

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 2, 2024

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 18, 2024

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

SCOTT LAMERAND, CHAIRMAN

1. Consider an Ordinance Granting a Special Use Transfer for the Continued Operation of a Drive-Through Restaurant for Tore & Luke's at 1158 E. Dundee Road (Council District: Four)
2. Consider Amendments to the Code of Ordinances Related to Building Codes and Housing Regulations
 - A. Consider an Ordinance Amending Chapter 6 - Article I Building Codes and Amendments, Article VII Condominium Conversions, and Article VIII Enforcement and Penalties of the Palatine Code of Ordinances
 - B. Consider an Ordinance Amending Chapter 7 - Fire Prevention and Protection of the Palatine Code of Ordinances

- C. Consider an Ordinance Amending Chapter 10, Article III - Property Maintenance Codes and Amendments and Article IV - Rental Property Rules and Regulations

- 3. As Submitted

B. BUSINESS FINANCE & BUDGET COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

- 1. 2025 Operating Budget & Capital Investment Plan and Related Approvals
 - A. Consider an Ordinance Adopting the Calendar Year 2025 Annual Budget
 - B. Consider the 2024 Tax Levy Ordinance
 - C. Consider an Ordinance to Abate 2024 Property Tax Levy
 - D. Consider an Ordinance Adopting the 2025 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2025
 - E. Consider a Resolution Appropriating \$1,875,818 of Motor Fuel Tax Funds for the Rehabilitation of Michigan Avenue, Brockway Street, Louise Lane, and Cornell Avenue
 - F. Consider a Resolution Appropriating \$2,181,073 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
 - G. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
 - H. Consider an Ordinance Implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax
- 2. Consider a Resolution Amending the Village's Employee Handbook for 2025
- 3. As Submitted

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

- 1. Consider a Motion to Approve the Village of Palatine 2025 Regular Scheduled Meeting Calendar
- 2. As Submitted

D. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE*TIM MILLAR, CHAIRMAN*

1. As Submitted

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE*JOE FALKENBERG, 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 2024 Warrant #23
2. Consider an Ordinance Granting a Special Use Transfer for the Continued Operation of a Drive-Through Restaurant for Tore & Luke's at 1158 E. Dundee Road (Council District: Four)
3. Consider an Ordinance Amending Chapter 6 - Article I Building Codes and Amendments, Article VII Condominium Conversions, and Article VIII Enforcement and Penalties of the Palatine Code of Ordinances
4. Consider an Ordinance Amending Chapter 7 - Fire Prevention and Protection of the Palatine Code of Ordinances
5. Consider an Ordinance Amending Chapter 10, Article III - Property Maintenance Codes and Amendments and Article IV - Rental Property Rules and Regulations
6. Consider an Ordinance Adopting the Calendar Year 2025 Annual Budget
7. Consider the 2024 Tax Levy Ordinance
8. Consider an Ordinance to Abate 2024 Property Tax Levy
9. Consider an Ordinance Adopting the 2025 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2025

10. Consider a Resolution Appropriating \$1,875,818 of Motor Fuel Tax Funds for the Rehabilitation of Michigan Avenue, Brockway Street, Louise Lane, and Cornell Avenue
11. Consider a Resolution Appropriating \$2,181,073 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
12. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
13. Consider an Ordinance Implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax
14. Consider a Resolution Amending the Village's Employee Handbook for 2025
15. Consider a Motion to Approve the Village of Palatine 2025 Regular Scheduled Meeting Calendar
16. Consider a Resolution Releasing the Vik Subdivision Security Deposit (Council District: One)

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

BRAD HELMS, CHAIRMAN

1. As Submitted

B. BUSINESS FINANCE & BUDGET COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

JOE FALKENBERG, CHAIRMAN

1. As Submitted

F. POLICE POLICY & CODE SERVICES COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted

B. VILLAGE CLERK

1. As Submitted

C. VILLAGE ATTORNEY

1. As Submitted

XI. CLOSED SESSION AS REQUIRED

XII. RECOGNITION OF AUDIENCE

XIII. ADJOURNMENT



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

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

NOVEMBER 18, 2024

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	
Joe Falkenberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager 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 William Nord, Deputy Fire Chief Scott Mackeben, IT Manager Rhonda Malcolm, Director of Finance Paul Mehring, and Director of Human Resources Monika Pandya

II. PLEDGE TO THE FLAG

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

III. PUBLIC HEARING

1. Consider a Motion to Open the Public Hearing on the Proposed CY 2025 Operating Budget & Capital Investment Plan - **Approved by Voice Vote**

Village Manager Reid Ottesen reported the Proposed CY25 Operating Budget & Capital Investment Plan was introduced and reviewed at the Business Finance & Budget Committee Meeting on Monday, November 4, 2024. Follow-up discussions occurred during the Business Finance & Budget Committee Meeting on November 11, 2024. The CY25 Proposed Annual Budget and Capital Investment Plan totals \$158,737,230. Of this total, \$90,806,468 is for Operations and \$67,630,762 is our Capital Budget, TIF Districts, Debt Service, Transfers, Casualty/Liability Insurance Program, and Pension Administration requirements.

Minutes Acceptance: Minutes of Nov 18, 2024 7:00 PM (APPROVAL OF MINUTES)

The Proposed Budget includes no increase in property taxes. Ottesen recommended opening the public hearing for the purpose of taking public testimony.

No one came forward.

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

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

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

IV. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Regular Meeting - November 11, 2024 - Accepted

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

V. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Friday, November 22nd: 5 PM – 9 PM

Holidays on the Town

Support Local Businesses of Downtown Palatine

Friday, November 22nd & Saturday, November 23rd: 8 AM – 4 PM

Christmas Bazaar

Little Sisters of the Poor

Saturday, November 23rd: 4:45 PM – 7 PM

Village of Palatine's Holiday Tree Lighting Ceremony

Towne Square

Weekends, November 29 through December 22

Palatine Jaycees Christmas Tree Sale
Palatine Aquatic Center

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, the Police Department and Fire Departments through December 9th. Toys collected will be distributed to children in the Palatine area. Your donation is greatly appreciated.

Village Hall will be closed on Thursday, November 28 and Friday, November 29 in observance of the Thanksgiving holiday.

VI. RECESS TO THE COMMITTEE OF THE WHOLE**1. Recess to Committee of the Whole - 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, Falkenberg, Kozlowski, Helms

VII. COMMITTEE OF THE WHOLE**A. POLICE POLICY & CODE SERVICES COMMITTEE**

SCOTT LAMERAND, CHAIRMAN

1. Consider an Ordinance Granting a Variation to Permit Lot Coverage to Exceed the Maximum Permitted at 343 W. Palatine Road - Motion Carried by Voice Vote (Council District: Two)

Planning & Zoning Director Ben Vyverberg presented the petitioner's request for a Variance to permit lot coverage to be 61% (minimum permitted 45%). A new smaller deck, meeting the required setback, will replace the old deck.

One neighbor submitted a letter of support. The Planning & Zoning Commission voted unanimously to approve the Variation and staff concurs.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

2. Consider an Ordinance Granting a Variation to Permit the Finished Side of a Residential Fence to Face Inward at 33 N. Winston Drive - **Motion Carried by Voice Vote** (Council District: Five)

Planning & Zoning Director Ben Vyverberg presented the petitioner's request for a Variance to permit the finished side of an installed fence to face in toward the petitioner's yard and not out which is per code.

A letter and petition of neighborhood support was submitted. The Planning & Zoning Commission voted unanimously to approve the Variation.

Dennis Tomaska, 531 Providence Road, Palatine, the petitioner explained that he owns a number of residential properties in Palatine and he did install the finished fence facing in, rather than to code with the finished side facing out to the neighbor.

Christopher Bueni, 1258 E. Norman Drive, the neighbor, approves the fence as it is, since he plans on landscaping. The neighbors have signed a petition in support of the fence.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

3. As Submitted -

Nothing was submitted.

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. Consider an Ordinance Approving a Special Use for a Restaurant, with a Drive-Through, at 265 N. Northwest Highway - **Motion Carried by Voice Vote** (Council District: Six)

Planning & Zoning Director Ben Vyverberg presented the petitioner's request for a Special Use to replace the existing Wendy's Restaurant with a larger drive-through facility to include: a new dumpster enclosure, detention basin, 4-foot high landscape, minimum 7 stacking spaces, and required setbacks. Vyverberg added that the final landscaping and grade differential will be submitted in a manner acceptable to the Village.

The Planning & Zoning Commission voted unanimously to approve the Special Use and staff concurs.

Councilman Myslinski expressed concern for ingress and egress at that busy section of Northwest Highway. Vyverberg clarified that IDOT approved the existing entrances and exits which will remain separate, as they have been.

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

2. Consider a Motion Approving an Auto Repair Use at 1450 N. Rand Road - **Approved by Voice Vote** (Council District: Four)

Planning & Zoning Director Ben Vyverberg presented the petitioner's request for approval of a new automotive repair tenant, pursuant to the previous 1999 Special Use.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

3. As Submitted -

Nothing was submitted.

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider a Resolution to Approve an Intergovernmental Agreement Between the Village of Palatine and the Palatine Township Road District for Snow and Ice Control Services - **Adopted by Voice Vote**

Public Works Director Matt Barry recommended approving a Resolution for an Intergovernmental Agreement between the Village of Palatine and Palatine Township for Snow and Ice Control Services through April 30, 2025.

Councilman Helms noted this is a reduction in responsibility for the Township.

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

2. Consider an Ordinance Amending Chapter 19 - Utility Services of the Village of Palatine's Code of Ordinances - **Approved by Voice Vote**

Public Works Director Matt Barry recommended amending Chapter 19 - Utility Services of the Village of Palatine's Code of Ordinances adding the requirement of property owners to connect to the public water supply. When significant renovations or construction of new buildings are within 200 feet of a public water main and if necessary, to extend to the far property line. Other edits and definitions are recommended to chapter 6.

Councilman Helms noted a recovery fee is negotiable depending on the situation.

Councilman Millar clarified that if it is a dead end and extension is not necessary, the homeowner is not responsible.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Jim Schwantz, Mayor
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

3. As Submitted -

Nothing was submitted.

D. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

JOE FALKENBERG, CHAIRMAN

1. Salt Creek Streambank Stabilization (Council District: Four)

The motion was to approve Items A, B, and C.

Public Works Director Matt Barry recommended awarding a contract for the Salt Creek Stream Bank Stabilization Project from west of Clark to east of Williams authorizing the Village Manager to execute a proposal for construction engineering services for the Salt Creek Stream bank stabilization project.

Barry recommended authorizing the Village Manager to execute Supplement #3 for additional design engineering services for the Salt Creek Stream bank stabilization project and recommended the Village Manager enter into an agreement with V3 Construction. The total cost will be \$1,165,000 and to use funds from ARPA (1,000,000) and the Sewer Fund (\$500,000) to be offset by a DCEO grant (\$350,000).

Staff recommends entering into a contract with Ciorba Group for design engineering in the amount not to exceed \$137,532 and Phase II design engineering services with Ciorba Group in an amount not to exceed \$55,057.57.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

- A. Consider a Motion to Award a Contract for the Salt Creek Streambank Stabilization Project - **Approved** (Council District: Four)
- B. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the Salt Creek Streambank Stabilization Project - **Approved** (Council District: Four)
- C. Consider a Motion Authorizing the Village Manager to Execute Supplement #3 for Additional Design Engineering Services for the Salt Creek Streambank Stabilization Project - **Approved** (Council District: Four)
- 2. As Submitted -
Nothing was submitted.

E. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:20 PM

DOUG MYSLINSKI, CHAIRMAN

- 1. As Submitted -

Councilman Lamerand stated that the planning for the current budget began 20 years ago. He mentioned some specific decisions that were taken over the years for future planning which has been successful as shown in the current budget with no debt. We have financed renovations to Village Hall, building the new Police Department and the upcoming renovation to the Fire Station on Hicks, which is to become the new Fire Headquarters. All this was accomplished while maintaining the highest levels of public safety and infrastructure.

This high-level achievement comes from very careful planning. Lamerand continued with listing the challenges that existed over the last 20 years and how they were resolved. He expressed the highest regard and appreciation for the Village Manager, Finance Department and all departments and staff.

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

VIII. RECONVENE THE VILLAGE COUNCIL MEETING1. Reconvene 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, Falkenberg, 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:	Brad Helms, District 6 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

1. Consider a Motion to Approve 2024 Warrant #22 - **Approved**
2. Consider an Ordinance Granting a Variation to Permit Lot Coverage to Exceed the Maximum Permitted at 343 W. Palatine Road - **Approved** (Council District: Two)

Ordinance #O-106-24
3. Consider an Ordinance Granting a Variation to Permit the Finished Side of a Residential Fence to Face Inward at 33 N. Winston Drive - **Approved** (Council District: Five)

Ordinance #O-107-24
4. Consider an Ordinance Approving a Special Use for a Restaurant, with a Drive-Through, at 265 N. Northwest Highway - **Approved** (Council District: Six)

Ordinance #O-108-24

5. Consider a Motion Approving an Auto Repair Use at 1450 N. Rand Road - **Approved** (Council District: Four)
6. Consider a Resolution to Approve an Intergovernmental Agreement Between the Village of Palatine and the Palatine Township Road District for Snow and Ice Control Services - **Adopted by Roll Call**

Resolution #R-46-24

7. Consider an Ordinance Amending Chapter 19 - Utility Services of the Village of Palatine's Code of Ordinances - **Approved**

Ordinance #O-109-24

8. Consider a Motion to Award a Contract for the Salt Creek Streambank Stabilization Project - **Approved** (Council District: Four)
9. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the Salt Creek Streambank Stabilization Project - **Approved** (Council District: Four)
10. Consider a Motion Authorizing the Village Manager to Execute Supplement #3 for Additional Design Engineering Services for the Salt Creek Streambank Stabilization Project - **Approved** (Council District: Four)

X. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE*JOE FALKENBERG, CHAIRMAN*

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE*SCOTT LAMERAND, CHAIRMAN*

1. As Submitted -

No Report

XI. REPORTS OF THE VILLAGE OFFICERS – Time: 7:25 PM**A. VILLAGE MANAGER**

No Report

1. As Submitted -

B. VILLAGE CLERK

No Report

1. As Submitted -

C. VILLAGE ATTORNEY

No Report

1. As Submitted -

XII. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XIII. RECOGNITION OF AUDIENCE

No one came forward.

XIV. ADJOURNMENT – Time: 7:26 PM

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

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

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Nov 18, 2024 7:00 PM (APPROVAL OF MINUTES)

Consider an Ordinance Granting a Special Use Transfer for the Continued Operation of a Drive-Through Restaurant for Tore & Luke's at 1158 E. Dundee Road

BACKGROUND:

Tore & Luke's has operated from its current Dundee Road location, since May 2023. Juno Food Corporation (Salvatore Gagliano) is requesting to reacquire the business and is therefore requesting approval of the following:

Transfer of Special Use #O-80-21 to permit the continued operation of a drive-through restaurant for Tore & Luke's at 1158 E. Dundee Road.

KEY ISSUES:

- The current Special Use was approved in July 2021 (Ordinance #O-80-21) for the current location of Tore & Luke's. The Petitioner is the original owner and operator of Tore and Luke's and is proposing to return as the principal restaurant operator, after another family member was operating the restaurant. No changes are proposed to the current operations or floor plan, with the exception of opening at 11 AM, instead of the previously approved 10:30 AM.
- Any changes to the floorplan or business operations would require Village review. Staff also advised the Petitioner about the temporary sign regulations, as part of the Special Use transfer application process.

ALTERNATIVES:

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

RECOMMENDATION:

Staff recommends approval of the Special Use Transfer at 1158 E. Dundee Road.

ACTION REQUIRED:

A motion to approve the Special Use Transfer of Ordinance #O-80-21 to permit the continued operation of a drive-through restaurant, Tore & Luke's, at 1158 E. Dundee Road.

ATTACHMENTS:

- Aerial Map
- ORD SUT 1158 E Dundee Road
- Application
- Special Use Ordinance - #O-80-21



Attachment: Aerial Map (1158 E Dundee Road - SUT Tore & Lukes)

0 100 200
ft

Print Date: 11/20/2024

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

ORDINANCE NO. _____

**AN ORDINANCE TRANSFERRING SPECIAL USE ORDINANCE #O-80-21
1158 E. DUNDEE ROAD**

WHEREAS, Ordinance #O-80-21 granted a Special Use for the operation of a drive-through to be used along with the underlying permitted use (Tore & Luke's) on the property commonly known as 1158 E. Dundee Road; and

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

WHEREAS, since the Village Council did meet on December 2, 2024 to review a request by Juno Food Corp (DBA Tore & Luke's – Salvatore Gagliano) that the Special Use be transferred to permit the continued operation of a drive-through to be used along with the underlying permitted use (Tore & Luke's), with no substantial change, and it was the recommendation of the Village Council that the transfer of the Special Use to Juno Food Corp (DBA Tore & Luke's) be approved without amendment.

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

SECTION 1: That the Special Use granted by Ordinance #O-80-21 is hereby transferred to Juno Food Corp (DBA Tore & Luke's).

SECTION 2: All conditions of Special Use Ordinance #O-80-21 shall remain in full force and effect.

DATED: This ____ day of _____, 2024

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

APPROVED by me this ____ day of _____, 2024

 Mayor of the Village of Palatine

ATTEST and FILE in the office of the Village Clerk
 this ____ day of _____, 2024.

 Village Clerk

Attachment: ORD SUT 1158 E Dundee Road (1158 E Dundee Road - SUT Tore & Lukes)

VILLAGE OF PALATINE

SPECIAL USE TRANSFER

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

Required Materials

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

Business Owner(s):

JUNO FOODS CORP (SALVATORE GAGLIANO (PRESIDENT))

Subject Property Address:

1158 DUNDEE PALATINE IL. 60074

The owner(s) listed above are requesting that Special Use Ordinance # X 0-80-21 be transferred from KEY COLONY (CORP) FRANK CAPUTO to individuals(s) and/or company listed above. I have read the ordinance(s) and agree to comply with all applicable ordinance(s) and any conditions contained therein. As the new business owner(s), the following changes (if any) are proposed to the business operation and/or floor plan:

SAME

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

Attachment: Application (1158 E Dundee Road - SUT Tore & Lukes)

ORDINANCE NO. O-80-21

**AN ORDINANCE GRANTING A SPECIAL USE TO PERMIT A DRIVE-THROUGH
RESTAURANT AND A SPECIAL USE AND VARIATIONS TO PERMIT AN
ELECTRONIC MESSAGE BOARD SIGN AT 1158 E. DUNDEE ROAD**

**Published in pamphlet form by authority of the
Mayor and Village Council of the Village of Palatine
on July 12, 2021**

ORDINANCE NO. 0-80-21

**AN ORDINANCE GRANTING A SPECIAL USE TO PERMIT
A DRIVE-THROUGH RESTAURANT AND A SPECIAL USE AND VARIATIONS TO
PERMIT AN ELECTRONIC MESSAGE BOARD SIGN AT 1158 E DUNDEE ROAD**

WHEREAS, pursuant to a petition and public hearing on June 22, 2021, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for a Special Use to permit a drive-through restaurant pursuant to Section 11.03 (d) (28) of the Palatine Zoning Ordinance, a Special Use to permit an electronic message board pursuant to Section 8.01 (i)(1) of the Palatine Zoning Ordinance, and Variations to permit a freestanding sign to be 110 square feet instead of the maximum 100 square feet, pursuant to Section 8.03 (b)(1)(c) of the Palatine Zoning Ordinance and to permit an electronic message board on a lot with less than 300 feet of lot frontage, pursuant to Section 8.03 (i)(2)(b) of the Palatine Zoning Ordinance and to permit an electronic message board within 500 feet of another electronic message board pursuant to Section 8.01 (i)(2)(e) of the Palatine Zoning Ordinance, on the following legally described property:

07/09/2021 2:13 PM

Attachment: Special Use Ordinance - #O-80-21 (1158 E Dundee Road - SUT Tore & Lukes)

Lot 2A in Laredo Plaza Resubdivision of Lots 1 and 2 in Laredo Plaza Subdivision of part of the East half of the Southwest quarter of Section 1, Township 42 North, Range 10 East of the Third Principal Meridian, according to the plat of said resubdivision recorded December 20, 2002, as Document 0021418691, in Cook County, Illinois.

Commonly known as 1158 E. Dundee Road (02-01-302-082-0000)

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

SECTION 1: A Special Use to permit a drive-through restaurant pursuant to Section 11.03 (d) (28) of the Palatine Zoning Ordinance, a Special Use to permit an electronic message board pursuant to Section 8.01 (i)(1) of the Palatine Zoning Ordinance, and Variations to permit a freestanding sign to be 110 square feet instead of the maximum 100 square feet pursuant to Section 8.03 (b)(1)(c) of the Palatine Zoning Ordinance and to permit an electronic message board on a lot, with less than 300 feet of lot frontage, pursuant to Section 8.03 (i)(2)(b) of the Palatine Zoning Ordinance and to permit an electronic message board within 500 feet of another electronic message board, pursuant to Section 8.01 (i)(2)(e) of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

- 1. The Special Uses and Variations shall substantially conform to the business plan, floor plan and site plan submitted by the Petitioner on 1/8/21, except as such plans may be changed to conform to Village Codes and Ordinances.**
- 2. The electronic message board shall comply with the applicable standards in Section 8.03 of the Village Zoning Code.**

Attachment: Special Use Ordinance - #O-80-21 (1158 E Dundee Road - SUT Tore & Lukes)

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

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

PASSED: This 12 day of July, 2021

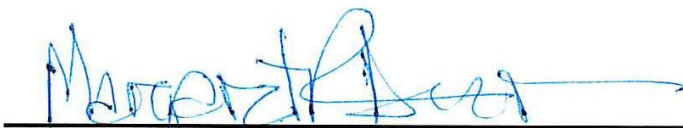
AYES: 6 NAYS: 0 ABSENT: 0 PASS: 0

APPROVED by me this 12 day of July, 2021



Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this 12 day of July, 2021



Village Clerk

Attachment: Special Use Ordinance - #O-80-21 (1158 E Dundee Road - SUT Tore & Lukes)

2. BUSINESS PLAN:

2.1 HOURS OF OPERATIONS 10:30am - 10:30pm

2.2 NUMBER OF TOTAL EMPLOYEES: 8

2.3 TYPICAL # OF CUSTOMERS 100-150 PER DAY

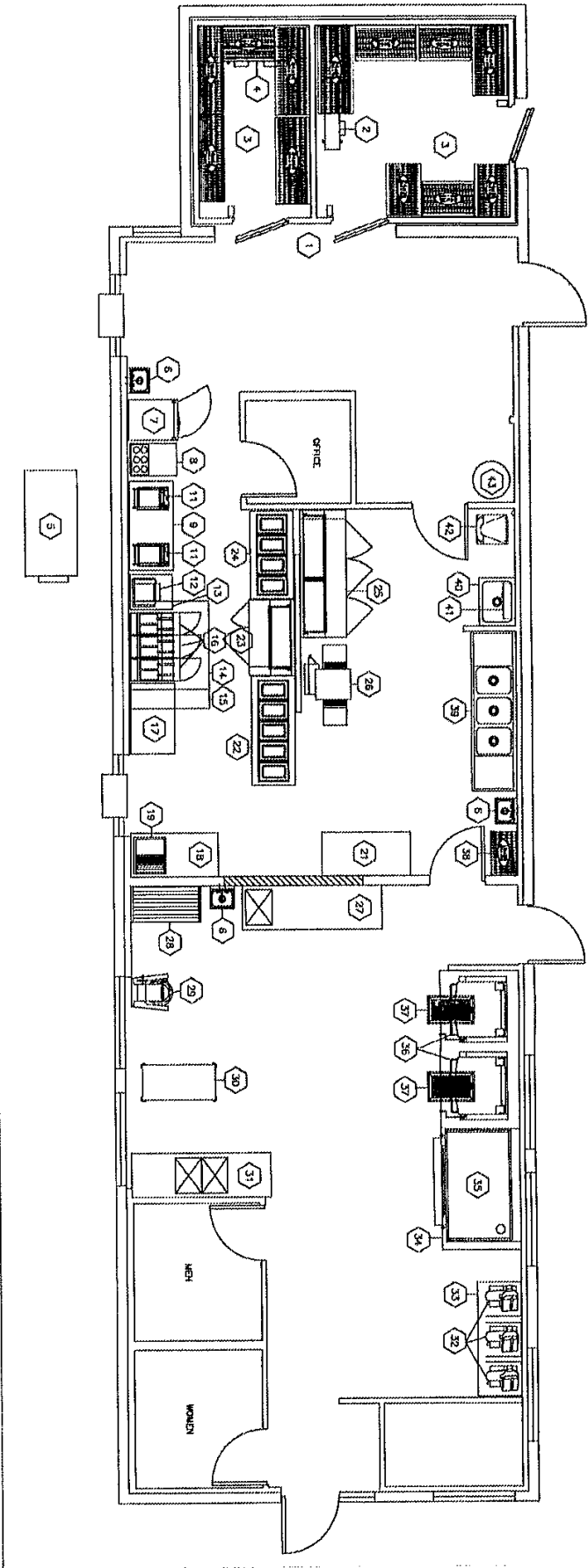
2.4 MENU:

See Attached 2.4 Exhibit

2.5 DRIVE THRU AND PICKUP ONLY (NO INSIDE DINNING) – CONFIRMED

FS1	FOODSERVICE EQUIPMENT PLAN					
	DRAWN MBP	DRAWING NAME				
	DATE 10-22-2020	PROJECT CODE				
	SCALE 1/4"=1'-0"	CHECKED				
				DATE	REV.	DESCRIPTION

FOOD SERVICE EQUIPMENT		
ITEM NUMBER	QUANTITY	ITEM DESCRIPTION
1	2	TWO COMPARTMENT WALK IN COOLERS
2	1	SUPPLY/STOCK
3	1	TOAST COOKER
4	1	COOKER SHELVING
5	1	WARMER COIL
6	1	REFRIGERATION BACK
7	1	HAND SINK
8	1	REFRIGERATOR - REMOTE
9	1	REFRIGERATOR - REMOTE
10	1	LOCAL DUST SIL VERMARE
11	1	SPARE NUMBER
12	1	CONVEYOR TOASTER
13	1	STAND
14	1	BEANS/HOOD
15	1	BEANS/HOOD SYSTEM
16	1	FRYER
17	1	WORK TABLE
18	1	BEVERAGE COUNTER
19	1	DISPENSER SODA/ICE
20	1	SPRINKLER
21	1	STAIN TABLE - 5 WELL
22	1	RAISED PAUL REFRIGERATOR - REMOTE
23	1	STAIN TABLE - 4 WELL
24	1	RAISED PAUL REFRIGERATOR - REMOTE
25	1	CONVEYOR OVER WIPPER
26	1	DISPENSER SODA/ICE
27	1	FLOOR WIPER - 60 QUANT
28	1	DRAINAGE FLEX
29	1	ICE MANGER W/ WIPER - REMOTE
30	1	PREP TABLE W/ SINKS
31	1	SLICER
32	1	WORK TABLE
33	1	BEANS/HOOD
34	1	BEANS/HOOD SYSTEM
35	1	FRYER
36	1	WORK TABLE
37	1	BEVERAGE COUNTER
38	1	DISPENSER SODA/ICE
39	1	SPRINKLER
40	1	STAIN TABLE - 5 WELL
41	1	RAISED PAUL REFRIGERATOR - REMOTE
42	1	STAIN TABLE - 4 WELL
43	1	RAISED PAUL REFRIGERATOR - REMOTE
44	1	CONVEYOR OVER WIPPER
45	1	DISPENSER SODA/ICE
46	1	FLOOR WIPER - 60 QUANT
47	1	DRAINAGE FLEX
48	1	ICE MANGER W/ WIPER - REMOTE
49	1	PREP TABLE W/ SINKS
50	1	SLICER
51	1	WORK TABLE
52	1	BEANS/HOOD
53	1	BEANS/HOOD SYSTEM
54	1	FRYER
55	1	WORK TABLE
56	1	BEVERAGE COUNTER
57	1	DISPENSER SODA/ICE
58	1	SPRINKLER
59	1	STAIN TABLE - 5 WELL
60	1	RAISED PAUL REFRIGERATOR - REMOTE
61	1	STAIN TABLE - 4 WELL
62	1	RAISED PAUL REFRIGERATOR - REMOTE
63	1	CONVEYOR OVER WIPPER
64	1	DISPENSER SODA/ICE
65	1	FLOOR WIPER - 60 QUANT
66	1	DRAINAGE FLEX
67	1	ICE MANGER W/ WIPER - REMOTE
68	1	PREP TABLE W/ SINKS
69	1	SLICER
70	1	WORK TABLE
71	1	BEANS/HOOD
72	1	BEANS/HOOD SYSTEM
73	1	FRYER
74	1	WORK TABLE
75	1	BEVERAGE COUNTER
76	1	DISPENSER SODA/ICE
77	1	SPRINKLER
78	1	STAIN TABLE - 5 WELL
79	1	RAISED PAUL REFRIGERATOR - REMOTE
80	1	STAIN TABLE - 4 WELL
81	1	RAISED PAUL REFRIGERATOR - REMOTE
82	1	CONVEYOR OVER WIPPER
83	1	DISPENSER SODA/ICE
84	1	FLOOR WIPER - 60 QUANT
85	1	DRAINAGE FLEX
86	1	ICE MANGER W/ WIPER - REMOTE
87	1	PREP TABLE W/ SINKS
88	1	SLICER
89	1	WORK TABLE
90	1	BEANS/HOOD
91	1	BEANS/HOOD SYSTEM
92	1	FRYER
93	1	WORK TABLE
94	1	BEVERAGE COUNTER
95	1	DISPENSER SODA/ICE
96	1	SPRINKLER
97	1	STAIN TABLE - 5 WELL
98	1	RAISED PAUL REFRIGERATOR - REMOTE
99	1	STAIN TABLE - 4 WELL
100	1	RAISED PAUL REFRIGERATOR - REMOTE



PUBLIC NOTICE
A public hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, June 22, 2021 at 7:00 PM, in the Village Council Chambers in the Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:
Special Use to permit a restaurant with a drive-thru pursuant to Section 11.03 (d) (28) of the Palatine Zoning Ordinance.
Special Use to permit an electronic message board pursuant to Section 8.01 (1)(1) of the Palatine Zoning Ordinance.
Variation to permit a free-standing sign to be 110 square feet instead of the maximum 100 square feet pursuant to Section 8.03 (b)(1)(c) of the Palatine Zoning Ordinance.
Variation to permit an electronic message board on a lot with less than 300 feet of lot frontage.
Variation to permit an electronic message board within 500 feet of another electronic message board pursuant to Section 8.01 (1)(2)(e) of the Palatine Zoning Ordinance.
The property is commonly known as 1158 E Dundee Road (02-01-302-082-0000).
The Petitioner is requesting a Special Use and Variations to open a restaurant with a drive-thru, Tori and Lukes. In addition to place an electronic message board (EMB) on a lot approximately 220 feet wide and located approximately 275 feet from another EMB.
The above petition has been filed by Frank Caputo, Key Colony Beach Food and Beverage and is available for examination in the office of the Village Clerk, 200 E. Wood Street.
FILE #: 21-02
VILLAGE OF PALATINE
Jan Wood, Chair
Palatine Zoning Board of Appeals
DATED: This 7th day of June, 2021
Published In Daily Herald
June 7, 2021 (4564849)

CERTIFICATE OF PUBLICATION
Paddock Publications, Inc.

Daily Herald

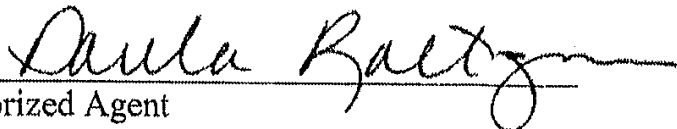
Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights,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

County(ies) of Cook, Kane, Lake, McHenry and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 06/07/2021 in said DAILY HERALD.

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

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY 
Authorized Agent

Control # 4564849

Attachment: Special Use Ordinance - #O-80-21 (1158 E Dundee Road - SUT Tore & Lukes)

Consider an Ordinance Amending Chapter 6 - Article I Building Codes and Amendments, Article VII Condominium Conversions, and Article VIII Enforcement and Penalties of the Palatine Code of Ordinances

BACKGROUND:

It is common practice for communities to adopt updated codes on a regular basis. The Village's current adopted Code library generally consists of the 2015 Editions of the International Code Council's code books. Our goal is to maintain codes that best serve our residents by keeping pace with changes in the industry and supporting the use of new products in an effort to keep our building stock current with common building practices. Therefore, we propose adoption of updated Code editions, and corresponding local amendments, which would become effective January 1, 2025. Our update would be to the 2021 Edition of the International Code.

KEY ISSUES:

- The most notable changes related to adoption of the updated building codes, and corresponding local amendments, are:
 -) Clarifies the Village's options for determining building permit valuations.
 -) Allows the Village to retain \$50 in conjunction with the return of any express building permit fees.
 -) Establishes a work without a permit fee, resulting in the building permit fee to increase by 50% (but the total amount of the building permit fee component subject to the 50% increase shall not exceed \$500).
 -) Requires fire sprinkler protection within attached residential garages.
 -) Adjusts the location requirements for sump pump and downspout discharges.
 -) Eliminates the option of utilizing a safety/automatic pool cover (thus requiring a fence). This would not apply to spas or hot tubs that have a lockable safety cover that complies with the applicable code requirements.
 -) The addition of the 13R sprinkler system design and installation requirements provides some design flexibility and cost savings for complying with the applicable sprinkler systems requirements related to the conversion of an apartment building into condominiums.
- In anticipation of the proposed code amendments, the Village noted the planned code updates on the Village's website in late October.

ALTERNATIVES:

- . Recommend approval of the Chapter 6 text amendments effective January 1, 2025.
- . Do not recommend approval of the Chapter 6 text amendments.

RECOMMENDATION:

Staff recommends approval of the Chapter 6 text amendments.

ACTION REQUIRED:

Motion to approve the proposed ordinance amending Chapter 6 with an effective date of January 1, 2025.

ATTACHMENTS:

- ORD Ch. 6 - Building Codes and Regulations
- EXHIBIT B - Chapter 6 Amendments Track Changes

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 6, ARTICLE I - BUILDING CODES
AND AMENDMENTS, ARTICLE VII – CONDOMINIUM CONVERSIONS, AND
ARTICLE VIII ENFORCEMENT AND PENALTIES OF THE
PALATINE CODE OF ORDINANCES**

WHEREAS, the Village of Palatine is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, the Mayor and Council desire to amend Chapter 6 of the Village Code to update building codes and ensure our building stock stays current with common building practices; and

WHEREAS, the Mayor and Council have determined that it will serve and be in the best interests of the Village and its residents to amend Chapter 6 of the Village Code pursuant to this Ordinance;

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, is

hereby amended by amending Chapter 6, Article I - Building Codes and Amendments, Article VII – Condominium Conversions, and Article VIII – Enforcement and Penalties, 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 “B”.

SECTION 3: That this ordinance shall be in full force and effective on January 1, 2025 after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2024

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

APPROVED by me this _____ day of _____, 2024

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this

_____ day of _____, 2024

Village Clerk

Attachment: ORD Ch. 6 - Building Codes and Regulations (Amend Chapter 6 - Building Codes and Amendments)

PALATINE CODE OF ORDINANCES - CHAPTER 6- BUILDING CODES AND REGULATIONS

Chapter 6 BUILDING CODES AND REGULATIONS*

 *Cross reference(s)--Director of public works, 2-171 et seq.; director of community development, § 2-191 et seq.; electrical inspector, § 2-194; plumbing inspector, § 2-195; environmental committees, § 2-306 et seq.; director of environmental health, § 2-326 et seq.; board of health, § 2-341 et. seq.; plan commission, § 2-421 et seq.; board of zoning appeals, § 2-431 et seq.; fire protection and prevention, Ch. 7; garbage and refuse, Ch. 8; health and sanitation, Ch. 9; existing structures' maintenance and occupancy Ch. 10; streets and sidewalks, Ch. 16; water and sewer services, Ch. 19; zoning ordinances, App. A; subdivision regulations, App. B.

Editor's Note: Ordinance No.0-9-99 replaced Art. I through V of Chapter 6, Building Codes and Regulations. This ordinance was passed on February 22, 1999 with an effective date of 5/1/99.

Editor's Note: Ordinance No. 0-2-00, passed on January 3, 2000, created a new Article IV Architectural Design Guidelines

Editor's Note: Ordinance 0-84-02, replaced Chapter 6 in it's entirety. This Ordinance was passed on May 28, 2002 with an effective date of July 1, 2002.

Editor's Note: Ordinance 0-250-05, passed on December 19, 2005, effective January 1, 2006, deleted Secs. 6-1.5 through 6-1.7 in their entirety, and replaced with a new Sec. 6-1.5)

Editor's Note: Ordinance 0-58-06, passed on March 20, 2006, effective June 1, 2006, replaced Article I in its entirety.

Art. I.	Building Codes and Amendments, §§ 6-1.1--6-15
Art. II.	Reserved
Art. III.	Building Operations, §§ 6-31--6-40
Art. IV.	Architectural Design Guidelines, §§ 6-41--6-55
Art. V.	Public Improvements, §§ 6-56--6-69
Art. VI.	Nonconforming Buildings and Structures, §§ 6-70--6-79
Art. VII.	Condominium Conversion, §§ 6-80--6-91
Art. VIII.	Enforcement and Penalties, §§ 6-92--6-93

PALATINE CODE OF ORDINANCES - CHAPTER 6- BUILDING CODES AND REGULATIONS

ARTICLE I. BUILDING CODES AND AMENDMENTS

Sec. 6-1.1 Minimum standards.

