 2022

AYES:____ **NAYS:**____ **ABSENT:**____ **PASS:**____

APPROVED by me this ____ day of _____, 2022

Mayor of the Village of Palatine

ATTESTED and FILE in the office of the Village Clerk

this ____ day of _____, 2022.

Village Clerk

Attachment: Salary Ordinance (2023 Salary Ordinance)

VILLAGE OF PALATINE
CY 2023 SALARY SCHEDULE

Grade Code	Grade Description	Hourly Rates															
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step11	Step 12	Step 13	Step 14	Step 15	Step 16
NOUn-01	Non-Union Grade 1	23.63	24.22	24.83	25.45	26.09	26.74	27.41	28.10	28.80	29.52	30.26	31.02	31.80	32.59	33.40	34
NOUn-02	Non-Union Grade 2	25.00	25.63	26.27	26.93	27.60	28.29	29.00	29.73	30.47	31.23	32.01	32.81	33.63	34.47	35.33	36
NOUn-03	Non-Union Grade 3	26.31	26.97	27.64	28.33	29.04	29.77	30.51	31.27	32.05	32.85	33.67	34.51	35.37	36.25	37.16	38
NOUn-04	Non-Union Grade 4	27.60	28.29	29.00	29.73	30.47	31.23	32.01	32.81	33.63	34.47	35.33	36.21	37.12	38.05	39.00	39
NOUn-05	Non-Union Grade 5	28.21	28.92	29.64	30.38	31.14	31.92	32.72	33.54	34.38	35.24	36.12	37.02	37.95	38.90	39.87	40
NOUn-06	Non-Union Grade 6	29.22	29.95	30.70	31.47	32.26	33.07	33.90	34.75	35.62	36.51	37.42	38.36	39.32	40.30	41.31	42
NOUn-07	Non-Union Grade 7	30.25	31.01	31.79	32.58	33.39	34.22	35.08	35.96	36.86	37.78	38.72	39.69	40.68	41.70	42.74	43
NOUn-08	Non-Union Grade 8	32.28	33.09	33.92	34.77	35.64	36.53	37.44	38.38	39.34	40.32	41.33	42.36	43.42	44.51	45.62	46
NOUn-09	Non-Union Grade 9	32.98	33.80	34.64	35.51	36.40	37.31	38.24	39.20	40.18	41.18	42.21	43.27	44.35	45.46	46.60	47
NOUn-10	Non-Union Grade 10	33.65	34.49	35.35	36.23	37.14	38.07	39.02	40.00	41.00	42.03	43.08	44.16	45.26	46.39	47.55	48
NOUn-11	Non-Union Grade 11	36.88	37.80	38.75	39.72	40.71	41.73	42.77	43.84	44.94	46.06	47.21	48.39	49.60	50.84	52.11	53
NOUn-12	Non-Union Grade 12	37.36	38.29	39.25	40.23	41.24	42.27	43.33	44.41	45.52	46.66	47.83	49.03	50.26	51.52	52.81	54
NOUn-13	Non-Union Grade 13	37.87	38.82	39.79	40.78	41.80	42.85	43.92	45.02	46.15	47.30	48.48	49.69	50.93	52.20	53.50	54
NOUn-14	Non-Union Grade 14	39.03	40.01	41.01	42.04	43.09	44.17	45.27	46.40	47.56	48.75	49.97	51.22	52.50	53.81	55.16	56
NOUn-15	Non-Union Grade 15	42.85	43.92	45.02	46.15	47.30	48.48	49.69	50.93	52.20	53.50	54.84	56.21	57.62	59.06	60.54	62
NOUn-16	Non-Union Grade 16	44.23	45.34	46.47	47.63	48.82	50.04	51.29	52.57	53.88	55.23	56.61	58.03	59.48	60.97	62.49	64
PWUn-01	PW Union Grade 1	26.93	27.60	28.29	29.00	29.72	30.46	31.22	32.00	32.80	33.62	34.46	35.32	36.20	37.10	38.03	38
PWUn-02	PW Union Grade 2	27.40	28.08	28.78	29.50	30.24	31.00	31.78	32.57	33.38	34.21	35.07	35.95	36.85	37.77	38.71	39
PWUn-03	PW Union Grade 3	27.40	28.09	28.79	29.51	30.25	31.01	31.79	32.58	33.39	34.22	35.08	35.96	36.86	37.78	38.72	39
PWUn-04	PW Union Grade 4	29.44	30.18	30.93	31.70	32.49	33.30	34.13	34.98	35.85	36.75	37.67	38.61	39.58	40.57	41.58	42
PWUn-05	PW Union Grade 5	31.36	32.14	32.94	33.76	34.60	35.47	36.36	37.27	38.20	39.16	40.14	41.14	42.17	43.22	44.30	45
PWUn-06	PW Union Grade 6	31.43	32.22	33.03	33.86	34.71	35.58	36.47	37.38	38.31	39.27	40.25	41.26	42.29	43.35	44.43	45
PWUn-07	PW Union Grade 7	31.85	32.65	33.47	34.31	35.17	36.05	36.95	37.87	38.82	39.79	40.78	41.80	42.85	43.92	45.02	46
PWUn-08	PW Union Grade 8	32.43	33.24	34.07	34.92	35.79	36.68	37.60	38.54	39.50	40.49	41.50	42.54	43.60	44.69	45.81	46
PWUn-09	PW Union Grade 9	33.81	34.66	35.53	36.42	37.33	38.26	39.22	40.20	41.21	42.24	43.30	44.38	45.49	46.63	47.80	48
PWUn-10	PW Union Grade 10	34.02	34.87	35.74	36.63	37.55	38.49	39.45	40.44	41.45	42.49	43.55	44.64	45.76	46.90	48.07	49
PWUn-11	PW Union Grade 11	34.24	35.10	35.98	36.88	37.80	38.75	39.72	40.71	41.73	42.77	43.84	44.94	46.06	47.21	48.39	49
PWUn-12	PW Union Grade 12	34.90	35.77	36.66	37.58	38.52	39.48	40.47	41.48	42.52	43.58	44.67	45.79	46.93	48.10	49.30	50

Attachment: CY 2023 Step Schedule (2023 Salary Ordinance)

**VILLAGE OF PALATINE
CY 2023 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	26.94	28.23	30.47	31.93	33.46	35.07	36.30	37.57
FDU-02	FD Union Grade 2	31.85	33.38	36.03	37.76	39.57	41.47	42.92	44.42
FDU-03	FD Union Grade 3	36.15	37.89	40.90	42.86	44.92	47.08	48.73	50.44
FDU-04	FD Union Grade 4	39.29	41.18	44.45	46.58	48.82	51.16	52.06	52.97
PDU-01	PD Union Grade 1	38.23	40.07	43.25	45.33	47.51	49.79	51.53	53.33

SCHEDULE 1 (Continued)

EFFECTIVE: January 1, 2023

**VILLAGE OF PALATINE
CY 2023 SALARY SCHEDULE ADDENDUM**

Grade Code	Grade Description	Positions Assigned to Grade			
NOUn-01	Non-Union Grade 1	Community Service Officer	Animal Warden	Property Custodian	
NOUn-02	Non-Union Grade 2	Records Clerk	Customer Service Rep		
NOUn-03	Non-Union Grade 3	Assoc Env Health Practioner			
NOUn-04	Non-Union Grade 4	Support Services Specialist	Human Resources Rep		
NOUn-05	Non-Union Grade 5	Unassigned			
NOUn-06	Non-Union Grade 6	Utility Billing Clerk	Licensing Specialist		
NOUn-07	Non-Union Grade 7	Technical Support Specialist			
NOUn-08	Non-Union Grade 8	Police Social Worker	Management Analyst	Finance Clerk	Systems Specialist
NOUn-09	Non-Union Grade 9	Unassigned			
NOUn-10	Non-Union Grade 10	Inspector 1			
NOUn-11	Non-Union Grade 11	Human Resources Generalist	Accountant 1	Finance Analyst	Planner 1
NOUn-12	Non-Union Grade 12	Unassigned			
NOUn-13	Non-Union Grade 13	Inspector 2			
NOUn-14	Non-Union Grade 14	Environmental Health Practioner			
NOUn-15	Non-Union Grade 15	Building Plans Examiner			
NOUn-16	Non-Union Grade 16	Police Sergeant	Public Works Coordinator		
PWUn-01	PW Union Grade 1	Mechanic Assistant			
PWUn-02	PW Union Grade 2	Supply Controller			
PWUn-03	PW Union Grade 3	Unassigned			
PWUn-04	PW Union Grade 4	Mechanic 1			
PWUn-05	PW Union Grade 5	Unassigned			
PWUn-06	PW Union Grade 6	Maintenance Worker	Assistant Buiding Engineer		
PWUn-07	PW Union Grade 7	Unassigned			
PWUn-08	PW Union Grade 8	Utility/Meter Service Worker			
PWUn-09	PW Union Grade 9	Electrician			
PWUn-10	PW Union Grade 10	Team Leader	Acting Team Leader		
PWUn-11	PW Union Grade 11	Mechanic 2			
PWUn-12	PW Union 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			

Attachment: CY 2023 Step Schedule (2023 Salary Ordinance)

**VILLAGE OF PALATINE
CY 2023 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 \$200,000

MANAGEMENT AND PROFESSIONALS

	<u>Minimum</u>	<u>Maximum</u>
Deputy Fire Chief	\$ 126,055	\$ 167,555
Deputy Police Chief	\$ 126,055	\$ 167,555
Village Engineer	\$ 126,055	\$ 167,555
Assistant Public Works Director	\$ 126,055	\$ 167,555
Assistant Finance Director	\$ 108,500	\$ 150,000
Public Works Superintendent	\$ 108,500	\$ 150,000
Fire Battalion/Division Chief	\$ 108,500	\$ 150,000
Police Commander	\$ 108,500	\$ 150,000
Systems Engineer	\$ 108,500	\$ 150,000
Accounting Manager	\$ 93,500	\$ 135,000
Field Director, Environmental Health	\$ 93,500	\$ 135,000
Field Director, Neighborhood Services	\$ 93,500	\$ 135,000
Assistant Building Official	\$ 93,500	\$ 135,000
Customer Service Supervisor	\$ 93,500	\$ 135,000
Fire Marshal	\$ 93,500	\$ 135,000
Human Resources Coordinator	\$ 93,500	\$ 135,000
Information Technology Administrator/Manager	\$ 81,040	\$ 122,540
Civil Engineer	\$ 81,040	\$ 122,540
Accountant 2	\$ 65,635	\$ 107,135
Planner 2	\$ 65,635	\$ 107,135
Assistant Civil Engineer	\$ 65,635	\$ 107,135
Deputy Village Clerk	\$ 53,500	\$ 95,000
Communications Coordinator	\$ 53,500	\$ 95,000

OTHER

Seasonal Snow Plow Operator	Not to exceed, per hour:	\$ 29.66
Fire Inspector	Not to exceed, per hour:	\$ 29.31
Cable TV/Video Operator	Not to exceed, per hour:	\$ 22.66
Intern	Not to exceed, per hour:	\$ 19.16
Seasonal Part Time	Not to exceed, per hour:	\$ 22.66
Crossing Guard	Not to exceed, per hour:	\$ 16.67
Project Manager	Not to exceed, per hour:	\$ 75.00

Attachment: CY 2023 Step Schedule (2023 Salary Ordinance)

Consider a Resolution Appropriating \$2,790,990 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2023 Capital Improvement Budget identifies the use of \$2,790,990 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 2023 resolution appropriating Motor Fuel Tax funds in the amount of \$2,790,990.
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 \$2,790,990 of Motor Fuel Tax funds for the 2023 Street Resurfacing Program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$2,790,990 of Motor Fuel Tax funds for the Improvement and Maintenance of Streets and Highways.

ATTACHMENTS:

- Resolution



**Resolution for Maintenance
Under the Illinois Highway Code**

District	County	Resolution Number	Resolution Type	Section Number
1	Cook		Original	23-00000-00-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
Seven Hundred Ninety Thousand, Nine Hundred Ninety and 00/100's Dollars (\$2,790,990.00)
 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from
01/01/23 to 12/31/23
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 12/05/22
Governing Body Type Name of Local Public Agency Date
 IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____
Day Month, Year

(SEAL)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
 Department of Transportation

AGREEMENT OF
 JUN 13 2017
 UNDERSTANDING

Attachment: Resolution (Resolution Appropriating MFT Funds for Street Improvements and Maintenance)



Local Public Agency General Maintenance

Estimate of Maintenance Costs

Submittal Type **Original**

District **1** Estimate of Cost for **Municipality**

Local Public Agency **PALATINE** County **Cook** Section Number **23-00000-00-GM** Maintenance Period Beginning **01/01/23** Ending **12/31/23**

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
2023 Street Resurfacing Program	IV	Yes						\$3,568,130.00
Total Operation Cost								\$3,568,130.00

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)	\$2,790,990.00		\$777,140.00	\$3,568,130.00
Maintenance Total	\$2,790,990.00		\$777,140.00	\$3,568,130.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering				
Engineering Inspection				
Material Testing				
Advertising			\$20,000.00	\$20,000.00
Bridge Inspection Engineering				
Maintenance Engineering Total			\$20,000.00	\$20,000.00
Total Estimated Maintenance	\$2,790,990.00		\$797,140.00	\$3,588,130.00

Remarks

SUBMITTED

Local Public Agency Official Signature & Date

Title

VILLAGE MANAGER

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

AGREEMENT OF

JUN 13 2017

UNDERSTANDING



Request for Expenditure/Authorization
of Motor Fuel Tax Funds

Local Public Agency

PALATINE

Type

Village

County

Cook

Section Number

23-00000-00-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	\$2,790,990.00	
Maintenance Engineering		
Obligation Retirement		n/a
Other		
Right-of-Way (Itemized on 2nd page)		
TOTAL	\$2,790,990.00	

Comments

Local Public Agency Official Signature & Date

Title

VILLAGE MANAGER

Approved

Regional Engineer Signature & Date

Department of Transportation

AGREEMENT OF

JUN 13 2017

UNDERSTANDING

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)

Consider a Resolution Amending the Village's Employee Handbook for 2023

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 2022 budget.