- (a) The following list of codes and Palatine amendments are hereby adopted by reference:
- (1) International Residential Code, 2021~~5~~ Edition (with amendments).
 - (a) Appendix ~~A~~A, Sizing and Capacities of Gas Piping
 - (b) Appendix ~~A~~B, Sizing of Venting Systems Serving Appliances Equipped with draft Hoods
 - ~~(c)~~ Appendix ~~A~~C, Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems,
 - ~~(e)(d)~~ Appendix AD Recommended Procedure for Safety inspection of an Exiting Appliance Installation
 - ~~(d)(e)~~ Appendix ~~A~~E, Manufactured Housing used as Dwellings
 - ~~(e)~~ Appendix F, Passive Radon Gas Control Methods
 - (f) Appendix ~~A~~H, Patio Covers
 - (g) Appendix ~~A~~J, Existing Buildings and Structures
 - (h) Appendix ~~A~~K, Sound Transmission
 - ~~(i)~~ Appendix ~~A~~M, Home Day Care R-3 Occupancy
 - ~~(i)(j)~~ Appendix AN, Venting Methods
 - (2) International Building Code, 2021~~5~~ Edition (with amendments).
 - ~~(a)~~ Appendix I, Patio covers
 - ~~(a)(b)~~ Appendix G, Flood Resistant Construction
 - (3) International Mechanical Code, 2021~~5~~ Edition (with amendments).
 - (4) International Fuel Gas Code, 2021~~5~~ Edition.
 - (5) ~~Illinois Title 71: Part 600, Illinois Energy Conservation Code, Latest Edition as adopted by the State of Illinois~~2021 International Energy Conservation Code with Illinois Amendments
(Ord. No. 0-29-13, §1, 4/8/13; Ord. No. 0-21-15, §1, 3/16/15)
 - (6) National Electrical Code, 2020~~17~~ Edition (with amendments).
 - (7) Illinois Plumbing Code, Latest Edition.
 - (8) Illinois Accessibility Code, Latest Edition.
 - (9) International Existing Building Code, 2021~~5~~ Edition
 - (10) International Swimming Pool and Spa Code, 2021~~5~~ Edition
- (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11; Ord. O-93-18, 08/13/18 eff. 01/01/19; Ord. O-72-19, 08/12/19)

PALATINE CODE OF ORDINANCES - CHAPTER 6- BUILDING CODES AND REGULATIONS

Sec. 6-1.2 Discretionary powers.

(a) Wherever in this article and the codes adopted by this article reference is made to the building director or the building official, they shall mean the Director of Community Development or their designee.~~Services.~~ (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

PALATINE CODE OF ORDINANCES - CHAPTER 6- BUILDING CODES AND REGULATIONS

Sec. 6-1.3. ~~Reserved.~~ Building Director

~~(a) — Qualifications. — To be eligible for appointment by the village manager to the office of building director, the qualifications of an applicant shall include an understanding of the quality and strength of building materials and prevailing methods of construction for safety, comfort and convenience.~~

Sec. 6-1.4. Permits and Administration

(a) *Survey.* After the foundation of a new building or any addition to an existing building has been completed, the applicant shall furnish a survey prepared by a registered Illinois surveyor showing the dimensional location of such foundation and including the following required information:

- (1) Accurate dimensions of front yard, side yards and rear yard setbacks;
- (2) United States Geographical Survey (USGS) elevations of top of foundation at all corners and top of curb or crown of street.

The above required information may be shown upon a recertification of the plat filed at the time the building permit was secured. No further work is to proceed until the plat (spotted plat) is filed and approved. Such plats must be filed within ten (10) business days from the date of the foundation inspection.

When required, a final topographical survey shall be furnished by the applicant after the final grading is completed. No final grade inspection shall be conducted until this survey is reviewed and approved. The final topographical survey shall indicate the finished grade elevations at the identical points shown on the approved grading plan. (Ord. #0-204-07, §1, 12/10/07, effective 1/1/08)

All required surveys shall be prepared, signed and sealed by a surveyor in good standing licensed by the State of Illinois.

Sec. 6-1.4.1. Section R105.1 of the 2021~~5~~ International Residential code and section 105.1 of the 2021~~5~~ International Building code shall be amended to add the following:

(a) No permit shall be issued for the erection of any building or structure which is not completely in conformity with the applicable provisions of the Village of Palatine Code of Ordinances.

(b) No permit shall be issued hereunder for any premises unless the sanitary sewer mains and water mains of the village shall have been extended within right of ways or easements to the furthest property line of the premises if readily accessible within 250 feet from the property line or unless a temporary permit shall have been issued pursuant to authorization by the corporate authorities of the village for the installation on the premises of facilities other than modern plumbing facilities properly connected with the water distribution and sanitary sewer systems of the village, and unless there shall have been installed or unless provision is made in the plans and specifications for the installation on the premises of facilities for provision of potable water and the disposal of human waste and excreta and other similar sewage in accordance with the ordinance of the village. (Ord. No. 0-30-10 §1, 4/5/10)

PALATINE CODE OF ORDINANCES - CHAPTER 6- BUILDING CODES AND REGULATIONS

(c) No building permit shall be issued hereunder for the erection of a building for residential purposes on any tract or parcel of real estate unless the condition or all of the conditions, as the case may be, mentioned or enumerated in one of the following exist:

1. Water and sanitary sewer facilities, which are in good working order and available for the satisfactory servicing of the premises, shall have been extended to the farthest property line of the premises. Also, some street upon which the premises borders shall have been satisfactorily improved with a paved roadway surface which extends in such condition from the premises to an Illinois State highway or to another street or streets extending in such condition to such a highway. Also, adequate storm sewer facilities shall have been installed in the vicinity of the premises to prevent the flooding of the premises by surface waters;

2. The building is to be constructed on a lot or parcel of real estate bordering upon a section of a street over which travel extends for ingress and egress purposes between a residence already erected at the time of the enactment of this condition and an existing improved public street or highway; or

3. Provision is made under contract entered into with the village by some person, persons, co-partnership, trust or corporation for the installation of water and sanitary sewer facilities, surface drainage facilities and street improvements, such as are provided for in subsection (c) 1. above, in the block upon which such lot or parcel of real estate is located, supported by a performance and indemnity bond or bonds in favor of the village and duly filed with the village in such amount or amounts and with such company or companies as may be approved by the corporate authorities and in conformance with section 9.02 and 9.03 of the Village Subdivision Code; Site Development and Floodplain Regulations Code; provided, however, that no occupancy permit shall be issued for any building for which a building permit shall have been issued pursuant to this subsection c. until all of the improvements provided for by the aforesaid contract shall have been fully installed and duly approved and accepted by the corporate authorities and each building permit issued pursuant to this subsection c. shall so recite.

(d) If deemed necessary by the code official, n~~No~~ permit shall be issued for the erection of any commercial or industrial building or structure until a crime prevention analysis has been performed upon the plans of such building or structure.

Sec. 6-1.4.2 Section R105.1 of the 2021~~5~~ International Residential code and section 105.1 of the 2021~~5~~ International Building code shall be amended as follows:

Add the following at the end of the section:

Any of the work previously described in this section which has been started or completed without a permit and for which notice has been given to the owner of the property involved, or to the owner's agent or to the person doing the work shall make application for the required permit within 10 business days of such notice. (Ord. No. 0-30-10, §1, 4/5/10; Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord O-93-18; 8/13/18 eff. 01/01/19)

PALATINE CODE OF ORDINANCES - CHAPTER 6- BUILDING CODES AND REGULATIONS

Sec. 6-1.4.3 Section R105.5 of the 2021~~5~~ International Residential code and section 105.5 of the 2021~~5~~ International Building code shall be amended as follows:

Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, O-93-18; 8/13/18 eff. 01/01/19)

Replace the reference to 180 days with 90 days.

Add the following sections:

(a). *Expiration*. An issued building permit under which the work is not completed within one (1) year from the date of issuance shall expire by statute of limitation, and all permit fees shall be forfeited to the village, unless the owner or his duly appointed representative requests an extension in writing thirty (30) calendar days before the above-described expiration dates. (Ord. #0-204-07, §2, 12/10/07, effective 1/1/08)

- (1) *Express Permit Expiration*: An express permit under which the work is not completed within three (3) months from the date of issuance shall expire by statute of limitation, and all permit fees shall be forfeited to the village, unless the owner or his duly appointed representative request an extension in writing thirty (30) calendar days before the above-described expiration dates. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

- (2) *Demolition Permit*: All demolition permits for which the work is not completed within three (3) months from the date of issuance shall expire by statute of limitation, and all permit fees shall be forfeited to the village, unless the owner or his duly appointed representative request an extension in writing thirty (30) calendar days before the above-described expiration dates. (Ord. #0-204-07, §3, 12/10/07, effective 1/1/08)

(Ord. No. 0-30-10, §1, 4/5/10; (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

(b) *Removal of Above Ground Improvements / Restoration of Site*. Within thirty (30) days after the expiration of a permit pursuant to the provisions of Subsections (a) and (a-1) above, the owner or applicant shall cause any above ground improvements, constructed pursuant to the permit, to be removed and the site restored to either its original condition or a condition acceptable to the building official.

(c) *Approved Permits*: Approved permits will be held for thirty (30) days after the notice of approval has been made to the applicant. Failure to pay for the approved permit within thirty (30) days of such notice will result in a forfeiture of said permit. All fees incurred by the Village up to that date will be charged to the applicant. (Ord. #0-204-07, §3, 12/10/07, effective 1/1/08)

Sec. 6-1.4.4 Section R106.1 of the 2021~~5~~ International Residential code and section 107.1 of the 2021~~5~~ International Building code, the first line shall be amended to read:

(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. No O-93-18; 8/13/18 eff. 1/1/19))

Construction documents, special inspection reports, signed contracts, plat of survey (or site plan), structural calculations, and other data shall be submitted digitally, unless specified otherwise, in three (3) sets with each application for a permit. For commercial, industrial and multi-family projects, a digital six (6) sets of such information shall be submitted with each application for a permit. All plans, excluding detached single family construction, shall be prepared and sealed by a licensed n-Architect or Engineer licensed Design Professional in the state of Illinois. Single family projects are not subject to being prepared by a Design Professional when submittal conforms to the limits of the IRC or under the direction of the building official. All resubmittals shall be in complete sets unless otherwise directed by the building official.

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Sec. 6-1.4.5 Section R105.2 - Work exempt from permit, of the 2021~~5~~ International Residential code shall be amended as follows:

(a) Under the heading of Building, line one shall be amended to read as follows: One Story detached temporary structures used for tool and storage sheds, playhouses and similar temporary uses, provided the floor area does not exceed 64 square feet or a maximum height of 10 feet and located in accordance with zoning regulations. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

(b) Under the heading of Building: lines numbered two, five and ten shall be deleted in their entirety. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, O-93-18; 8/13/18 eff. 01/01/19)

(c) Under the heading of Building, line seven shall be amended to read as follows: Storable or prefabricated swimming pools that are disassembled in their entirety and put into storage between the dates of September 15 and May 15 of each year. (Ord. 0-58-03, §1, 3/10/03; (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

(d) Under the heading of Building, line three shall be amended to read as follows: Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall -or have an exposed wall height less than 3 feet, unless supporting a surcharge. Surcharges include, but are not limited to, sloping retained soils, structure footings supported by the retained soil, adjacent vehicular or other loads whether permanent or temporary that are supported by the retained soils, fences that are attached or directly adjacent to a retaining wall where wind pressures can act upon it and tiered walls where the offset of the walls is less than two times the exposed wall height of the lower wall. (Ord. No. 0-30-10, §1, 4/5/10; (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

(e) Under the heading of Building, add the following: Tents less than 800 square feet in area for three or less days.

(f) Under the heading of Building, add the following to the end of line 9: Nor infringe upon the required zoning setbacks.

(g) Window replacements that do not alter the framing of the opening, and window replacements that do not alter the opening size or reduce the size of the opening.

(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. No. 0-30-13, §1, 4/8/13, O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-1.4.6 Section 105.2 - Work exempt from permit, of the 2021~~5~~ International Building code shall be amended as follows:

(a) Under the heading of Building, line one shall be amended to read as follows: One Story detached temporary structures used for tool and storage sheds, playhouses and similar temporary uses, provided the floor area does not exceed 64 square feet or a maximum height of 10 feet and located in accordance with zoning regulations. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

(b) Under the heading of Building, lines numbered two, six and ten shall be deleted in their entirety. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

(c) Under the heading of Building, line nine shall be amended to read as follows: Storable or prefabricated swimming pools that are disassembled in their entirety and put into storage between the dates of September 15 and May 15 of each year. (Ord. 0-58-03, §1, 3/10/03; (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

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(d) Under the heading of Building, line four shall be amended to read as follows: Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall or have an exposed wall height less than 3 feet, unless supporting a surcharge. Surcharges include, but are not limited to, sloping retained soils, structure footings supported by the retained soil, adjacent vehicular or other loads whether permanent or temporary that are supported by the retained soils, fences that are attached or directly adjacent to a retaining wall where wind pressures can act upon it and tiered walls where the offset of the walls is less than two times the exposed wall height of the lower wall. (Ord. No. 0-30-10, §1, 4/5/10)

(e) Under the heading of Building, add the following: Tents and less than 800 square feet in area for three or less days.

(f) Under the heading of Building, add the following to the end of line 12: Nor infringe upon the required zoning setbacks.

(g) Window replacements that do not alter the framing for residential use groups of type R-2, R-3, R-4 which are individually owned, and that do not alter the opening size or reduce the size of the opening area.

(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-1.4.7 Section R105.3.2 of the 2021~~5~~ International Residential code and section R105.3.2 of the 2021~~5~~ International Building code shall be amended as follows:

(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 1/1/19)

Replace all references to 180 days with 90 days. Add the following line to the end of the section:

Where application for permit is in response to the issuance of a stop work order, such application shall be deemed to have been abandoned in 30 days after the date of filing unless such application has been pursued in good faith. (Ord. No. 0-30-10, §1, 4/5/10, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-1.5. Fees. Section R108 of the 2021~~5~~ International Residential code and section 109 of the 2021~~5~~ International Building code shall be amended as follows:

(a) Section R108.2 of the 2021~~5~~ International Residential code and section 109.2 of the 2021~~5~~ International Building code shall be amended to add the following:

(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Schedule of fees. Each application for a permit shall be accompanied by a fee, as provided in the fee schedule supplement to the Palatine Code of Ordinances, computed according to the following schedule. All reference to fees in the adopted codes is hereby amended to the following:

- (1) Plan Examination: See the fee schedule supplement to the Palatine Code of Ordinances for the fees for examining each set of plans submitted with applications for a building permit in accordance with the following schedule:
 - a. Single-family detached dwellings, single-family detached dwelling additions, alterations, remodeling or detached structure having an estimated valuation of work as follows:
 1. \$5000.00 or less
 2. \$5001.00 or more

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- b. All other types of construction, based on an estimated valuation of work as follows:
 - 1. Minimum Fee
 - 2. \$100,000.00 or less
 - 3. \$100,001.00 or more
 - c. Any additional and exceptional expenses incurred by the village for plan review not covered by the above fees shall be reimbursed to the village on a one-to-one ratio by the applicant.
- (2) Preliminary plan review services shall be performed for a fee, as provided in the fee schedule supplement to the Palatine Code of Ordinances, per hour per person.

Any fees paid for the preliminary review shall not be credited toward the cost of the final plan review.
- (3) Building Permit: See the fee schedule supplement to the Palatine Code of Ordinances for the fee for issuance of a building permit with an estimated valuation of work as follows:

\$5000.00 or less
\$5001.00 or more
 - a. Building Permit Extension: When requested in writing at least 30 days prior to expiration and justifiable cause demonstrated, a building permit extension shall be granted. A fee for a 90 day permit extension shall be determined as follows:
 - 1. Detached Single Family Residential: 10% of the building permit fee as determined by section 6-1.5(b)(3) but no less or more than identified in the fee schedule supplement to the Palatine Code of Ordinances.
 - 2. All Other: 10% of the building permit fee as determined by section 6-1.5(b)(3) but no less or more than identified in the fee schedule supplement to the Palatine Code of Ordinances.
(Ord. #0-204-07, §5, 12/10/07, effective 1/1/08)
- (4) Certificate of Occupancy: A per unit fee for a certificate of occupancy shall be charged in accordance with the fee schedule supplement to the Palatine Code of Ordinances.
 - a. Temporary Certificate of occupancy: When requested in writing and justifiable cause demonstrated, a temporary certificate of occupancy shall be granted. A temporary certificate of occupancy shall be valid for 30 days under normal conditions or valid to June 1st for winter conditions. A fee shall be determined as follows:

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1. Detached Single Family Residential: 10% of the building permit fee as determined by section 6-1.5(b)(3) but no less or more than identified in the fee schedule supplement to the Palatine Code of Ordinances.
 2. All Others: 10% of the building permit fee as determined by section 6-1.5(b)(3) but no less or more than identified in the fee schedule supplement to the Palatine Code of Ordinances.
(Ord. #0-204-07, §6, 12/10/07, effective 1/1/08)
- (5) Demolition and Wrecking Buildings: See the fee schedule supplement to the Palatine Code of Ordinances for the fee for a permit to demolish a building.
- (6) Moving of Building: See the fee schedule supplement to the Palatine Code of Ordinance for the fee for moving a building in accordance with the following schedule:
- a. Using public right-of-way:
 - b. Not using public right-of-way.
- (7) *Inspections.* Every new building or structure and every remodeling, repair or alteration of an existing building or structure shall be charged a minimum inspection fee as provided in the fee supplement to the Village of Palatine code of Ordinances.
- a. Inspection of Plumbing and Sanitation Fixtures (new and/or replacement)
 1. Up to three (3) fixtures
 2. Four to Six (4-6) fixtures
 3. In excess of six (6) fixtures, per fixture (in addition to the above)
 - b. Inspection of Fire Protection Systems and other/similar
1.NFPA 13, 13D, and 13R Fire Suppression Systems
 - i. Up to 50 sprinkler heads
 - ii. For each additional 50 sprinkler heads or fraction thereof over 50 (in addition to the above)
 2. Inspection of fire protection systems and other/similar.
Inspection of Fire Suppression System
 1. Up to 100 sprinkler heads
 2. Each additional 100 sprinkler heads or fraction thereof in excess of 100 (in addition to above)
 - c. Inspection of Electrical Systems
 1. Residential (new and/or renovation) per unit
 - i. 250 sq. ft. or less
 - ii. 251 to 1000 sq. ft. (in addition to the above)
 - iii. Each additional 1000 sq. ft. or fraction thereof (in addition to the above)
 2. In other than residential occupancies (new and/or renovation)
 - i. 42 circuits or less, per circuit
 - ii. 43 circuits or more, for each additional circuit (in addition to the above)
 - d. Inspection of HVAC Systems

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1. 250 sq. ft. or less
2. 251 to 10,000 sq. ft. (in addition to the above)
3. Each additional 10,000 sq. ft. or fraction thereof (in addition to the above)

- e. Inspection of Carpentry (framing, roofing, concrete, insulation, and similar)
 1. 500 sq. ft. or less
 2. 501 to 1000 sq. ft. (in addition to the above)
 3. 1001 to 10,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)
 4. 10,001 to 20,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)
 5. 20,001 sq. ft. and up, per 10,000 sq. ft. or fraction thereof (in addition to the above)
- f. Re-inspections. If a contractor calls for an inspection and the work is not ready, incomplete, or is otherwise failed, a re-inspection will then be required. In addition to the fee paid for the failed inspection, the contractor shall be charged a re-inspection fee as provided in the fee supplement to the Village of Palatine Code of Ordinances.
- g. Cancelled Inspection fee. No fee shall be charged for a cancelled inspection provided the cancellation occurs by 4:00 PM on the previous day for inspections scheduled for the next morning and by 11:00 AM on the day of for afternoon inspections. Inspections not cancelled in this manner ~~may~~ shall be charged a cancelled inspection fee as provided in the fee supplement to the Village of Palatine Code of Ordinances.
- ~~h. Saturday Inspections: Non-emergency type inspections requested by contractors for Saturday shall be charged at a rate three (3) times the minimum inspection fee as provided for in the fee schedule supplement to the Palatine Code of Ordinances.~~
- ~~hi. Elevator inspection/re-inspection fee: The fee for semi-annual elevator inspections, new elevator installations and required re-inspections shall be as provided for in the fee schedule supplement to the Palatine Code of Ordinances.~~

(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. No. O-93-18; 8/13/18 eff. 1/1/19; Ord. No. O-102-19, 12/2/19; Ord. No. O-94-20, 12/07/2020)

- (b) Section R108.3 of the 20~~15~~ International Residential code shall be amended to read as follows:

Building Permit Valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official and they may

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utilize the latest ICC Construction Cost bulletin or alternative published data to determine valuation of the proposed work. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

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(c) *Forfeiture of permit applications.* Permit applications which have expired by limitation or withdrawn shall pay all fees incurred by the Village up to that date. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)
(Ord. No. 0-127-09, §1, 11/16/09; Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

(d) *Forfeiture by limitation.* Fees for permits which have expired by limitation shall be forfeited to the village.

(e) *Return of fee upon surrender of permits.* If a permit is surrendered within the calendar year of the date of issuance, and no work has been commenced, the applicant will be refunded permit fees minus any costs incurred by the Village. For those Special Fees listed in subsection (f) below, the Village shall retain \$50 in conjunction with the return of any permit fees.

(f) *Special fees.* For individual residential unit owners applying for express permits, there shall be a flat permit fee as set out in the fee schedule supplement to the Code of Ordinances for the following express permit types: (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

- (1) Residential fence installation.
- (2) Residential shed installation.
- (3) Residential driveway installation.
- (4) Residential patio and private walk installation. (Ord. #0-204-07, §7, 12/10/07, effective 1/1/08)
- (5) Residential tear-off roof and reroof installation.
- (6) Residential deck or pergola installation.
- (7) Residential above-ground swimming pool.
- (8) Residential ventilating and central air conditioning (HVAC) replacement.
- (9) Residential sewer/water service repair or replacement. (Ord. No. 0-21-15, §1, 3/16/15)
- (10) Residential lawn sprinklers.
- (11) Residential electric service revision. Including generators. (Ord. No. 0-21-15, §1, 3/16/15)
- (12) Dumpster/screening enclosure
- (13) Residential Water heater replacement

(g) *Special technical problems.* When applications for permits are filed for buildings or structures of such unusual technical design or magnitude of construction that they may not be fully covered

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by this article, the code official may refer such plans and specifications to an appropriate, authoritative technical agency, or he may retain a properly qualified licensed engineer or registered architect for analysis and recommendations as to safety of design and compliance with this article. The expense involved in obtaining a licensed engineer or architect to review the special conditions shall be reimbursed to the village on a one-to-one ratio.

(h) *Work without a permit fee. If work commences on any project or construction activity without having first obtained a required building permit, the building permit fee within the overall schedule of permit fees shall be increased by 50%, but a total amount for said fee shall not exceed \$500.*

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Sec. 6-1.6. Inspections. Section R109 of the 2021~~5~~ International Residential code and section 110 of the 2021~~5~~ International Building code shall be amended to add the following:

Scheduling required inspections. All inspections must be requested for scheduling twenty-four (24) hours prior to inspection. It is the responsibility of the person requesting the inspection to know the address (number and street name), permit number and lot number (if applicable) when calling for an inspection. An inspection shall not be granted without this information. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-1.7. Certificate of Occupancy. Section R110 of the 2021~~5~~ International Residential code and section 111 of the 2021~~5~~ International Building code shall be amended to add the following:

Within ten (10) working days from the time an applicant submits a request and upon confirmation by the Building Official that all work has been completed and approved in accordance with all applicable codes and ordinances, a certificate of occupancy for the permitted work will be issued. (Ord. #0-204-07, §8, 12/10/07, effective 1/1/08; (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-1.8. Floodplain Regulation

See Section 6.08 of Appendix B of the Village of Palatine Code of Ordinances for floodplain regulation. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Sec. 6-1.9. Erosion and Sediment Control

See Section 6.09 of Appendix B of the Village of Palatine Code of Ordinances for regulations concerning erosion and sediment control. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Sec. 6-1.10. Water Conservation Fixtures

Pursuant to 17 Ill. Adm. Code 3730.307 4) and subject to the Illinois Plumbing Code (77 Ill. Adm. Code 890) and the Lawn Irrigation Contractor and Lawn Sprinkler System Registration Code (77 Ill. Adm. Code 892), be it hereby ordained that in the Village of Palatine, all new plumbing fixtures and irrigation controllers installed after the effective date of this ordinance shall bear the WaterSense label (as designed by the U.S. Environmental Protection Agency WaterSense Program), when such labeled fixtures are available. (Ord. No. 0-102-15, §1, 9/8/15)

Sec. 6-2. International Residential Code, 2021~~5~~ Edition

The International Residential Code, 2021~~5~~ Edition is hereby adopted with the following amendments:

Sec. 6-2.1 Board of Appeals

Section R112.0 shall be deleted. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Sec. 6-2.1.1 Design Documents

Section R106 Shall be amended to create the following subsections:

R106.6 Designer. The International Residential Code as a prescriptive code does not provide provisions on alternative construction methodologies. The use of these alternative construction

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methodologies including but not limited to structural design, shear wall designs, shall require a licensed design professional.

R106.7 Incomplete or Design Documents found to be Insufficient. Submittals that are found to be lacking and not adequately addressing all major components of the design (Structural, Building, Electrical, Mechanical, Plumbing) can be determined to be incomplete or insufficient. Once deemed incomplete or insufficient the building official may request the applicant hire a design professional to provide guidance prior to resubmittal.

Sec. 6-2.2. Climatic and geographical design criteria

Table R301.2(1) shall be amended to add the following:

Table 301.2 CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA												
GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZARD	AIR FREEZING INDEX	MEAN ANNUAL TEMP.
	Speed (mph)	Topographic effects	Special Wind region	Windborne Debris zone		Weathering	Frost Line depth	Termite				
30	115	No	No	No		Severe	42"	Severe	YES	See maps	2000	50
MANUAL J DESIGN CRITERIA												
Elevation		Altitude Correction factor	Coincident Wet bulb	Indoor winter design dry-bulb temperature	Indoor winter design Dry-bulb temperature	Outdoor winter design Dry-bulb temperature	Heating temperature difference					
653		1	73	70	70	2	68					
Latitude		Daily range	Indoor summer Design Relative humidity	Summer design gains	Indoor summer design Dry-bulb temperature	Outdoor summer design Dry-bulb temperature	Cooling temperature difference					
42		M	50	36	75	90	14					

(a) ~~Ground Snow Load: 25 psf~~

(b) ~~Wind Speed: 115 mph—3 second gust~~

(c) ~~Seismic Category: B~~

(d) ~~Weathering: Severe~~

(e) ~~Frost Line Depth: 3'-6"~~

(f) ~~Winter Design temp: -4° F~~

(g) ~~Ice Barrier Underlayment Required: Yes~~

(h) ~~Air freezing Index: 2000~~

(i) ~~Mean Annual temp: 50~~

(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-2.3 Garages and Carports

Section R302.5.1 shall be amended to add: The door shall have a hinge type self-closer. Any attic access scuttle located in a garage ceiling, where such garage attic space is contiguous to the main dwelling attic shall have a minimum 20-minute fire-rating label. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Sec. 6-2.4 Fire Resistant Construction

Section R302 shall be amended as follows; delete footnote a. in table R302.1(1) and footnote b. in table R302.1(2) (Ord. O-93-18; 8/13/18 eff. 01/01/19)

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Sec. 6-2.4.1 Automatic Fire Sprinkler Systems

Section R313 shall be amended to add the following subsections:

R313.3 Garage Sprinkler Protection

Fire Sprinkler protection shall be provided within attached garages at a density of 0.05 gpm per square foot. If complete coverage of the garage cannot be achieved with extended coverage dry sidewall sprinklers from the dwelling unit garage separation wall the best achievable coverage shall be provided along with a narrative of what the limiting factor(s) are to providing complete coverage.

R313.4 Remodel.

Fire sprinkler system shall be added throughout the residence per NFPA 13D when a townhouse or one- and two- family residence is alteration, renovated, rehabilitation, or reconstructed where the alterations affect 50% or more of the floor area.

Commented [SF1]: Not in Appendix AJ

R313.5 Notification.

Exterior audio visual notification which is triggered by the fire sprinkler system shall be provided on the street side of the building unless otherwise approved by the fire official.

Sec. 6-2.5 Wood Foundations and Pressure Preservative Treated Wood Floors (on Ground).

Wood foundations are not permitted. Therefore, Section R402.1, all references to wood foundations in section R403, R404.2 through R404.2.6, R405.2 through R405.2.3, R406.3 through R406.3.4, and R504 shall be deleted. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Sec. 6-2.6 Concrete Floors (on Ground)

Section R506.1 shall be amended to read as follows:

General. Concrete slab-on-ground floors shall be a minimum 4 inches thick except as otherwise noted below. (for expansive soils, see Section R403.1.8)

1. Walks and Patios. Public concrete walks shall be constructed with at least 5 inches of concrete and private walks and patios shall be constructed with at least 4 inches of concrete. Wire mesh is not allowed in the public walk area.
2. Driveway. Concrete driveways shall be constructed with at least 5 inches of concrete and concrete driveway aprons in the Village right of way (parkway) shall be constructed with at least 5 inches of concrete. Wire mesh is not allowed in the parkway (apron).
3. Garage Floor. Garage floors shall be constructed with at least 4 inches of concrete. Install a thickened concrete edge at overhead door 14 inches down and 20 inches wide. This 14 inch measurement includes the 4" for the concrete floor. Install (2) #5 5/8 inch diameter rebar approximately in bottom of thickened edge at overhead door approximately 3 inches from bottom along the full length.

(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Section R506.2.2 shall be amended to read as follows:

Base. A 4 inch thick base course of clean graded compacted gravel or crushed stone material shall be placed on the prepared subgrade.

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Sec. 6-2.7 Duct Construction

Sec. M1601.1.1 numbers 5 and 7 shall be substituted with the following:

- (5) Gypsum products shall not be used as ducts or plenums.
- (7) Wood floor joist and stud spaces shall not be used to convey conditioned supply air or return air in forced air heating/cooling systems.

[Editor's Note: Secs. 6-2.8 – 6-2.11 were added by Ord. No. 0-21-15, approved on 3/16/15]

Sec. 6-2.8. Smoke Alarm Power Source

Section R314.6 shall be amended to add; Smoke alarms shall not be connected to a dedicated circuit. (Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-2.9. Exterior Decks

Section R507.2.4 shall be amended to add; When the deck floor height is less than 30 inches measured vertically to the floor or grade below at any point within 36 inches horizontally to the edge of the deck, lateral load connections are not required. (Ord. O-93-18; 8/13/18 eff.01/01/19)

~~**Sec. 6-2.10. – 6-2.11, Reserved**~~~~**Sec. 6-2.10. Plumbing**~~

~~Delete Part VII Plumbing that contains chapter 25-33 and refer to the current edition of the Illinois Plumbing Code.~~

~~**Sec. 6-2.11. Electrical**~~

~~Delete Part VIII Electrical that contain chapters 34-43 and refer to the National Electrical Code (NFPA 70).~~

Sec. 6-3. International Building Code, 2021~~5~~ Edition.

The International Building Code, 2021~~5~~ Edition is hereby adopted with the following amendments: (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-3.1. ~~Means Board~~ of Appeals

Section 113.0 shall be deleted.

~~**Sec. 6-3.1.1 Method of Service**~~

~~Section 116.4 number 2 shall be amended to read as follows:~~

- ~~2. A copy is sent by first class mail addressed to the owner at the last known address.~~

~~**Sec. 6-3.1.2 Definitions**~~

~~Engineered Lumber shall be defined as group of lumber products that are structural members manufactured to serve as an alternative to nominal lumber, joists, or other traditional structural members. Examples include but are not limited to the following:~~

- ~~1. Wood I-Joists~~

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2. Trusses
3. Open Web Joists
4. Glulam
5. Laminated strand Lumber (LSL)
6. Laminated veneer lumber (LVL)
7. Parallel Strand lumber (PSL)

Sec. 6-3.1.3 Construction ClassificationAdd Section 602.3.1 Protected Structural Members.

When Engineered Lumber is utilized they shall be protected by ½ inch type X drywall, fire sprinkler system (per Section 903), UL fire rated drop ceiling assembly, fire rated assembly, or fire rated finish. If the engineered lumber has an inherent fire resistance can be reviewed by the building official.

Add Section 602.4.0 Protected Structural Members.

When Engineered Lumber is utilized they shall be protected by ½ inch type X drywall, fire sprinkler system (per Section 903), UL fire rated drop ceiling assembly, fire rated assembly, or fire rated finish. If the engineered lumber has an inherent fire resistance can be reviewed by the building official.

Add Section 602.5.1 Protected Structural Members.

When Engineered Lumber is utilized they shall be protected by ½ inch type X drywall, fire sprinkler system (per Section 903), UL fire rated drop ceiling assembly, fire rated assembly, or fire rated finish. If the engineered lumber has an inherent fire resistance can be reviewed by the building official.

Sec. 6-3.2 Roof Access

Section 1011.12 shall be amended to read:

Stairway to roof. In buildings with roof surfaces three (3) or more stories in height above grade and with two (2) or more stairways, two (2) of those stairways shall extend to the roof surfaces, unless the roof has a slope steeper than four (4) units vertical in twelve (12) units horizontal (33-percent slope). For the purposes of this section an occupied roof shall be considered a story. In buildings without an occupied roof, access to the roof from the top story shall be permitted to be by alternating tread devices. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff, 01/01/19)

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Section 1011.12.2 (exception) shall be amended to read:

Exception: In buildings without occupied roofs, access to the roofs shall be permitted to be a roof hatch or trap door not less than 16 square feet in area and having a minimum dimension of three (3) feet (914mm). (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Sec. 6-3.2.1 Accessibility

Delet Chapter 11 Accessibility and refer to the latest edition of the Illinois Accessibility Code.

Sec. 6-3.3. Foundations and Footings

Section 1807.1.4 Permanent Wood Foundations Systems and Section 1809.12 Timber Footings shall be deleted as they are not permitted. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Sec. 6-3.4 Elevator Pit Plumbing

Add Section 3002.9.1 Plumbing Pit Drain; and mechanical systems; shall be amended to add the following:

At a minimum, at the bottom of every elevator pit there shall be a floor drain directly connected to an (18) inch x (30) inch deep covered sump pit. Should soil reports indicate a high level of ground water, the elevator shaft shall be waterproofed to prevent the intrusion of water and/or provided with a sump pump piped to an open site drain or mop basin. (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Sec. 6-3.5 Machine Rooms

Section 3005.1 Access; shall be amended to add the following:

The machine room shall not serve as the passageway to other areas of the building roof. This means of access is not to be used as a passageway through the machine room to other areas of the building or roof.

Sec. 6-4. National Electrical Code, 2020~~17~~ Edition.

NFPA 70 National Electrical Code, 2020~~17~~ Edition, is hereby adopted with the following amendments: (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-4.1. Article 210 – Branch Circuits

Table 210-21(B)(3). Receptacle Ratings for Various Size Circuits; shall be amended as follows:
Receptacle rating for a 20 ampere circuit rating shall be 20 amperes.

Sec. 6-4.2. Garages.

Section 210-52(g) shall be amended to add the following:

(1) In addition to the receptacle required by Sec. 210-52, a minimum of one (1) duplex receptacle outlet shall be installed in the ceiling of all garages in the immediate area of and for the purpose of providing electrical means for automatic garage door opening device.

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(2) All detached garages shall have a three (3)-way switch arrangement from the dwelling to a light fixture outside the garage service door.

Sec. 6-4.3. Services.

Section 230.50 Service-Entrance Conductors Protection; shall be amended as follows:

Delete sections 230.50(B)(1)(3) Sch. 80 PVC, 230.50(B)(1)(4) EMT, 230.50(B)(1)(5) RTRC,

Add the following exceptions:

Exception 1. In temporary services flexible metal conduit and liquid-tight metal conduit may be used for necessary flexibility at the termination of conduit runs in lengths six (6) feet or less. Where approved by the authority having jurisdiction.

Exception 2. Service entrance conductors shall be allowed in rigid non-metallic conduit underground, where covered in not less than two (2) inches of concrete.

Section 230.9(A) Clearances; the reference to 3 feet shall be replaced with 5 feet.

Sec. 6-4.4. Article 240 - Overcurrent Protection;

Add the following: All circuit breakers used for commercial and/or industrial building types shall be bolt-on type.

Sec. 6-4.5. Wiring Methods.

Sec. 300.1 Scope shall be amended to add the following:

(c) All conductors within a structure or building that may carry electrical current rated at fifty (50) volts or greater shall be installed in rigid heavy-wall galvanized steel conduit, intermediate metallic conduit, or electrical metallic tubing except as otherwise herein stated.

(d) All conduit systems that are installed outside of a building or structure and exposed to any type of weather conditions and/or in contact with the earth shall be rigid heavy-wall galvanized steel conduit, unless hereinafter stated.

Exception 1. Rigid non-metallic conduit may be permitted for installations only in areas such as below concrete slabs or in locations where conduit systems will be in contact with the earth.

Exception 2. Rigid non-metallic conduit shall not be less than schedule forty (40) unless approved by special permission.

Sec. 6-4.6. Conductors for General Wiring

Sec. 310.106(B) Conductor Material; shall be amended to read as follows:

Only copper conductors shall be used for all residential and commercial branch circuits, from the load side of the metering device to the main service disconnect, for all feeder panels, service entrance conductors, neutral conductors, and the like.

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Exception: Compressed aluminum wire shall be allowed for service entrance conductors and feeders in commercial, non-residential applications. Compressed aluminum wire shall be limited to number 2 or larger in size and series AA-8000 type electrical grade aluminum alloy conductor material only.

(Ord. No. 0-60-14, §1, 5/12/14)

Sec. 6-4.7. Water Meters Wiring.

In all new construction electrical metallic tubing shall be installed from the water meter location to an outside wall at a point approved by the Building Inspector for low-voltage wiring to a remote reader for the water meter. This shall be in place at the time of rough inspections.

Sec. 6-4.8. Deleted Articles. The following articles in NFPA 70, 2017 Edition, shall be deleted:

Article 398. Open wiring on insulators.

Article 396. Messenger support wiring.

Article 394. Concealed knob and tube wiring.

Article 332. Mineral-insulated, metal-sheathed cable.

Article 362. Electrical non-metallic tubing except herein stated.

Article 334. Non-metallic sheathed cable.

Article 338. Service entrance cable.

Article 352. Sections 352.10(A) and 352.10(F)

(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18;8/13/18 eff. 01/01/19)

Sec. 6-4.9 Accessory Building Power

Accessory buildings and structures to one- and two-family, townhouse, and duplexes that are built to the International Residential Code shall only be served power by the primary residence unless approved by the building official.