KEY ISSUES:

The suggested handbook changes for 2023 include:

- Change all gendered references to gender neutral language and eliminate Section 1.3 Gender Clause.
- Revise language in Composition of Pay Plan to align with new naming convention. New language reflects steps 1 through 16 rather than step 1 through 8a.
- Eliminate Section 5.7 Vehicle Stickers as Village no longer requires vehicle stickers.
- Update Funeral Leave section to comply with the Illinois Bereavement Leave Act.
- Update Longevity language to reflect current practice for sworn supervisor positions.
- Update wellness program to reflect current practices.
- Return to past practice on floating and personal holidays at separation. Days will not be pro-rated.
- Update tuition assistance schedule with 2023 NIU tuition rates.
- Modify Translation Reward Program language to incentivize multiple secondary languages.

ALTERNATIVES:

1. Approve the recommended changes.
2. Do not approve the recommended changes.

RECOMMENDATION:

Staff recommends adopting the Resolution amending the 2023 Village's Employee Handbook.

ACTION REQUIRED:

A motion to adopt the Resolution amending the 2023 Village's Employee Handbook.

ATTACHMENTS:

- Resolution Employee Handbook 2023
- Changes Only 2023
- Proposed 2023 Employee Handbook Red Line Version

RESOLUTION NO. _____

**CONSIDER A RESOLUTION AMENDING 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 amended 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, 2023.

DATED: This _____ day of _____, 2022

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

APPROVED by me this _____ day of _____, 2022

Mayor of the Village of Palatine

ATTEST and FILE in the office of the Village Clerk this _____ day of _____, 2022

Village Clerk

Attachment: Resolution Employee Handbook 2023 (Employee Handbook 2023 Resolution)

2023 Employee Handbook Changes

Section 1.3 Gender Clause

Change all references to gender neutral and eliminate this section. Renumber remaining parts of Section 1.

Section 4.1 Composition of Pay Plan

Language revised to reflect the new naming convention of the step plan. It was Step 1 through Step 8A, and now is Step 1 through Step 16.

Section 5.1 Longevity – add new section “D”

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.

D. Longevity for Sworn Positions

For employees hired into sworn positions, the Longevity Schedule is determined by the collective bargaining agreement. Sworn employees promoted to sworn positions outside of the bargaining unit shall maintain eligibility to receive annual longevity; however, the Longevity Schedule for the promoted employee shall be consistent with the schedule in Section 5.1 A.

Section 5.7 Vehicle Sticker

Section eliminated, as Village no longer requires vehicle stickers.

Section 5.10 Translation Bonus

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 for one language and up to \$1,000 for more than one language; 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 5.11 Employee Wellness Program and Wellness Rooms

Village of Palatine encourages employee participation in the Wellness Program, which includes annual screenings, planned activities and an employee committee. Annual screenings are carried out by a third party vendor, and all employees who work over twenty hours per week are eligible to participate. Screening results are confidentially reported to the employee. Any results reported to the Village of Palatine are compiled so that no individual confidential employee information is shared. The Village will periodically conduct employee surveys to understand employee health and wellness needs and interests. The Wellness Committee meets quarterly to plan and carry out activities. Employees are encouraged to participate in the wellness program to improve health, prevent or manage disease and maintain stable health insurance rates. 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~~s~~.

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.

Any employee hired on or before May 31, will be entitled to floating holidays on a prorated basis for that calendar year. Pro-rated credit is assigned using 1/12 of the total personal days for each full month remaining in the year at the time of hire. If hired June 1 or after, employee receives no pro-rated Personal Time in the first 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.

Accrued, but unused Floating Holidays are not paid out upon separation.

~~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.~~

Section 6.3 Personal Days

E. Any employee hired on or before May 31, will be entitled to personal days on a prorated basis for that calendar year. Pro-rated credit is assigned using 1/12 of the total personal days for each full month remaining in the year at the time of hire. If hired June 1 or after, employee receives no pro-rated Personal Time in the first 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 7.8 Funeral Leave

In the event of a death in the immediate family (as defined in Section ~~4.91.8~~), a full-time employee shall be granted up to three (3) paid 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) paid pro-rated work day as funeral leave if the employee attends the funeral of an immediate family member.

The Village also follows the Illinois Family Bereavement Leave Act, as amended, 820 ILCS 154/1, et seq. Leave under the Illinois Family Bereavement Leave Act must be requested and approved in advance and will run concurrently with any other type of Funeral Leave set forth above.

Section 11.2 Tuition Assistance Program

Sample Reimbursement Rates (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

Sample Reimbursement Rates (2022/2023 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	\$360.80 per hour	\$ 271	\$180	\$ 90
Graduate program	\$503.60 per hour	\$ 378	\$252	\$ 126

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
- K. Social Media

EMPLOYEE HANDBOOK



Photograph by Palatine Police Officer, Steve Bushore

January 1, 202~~32~~

Table of Contents

<u>ARTICLE I. INTRODUCTION.....</u>	<u>10</u>
Section 1.1 Purpose of Employee Handbook.....	10
Section 1.2 Collective Bargaining Agreements.....	10
Section 1.3 Types of Employment.....	11
Section 1.4 Equal Employment Opportunity	12
Section 1.5 Americans with Disabilities	13
Section 1.6 Harassment	13
Section 1.7 Resolving Complaints of Harassment or Discrimination.....	16
Section 1.8 Immediate Family.....	18
<u>ARTICLE II. APPOINTMENTS AND PROMOTIONS.....</u>	<u>18</u>
Section 2.1 Employment Policy.....	18
Section 2.2 Nepotism/Non-fraternization.....	19
Section 2.3 Probation	21
Section 2.4 Promotion.....	21
Section 2.5 Transfers	21
Section 2.6 Residency Requirement	21
<u>ARTICLE III. HOURS OF WORK AND OVERTIME.....</u>	<u>22</u>
Section 3.1 Normal Work Periods	22
Section 3.2 Normal Working Hours	23
Section 3.3 Lunch and Rest Periods	24
Section 3.4 Overtime.....	24
Section 3.5 Optional Compensatory Time.....	24
Section 3.6 Light Duty Policy.....	25
<u>ARTICLE IV. PAY PLAN AND PAY PERIOD.....</u>	<u>27</u>
Section 4.1 Composition of Pay Plan.....	27
Section 4.2 Development and Maintenance of Salary Ranges	28
Section 4.3 Rate of Pay at Hire	28
Section 4.4 Salary Adjustments	29
Section 4.5 Performance Evaluations.....	30
Section 4.6 Pay Period	30
Section 4.7 Payroll Deductions.....	30
Section 4.8 Payroll Errors	30
Section 4.9 Part-Time Employment Policy	31
Section 4.10 Demotions.....	31

ARTICLE V. EMPLOYEE BENEFITS.....	32
Section 5.1 Longevity	32
Section 5.2 Medical and Dental Insurance.....	32
Section 5.3 Employee Health Insurance Advisory Committee	33
Section 5.4 Flexible Benefit Plan.....	33
Section 5.5 Life Insurance/Accidental Death and Dismemberment.....	33
Section 5.6 Pension/Retirement Planning	33
Section 5.7 Employee Assistance Program	34
Section 5.8 Disability Benefits.....	34
Section 5.9 Retiree Health Savings Plan	34
Section 5.10 Translation Reward Program	35
Section 5.11 Employee Wellness Program and Wellness Rooms.....	35
Section 5.12 Continued Health Insurance Upon Separation.....	35
ARTICLE VI. HOLIDAYS, VACATION DAYS, PERSONAL DAYS.....	36
Section 6.1 Holidays	36
Section 6.2 Employees Required to Work on Holidays	37
Section 6.3 Personal Days.....	38
Section 6.4 Vacation Program	38
Section 6.5 Vacation Program for Sworn Shift Personnel in the Fire Department (24-Hour Shift Personnel, not in the Collective Bargaining Unit).....	41
Section 6.6 Executive Leave	41
ARTICLE VII. OTHER LEAVES OF ABSENCE	42
Section 7.1 Sick Leave Program	42
Section 7.2 Sick Leave Requests for Use	43
Section 7.3 Sick Leave Buyback Annual Incentive	44
Section 7.4 Sick Leave Annual Accrual Maximums	45
Section 7.5 Sick Leave Donation Program.....	46
Section 7.6 Discretionary Leave.....	46
Section 7.7 Application for Leave.....	47
Section 7.8 Funeral Leave	47
Section 7.9 Military Leave.....	47
Section 7.10 Jury Leave.....	47
Section 7.11 Family and Medical Leave.....	48
Section 7.12 Failure to Return from Leave.....	53
Section 7.13 Benefits While on Discretionary Leave	53
Section 7.14 Requalification After Leave.....	53

Section 7.15	Non-Employment Elsewhere	54
ARTICLE VIII. EMPLOYEE SAFETY.....		54
Section 8.1	Employee Responsibility	54
Section 8.2	Workplace Injuries/Accidents	55
Section 8.3	Safety Committees	56
Section 8.4	Safe Driving Day	56
Section 8.5	Workplace Violence.....	57
Section 8.6	Driver Responsibilities	58
ARTICLE IX. EMPLOYEE CONDUCT.....		59
Section 9.1	Outside Employment.....	59
Section 9.2	Use of Village Mail.....	60
Section 9.3	Use of Village Property	60
Section 9.4	Political Activity.....	60
Section 9.5	Solicitation, Distribution of Printed Materials, Selling/Peddling Among Employees	61
Section 9.5	Indoor Clean Air Policy	62
Section 9.6	Drug-Free and Alcohol-Free Workplace Policies	62
Section 9.7	Attendance, Punctuality and Dependability	64
Section 9.8	Disclosure of Confidential Information.....	64
Section 9.9	Employee Ethics Policy	64
Section 9.10	Post-Employment Restrictions	65
ARTICLE X. EMPLOYEE DISCIPLINE.....		65
Section 10.1	Disciplinary Action	65
Section 10.2	Appealing Disciplinary Actions.....	67
Section 10.3	Grievance Procedure.....	67
ARTICLE XI. MISCELLANEOUS POLICIES.....		69
Section 11.1	Meet and Confer Sessions	69
Section 11.2	Tuition Assistance Program	70
Section 11.3	Employee Suggestions	72
Section 11.4	Business Travel Expense Policy.....	72
Section 11.5	Uniforms and Appearance.....	73
Section 11.6	Failure to Work Due to Exceptional Circumstances.....	73
Section 11.7	Work Requirements During Inclement Weather	74
Section 11.8	Work from Home Arrangements.....	74
Section 11.9	Internal Investigations and Searches.....	74
Section 11.10	Firearm Restrictions	74

ARTICLE XII. SEPARATION FROM VILLAGE EMPLOYMENT	75
Section 12.1 Layoffs and Recalls.....	75
Section 12.2 Resignation/Loss of Seniority	76
ARTICLE XIII. ELECTRONIC MEDIA POLICY AND PROCEDURES.....	76
Section 13.1 Purpose	76
Section 13.2 System Components/Media Defined	76
Section 13.3 Usage Guidelines and Procedures	77
Section 13.4 Acceptable Use	78
Section 13.5 Unacceptable Use.....	78
Section 13.6 Limits of Privacy.....	79
Section 13.7 Transmitting Confidential Information	79
Section 13.8 Software Standardization	79
Section 13.9 Software Licensing	79
Section 13.10 Software Development	80
Section 13.11 Etiquette and Village of Palatine Representation.....	80
Section 13.12 Regulation and Enforcement.....	80
Section 13.1 Global Positioning Systems.....	80
TUITION ASSISTANCE APPLICATION	81
TUITION ASSISTANCE AGREEMENT.....	82
OUTSIDE EMPLOYMENT REQUEST.....	83
ARTICLE I. INTRODUCTION.....	6
Section 1.1 Purpose of Employee Handbook	6
Section 1.2 Collective Bargaining Agreements.....	6
Section 1.3 Gender Clause.....	6
Section 1.4 Types of Employment.....	7
Section 1.5 Equal Employment Opportunity	8
Section 1.6 Americans with Disabilities	9
Section 1.7 Harassment	9
Section 1.8 Resolving Complaints of Harassment or Discrimination.....	12
Section 1.9 Immediate Family.....	14
ARTICLE II. APPOINTMENTS AND PROMOTIONS	14
Section 2.1 Employment Policy.....	14
Section 2.2 Nepotism/Non-fraternization.....	15
Section 2.3 Probation.....	16
Section 2.4 Promotion.....	17

Section 2.5 — Transfers	17
Section 2.6 — Residency Requirement	17
<i>ARTICLE III. HOURS OF WORK AND OVERTIME</i>	18
Section 3.1 — Normal Work Periods	18
Section 3.2 — Normal Working Hours	18
Section 3.3 — Lunch and Rest Periods	19
Section 3.4 — Overtime	20
Section 3.5 — Optional Compensatory Time	20
Section 3.6 — Light Duty Policy	21
<i>ARTICLE IV. PAY PLAN AND PAY PERIOD</i>	23
Section 4.1 — Composition of Pay Plan	23
Section 4.2 — Development and Maintenance of Salary Ranges	24
Section 4.3 — Rate of Pay at Hire	24
Section 4.4 — Salary Adjustments	24
Section 4.5 — Performance Evaluations	25
Section 4.6 — Pay Period	25
Section 4.7 — Payroll Deductions	26
Section 4.8 — Payroll Errors	26
Section 4.9 — Part Time Employment Policy	26
Section 4.10 — Demotions	27
<i>ARTICLE V. EMPLOYEE BENEFITS</i>	27
Section 5.1 — Longevity	27
Section 5.2 — Medical and Dental Insurance	28
Section 5.3 — Employee Health Insurance Advisory Committee	28
Section 5.4 — Flexible Benefit Plan	28
Section 5.5 — Life Insurance/Accidental Death and Dismemberment	28
Section 5.6 — Pension/Retirement Planning	28
Section 5.7 — Vehicle Sticker	29
Section 5.8 — Employee Assistance Program	29
Section 5.9 — Disability Benefits	30
Section 5.10 — Retiree Health Savings Plan	30
Section 5.11 — Translation Reward Program	30
Section 5.12 — Employee Wellness Program and Wellness Rooms	30
Section 5.13 — Continued Health Insurance Upon Separation	30
<i>ARTICLE VI. HOLIDAYS, VACATION DAYS, PERSONAL DAYS</i>	31