Sec. 6-4.9. Reserved**Sec. 6-5 Use of Public Utilities.**

All buildings that require plumbing fixtures as stated within this code, are required to connect to public utilities if such utilities are located within 250 feet, measured in any direction from the property line.

(Ord. No. 0-21-15, §1, 3/16/15)

Sec. 6-5.1. Water Supply Control.

Water Supply Control. A main shut off valve and B-box on the water service pipe shall be provided in the public right-of-way between the curb and public walkway or property line. The water service shall not be located under driveways or parking areas, or sidewalks. In addition thereto, an accessible shut off valve shall be provided inside near the entrance of the water service pipe into the

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building. ~~A pit or similar type installation less than 5'-0" below the ground is prohibited for potable water and shut off valves or water meters.~~ (Ord. No. 0-21-15, §1, 3/16/15)

Where it is not feasible to locate the control valve and B-box in the municipal right-of-way it may be located on private property if its location is approved and it meets the following criteria.

1. Control valve shall be in a location accessible from the exterior.
2. An access easement shall be granted to the Village to go on private property for the purpose of shut off for non-payment of sewer and water fees.

Sec. 6-5.2 Sewer Repair Cleanout

Whenever an outside sewer that connects to a sewer main is repaired, a full size clean out that matches the sewer size(6") shall be installed within 5 feet of the foundation wall or in another location deemed acceptable by the building official, either inside or outside the building. (Ord. No. 0-21-15, §1, 3/16/15)

Sec. 6-6. International Mechanical Code, 2021~~5~~ Edition.

The International Mechanical Code, 2021~~5~~ Edition, is hereby adopted with the following amendments:

(Ord. #0-204-07, §15, 12/10/07, effective 1/1/08; (Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11, Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-6.1 Scope and Administration

Chapter 1, Part 2 Administration and Enforcement shall be deleted.

Sec. 6-6.2 Gypsum Ducts.

Sec. 603.5.1 shall be deleted. Gypsum ducts are not permitted to transmit conditioned or non-conditioned air.
(Ord. No. 0-69-11, §1, 6/20/11, effect. 7/18/11)

Sec. 6-7 International Fuel Gas Code, 2021~~5~~ Edition.

The International Fuel Gas Code, 2021~~5~~ Edition, is hereby adopted with the following amendments:
(Ord. O-93-18; 8/13/18 eff. 01/01/19)

Sec. 6-7.1 Scope and Administration

Chapter 1, Part 2 Administration and Enforcement shall be deleted.

~~Sec. 6-7.2 Combustion Air Ducts.~~

~~Sec. 304.11(1) The exception shall be deleted. Stud and joist spaces are not permitted to transmit combustion air, conditioned or non-conditioned air.~~

~~(Ord. #0-204-07, §18, 12/10/07, effective 1/1/08; Ord. #0-6-09, §2, 1/5/09,)~~

Sec. 6-8. Driveways, parking, private and public.

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Sec. 6-8.1. Regulations of private and public parking facilities.

- (a) *Design.* All parking facilities shall be designed in accordance with App. A - Zoning Ordinances, Article VII.

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- (1) *Surfacing.* All off-street parking areas and access driveways shall be fully improved with a hard-surface pavement approved by the code official and shall be graded so that all surface water is drained to storm sewers within the parking facilities and discharging to a municipal storm sewer or waterway. If the paving of any parking area, except those serving individual single-family residence's, will increase the concentration of stormwater runoff to any street, public sewer drainage channel or waterway, the plans and specifications shall be submitted to the village engineer for review. Site run-off rate reduction (detention) or volume control (retention) measures may be necessary to reduce negative impacts of the increased storm water run-off. Water quality control practices are encouraged or may be required if the discharge is determined to potentially have a negative impact to the receiving waterway. The pavement surface shall be concrete or asphalt and the total pavement section shall be designed for the existing sub-grade soils and to accommodate the expected vehicular volumes and loads but in no case shall the structural number be less than two (2). All materials and methods of construction shall conform to the current edition of the *State of Illinois Standard Specifications for Road and Bridge Construction*. Pavement design as defined by the *State of Illinois Design Manual* shall be required for all construction and is to be calculated by a State of Illinois-licensed architect or professional engineer and shall be reviewed and approved by the code official. Separate analyses shall be submitted for parking areas comprised of storage and circulation areas and driveways, access lanes or approaches. (Ord. No. 0-30-10, §1, 4/5/10)
- (2) *Curbs.* All newly constructed open off-street parking areas covered under this article shall provide a continuous curb around its perimeter. The curbing shall be located a minimum of three and one-half (3 1/2) feet from adjacent property or right-of-way lines. (Ord. No. 0-30-10, §1, 4/5/10)
- (3) *Illumination.* All open off-street parking areas covered under this article shall be illuminated and such illumination shall be so shielded or otherwise optically controlled so as to provide glareless illumination in such manner as not to create a nuisance on adjacent properties or roadways. (Ord. No. 0-30-10, §1, 4/5/10)
- a. Illumination of parking areas shall limit light spillage onto adjacent property to a maximum horizontal footcandle value at the perimeter of the property that is being illuminated in accordance to the following:

Adjacent Property Use	Maximum Footcandles at Perimeter
Single-family residential....	0.1
Multiple-family residential....	0.2
Business....	2.0
Industrial....	5.0
Park, school and institutional....	5.0

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- b. Illumination of parking areas shall meet the following minimum requirements:

Property Use	Minimum Average Footcandles
Single-family residential....	None
Multiple-family residential....	0.05--0.2
Business....	0.15--0.6
Industrial....	0.10--0.4

- (b) *Driveway Paving:* See Chapter 16, Article III

Sec. 6-8.2. Residential Grading and Drainage:

Cross reference Appx. B Article VI

- (a) *Grading and Drainage:*

- (1) Grading or drainage or both shall be performed so that water will drain away from the building on all sides and off the lot in a manner which will provide reasonable freedom from erosion and pocketed surface water. Construction such as additions, detached garages, patios, walks, driveways and retaining walls shall be installed so that they will not interfere with drainage.
 - (2) Lots in approved subdivisions shall have a final grade and drainage plan to reflect the approved engineering for that subdivision. It shall be at the discretion of the code official to request a topographical survey to verify that the final conditions in effect meet the requirements of the approved engineering. (Ord. No. 0-30-10, §1, 4/5/10)
 - (3) The final grade shall mean that the yard is ready for the installation of sod or seeding and free of large imperfections.
- (b) Grade of attached garages. No residential building shall be constructed with its attached garage floor below the grade of the existing or proposed public sidewalks adjacent to the subject lot (or below the grade of the front lot line if no sidewalk is required) unless the location of such garage and the grade of such public sidewalks (or lot line) conform to the following:
- (1) The driveway entrance to the garage of such building shall be located a minimum of seventy (70) feet from any low point (sag) drainage structure in the gutter or in the roadway ditch. Such seventy-foot measurement shall be the distance from the drainage structure to the side of the driveway which is nearest thereto and such measurement shall be made along the pavement; and

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- (2) The public sidewalk (or front lot line if no sidewalk is required) immediately adjacent to the driveway leading to such garage or the summit of the driveway pavement shall be constructed such that its elevation is not less than fifteen (15) inches above the elevation of the cover of any drainage structure located in a low point (sag).

Sec. 6-8.3. Waivers.

a) Request for Waiver. A request for a waiver from one or more of the provisions of this Section 6-8, but not any other section referenced in Section 6-8, must be in writing to the Village Manager or his designee. The request shall identify each provision of this Section 6-8, but not any other section referenced in Section 6-8, from which a waiver is requested and the reasons supporting the request for waiver.

b) Conditions for Granting of Waiver. The Village Council may authorize a waiver only if the petitioner requesting the waiver has demonstrated that:

- 1) One or more conditions creates a special situation that would make enforcement of the provision unreasonable, given the public purposes to be achieved by the provision; and
- 2) All other designs, methods, materials, locations or facilities, not the subject of the waiver, will conform to the Village Code provisions.

c) Additional Conditions for Granting of a Waiver. As a condition for authorizing a waiver, the Village Council may require the petitioner requesting the waiver to meet reasonable standards and conditions that may or may not be expressly contained within this Section 6-8, but which carry out the purposes of this Section 6-8, in light of the waiver to be granted. (Ord. No. 0-232-03, §6, 10-20-03)

Sec. 6-9. Antenna towers and satellite dishes.

Sec. 6-9.1. All antenna towers and satellite dishes shall comply with the requirements of App. A - Zoning Ordinances, Article VI and the following sections of this code.

Sec. 6-9.2. Construction Standards.

- (a) The following standards are applicable to antenna towers:
 - (1) All antenna towers shall be embedded in a concrete foundation. Such foundation shall meet the requirements of this article and the applicable codes referenced in Section 6-1.1. (Ord. No. 0-29-13, §2, 4/8/13)
 - (2) All antenna towers shall be constructed in accordance with the applicable codes referenced in Section 6-1.1. (Ord. No. 0-29-13, §2, 4/8/13)
 - (3) All steel in antenna towers shall be constructed in accordance with the applicable codes referenced in Section 6-1.1 but not less than one-fourth inch in thickness. All aluminum shall be not less than one-eighth inch in thickness when used structurally. Where towers are constructed of tubing, the minimum wall thickness of the tubing shall be no less than one-sixteenth inch, and such tubing, if steel, shall be galvanized. (Ord. No. 0-29-13, §2, 4/8/13)
- (b) The following standards are applicable only to satellite dishes:

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- (1) All ground level (pedestal type) satellite dishes shall be embedded in a concrete foundation two (2) feet by two (2) feet by four (4) feet deep.
- (2) All satellite dishes shall be constructed to withstand a minimum wind velocity of ninety (90) miles per hour.
- (3) All metal structures supporting satellite dishes shall be permanently and effectively grounded without splices or connection in the grounding conductor and in compliance with the applicable codes referenced in Section 6-1.1. (Ord. No. 0-29-13, §2, 4/8/13)

Sec. 6-10. Foundation sump pumps and roof drainage discharge.**Sec. 6-10.1 ~~Foundation sump pump~~ Storm Water Sump Pump Discharges**

~~All new and existing basement or foundation sump pumps shall discharge onto front, rear or side yards of the property from where the discharge originates. Sump pumps shall discharge onto a splash block or similar impervious surface located below the point of discharge. The sump pump discharge pipe shall extend through an exterior wall to the outside and be provided with an elbow to direct the discharge onto an impervious surface. The discharge pipe shall be no higher than one (1) foot above the impervious surface nor shall extend more than two (2) feet from the foundation or exterior wall. Sump pumps may also discharge into a properly constructed rain garden located entirely on the property from where the discharge originates. (Ord. No. 0-30-10, §1, 4/5/10) The discharge piping from sump pumps installed to receive and discharge ground waters or other storm waters shall be terminated no further than ten feet from the building and no closer than fifteen feet from any property line, unless written approval is granted by the Village Engineer. The storm water discharged shall be directed so as not to create a nuisance on any adjacent property. It shall be unlawful to cause or permit the discharge from sump pumps to flow upon any public streets, alleys, roadways or sidewalks. This section shall apply to all new and existing structures in the Village.~~

Sec. 6-10.2 Roof water

All rain water run-off from all building or structure roofs shall be collected by an adequate system of gutters or drain pipes which discharge into downspouts. Downspouts shall be brought to a grade not higher than eight (8) inches above the ground surface on an outside building wall and shall have a proper elbow and leader not to exceed ~~two (2) five (5)~~ feet from the foundation. ~~or exterior wall discharging onto a splash block of concrete or other hard surface material. (Ord. No. 0-30-10, §1, 4/5/10) The point of discharge of any downspout must be directed either toward the street abutting the property or parallel to or away from the nearest lot line. The point of discharge shall not be less than fifteen (15) feet from any lot line. A side yard downspout must run to the front or rear of the property, along the foundation of the home with an extension. This section shall apply to all new and existing structures in the Village.~~

Sec. 6-10.3 Discharge into sewer or ditch

Storm water run off from roofs, direct connection of downspouts or sump pump discharges shall not be drained in any way into the plumbing system of the building, nor shall any connection be arranged so as to drain storm water directly into a public sanitary sewer. Sump pump discharge may discharge directly into a roadway ditch or storm sewer where such storm sewers and roadway ditches are deemed adequate by the Village Engineer and only if a building permit is secured for the connection. If discharge

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is to an open ditch, proper erosion control measures shall be used at the point of discharge. Piping used to convey the discharge to the ditch or storm sewer shall not be placed on the surface of any parkway, sidewalk or roadway. (Ord. No. 0-30-10, §1, 4/5/10)

Sec. 6-10.4 Excessive accumulation

Discharges shall not cause any excessive accumulation of water on the property or on any other property or cause a public health or safety hazard on any parkway, roadway or sidewalk. "Excessive accumulation" shall be defined as any accumulation that has not dispersed within seven (7) days of the last recorded local rainfall. (Ord. No. 0-30-10, §1, 4/5/10)

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Sec. 6-11. Elevators and Conveyances
(Ord., No. 0-127-09, §2, 11/16/09)**Sec. 6-11.1 Elevator and Conveyance Code**

The construction, operation, inspection, testing, maintenance, alteration and repair of elevators, dumbwaiters, escalators, moving sidewalks, platform lifts, stairway chairlifts, and automated people movers, its associated parts, and its hoist ways shall be conducted in accordance with the State of Illinois Elevator Safety Act and Village of Palatine ordinances.

Sec. 6-11.2 Elevator and Conveyance Permits.

A permit shall be obtained from the Village of Palatine prior to erecting, constructing, installing, or materially altering any conveyances governed by the State of Illinois Elevator Safety Act.

Sec. 6-11.3 Fees.

Fees shall be per Section 6-1.5 of this code of ordinances.

Sec. 6-11.4 Required Existing Elevator Inspections.

All existing elevators in the Village of Palatine shall be inspected on an ~~an~~ ~~semi~~ annual basis. The Building Official or his agent shall issue a certificate of elevator inspection or a notice of failure of compliance to the owner. The owner shall make any changes necessary to ensure compliance within 30 days after receipt of such notice, unless otherwise notified. The owner shall post the current issued certificate of elevator inspection in a conspicuous place inside the elevator.

Sec. 6-11.5 Elevator Car to Accommodate Ambulance Stretcher

Section 3002.4 of the International Building Code, 20~~15~~ Edition shall be amended to read as follows:

Where elevators are provided in buildings, not fewer than one elevator shall be provided for fire department emergency access to all floors. The elevator car shall be of such a size and arrangement to accommodate an ambulance stretcher 24 inches by 84 inches (610 mm by 2134 mm) with not less than 5-inch (127 mm) radius corners, in the horizontal, open position and shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame.

Sec. 6-12 International Existing Building Code, 20~~15~~ Edition

The International Existing Building Code, 20~~15~~ Edition, is hereby adopted with the following amendments:

Sec. 6-12.1 Scope and Administration

Chapter 1, Part 2 Administration and Enforcement shall be deleted.

Sec. 6-13 International Swimming Pool and Spa Code, 20~~15~~ Edition

The International Swimming Pool and Spa Code, 20~~15~~ Edition, is hereby adopted with the following amendments:

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Sec. 6-13.1 Scope and Administration

Chapter 1, Part 2 Administration and Enforcement and Appendix A Board of Appeals shall be deleted.

(Ord. No. O-93-18; 8/13/15 eff. 1/1/19)

~~Secs. 6-14 – 6-15. Reserved.~~

Sec. 6-14 Barrier Requirements

Sections 305.1 and 305.1.1 shall be amended to read as follows:

305.1 General. The provisions of this section shall apply to the design of barriers for restricting entry into areas having pools and spas. Where spas or hot tubs are equipped with a lockable safety cover complying with ASTM F1346, the areas where those spas or hot tubs located shall not be required to comply with Sections 305.2 through 305.7.

305.1.1 Construction fencing required. The construction sites for in-ground swimming pools and spas shall be provided with construction fencing to surround the site from the time that any excavation occurs up to the time that the permanent barrier is completed. The fencing shall be not less than 6 feet (1219 mm) in height.

Sec. 6-15 Barrier Requirements

Section 305.4 (5) Structure wall as a barrier shall be amended to read as follows:

5. A safety cover that is listed and labeled in accordance with ASTM F1346 is installed for the spas or hot tubs.

ARTICLE VII. CONDOMINIUM CONVERSION**Sec. 6-82. Procedure.**

No developer shall offer rental units for sale as condominium units in any development consisting of more than four (4) units until a property report is available for and delivered to each prospective purchaser no later than ten (10) days prior to closing.

If any changes occur between the date at which the property report is delivered to the purchaser and the closing date, such changes will be void as to that purchaser unless the purchaser has been given written notice of the changes and agrees to take subject to them.

- (d) *Condominium Conversions:* Owners of existing structures who are intending to convert their property to condominium ownership shall submit a final site plan to the Director of Planning and Zoning, showing the intended locations of all buildings and other improvements to the property, prior to any development or conversion activity. Designated streets shall also be indicated on the

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final site plan. The final site plan shall be fully dimensioned. Development plan review and approval procedures, contained herein, are to be followed for the final site plan. Upon approval of the final site plan by the Village Council, it shall be placed on file with the Village Clerk and need not be recorded. Individual condominium plats required under the condominium act of the state shall be submitted to the Director of Planning and Zoning Department for review. The Village shall review the condominium plat to verify that it is in substantial compliance with the previously approved final site plan. The plat of survey shall be forwarded to the Village Council for review and acceptance. If the condominium plat is found to be in full/substantial compliance with the final site plan approved by the Village Council, this Ordinance, and the Condominium Act of Illinois, the Village Manager or his designee shall issue a letter of approval thereby authorizing the condominium plat to be recorded. Units may not be sold until said plat is accepted by the Village Council. Condominium conversions shall be considered, reviewed and approved according to the same procedural process as a new development and shall be subject to the development requirements detailed in the Village Code of Ordinances. The Village shall also record an ordinance notifying the potential owners of the units that the property is subject to this ordinance.

- (1) No unit in a conversion building shall be sold unless and until, as part of the conversion process, all condominium units and the common areas of the conversion building are inspected by the Village or a licensed inspector acceptable to the Village, at Developers sole expense, for compliance with applicable Village ordinances. No conversion shall be approved by the Village for any unit unless and until all the individual units and the common areas of the conversion building are in compliance with applicable Village ordinances.

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- (2) Conversion buildings, must comply with the sprinkler system design and installation requirements of NFPA 13, 13R.
- (3) An automatic fire alarm system shall be installed and maintained fully operational in conversion buildings, in accordance with NFPA 72.
 - a. Exception: Conversion buildings, which have code-compliant exits leading from every condominium unit directly to the outside of the conversion building and to the public way, are not required to install and maintain audiovisual devices and manual pull stations in all common areas.
 - (i) Hardwired smoke detectors in each unit in accordance with Section 7-39 of this code.
 - (ii) Fire alarm systems shall be monitored as provided in Section 7-40.7 of this code.
- (4) Conversion buildings shall have adequate driveways for access by the fire department, as deemed appropriate by the Fire Chief.
- (5) Conversion buildings shall comply with the fire prevention code, as set forth in Chapter 7 of this code. In the event that any provision of this section conflicts with the fire prevention code, the provision of this section shall govern.

(Ord. No. O-32-80, § 1, 4-14-80; Ord. No. O-48-83, § 1(10), 8-8-83)

ARTICLE VIII. ENFORCEMENT AND PENALTIES

Sec. 6-92. Stop work order

(a) It shall be unlawful for any owner, agent, contractor, subcontractor or builder engaged in developing property pursuant to a permit issued by the Village to make any departure from or violate:

- (i) Any ordinance or code of the Village;
- (ii) Any conditions attached to a special use ordinance, planned unit development ordinance, variation, or annexation agreement;
- (iii) Any federal, state or other local law or ordinance;
- (iv) Commit any fraud or make any misrepresentation or false statement in an application for a license or permit; or
- (v) Cause a nuisance or danger to the public health, safety or welfare.

Any such departure from or violation of such ordinance, code, condition or threat to the public welfare or law shall operate to void the permit which has been issued for such work.

(b) The Manager, or their designee, without delay, shall issue a stop work order directing that all persons engaged in the work permitted under the permit shall cease and desist immediately until such time as the Manager has either received satisfactory evidence that the work to be performed will be done

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in accordance with such ordinance, codes, conditions, laws or the public welfare until the Corporate Authorities have acted on the matter pursuant to either paragraph (c) or (d).

- (c) The Manager, or their designee, may refer the matter of continuing the stop work order to the Corporate Authorities for further proceedings. The Corporate Authorities shall have the authority to:
- (i) Continue in effect the stop work order;
 - (ii) Lift the stop work order;
 - (iii) Impose additional requirements as conditions to lifting the stop work order; and/or
 - (iv) Any other relief consistent with the public welfare.

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- (d) Any person aggrieved by the decision of the Manager, or their designee, in regard to the issuance of a stop work order or refusal to rescind the same shall have the right to appeal to the Corporate Authorities. Such appeal shall be taken by filing with the Manager, or their designee, within five days after receipt of a stop work order or after the Manager's, or their designee's, refusal to rescind such an order, a written statement under oath setting forth specifically the grounds for appeal. The Corporate Authorities shall appoint a hearing body to be composed of the Mayor or the Mayor's designee and two Council 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 appellant. The hearing body shall make a recommendation to the Corporate Authorities which shall render a decision on such appeal which shall be final. Any appeal from a decision of the Corporate Authorities shall be made directly to the Circuit Court of Cook County pursuant to the Administrative Review Act (735 ILCS 5/3-101, *et seq.*).
- (e) All costs and expenses including but not limited to court reporters fees and attorneys' fees incurred by the Village in connection with any appeal of a stop work order shall be taxed to the appellant and shall be paid by the appellant as a condition to reinstatement of the permit.
- (f) The authority to issue a stop work order shall be in addition to any other relief available to the Village.

6-93. Penalties

Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any of the provisions of this ordinance, shall, upon conviction, be fined not less than fifty dollars (\$50.00) nor more than seven hundred fifty dollars (\$750.00) for such offense, and a separate offense shall be deemed committed on each day during or which a violation occurs or continues.

Consider an Ordinance Amending Chapter 7 - Fire Prevention and Protection of the Palatine Code of Ordinances

BACKGROUND:

It is common practice for communities to adopt updated codes on a regular basis. Our current fire safety code is nine years old (2015 edition). Our goal is to maintain codes that best serve our residents by keeping pace with changes in the industry and supporting the use of new products in an effort to keep our building stock current with common building practices. Therefore, we propose adoption of the 2021 edition of the International Fire Code, with corresponding local amendments. The new code would become effective January 1, 2025.

KEY ISSUES:

- The most notable changes related to adoption of the 2021 International Fire Code, and corresponding local amendments, are:
 -) Establishes permit and inspection fees for firework displays; and
 -) Based on proposed building's design/size, an emergency responder communication coverage analysis could be required to ensure emergency fire/police communications within and around the building would be sufficient.

ALTERNATIVES:

- . Recommend approval of the Chapter 7 text amendments effective January 1, 2025.
- . Do not recommend approval of the Chapter 7 text amendments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the proposed text amendments to Chapter 7 – Fire Prevention and Protection to adopt the 2021 International Fire Code, with corresponding local amendments, with an effective date of January 1, 2025.

ATTACHMENTS:

- ORD Ch. 7 - Fire Prevention and Protection
- EXHIBIT B - Chapter 7 Amendments Track Changes

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES
CHAPTER 7 – FIRE PREVENTION AND PROTECTION
OF THE VILLAGE OF PALATINE**

WHEREAS, the Village of Palatine is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, the Mayor and Council desire to amend Chapter 7 of the Village Code to update building codes and ensure our building stock stays current with common building practices; and

WHEREAS, the Mayor and Council have determined that it will serve and be in the best interests of the Village and its residents to amend Chapter 7 of the Village Code pursuant to this Ordinance;

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:

ORDINANCE NO.

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SECTION 1: That the Code of Ordinances of the Village of Palatine, Illinois, is hereby amended by amending Chapter 7 – Fire Prevention and Protection, 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 “B”.

SECTION 3: That this ordinance shall be in full force and effective on January 1, 2025 after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2024

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

APPROVED by me this _____ day of _____, 2024

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this

_____ day of _____, 2024

Village Clerk

PALATINE CODE OF ORDINANCES - CHAPTER 7 - FIRE PREVENTION AND PROTECTION

Chapter 7 FIRE PREVENTION AND PROTECTION*

ARTICLE III. FIRE PREVENTION*

* **Cross reference(s)**--Burning of refuse, etc. prohibited, § 8-4; open fires prohibited, § 12-4; Prohibited except in fireplace; § 12-42; Grass fires: permit required, 12-43 Regulations, Chapter 12 Article III, IV and VII, Appendix B 6.06 (c). Addressing, Appendix B 8.06 (d) Fire Hydrants, 12-41; grass fires prohibited, § 12-42.

Editor's Note: Article III was replaced in its entirety by Ord. No. 0-84-02, §§4-6, passed on May 28, 2002 with an effective date of July 1, 2002.

DIVISION 1. CODES

State law reference(s)--Power to incorporate technical codes by reference, 50ILCS220/1.

Sec. 7-38. Minimum Standards.

(a) The following list of codes, subsequent supplements, and Palatine amendments are hereby adopted by reference:

~~(1) Life Safety Code, NFPA 101, 2015 Edition.~~

~~(2)(1)~~ International Fire Code, ~~2015-2021~~ Edition (with noted amendments).
(Ord. 0-57-06,
§1, 3/20/06, eff. 6/1/06; Ord. 0-70-11, §1, 6/20/11, Ord O-94-18; 08/13/18-eff.
01/01/19)

~~(a)~~ Appendix B Fire-Flow Requirements for Buildings

~~(a)(b)~~ Appendix C Fire Hydrant Locations and Distributions

~~(b)(c)~~ Appendix D, Fire Apparatus Access

~~(e)(d)~~ Appendix I, Fire Protection Systems – Noncompliant Conditions

~~(d)(e)~~ Appendix J, Building Information Sign

~~(3) 2018 NFPA 1 Section 50.7~~

Sec. 7-39. International Fire Code, ~~2015-2021~~ Edition.

The International Fire Code, ~~2015-2021~~ Edition, is hereby adopted with the following amendments:
(Ord. 0-57-06, §2, 3/20/06, eff. 6/1/06, Ord. 0-70-11, §1, 6/20/11, Ord. O-94-18, 08/13/18-eff.
01/01/19)

PALATINE CODE OF ORDINANCES - CHAPTER 7 - FIRE PREVENTION AND PROTECTION

Sec. 7-39.01. Board of Appeals.

Section 11108 shall be deleted (Ord. O-94-18, 08/13/18-eff. 01/01/19)

Sec. 7-39.1. Open Burning.

Section 307.4.2.1 Outdoor Decorative Appliances. Outdoor decorative appliances are defined per the IFGC as recreational fires that utilize no solid-burning fuel. They -use a burner supplied by propane, natural gas, etc. Unless the manufacturer's listing states otherwise, they shall not be operated within fifteen feet (15'-0") of a structure or combustible material.

Section 308.1.4 Open-flame cooking devices; shall be deleted in its entirety. (Ord. No. 0-70-13, §1, 6/10/13)

Sec. 7-39.2. Vacant Premises.

Section 311.2.2 Fire protection in vacant buildings; delete all exceptions.

Sec. 7-39.3. Fire Alarm and Detection Systems.

Delete the exceptions in the following sections as noted: 907.2.1, delete exception; 907.2.2, delete exception; 907.2.4, delete exception; 907.2.6, delete exception; 907.2.6.1, delete both exceptions; 907.2.7, delete both exception; 907.2.8.1, delete exception 2; 907.2.9, delete exception 2.

(a) In all commercial buildings where fire sprinklers and/or fire alarms are required interior horn/strobe units, and exterior strobe(s) tied to a smoke detector shall be installed. This requirement includes existing buildings and units of all use classifications when there is a tenant change or interior build-out. All devices shall be installed per the requirements of NFPA 72. (Ord. 0-57-06, §3, 3/20/06, eff. 6/1/06)

Sec. 7-39.4. Fireworks.**Sec. 7-39.4.1. Definitions.**

"Fireworks" means and includes any explosive composition, or any substance or combination of substances, or article prepared for the purpose of producing a visible or audible effect of a temporary exhibitional nature by explosion, combustion, deflagration or detonation, and shall include blank cartridges, toy cannons in which explosives are used, the type of balloons which require fire underneath to propel the same, firecrackers, torpedoes, skyrockets, roman candles, bombs, sparklers or other fireworks of like construction and any fireworks containing any explosive compound, or any tablets or other device containing any explosive substances, or containing combustible substances producing visual effects; provided, however, that the term "fireworks" shall not include snake or glowworm pellets; smoke devices; trick noisemakers known as "party poppers", "booby traps", "snappers", "trick matches", "cigarette loads", and "auto burglar alarms"; or toy pistols, toy canes, toy guns, or other devices in which paper caps containing twenty-five hundredths grains or less of explosive compound are used, providing they are so constructed that the hand cannot come in contact with the cap when in place for the explosion, and toy pistol paper caps which contain less than twenty-hundredths grains of explosive mixture. (Code 1961, §24.102; Ord. 0-69-13 §2, 6/10/13; Ord. No. O-63-23, 05/15/23)

Sec. 7-39.4.2. Prohibitions.

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No person shall have, keep, store, use, manufacture, assemble, mix, sell, discharge, handle, or transport any fireworks; provided, however, that nothing in this section shall be held to apply to the possession or use of signaling devices for current daily consumption by railroads. (Code 1961, §24.103; Ord. 0-49-05, §1, 3/14/05; Ord. 0-69-13 §2, 6/10/13; Ord. No. O-63-23, 05/15/23)

Section 5601.1.3 of the ~~2015-2021~~ Edition International Fire Code shall be amended to read as follows:
(Ord. 0-57-06, §4, 3/20/06, eff. 6/1/06, Ord. 0-70-11, §1, 6/20/11; Ord O-94-18, 08/13/18 eff. 01/01/19)

5601.1.3 Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks, including sparklers, are prohibited.

Exceptions:

1. Storage and handling of fireworks as permitted in Section 5604.
2. Manufacture, assembly and testing of fireworks as permitted in Section 5605.

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3. The use of fireworks for display as permitted in Section 5608.
4. The possession, storage, sale, handling and use of specific types of Division 1.4g fireworks where allowed by applicable local or state laws, ordinances and regulations provided such fireworks comply with CPSC 16 CFR, parts 1500-1507, and DOT 49 CFR, parts 100-178, for consumer fireworks.

(Ord. 0-98-05, §1, 5/16/05, Ord. O-94-18, 08/13/18-eff. 01/01/19)

Sec. 7-39.4.3. Penalties.

Any person who violates any provision of Section 7-39.4.2 shall be fined not less than seventy-five dollars (\$75.00) nor more than seven hundred fifty dollars (\$750.00). (Code 1961, §24.106; Ord. 0-49-05, §2, 3/14/05; Ord. 0-69-13 §2, 6/10/13; Ord. O-124-17, 12/4/17)

Sec. 7-39.5. Indoor Pyrotechnic Displays.

Indoor pyrotechnic displays shall not be allowed.

Exception:

Small flame effect (candle or match in a stage production) in front of a proximate audience with a permit approved by the Fire Marshal or their designee.

(Ord. 0-25-08, §2, 2/19/08)

Sec. 7-39.6. Application for Outdoor Pyrotechnical Displays.

a) The firing or shooting off of any fireworks shall be permitted upon the issuance of a permit by the Fire Prevention Division and shall have been granted and permitted by the Village Manager prior to the issuance of a permit. (Ordinance O-63-23, 05/15/23)

b) All outdoor fireworks displays shall be electronically fired from an approved electronic firing unit, and all fireworks displays shall comply with the NFPA 1123, 2014-18 edition. (Ord. No. 0-69-13 §1, 6/10/13, Ord. O-94-18; 08/13/18-eff. 01/01/19; Ord. No. O-63-23, 05/15/23)

c) Application for permits for the discharge of fireworks or for pyrotechnical displays shall be in writing in an approved format to the Fire Prevention Division; submitted thirty (30) days in advance of the show date and shall include a scaled diagram of the location where the exhibition will be held; drawings to include the location and distances of all buildings, roadways, overhead wires and obstructions, audience viewing areas, and projected fall out areas for aerial rocket debris, show inventory, and a copy of the pyro-technicians State and Federal licenses.

e)d) Pyrotechnic Permit and Inspection Fees per the Village's Fee Schedule shall apply.

The Fire Prevention Division shall upon receipt of such applicant's permit refer the same to the Chief of Police and the Chief of the Fire Department who shall have an inspection made of the premises at the location given in said application where it is proposed to give such public display of fireworks, and if in the judgment of the Chief of Police and the Chief of the Fire Department it would not be hazardous to surrounding property or dangerous to any person or persons to permit such public display of fireworks at such location, they shall approve such application and return the same to the Fire Prevention Division, and in turn the approved application shall be forwarded to the Village Manager for final consideration. The permit will be issued by the Fire Prevention Division on the day of the event, after an inspection of the site, equipment, and product has been approved. Such permits shall designate the kinds and quantities of fireworks to be used at such public display, and no other kinds and no greater quantities of fireworks than therein specified shall be used at such public display. (Ord. No. 0-69-13 §1, 6/10/13)

Sec. 7-39.7. Insurance Requirements.

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No pyrotechnical exhibition shall be held unless the proprietor thereof or pyrotechnic company has in force a public liability insurance policy in the amount of at least five million dollars (\$5,000,000) listing the Village as an additional insured party; a certificate showing such insurance shall be filed

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with the Village Manager at least fifteen days (15) days prior to such exhibitions; or other documentation as required by the Village. In addition to the Certificate of Insurance, the pyrotechnic company must provide any necessary endorsements within at least fifteen days (15) days prior to such exhibitions. (Ord. No. 0-69-13 §1, 6/10/13; Ord. No. O-63-23, 05/15/23, O-68-23, 6/5/23)

Sec. 7-39.8. ~~Nitro-glycerine~~Nitroglycerin; T.N.T. Prohibited; Exception; Storage Limit.

It shall be unlawful to keep or store any ~~nitro-glycerine-nitroglycerin~~ or the explosive commonly known as T.N.T. in the village in any quantities, excepting for medicinal or laboratory purposes and for such purposes, no more than one-quarter (1/4) ounce shall be stored in any one (1) building or premises. (Ord. No. 0-69-13 §1, 6/10/13)

Sec. 7-39.9. Rules of State Fire Marshal to Govern.

All explosives must be kept or stored in accordance with the rules of the State Fire Marshal, subject to the provisions of this article. (Ord. No. 0-69-13 §1, 6/10/13)

Sec. 7-39.10. Reserved.

Sec. 7-39.11. Deleted Articles.

The following articles in NFPA 1123, 2014~~18~~ edition shall be deleted:

8.1.6.2 Delete this article entirely

8.2.6 Delete this article entirely

8.2.9.2.2 Delete this article entirely

(Ord. No. 0-69-13 §1, 6/10/13, Ord. O-94-18, 08/13/18-effective 01/01/19)

Sec. 7-39.12. Tents and Membrane Structures.

In addition to the requirements found in the International Fire Code related to Tent and Membrane Structures, these shall apply:

- a) Tents and Membrane Structures erected on streets or parking lots shall have barriers to deter vehicle impact as defined in the IFC 312.3.
- b) Tents and Membrane Structures shall display a sign(s) stating "In the Event of Severe Weather, Evacuate Tent and Seek Shelter". ~~Sign~~The sign shall be a minimum of 2 feet by 2 feet, ~~with characters at least three inches (3") tall.~~

(Ord. No. O-63-23, 05/15/23)

Sec. 7-40. Fire Protection.

a) IFC 507.3.1 Fire Flow Method. The approved fire flow method shall be determined by utilizing IFC Appendix B Fire-Flow Requirements for Buildings.

b) IFC 507.3.2 Fire Flow Design for Combined Fire Sprinkler and Fire Hydrant System.

This section shall apply to sites and facilities that utilize on-site water storage that feeds both the fire sprinkler system and the fire hydrants, when the fire hydrants are feed from the sprinkler system, or

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when the fire hydrants and fire sprinkler system utilize a common water service to the water purveyor's system.

A submittal to the fire official of the available site fire flow when the fire sprinkler system is fully operational. If the fire flow available is less than as required per IFC 507.3.1 arrangements shall be made to provide the minimum flow or at a rate determined by the fire official. Otherwise, the fire official shall evaluate the department's standard operating procedures and building size up to determine if the fire flow available is to be considered sufficient.

- c) Section 903.1.2 Sprinkler System Backflow Replacement. Whenever an existing fire sprinkler system's backflow prevention device is added or replaced with a different make, model, etc. the system shall be recalculated to assure that the design density is satisfied. Should the design density be inadequate, the automatic sprinkler system shall be redesigned as needed to be in compliance with the required design density. Additionally, systems that require reconfiguration of the riser assembly to accommodate the new backflow device shall also include a means to forward flush the fire sprinkler backflow device, if one is not already provided. That forward flush shall be of a type that does not require the system to be taken offline or disassembled to complete the testing.

Sec. 7-40.05. Sprinkler Design Safety Factor.

Fire Sprinkler systems, for per NFPA 13, ~~NFPA 13D~~, NFPA 13R systems shall be designed with a minimum safety factor of 5 psi provided between the available water supply and the system flow and pressure demand and shall include hose stream allowances required by NFPA 13, ~~13D~~, and 13R. (Ord. O-94-18; 08/13/18-eff. 01/01/19)

Sec. 7.40.07. Inspection, Testing and Maintenance Records.

In addition to the requirements described in Section 901.6.2-3 of the ~~2015-2021~~ International Fire Code, all inspection, testing, and maintenance records shall be submitted to the Fire Prevention

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Division in an approved manor. (Ord. O-94-18; 08/13/18-eff. 01/01/19; Ord. No. O-63-23, 05/15/23)

Sec. 7-40.1. Wood Trusses.

~~Wood joists, open web joists and metal plate connected wood trusses may be used if they are protected from the underside. Approved protection methods include ½ inch drywall ceiling, sprinklers, or U.L. fire rated drop ceiling system.~~

Commented [SF1]: Moved to IBC

Sec. 7-40.2. Automatic Sprinkler Systems – New Buildings.

Approved automatic fire sprinkler system, installed in accordance with NFPA 13 and/or NFPA 13R, shall be installed in all new commercial buildings and structures regardless of the materials used in construction and/or use group classification (as defined in the International Building Code). Small buildings under 1,000 square feet can petition to the fire official for a fire sprinkler exemption. The petition shall clearly address the following factors building size, occupancy use, occupancy load, construction type, separation from other structures, utilities, and lot lines. Sprinkler systems shall be equipped with electronically monitored water flow separation zone valves and drains that will provide a means to control the systems for each commercial unit and/or floor level in the case of a multi-story residential or commercial structure. These zone valves will not eliminate the requirement for the main riser flow switch. ~~—~~(Ord. 0-61-05, §1, 3/21/05, Ord. O-94-18; 08/13/18 eff. 01/01/19)

Sec. 7-40.3. Fire Protection Systems – Existing Buildings.

Requirements for existing buildings that are added to, remodeled, repaired, altered, or ~~have~~ a change in occupancy ~~or altered~~ shall be determined per the International Existing Building Code, 2015 ~~2021~~ Edition, or as required by adopted codes. (Ord. No. 0-70-13, §2, 6/10/13, Ord. O-94-18; 08/13/18 eff. 01/01/19)

Sec. 7-40.3.5 Smoke Alarms Existing Buildings.

Where the International Property Maintenance Code allows battery-only smoke alarms, all new single- and multiple –station battery-only smoke alarms shall have a self-contained, non-removable, long-term battery in accordance with 425 ILCS 60/1. (Ord. No. O-63-23, 05/15/23)

Sec. 7-40.4. Fire Department Connections and Hydrants.**(1) Fire Department Connections****(a.) Location:**

Fire Department connections shall be located and be visible ~~on a from a~~ street front or in a location approved by the Fire Department. Such connections shall be located so that immediate access can be made by the Fire Department and within one hundred fifty (150) feet of a fire hydrant. Fire Department connections shall not be obstructed by fences, bushes, trees, walls, or any other similar object.

(b.) Type:

Fire department connections shall be a 4" Storz with a 30° elbow.

(2b.) Private Fire Hydrants Design**(+) Design.**

- a. Fire hydrants shall match the hydrants generally installed in the village's water system and shall be furnished by a manufacturer considered standard by the village as

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specified in the supplement to the subdivision regulations.

- b. Only breakaway hydrants shall be used.
- c. Each fire hydrant shall be the compression type with a five and one-fourth (5 ¼) inch minimum size main valve assembly, O-ring seals, two (2) two and one-half (2 ½) inch hose nozzles and a four and one-half (4 ½) inch pumper nozzle with National Standard threads, a National Standard operation nut, and a breakaway

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ground level flange, and conforming to the latest revised requirements of AWWA Specification C 502.

- d. Each hydrant shall be provided with a six (6) inch auxiliary gate valve and a two (2) foot length of six (6) inch pipe between the hydrant and valve.
 - i. Two (2) three-fourth (3/4) inch threaded steel rods with hex nuts shall be installed to tie the auxiliary gate valve to the water main and connecting tee.
 - ii. Auxiliary valves shall be provided with valve boxes with covers marked "water".

(Ord. No. O-63-23, 05/15/23)

Sec. 7-40.5. Sprinkler System Monitoring and Alarms.

- (a.) Alarm, supervisory, and trouble signals shall be distinctly different and shall be automatically transmitted to the Palatine Fire Department remote receiving station as defined in NFPA 72.
- (b.) Strobe lights at the sprinkler connection: There shall be an electronic audio-visual device located on the exterior wall above all new fire department sprinkler and/or standpipe connections which shall activate when water is flowing. The device shall be specified for outdoor use (weatherproof) and must be visible from the street or driveway.

Sec. 7-40.6. Standpipe Systems.

- (a.) In buildings exceeding 540,000 square feet in area per story, Class I automatic wet or manual wet standpipes shall be provided where any portion of the building's interior area is more than 150 feet of travel, vertically and horizontally, from the nearest point of fire department vehicle access.
- (b.) Where the most remote portion of a floor or story is more than 150 feet from a hose connection, the fire prevention official is authorized to require that additional hose connections be provided in approved locations.

Sec. 7-40.7. Fire Alarm and Detection Systems.

All required fire alarm systems shall transmit trouble, ~~supervisory~~, and fire signals directly to the Palatine Fire Department remote receiving station ~~by a wireless transmitter~~ in accordance with NFPA 72, only equipment certified and approved by the remote receiving station, and/or ~~it's~~ ~~its~~ designated proprietor may be installed. (Ord. 0-61-05, §1, 3/21/05; Ord. 0-210-06, §4, 12/4/06; Ord. 0-200-07, §1&2, 12/3/07, retroactive to 1/1/07, Ord. O-94-18; 08/13/18 eff. 01/01/19)

Sec. 7-40.7.1 Commercial Cooking Suppression Systems.

All new, upgraded, or modified existing commercial kitchen hood equipment protected by an automatic fire suppression system as required by section 904 of the International Fire Code (IFC) shall have the system monitored electronically by an approved fire alarm installed per the requirements of NFPA 72. The fire panel shall be a direct tie to the Palatine Fire Department per the requirements of this section. Audiovisual devices shall be installed; one in the kitchen area, and if applicable in the dining areas. (Ord. 0-25-08, §2, 2/19/08)

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Sec. 7-40.7.5 Clothes Dryer Exhaust.

- a) Property/business owners of commercial properties shall inspect clothes dryer exhaust piping and ~~ducts-duct~~ systems annually, or when an impairment is suspected. If during the inspection, it is found that an accumulation of lint or debris is present, the exhaust piping or duct systems shall be cleaned or replaced. Records of inspection and or cleaning shall be maintained by the property/business owner and provided to the Palatine Fire Prevention Division in an approved format on request.
- b) Property owner/association of multi-family occupancies shall have the clothes dryer common vent stack(s) inspected annually or when an impairment is suspected. If during the inspection, it is found that an accumulation of lint or debris is present, the common vent stack shall be cleaned. Records of inspection and or cleaning shall be maintained by the property owner/association and provided to the Palatine Fire Prevention Division in an approved format upon request.

(Ord. No. O-63-23, 05/15/23)

~~Sec. 7-40.8. Curtain Boards and Smoke Venting Requirements.~~

~~Curtain boards and smoke venting areas for Groups F-1 and S-1 as defined in the International Building Code, 2015 Edition shall not exceed 20,000 square feet. (Ord. O-57-06, §5-3/20/06, eff. 6/1/06; Ord. O-70-11, §1, 6/20/11, Ord. O-94-18; 08/13/18 eff. 01/01/19)~~

Sec. 7-40.8.01 Dedicated Sprinkler Riser Room.

Dedicated sprinkler riser rooms shall be ~~present-provided~~ for all new strip retail centers, speculative warehouses, or any other ~~multiple-family~~ multi-family or multi-tenant buildings. These rooms shall follow the specifications of ~~the~~ IFC 901.4.67. In addition, such rooms shall:

- a) Be located on the ground floor in an approved location directly accessible from the exterior. The door shall be a minimum of 36" wide and labeled as the Sprinkler or Sprinkler / Alarm.
- b) Have a paved surface that is the width of the door or at least a minimum of a 36" wide ~~paved surface~~ to provide access to the door.
- c) Be of a size that will allow a minimum of 36" clear space at the front and 18" on the remaining sides of all risers, 36-inch clearance in front of the fire alarm panel(s) and around all portions of the fire pump assembly. Permanent floor markings shall be provided to define said clear space.
- d) Be provided with lighting hard-wired to the building electrical system, emergency lighting, and hardwired permanent heat.
- e) Be monitored by a ~~low-temperature~~ low-temperature alarm tied to the fire alarm system.
- f) Have wall construction matching the demising wall construction for the separation of tenant spaces.

Sec. 7-40.9. Fire Department Access to Secured Buildings.

- a) A "Knox" box(es), as approved by the Fire Prevention Division, shall be installed on all buildings with a required fire alarm system, and on any building where immediate access by the Fire Department is deemed necessary. The location(s) shall be approved by the Fire Prevention

PALATINE CODE OF ORDINANCES - CHAPTER 7 - FIRE PREVENTION AND PROTECTION

Division. The box(es) shall contain keys, properly identified, which allow access to all portions of the building. A three-foot wide clear and unobstructed path shall be provided and maintained to access the Knox box(es). (Ord. O-94-18; 08/13/18 eff. 01/01/19)

New apartment and condominium buildings shall provide an appropriately sized Knox box in an approved location inside the building, in which the owner/resident can place a key ~~in~~ for emergency access to their unit. This Knox box is in addition to any required Knox box on the exterior of the building.

Sec. 7-40.10. Reserved.

(Ord. No. 0-127-09, §3, 11/16/09)

Sec. 7-40.11. Special Emergency Electrical Wiring Requirements.

Structures thirty-five feet in height and/or four stories and higher shall be provided with non-energized wiring to provide emergency power for firefighting and other fire department use. Non-energized interconnected outlets shall be located in each stairwell and at each floor level including the ground level.

- (a) Provide a National Electrical Manufacture's Association approved red exterior grade male twist lock receptacle, compatible with the fire department cords and generators, and a weather-tight snap cover adjacent to the Fire Department siamese connection, on the outside of the building. The location shall be approved by the Fire Prevention Division and not obstruct access to the siamese connection. (Ord. O-94-18; 08/13/18 eff. 01/01/19)
- (b) Provide a National Electrical Manufacture's Association approved red exterior grade female twist lock receptacle, compatible with the fire department cords and generators, and with weather-tight cover in each stairwell, at each floor level.
- (c) If the required receptacles are not flush mounted, waterproof boxes must be provided. Structures up to one hundred feet in height shall be wired with a minimum of #8 gauge wire in
- (d) ¾ inch conduit. Structures over one hundred feet in height shall be wired with a minimum of #6 gauge wire in ~~4-inch~~ 1-inch conduit. The conduit must be properly grounded to the neutral wire.
- (e) Conduit concealed within a wall can be thin wall; heavy wall conduit must be used if the conduit is exposed.
- (f) Wiring shall be three pole, 3-wired grounded circuit conforming to the National Electrical Code.
- (g) The plug shall be a standard 20 amp twist lock, L520P (Male) and L520C (Female). (Ord. No. 0- 23-10, §1, 3/15/10, Ord. O-94-18; 08/13/18 eff. 01/01/19)

Sec. 7-40.12. Emergency Responder Communication Coverage System Evaluation

IFC 510.1.1 New Education (E), Institutional (I), or High Hazard (H) Occupancy, any building(s) that is of four stories or more, any building(s) that has a story below grade, any building(s) that have a footprint of two hundred and fifty thousand square feet (250,000 sq. ft.) shall provide an evaluation from a qualified emergency responder communication coverage designer on whether the building shall/may require an Emergency Responder Communication Coverage (ERCC) system. The evaluation shall provide information on the feasibility of the site and if an ERCC system is necessary. The results of said evaluation should be reflected in the primary construction documents.

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Sec. 7-41. ~~Regular~~ Fire and Life Safety Inspections.

It shall be the responsibility of the Fire Prevention Division to conduct regular fire and life safety inspections in all buildings or business types (except single-family and two-family homes). The purpose of these inspections is to ensure a reasonable level of life safety and protection of property from the hazards of fire, explosion, or dangerous conditions in new and existing buildings, structures, and premises, and to provide safety to ~~fire fighters~~ firefighters, and emergency responders during emergency operations. All violations shall be corrected within thirty (30) days of the initial inspection. Those conditions determined to be imminent life safety hazards shall be corrected immediately. Fees related to the Regular Fire and Life Safety Inspections shall be included in the Village's Fee Schedule. In addition to the applicable inspection fees, citations may be issued to building and/or business owners for ~~any~~ violations that have not been corrected.

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Sec. 7-42. Same--Copies to be on File.

The Fire Prevention Division shall keep a copy of said codes on file in their office. (Code 1961, 6.205; Ord. 0- 200-07, §1&2, 12/3/07, retroactive to 1/1/07)

Sec. 7-43. AutoCAD Drawing.

Any persons submitting plans for a new building, addition to, or remodel of an existing building, shall submit an AutoCAD (~~dwg file format~~) and ~~PDF~~ file of the base plans at the time of permit application. (Ord. O-94- 18; 08/13/18 eff. 01/01/19)

Secs. 7-44--7-50. Reserved.

(Ordinance O-63-23, 05/15/23)

DIVISION 2. FIRE PREVENTION DIVISION

Sec. 7-51. Power of Fire Chief to Designate.

The Chief of the Fire Department shall designate such members of the Fire Department as he or she deems necessary to serve as a Fire Prevention Division for the Village. (Code 1961, 6.203;

(Ord. 0-210-06, §5, 12/4/06; Ord. 0-200-07, §1&2, 12/3/07, retroactive to 1/1/07; Ordinance O-63-23, 05/15/23)

Secs. 7-52--7-60. Reserved.

DIVISION 3. FIRE LANES

Sec. 7-61. Defined.

For purposes of this division "fire lane" shall mean any public street, alley, driveway, roadway, or easement of access, or with the consent of the owner, any ~~privately owned~~ privately owned street, alley, driveway, roadway or easement of access which is to be maintained free from obstruction so as to provide ready access for fire fighting vehicles and equipment. (Code 1961, 6.301)

Sec. 7-62. Established.

Fire lanes may be established from time to time at locations designated by the Mayor and Village Council by ordinance. (Code 1961, 6.302)

Sec. 7-63. Parking Prohibited.

It shall be unlawful to park in or otherwise block or obstruct any portion of the fire lanes so designated at any time. Signs shall be erected to identify such fire lanes and to serve notice that parking is prohibited therein. (Code 1961, 6.303)

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DIVISION 4. FLAMMABLE LIQUIDS

Sec. 7-64. Illinois Gasoline Storage Act.

There is hereby adopted the Regulations contained in the Illinois Gasoline Storage Act as amended from time to time. (430 ILCS 15/2).

Sec. 7-65. Notification of State Inspections Required.

The Owner or Operator of an underground storage tank system or any person removing or installing such a system shall provide notice to the Fire Department of said activity within 24 hours of scheduling said activity with the State Fire Marshall.

Sec. 7-66. Above Ground Storage Tanks.

All above ground flammable/combustible storage tanks shall meet the requirements outlined in the International Fire Code Section 5704.

ARTICLE IV. ENFORCEMENT AND PENALTIES

Sec. 7-67. Stop Work Order.

(a) It shall be unlawful for any owner, agent, contractor, subcontractor or builder engaged in developing property pursuant to a permit issued by the Village to make any departure from or violate:

- (i) Any ordinance or code of the Village;
- (ii) Any conditions attached to a special use ordinance, planned unit development ordinance, variation, or annexation agreement;
- (iii) Any federal, state or other local law or ordinance;
- (iv) Commit any fraud or make any misrepresentation or false statement in an application for a license or permit; or
- (v) Cause a nuisance or danger to the public health, safety or welfare.

Any such departure from or violation of such ordinance, code, condition or threat to the public welfare or law shall operate to void the permit which has been issued for such work.

(b) The Manager, Fire Marshal or their designee without delay, shall issue a stop work order directing that all persons engaged in the work permitted under the permit shall cease and desist immediately until such time as the Manager, Fire Marshal or their designee has either received satisfactory evidence that the work to be performed will be done in accordance with such ordinance, codes, conditions, laws or the public welfare until the Corporate Authorities have acted on the matter pursuant to either paragraph (c) or (d).

(c) The Manager may refer the matter of continuing the stop work order to the Corporate Authorities for further proceedings. The Corporate Authorities shall have the authority to:

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- (i) Continue in effect the stop work order;
 - (ii) Lift the stop work order;
 - (iii) Impose additional requirements as conditions to lifting the stop work order; and/or
 - (iv) Any other relief consistent with the public welfare.
- (d) Any person aggrieved by the decision of the Manager in regard to the issuance of a stop work order or refusal to rescind the same shall have the right to appeal to the Corporate Authorities. Such appeal shall be taken by filing with the Manager, within five days after receipt of a stop work order or after the Manager's refusal to rescind such an order, a written statement under oath setting forth specifically the grounds for appeal. The Corporate Authorities shall appoint a hearing body to be composed of the Mayor or the Mayor's designee and two Council 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 appellant. The hearing body shall make a recommendation to the Corporate Authorities which shall render a decision on such appeal which shall be final. Any appeal from a decision of the Corporate Authorities shall be made directly to the Circuit Court of Cook County pursuant to the Administrative Review Act (735 ILCS 5/3-101, *et seq.*).
- (e) All costs and expenses including but not limited to court reporter's fees and attorneys' fees incurred by the Village in connection with any appeal of a stop work order shall be taxed to the appellant and shall be paid by the appellant as a condition to reinstatement of the permit.
- (f) The authority to issue a stop work order shall be in addition to any other relief available to the Village.

Sec. 7-68. Penalties.

Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any of the provisions of this ordinance, shall, upon conviction, be fined not less than fifty dollars (\$50.00) nor more than seven hundred fifty dollars (\$750.00) for such offense, and a separate offense shall be deemed committed on each day during or which a violation occurs or continues.

PALATINE CODE OF ORDINANCES - CHAPTER 7 - FIRE PREVENTION AND PROTECTION**ARTICLE V. AMBULANCE AND EMERGENCY RESPONSE SERVICE FEES**

(Editor's Note: Ord. No. O-204-06 passed on December 4, 2006, replaced Sec. 7-80 in its entirety.)
(Editor's Note: Ord. No. O-49-17 passed on April 17, 2017, added Sections 7-82 and 7-83)

Sec. 7-80. Ambulance Service Fees.

The Village of Palatine shall charge a user service fee for transport by Fire Department ambulances as provided in the fee schedule supplement to the Palatine Code of Ordinances.

(Ord. O-121-17, 12/4/17)

Sec. 7-81. Billing and Collection of Ambulance Service Fees.

Billing and collection of fees for ambulance service shall be done by, or caused to be done by, the Village Manager or his or her designee.

Sec. 7-82. Other Emergency Response Service Fees.

The Village of Palatine shall charge a user service fee for emergency response by the Fire Department as provided in the fee schedule supplement to the Palatine Code of Ordinances.

Sec. 7-83. Billing and Collection of Emergency Response Service Fees.

Billing and collection of fees for emergency responses by the Fire Department shall be done by, or caused to be done by the Village Manager or his or her designee.

Consider an Ordinance Amending Chapter 10, Article III - Property Maintenance Codes and Amendments and Article IV - Rental Property Rules and Regulations

BACKGROUND:

It is common practice for communities to adopt updated codes on a regular basis. Our current property maintenance code is nine years old (2015 edition of the International Property Maintenance Code). Our goal is to maintain codes that best serve our residents by keeping pace with changes in the industry and supporting the use of new products in an effort to keep our building stock current with common building practices. Therefore, we propose adoption of the 2021 edition of the International Property Maintenance Code with local amendments. The new code would become effective January 1, 2025. In addition, some text amendments are proposed to Chapter 10 Article IV - Rental Property Rules and Regulations.

KEY ISSUES:

- The most notable changes related to adoption of the 2021 International Property Maintenance Code, and corresponding local amendments to Chapter 10 - Article III are:
 -) Cross reference to site restoration requirements within the Building Code;
 -) In the event of an emergency to an occupant or the public, staff may immediately placard a premises without notice or with any notice as the code official deems reasonable under the circumstances; and
 -) Allows notice via first class mail rather than certified/registered mail.
- Article IV is being updated to better reflect the current practices related to the nuisance abatement portion of our rental section.

ALTERNATIVES:

- . Recommend approval of the Chapter 10 text amendments effective January 1, 2025.
- . Do not recommend approval of the Chapter 10 text amendments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the proposed text amendments to Chapter 10 - Article III - Property Maintenance Code and Amendments and Article IV - Rental Property Rules and Regulations, with an effective date of January 1, 2025.

ATTACHMENTS:

- Ch. 10 - Article III Code Amend ORD
- EXHIBIT A - Ch 10 Art III 2021 Property Maintenance Code Adoption
- EXHIBIT B - Chapt 10 Article IV Amendments Dec 2024

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES
CHAPTER 10, ARTICLE III – PROPERTY MAINTENANCE CODES AND
AMENDMENTS AND ARTICLE IV – RENTAL PROPERTY RULES AND
REGULATIONS
OF THE VILLAGE OF PALATINE**

WHEREAS, the Village of Palatine is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, the Mayor and Council desire to amend Chapter 10 of the Village Code to update the property maintenance codes in an effort to keep our building stock current with common building practices; and

WHEREAS, the Mayor and Council have determined that it will serve and be in the best interests of the Village and its residents to amend Chapter 10 of the Village Code pursuant to this Ordinance;

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, is hereby amended by amending Chapter 10, Article III – Property Maintenance Codes and Amendments, which shall be and read as indicated on Exhibit “A”, and Chapter 10, Article IV – Rental Property Rules and Regulations, which shall be and read as indicated on Exhibit “B.”

SECTION 2: That the Village Clerk is directed to maintain a record of the modifications to the existing ordinance (a redlined version of the modifications

Attachment: Ch. 10 - Article III Code Amend ORD (Amend Chapter 10 - Article III and Article IV)

approved pursuant to this Ordinance).

SECTION 3: That this ordinance shall be in full force and effective on January 1, 2025 after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2024

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

APPROVED by me this _____ day of _____, 2024

Mayor of the Village of Palatine

ATTESTED and **FILED** in the office of the Village Clerk this
_____ day of _____, 2024

Village Clerk

Attachment: Ch. 10 - Article III Code Amend ORD (Amend Chapter 10 - Article III and Article IV)

ARTICLE III. PROPERTY MAINTENANCE CODES AND AMENDMENTS

(Ordinance #O-~~39-2418~~, passed on ~~December 2~~~~April 16~~, 20~~2418~~ – Amending Article III Property Maintenance Codes and Amendments by adopting the 20~~215~~ Edition of the International Property Maintenance Code)

Sec. 10-3 Minimum standards.

The International Property Maintenance Code, 20~~215~~ Edition is hereby adopted with the following amendments:

Section 10-3.1. Title

Section 101.1 Insert: Village of Palatine

Section 10-3.2. ~~Purpose~~~~Intent~~

Section 101.3 Delete the last sentence.

Section 10-3.3. Application of other codes

Section 102.3 This section shall be amended to read as follows:

Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the applicable codes and ordinances of the Village of Palatine.

Section 10-3.4. Historic buildings

Section 102.~~76~~ Delete this section in its entirety.

Section 202 General Definitions. Historic Building. Delete this definition in its entirety.

Section 10-3.5. Referenced codes and standards

Section 102.~~87~~ Delete this section in its entirety.

Section 10-3.6. Fees

Section 10~~4.13.5~~ This section shall be amended to read as follows:

The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in sections of this chapter and in the following schedule.

Fee schedule supplement to the Code of Ordinances

Section 10-3.7. Violations

Section 10~~96~~ Delete this section in its entirety.

Section 10-3.8. Regulation of Compost Piles and Location

- (a) Regulation

1. Each compost bin shall be no larger than four feet (4') tall by four feet (4') long by four feet (4') wide.
2. No more than 3 compost bins shall be allowed on residential properties.
3. Each bin shall be constructed of commercial grade material such as heavy duty, cinder block, brick, wood or such other materials approved by the Village. Self-contained, rotating, barrel type compost containers are acceptable.
4. Compost shall consist of primarily yard waste. The following items are specifically prohibited in a compost pile.
 - a. Oils, grease and lard
 - b. Meat, bones and fish
 - c. Dairy Products (e.g., butter, milk, sour cream, yogurt) and eggs.
 - d. Human or animal waste
 - e. Inorganic materials
5. All compost piles shall be enclosed in a freestanding compost bin and shall be maintained to inhibit the entrance of pests.
6. Compostable materials may be placed in a compost bin provided that such materials are maintained in a manner to not allow being windblown.
7. Compost bins cannot emit odorous matter in such quantities as to be readily detectable at any point along lot lines, or so as to produce a public nuisance or hazard.

(b) Location and required setback

1. Compost piles are permitted on residential properties.
2. Compost piles and bins may only be located in the rear yard (as defined by the Village of Palatine Zoning Ordinance) of the property.
3. Compost piles and bins must be set back according to minimum standards:
 - a. rear property line – 5 feet
 - b. side property line – 5 feet
 - c. setback from any neighboring home – 25 feet
4. Alternative composting locations may be considered as reviewed and approved by the Director of the Community Development Services-Department.

(Ord. #0-72-09, §1, 6/15/09; Ord. #0-63-13, §1, 6/3/13)

Section 10-3.9. Emergency Measures

Section ~~112.509.5~~ This section shall be amended to read as follows:

Costs incurred by the jurisdiction in the performance of emergency work shall be paid for by the jurisdiction. The legal counsel of the jurisdiction shall institute appropriate action against the owner of the premises where the unsafe structure is or was located for the recovery of such costs.

Section 10-3.10. Means of Appeal and Board of Appeals

Section ~~107.44~~ Delete this section in its entirety.

Section 108 Delete this section in its entirety.

Section 10-3.11. Exterior Property Area

Section 202 General Definition. The following definition shall be amended to read as follows:

Rubbish. Combustible and noncombustible waste material, except garbage; the term shall include the residue from the burning of wood, coal coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree, branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials. Other examples of “rubbish” include, but are not limited to, empty bottles and jars; empty metal, plastic or paper products; discarded engine or motor parts; automobile and truck parts of all descriptions; used tires, wheels and inner tubes; discarded batteries; discarded and/or pre-used building materials; broken pieces of concrete; discarded or decomposing lumber or logs; discarded, broken, or neglected electrical, gas or hand-operated appliances; previously used packing materials; discarded, broken, or neglected household goods and furnishing; or any household item located outdoors that is designed for indoor use; as well as parts and pieces of any of the foregoing.
(Ord. #O-39-18, 4/16/18)

Section 302.1 Sanitation. This section shall be amended to read as follows:

Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition, free of rubbish and garbage. (Ord. #O-39-18, 4/16/18)

Section 10-3.12. Stairways, decks, porches, balconies, patios and windows

Section 304.10 This section shall be amended to read as follows:

Stairways, decks, docks, porches and balconies. Every exterior stairway, deck, dock, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

Section 304.10.1 Balconies, Patios, and Windows

1. Storage on balconies and patios shall be limited to outdoor lawn furniture, potted plants or approved barbeque grills.
2. Owners shall keep exterior balconies, patios, and windows clean and free of clutter. No laundry or unsecured items shall be placed on balcony rails or outside windows.
3. Storage of bicycles, push scooters, motorized scooters or similar items on balconies shall not be permitted.
4. Balconies and patios may not be enclosed or altered in anyway unless properly approved by the Village of Palatine Building Division.
5. Bicycles or motorized cycles shall not be secured to trees, railings or any other accessory structure except approved storage racks.
6. No occupant shall conduct activity on a balcony, patio or window that may harm the health or safety of the building, surrounding units, or general public.
7. Where there is a conflict between these requirements and the requirements imposed by home owners' associations, condominium associations or other such similar associations the most restrictive shall govern.

(Ord. No. 0-53-14, §1, 5/5/14)

Section 10-3.13. Insect Screens

Section 304.14 Insert: April 15th to October 15th

Section 10-3.14. Interior Premises Identification

Every owner of a dwelling containing two or more units shall identify the assigned unit number or letter in a position easily observed and readable from the common hallway or entry way. The characters must be a minimum of one (1) inch (26 mm) high and 1/2 (one half) inch (13 mm) stroke.

Section 10-3.15. Rubbish Storage Facilities

Section 308.2.1 This section shall be amended to read as follows:

Rubbish storage facilities. The owner of every occupied premise shall supply approved covered containers of adequate capacity for rubbish, and the owner of the premises shall be responsible for the removal of rubbish.

Section 10-3.16. Multiple Occupancy

Section 309.4 This section shall be amended to read as follows:

Multiple occupancy. The owner of a structure containing two or more dwelling units, a multiple occupancy or a nonresidential structure shall be responsible for extermination in all areas of the structure and exterior property.

Section 10-3.17. Occupancy

Generally, no person shall occupy or let to be occupied any dwelling or dwelling unit for the purpose of living therein unless there is compliance with the following requirement:

- (1) Not more than one (1) family, plus two (2) occupants unrelated to the family, except for guests or domestic employees, shall occupy a dwelling unit.
- (2) Such dwelling unit shall meet the density, space and use requirements as set forth in this code.

Section 10-3.18. Pest Elimination

Section 309.1 Infestation. This section shall be amended to read as follows:

The structure shall be kept free from insect and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent re-infestation. The use of a licensed Pest Control Operator shall be required upon written notice from the Village of Palatine. (Ord. #O-39-18, 4/16/18)

Section 309.5 This section shall be deleted in its entirety

Section 10-3.19. Heat Supply

Section 602.3 Insert: September 15th to May 1st

Section 10-3.20. Occupiable Work Spaces

Section 602.4 Insert: September 15th to May 1st

Section 10-3.21. Equipment and Facilities

Equipment and facilities. No person shall occupy as owner, occupant or let to another for occupancy any dwelling unit for the purposes of living, sleeping, cooking or eating therein which does not comply with the following requirements:

- (1) Every dwelling unit shall have a room or portion of a room in which food may be prepared and/or cooked, which shall have adequate circulation area, and which shall be equipped with the following:
 - a. Cabinets and/or shelves for the storage of eating, drinking and cooking equipment and utensils, and of food that does not, under ordinary summer conditions, require refrigeration for safe keeping, and a counter or table for food preparation. Said cabinets and/or shelves and counter or table shall be of sound construction, furnished with surfaces that are easily cleanable and that will not impart any toxic or harmful effect on food.
 - b. A stove or similar device for cooking food and a refrigerator or similar device for the safe storage of food at temperatures less than forty-five (45) degrees Fahrenheit (seven (7) degrees Celsius), but more than thirty-two (32) degrees Fahrenheit (zero (0) degrees Celsius), under average maximum summer conditions, which are properly installed with all necessary connections for safe, sanitary and efficient operation; provided, that such stove, refrigerator and/or similar devices need not be installed when a dwelling unit is not occupied, and that sufficient space and adequate connections for the safe and efficient installation and operation of said stove, refrigerator, and/or similar devices are provided.
 - c. Temporary wiring or extension cords shall not be used in any occupied building, except cords may be permitted for use on maintenance and/or cleaning equipment or devices provided:
 1. Cords are used in continuous lengths without splice;
 2. Cords are Underwriter Laboratory, Inc. approved for the location and use

Section 10-3.22. Continuation of Service

No owner, operator or occupant shall cause any service, facility, equipment or utility which is required under this chapter to be removed from, shut off from, or discontinued for any occupied dwelling or dwelling unit let or occupied by him except for such temporary interruption as may be necessary while actual repairs or alterations are in process or during temporary emergencies when discontinuance of service is approved by the appropriate authority.

Section 10-3.23. Demolition Restoration

Whenever a structure is demolished, whether carried out by the owner or by the code official, such demolition shall also include restoration in compliance with Section 6-35 Restoration of vacant lots following demolitions in Chapter 6 of the Palatine Code of Ordinances. ~~include the filling in of the excavation on which the demolished structure was located in such a manner as to eliminate all potential danger to the public health, safety or welfare arising from such excavation.~~

Section [A] 11~~30~~.1 General. This section shall be amended to read as follow:

The code official shall order the owner or owner's authorized agent of any premises upon which is located any structure, which in the code official's or owner's authorized agent judgment after review is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the owner's option; or where there has been a cessation of normal construction of any structure for a period of more than two years, the code official shall order the owner or owner's authorized agent to demolish and remove such

structure.
(Ord. #O-39-18, 4/16/18)

Section 10-3.24. Limiting board-ups of unoccupied buildings.

(a) Board-ups shall be permitted only in unoccupied buildings wherein the uninhabitability is due to fire, explosion or act of God, and then only for thirty (30) days, unless a building permit for reconstruction or demolition permit is taken out, and then for only thirty (30) additional days.

(b) No unoccupied structure may be boarded up except as above; however, hardware screening may be employed to alleviate vandalism and protect the property.

(c) Board-up or hardware screening may not be used upon any dangerous and unsafe building or uncompleted and abandoned building.

Section 10-3.25.

Delete lines number 5 & 6 of Section 111.4.1~~07.2~~ Form.
(Ord. #0-72-09, §2, 6/15/09)

Section 10-3.26 Method of Service

Section 11.4.2 Method of Service shall be deleted in its entirety and replaced with the following:

Such notice shall be deemed to be properly served where a copy thereof is served in accordance with one of the following methods.

1. A copy is delivered personally.

2. A copy is sent via first class mail addressed to the owner at the last known address.

3. If one (1) or more persons to who such notice is addressed cannot be found after diligent effort to do so, service may be made upon such persons by posting the notice in a conspicuous place in or about the dwelling, dwelling unit, rental dwelling unit or commercial property described in the notice.

~~———— Delete line number 3 of section 107.3 Method of service and replace with the following:~~

~~3. If one (1) or more persons to who such notice is addressed cannot be found after diligent effort to do so, service may be made upon such persons by posting the notice in a conspicuous place in or about the dwelling, dwelling unit, rental dwelling unit or commercial property described in the notice.~~

~~(Ord. #0-72-09, §3, 6/15/09)~~

Section 10-3.27 Placarding

~~Delete Section 107.5 Penalties in its entirety.~~
~~(Ord. #0-72-09, §4, 6/15/09)~~

Amend section 111.7 Placarding by adding the following:

In the event of an emergency or imminent threat to the occupant or public, the code official is authorized to immediately placard the premises without notice or with any notice as the code official deems reasonable under the circumstances.

Section 10-3.28

Add the following to Section 304.15 Doors

All entry areas of multifamily buildings with an existing intercom system shall be maintained in good working condition. The removal of such a device, item or fixture is prohibited and does not constitute repair or maintenance.

(Ord. #0-72-09, §5 6/15/09)

Section 10-3.29

Add the following to Section 304.18 Building Security

All main entrance doors of a multiple dwelling unit building must self-close and automatically lock with a spring-loaded door latch when they close. A key (or electric door buzzer) is required to open them from the outside, and a knob, handle or panic bar from the egress side.

(Ord. #0-72-09, §6, 6/15/09)

Section 10-3.30

Garages and carports that are attached to a rental dwelling (single-family, townhouse, duplex, etc.) with an opening directly from the residence shall ~~have a~~ comply with IRC Section 302.5.1 hinge type self-closer.

(Ord. #0-72-09, §7, 6/15/09)

Section 10-3.31 Reserved Carbon Monoxide Detector Act

~~Carbon monoxide alarms shall be provided as required under the Public Safety (430 ILCS 135 -) Carbon Monoxide Alarm Detector Act. (Ord. #O 39 18, 4/16/18)~~

Sec. 10-4 Inspections

The code official is hereby authorized and directed to develop and adopt plans for the inspection of rental dwelling units subject to the provisions of this chapter, including:

- (1) A plan for the periodic inspection of rental dwelling units subject to the provisions of section 10-15, governing the licensing of the operation of such rental dwelling units.
- (2) A plan for the systematic inspection of dwelling units contained within the Village as may from time to time be designated by the Village Manager.

Sec. 10-5. Inspections--Powers and duties of the code official.

(a) The code official shall enforce the provisions of this chapter and is hereby authorized and directed to make inspections pursuant to one (1) or more of the plans for inspection authorized by section 10-4; or in response to a complaint that an alleged violation of the provisions of this chapter, or of applicable rules and regulations pursuant thereto, may exist; or when the code official has valid reason to believe that a violation of this chapter or any rules or regulations pursuant thereto has been or is being committed.

(b) The code official is hereby authorized to inspect the premises surrounding dwellings, dwelling units and commercial properties subject to this chapter for the purpose of determining whether there is compliance with its provisions.

(c) The code official and the owner, occupant or other person in charge of a dwelling or dwelling unit, subject to this chapter may agree to an inspection by appointment at a time other than the hours provided in this section.

(d) The owner, occupant or other person in charge of a dwelling, dwelling unit or commercial property, upon presentation of proper identification by the code official or his representative, a copy of any relevant plan of inspection pursuant to which entry is sought, and a schedule of the specific areas and facilities to be inspected, shall give the code official entry and free access to every part of the dwelling, dwelling unit or commercial property, or to the premises surrounding any of these.

(e) The code official shall keep confidential all evidence, exclusive of the inspection record, which it may discover or obtain in the course of an inspection made pursuant to this section, and such evidence shall be considered privileged; provided, however, that such information shall be available to any appropriate public safety agency.

(f) If any owner, occupant or other person in charge of a dwelling, dwelling unit or of a multiple dwelling subject to licensing under section 10-15, fails or refuses to permit free access and entry to the structure or premises under his control, or any part thereof, with respect to which an inspection authorized by this chapter is sought to be made, the code official may petition a court of competent jurisdiction for an administrative search warrant.

Secs. 10-6--10-14. Reserved.

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Chapter 10 EXISTING STRUCTURES' MAINTENANCE AND OCCUPANCY*

ARTICLE IV. RENTAL PROPERTY RULES AND REGULATIONS

Sec. 10-15. Licensing of the operation of rental dwelling units.

(a) No person shall operate a rental dwelling unit unless they hold a current, unrevoked rental dwelling license ("Rental Dwelling License") issued by the Village Manager, ~~or his designee~~, in their name for the specifically named rental dwelling unit(s). Additionally, no owner of a rental dwelling unit shall apply for or obtain a homeowners' exemption, or other similar exemption, from Cook County for property tax relief during the term of the Rental Dwelling License without having first received approval from the Village Manager.

(b) Rental Dwelling Licenses for multiple dwelling units under common ownership with common facilities (laundry, garage, furnace and storage rooms, etc.) and/or utilities (heat, water, etc.), and for those multiple dwelling units in the process of converting to condominiums, where the conversion of the entire building has not been completed, shall be used for a period of one ~~(+)~~ year from the date of application, unless sooner revoked, and may be renewed for successive periods not to exceed one ~~(+)~~ year.

Rental Dwelling Licenses for all other rental dwelling units (condominium, townhome, or single-family home) shall be used for a period of one ~~(+)~~ year from the date of application, unless sooner revoked, and may be renewed for successive periods not to exceed one ~~(+)~~ year.

Rental Dwelling Licenses shall not be transferable. Each new owner of a rental dwelling unit must obtain a Rental Operating License.