Section 6.1 — Holidays	31
Section 6.2 — Employees Required to Work on Holidays	32
Section 6.3 — Personal Days	33
Section 6.4 — Vacation Program	33
Section 6.5 — Vacation Program for Sworn Shift Personnel in the Fire Department (24 Hour Shift Personnel, not in the Collective Bargaining Unit)	36
Section 6.6 — Executive Leave	36
<i>ARTICLE VII. OTHER LEAVES OF ABSENCE</i>	<i>37</i>
Section 7.1 — Sick Leave Program	37
Section 7.2 — Sick Leave Requests for Use	38
Section 7.3 — Sick Leave Buyback Annual Incentive	39
Section 7.4 — Sick Leave Annual Accrual Maximums	40
Section 7.5 — Sick Leave Donation Program	41
Section 7.6 — Discretionary Leave	41
Section 7.7 — Application for Leave	41
Section 7.8 — Funeral Leave	42
Section 7.9 — Military Leave	42
Section 7.10 — Jury Leave	42
Section 7.11 — Family and Medical Leave	43
Section 7.12 — Failure to Return from Leave	48
Section 7.13 — Benefits While on Discretionary Leave	48
Section 7.14 — Requalification After Leave	48
Section 7.15 — Non-Employment Elsewhere	48
<i>ARTICLE VIII. EMPLOYEE SAFETY</i>	<i>49</i>
Section 8.1 — Employee Responsibility	49
Section 8.2 — Workplace Injuries/Accidents	49
Section 8.3 — Safety Committees	50
Section 8.4 — Safe Driving Day	51
Section 8.5 — Workplace Violence	51
Section 8.6 — Driver Responsibilities	53
<i>ARTICLE IX. EMPLOYEE CONDUCT</i>	<i>54</i>
Section 9.1 — Outside Employment	54
Section 9.2 — Use of Village Mail	55
Section 9.3 — Use of Village Property	55
Section 9.4 — Political Activity	55

Section 9.5 — Solicitation, Distribution of Printed Materials, Selling/Peddling Among Employees	56
Section 9.5 — Indoor Clean Air Policy	57
Section 9.6 — Drug-Free and Alcohol-Free Workplace Policies	57
Section 9.7 — Attendance, Punctuality and Dependability	58
Section 9.8 — Disclosure of Confidential Information	59
Section 9.9 — Employee Ethics Policy	59
Section 9.10 — Post-Employment Restrictions	60
ARTICLE X. EMPLOYEE DISCIPLINE	60
Section 10.1 — Disciplinary Action	60
Section 10.2 — Appealing Disciplinary Actions	62
Section 10.3 — Grievance Procedure	62
ARTICLE XI. MISCELLANEOUS POLICIES	64
Section 11.1 — Meet and Confer Sessions	64
Section 11.2 — Tuition Assistance Program	64
Section 11.3 — Employee Suggestions	67
Section 11.4 — Business Travel Expense Policy	67
Section 11.5 — Uniforms and Appearance	68
Section 11.6 — Failure to Work Due to Exceptional Circumstances	68
Section 11.7 — Work Requirements During Inclement Weather	68
Section 11.8 — Work from Home Arrangements	68
Section 11.9 — Internal Investigations and Searches	69
Section 11.10 — Firearm Restrictions	69
ARTICLE XII. SEPARATION FROM VILLAGE EMPLOYMENT	70
Section 12.1 — Layoffs and Recalls	70
Section 12.2 — Resignation/Loss of Seniority	70
ARTICLE XIII. ELECTRONIC MEDIA POLICY AND PROCEDURES	71
Section 13.1 — Purpose	71
Section 13.2 — System Components/Media Defined	71
Section 13.3 — Usage Guidelines and Procedures	71
Section 13.4 — Acceptable Use	72
Section 13.5 — Unacceptable Use	73
Section 13.6 — Limits of Privacy	73
Section 13.7 — Transmitting Confidential Information	74
Section 13.8 — Software Standardization	74
Section 13.9 — Software Licensing	74

Section 13.10	Software Development	74
Section 13.11	Etiquette and Village of Palatine Representation.....	74
Section 13.12	Regulation and Enforcement.....	75
Section 13.1	Global Positioning Systems.....	75
	TUITION ASSISTANCE APPLICATION	76
	TUITION ASSISTANCE AGREEMENT.....	77
	OUTSIDE EMPLOYMENT REQUEST.....	78

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~~ Section 1.3 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~~-their 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~~-employee's 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~~ Section 1.4 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~~1.7, Resolving Complaints of Harassment or Discrimination.

~~Section 1.6~~Section 1.5 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~~Section 1.6 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~~Section 1.7 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, 555 W. Monroe St., 7th Floor, Chicago, IL 60661 (312) 814-6200 or to the Federal Equal Employment Opportunity Commission, 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.

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~~Section 1.8 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 ~~Village Manager's Designee~~~~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~~-employee must report the loss to ~~his~~-their 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 ~~their~~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 ~~1.8.4~~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~~ employee's 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 ~~their~~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 ~~their~~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~~their 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~~employee must inform his Department Head or ~~their~~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~~Department Head 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 1.3-1.4) 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~~their 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~~their 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)~~Thirteen (13) 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 after from Step ~~Seven (7) through Step Eight (8) A (8A)~~ Thirteen(13) represents ~~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)~~Thirteen (13).

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 ~~8 to Step 10.4A to 5A~~. It is approved, thus skipping Step ~~95~~.)

B. Promotion

When an employee has been promoted, or ~~employee's~~ 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 ~~5.10.5-11~~

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 ~~Department Head~~ ~~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 ~~deemed 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.

D. Longevity for Sworn Position

For employees hired into sworn positions, the Longevity Schedule is determined by the collective bargaining agreement. Sworn employees promoted to sworn positions outside of the bargaining unit shall maintain eligibility to receive annual longevity; however, the Longevity Schedule for the promoted employee shall be consistent with the schedule in Section 5.1A

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 employee's 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~~ Section 5.7 **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~~ Section 5.8 **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~~ Section 5.9 **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~~ Section 5.10 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 for one language and up to \$1,000 for more than one language. ~~P~~; 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~~ Section 5.11 Employee Wellness Program and Wellness Rooms

Village of Palatine encourages employee participation in the Wellness Program, which includes annual screenings, planned activities and an employee committee. Annual screenings are carried out by a third party vendor, and all employees who work over twenty hours per week are eligible to participate. Screening results are confidentially reported to the employee. Any results reported to the Village of Palatine are compiled so that no individual confidential employee information is shared. The Village will periodically conduct employee surveys to understand employee health and wellness needs and interests. The Wellness Committee meets quarterly to plan and carry out activities. Employees are encouraged to participate in the wellness program to improve health, prevent or manage disease and maintain stable health insurance rates. 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 rooms.

~~Section 5.13~~ Section 5.12 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. Pro-rated credit is assigned using 1/12 of the total personal days for each full month remaining in the year at the time of hire. If hired June 1 or after, employee receives no pro-rated Personal Time in the first 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.

Accrued, but unused Floating Holidays are not paid out upon separation.