~~The code official may grant conditional~~ Conditional approval of a Rental Dwelling License ~~may be granted~~ for a term not exceeding six months to those rental dwelling units which cannot be fully licensed due to special circumstances, (e.g., weather conditions, unavailability of required materials or services, or other circumstances as approved by the code official). All requests for a conditional approval of a Rental Dwelling License shall be submitted in writing ~~to and approved by~~ the code official. The conditional term shall be subtracted from the remaining one-year license period. All properties which have not completed full licensure by the end of the conditional term shall be considered unlicensed and shall forfeit all paid fees.
(Ord. 0-72-09, §8, 6/15/09)

(c) The Village Manager ~~or his designee~~ is hereby authorized, upon application therefor, to issue new Rental Dwelling Licenses and renewals thereof in the names of applicant owners or operators of rental dwelling units. No such Rental Dwelling License shall be issued unless the rental dwelling unit, in connection with which the Rental Dwelling License is sought, is found after inspection to meet all applicable rules and regulations pursuant thereto. Rental dwelling units that change ownership will be required to be inspected before a new Rental Dwelling License can be issued. No such license shall be issued unless the rental dwelling unit is found after inspection to meet all applicable requirements of this chapter and applicable rules and regulations pursuant thereto.

(d) No Rental Dwelling License shall be issued or renewed unless the applicant owner or operator has first made application therefor on a fully completed application in the format provided by the Village Manager or his designee. The Village Manager ~~or his designee~~ shall develop the format for such applications and make the same such formats and make it available to the public.

(e) Reserved.

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(f) No rental property shall be scheduled or inspected, nor will a Rental Dwelling License be issued or renewed unless the completed application form for each building is accompanied by payment of the appropriate license fee, cancellation fee, re-inspection fee, and/or late fees, as applicable. (Ord. 0-72-09 §10, 6/15/09; Ord. 0-159-10, §2, 12/13/10 effective 4/1/11)

(g) No Rental Dwelling License shall be issued or renewed for a non-resident applicant, unless such applicant designates in writing to the code official the name of his agent for the receipt of service or notice of violation of the provisions of this chapter and for service of process pursuant to this chapter.

(h) No Rental Dwelling License shall be issued or renewed for a resident applicant unless such applicant has first designated an agent for the receipt of service for violations of the provisions of this chapter when said applicant is absent from the Village for thirty (30) days or more. Such a designation shall be made in conjunction with each application form.

(i) No Rental Dwelling License shall be transferable. Every person holding a Rental Dwelling License shall give notice to the Village's code official within twenty-four (24) hours after having transferred or otherwise disposed of the legal control of any rental dwelling unit. Such notice shall include the name and address of the person succeeding to the ownership or control of such rental dwelling unit.

(j) Reserved.

(k) Whenever, upon inspection of a licensed rental dwelling unit, the code official finds that conditions or practices exist which are in violation of the provisions of this chapter or of any applicable rules and regulations pursuant thereto, they shall serve the owner or operator with notice of such violation in accordance with article VI of this chapter. Unless the violations cited are corrected within the time frame indicated in the notice, the Rental Dwelling License may be suspended.

(l) Any person whose Rental Dwelling License to operate a rental dwelling unit has been suspended shall be entitled to a review of the order by the Village Manager in the manner hereinafter provided by this chapter. If no request for review or appeal is made within ~~fourteen~~ (14) days following the issuance of the order of suspension, the Rental Dwelling License shall be revoked; except that prior to revocation, any person whose Rental Dwelling License has been suspended may request inspection upon showing that the violation or violations cited in the notice have been corrected.

(m) If, upon re-inspection, the code official finds that the rental dwelling unit in connection with which the notice was issued, is now in compliance with this chapter and with the applicable rules and regulations issued pursuant thereto, they shall reinstate the Rental Dwelling License. A request for re-inspection shall not extend the suspension period unless the code official grants such request.

(Ord. No. 0-74-22, 7/11/22; Ord. No. 0-62-24, 7/15/24)

~~(n)~~

Sec. 10-16. Rental Housing Tenant Protection Program ~~Criminal Nuisance Abatement and Crime Free Multi-Housing Program~~

(a) Purpose. The mayor and village council find that all residents are entitled to live in a safe, peaceful, and stable environment free from unnecessary disruption to their quality of life, regardless of where they reside. The mayor and village council further find that certain criminal and disruptive behavior by individual tenants in multifamily housing communities adversely impacts the quality of life for other tenants, consumes a disproportionate allocation of village resources, and contributes to housing instability among vulnerable residents. In order to protect these residents from the negative behaviors of their neighbors, the village adopts the Rental Housing Tenant Protection Program.

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(a-1) Training Program. The owner or the person designated by the owner to manage or otherwise exercise control over residential property, other than a tenant, used for rental purposes, shall attend and complete a training seminar conducted by the village prior to the issuance and as a condition of Crime-Free Multi-Housing Program Seminar. Any owner of property, which property is being rented out for residential purposes, shall attend and complete a Village of Palatine Crime-Free Multi-Housing Program Seminar ("Seminar"). The owner, agent or designee of a new rental dwelling unit shall attend the Seminar prior to obtaining or being issued a new Rental Dwelling License. Agent or designee cannot for the purposes of the Seminar be the renter. The Program Crime-Free Multi-Housing Coordinator ("Coordinator"), as designated by the Chief of Police, may maintain a list of other municipalities who offer similar training programs and Crime-Free Multi-Housing Program Seminars. The Coordinator may accept these programs Seminars as compliant with this Ordinance provided the training received elsewhere has occurred within twelve (12) months prior to acceptance, mirrors the village's program Palatine's Seminar, and meets the program copyright guidelines. Acceptance of another municipality's training programs Crime-Free Multi-Housing Seminars will be at the discretion of the Coordinator.

(b) A property manager shall be considered an agent of the owner. If a new property manager is hired and is replacing the previous property manager who was the representative at the Seminar, the new property manager shall have 90 days after proof of change to attend the training program required by paragraph (a-1) Village of Palatine's Crime-Free Multi-Housing Program Seminar ("Seminar").

(c) Any owner, agent or designee shall attend the training program required by paragraph (a-1) Seminar once, and a refresher course after three ~~(3)~~ years, and be compliant with this Ordinance prior to the expiration of a license for that particular year, or unless otherwise ordered by an administrative hearing.

(d) The ~~Crime-Free Multi-Housing~~ Coordinator shall provide the Director of Community Development or their designee with a list of owners, agents and/or designees who have attended the training program required by paragraph (a-1) Seminar, with the date of attendance and verification that the owner, agent or designee has complied with this section the Ordinance and is eligible to obtain, maintain or renew the Rental Dwelling License.

(e) Reserved. All landlords shall incorporate in the body of all property leases or rental agreements, or renewals of property leases or rental agreements, wording substantially similar to the following (Landlords may use the exact language contained below or use standardized forms from the Division of Property Standards and shall tender a copy to the Crime-Free Multi-Housing Coordinator as part the licensing requirements):

i. Notice of Village of Palatine Ordinances:

"The Village of Palatine has enacted the following in its Code of Ordinances:

Chapter 10, Article IV – Criminal Nuisance Abatement: This article prohibits criminal nuisance activity on properties or the public way located within the corporate limits of the Village of Palatine;

Any violations of the above ordinances or any other federal, state, or local criminal, nuisance, or property maintenance statutes, regulations, or ordinances may result in the EVICTION of the tenant who committed, allowed, or facilitated the violation.

Tenants and all persons who reside in the leased premises, by assuming possession of the same, agree that the landlord or his agents may release to the Police Department any information concerning the identity of all occupants."

ii. Crime free agreement:

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~~"In consideration of the execution or renewal of a lease of the rental dwelling unit identified in this lease, Owner (or Owner's agent or representative) and resident/tenant agree as follows:~~

~~1.— Tenant, any member of the tenant's household, a guest or invitee in the rental dwelling unit or on the common grounds, or any other person in the rental dwelling unit or on the common grounds invited there in any way by the tenant or a member of tenant's household, shall not engage or in any way be involved in, any criminal activity, including drug related criminal activity, on or near the said premises. Criminal activity shall include, but is not limited to, drug related criminal activity. "Drug related criminal activity" means illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use of a controlled substance, cannabis or methamphetamine (as defined in the Illinois Compiled Statutes).~~

~~2.— Tenant, any member of the tenant's household, a guest, or invitee at the rental dwelling unit, or on the common grounds, or any person in the rental dwelling unit or on the common grounds invited there in any way by the tenant or a member of the tenant's household shall not engage in any act intended to facilitate or that does facilitate criminal activity, including drug related criminal activity, or on the said property.~~

~~3.— Tenant, and every member of the household shall not permit the rental dwelling unit to be used for criminal activity, or to facilitate criminal activity, in the rental dwelling unit or on the common grounds, including drug related criminal activity, regardless of whether the individual engaging in such activities is a member of the household, a guest or invitee, and regardless of whether the tenant is present during any such offense.~~

~~4.— Tenant, and members of the tenant's household, a guest, or invitee in the rental dwelling unit or on the common grounds, or any other person in the rental dwelling unit or on the common grounds invited there in any way by tenant or a member of tenant's household, shall not engage in the unlawful manufacturing, selling, using, storing, keeping or giving of a controlled substance, cannabis, or methamphetamine at any location on the property.~~

~~5.— Tenant, any members of the tenant's household, a guest, or invitee in the rental dwelling unit or on the common grounds, or any other person in the rental dwelling unit or on the common grounds invited there in any way by the tenant or a member of the tenant's household, shall not engage in any illegal activity, including prostitution as defined in the Illinois Compiled Statutes, criminal street gang activity as defined in the Illinois Compiled Statutes, threatening or intimidating as prohibited in the Illinois Compiled Statutes, assault as prohibited in the Illinois Compiled Statutes, including but not limited to the unlawful discharge of firearms on or near the rental dwelling unit or common grounds, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenants or involving imminent or actual serious damage as defined in the Illinois Compiled Statutes.~~

~~6.— Violation of any of the above provisions shall be a material and irreparable violation of the lease and good cause for termination of the tenancy, provided, however, a tenant shall not be retaliated against nor evicted when merely a victim of any criminal act prohibited herein, including domestic violence, but shall be responsible for the acts of his/her guests and household members. A single violation of any of the provisions hereof shall be deemed a serious violation and material non-compliance with the lease. It is understood and agreed that a single violation shall be good cause for immediate termination of the lease under the Illinois Compiled Statutes. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence. Tenant consents to venue in any justice court precinct within the county wherein the rental dwelling unit is located in the event Owner initiates legal action against the tenant. Tenant hereby waives any objection to any venue chosen by Owner.~~

~~To the extent permitted by law, tenant agrees that service of process of any legal proceeding, including but not limited to, a special detainer or forcible detainer action, or service of any notice to tenant, shall be effective and sufficient for purposes of providing legal service and conferring personal jurisdiction upon any Illinois court as to any tenant, co-signor, occupant or guarantor, if served upon any occupant or other person of suitable age and discretion who is present at the premises and residing therein, notwithstanding the fact that a tenant, co-signor, occupant or guarantor may reside at a different location other~~

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than the property address described in the lease agreement. This agreement regarding service is in addition to, and not in lieu of, any manner of service authorized under Illinois law or rule. By signing this lease, the undersigned hereby waives any objection to service carried out under the terms of this agreement."

Alternatively, landlords must include the above language, or substantially similar language, in an addendum to all leases or rental agreements or the renewal of leases or rental agreements. Such addendums to property leases and rental agreements must be signed and dated by all of the adult tenants occupying the rental dwelling unit. Landlords who utilize oral leases or no lease agreements must provide a notice to tenants that contains wording substantially similar to the above language. Landlords must keep a copy of the notice, signed and dated by the tenant, which acknowledges receipt of said notice. The above mandatory lease provisions shall be effective for any extension, renewal or modification of the initial lease.

(e-1) All landlords shall incorporate into the body of each lease or rental agreement, or renewals thereof, entered after January 1, 2025 an obligation on each lessee in favor of the lessor to reasonably cooperate with the landlord with respect to the landlord's obligation to make dwellings available for scheduled inspections required by Sec. 10-17 upon 30 days' notice.

(f) All landlords shall incorporate into the body of all leases or rental agreements, or renewals of leases or rental agreements, the first and last names of all individuals who will reside at the subject property during the term of the lease. All such landlords shall also require their tenants, as a condition of their lease, to provide written notice containing the first and last names of any guests who will be temporarily residing at the subject property for more than 21 seven (7) consecutive days. Landlords shall provide, upon either oral or written request, copies of the information to the police department required in subsections (1) and (2) to the Palatine Police Department. Any such oral request shall be followed by a written confirmation of the oral request from the interested party to the police department Palatine Police Department.

(g) Definitions

Abatement means the reduction or cessation of a nuisance through actions by the property owner that show a substantial and/or measurable decrease or alleviation of a nuisance.

Administrative Hearing Officer means a Village employee or an officer or agent of the Village, other than a police officer, whose duty it is to do the following:

- (1) — Preside at an administrative hearing called to determine whether or not a property is or was a nuisance property;
- (2) — Hear testimony and accept evidence from the police, the person in charge/owner/occupant, and all interested parties relevant to the existence of nuisance activity;
- (3) — Preserve and authenticate the transcript and record of the hearing and all exhibits and evidence introduced at the hearing; and
- (4) — Issue and sign a written finding, decision, order stating whether a violation of this article exists.

Aggravated nuisance activities means the commission of or an attempt to commit any of the following activities, behaviors, or conduct as defined by federal, state, or local municipal statute and/or ordinance where a citation is issued given, an arrest is made or conduct constituting a violation has been otherwise documented:

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Homicide; Kidnapping; Criminal housing management; Possession of explosives or incendiary devices; Unlawful use of weapons; Mob action; Child pornography; Production, sale, or distribution of controlled substances in violation of the Controlled Substances Act; Controlled substance violations; Production, sale, or distribution or possession of cannabis in violation of the Cannabis Control Act; streetgang activity as defined by the Gang activity violations as described in the Illinois Streetgang Terrorism Omnibus Prevention Act; promoting prostitution; promoting juvenile prostitution; criminal sexual assault or criminal sexual assault; any other offense enumerated in Article 37 of the Criminal Code of 2012 and defined by law as a public nuisance, and any offense for which any of the offenses listed in this paragraph is a lesser included offense thereof.

Excessive calls for service means an unreasonably high number of calls for emergency services as demonstrated by the village and established by a preponderance of the evidence, including, but not limited to, calls or other contacts with emergency services related to nuisance activities on a particular property that, when compared to other properties in the village of similar type, reasonably indicate that the activity at this property is out of character for the area and is impacting the quality of life of those in the area. Excessive calls for service do not include calls or other contacts with emergency services made (1) with the intent to prevent or respond to domestic violence or sexual violence; or (2) where intervention or emergency assistance was needed to respond to or prevent domestic violence or sexual violence; (3) contacts made by, on behalf of, or otherwise concerning an individual with a disability, for a purpose related to that individual's disability; and (4) any other contact or call for emergency service which any law preemptive of home rule authority prohibits the penalization of landlords or tenants.

Nuisance activities means the commission of or an attempt to commit any of the following activities, behaviors, or conduct, as defined by federal, state or local municipal statute and/or ordinance where a citation is issued given, an arrest is made or conduct constituting a violation has been otherwise documented:

Unlawful assembly; Assault; Battery; Prostitution; Soliciting or patronizing a prostitute; Keeping a house of prostitution; Pandering; Obscenity; Sexual assault and sexual abuse; Public indecency; Disorderly conduct; Illegal gambling; Keeping or maintaining a place of illegal gambling; Unlawful possession of gambling devices; Arson; Criminal damage to property; Illegal consumption, sale or possession of alcohol; aggravated nuisance activities; excessive calls for service; Theft when committed by a tenant or a tenant's invitee while on the property; Interference with public peace officer; Harassment; Indecent exposure; Zoning violations; Loitering; Unlawful possession, sale, distribution or use of fireworks; Aiding and abetting; Conspiracy; Trespass; Drug paraphernalia; Violation of noise ordinance; Abandoned or Junk vehicles; Unlicensed vehicles; Occupancy violations; Garbage or trash violations; Vandalism or graffiti; Violations of any animal regulations; Any violation of 720 ILCS; Any violation of Chapter 12 of the Village of Palatine Code of Ordinances; Illegal dumping, and any offense for which any of the offenses listed in this paragraph is a lesser included offense thereof.

Nuisance activity does not include any conduct specifically set forth in any law preemptive of home rule authority which prohibits the penalization of landlords or tenants for, including, but not limited to Section 1-2-1.5 of the Illinois Municipal Code.

Nuisance property means any property on which the Police Department has had one (1) official police report of an aggravated nuisance activity, or two (2) or more official police reports of nuisance activity which has occurred within a six-month period, arising out of the property.

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~~Person means any natural person, agent, association, firm, partnership, corporation or other entity capable of owning, occupying, or using property in the Village of Palatine.~~

Person in charge means any person, in actual or constructive possession of a property, including, but not limited to, an owner, agent, designee or occupant of property under his ownership or control.

Police Chief means the Chief of Police of the Village of Palatine Police Department or his designee.

Property means any property, including land and that which is affixed, incidental, or appurtenant to land, including, but not limited to, any business or residence, parking area, loading area, landscaping, building or structure or any separate part, unit, or portion thereof, or any business equipment, whether or not permanent. For property consisting of more than one rental dwelling unit, property may be limited to the rental dwelling unit or the portion of the property on which any nuisance activity has occurred or is occurring, but includes areas of the property used in common by all rental dwelling units of property, including, without limitation, other structures erected on the property and areas used for parking, loading, and landscaping.

(h) Nuisance Residential Property. It is hereby declared a nuisance and to be declared against the health, peace and comfort of the Village for any owner-occupied property, or rental property owner, agent, or manager to allow or permit the following: ~~(1a) the resident of an owner-occupied property, or the rental of a residential unit or residential building within an apartment community or governed by a homeowner's association to a tenant who allows any aggravated nuisance activity of the following offenses to occur on such property relating to the tenant, member of the tenant's household, guest, or other party under control of the tenant, to occur: murder, kidnapping, aggravated kidnapping, prostitution, solicitation of prostitution, pandering, obscenity, child pornography, harmful materials, sale of obscene publication, criminal housing management, possession of explosives, unlawful use of weapons, sale of firearms, gambling, keeping a gambling place, concealing a fugitive, violation of the Illinois Controlled Substances Act, violation of the Cannabis Control Act or commission of any two or more of any other crimes under the State of Illinois or under the Federal Government not specifically listed above; (2b) the resident of an owner-occupied property, or the rental of a residential unit, or residential building within an apartment community or governed by a homeowner's association to a tenant who allows any four instances of nuisance activity of the following offenses to occur on such property within a six month period relating to the tenant, member of the tenant's household, guest or other party under control of the tenant to occur: (1) commission of 4 or more Village ordinance violations in a six month period or an unreasonably high number of calls for police service including, but not limited to, calls that may fall within the descriptions listed above that, when compared to other properties in the Village of similar type, reasonably indicate that the activity at this property is out of character for the area and is impacting the quality of life of those in the area.~~

(i) Violations.

(1) Any property on which nuisance activity occurs may be declared a nuisance property. No property shall be declared a nuisance property unless it is proven by a preponderance of the evidence that there ~~have been at least four instances, has been two (2) or more instances~~ of nuisance activity within a six-month period of time arising out of or arising from the property.

(2) Any property on which aggravated nuisance activity occurs may be declared an aggravated nuisance property. No property shall be declared an aggravated nuisance property unless it is proven by a preponderance of the evidence that there has been ~~at least one instance (1) or more~~

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~~instances~~ of aggravated nuisance activity ~~on such property within a six month period of time.~~

(3) Any person or person(s) in charge who ~~(a4)~~ encourages or permits a property to become a nuisance property; ~~(b2)~~ allows a property to continue as a nuisance property; and ~~(c3)~~ fails to implement reasonable and warranted measures, as specified by this ordinance, shall be in violation of this ~~section~~ article.

(4) Each day that a violation of this ~~section~~ ~~article~~ continues shall be considered a separate and distinct offense.

(j) ~~Reserved. Criminal nuisances shall exclude, pursuant to Section 1-2-1.5 of the Illinois Municipal Code, 65 ILCS 5/1-2-1.5:~~

~~(1) — Contacts made to police or other emergency services:~~

~~a. With intent to prevent or respond to domestic violence or sexual violence; or~~

~~b. Where intervention or emergency assistance was needed to respond to or prevent domestic violence or sexual violence; or~~

~~c. Contacts made by, on behalf of, or otherwise concerning an individual with a disability, for a purpose related to that individual's disability; or~~

~~(2) — An incident or incidents of actual or threatened domestic violence or sexual violence against a tenant, household member, or guest occurring within the Village; or~~

~~(3) — Public nuisances (which include criminal activity or a local ordinance violation as defined in 65 ILCS 5/1-2-1.5) occurring in the Village that is directly related to domestic violence, engaged in by a tenant, member of a tenant's household, guest or other party and against a tenant, household member, guest or other party.~~

~~(4) — Not excluded under the circumstances described above are violations of Section 15.2 of the Emergency Telephone System Act, 50 ILCS 750/15.2, Article 26 (Disorderly Conduct) of the Criminal Code of 2012, 720 ILCS 5/26-1 et seq., and Article IX (Forcible Entry and Detainer) of the Code of Civil Procedure, 735 ILCS 5/9-101 et seq. (i) Criminal nuisances shall exclude, pursuant to Section 1-2-1.5 of the Illinois Municipal Code, 65 ILCS 5/1-2-1.5:~~

(k) Procedure.

(1) When the Chief of Police receives one (1) or more documented occurrences of nuisance activities on a property, he may, at his discretion, independently review such reports to determine whether they describe the activities, behaviors, or conduct enumerated under section (G). Upon such a finding, the Chief of Police may, ~~in the chief's~~ ~~at his~~ discretion, do the following:

a. When feasible, notify the person in charge that the property is in danger of becoming a nuisance property. If the Chief of Police sends such notice, the notice shall contain the following information:

1. The street address of the property or a legal description for identification of the property;

2. A statement that the ~~police department~~ ~~Palatine Police Department~~ has information that the property may be a nuisance property along with a concise description of the nuisance activities that exist or that have occurred. The Chief of Police shall offer the person in charge an opportunity to propose a course of action that the Chief of Police agrees will abate the nuisance activities giving rise to the violation.

3. Demand that the person in charge respond to the Chief of Police within ten (10) business days to discuss the nuisance activities.

(2) When the Chief of Police receives documentation of the occurrence of additional nuisance activity on the same property after notice has been given, as specified in section the chief, at his discretion, may do the following:

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a. Notify the person in charge, in writing, that the property has been determined to be a nuisance property. If the Chief of Police sends such notice, the notice shall contain the following information:

1. The street address of the property or a legal description sufficient for identification of the property.
2. A statement that the matter is being brought before an administrative hearing officer, as defined in section of this Code, for a hearing.
3. If the person in charge notifies the Chief of Police immediately, upon receipt of the notice and agrees to abate the nuisance within ten (10) days, or take other agreed upon, timely, and warranted measures, the Chief of Police may, at his discretion, postpone referring the matter to adjudication.
4. Service of notice shall be made either personally or by first-class mail, postage prepaid, addressed to the person in charge at the address of the nuisance property, or such other place which is likely to give the person in charge notice of the determination of the Chief of Police.
5. A copy of the notice shall be served to the owner listed on the owner-occupied property, the rental dwelling operator's license, or at the address shown on the tax rolls of the county in which the property is located, and/or the occupant at the address of the property, if these persons are different than the person in charge, and shall be made either personally or by first-class mail, postage prepaid.
6. The failure of any person to receive notice, as provided above, shall not invalidate or otherwise affect the proceedings under this chapter.

(l) Burden of proof; procedure; fines and remedies.

(1) At the hearing before ~~its duly-appointed the~~ administrative hearing officer, the Village shall have the initial burden of proof to show, by a preponderance of evidence, that the property is a nuisance property.

(2) If a property owner is summoned before the hearing officer due to nuisance property, he shall give notice, in writing, to at least one of his leaseholder(s) on that property. Said notice shall provide the following: The physical address of the property; the date and time that the property owner is to appear before the hearing officer; the fact that the appearance is due to alleged nuisance activity; and the possible sanctions that may be imposed upon the property owner. The notice shall be delivered, either personally or by U.S. mail.

(3) Such a hearing shall be held in accordance with the procedures as specified in this Code. The Village's representative shall present evidence in support of its claim that the property is a nuisance property. The person in charge or his local representative shall be permitted to rebut such evidence and present any other evidence that is, in the discretion of the hearing officer, relevant and reliable.

(4) At the conclusion of the hearing, the hearing officer shall make a determination on the basis of the evidence presented at the hearing, whether or not a code violation exists. The determination shall be in writing and shall be designated as the findings, decisions and order. The hearing officer's decision shall be final and binding, except that the administrative review law, as specified in section of this Ordinance, shall be applicable. The findings, decision and order shall include the hearing officer's findings of fact, a decision whether or not a code violation exists based upon the finding of fact, and an order for abatement of the nuisance activity or sanctioning the person in charge/owner/occupant, as specified in subsection (5) below, or dismissing the case in the event a violation is not proven.

a. A copy of the findings, decision, and order shall be served upon the person in charge, or owner/occupant if different than the person in charge, within ten ~~(+0)~~ business

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days. Service shall be in the same manner as specified in section (J).

b. Payment of any penalty or fine shall be made to the Village Finance Department.

c. In the event that the order provides for the abatement of nuisance activity, the hearing officer shall establish a status date, which would be after the date established for the abatement of the nuisance activity, in order to determine whether there has been compliance with the order. At such time, the hearing officer shall hear testimony and accept any evidence relevant to the compliance with the order and continued abatement of the nuisance activity.

(5) If the hearing officer makes a finding that a property was, or is, a nuisance property, he may impose any or all of the following remedies:

a. Fine the person in charge, and/or the owner/occupant of the property if those persons are different than the person in charge, not less than two hundred dollars (\$200) and not more than one thousand dollars (\$1,000) for each violation of this section. Each day a nuisance activity occurs or continues shall be considered a separate and distinct violation. The hearing officer may, at his discretion, impose such a fine for each day the nuisance activity goes unabated. No person shall be found in violation of this section unless the Village proves by a preponderance of the evidence that the person in charge/owner/occupant failed to take reasonable and warranted measures to abate the nuisance activity. In establishing the amount of any fine, the hearing officer may consider any of the following factors:

1. The actions taken by the person in charge/owner/occupant to mitigate or correct the nuisance activities at the property.
2. The repeated or continuous nature of the problem.
3. The magnitude or gravity of the problem.
4. How cooperative the person in charge/owner/occupant is with the Village.
5. The cost to the Village of investigating, correcting, or attempting to correct the nuisance activities.
6. Any other aggravating or mitigating factor deemed relevant by the hearing officer. Evidence of a property's general reputation and/or the reputation of the persons in or frequenting it shall be admissible.

b. Order the person in charge/owner/occupant to take reasonable, timely and lawful measures to abate the nuisance activity, including specifying deadlines for the same, and in furtherance thereof, may order a period of continued compliance wherein the matter will be returned before the hearing officer to update him/her as to the continued nuisance-free status of the property for a period of up to one (1) year.

c. Suspend ~~or~~ revoke the Rental Dwelling License for the rental dwelling unit(s) involved in the nuisance or aggravated nuisance activity if such property is rented or leased. The hearing officer may order that said rental dwelling unit(s) be closed and secured against all unauthorized access, use, and occupancy for a period of no less than one (1) year. If the hearing officer suspends or revokes the Rental Dwelling License for the rental dwelling unit(s) involved in the nuisance activity, the person in charge, or the owner/occupant of the rental dwelling unit(s) if those persons are different than the person in charge, shall receive written notice from the Village Manager that the license to operate said rental property or the right to lease said unit(s) is suspended or revoked, as the case may be. The suspension or revocation of any license, or any right to lease unit(s), shall not release or discharge the license holder from paying fees or fines under this Code, nor shall such license holder be released from criminal prosecution or further civil proceedings.

d. Order that a vacant or unused nuisance property of whatever use or a vacant lot

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which is a nuisance property, whether residential or commercial, be closed and secured against all unauthorized access, use, and occupancy. The hearing officer may order that the property be closed and secured against all unauthorized access, use, and occupancy for a period of up to one ~~(1)~~ year. The hearing officer may further require that the nuisance property be fenced and/or gated to physically restrict access. ~~He may and~~ also require the hiring of security personnel to assure there is no unauthorized access, use, and occupancy.

e. Issue an order to close and secure any rented or leased, non-licensed, residential property against all unauthorized access, use, or occupancy for a period of not less than ~~sixty~~ (60) days, nor more than one ~~(1)~~ year.

f. If the landlord receives two ~~(2)~~ or more citations within an ~~eighteen~~ (18) month period, for separate incidents stemming from separate rental agreements from the same rental dwelling unit, that require the landlord to abate the nuisance, the Rental Dwelling License can be suspended indefinitely, or revoked by the Village Manager. The ~~eighteen~~ (18) month period begins from the date of the ~~first~~ ~~1st~~ citation ~~is~~ issued to the landlord.

(6) The hearing officer may require each landlord ~~who is found to have violated this article to attend the next available training program administered by the police department or a free training class as administered by the Palatine Police Department or any other entity designated by the Village.~~

(m) Charge for nuisance services.

The Village council finds that any premises which has generated more calls for police service for nuisance activities after being declared a nuisance property, and has received a disproportionate level of police service, to be an undue and inappropriate burden on the taxpayers of the Village. The Village council therefore directs the Chief of Police to charge the owners of such premises the costs associated with abating.

(n) Retaliation prohibited.

~~No owner may. It shall be unlawful for an owner to~~ terminate the lease agreement of a tenant or otherwise retaliate against any tenant because that tenant complained or otherwise notified the Police Department about nuisance activities at the owner's premises. Such eviction or retaliation shall be enforceable as a violation of this article.

(o) The Village may seek to enforce this ~~section Ordinance and avail itself of by seeking~~ any and all remedies ~~under this Chapter~~, including the imposition of fines. In addition, the Village Manager may suspend and/or recommend revocation of any Rental Dwelling License issued hereunder if it appears to his satisfaction from the report of any Village officer or Village employee making an inspection, or any other available information that the licensee is violating this law or ordinance or any law or ordinance, or is in violation of the nuisance section or his operating in a manner not conducive to the public health, morals or safety. Any suspension of a Rental Dwelling License pursuant to this Section may be appealed directly to the Administrative Hearing Officer within 15 days of that decision by the Village Manager for an administrative hearing to be conducted pursuant ~~to this code to Article XXX of the Palatine Code of Ordinances.~~ (Ord. No. O-105-18; 9/4/18)

(p) The ~~village Village~~ or its agent will make its determination to enforce the Ordinance based upon the nature, severity, frequency, and proximity to the property the criminal conduct occurred and consider, in addition to arrest records, criminal history, charges brought as a result of the criminal activity, police reports detailing the criminal conduct, witness statements, and other relevant documentation to make a determination by preponderance of the evidence. The Village or its agent will also consider, prior to enforcement of the Ordinance, any mitigating circumstances, including but not limited to, the circumstances

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surround the criminal conduct, the age of the individual at the time of the conduct, the tenant's rental history, and evidence of any rehabilitation efforts and the reasonable efforts of the owner of the property to abate the nuisance activity without the intervention of the village. (Ord. No. O-105-18; 9/4/18)

(q) Upon enforcement of this ordinance, the owner, agent, or designee of the residential rental property must notify the tenant prior to the initiation of any eviction proceedings, that the tenant may request, within 15 business days of receiving notice of enforcement, an administrative hearing to be conducted to review pursuant to Article XXX of the Palatine Code of Ordinances of the Village's determination of liability decision to enforce the Ordinance and may present any additional evidence to the Village or its Administrative Hearing Officer at that time.

(Ord. No. O-105-18; 9/4/18)

~~(r) — Notwithstanding anything to the contrary in Section 10-16 (e) and (f), the Village shall not enforce its crime-free multi-housing program based on:~~

~~(1) contact made to police or other emergency services, if (i) the contact was made with the intent to prevent or respond to domestic violence or sexual violence; (ii) the intervention or emergency assistance was needed to respond to or prevent domestic violence or sexual violence; or (iii) the contact was made by, on behalf of, or otherwise concerns an individual with a disability and the purpose of the contact was related to that individual's disability;~~

~~(2) an incident or incidents of actual or threatened domestic violence or sexual violence against a tenant, household member, or guest occurring in the rental dwelling unit or on the premises; or~~

~~(3) criminal activity or a Village ordinance violation occurring in the rental dwelling unit or on the premises that is directly relating to domestic violence or sexual violence, engaged in by a tenant, member of a tenant's household, guest, or other party, and against a tenant, household member, guest, or other party.~~

~~(Ord. No. O-139-15, §1, 11/16/15)~~

PALATINE CODE OF ORDINANCES - CHAPTER 10 - EXISTING STRUCTURES' MAINT., ETC.

~~(s) — However, nothing with respect to this Section:~~

~~(1) Limits enforcement of Section 15.2 of the Illinois Emergency Telephone System Act, Article 26 of the Criminal Code of 2012, or Article IX of the Code of Civil Procedure;~~

~~(2) Prohibits the Village from enacting or enforcing its crime free multi housing program and ordinance to impose penalties on the basis of the underlying criminal activity or Village ordinance violation not covered by Section (h) subsections (1), (2), and (3) and to the extent otherwise permitted by existing State and federal law; or~~

~~(3) Limits or prohibits the eviction of or imposition of penalties against the perpetrator of the domestic violence, sexual violence, or other criminal activity.
(65 ILCS 5/1-2-1.5 effective November 19, 2015)~~

~~(Ord. No. 0-139-15, §1, 11/16/15; Ord. No. O-105-18; 9/4/18; Ord. No. O-94-22, 09/12/22)~~

Sec. 10-17. Rental Property Inspection

a) The Village Manager ~~or his designee~~ shall administer ~~conduct~~ inspections of rental dwelling units as follows:

(1) *Multiple dwelling units (e.g., apartments):* Inspections of multiple dwelling units shall be performed annually with the units to be inspected chosen at random.

a. A minimum of twenty-five percent (25%) of the dwelling units must be inspected annually. In the event violations are found during the inspection of any dwelling units, the Village reserves the right to inspect additional dwelling units, up to one hundred percent (100%) within property.

(2) *All other Dwelling Unit Types (condominium, townhome, and single-family):* An inspection of all other dwelling units shall be performed, at a minimum, every other year. In the event violations are found during the inspection of any dwelling units, and deemed to be significant by Village staff, the Village reserves the right to inspect the dwelling unit annually.

(b) *Common Areas:* The Village Manager, ~~or his designee~~, shall require ~~conduct~~ annual inspections of common areas of multiple dwelling units. Any re-inspection of these common areas required as part of the annual inspection process shall be subject to the applicable Rental Dwelling License re-inspection fees. The inspection of these common areas shall include, but is not limited to, all hallways, stairways, lobbies, utility rooms, laundry rooms, storage rooms, recreation rooms, grounds, refuse areas, parking areas, building extensions, signs and other areas designed for common use by dwelling unit occupants. Such inspections are for the purpose of enforcing this article and any other sections of this Code applicable or pertaining thereto.

(c) The holder of a license issued under Sec. 10-15, shall promptly, and not less than 30 days prior to any inspection required under this unit shall give written notice to the lessor of each unit to be inspected of the date and time of the scheduled inspection and obtain from the lessor the lessor's written acknowledgement of the inspection and the lessor's consent to the inspection.

(d) Whenever a person, other than a person licensed under Sec. 10-15, refuses to affirmatively consent to an inspection of their rental dwelling unit as required under this section, the Village Manager

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may elect to (1) conduct an inspection of another rental unit where its occupants have consented to the inspection as an alternative, (2) petition the court for an administrative search warrant for the purposes of conducting the inspection, (3) direct the owner of such property to take legal action to enforce any provision of the tenant's lease requiring such inspection or (4) waive the inspection of any unit required to be inspected under paragraph (a).
(Ord. 0-159-10, §3, 12/13/10 effective 4/1/11; Ord. No. 0-62-24, 7/15/24)

Secs. 10-18-10-20. Reserved.

Consider an Ordinance Adopting the Calendar Year 2025 Annual Budget

6.B.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, 2025).

KEY ISSUES:

The Village Manager introduced and presented the Proposed CY 2025 Budget to the Mayor and Council at the Business, Finance, and Budget Committee Meeting held on Monday, November 4. Follow-up discussion occurred at the regular Committee meeting on November 11. The required Public Hearing was held on November 18.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2025 Budget.

BUDGET IMPACT:

The Proposed CY 2025 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 2025 Annual Budget.

ATTACHMENTS:

- CY 2025 Budget Ordinance
- EXHIBIT A - CY 2025 Budget Worksheet

ORDINANCE NO. O - _____ - 24

AN ORDINANCE PROVIDING FOR
THE CY 2025 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, 2025, 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 18, 2024, 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 2025 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 2nd day of December 2024

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

APPROVED by me this 2nd day of December 2024

Mayor of the Village of Palatine

ATTESTED and FILED in the
Office of the Village Clerk this
2nd day of December 2024

Village Clerk

Attachment: CY 2025 Budget Ordinance (CY 2025 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 2025.

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 2nd day of December 2024.

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

ATTEST:

Kristin La Russo
Deputy Village Clerk

Attachment: CY 2025 Budget Ordinance (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
Taxes		
100 410.05	Property Tax Police Protection	2,768,417.00
100 410.10	Property Tax Fire Protection	2,268,417.00
100 410.15	Property Tax FICA	3,000,000.00
100 410.20	Property Tax IMRF	875,000.00
100 410.30	Property Tax Police Pension	6,175,000.00
100 410.35	Property Tax Fire Pension	6,450,000.00
100 411	Sales Tax Home Rule	7,210,800.00
100 411.50	Sales Tax Municipal Cannabis	50,000.00
100 412	Food & Beverage Tax	1,700,000.00
100 413	Hotel/Motel Tax	75,000.00
Taxes Totals		\$30,572,634.00
Licenses and Permits		
100 420.05	Business Licenses & Permits Professional & Occupational	240,000.00
100 420.10	Business Licenses & Permits Liquor Licenses	500,000.00
100 420.15	Business Licenses & Permits Rental Dwelling License	512,300.00
100 420.95	Business Licenses & Permits Other Licenses & Permits	250,000.00
100 425.05	Non-Business Licenses & Permits Building Permits & Fees	1,200,000.00
100 425.95	Non-Business Licenses & Permits Other Non-Business Lic & Permits	35,000.00
Licenses and Permits Totals		\$2,737,300.00
Intergovernmental Revenues		
100 430.05	Shared Revenues Road & Bridge Tax	625,000.00
100 430.10	Shared Revenues Replacement Tax	175,000.00
100 430.15	Shared Revenues Sales Tax - State	13,100,000.00
100 430.20	Shared Revenues Local Use Tax	1,800,000.00
100 430.25	Shared Revenues State Income Tax	11,203,600.00
100 430.30	Shared Revenues Auto Rental Tax	60,000.00
100 430.50	Shared Revenues Charitable Games Tax	1,250.00
100 432.05	Reimbursements Public Safety	45,000.00
100 432.10	Reimbursements Dist 211 Officer	436,100.00
100 432.15	Reimbursements Dist 211 Academy Officer	264,540.00
100 432.20	Reimbursements Dist 15 Officer	436,100.00
100 432.21	Reimbursements Dist 15 Crossing Guards	39,300.00
100 432.25	Reimbursements Rural Fire District	778,440.00
100 432.30	Reimbursements State Hwy Maintenance	211,763.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
Intergovernmental Revenues		
100 432.35	Reimbursements Park District - CC & CSF	131,265.00
100 432.45	Reimbursements Rural/Meadows Agreement	5,900.00
100 434	Grants	30,000.00
Intergovernmental Revenues Totals		\$29,343,258.00
Charges for Services		
100 440.05	Intragovernmental Service Charge Water	1,150,000.00
100 440.10	Intragovernmental Service Charge Sewer	805,000.00
100 440.15	Intragovernmental Service Charge Refuse	75,000.00
100 440.20	Intragovernmental Service Charge Parking	150,000.00
100 440.25	Intragovernmental Service Charge CDBG	96,026.00
Charges for Services Totals		\$2,276,026.00
Fines and Fees		
100 450.05	Gen Govt Fees CATV Franchise Fees	900,000.00
100 450.10	Gen Govt Fees Photocopy Fees	12,000.00
100 450.15	Gen Govt Fees Mulch Delivery	35,000.00
100 450.95	Gen Govt Fees Other Fees	25,000.00
100 451.05	Comm Dev Fees Plan Review Fees	600,000.00
100 451.10	Comm Dev Fees Inspection Fees	375,000.00
100 452.05	Other PS Fees Special Police Service	220,000.00
100 452.10	Other PS Fees Special Fire Service	25,000.00
100 452.15	Other PS Fees Ambulance Fees	5,000,000.00
100 452.30	Other PS Fees Spiller Pays Fees	5,000.00
100 452.95	Other PS Fees FD Accident Fee	57,600.00
100 454.05	Fines Circuit Court Fines	200,000.00
100 454.15	Fines Compliance Violations	850,000.00
100 454.30	Fines DUI Fines	500.00
100 454.95	Fines Other Fines and Fees	2,000.00
Fines and Fees Totals		\$8,307,100.00
Interest Income		
100 460.05	Interest Income Investments	100,000.00
Interest Income Totals		\$100,000.00
Miscellaneous Revenues		
100 470.05	Rental Income Buildings	133,145.00
100 471.05	Insurance & Property Damage Property Damage Recovery	25,000.00
100 471.10	Insurance & Property Damage Workers Comp Recovery	25,000.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
Miscellaneous Revenues		
100 474.05	Other Misc Reimbursements/Refunds	305,000.00
100 474.15	Other Miscellaneous Forfeitures	5,000.00
100 474.20	Other Streetfest Revenue	185,000.00
100 474.90	Other Miscellaneous Income	5,000.00
Miscellaneous Revenues Totals		\$683,145.00
(Source)/Use of Reserves		
100 499	(Source)/Use of Reserves	(253,763.00)
(Source)/Use of Reserves Totals		(\$253,763.00)
REVENUE TOTALS		\$73,765,700.00
EXPENSE		
Department 10 - Mayor & Council		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-10-01-0000 500.05	Salaries Full Time	93,500.00
Salaries Totals		\$93,500.00
Taxes & Benefits		
100-10-01-0000 510.10	Taxes & Benefits Medicare	1,585.00
100-10-01-0000 510.15	Taxes & Benefits Social Security	6,745.00
100-10-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	156,885.00
100-10-01-0000 510.40	Taxes & Benefits Life Insurance	280.00
100-10-01-0000 510.60	Taxes & Benefits Allowances	14,900.00
Taxes & Benefits Totals		\$180,395.00
Supplies		
100-10-01-0000 520.05	Office Supplies General	350.00
100-10-01-0000 520.10	Office Supplies Paper	200.00
100-10-01-0000 520.15	Office Supplies Printed Forms	350.00
100-10-01-0000 525.35	Operating Supplies Clothing	700.00
100-10-01-0000 525.95	Operating Supplies Other	950.00
Supplies Totals		\$2,550.00
Services & Charges		
100-10-01-0000 540.05	Services Management Consulting	5,500.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 10 - Mayor & Council		
Division 01 - Administration		
Program 0000 - General		
Services & Charges		
100-10-01-0000 575.10	Other Memberships & Publications	33,360.00
100-10-01-0000 575.15	Other Training & Travel	2,500.00
	Services & Charges Totals	\$41,360.00
	Program 0000 - General Totals	\$317,805.00
	Division 01 - Administration Totals	\$317,805.00
	Department 10 - Mayor & Council Totals	\$317,805.00
Department 12 - Boards & Commissions		
Division 04 - Police & Fire Commission		
Program 0000 - General		
Supplies		
100-12-04-0000 520.15	Office Supplies Printed Forms	11,065.00
	Supplies Totals	\$11,065.00
	Services & Charges	
100-12-04-0000 540.95	Services Other	28,800.00
100-12-04-0000 575.10	Other Memberships & Publications	420.00
	Services & Charges Totals	\$29,220.00
	Program 0000 - General Totals	\$40,285.00
	Division 04 - Police & Fire Commission Totals	\$40,285.00
Division 06 - Beautification Commission		
Program 0000 - General		
Supplies		
100-12-06-0000 525.95	Operating Supplies Other	31,240.00
	Supplies Totals	\$31,240.00
	Program 0000 - General Totals	\$31,240.00
	Division 06 - Beautification Commission Totals	\$31,240.00
	Department 12 - Boards & Commissions Totals	\$71,525.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 14 - Village Clerk		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-14-01-0000 500.05	Salaries Full Time	93,265.00
	Salaries Totals	\$93,265.00
Taxes & Benefits		
100-14-01-0000 510.10	Taxes & Benefits Medicare	1,375.00
100-14-01-0000 510.15	Taxes & Benefits Social Security	5,845.00
100-14-01-0000 510.20	Taxes & Benefits IMRF Er Contribution	6,085.00
100-14-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	19,555.00
100-14-01-0000 510.40	Taxes & Benefits Life Insurance	150.00
100-14-01-0000 510.60	Taxes & Benefits Allowances	940.00
	Taxes & Benefits Totals	\$33,950.00
Supplies		
100-14-01-0000 520.05	Office Supplies General	1,150.00
100-14-01-0000 520.10	Office Supplies Paper	600.00
	Supplies Totals	\$1,750.00
Services & Charges		
100-14-01-0000 540.95	Services Other	11,370.00
100-14-01-0000 545.20	Communications Postage	100.00
100-14-01-0000 550.05	Printing/Advertising Legal Notices	7,000.00
100-14-01-0000 575.05	Other Small Tools & Equipment	500.00
100-14-01-0000 575.10	Other Memberships & Publications	235.00
100-14-01-0000 575.15	Other Training & Travel	2,600.00
	Services & Charges Totals	\$21,805.00
	Program 0000 - General Totals	\$150,770.00
	Division 01 - Administration Totals	\$150,770.00
	Department 14 - Village Clerk Totals	\$150,770.00
Department 20 - Village Manager's Office		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-20-01-0000 500.05	Salaries Full Time	606,770.00
100-20-01-0000 500.25	Salaries Special Compensation	16,405.00
	Salaries Totals	\$623,175.00
Taxes & Benefits		
100-20-01-0000 510.05	Taxes & Benefits Deferred Compensation	35,785.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 01 - Administration		
Program 0000 - General		
Taxes & Benefits		
100-20-01-0000 510.10	Taxes & Benefits Medicare	9,950.00
100-20-01-0000 510.15	Taxes & Benefits Social Security	42,530.00
100-20-01-0000 510.20	Taxes & Benefits IMRF Er Contribution	49,585.00
100-20-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	71,610.00
100-20-01-0000 510.40	Taxes & Benefits Life Insurance	3,155.00
100-20-01-0000 510.45	Taxes & Benefits RHS Er Contribution	9,205.00
100-20-01-0000 510.60	Taxes & Benefits Allowances	17,740.00
	Taxes & Benefits Totals	\$239,560.00
Supplies		
100-20-01-0000 520.05	Office Supplies General	1,900.00
100-20-01-0000 520.10	Office Supplies Paper	250.00
	Supplies Totals	\$2,150.00
Services & Charges		
100-20-01-0000 540.95	Services Other	2,500.00
100-20-01-0000 545.20	Communications Postage	45,150.00
100-20-01-0000 570.05	Rental Office Equipment	4,500.00
100-20-01-0000 575.05	Other Small Tools & Equipment	500.00
100-20-01-0000 575.10	Other Memberships & Publications	4,375.00
100-20-01-0000 575.15	Other Training & Travel	8,000.00
	Services & Charges Totals	\$65,025.00
	Program 0000 - General Totals	\$929,910.00
	Division 01 - Administration Totals	\$929,910.00
Division 09 - Public Information/Events		
Program 0000 - General		
Salaries		
100-20-09-0000 500.10	Salaries Part Time	43,465.00
	Salaries Totals	\$43,465.00
Taxes & Benefits		
100-20-09-0000 510.10	Taxes & Benefits Medicare	635.00
100-20-09-0000 510.15	Taxes & Benefits Social Security	2,695.00
100-20-09-0000 510.20	Taxes & Benefits IMRF Er Contribution	3,230.00
	Taxes & Benefits Totals	\$6,560.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 09 - Public Information/Events		
Program 0000 - General		
<i>Supplies</i>		
100-20-09-0000 520.05	Office Supplies General	640.00
100-20-09-0000 520.10	Office Supplies Paper	225.00
100-20-09-0000 525.10	Operating Supplies Medical	300.00
100-20-09-0000 525.95	Operating Supplies Other	6,750.00
	<i>Supplies Totals</i>	\$7,915.00
<i>Services & Charges</i>		
100-20-09-0000 540.45	Services Data Processing/Technology	1,100.00
100-20-09-0000 540.95	Services Other	1,000.00
100-20-09-0000 570.10	Rental Machinery	750.00
100-20-09-0000 575.10	Other Memberships & Publications	520.00
100-20-09-0000 575.15	Other Training & Travel	1,000.00
	<i>Services & Charges Totals</i>	\$4,370.00
	Program 0000 - General Totals	\$62,310.00
Program 2002 - Cable TV/Channel 6		
<i>Salaries</i>		
100-20-09-2002 500.10	Salaries Part Time	4,000.00
	<i>Salaries Totals</i>	\$4,000.00
<i>Taxes & Benefits</i>		
100-20-09-2002 510.10	Taxes & Benefits Medicare	60.00
100-20-09-2002 510.15	Taxes & Benefits Social Security	255.00
	<i>Taxes & Benefits Totals</i>	\$315.00
<i>Supplies</i>		
100-20-09-2002 525.95	Operating Supplies Other	500.00
	<i>Supplies Totals</i>	\$500.00
<i>Services & Charges</i>		
100-20-09-2002 575.05	Other Small Tools & Equipment	750.00
	<i>Services & Charges Totals</i>	\$750.00
	Program 2002 - Cable TV/Channel 6 Totals	\$5,565.00
Program 2004 - Street Fest		
<i>Services & Charges</i>		
100-20-09-2004 540.95	Services Other	240,000.00
	<i>Services & Charges Totals</i>	\$240,000.00
	Program 2004 - Street Fest Totals	\$240,000.00