~~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~~ employee 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.~~ moved to 6.1B

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-the~~ 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. Pro-rated credit is assigned using 1/12 of the total personal days for each full month remaining in the year at the time of hire. If hired June 1 or after, employee receives no pro-rated Personal Time in the first 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 ~~their~~^{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 ~~beforeproceeding~~ 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 Fire Pension Plans (but not covered by a collective bargaining agreement): such as Fire Division Chief, Fire Deputy Chief, and Fire 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. Employees governed by the rules of Palatine Police Pension Plans (but not covered by a collective bargaining agreement): such as 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. In addition, upon separation of employment, an employee who leaves employment with the Village voluntarily with at least twenty (20) years of service and has a minimum of 800 hours accumulated sick leave shall be reimbursed for all accumulated sick leave up to 800 hours at 20% (160 hours maximum reimbursement) at the rate of pay of the then current top step Patrol Officer. Said sum shall be deposited into the Retirement Health Savings Account. There shall be no additional cash value of these hours and the hours shall be removed from the accrued sick leave balance.

- D. **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~~their 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~~their 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 ~~4.91.8~~), a full-time employee shall be granted up to three (3) paid 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) paid pro-rated work day as funeral leave if the employee attends the funeral of an immediate family member.

The Village also follows the Illinois Family Bereavement Leave Act, as amended, 820 ILCS 154/1, et seq. Leave under the Illinois Family Bereavement Leave Act must be requested and approved in advance and will run concurrently with any other type of Funeral Leave set forth above.

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 or significant other 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-employee's own serious health condition, he-employee will be required to submit a fitness for duty certification from his-their health care provider stating that he-employee is able to perform the essential functions of the job. If employee fails to return to work at the expiration of his-the 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-employee’s~~ 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-employee~~ will collect ~~disability pay~~ at the same time ~~he is on-as~~ Family and Medical Leave. Similarly, if ~~he-employee~~ otherwise qualifies for any other type of leave of absence, ~~he-employee~~ 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 ~~the~~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-their~~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 ~~the~~his previous job if the job is vacant; if not vacant, the employee will be placed in the first available opening in ~~employee's~~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 ~~the~~^{his} leave, ~~employee~~^{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 supervisor'shis 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 doctor'shis 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 ~~their~~ primary interest to the accomplishment of ~~their~~ 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 Vvillage to campaign for or contribute, either in cash or in kind, to the campaign of any candidate for an elected office for the Village of Palatine. No appointment to employment by the Vvillage, 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

A. Solicitation During Work Hours Prohibited

Unless authorized by the Department Head and approved by the Village Manager, all solicitation among Village employees during working hours for charitable, or any other purposes, and the selling of tickets, magazines, or merchandise of any kind are prohibited. In addition, solicitation by any Village employee is not permitted during non-working time in areas where it will disturb other employees who are working.

1. This restriction applies to all solicitations, distribution of printed materials, selling or peddling of every nature, whether by Village employees or non-employees.
2. Distribution or circulation of printed material for personal reasons by any Village employee is not permitted in any work area or during any work time.
3. Solicitation or distribution of any printed materials by non-employees on behalf of any individual, organization, group, or society will not be permitted at any time on any Village property.
4. The failure of any employee to comply with these rules will result in appropriate disciplinary action

B. Solicitation After Hours

Solicitation by Village employees after working hours shall be in accordance with the following guidelines:

1. Administrative and operational departments of the Village are precluded from initiating or promoting any type of solicitation or fund raising event.
2. Only auxiliary or supportive groups are allowed to sponsor a solicitation or fund raising activity. However, the name of the Village or the name of any Village department(s) shall not be used in such solicitation or fund raising.
3. Any such solicitation or fund raising program must be reviewed and approved by the Village Manager before it is initiated.

C. Bulletin Boards

Bulletin boards maintained by the Village of Palatine are to be used only for posting or distributing material of the following nature:

1. Notices containing matters directly concerning Village business.
2. Announcements which are equally applicable and of interest to employees.

All posted material must have authorization from the Department Head. All employees are expected to check these bulletin boards periodically for new and/or updated information

and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Section 9.5 **Indoor Clean Air Policy**

In compliance with the State of Illinois' Indoor Clean Air Act, smoking is prohibited in any building or vehicle and prohibited on all Village premises except in designated smoking areas where authorized by the Village Manager. All types of tobacco products and electronic smoking devices are included in this policy. The property surrounding Village Hall (including parking lots, etc.) is considered a smoke-free campus.

Section 9.6 **Drug-Free and Alcohol-Free Workplace Policies**

It is the Village of Palatine's desire to provide and ensure that all employees work efficiently in a safe environment. Adherence to the terms of this policy shall be a condition of employment.

The unlawful use, manufacture, sale, distribution, dispensing, transportation or possession of a controlled substance, or illegal drug is prohibited at any time, except in accordance with duty requirements. The prohibitions in this policy encompass, but are not limited to: narcotics (heroin, morphine, opioids, etc.), cannabis (marijuana, hashish, cannabis-infused products), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, "designer drugs," etc.). An illegal drug includes the use of prescription drugs in a manner other than lawfully prescribed. The consumption of alcohol at any time during the work day (except when drinking intoxicating beverages is required in accordance with duty requirements) is prohibited. No employee shall be on duty or on call while under the influence or effects of alcohol or drugs. This policy further prohibits the consumption, possession, sale, purchase or delivery of cannabis or cannabis-infused substances by law enforcement officers, paramedics or firefighters even when off duty. This policy also prohibits the use of medically prescribed marijuana in the workplace or being under the influence of marijuana as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities.

An employee is considered to be under the influence of drugs if the employee has a confirmed positive test result for drug use or their metabolites pursuant to federal HHS-certified lab cutoff concentrations or has engaged in conduct evidencing apparent impairment.

In addition, all Village property and Village workplaces are subject to inspection, including, but not limited to, Village lockers assigned to employees and Village vehicles used by its employees. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

Village of Palatine employees must report for work in an appropriate mental and physical condition to perform their job and remain in that condition the entire time on duty. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

1. The legal use of prescribed drugs or commercially available over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees using a prescribed medication or an over-the-counter medication that may impair the performance of their job duties must immediately inform their supervisor of such use.
2. If the Village has reasonable suspicion to believe an employee is under the influence of alcohol or illegal drugs during the course of the employee's work day, the Village has the right to require the employee to submit to alcohol or drug testing. Any employee who refuses to take an alcohol and/or drug test shall be subject to disciplinary action, up to and including termination of employment. The Village, in its sole discretion and in addition to any disciplinary action, may require an employee who has tested positive on any alcohol or drug test to participate in an approved alcohol or drug counseling or rehabilitation program as a condition to being allowed to return to work.
3. The Village will, to the extent required by law, protect the confidentiality of all drug and alcohol test results.
4. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or Human Resources. Employees with drug or alcohol problems shall be responsible to seek and successfully complete treatment either through the Employee Assistance Program or an alternate form of treatment.
5. Employees shall be required to notify the Village administration of any criminal drug conviction for a violation occurring at the workplace no later than five (5) days after the conviction.
6. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. The Village of Palatine will comply with all federal, state, and local laws and regulations concerning violations of drug and alcohol use in the workplace. The Village will comply with the applicable requirements of the Drug-Free Workplace Act of 1988, the Americans with Disabilities Act, the Family and Medical Leave Act, and any future new legislation. In addition, any employee convicted under a criminal drug statute for a violation occurring in the workplace must notify the Village Manager within five (5) days after such conviction. An employee who is convicted of such a crime will be subject to disciplinary action, up to and including immediate discharge.