Budget Worksheet Report

6.B.1.A.b

Budget Year 2025

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 09 - Public Information/Events Totals		\$307,875.00
Department 20 - Village Manager's Office Totals		\$1,237,785.00
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-30-01-0000 500.05 Salaries Full Time		209,090.00
100-30-01-0000 500.10 Salaries Part Time		3,000.00
100-30-01-0000 500.25 Salaries Special Compensation		5,025.00
Salaries Totals		\$217,115.00
Taxes & Benefits		
100-30-01-0000 510.05 Taxes & Benefits Deferred Compensation		12,550.00
100-30-01-0000 510.10 Taxes & Benefits Medicare		3,435.00
100-30-01-0000 510.15 Taxes & Benefits Social Security		14,680.00
100-30-01-0000 510.20 Taxes & Benefits IMRF Er Contribution		16,820.00
100-30-01-0000 510.35 Taxes & Benefits Medical/Dental Insurance		19,555.00
100-30-01-0000 510.40 Taxes & Benefits Life Insurance		275.00
100-30-01-0000 510.60 Taxes & Benefits Allowances		7,020.00
Taxes & Benefits Totals		\$74,335.00
Supplies		
100-30-01-0000 520.05 Office Supplies General		1,000.00
100-30-01-0000 520.10 Office Supplies Paper		250.00
Supplies Totals		\$1,250.00
Services & Charges		
100-30-01-0000 545.20 Communications Postage		250.00
100-30-01-0000 575.05 Other Small Tools & Equipment		500.00
100-30-01-0000 575.10 Other Memberships & Publications		2,550.00
100-30-01-0000 575.15 Other Training & Travel		4,500.00
Services & Charges Totals		\$7,800.00
Program 0000 - General Totals		\$300,500.00
Division 01 - Administration Totals		\$300,500.00
Division 11 - Accounting Services		
Program 0000 - General		
Salaries		
100-30-11-0000 500.05 Salaries Full Time		238,724.00
100-30-11-0000 500.20 Salaries Overtime		500.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 11 - Accounting Services		
Program 0000 - General		
<i>Salaries</i>		
100-30-11-0000 500.25	Salaries Special Compensation	1,000.00
	<i>Salaries Totals</i>	\$240,224.00
<i>Taxes & Benefits</i>		
100-30-11-0000 510.10	Taxes & Benefits Medicare	3,495.00
100-30-11-0000 510.15	Taxes & Benefits Social Security	14,910.00
100-30-11-0000 510.20	Taxes & Benefits IMRF Er Contribution	17,835.00
100-30-11-0000 510.35	Taxes & Benefits Medical/Dental Insurance	39,110.00
100-30-11-0000 510.40	Taxes & Benefits Life Insurance	330.00
	<i>Taxes & Benefits Totals</i>	\$75,680.00
<i>Supplies</i>		
100-30-11-0000 520.05	Office Supplies General	500.00
100-30-11-0000 520.10	Office Supplies Paper	250.00
100-30-11-0000 520.15	Office Supplies Printed Forms	1,000.00
	<i>Supplies Totals</i>	\$1,750.00
<i>Services & Charges</i>		
100-30-11-0000 540.10	Services Financial	54,700.00
100-30-11-0000 540.15	Services Banking	90,000.00
100-30-11-0000 565.35	Repair and Maintenance Software	47,000.00
100-30-11-0000 575.05	Other Small Tools & Equipment	500.00
100-30-11-0000 575.10	Other Memberships & Publications	650.00
100-30-11-0000 575.15	Other Training & Travel	2,250.00
	<i>Services & Charges Totals</i>	\$195,100.00
	Program 0000 - General Totals	\$512,754.00
	Division 11 - Accounting Services Totals	\$512,754.00
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
<i>Salaries</i>		
100-30-12-3021 500.10	Salaries Part Time	37,305.00
100-30-12-3021 500.20	Salaries Overtime	2,500.00
	<i>Salaries Totals</i>	\$39,805.00
<i>Taxes & Benefits</i>		
100-30-12-3021 510.10	Taxes & Benefits Medicare	585.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
Taxes & Benefits		
100-30-12-3021 510.15	Taxes & Benefits Social Security	2,470.00
100-30-12-3021 510.20	Taxes & Benefits IMRF Er Contribution	2,960.00
	Taxes & Benefits Totals	\$6,015.00
Supplies		
100-30-12-3021 520.05	Office Supplies General	500.00
100-30-12-3021 520.10	Office Supplies Paper	250.00
	Supplies Totals	\$750.00
Services & Charges		
100-30-12-3021 540.95	Services Other	5,000.00
100-30-12-3021 565.05	Repair and Maintenance Machinery & Equipment	1,000.00
100-30-12-3021 575.05	Other Small Tools & Equipment	750.00
100-30-12-3021 575.15	Other Training & Travel	500.00
	Services & Charges Totals	\$7,250.00
	Program 3021 - Cashiering Totals	\$53,820.00
	Division 12 - Billing & Collections Totals	\$53,820.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
100-30-17-0000 555.10	Insurance Liability Premiums	1,584,000.00
	Services & Charges Totals	\$1,584,000.00
	Program 0000 - General Totals	\$1,584,000.00
	Division 17 - Village Wide Benefit Programs Totals	\$1,584,000.00
Division 80 - Interfund Transfers		
Program 0000 - General		
Other Financing Uses		
100-30-80-0000 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	\$4,093,074.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 32 - Legal		
Division 13 - Village Attorney		
Program 0000 - General		
Services & Charges		
100-32-13-0000 540.30	Services Legal	303,800.00
100-32-13-0000 545.20	Communications Postage	150.00
	Services & Charges Totals	\$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		
Services & Charges		
100-32-14-0000 540.30	Services Legal	42,745.00
	Services & Charges Totals	\$42,745.00
	Program 0000 - General Totals	\$42,745.00
	Division 14 - Village Prosecutor Totals	\$42,745.00
Division 15 - Labor/Collective Bargaining		
Program 0000 - General		
Services & Charges		
100-32-15-0000 540.30	Services Legal	43,200.00
	Services & Charges Totals	\$43,200.00
	Program 0000 - General Totals	\$43,200.00
	Division 15 - Labor/Collective Bargaining Totals	\$43,200.00
Division 16 - Administrative Adjudication		
Program 0000 - General		
Salaries		
100-32-16-0000 500.05	Salaries Full Time	62,635.00
	Salaries Totals	\$62,635.00
Taxes & Benefits		
100-32-16-0000 510.10	Taxes & Benefits Medicare	910.00
100-32-16-0000 510.15	Taxes & Benefits Social Security	3,885.00
100-32-16-0000 510.20	Taxes & Benefits IMRF Er Contribution	4,650.00
100-32-16-0000 510.35	Taxes & Benefits Medical/Dental Insurance	9,780.00
100-32-16-0000 510.40	Taxes & Benefits Life Insurance	85.00
	Taxes & Benefits Totals	\$19,310.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 32 - Legal		
Division 16 - Administrative Adjudication		
Program 0000 - General		
Supplies		
100-32-16-0000 520.05	Office Supplies General	1,450.00
100-32-16-0000 520.10	Office Supplies Paper	600.00
	Supplies Totals	\$2,050.00
Services & Charges		
100-32-16-0000 540.30	Services Legal	30,000.00
100-32-16-0000 575.10	Other Memberships & Publications	100.00
	Services & Charges Totals	\$30,100.00
	Program 0000 - General Totals	\$114,095.00
	Division 16 - Administrative Adjudication Totals	\$114,095.00
	Department 32 - Legal Totals	\$503,990.00
Department 34 - Human Resources		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-34-01-0000 500.05	Salaries Full Time	263,001.00
100-34-01-0000 500.10	Salaries Part Time	135,225.00
100-34-01-0000 500.20	Salaries Overtime	250.00
100-34-01-0000 500.25	Salaries Special Compensation	3,080.00
	Salaries Totals	\$401,556.00
Taxes & Benefits		
100-34-01-0000 510.05	Taxes & Benefits Deferred Compensation	9,605.00
100-34-01-0000 510.10	Taxes & Benefits Medicare	6,080.00
100-34-01-0000 510.15	Taxes & Benefits Social Security	25,945.00
100-34-01-0000 510.20	Taxes & Benefits IMRF Er Contribution	29,035.00
100-34-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	29,330.00
100-34-01-0000 510.40	Taxes & Benefits Life Insurance	355.00
100-34-01-0000 510.60	Taxes & Benefits Allowances	7,020.00
	Taxes & Benefits Totals	\$107,370.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 34 - Human Resources		
Division 01 - Administration		
Program 0000 - General		
Supplies		
100-34-01-0000 520.05	Office Supplies General	1,350.00
100-34-01-0000 520.10	Office Supplies Paper	500.00
	Supplies Totals	\$1,850.00
Services & Charges		
100-34-01-0000 540.45	Services Data Processing/Technology	200.00
100-34-01-0000 545.20	Communications Postage	300.00
100-34-01-0000 565.35	Repair and Maintenance Software	49,100.00
100-34-01-0000 575.05	Other Small Tools & Equipment	250.00
100-34-01-0000 575.10	Other Memberships & Publications	2,300.00
100-34-01-0000 575.15	Other Training & Travel	6,205.00
	Services & Charges Totals	\$58,355.00
	Program 0000 - General Totals	\$569,131.00
	Division 01 - Administration Totals	\$569,131.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Salaries		
100-34-17-0000 500.25	Salaries Special Compensation	555,000.00
	Salaries Totals	\$555,000.00
Taxes & Benefits		
100-34-17-0000 510.10	Taxes & Benefits Medicare	8,050.00
100-34-17-0000 510.15	Taxes & Benefits Social Security	34,410.00
100-34-17-0000 510.20	Taxes & Benefits IMRF Er Contribution	41,185.00
	Taxes & Benefits Totals	\$83,645.00
Services & Charges		
100-34-17-0000 540.05	Services Management Consulting	675.00
100-34-17-0000 540.40	Services Management Fees	10,000.00
100-34-17-0000 540.95	Services Other	500.00
100-34-17-0000 575.15	Other Training & Travel	5,570.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
100-34-17-0000 575.20	Other Tuition Assistance	15,000.00
	Services & Charges Totals	\$31,745.00
	Program 0000 - General Totals	\$670,390.00
Program 2010 - Wellness Program		
Supplies		
100-34-17-2010 525.95	Operating Supplies Other	6,700.00
	Supplies Totals	\$6,700.00
Services & Charges		
100-34-17-2010 540.95	Services Other	27,500.00
	Services & Charges Totals	\$27,500.00
	Program 2010 - Wellness Program Totals	\$34,200.00
	Division 17 - Village Wide Benefit Programs Totals	\$704,590.00
	Department 34 - Human Resources Totals	\$1,273,721.00
Department 38 - Information Technology		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-38-01-0000 500.05	Salaries Full Time	707,295.00
100-38-01-0000 500.10	Salaries Part Time	8,000.00
100-38-01-0000 500.25	Salaries Special Compensation	10,040.00
	Salaries Totals	\$725,335.00
Taxes & Benefits		
100-38-01-0000 510.05	Taxes & Benefits Deferred Compensation	10,460.00
100-38-01-0000 510.10	Taxes & Benefits Medicare	10,805.00
100-38-01-0000 510.15	Taxes & Benefits Social Security	46,145.00
100-38-01-0000 510.20	Taxes & Benefits IMRF Er Contribution	54,015.00
100-38-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	96,875.00
100-38-01-0000 510.40	Taxes & Benefits Life Insurance	945.00
100-38-01-0000 510.60	Taxes & Benefits Allowances	8,250.00
	Taxes & Benefits Totals	\$227,495.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 38 - Information Technology		
Division 01 - Administration		
Program 0000 - General		
<i>Supplies</i>		
100-38-01-0000 520.05	Office Supplies General	6,850.00
100-38-01-0000 520.10	Office Supplies Paper	350.00
100-38-01-0000 525.95	Operating Supplies Other	200.00
	<i>Supplies Totals</i>	\$7,400.00
<i>Services & Charges</i>		
100-38-01-0000 540.05	Services Management Consulting	25,000.00
100-38-01-0000 540.45	Services Data Processing/Technology	240,570.00
100-38-01-0000 545.20	Communications Postage	740.00
100-38-01-0000 545.95	Communications Other	250.00
100-38-01-0000 565.05	Repair and Maintenance Machinery & Equipment	21,700.00
100-38-01-0000 565.35	Repair and Maintenance Software	71,180.00
100-38-01-0000 570.05	Rental Office Equipment	42,000.00
100-38-01-0000 575.05	Other Small Tools & Equipment	200.00
100-38-01-0000 575.10	Other Memberships & Publications	750.00
100-38-01-0000 575.15	Other Training & Travel	15,680.00
	<i>Services & Charges Totals</i>	\$418,070.00
	Program 0000 - General Totals	\$1,378,300.00
	Division 01 - Administration Totals	\$1,378,300.00
Division 22 - Geographic Information Systems		
Program 0000 - General		
<i>Salaries</i>		
100-38-22-0000 500.05	Salaries Full Time	101,000.00
100-38-22-0000 500.25	Salaries Special Compensation	750.00
	<i>Salaries Totals</i>	\$101,750.00
<i>Taxes & Benefits</i>		
100-38-22-0000 510.10	Taxes & Benefits Medicare	1,480.00
100-38-22-0000 510.15	Taxes & Benefits Social Security	6,310.00
100-38-22-0000 510.20	Taxes & Benefits IMRF Er Contribution	7,550.00
100-38-22-0000 510.35	Taxes & Benefits Medical/Dental Insurance	19,555.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 38 - Information Technology		
Division 22 - Geographic Information Systems		
Program 0000 - General		
Taxes & Benefits		
100-38-22-0000 510.40	Taxes & Benefits Life Insurance	135.00
	Taxes & Benefits Totals	\$35,030.00
Supplies		
100-38-22-0000 520.10	Office Supplies Paper	900.00
	Supplies Totals	\$900.00
Services & Charges		
100-38-22-0000 540.45	Services Data Processing/Technology	250,505.00
100-38-22-0000 565.35	Repair and Maintenance Software	3,500.00
	Services & Charges Totals	\$254,005.00
	Program 0000 - General Totals	\$391,685.00
	Division 22 - Geographic Information Systems Totals	\$391,685.00
Division 23 - Communication Systems		
Program 0000 - General		
Supplies		
100-38-23-0000 525.95	Operating Supplies Other	2,100.00
	Supplies Totals	\$2,100.00
Services & Charges		
100-38-23-0000 545.10	Communications Telephone	27,400.00
100-38-23-0000 545.15	Communications Cell Phones	25,360.00
100-38-23-0000 545.95	Communications Other	43,980.00
100-38-23-0000 565.05	Repair and Maintenance Machinery & Equipment	2,400.00
100-38-23-0000 565.35	Repair and Maintenance Software	30,000.00
100-38-23-0000 575.05	Other Small Tools & Equipment	1,000.00
	Services & Charges Totals	\$130,140.00
	Program 0000 - General Totals	\$132,240.00
	Division 23 - Communication Systems Totals	\$132,240.00
	Department 38 - Information Technology Totals	\$1,902,225.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-40-01-0000 500.05	Salaries Full Time	271,060.00
100-40-01-0000 500.10	Salaries Part Time	8,000.00
100-40-01-0000 500.25	Salaries Special Compensation	4,750.00
	Salaries Totals	\$283,810.00
Taxes & Benefits		
100-40-01-0000 510.05	Taxes & Benefits Deferred Compensation	11,700.00
100-40-01-0000 510.10	Taxes & Benefits Medicare	4,395.00
100-40-01-0000 510.15	Taxes & Benefits Social Security	18,765.00
100-40-01-0000 510.20	Taxes & Benefits IMRF Er Contribution	21,340.00
100-40-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	58,660.00
100-40-01-0000 510.40	Taxes & Benefits Life Insurance	365.00
100-40-01-0000 510.60	Taxes & Benefits Allowances	7,020.00
	Taxes & Benefits Totals	\$122,245.00
Supplies		
100-40-01-0000 520.05	Office Supplies General	4,950.00
100-40-01-0000 520.10	Office Supplies Paper	1,000.00
100-40-01-0000 520.15	Office Supplies Printed Forms	2,500.00
	Supplies Totals	\$8,450.00
Services & Charges		
100-40-01-0000 575.10	Other Memberships & Publications	1,600.00
100-40-01-0000 575.15	Other Training & Travel	5,000.00
	Services & Charges Totals	\$6,600.00
	Program 0000 - General Totals	\$421,105.00
	Division 01 - Administration Totals	\$421,105.00
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
100-40-10-0000 550.15	Printing/Advertising Outside Printing Services	1,000.00
100-40-10-0000 575.10	Other Memberships & Publications	6,350.00
100-40-10-0000 575.15	Other Training & Travel	2,500.00
	Services & Charges Totals	\$9,850.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 10 - Economic Development		
Program 0000 - General		
Other Expenses		
100-40-10-0000 805 Refunds		27,500.00
	Other Expenses Totals	\$27,500.00
	Program 0000 - General Totals	\$37,350.00
	Division 10 - Economic Development Totals	\$37,350.00
Division 24 - Building Permits & Inspections		
Program 0000 - General		
Salaries		
100-40-24-0000 500.05 Salaries Full Time		640,415.00
100-40-24-0000 500.10 Salaries Part Time		48,655.00
100-40-24-0000 500.20 Salaries Overtime		750.00
100-40-24-0000 500.25 Salaries Special Compensation		3,730.00
	Salaries Totals	\$693,550.00
Taxes & Benefits		
100-40-24-0000 510.10 Taxes & Benefits Medicare		10,110.00
100-40-24-0000 510.15 Taxes & Benefits Social Security		43,135.00
100-40-24-0000 510.20 Taxes & Benefits IMRF Er Contribution		51,485.00
100-40-24-0000 510.35 Taxes & Benefits Medical/Dental Insurance		117,780.00
100-40-24-0000 510.40 Taxes & Benefits Life Insurance		865.00
100-40-24-0000 510.60 Taxes & Benefits Allowances		1,800.00
	Taxes & Benefits Totals	\$225,175.00
Supplies		
100-40-24-0000 525.35 Operating Supplies Clothing		1,400.00
	Supplies Totals	\$1,400.00
Services & Charges		
100-40-24-0000 540.20 Services Architectual		51,280.00
100-40-24-0000 540.25 Services Engineering		15,000.00
100-40-24-0000 545.15 Communications Cell Phones		2,180.00
100-40-24-0000 565.05 Repair and Maintenance Machinery & Equipment		1,050.00
100-40-24-0000 565.35 Repair and Maintenance Software		105,000.00
100-40-24-0000 565.95 Repair and Maintenance Vehicle Maint Service Charge		14,555.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 24 - Building Permits & Inspections		
Program 0000 - General		
Services & Charges		
100-40-24-0000 575.10	Other Memberships & Publications	2,000.00
100-40-24-0000 575.15	Other Training & Travel	3,500.00
	Services & Charges Totals	\$194,565.00
	Program 0000 - General Totals	\$1,114,690.00
	Division 24 - Building Permits & Inspections Totals	\$1,114,690.00
Division 25 - Neighborhood Services		
Program 0000 - General		
Salaries		
100-40-25-0000 500.05	Salaries Full Time	575,250.00
100-40-25-0000 500.20	Salaries Overtime	1,500.00
100-40-25-0000 500.25	Salaries Special Compensation	4,510.00
	Salaries Totals	\$581,260.00
Taxes & Benefits		
100-40-25-0000 510.10	Taxes & Benefits Medicare	8,470.00
100-40-25-0000 510.15	Taxes & Benefits Social Security	36,170.00
100-40-25-0000 510.20	Taxes & Benefits IMRF Er Contribution	43,145.00
100-40-25-0000 510.35	Taxes & Benefits Medical/Dental Insurance	126,645.00
100-40-25-0000 510.40	Taxes & Benefits Life Insurance	785.00
100-40-25-0000 510.60	Taxes & Benefits Allowances	1,800.00
	Taxes & Benefits Totals	\$217,015.00
Supplies		
100-40-25-0000 525.35	Operating Supplies Clothing	1,400.00
	Supplies Totals	\$1,400.00
Services & Charges		
100-40-25-0000 545.15	Communications Cell Phones	2,180.00
100-40-25-0000 565.95	Repair and Maintenance Vehicle Maint Service Charge	14,555.00
100-40-25-0000 575.10	Other Memberships & Publications	1,500.00
100-40-25-0000 575.15	Other Training & Travel	2,285.00
	Services & Charges Totals	\$20,520.00
	Program 0000 - General Totals	\$820,195.00
	Division 25 - Neighborhood Services Totals	\$820,195.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 26 - Environmental Health		
Program 0000 - General		
<i>Salaries</i>		
100-40-26-0000 500.05	Salaries Full Time	384,630.00
100-40-26-0000 500.20	Salaries Overtime	750.00
100-40-26-0000 500.25	Salaries Special Compensation	3,515.00
	<i>Salaries Totals</i>	\$388,895.00
<i>Taxes & Benefits</i>		
100-40-26-0000 510.10	Taxes & Benefits Medicare	5,650.00
100-40-26-0000 510.15	Taxes & Benefits Social Security	24,125.00
100-40-26-0000 510.20	Taxes & Benefits IMRF Er Contribution	28,870.00
100-40-26-0000 510.35	Taxes & Benefits Medical/Dental Insurance	68,445.00
100-40-26-0000 510.40	Taxes & Benefits Life Insurance	515.00
	<i>Taxes & Benefits Totals</i>	\$127,605.00
<i>Supplies</i>		
100-40-26-0000 525.25	Operating Supplies Chemicals	350.00
100-40-26-0000 525.35	Operating Supplies Clothing	1,050.00
100-40-26-0000 525.95	Operating Supplies Other	300.00
	<i>Supplies Totals</i>	\$1,700.00
<i>Services & Charges</i>		
100-40-26-0000 540.35	Services Medical	3,000.00
100-40-26-0000 540.60	Services Custodial	12,500.00
100-40-26-0000 545.15	Communications Cell Phones	1,635.00
100-40-26-0000 560.25	Utility Services Refuse Disposal	3,500.00
100-40-26-0000 565.35	Repair and Maintenance Software	10,600.00
100-40-26-0000 565.95	Repair and Maintenance Vehicle Maint Service Charge	14,555.00
100-40-26-0000 575.10	Other Memberships & Publications	1,910.00
100-40-26-0000 575.15	Other Training & Travel	3,000.00
	<i>Services & Charges Totals</i>	\$50,700.00
	Program 0000 - General Totals	\$568,900.00
	Division 26 - Environmental Health Totals	\$568,900.00
Division 44 - Planning & Zoning		
Program 0000 - General		
<i>Salaries</i>		
100-40-44-0000 500.05	Salaries Full Time	345,220.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 44 - Planning & Zoning		
Program 0000 - General		
Salaries		
100-40-44-0000 500.25	Salaries Special Compensation	3,720.00
	Salaries Totals	\$348,940.00
Taxes & Benefits		
100-40-44-0000 510.05	Taxes & Benefits Deferred Compensation	9,265.00
100-40-44-0000 510.10	Taxes & Benefits Medicare	5,300.00
100-40-44-0000 510.15	Taxes & Benefits Social Security	22,655.00
100-40-44-0000 510.20	Taxes & Benefits IMRF Er Contribution	26,585.00
100-40-44-0000 510.35	Taxes & Benefits Medical/Dental Insurance	67,540.00
100-40-44-0000 510.40	Taxes & Benefits Life Insurance	460.00
100-40-44-0000 510.60	Taxes & Benefits Allowances	7,020.00
	Taxes & Benefits Totals	\$138,825.00
Supplies		
100-40-44-0000 520.05	Office Supplies General	2,000.00
100-40-44-0000 520.15	Office Supplies Printed Forms	2,300.00
100-40-44-0000 525.95	Operating Supplies Other	200.00
	Supplies Totals	\$4,500.00
Services & Charges		
100-40-44-0000 545.20	Communications Postage	240.00
100-40-44-0000 550.05	Printing/Advertising Legal Notices	5,000.00
100-40-44-0000 575.10	Other Memberships & Publications	1,535.00
100-40-44-0000 575.15	Other Training & Travel	4,250.00
	Services & Charges Totals	\$11,025.00
	Program 0000 - General Totals	\$503,290.00
	Division 44 - Planning & Zoning Totals	\$503,290.00
	Department 40 - Community Development Totals	\$3,465,530.00
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-42-01-0000 500.05	Salaries Full Time	1,493,505.00
100-42-01-0000 500.25	Salaries Special Compensation	22,265.00
	Salaries Totals	\$1,515,770.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General		
Taxes & Benefits		
100-42-01-0000 510.05	Taxes & Benefits Deferred Compensation	11,580.00
100-42-01-0000 510.10	Taxes & Benefits Medicare	22,245.00
100-42-01-0000 510.15	Taxes & Benefits Social Security	95,060.00
100-42-01-0000 510.20	Taxes & Benefits IMRF Er Contribution	23,755.00
100-42-01-0000 510.25	Taxes & Benefits Police Pension Er Contribution	529,090.00
100-42-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	254,205.00
100-42-01-0000 510.40	Taxes & Benefits Life Insurance	1,990.00
100-42-01-0000 510.60	Taxes & Benefits Allowances	5,400.00
	Taxes & Benefits Totals	\$943,325.00
Supplies		
100-42-01-0000 520.05	Office Supplies General	4,100.00
100-42-01-0000 520.10	Office Supplies Paper	3,000.00
100-42-01-0000 525.05	Operating Supplies Custodial	3,980.00
100-42-01-0000 525.10	Operating Supplies Medical	1,000.00
100-42-01-0000 525.45	Operating Supplies Ammunition	14,640.00
100-42-01-0000 525.95	Operating Supplies Other	3,500.00
	Supplies Totals	\$30,220.00
Services & Charges		
100-42-01-0000 540.35	Services Medical	1,270.00
100-42-01-0000 540.95	Services Other	2,530.00
100-42-01-0000 545.20	Communications Postage	225.00
100-42-01-0000 550.15	Printing/Advertising Outside Printing Services	1,000.00
100-42-01-0000 565.05	Repair and Maintenance Machinery & Equipment	23,150.00
100-42-01-0000 575.10	Other Memberships & Publications	20,570.00
100-42-01-0000 575.15	Other Training & Travel	7,950.00
	Services & Charges Totals	\$56,695.00
	Program 0000 - General Totals	\$2,546,010.00
	Division 01 - Administration Totals	\$2,546,010.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
<i>Salaries</i>		
100-42-27-4201 500.05	Salaries Full Time	8,762,605.00
100-42-27-4201 500.10	Salaries Part Time	138,645.00
100-42-27-4201 500.20	Salaries Overtime	340,575.00
100-42-27-4201 500.25	Salaries Special Compensation	13,850.00
	<i>Salaries Totals</i>	\$9,255,675.00
<i>Taxes & Benefits</i>		
100-42-27-4201 510.10	Taxes & Benefits Medicare	134,460.00
100-42-27-4201 510.15	Taxes & Benefits Social Security	574,285.00
100-42-27-4201 510.20	Taxes & Benefits IMRF Er Contribution	20,565.00
100-42-27-4201 510.25	Taxes & Benefits Police Pension Er Contribution	3,878,480.00
100-42-27-4201 510.35	Taxes & Benefits Medical/Dental Insurance	1,442,245.00
100-42-27-4201 510.40	Taxes & Benefits Life Insurance	11,790.00
100-42-27-4201 510.60	Taxes & Benefits Allowances	3,960.00
	<i>Taxes & Benefits Totals</i>	\$6,065,785.00
<i>Supplies</i>		
100-42-27-4201 520.15	Office Supplies Printed Forms	2,000.00
100-42-27-4201 525.05	Operating Supplies Custodial	50.00
100-42-27-4201 525.35	Operating Supplies Clothing	78,390.00
100-42-27-4201 525.95	Operating Supplies Other	7,100.00
	<i>Supplies Totals</i>	\$87,540.00
<i>Services & Charges</i>		
100-42-27-4201 540.35	Services Medical	9,450.00
100-42-27-4201 540.45	Services Data Processing/Technology	63,800.00
100-42-27-4201 540.95	Services Other	1,200.00
100-42-27-4201 545.10	Communications Telephone	240.00
100-42-27-4201 565.05	Repair and Maintenance Machinery & Equipment	4,015.00
100-42-27-4201 575.05	Other Small Tools & Equipment	1,000.00
100-42-27-4201 575.10	Other Memberships & Publications	120.00
	<i>Services & Charges Totals</i>	\$79,825.00
Program 4201 - Patrol Totals		\$15,488,825.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4202 - Investigation		
<i>Salaries</i>		
100-42-27-4202 500.05	Salaries Full Time	2,748,435.00
100-42-27-4202 500.20	Salaries Overtime	53,045.00
100-42-27-4202 500.25	Salaries Special Compensation	14,800.00
	<i>Salaries Totals</i>	\$2,816,280.00
<i>Taxes & Benefits</i>		
100-42-27-4202 510.10	Taxes & Benefits Medicare	41,145.00
100-42-27-4202 510.15	Taxes & Benefits Social Security	175,805.00
100-42-27-4202 510.25	Taxes & Benefits Police Pension Er Contribution	1,236,020.00
100-42-27-4202 510.35	Taxes & Benefits Medical/Dental Insurance	517,355.00
100-42-27-4202 510.40	Taxes & Benefits Life Insurance	3,700.00
100-42-27-4202 510.60	Taxes & Benefits Allowances	18,260.00
	<i>Taxes & Benefits Totals</i>	\$1,992,285.00
<i>Supplies</i>		
100-42-27-4202 525.95	Operating Supplies Other	6,775.00
	<i>Supplies Totals</i>	\$6,775.00
<i>Services & Charges</i>		
100-42-27-4202 540.95	Services Other	500.00
100-42-27-4202 575.10	Other Memberships & Publications	24,300.00
	<i>Services & Charges Totals</i>	\$24,800.00
	Program 4202 - Investigation Totals	\$4,840,140.00
Program 4203 - Community Engagement & Planning		
<i>Salaries</i>		
100-42-27-4203 500.05	Salaries Full Time	1,384,930.00
100-42-27-4203 500.20	Salaries Overtime	16,500.00
100-42-27-4203 500.25	Salaries Special Compensation	4,250.00
	<i>Salaries Totals</i>	\$1,405,680.00
<i>Taxes & Benefits</i>		
100-42-27-4203 510.10	Taxes & Benefits Medicare	20,455.00
100-42-27-4203 510.15	Taxes & Benefits Social Security	87,360.00
100-42-27-4203 510.20	Taxes & Benefits IMRF Er Contribution	15,085.00
100-42-27-4203 510.25	Taxes & Benefits Police Pension Er Contribution	531,410.00
100-42-27-4203 510.35	Taxes & Benefits Medical/Dental Insurance	244,045.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4203 - Community Engagement & Planning		
<i>Taxes & Benefits</i>		
100-42-27-4203 510.40	Taxes & Benefits Life Insurance	1,850.00
100-42-27-4203 510.60	Taxes & Benefits Allowances	2,880.00
	<i>Taxes & Benefits Totals</i>	\$903,085.00
<i>Supplies</i>		
100-42-27-4203 525.95	Operating Supplies Other	11,435.00
	<i>Supplies Totals</i>	\$11,435.00
<i>Services & Charges</i>		
100-42-27-4203 540.95	Services Other	3,150.00
100-42-27-4203 550.15	Printing/Advertising Outside Printing Services	45.00
100-42-27-4203 565.05	Repair and Maintenance Machinery & Equipment	200.00
100-42-27-4203 575.10	Other Memberships & Publications	1,200.00
	<i>Services & Charges Totals</i>	\$4,595.00
Program 4203 - Community Engagement & Planning	Totals	\$2,324,795.00
Program 4205 - Records & Identification		
<i>Salaries</i>		
100-42-27-4205 500.05	Salaries Full Time	447,210.00
100-42-27-4205 500.10	Salaries Part Time	33,765.00
100-42-27-4205 500.25	Salaries Special Compensation	3,250.00
	<i>Salaries Totals</i>	\$484,225.00
<i>Taxes & Benefits</i>		
100-42-27-4205 510.10	Taxes & Benefits Medicare	7,045.00
100-42-27-4205 510.15	Taxes & Benefits Social Security	30,085.00
100-42-27-4205 510.20	Taxes & Benefits IMRF Er Contribution	35,945.00
100-42-27-4205 510.35	Taxes & Benefits Medical/Dental Insurance	146,200.00
100-42-27-4205 510.40	Taxes & Benefits Life Insurance	610.00
100-42-27-4205 510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$220,605.00
<i>Supplies</i>		
100-42-27-4205 520.15	Office Supplies Printed Forms	2,625.00
	<i>Supplies Totals</i>	\$2,625.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4205 - Records & Identification		
Services & Charges		
100-42-27-4205 565.35	Repair and Maintenance Software	500.00
	Services & Charges Totals	\$500.00
Program 4205 - Records & Identification Totals		\$707,955.00
Program 4206 - Evidence Collection		
Supplies		
100-42-27-4206 525.10	Operating Supplies Medical	250.00
100-42-27-4206 525.95	Operating Supplies Other	6,850.00
	Supplies Totals	\$7,100.00
Services & Charges		
100-42-27-4206 565.35	Repair and Maintenance Software	3,635.00
	Services & Charges Totals	\$3,635.00
Program 4206 - Evidence Collection Totals		\$10,735.00
Program 4207 - Animal Control		
Salaries		
100-42-27-4207 500.05	Salaries Full Time	56,490.00
100-42-27-4207 500.20	Salaries Overtime	500.00
	Salaries Totals	\$56,990.00
Taxes & Benefits		
100-42-27-4207 510.10	Taxes & Benefits Medicare	830.00
100-42-27-4207 510.15	Taxes & Benefits Social Security	3,540.00
100-42-27-4207 510.20	Taxes & Benefits IMRF Er Contribution	4,235.00
100-42-27-4207 510.35	Taxes & Benefits Medical/Dental Insurance	7,575.00
100-42-27-4207 510.40	Taxes & Benefits Life Insurance	80.00
	Taxes & Benefits Totals	\$16,260.00
Supplies		
100-42-27-4207 525.95	Operating Supplies Other	915.00
	Supplies Totals	\$915.00
Services & Charges		
100-42-27-4207 540.95	Services Other	11,350.00
100-42-27-4207 575.10	Other Memberships & Publications	905.00
	Services & Charges Totals	\$12,255.00
Program 4207 - Animal Control Totals		\$86,420.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation Totals		\$23,458,870.00
Division 28 - Traffic Control		
Program 4214 - Crossing Guards		
<i>Salaries</i>		
100-42-28-4214 500.10 Salaries Part Time		62,415.00
<i>Salaries Totals</i>		\$62,415.00
<i>Taxes & Benefits</i>		
100-42-28-4214 510.10 Taxes & Benefits Medicare		945.00
100-42-28-4214 510.15 Taxes & Benefits Social Security		3,870.00
<i>Taxes & Benefits Totals</i>		\$4,815.00
<i>Services & Charges</i>		
100-42-28-4214 575.05 Other Small Tools & Equipment		560.00
<i>Services & Charges Totals</i>		\$560.00
Program 4214 - Crossing Guards Totals		\$67,790.00
Division 28 - Traffic Control Totals		\$67,790.00
Division 29 - Police Training		
Program 0000 - General		
<i>Services & Charges</i>		
100-42-29-0000 575.15 Other Training & Travel		80,245.00
<i>Services & Charges Totals</i>		\$80,245.00
Program 0000 - General Totals		\$80,245.00
Division 29 - Police Training Totals		\$80,245.00
Division 30 - Support Services		
Program 4221 - Communication Services		
<i>Salaries</i>		
100-42-30-4221 500.05 Salaries Full Time		383,690.00
100-42-30-4221 500.10 Salaries Part Time		62,710.00
100-42-30-4221 500.20 Salaries Overtime		3,500.00
100-42-30-4221 500.25 Salaries Special Compensation		1,000.00
<i>Salaries Totals</i>		\$450,900.00
<i>Taxes & Benefits</i>		
100-42-30-4221 510.10 Taxes & Benefits Medicare		6,555.00
100-42-30-4221 510.15 Taxes & Benefits Social Security		27,985.00
100-42-30-4221 510.20 Taxes & Benefits IMRF Er Contribution		33,480.00
100-42-30-4221 510.35 Taxes & Benefits Medical/Dental Insurance		88,005.00
100-42-30-4221 510.40 Taxes & Benefits Life Insurance		520.00
<i>Taxes & Benefits Totals</i>		\$156,545.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 30 - Support Services		
Program 4221 - Communication Services		
<i>Supplies</i>		
100-42-30-4221 530.05	R&M Supplies Equipment Parts	1,000.00
	<i>Supplies Totals</i>	\$1,000.00
<i>Services & Charges</i>		
100-42-30-4221 545.05	Communications Dispatch Services	401,350.00
100-42-30-4221 545.15	Communications Cell Phones	24,000.00
100-42-30-4221 565.05	Repair and Maintenance Machinery & Equipment	500.00
	<i>Services & Charges Totals</i>	\$425,850.00
Program 4221 - Communication Services Totals		\$1,034,295.00
Program 4222 - Automotive Services		
<i>Services & Charges</i>		
100-42-30-4222 565.95	Repair and Maintenance Vehicle Maint Service Charge	582,125.00
	<i>Services & Charges Totals</i>	\$582,125.00
Program 4222 - Automotive Services Totals		\$582,125.00
Division 30 - Support Services Totals		\$1,616,420.00
Division 31 - Special Detail Services		
Program 0000 - General		
<i>Salaries</i>		
100-42-31-0000 500.25	Salaries Special Compensation	198,500.00
	<i>Salaries Totals</i>	\$198,500.00
<i>Taxes & Benefits</i>		
100-42-31-0000 510.10	Taxes & Benefits Medicare	2,890.00
100-42-31-0000 510.15	Taxes & Benefits Social Security	12,310.00
	<i>Taxes & Benefits Totals</i>	\$15,200.00
Program 0000 - General Totals		\$213,700.00
Division 31 - Special Detail Services Totals		\$213,700.00
Department 42 - Police Totals		\$27,983,035.00
Department 44 - Fire		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
100-44-01-0000 500.05	Salaries Full Time	638,985.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-44-01-0000 500.10	Salaries Part Time	29,845.00
100-44-01-0000 500.25	Salaries Special Compensation	13,360.00
	Salaries Totals	\$682,190.00
Taxes & Benefits		
100-44-01-0000 510.05	Taxes & Benefits Deferred Compensation	11,640.00
100-44-01-0000 510.10	Taxes & Benefits Medicare	10,105.00
100-44-01-0000 510.15	Taxes & Benefits Social Security	43,185.00
100-44-01-0000 510.20	Taxes & Benefits IMRF Er Contribution	9,685.00
100-44-01-0000 510.30	Taxes & Benefits Fire Pension Er Contribution	300,995.00
100-44-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	97,770.00
100-44-01-0000 510.40	Taxes & Benefits Life Insurance	850.00
100-44-01-0000 510.60	Taxes & Benefits Allowances	2,520.00
	Taxes & Benefits Totals	\$476,750.00
Supplies		
100-44-01-0000 520.05	Office Supplies General	5,745.00
100-44-01-0000 520.10	Office Supplies Paper	750.00
100-44-01-0000 520.15	Office Supplies Printed Forms	500.00
	Supplies Totals	\$6,995.00
Services & Charges		
100-44-01-0000 545.20	Communications Postage	350.00
100-44-01-0000 575.10	Other Memberships & Publications	8,365.00
100-44-01-0000 575.15	Other Training & Travel	5,250.00
	Services & Charges Totals	\$13,965.00
	Program 0000 - General Totals	\$1,179,900.00
	Division 01 - Administration Totals	\$1,179,900.00
Division 31 - Special Detail Services		
Program 0000 - General		
Salaries		
100-44-31-0000 500.20	Salaries Overtime	20,800.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 31 - Special Detail Services		
Program 0000 - General		
<i>Salaries</i>		
100-44-31-0000 500.25	Salaries Special Compensation	8,390.00
	<i>Salaries Totals</i>	\$29,190.00
<i>Taxes & Benefits</i>		
100-44-31-0000 510.10	Taxes & Benefits Medicare	430.00
100-44-31-0000 510.15	Taxes & Benefits Social Security	1,815.00
	<i>Taxes & Benefits Totals</i>	\$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		
<i>Salaries</i>		
100-44-32-4401 500.05	Salaries Full Time	10,841,030.00
100-44-32-4401 500.20	Salaries Overtime	747,655.00
100-44-32-4401 500.25	Salaries Special Compensation	152,450.00
	<i>Salaries Totals</i>	\$11,741,135.00
<i>Taxes & Benefits</i>		
100-44-32-4401 510.05	Taxes & Benefits Deferred Compensation	21,465.00
100-44-32-4401 510.10	Taxes & Benefits Medicare	170,795.00
100-44-32-4401 510.15	Taxes & Benefits Social Security	729,500.00
100-44-32-4401 510.30	Taxes & Benefits Fire Pension Er Contribution	6,061,375.00
100-44-32-4401 510.35	Taxes & Benefits Medical/Dental Insurance	1,964,735.00
100-44-32-4401 510.40	Taxes & Benefits Life Insurance	14,465.00
	<i>Taxes & Benefits Totals</i>	\$8,962,335.00
<i>Supplies</i>		
100-44-32-4401 525.35	Operating Supplies Clothing	88,475.00
100-44-32-4401 525.95	Operating Supplies Other	2,800.00
100-44-32-4401 530.05	R&M Supplies Equipment Parts	1,850.00
100-44-32-4401 530.15	R&M Supplies Building Repair	11,000.00
	<i>Supplies Totals</i>	\$104,125.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 32 - Fire Service		
Program 4401 - Fire Suppression		
Services & Charges		
100-44-32-4401 540.35	Services Medical	24,000.00
100-44-32-4401 565.05	Repair and Maintenance Machinery & Equipment	46,275.00
100-44-32-4401 565.15	Repair and Maintenance Buildings	7,500.00
100-44-32-4401 565.35	Repair and Maintenance Software	16,455.00
100-44-32-4401 575.05	Other Small Tools & Equipment	25,700.00
Services & Charges Totals		\$119,930.00
Program 4401 - Fire Suppression Totals		\$20,927,525.00
Program 4402 - Paramedic Service		
Supplies		
100-44-32-4402 525.10	Operating Supplies Medical	19,540.00
Supplies Totals		\$19,540.00
Services & Charges		
100-44-32-4402 540.10	Services Financial	1,600,000.00
100-44-32-4402 565.05	Repair and Maintenance Machinery & Equipment	13,200.00
100-44-32-4402 565.35	Repair and Maintenance Software	5,855.00
100-44-32-4402 575.10	Other Memberships & Publications	1,250.00
100-44-32-4402 575.15	Other Training & Travel	10,000.00
Services & Charges Totals		\$1,630,305.00
Program 4402 - Paramedic Service Totals		\$1,649,845.00
Division 32 - Fire Service Totals		\$22,577,370.00
Division 33 - Fire Prevention & Education		
Program 4411 - Fire Prevention		
Salaries		
100-44-33-4411 500.05	Salaries Full Time	202,150.00
100-44-33-4411 500.10	Salaries Part Time	84,765.00
Salaries Totals		\$286,915.00
Taxes & Benefits		
100-44-33-4411 510.10	Taxes & Benefits Medicare	4,185.00
100-44-33-4411 510.15	Taxes & Benefits Social Security	17,855.00
100-44-33-4411 510.20	Taxes & Benefits IMRF Er Contribution	18,865.00
100-44-33-4411 510.35	Taxes & Benefits Medical/Dental Insurance	58,660.00
100-44-33-4411 510.40	Taxes & Benefits Life Insurance	275.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 33 - Fire Prevention & Education		
Program 4411 - Fire Prevention		
Taxes & Benefits		
100-44-33-4411 510.60	Taxes & Benefits Allowances	720.00
	Taxes & Benefits Totals	\$100,560.00
Supplies		
100-44-33-4411 520.05	Office Supplies General	500.00
100-44-33-4411 520.10	Office Supplies Paper	500.00
100-44-33-4411 520.15	Office Supplies Printed Forms	1,000.00
	Supplies Totals	\$2,000.00
Services & Charges		
100-44-33-4411 545.10	Communications Telephone	3,250.00
100-44-33-4411 575.05	Other Small Tools & Equipment	2,500.00
100-44-33-4411 575.10	Other Memberships & Publications	1,620.00
100-44-33-4411 575.15	Other Training & Travel	3,000.00
	Services & Charges Totals	\$10,370.00
	Program 4411 - Fire Prevention Totals	\$399,845.00
Program 4412 - Public Education		
Salaries		
100-44-33-4412 500.20	Salaries Overtime	20,000.00
	Salaries Totals	\$20,000.00
Taxes & Benefits		
100-44-33-4412 510.10	Taxes & Benefits Medicare	290.00
100-44-33-4412 510.15	Taxes & Benefits Social Security	1,240.00
	Taxes & Benefits Totals	\$1,530.00
Supplies		
100-44-33-4412 525.95	Operating Supplies Other	6,400.00
	Supplies Totals	\$6,400.00
	Program 4412 - Public Education Totals	\$27,930.00
	Division 33 - Fire Prevention & Education Totals	\$427,775.00
Division 34 - Fire Training		
Program 0000 - General		
Salaries		
100-44-34-0000 500.05	Salaries Full Time	156,725.00
100-44-34-0000 500.20	Salaries Overtime	54,995.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 34 - Fire Training		
Program 0000 - General		
Salaries		
100-44-34-0000 500.25	Salaries Special Compensation	1,000.00
	Salaries Totals	\$212,720.00
Taxes & Benefits		
100-44-34-0000 510.10	Taxes & Benefits Medicare	3,090.00
100-44-34-0000 510.15	Taxes & Benefits Social Security	13,190.00
100-44-34-0000 510.30	Taxes & Benefits Fire Pension Er Contribution	87,630.00
100-44-34-0000 510.35	Taxes & Benefits Medical/Dental Insurance	29,330.00
100-44-34-0000 510.40	Taxes & Benefits Life Insurance	210.00
	Taxes & Benefits Totals	\$133,450.00
Supplies		
100-44-34-0000 525.95	Operating Supplies Other	2,500.00
	Supplies Totals	\$2,500.00
Services & Charges		
100-44-34-0000 540.95	Services Other	2,000.00
100-44-34-0000 575.05	Other Small Tools & Equipment	12,000.00
100-44-34-0000 575.10	Other Memberships & Publications	2,790.00
100-44-34-0000 575.15	Other Training & Travel	50,000.00
	Services & Charges Totals	\$66,790.00
	Program 0000 - General Totals	\$415,460.00
	Division 34 - Fire Training Totals	\$415,460.00
Division 35 - Support Services		
Program 4421 - Communication Services		
Services & Charges		
100-44-35-4421 545.05	Communications Dispatch Services	100,335.00
100-44-35-4421 545.15	Communications Cell Phones	16,000.00
	Services & Charges Totals	\$116,335.00
	Program 4421 - Communication Services Totals	\$116,335.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 35 - Support Services		
Program 4422 - Automotive Services		
Services & Charges		
100-44-35-4422 565.95	Repair and Maintenance Vehicle Maint Service Charge	436,595.00
	Services & Charges Totals	\$436,595.00
Program 4422 - Automotive Services Totals		\$436,595.00
Division 35 - Support Services Totals		\$552,930.00
Division 37 - Emergency Management		
Program 0000 - General		
Services & Charges		
100-44-37-0000 540.95	Services Other	33,000.00
100-44-37-0000 565.05	Repair and Maintenance Machinery & Equipment	120.00
100-44-37-0000 575.15	Other Training & Travel	500.00
	Services & Charges Totals	\$33,620.00
Program 0000 - General Totals		\$33,620.00
Division 37 - Emergency Management Totals		\$33,620.00
Department 44 - Fire Totals		\$25,218,490.00
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
Salaries		
100-52-01-0000 500.05	Salaries Full Time	972,995.00
100-52-01-0000 500.10	Salaries Part Time	32,000.00
100-52-01-0000 500.20	Salaries Overtime	500.00
100-52-01-0000 500.25	Salaries Special Compensation	25,370.00
	Salaries Totals	\$1,030,865.00
Taxes & Benefits		
100-52-01-0000 510.05	Taxes & Benefits Deferred Compensation	11,905.00
100-52-01-0000 510.10	Taxes & Benefits Medicare	15,315.00
100-52-01-0000 510.15	Taxes & Benefits Social Security	65,355.00
100-52-01-0000 510.20	Taxes & Benefits IMRF Er Contribution	75,020.00
100-52-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	193,885.00
100-52-01-0000 510.40	Taxes & Benefits Life Insurance	1,310.00
100-52-01-0000 510.60	Taxes & Benefits Allowances	10,800.00
	Taxes & Benefits Totals	\$373,590.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
<i>Supplies</i>		
100-52-01-0000 520.05	Office Supplies General	2,780.00
100-52-01-0000 520.10	Office Supplies Paper	2,000.00
100-52-01-0000 520.15	Office Supplies Printed Forms	300.00
100-52-01-0000 525.35	Operating Supplies Clothing	15,500.00
	<i>Supplies Totals</i>	\$20,580.00
<i>Services & Charges</i>		
100-52-01-0000 540.35	Services Medical	2,875.00
100-52-01-0000 540.95	Services Other	600.00
100-52-01-0000 545.20	Communications Postage	500.00
100-52-01-0000 565.95	Repair and Maintenance Vehicle Maint Service Charge	24,260.00
100-52-01-0000 575.05	Other Small Tools & Equipment	1,000.00
100-52-01-0000 575.10	Other Memberships & Publications	7,600.00
100-52-01-0000 575.15	Other Training & Travel	13,000.00
	<i>Services & Charges Totals</i>	\$49,835.00
	Program 0000 - General Totals	\$1,474,870.00
	Division 01 - Administration Totals	\$1,474,870.00
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
<i>Salaries</i>		
100-52-38-5201 500.05	Salaries Full Time	183,025.00
100-52-38-5201 500.20	Salaries Overtime	2,500.00
100-52-38-5201 500.25	Salaries Special Compensation	1,500.00
	<i>Salaries Totals</i>	\$187,025.00
<i>Taxes & Benefits</i>		
100-52-38-5201 510.10	Taxes & Benefits Medicare	2,725.00
100-52-38-5201 510.15	Taxes & Benefits Social Security	11,605.00
100-52-38-5201 510.20	Taxes & Benefits IMRF Er Contribution	13,890.00
100-52-38-5201 510.35	Taxes & Benefits Medical/Dental Insurance	58,660.00
100-52-38-5201 510.40	Taxes & Benefits Life Insurance	250.00
	<i>Taxes & Benefits Totals</i>	\$87,130.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Supplies		
100-52-38-5201 525.05	Operating Supplies Custodial	22,200.00
100-52-38-5201 525.35	Operating Supplies Clothing	1,200.00
	<i>Supplies Totals</i>	<i>\$23,400.00</i>
Services & Charges		
100-52-38-5201 540.60	Services Custodial	97,040.00
100-52-38-5201 540.95	Services Other	98,550.00
100-52-38-5201 560.05	Utility Services Electric	16,000.00
100-52-38-5201 560.10	Utility Services Natural Gas	20,000.00
100-52-38-5201 575.05	Other Small Tools & Equipment	1,560.00
	<i>Services & Charges Totals</i>	<i>\$233,150.00</i>
Program 5201 - Buildings & Grounds Maintenance Totals		\$530,705.00
Program 5202 - Mechanical Maintenance		
Salaries		
100-52-38-5202 500.05	Salaries Full Time	108,740.00
100-52-38-5202 500.20	Salaries Overtime	2,500.00
100-52-38-5202 500.25	Salaries Special Compensation	2,500.00
	<i>Salaries Totals</i>	<i>\$113,740.00</i>
Taxes & Benefits		
100-52-38-5202 510.10	Taxes & Benefits Medicare	1,660.00
100-52-38-5202 510.15	Taxes & Benefits Social Security	7,055.00
100-52-38-5202 510.20	Taxes & Benefits IMRF Er Contribution	8,450.00
100-52-38-5202 510.35	Taxes & Benefits Medical/Dental Insurance	19,555.00
100-52-38-5202 510.40	Taxes & Benefits Life Insurance	145.00
	<i>Taxes & Benefits Totals</i>	<i>\$36,865.00</i>
Supplies		
100-52-38-5202 525.05	Operating Supplies Custodial	6,000.00
100-52-38-5202 530.05	R&M Supplies Equipment Parts	77,360.00
	<i>Supplies Totals</i>	<i>\$83,360.00</i>