Section 9.7 Attendance, Punctuality and Dependability

Because the Village depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. An employee must notify ~~his~~ their supervisor as far in advance as possible, but not later than thirty (30) minutes before ~~the~~ his scheduled starting time if ~~employee~~ 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 ~~employee's~~ his absence. An employee who fails to contact ~~the~~ 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~~ their official duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of ~~his~~ their 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 ~~V~~illage 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~~their 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~~their 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~~the 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 has ~~ave~~ve the opportunity to be heard fully at any time that ~~employee~~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~~the 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~~the 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~~the supervisor, the employee must, within three (3) business days of meeting with ~~his~~the 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~~their designee, as soon as is practicable, meet with the employee and thoroughly discuss the grievance. The Village Manager or ~~his~~their 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~~Village Manager's 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 (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

Sample Reimbursement Rates (2022/2023 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	\$360.80 per hour	\$ 271	\$180	\$ 90
Graduate program	\$503.60 per hour	\$ 378	\$252	\$ 126

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-the~~ 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-the~~ 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

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
- K. Social Media

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 ~~their~~^{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~~~~their~~ 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 ~~theirhis~~ primary interest to the accomplishment of ~~theirhis/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 ~~employee'shis/her~~ regular duties; the work involves management of a business closely related to the official work of the employee; the work would tend to influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties.

EMPLOYEE NAME	POSITION	DATE
NAME/LOCATION OF BUSINESS		
TYPE OF BUSINESS		
TYPE OF WORK TO BE PERFORMED	() INDOORS	() OUTDOORS
TOTAL HOURS/WEEK	DAYS OF WEEK	HOURS OF DAY
() APPROVED () DISAPPROVED	() APPROVED () DISAPPROVED	
VILLAGE MANAGER	DATE	DEPARTMENT HEAD DATE

Consider a Motion to Approve the Village of Palatine 2023 Regular Scheduled Meeting Calendar

BACKGROUND:

Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regular scheduled meetings for calendar year 2023 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).
- Due to pending changes, the Plan Commission and Zoning Board meetings are scheduled only through April. A complete 2023 schedule will be presented at a later date.
- The 2023 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 9th and 16th representing the 2nd and 3rd Monday of the month. Monday, January 23rd is available to conduct a Village Council meeting if necessary.

ALTERNATIVES:

1. Approve the meeting calendar.
2. Amend the meeting calendar.

RECOMMENDATION:

Staff recommends approval of the regular scheduled meeting calendar for 2023.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular scheduled meetings for 2023.

ATTACHMENTS:

- 2023 Meeting Calendar - Draft

VILLAGE OF PALATINE - 2023 MEETING CALENDAR **DRAFT**

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 3	January 10	February 13	February 14	March 15
January 9	January 17	January 24	May 8	May 9	June 21
January 16	February 7	February 14	August 14	August 8	September 20
February 6	February 21	February 28	November 13	November 14	December 13
February 13	March 7	March 14			
February 20	March 21	March 28			
March 6	April 4	April 11			
March 13	April 18	April 25			
March 20	TO BE DETERMINED	TO BE DETERMINED	Board of Health 7:00 PM Village Hall - Rm. A	Beautification Comm. 5:00 PM Village Hall - Rm B	Fire & Police Commission 3:00 PM Police Department
April 3			January 18	March 27	May 3
April 10			April 19	May 22	November 1
April 17			July 19	July 24	
May 1			October 18	September 25	
May 8				November 27	
May 15					
June 5					
June 12					
June 19					
July 10					
August 7					
August 14					
August 21					
September 5					
September 11					
September 18					
October 2					
October 9					
October 16					
November 6					
November 13					
November 20					
December 4					
December 11					
December 18					

Village Hall - 200 E. Wood Street
Fire Station 85 - 39 E. Colfax Street
Police Department - 595 N. Hicks Road

Attachment: 2023 Meeting Calendar - Draft (2023 Regular Scheduled Meeting Calendar)

Consider a Motion to Approve 2022 Warrant #23

8.1

Village of Palatine Warrant approval

Village Clerk

Mayor

Warrant # 23 having been approved by the Village Council on 12/05/2022 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	93,672.48	-	-	-	93,672.48
Federal Equitable Sharing Fund	221	10,000.00	-	-	-	10,000.00
State Equitable Sharing Fund	222	220.00	-	-	-	220.00
Rand Corridor TIF Fund	234	2,316.00	-	-	-	2,316.00
Capital Equipment Fund	401	9,214.76	-	-	-	9,214.76
Capital Improvements Fund	402	13,356.00	-	-	-	13,356.00
Water Fund	605	373,930.92	-	-	-	373,930.92
Sewer Fund	610	13,854.23	-	-	-	13,854.23
Parking Fund	620	22,259.06	-	-	-	22,259.06
Liability Insurance Fund	702	9,255.00	-	-	-	9,255.00
Fleet Services Fund	710	70,168.55	-	-	-	70,168.55
Total Report		618,247.00	-	-	-	618,247.00

Consider an Ordinance Amending Chapter 11 Licenses, Business Regulations of the Palatine Code of Ordinances

BACKGROUND:

From time to time, it is necessary to review different sections and chapters of the Village's Code of Ordinances. Various Village Departments have completed such an analysis of Chapter 11 - Licenses, Business Regulations and are recommending several revisions.

KEY ISSUES:

The following outlines the significant revisions included within the proposed amendments:

- Include the removal of several existing sections that are either repetitive or areas that the Village does not license/regulate.
- Will clarify the manner in which business license fees are calculated and applied.
- Establishes requirements related to on-site staffing for existing and new laundromats.
- Establish an application and use fee for any Special Event that is requesting to utilize a street within a public right-of-way (these fees can be waived by the Village Council).

ALTERNATIVES:

1. Approve ordinance amending Chapter 11.
2. Do not approve ordinance amending Chapter 11.

RECOMMENDATION:

Staff recommends approval of the ordinance amending Chapter 11 of the Code of Ordinances.

ACTION REQUIRED:

Motion to approve the ordinance amending Chapter 11 of the Code of Ordinances.

Consider a Resolution Appropriating \$1,305,712.66 of Rebuild Illinois Funds for the Rehabilitation of South Crescent Avenue and West Ellis Street

BACKGROUND:

South Crescent Avenue, from Dorset Avenue to Kenilworth Avenue and West Ellis Street from Quentin Road to the dead-end west of Crescent Avenue, is scheduled to be rehabilitated in the 2023 Capital Plan. The scope of rehabilitation work includes pavement widening, reconstruction and resurfacing, patching, curb and gutter installation and reconstruction, sidewalk installation and replacement, and ramp upgrades to meet ADA requirements.

The Illinois Department of Transportation notified the Village they are implementing a grant program using proceeds from a general obligation bond in the REBUILD Illinois capital program to provide Local Public Agencies with funds for capital projects. The Village has been awarded the Final 2 allotments of \$753,029.34 allowing for the majority of this project to be funded with Rebuild Illinois funds.

To secure and expend these funds, the State requires that resolutions be passed by the Village indicating their intended use similar to the use of Motor Fuel Tax proceeds. The State then reviews these resolutions, granting or denying their approval.

KEY ISSUES:

- Reconstruction activities include removal of all the asphalt pavement, base and sub-base repair and/or replacement, curb and gutter installation and replacement, sidewalk installation and replacement and extensive drainage improvements. The pavement will be widened and replaced.
- In this program, 50/50 apron and curb replacement will also be provided.

ALTERNATIVES:

1. Approve the resolution appropriating Rebuild Illinois funds in the amount of \$1,305,712.66 for the rehabilitation of South Crescent Avenue and West Ellis Street.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Resolution appropriating \$1,305,712.66 of Rebuild Illinois funds for the rehabilitation of South Crescent Avenue and West Ellis Street be approved.

ACTION REQUIRED:

Motion to approve the Resolution appropriating \$1,305,712.66 of Rebuild Illinois funds for the rehabilitation of South Crescent Avenue and West Ellis Street.

Consider a Motion Authorizing Temporary Parking at 800 E. Northwest Highway

BACKGROUND:

Amazon is seeking some temporary parking during this holiday season. To help address this issue, the property manager for the building/property at 800 E. Northwest Highway is seeking approval to allow for Amazon's temporary use of a portion of their existing parking lot.

KEY ISSUES:

- The request would allow for 50 - 180 vehicles (a combination of employee and Amazon delivery vehicles) to temporarily park within the existing parking lot at 800 E. Northwest Highway. Employees would report directly to the 800 E. Northwest Highway site, utilize the Amazon delivery vehicles during the day, and then return to the site to park the vehicle in the designated area and then leave in their personal vehicles.
- In discussion with the property manager of the 800 E. Northwest Highway property, they have indicated that due to the building's current occupancy level and tenant mix, the parking lot can accommodate the temporary parking request/usage.
- The request would allow for the temporary parking arrangement through January 31, 2023.
- The Council previously approved a similar request in October, 2021, to allow temporary parking for Amazon at 800 E. Northwest Highway to allow for the installation of electric charging stations at their facility on Hicks Road.

ALTERNATIVES:

1. Approve the temporary parking request.
2. Do not approve the temporary parking request.

RECOMMENDATION:

Staff recommends approval of the temporary parking request subject to the conditions outlined above.

ACTION REQUIRED:

A motion to approve the temporary parking request at 800 E. Northwest Highway.

Consider an Ordinance Adopting the 2023 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2023

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 3%.
- Palatine Firefighters, Local #4588 IAFF, is entering the third year of a four-year agreement. Wages in the existing contract were subject to re-opener. A signed Memorandum of Agreement provides for an increase of 3%.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) is entering the second year of a three-year agreement, under which they will receive an increase of 2.5%.
- 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 adjusted: Police Assistant was changed to Community Service Officer; Police Clerk changed to Records Clerk; Human Resources Assistant changed to Human Resources Generalist. Add title of Property Custodian (currently called Police Assistant).
- Previously unassigned lines were eliminated from the schedule.
- Positions were re-ordered in numerical order from lowest to highest based on Step 16.
- Market adjustments were made for Customer Service Representative, Support Services Specialist, Assistant Finance Director and Village Engineer.
- A position of Licensing Specialist was added.
- Fraternal Order of Police has a collective bargaining agreement, which expires at the end of 2022. The Village and Union continue to meet to discuss new contract terms.

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, 2023.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2023.

Consider a Resolution Appropriating \$2,790,990 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2023 Capital Improvement Budget identifies the use of \$2,790,990 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 2023 resolution appropriating Motor Fuel Tax funds in the amount of \$2,790,990.
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 \$2,790,990 of Motor Fuel Tax funds for the 2023 Street Resurfacing Program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$2,790,990 of Motor Fuel Tax funds for the Improvement and Maintenance of Streets and Highways.

Consider a Resolution Amending the Village's Employee Handbook for 2023

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 2022 budget.

KEY ISSUES:

The suggested handbook changes for 2023 include:

- Change all gendered references to gender neutral language and eliminate Section 1.3 Gender Clause.
- Revise language in Composition of Pay Plan to align with new naming convention. New language reflects steps 1 through 16 rather than step 1 through 8a.
- Eliminate Section 5.7 Vehicle Stickers as Village no longer requires vehicle stickers.
- Update Funeral Leave section to comply with the Illinois Bereavement Leave Act.
- Update Longevity language to reflect current practice for sworn supervisor positions.
- Update wellness program to reflect current practices.
- Return to past practice on floating and personal holidays at separation. Days will not be pro-rated.
- Update tuition assistance schedule with 2023 NIU tuition rates.
- Modify Translation Reward Program language to incentivize multiple secondary languages.

ALTERNATIVES:

1. Approve the recommended changes.
2. Do not approve the recommended changes.

RECOMMENDATION:

Staff recommends adopting the Resolution amending the 2023 Village's Employee Handbook.

ACTION REQUIRED:

A motion to adopt the Resolution amending the 2023 Village's Employee Handbook.

Consider a Motion to Approve the Village of Palatine 2023 Regular Scheduled Meeting Calendar

8.8

BACKGROUND:

Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regular scheduled meetings for calendar year 2023 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).
- Due to pending changes, the Plan Commission and Zoning Board meetings are scheduled only through April. A complete 2023 schedule will be presented at a later date.
- The 2023 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 9th and 16th representing the 2nd and 3rd Monday of the month. Monday, January 23rd is available to conduct a Village Council meeting if necessary.

ALTERNATIVES:

1. Approve the meeting calendar.
2. Amend the meeting calendar.

RECOMMENDATION:

Staff recommends approval of the regular scheduled meeting calendar for 2023.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular scheduled meetings for 2023.

Consider an Ordinance Adopting the Calendar Year 2023 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 and 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, 2023).

KEY ISSUES:

The Village Manager introduced and presented the Proposed CY 2023 Budget to the Mayor and Council at a Special Business, Finance, and Budget Committee Meeting held on Monday, November 7. Follow-up discussion occurred at the regular Council meeting on November 14. On November 21, the required Public Hearing on the Proposed CY 2023 Budget was held.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2023 Budget.

BUDGET IMPACT:

The Proposed CY 2023 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 2023 Annual Budget.

Consider the 2022 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 27, 2022}. 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 2023 Budget. The final proposed net property tax levy is not more than 105% of the prior year's final aggregate levy extension (it is actually a **2% decrease**), thus no public hearing on the Proposed 2022 Tax Levy was required.

2022 Proposed Tax Levy

- | | |
|----------------------|--------------|
| • Total Levy | \$25,012,514 |
| • Abatements | \$2,475,680 |
| • Net Requested Levy | \$22,536,834 |

The 2022 Tax Levy Request was formulated using \$2.475 million in abatements from various alternative revenue sources.

The proposed levy for 2022 provides the funds necessary for the Village government to provide effective Public Safety services; fund mandated pension programs; and pay debt service costs for 2023, all while reducing the property tax levy by 2%.

RECOMMENDATION:

Staff recommends that the Mayor and Council approve the 2022 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 2023 Annual Operating Budget.

ACTION REQUIRED:

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

Consider an Ordinance to Abate 2022 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 27, 2022}. (65 ILCS 5/8-3-1)

KEY ISSUES:

Staff is requesting the adoption of the 2022 Property Tax Levy Abatements as proposed. The Proposed 2022 Property Tax Levy includes abatements from various sources, as noted:

- \$1,576,680 from TIF revenues
- \$899,000 from Water & Sewer Revenues

These abatements, totaling \$2,475,680, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$25,012,514 to \$22,536,834, a 9.9% reduction.

RECOMMENDATION:

Staff recommends adoption of the 2022 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.