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5202 - Mechanical Maintenance		
<i>Services & Charges</i>		
100-52-38-5202 560.05	Utility Services Electric	210,530.00
100-52-38-5202 565.05	Repair and Maintenance Machinery & Equipment	127,245.00
100-52-38-5202 565.95	Repair and Maintenance Vehicle Maint Service Charge	9,705.00
100-52-38-5202 570.10	Rental Machinery	500.00
100-52-38-5202 575.05	Other Small Tools & Equipment	1,280.00
	<i>Services & Charges Totals</i>	\$349,260.00
Program 5202 - Mechanical Maintenance Totals		\$583,225.00
Division 38 - Building, Grounds, Electrical Totals		\$1,113,930.00
Division 39 - Forestry		
Program 5211 - Tree Maintenance		
<i>Salaries</i>		
100-52-39-5211 500.05	Salaries Full Time	472,045.00
100-52-39-5211 500.20	Salaries Overtime	10,000.00
100-52-39-5211 500.25	Salaries Special Compensation	7,000.00
	<i>Salaries Totals</i>	\$489,045.00
<i>Taxes & Benefits</i>		
100-52-39-5211 510.10	Taxes & Benefits Medicare	7,120.00
100-52-39-5211 510.15	Taxes & Benefits Social Security	30,380.00
100-52-39-5211 510.20	Taxes & Benefits IMRF Er Contribution	36,305.00
100-52-39-5211 510.35	Taxes & Benefits Medical/Dental Insurance	117,325.00
100-52-39-5211 510.40	Taxes & Benefits Life Insurance	635.00
100-52-39-5211 510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$192,485.00
<i>Supplies</i>		
100-52-39-5211 525.25	Operating Supplies Chemicals	4,155.00
100-52-39-5211 525.35	Operating Supplies Clothing	3,000.00
100-52-39-5211 525.95	Operating Supplies Other	5,540.00
	<i>Supplies Totals</i>	\$12,695.00
<i>Services & Charges</i>		
100-52-39-5211 545.15	Communications Cell Phones	545.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 39 - Forestry		
Program 5211 - Tree Maintenance		
<i>Services & Charges</i>		
100-52-39-5211 565.25	Repair and Maintenance Landscape	203,025.00
100-52-39-5211 565.95	Repair and Maintenance Vehicle Maint	67,915.00
	Service Charge	
100-52-39-5211 575.05	Other Small Tools & Equipment	4,000.00
	<i>Services & Charges Totals</i>	\$275,485.00
Program 5211 - Tree Maintenance Totals		\$969,710.00
Program 5212 - Landscape Maintenance		
<i>Salaries</i>		
100-52-39-5212 500.05	Salaries Full Time	183,415.00
100-52-39-5212 500.10	Salaries Part Time	40,000.00
100-52-39-5212 500.20	Salaries Overtime	1,000.00
100-52-39-5212 500.25	Salaries Special Compensation	5,000.00
	<i>Salaries Totals</i>	\$229,415.00
<i>Taxes & Benefits</i>		
100-52-39-5212 510.10	Taxes & Benefits Medicare	3,340.00
100-52-39-5212 510.15	Taxes & Benefits Social Security	14,255.00
100-52-39-5212 510.20	Taxes & Benefits IMRF Er Contribution	17,035.00
100-52-39-5212 510.35	Taxes & Benefits Medical/Dental Insurance	48,885.00
100-52-39-5212 510.40	Taxes & Benefits Life Insurance	250.00
100-52-39-5212 510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$84,125.00
<i>Supplies</i>		
100-52-39-5212 525.25	Operating Supplies Chemicals	3,000.00
100-52-39-5212 525.35	Operating Supplies Clothing	1,200.00
100-52-39-5212 525.95	Operating Supplies Other	20,000.00
	<i>Supplies Totals</i>	\$24,200.00
<i>Services & Charges</i>		
100-52-39-5212 565.25	Repair and Maintenance Landscape	149,000.00
100-52-39-5212 565.95	Repair and Maintenance Vehicle Maint	67,915.00
	Service Charge	
100-52-39-5212 575.05	Other Small Tools & Equipment	3,000.00
	<i>Services & Charges Totals</i>	\$219,915.00
Program 5212 - Landscape Maintenance Totals		\$557,655.00
Division 39 - Forestry Totals		\$1,527,365.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5231 - Pavement Maintenance		
<i>Salaries</i>		
100-52-41-5231 500.05	Salaries Full Time	679,965.00
100-52-41-5231 500.10	Salaries Part Time	5,000.00
100-52-41-5231 500.20	Salaries Overtime	146,000.00
100-52-41-5231 500.25	Salaries Special Compensation	14,000.00
	<i>Salaries Totals</i>	\$844,965.00
<i>Taxes & Benefits</i>		
100-52-41-5231 510.10	Taxes & Benefits Medicare	12,295.00
100-52-41-5231 510.15	Taxes & Benefits Social Security	52,490.00
100-52-41-5231 510.20	Taxes & Benefits IMRF Er Contribution	62,345.00
100-52-41-5231 510.35	Taxes & Benefits Medical/Dental Insurance	166,210.00
100-52-41-5231 510.40	Taxes & Benefits Life Insurance	920.00
100-52-41-5231 510.60	Taxes & Benefits Allowances	1,080.00
	<i>Taxes & Benefits Totals</i>	\$295,340.00
<i>Supplies</i>		
100-52-41-5231 525.25	Operating Supplies Chemicals	30,000.00
100-52-41-5231 525.30	Operating Supplies Salt	227,000.00
100-52-41-5231 525.35	Operating Supplies Clothing	3,600.00
100-52-41-5231 525.40	Operating Supplies Shop Materials	1,500.00
100-52-41-5231 530.20	R&M Supplies Street Maintenance	412,780.00
	<i>Supplies Totals</i>	\$674,880.00
<i>Services & Charges</i>		
100-52-41-5231 540.95	Services Other	153,500.00
100-52-41-5231 560.25	Utility Services Refuse Disposal	20,000.00
100-52-41-5231 565.20	Repair and Maintenance Streets	89,400.00
100-52-41-5231 565.95	Repair and Maintenance Vehicle Maint Service Charge	198,860.00
100-52-41-5231 570.10	Rental Machinery	39,660.00
100-52-41-5231 575.05	Other Small Tools & Equipment	9,000.00
	<i>Services & Charges Totals</i>	\$510,420.00
Program 5231 - Pavement Maintenance Totals		\$2,325,605.00
Program 5232 - Traffic Control & Safety Signs		
<i>Salaries</i>		
100-52-41-5232 500.05	Salaries Full Time	190,210.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5232 - Traffic Control & Safety Signs		
Salaries		
100-52-41-5232 500.20	Salaries Overtime	500.00
100-52-41-5232 500.25	Salaries Special Compensation	7,000.00
	Salaries Totals	\$197,710.00
Taxes & Benefits		
100-52-41-5232 510.10	Taxes & Benefits Medicare	2,885.00
100-52-41-5232 510.15	Taxes & Benefits Social Security	12,295.00
100-52-41-5232 510.20	Taxes & Benefits IMRF Er Contribution	14,685.00
100-52-41-5232 510.35	Taxes & Benefits Medical/Dental Insurance	39,110.00
100-52-41-5232 510.40	Taxes & Benefits Life Insurance	255.00
100-52-41-5232 510.60	Taxes & Benefits Allowances	360.00
	Taxes & Benefits Totals	\$69,590.00
Supplies		
100-52-41-5232 525.35	Operating Supplies Clothing	1,200.00
100-52-41-5232 525.40	Operating Supplies Shop Materials	25,000.00
	Supplies Totals	\$26,200.00
Services & Charges		
100-52-41-5232 540.95	Services Other	45,500.00
100-52-41-5232 560.05	Utility Services Electric	700.00
100-52-41-5232 565.95	Repair and Maintenance Vehicle Maint Service Charge	48,515.00
100-52-41-5232 575.05	Other Small Tools & Equipment	2,800.00
	Services & Charges Totals	\$97,515.00
Program 5232 - Traffic Control & Safety Signs	Totals	\$391,015.00
Program 5233 - Rights of Way Maintenance		
Salaries		
100-52-41-5233 500.05	Salaries Full Time	250,220.00
100-52-41-5233 500.20	Salaries Overtime	2,500.00
100-52-41-5233 500.25	Salaries Special Compensation	7,000.00
	Salaries Totals	\$259,720.00
Taxes & Benefits		
100-52-41-5233 510.10	Taxes & Benefits Medicare	3,780.00
100-52-41-5233 510.15	Taxes & Benefits Social Security	16,115.00
100-52-41-5233 510.20	Taxes & Benefits IMRF Er Contribution	19,285.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5233 - Rights of Way Maintenance		
<i>Taxes & Benefits</i>		
100-52-41-5233 510.35	Taxes & Benefits Medical/Dental Insurance	48,890.00
100-52-41-5233 510.40	Taxes & Benefits Life Insurance	335.00
	<i>Taxes & Benefits Totals</i>	\$88,405.00
<i>Supplies</i>		
100-52-41-5233 525.35	Operating Supplies Clothing	1,800.00
	<i>Supplies Totals</i>	\$1,800.00
<i>Services & Charges</i>		
100-52-41-5233 545.15	Communications Cell Phones	545.00
100-52-41-5233 560.25	Utility Services Refuse Disposal	2,000.00
100-52-41-5233 565.25	Repair and Maintenance Landscape	1,530.00
100-52-41-5233 565.95	Repair and Maintenance Vehicle Maint Service Charge	130,980.00
100-52-41-5233 575.05	Other Small Tools & Equipment	100.00
	<i>Services & Charges Totals</i>	\$135,155.00
Program 5233 - Rights of Way Maintenance Totals		\$485,080.00
Division 41 - Streets Totals		\$3,201,700.00
Division 43 - Engineering		
Program 0000 - General		
<i>Salaries</i>		
100-52-43-0000 500.05	Salaries Full Time	168,930.00
	<i>Salaries Totals</i>	\$168,930.00
<i>Taxes & Benefits</i>		
100-52-43-0000 510.10	Taxes & Benefits Medicare	2,465.00
100-52-43-0000 510.15	Taxes & Benefits Social Security	10,520.00
100-52-43-0000 510.20	Taxes & Benefits IMRF Er Contribution	12,540.00
100-52-43-0000 510.35	Taxes & Benefits Medical/Dental Insurance	8,880.00
100-52-43-0000 510.40	Taxes & Benefits Life Insurance	230.00
100-52-43-0000 510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$35,355.00
<i>Supplies</i>		
100-52-43-0000 520.10	Office Supplies Paper	200.00
100-52-43-0000 525.95	Operating Supplies Other	100.00
	<i>Supplies Totals</i>	\$300.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 43 - Engineering		
Program 0000 - General		
Services & Charges		
100-52-43-0000 540.20	Services Architectural	1,300.00
100-52-43-0000 540.25	Services Engineering	20,000.00
100-52-43-0000 540.45	Services Data Processing/Technology	500.00
100-52-43-0000 565.05	Repair and Maintenance Machinery & Equipment	500.00
100-52-43-0000 565.35	Repair and Maintenance Software	3,000.00
	Services & Charges Totals	\$25,300.00
	Program 0000 - General Totals	\$229,885.00
	Division 43 - Engineering Totals	\$229,885.00
	Department 52 - Public Works Totals	\$7,547,750.00
	EXPENSE TOTALS	\$73,765,700.00
Fund 100 - General Fund Totals		
	REVENUE TOTALS	\$73,765,700.00
	EXPENSE TOTALS	\$73,765,700.00
Fund 100 - General Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 205 - Motor Fuel Tax Fund		
REVENUE		
Intergovernmental Revenues		
205 430.35	Shared Revenues Motor Fuel Tax	2,974,000.00
	Intergovernmental Revenues Totals	\$2,974,000.00
Interest Income		
205 460.05	Interest Income Investments	5,000.00
	Interest Income Totals	\$5,000.00
(Source)/Use of Reserves		
205 499	(Source)/Use of Reserves	(47,927.00)
	(Source)/Use of Reserves Totals	(\$47,927.00)
	REVENUE TOTALS	\$2,931,073.00
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6060 - Streets		
Capital Outlay		
205-52-75-6060 615	Improvements Other Than Buildings	2,931,073.00
	Capital Outlay Totals	\$2,931,073.00
	Program 6060 - Streets Totals	\$2,931,073.00
	Division 75 - Capital Outlay Totals	\$2,931,073.00
	Department 52 - Public Works Totals	\$2,931,073.00
	EXPENSE TOTALS	\$2,931,073.00
Fund 205 - Motor Fuel Tax Fund Totals		
	REVENUE TOTALS	\$2,931,073.00
	EXPENSE TOTALS	\$2,931,073.00
Fund 205 - Motor Fuel Tax Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 210 - Community Dev Block Grant Fund		
REVENUE		
Intergovernmental Revenues		
210 434	Grants	480,133.00
	Intergovernmental Revenues Totals	\$480,133.00
	REVENUE TOTALS	\$480,133.00
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
210-30-80-0000 540.90	Services Administrative Service Charge	96,026.00
	Services & Charges Totals	\$96,026.00
	Program 0000 - General Totals	\$96,026.00
	Division 80 - Interfund Transfers Totals	\$96,026.00
	Department 30 - Finance & Operations Totals	\$96,026.00
Department 40 - Community Development		
Division 21 - Community Development		
Program 0000 - General		
Services & Charges		
210-40-21-0000 540.95	Services Other	72,019.00
	Services & Charges Totals	\$72,019.00
	Program 0000 - General Totals	\$72,019.00
	Division 21 - Community Development Totals	\$72,019.00
	Department 40 - Community Development Totals	\$72,019.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 210 - Community Dev Block Grant Fund		
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6040 - Rights of Way Improvements		
Capital Outlay		
210-52-75-6040 615	Improvements Other Than Buildings	312,088.00
	Capital Outlay Totals	\$312,088.00
Program 6040 - Rights of Way Improvements		\$312,088.00
	Totals	
Division 75 - Capital Outlay	Totals	\$312,088.00
Department 52 - Public Works	Totals	\$312,088.00
	EXPENSE TOTALS	\$480,133.00
Fund 210 - Community Dev Block Grant Fund	Totals	
	REVENUE TOTALS	\$480,133.00
	EXPENSE TOTALS	\$480,133.00
Fund 210 - Community Dev Block Grant Fund	Totals	\$0.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 221 - Federal Equitable Sharing Fund		
REVENUE		
Intergovernmental Revenues		
221 434	Grants	100,000.00
	Intergovernmental Revenues Totals	\$100,000.00
	(Source)/Use of Reserves	
221 499	(Source)/Use of Reserves	10,250.00
	(Source)/Use of Reserves Totals	\$10,250.00
	REVENUE TOTALS	\$110,250.00
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
Supplies		
221-42-27-4201 525.95	Operating Supplies Other	83,250.00
	Supplies Totals	\$83,250.00
	Program 4201 - Patrol Totals	\$83,250.00
	Division 27 - Crime Control & Investigation Totals	\$83,250.00
Division 75 - Capital Outlay		
Program 0000 - General		
Capital Outlay		
221-42-75-0000 635	Office and Other Equipment	27,000.00
	Capital Outlay Totals	\$27,000.00
	Program 0000 - General Totals	\$27,000.00
	Division 75 - Capital Outlay Totals	\$27,000.00
	Department 42 - Police Totals	\$110,250.00
	EXPENSE TOTALS	\$110,250.00
Fund 221 - Federal Equitable Sharing Fund Totals		
	REVENUE TOTALS	\$110,250.00
	EXPENSE TOTALS	\$110,250.00
Fund 221 - Federal Equitable Sharing Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 222 - State Equitable Sharing Fund		
REVENUE		
Intergovernmental Revenues		
222 434	Grants	20,000.00
	Intergovernmental Revenues Totals	\$20,000.00
	(Source)/Use of Reserves	
222 499	(Source)/Use of Reserves	45,750.00
	(Source)/Use of Reserves Totals	\$45,750.00
	REVENUE TOTALS	\$65,750.00
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
Supplies		
222-42-27-4201 525.95	Operating Supplies Other	35,000.00
	Supplies Totals	\$35,000.00
	Program 4201 - Patrol Totals	\$35,000.00
	Division 27 - Crime Control & Investigation Totals	\$35,000.00
Division 75 - Capital Outlay		
Program 0000 - General		
Capital Outlay		
222-42-75-0000 635	Office and Other Equipment	30,750.00
	Capital Outlay Totals	\$30,750.00
	Program 0000 - General Totals	\$30,750.00
	Division 75 - Capital Outlay Totals	\$30,750.00
	Department 42 - Police Totals	\$65,750.00
	EXPENSE TOTALS	\$65,750.00
Fund 222 - State Equitable Sharing Fund Totals		
	REVENUE TOTALS	\$65,750.00
	EXPENSE TOTALS	\$65,750.00
Fund 222 - State Equitable Sharing Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 224 - Foreign Fire Insurance Tax Fund		
REVENUE		
Intergovernmental Revenues		
224 430.40	Shared Revenues Foreign Fire Insurance Tax	100,000.00
	Intergovernmental Revenues Totals	\$100,000.00
	REVENUE TOTALS	\$100,000.00
EXPENSE		
Department 44 - Fire		
Division 31 - Special Detail Services		
Program 0000 - General		
Supplies		
224-44-31-0000 525.95	Operating Supplies Other	100,000.00
	Supplies Totals	\$100,000.00
	Program 0000 - General Totals	\$100,000.00
	Division 31 - Special Detail Services Totals	\$100,000.00
	Department 44 - Fire Totals	\$100,000.00
	EXPENSE TOTALS	\$100,000.00
Fund 224 - Foreign Fire Insurance Tax Fund Totals		
	REVENUE TOTALS	\$100,000.00
	EXPENSE TOTALS	\$100,000.00
Fund 224 - Foreign Fire Insurance Tax Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 233 - Downtown Area TIF (TIF #3) Fund		
REVENUE		
Taxes		
233 410.95	Property Tax TIF Increment	7,500,000.00
	Taxes Totals	\$7,500,000.00
Interest Income		
233 460.05	Interest Income Investments	1,000.00
	Interest Income Totals	\$1,000.00
(Source)/Use of Reserves		
233 499	(Source)/Use of Reserves	2,579,000.00
	(Source)/Use of Reserves Totals	\$2,579,000.00
	REVENUE TOTALS	\$10,080,000.00
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
233-20-10-0000 540.10	Services Financial	5,000.00
233-20-10-0000 540.30	Services Legal	5,000.00
	Services & Charges Totals	\$10,000.00
Other Expenses		
233-20-10-0000 815	Rebates	7,500,000.00
	Other Expenses Totals	\$7,500,000.00
	Program 0000 - General Totals	\$7,510,000.00
	Division 10 - Economic Development Totals	\$7,510,000.00
	Department 20 - Village Manager's Office Totals	\$7,510,000.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 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		
233-52-75-6010 615	Improvements Other Than Buildings	2,570,000.00
	Capital Outlay Totals	\$2,570,000.00
Program 6010 - Buildings & Facilities Totals		\$2,570,000.00
Division 75 - Capital Outlay Totals		\$2,570,000.00
Department 52 - Public Works Totals		\$2,570,000.00
	EXPENSE TOTALS	\$10,080,000.00
Fund 233 - Downtown Area TIF (TIF #3) Fund Totals		
	REVENUE TOTALS	\$10,080,000.00
	EXPENSE TOTALS	\$10,080,000.00
Fund 233 - Downtown Area TIF (TIF #3) Fund Totals		\$0.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
REVENUE		
Taxes		
234 410.95	Property Tax TIF Increment	3,000,000.00
	Taxes Totals	\$3,000,000.00
Interest Income		
234 460.05	Interest Income Investments	2,500.00
	Interest Income Totals	\$2,500.00
(Source)/Use of Reserves		
234 499	(Source)/Use of Reserves	(728,822.00)
	(Source)/Use of Reserves Totals	(\$728,822.00)
	REVENUE TOTALS	\$2,273,678.00
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
234-20-10-0000 540.10	Services Financial	5,000.00
234-20-10-0000 540.30	Services Legal	5,000.00
	Services & Charges Totals	\$10,000.00
Other Expenses		
234-20-10-0000 820	TIF Development	527,283.00
	Other Expenses Totals	\$527,283.00
	Program 0000 - General Totals	\$537,283.00
	Division 10 - Economic Development Totals	\$537,283.00
	Department 20 - Village Manager's Office Totals	\$537,283.00
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3068 - GO Tax Ref Series 2014B (TIF 4)		
Debt Service		
234-30-70-3068 705	Principal	790,000.00
234-30-70-3068 710	Interest	26,070.00
234-30-70-3068 715	Paying Agent Fees	750.00
	Debt Service Totals	\$816,820.00
	Program 3068 - GO Tax Ref Series 2014B (TIF 4) Totals	\$816,820.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3073 - GO Tax Ref Series 2017D (TIF 4)		
Debt Service		
234-30-70-3073 705	Principal	725,000.00
234-30-70-3073 710	Interest	44,100.00
234-30-70-3073 715	Paying Agent Fees	475.00
	Debt Service Totals	\$769,575.00
Program 3073 - GO Tax Ref Series 2017D (TIF 4)	Totals	\$769,575.00
	Division 70 - Debt Service Totals	\$1,586,395.00
Department 30 - Finance & Operations Totals		\$1,586,395.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6040 - Rights of Way Improvements		
Capital Outlay		
234-52-75-6040 615	Improvements Other Than Buildings	150,000.00
	Capital Outlay Totals	\$150,000.00
Program 6040 - Rights of Way Improvements	Totals	\$150,000.00
	Division 75 - Capital Outlay Totals	\$150,000.00
Department 52 - Public Works Totals		\$150,000.00
	EXPENSE TOTALS	\$2,273,678.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund Totals		
	REVENUE TOTALS	\$2,273,678.00
	EXPENSE TOTALS	\$2,273,678.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund		
REVENUE		
Taxes		
235 410.95	Property Tax TIF Increment	1,200,000.00
	Taxes Totals	\$1,200,000.00
Interest Income		
235 460.05	Interest Income Investments	500.00
	Interest Income Totals	\$500.00
(Source)/Use of Reserves		
235 499	(Source)/Use of Reserves	(45,500.00)
	(Source)/Use of Reserves Totals	(\$45,500.00)
	REVENUE TOTALS	\$1,155,000.00
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
235-20-10-0000 540.10	Services Financial	5,000.00
	Services & Charges Totals	\$5,000.00
Other Expenses		
235-20-10-0000 815	Rebates	1,100,000.00
235-20-10-0000 820	TIF Development	50,000.00
	Other Expenses Totals	\$1,150,000.00
	Program 0000 - General Totals	\$1,155,000.00
	Division 10 - Economic Development Totals	\$1,155,000.00
	Department 20 - Village Manager's Office Totals	\$1,155,000.00
	EXPENSE TOTALS	\$1,155,000.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund Totals		
	REVENUE TOTALS	\$1,155,000.00
	EXPENSE TOTALS	\$1,155,000.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 236 - 53/Dundee TIF (TIF #6) Fund		
REVENUE		
Taxes		
236 410.95	Property Tax TIF Increment	60,000.00
	Taxes Totals	\$60,000.00
	REVENUE TOTALS	\$60,000.00
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
236-20-10-0000 540.10	Services Financial	5,000.00
236-20-10-0000 540.30	Services Legal	5,000.00
	Services & Charges Totals	\$10,000.00
Other Expenses		
236-20-10-0000 820	TIF Development	50,000.00
	Other Expenses Totals	\$50,000.00
	Program 0000 - General Totals	\$60,000.00
	Division 10 - Economic Development Totals	\$60,000.00
	Department 20 - Village Manager's Office Totals	\$60,000.00
	EXPENSE TOTALS	\$60,000.00
Fund 236 - 53/Dundee TIF (TIF #6) Fund Totals		
	REVENUE TOTALS	\$60,000.00
	EXPENSE TOTALS	\$60,000.00
Fund 236 - 53/Dundee TIF (TIF #6) Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 300 - Debt Service Fund		
REVENUE		
Interest Income		
300 460.05	Interest Income Investments	756,068.00
	Interest Income Totals	\$756,068.00
	(Source)/Use of Reserves	
300 499	(Source)/Use of Reserves	1,695,363.00
	(Source)/Use of Reserves Totals	\$1,695,363.00
	REVENUE TOTALS	\$2,451,431.00
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3071 - GO Ref Series 2017B		
Debt Service		
300-30-70-3071 705	Principal	485,000.00
300-30-70-3071 710	Interest	14,550.00
300-30-70-3071 715	Paying Agent Fees	475.00
	Debt Service Totals	\$500,025.00
	Program 3071 - GO Ref Series 2017B Totals	\$500,025.00
Program 3074 - GO Ref Series 2018		
Debt Service		
300-30-70-3074 705	Principal	600,000.00
300-30-70-3074 710	Interest	169,500.00
300-30-70-3074 715	Paying Agent Fees	475.00
	Debt Service Totals	\$769,975.00
	Program 3074 - GO Ref Series 2018 Totals	\$769,975.00
Program 3075 - GO Ref Series 2020		
Debt Service		
300-30-70-3075 705	Principal	725,000.00
300-30-70-3075 710	Interest	455,956.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 300 - Debt Service Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3075 - GO Ref Series 2020		
Debt Service		
300-30-70-3075 715	Paying Agent Fees	475.00
	Debt Service Totals	\$1,181,431.00
Program 3075 - GO Ref Series 2020	Totals	\$1,181,431.00
Division 70 - Debt Service	Totals	\$2,451,431.00
Department 30 - Finance & Operations	Totals	\$2,451,431.00
	EXPENSE TOTALS	\$2,451,431.00
Fund 300 - Debt Service Fund	Totals	
	REVENUE TOTALS	\$2,451,431.00
	EXPENSE TOTALS	\$2,451,431.00
Fund 300 - Debt Service Fund	Totals	\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 401 - Capital Equipment Fund		
REVENUE		
Taxes		
401 415	Electric Use Utility Tax	1,000,000.00
	Taxes Totals	\$1,000,000.00
Intergovernmental Revenues		
401 430.65	Shared Revenues Video Gaming Tax	221,500.00
	Intergovernmental Revenues Totals	\$221,500.00
Interest Income		
401 460.05	Interest Income Investments	25,000.00
	Interest Income Totals	\$25,000.00
Miscellaneous Revenues		
401 470.10	Rental Income Communication Tower	398,900.00
401 472.05	Sales Capital Assets	50,000.00
	Miscellaneous Revenues Totals	\$448,900.00
Other Financing Sources		
401 481	Interfund Transfers In	650,000.00
	Other Financing Sources Totals	\$650,000.00
(Source)/Use of Reserves		
401 499	(Source)/Use of Reserves	995,720.00
	(Source)/Use of Reserves Totals	\$995,720.00
	REVENUE TOTALS	\$3,341,120.00
EXPENSE		
Department 38 - Information Technology		
Division 75 - Capital Outlay		
Program 6030 - Technology		
Capital Outlay		
401-38-75-6030 640	Technology	373,600.00
	Capital Outlay Totals	\$373,600.00
	Program 6030 - Technology Totals	\$373,600.00
	Division 75 - Capital Outlay Totals	\$373,600.00
	Department 38 - Information Technology Totals	\$373,600.00

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G/L Account	Account Description	2025 Proposed Annual Budget
Fund 401 - Capital Equipment Fund		
EXPENSE		
Department 44 - Fire		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
Capital Outlay		
401-44-75-6070 625	Motor Vehicles	1,155,590.00
401-44-75-6070 635	Office and Other Equipment	257,100.00
	Capital Outlay Totals	\$1,412,690.00
Program 6070 - Vehicles & Equipment	Totals	\$1,412,690.00
Division 75 - Capital Outlay	Totals	\$1,412,690.00
Department 44 - Fire	Totals	\$1,412,690.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
Capital Outlay		
401-52-75-6070 625	Motor Vehicles	1,549,830.00
401-52-75-6070 635	Office and Other Equipment	5,000.00
	Capital Outlay Totals	\$1,554,830.00
Program 6070 - Vehicles & Equipment	Totals	\$1,554,830.00
Division 75 - Capital Outlay	Totals	\$1,554,830.00
Department 52 - Public Works	Totals	\$1,554,830.00
	EXPENSE TOTALS	\$3,341,120.00
Fund 401 - Capital Equipment Fund	Totals	
	REVENUE TOTALS	\$3,341,120.00
	EXPENSE TOTALS	\$3,341,120.00
Fund 401 - Capital Equipment Fund	Totals	\$0.00

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G/L Account	Account Description	2025 Proposed Annual Budget
Fund 402 - Capital Improvement Fund		
REVENUE		
Taxes		
402 414	Simplified Telecommunications Tax	675,000.00
402 415	Electric Use Utility Tax	1,000,000.00
	Taxes Totals	\$1,675,000.00
Intergovernmental Revenues		
402 430.55	Shared Revenues TIF Surplus	420,000.00
402 430.60	Shared Revenues Cannabis Excise Tax	115,000.00
	Intergovernmental Revenues Totals	\$535,000.00
Interest Income		
402 460.05	Interest Income Investments	25,000.00
	Interest Income Totals	\$25,000.00
Other Financing Sources		
402 481	Interfund Transfers In	45,000.00
	Other Financing Sources Totals	\$45,000.00
(Source)/Use of Reserves		
402 499	(Source)/Use of Reserves	794,076.00
	(Source)/Use of Reserves Totals	\$794,076.00
	REVENUE TOTALS	\$3,074,076.00
EXPENSE		
Department 42 - Police		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
402-42-75-6010 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		
402-44-75-6010 610	Buildings & Structures	270,000.00
	Capital Outlay Totals	\$270,000.00
	Program 6010 - Buildings & Facilities Totals	\$270,000.00
	Division 75 - Capital Outlay Totals	\$270,000.00
	Department 44 - Fire Totals	\$270,000.00

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G/L Account	Account Description	2025 Proposed Annual Budget
Fund 402 - Capital Improvement Fund		
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
402-52-75-6010 610	Buildings & Structures	274,000.00
402-52-75-6010 615	Improvements Other Than Buildings	40,000.00
	Capital Outlay Totals	\$314,000.00
Program 6010 - Buildings & Facilities	Totals	\$314,000.00
Program 6040 - Rights of Way Improvements		
Capital Outlay		
402-52-75-6040 615	Improvements Other Than Buildings	330,000.00
	Capital Outlay Totals	\$330,000.00
Program 6040 - Rights of Way Improvements	Totals	\$330,000.00
Program 6060 - Streets		
Capital Outlay		
402-52-75-6060 615	Improvements Other Than Buildings	2,110,076.00
	Capital Outlay Totals	\$2,110,076.00
Program 6060 - Streets	Totals	\$2,110,076.00
Division 75 - Capital Outlay	Totals	\$2,754,076.00
Department 52 - Public Works	Totals	\$2,754,076.00
	EXPENSE TOTALS	\$3,074,076.00
Fund 402 - Capital Improvement Fund	Totals	
	REVENUE TOTALS	\$3,074,076.00
	EXPENSE TOTALS	\$3,074,076.00
Fund 402 - Capital Improvement Fund	Totals	\$0.00

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G/L Account	Account Description	2025 Proposed Annual Budget
Fund 435 - CSF Renovation Fund		
REVENUE		
Taxes		
435 410.40	Property Tax Infrastructure	1,000,000.00
	Taxes Totals	\$1,000,000.00
Other Financing Sources		
435 481	Interfund Transfers In	3,642,000.00
	Other Financing Sources Totals	\$3,642,000.00
(Source)/Use of Reserves		
435 499	(Source)/Use of Reserves	(2,642,000.00)
	(Source)/Use of Reserves Totals	(\$2,642,000.00)
	REVENUE TOTALS	\$2,000,000.00
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
435-52-75-6010 610	Buildings & Structures	2,000,000.00
	Capital Outlay Totals	\$2,000,000.00
	Program 6010 - Buildings & Facilities Totals	\$2,000,000.00
	Division 75 - Capital Outlay Totals	\$2,000,000.00
	Department 52 - Public Works Totals	\$2,000,000.00
	EXPENSE TOTALS	\$2,000,000.00
Fund 435 - CSF Renovation Fund Totals		
	REVENUE TOTALS	\$2,000,000.00
	EXPENSE TOTALS	\$2,000,000.00
Fund 435 - CSF Renovation Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
REVENUE		
<i>Intergovernmental Revenues</i>		
605 432.35	Reimbursements Park District - CC & CSF	30,000.00
	<i>Intergovernmental Revenues Totals</i>	\$30,000.00
<i>Charges for Services</i>		
605 441.05	Water Service Resident - Regular	11,002,000.00
605 441.15	Water Service Resident - User Charge	1,757,405.00
605 441.20	Water Service Resident - Penalties	65,000.00
605 441.25	Water Service Non-Resident - Regular	1,634,000.00
605 441.30	Water Service Non-Resident - IOTP	87,000.00
605 441.35	Water Service Non-Resident - Deer Park	532,000.00
605 441.40	Water Service Non-Resident - User Charge	127,130.00
605 441.45	Water Service Non-Resident - Penalties	10,000.00
605 441.55	Water Service Water Meter Sales	15,000.00
605 441.60	Water Service Turn On Fee	20,000.00
605 441.65	Water Service Water Use	10,000.00
605 441.70	Water Service Water Syst Dev Surcharge	15,000.00
605 441.75	Water Service Water Extensions	20,000.00
605 441.80	Water Service Water Connection	10,000.00
	<i>Charges for Services Totals</i>	\$15,304,535.00
<i>Interest Income</i>		
605 460.05	Interest Income Investments	15,000.00
	<i>Interest Income Totals</i>	\$15,000.00
<i>Miscellaneous Revenues</i>		
605 474.05	Other Misc Reimbursements/Refunds	436,500.00
605 474.90	Other Miscellaneous Income	5,000.00
	<i>Miscellaneous Revenues Totals</i>	\$441,500.00
<i>(Source)/Use of Reserves</i>		
605 499	(Source)/Use of Reserves	6,456,754.00
	<i>(Source)/Use of Reserves Totals</i>	\$6,456,754.00
	REVENUE TOTALS	\$22,247,789.00
EXPENSE		
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
605-30-01-0000 500.05	Salaries Full Time	134,875.00
605-30-01-0000 500.25	Salaries Special Compensation	2,595.00
	<i>Salaries Totals</i>	\$137,470.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
<i>Taxes & Benefits</i>		
605-30-01-0000 510.10	Taxes & Benefits Medicare	2,005.00
605-30-01-0000 510.15	Taxes & Benefits Social Security	8,570.00
605-30-01-0000 510.20	Taxes & Benefits IMRF Er Contribution	10,205.00
605-30-01-0000 510.35	Taxes & Benefits Medical/Dental Insurance	29,330.00
605-30-01-0000 510.40	Taxes & Benefits Life Insurance	180.00
605-30-01-0000 510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$51,010.00
<i>Services & Charges</i>		
605-30-01-0000 575.10	Other Memberships & Publications	650.00
605-30-01-0000 575.15	Other Training & Travel	4,000.00
	<i>Services & Charges Totals</i>	\$4,650.00
	Program 0000 - General Totals	\$193,130.00
	Division 01 - Administration Totals	\$193,130.00
Division 11 - Accounting Services		
Program 0000 - General		
<i>Salaries</i>		
605-30-11-0000 500.05	Salaries Full Time	91,540.00
	<i>Salaries Totals</i>	\$91,540.00
<i>Taxes & Benefits</i>		
605-30-11-0000 510.10	Taxes & Benefits Medicare	1,340.00
605-30-11-0000 510.15	Taxes & Benefits Social Security	5,725.00
605-30-11-0000 510.20	Taxes & Benefits IMRF Er Contribution	6,795.00
605-30-11-0000 510.35	Taxes & Benefits Medical/Dental Insurance	9,780.00
605-30-11-0000 510.40	Taxes & Benefits Life Insurance	120.00
605-30-11-0000 510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$24,480.00
<i>Services & Charges</i>		
605-30-11-0000 540.10	Services Financial	17,500.00
605-30-11-0000 540.15	Services Banking	140,100.00
605-30-11-0000 575.10	Other Memberships & Publications	650.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 11 - Accounting Services		
Program 0000 - General		
<i>Services & Charges</i>		
605-30-11-0000 575.15 Other Training & Travel		1,500.00
<i>Services & Charges Totals</i>		\$159,750.00
Program 0000 - General Totals		\$275,770.00
Division 11 - Accounting Services Totals		\$275,770.00
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
<i>Salaries</i>		
605-30-12-3021 500.10 Salaries Part Time		36,390.00
605-30-12-3021 500.20 Salaries Overtime		2,500.00
<i>Salaries Totals</i>		\$38,890.00
<i>Taxes & Benefits</i>		
605-30-12-3021 510.10 Taxes & Benefits Medicare		570.00
605-30-12-3021 510.15 Taxes & Benefits Social Security		2,415.00
605-30-12-3021 510.20 Taxes & Benefits IMRF Er Contribution		2,895.00
<i>Taxes & Benefits Totals</i>		\$5,880.00
Program 3021 - Cashiering Totals		\$44,770.00
Program 3022 - Utility Billing		
<i>Salaries</i>		
605-30-12-3022 500.05 Salaries Full Time		120,735.00
605-30-12-3022 500.20 Salaries Overtime		1,000.00
<i>Salaries Totals</i>		\$121,735.00
<i>Taxes & Benefits</i>		
605-30-12-3022 510.10 Taxes & Benefits Medicare		1,770.00
605-30-12-3022 510.15 Taxes & Benefits Social Security		7,555.00
605-30-12-3022 510.20 Taxes & Benefits IMRF Er Contribution		9,035.00
605-30-12-3022 510.35 Taxes & Benefits Medical/Dental Insurance		19,555.00
605-30-12-3022 510.40 Taxes & Benefits Life Insurance		170.00
<i>Taxes & Benefits Totals</i>		\$38,085.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3022 - Utility Billing		
Supplies		
605-30-12-3022 520.05	Office Supplies General	600.00
605-30-12-3022 520.10	Office Supplies Paper	400.00
	Supplies Totals	\$1,000.00
Services & Charges		
605-30-12-3022 545.20	Communications Postage	65,000.00
605-30-12-3022 550.15	Printing/Advertising Outside Printing Services	39,000.00
605-30-12-3022 565.35	Repair and Maintenance Software	37,100.00
605-30-12-3022 575.05	Other Small Tools & Equipment	500.00
605-30-12-3022 575.15	Other Training & Travel	500.00
	Services & Charges Totals	\$142,100.00
	Program 3022 - Utility Billing Totals	\$302,920.00
	Division 12 - Billing & Collections Totals	\$347,690.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
605-30-17-0000 555.10	Insurance Liability Premiums	100,000.00
	Services & Charges Totals	\$100,000.00
	Program 0000 - General Totals	\$100,000.00
	Division 17 - Village Wide Benefit Programs Totals	\$100,000.00
Division 70 - Debt Service		
Program 3069 - GO Series 2015		
Debt Service		
605-30-70-3069 705	Principal	696,000.00
605-30-70-3069 710	Interest	26,200.00
605-30-70-3069 715	Paying Agent Fees	600.00
	Debt Service Totals	\$722,800.00
	Program 3069 - GO Series 2015 Totals	\$722,800.00
	Division 70 - Debt Service Totals	\$722,800.00

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G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
<i>Services & Charges</i>		
605-30-80-0000 540.90	Services Administrative Service Charge	1,150,000.00
	<i>Services & Charges Totals</i>	\$1,150,000.00
<i>Other Financing Uses</i>		
605-30-80-0000 905	Interfund Transfers Out	1,325,000.00
	<i>Other Financing Uses Totals</i>	\$1,325,000.00
	Program 0000 - General Totals	\$2,475,000.00
	Division 80 - Interfund Transfers Totals	\$2,475,000.00
	Department 30 - Finance & Operations Totals	\$4,114,390.00
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
<i>Salaries</i>		
605-34-17-0000 500.25	Salaries Special Compensation	6,000.00
	<i>Salaries Totals</i>	\$6,000.00
<i>Taxes & Benefits</i>		
605-34-17-0000 510.10	Taxes & Benefits Medicare	90.00
605-34-17-0000 510.15	Taxes & Benefits Social Security	375.00
605-34-17-0000 510.20	Taxes & Benefits IMRF Er Contribution	450.00
	<i>Taxes & Benefits Totals</i>	\$915.00
	Program 0000 - General Totals	\$6,915.00
	Division 17 - Village Wide Benefit Programs Totals	\$6,915.00
	Department 34 - Human Resources Totals	\$6,915.00
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
<i>Supplies</i>		
605-52-01-0000 520.05	Office Supplies General	4,700.00
	<i>Supplies Totals</i>	\$4,700.00
<i>Services & Charges</i>		
605-52-01-0000 545.15	Communications Cell Phones	1,090.00
605-52-01-0000 565.05	Repair and Maintenance Machinery & Equipment	500.00
605-52-01-0000 575.10	Other Memberships & Publications	17,500.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
Services & Charges		
605-52-01-0000 575.15	Other Training & Travel	5,705.00
	Services & Charges Totals	\$24,795.00
	Program 0000 - General Totals	\$29,495.00
	Division 01 - Administration Totals	\$29,495.00
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Salaries		
605-52-38-5201 500.05	Salaries Full Time	108,110.00
605-52-38-5201 500.20	Salaries Overtime	1,035.00
605-52-38-5201 500.25	Salaries Special Compensation	2,000.00
	Salaries Totals	\$111,145.00
Taxes & Benefits		
605-52-38-5201 510.10	Taxes & Benefits Medicare	1,620.00
605-52-38-5201 510.15	Taxes & Benefits Social Security	6,895.00
605-52-38-5201 510.20	Taxes & Benefits IMRF Er Contribution	8,255.00
605-52-38-5201 510.35	Taxes & Benefits Medical/Dental Insurance	29,330.00
605-52-38-5201 510.40	Taxes & Benefits Life Insurance	145.00
	Taxes & Benefits Totals	\$46,245.00
Supplies		
605-52-38-5201 525.05	Operating Supplies Custodial	12,000.00
605-52-38-5201 525.35	Operating Supplies Clothing	1,200.00
605-52-38-5201 530.05	R&M Supplies Equipment Parts	9,040.00
	Supplies Totals	\$22,240.00
Services & Charges		
605-52-38-5201 540.60	Services Custodial	24,350.00
605-52-38-5201 560.05	Utility Services Electric	6,800.00
605-52-38-5201 560.10	Utility Services Natural Gas	50,000.00
605-52-38-5201 565.05	Repair and Maintenance Machinery & Equipment	13,350.00
605-52-38-5201 565.95	Repair and Maintenance Vehicle Maint Service Charge	19,405.00
	Services & Charges Totals	\$113,905.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		\$293,535.00
Program 5202 - Mechanical Maintenance		
<i>Salaries</i>		
605-52-38-5202 500.20 Salaries Overtime		520.00
<i>Salaries Totals</i>		\$520.00
<i>Taxes & Benefits</i>		
605-52-38-5202 510.10 Taxes & Benefits Medicare		10.00
605-52-38-5202 510.15 Taxes & Benefits Social Security		35.00
605-52-38-5202 510.20 Taxes & Benefits IMRF Er Contribution		40.00
<i>Taxes & Benefits Totals</i>		\$85.00
<i>Supplies</i>		
605-52-38-5202 530.05 R&M Supplies Equipment Parts		9,280.00
<i>Supplies Totals</i>		\$9,280.00
<i>Services & Charges</i>		
605-52-38-5202 565.05 Repair and Maintenance Machinery & Equipment		25,435.00
605-52-38-5202 575.05 Other Small Tools & Equipment		300.00
<i>Services & Charges Totals</i>		\$25,735.00
Program 5202 - Mechanical Maintenance Totals		\$35,620.00
Division 38 - Building, Grounds, Electrical Totals		\$329,155.00
Division 39 - Forestry		
Program 5212 - Landscape Maintenance		
<i>Services & Charges</i>		
605-52-39-5212 540.60 Services Custodial		15,000.00
<i>Services & Charges Totals</i>		\$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		
<i>Salaries</i>		
605-52-40-5223 500.05 Salaries Full Time		914,320.00
605-52-40-5223 500.20 Salaries Overtime		103,250.00
605-52-40-5223 500.25 Salaries Special Compensation		14,000.00
<i>Salaries Totals</i>		\$1,031,570.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5223 - Water System Maintenance		
<i>Taxes & Benefits</i>		
605-52-40-5223 510.10	Taxes & Benefits Medicare	14,985.00
605-52-40-5223 510.15	Taxes & Benefits Social Security	64,005.00
605-52-40-5223 510.20	Taxes & Benefits IMRF Er Contribution	76,570.00
605-52-40-5223 510.35	Taxes & Benefits Medical/Dental Insurance	215,095.00
605-52-40-5223 510.40	Taxes & Benefits Life Insurance	1,225.00
605-52-40-5223 510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$372,240.00
<i>Supplies</i>		
605-52-40-5223 525.25	Operating Supplies Chemicals	14,000.00
605-52-40-5223 525.35	Operating Supplies Clothing	4,800.00
605-52-40-5223 530.30	R&M Supplies Utility System	177,070.00
	<i>Supplies Totals</i>	\$195,870.00
<i>Services & Charges</i>		
605-52-40-5223 540.95	Services Other	137,680.00
605-52-40-5223 545.15	Communications Cell Phones	2,180.00
605-52-40-5223 560.05	Utility Services Electric	441,750.00
605-52-40-5223 560.10	Utility Services Natural Gas	12,000.00
605-52-40-5223 560.25	Utility Services Refuse Disposal	28,000.00
605-52-40-5223 565.30	Repair and Maintenance Utility System	24,000.00
605-52-40-5223 565.35	Repair and Maintenance Software	5,200.00
605-52-40-5223 565.95	Repair and Maintenance Vehicle Maint Service Charge	155,235.00
605-52-40-5223 575.05	Other Small Tools & Equipment	10,000.00
	<i>Services & Charges Totals</i>	\$816,045.00
Program 5223 - Water System Maintenance Totals		\$2,415,725.00
Program 5224 - Water Purchase		
<i>Services & Charges</i>		
605-52-40-5224 560.15	Utility Services Water/Sewer	3,564,265.00
	<i>Services & Charges Totals</i>	\$3,564,265.00
Program 5224 - Water Purchase Totals		\$3,564,265.00
Division 40 - Utilities Totals		\$5,979,990.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 43 - Engineering		
Program 0000 - General		
Salaries		
605-52-43-0000 500.05	Salaries Full Time	114,485.00
605-52-43-0000 500.10	Salaries Part Time	8,000.00
605-52-43-0000 500.25	Salaries Special Compensation	1,000.00
	Salaries Totals	\$123,485.00
Taxes & Benefits		
605-52-43-0000 510.10	Taxes & Benefits Medicare	1,800.00
605-52-43-0000 510.15	Taxes & Benefits Social Security	7,685.00
605-52-43-0000 510.20	Taxes & Benefits IMRF Er Contribution	8,570.00
605-52-43-0000 510.35	Taxes & Benefits Medical/Dental Insurance	19,555.00
605-52-43-0000 510.40	Taxes & Benefits Life Insurance	155.00
605-52-43-0000 510.60	Taxes & Benefits Allowances	360.00
	Taxes & Benefits Totals	\$38,125.00
Services & Charges		
605-52-43-0000 540.25	Services Engineering	42,500.00
605-52-43-0000 565.95	Repair and Maintenance Vehicle Maint Service Charge	19,405.00
	Services & Charges Totals	\$61,905.00
	Program 0000 - General Totals	\$223,515.00
	Division 43 - Engineering Totals	\$223,515.00
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
605-52-75-6010 610	Buildings & Structures	150,000.00
	Capital Outlay Totals	\$150,000.00
	Program 6010 - Buildings & Facilities Totals	\$150,000.00
Program 6030 - Technology		
Capital Outlay		
605-52-75-6030 615	Improvements Other Than Buildings	25,000.00
	Capital Outlay Totals	\$25,000.00
	Program 6030 - Technology Totals	\$25,000.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6060 - Streets		
Capital Outlay		
605-52-75-6060 615	Improvements Other Than Buildings	402,709.00
	Capital Outlay Totals	\$402,709.00
	Program 6060 - Streets Totals	\$402,709.00
Program 6080 - Water System		
Capital Outlay		
605-52-75-6080 615	Improvements Other Than Buildings	10,971,620.00
	Capital Outlay Totals	\$10,971,620.00
	Program 6080 - Water System Totals	\$10,971,620.00
	Division 75 - Capital Outlay Totals	\$11,549,329.00
	Department 52 - Public Works Totals	\$18,126,484.00
	EXPENSE TOTALS	\$22,247,789.00
Fund 605 - Waterworks Fund Totals		
	REVENUE TOTALS	\$22,247,789.00
	EXPENSE TOTALS	\$22,247,789.00
Fund 605 - Waterworks Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 610 - Sewerage Fund		
REVENUE		
Charges for Services		
610 442.05	Sewer Service Resident - Regular	2,956,035.00
610 442.10	Sewer Service Resident - Penalties	25,000.00
610 442.15	Sewer Service Non-Resident - Regular	563,795.00
610 442.20	Sewer Service Non-Resident - Penalties	2,000.00
610 442.25	Sewer Service Sewer Connection	6,000.00
610 442.35	Sewer Service Fair Meadows Maintenance	1,800.00
610 442.40	Sewer Service Stormwater Mgmt	850,000.00
	Charges for Services Totals	\$4,404,630.00
Interest Income		
610 460.05	Interest Income Investments	2,500.00
	Interest Income Totals	\$2,500.00
Miscellaneous Revenues		
610 474.90	Other Miscellaneous Income	250.00
	Miscellaneous Revenues Totals	\$250.00
(Source)/Use of Reserves		
610 499	(Source)/Use of Reserves	474,615.00
	(Source)/Use of Reserves Totals	\$474,615.00
	REVENUE TOTALS	\$4,881,995.00
EXPENSE		
Department 30 - Finance & Operations		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
610-30-17-0000 555.10	Insurance Liability Premiums	100,000.00
	Services & Charges Totals	\$100,000.00
	Program 0000 - General Totals	\$100,000.00
	Division 17 - Village Wide Benefit Programs Totals	\$100,000.00
Division 70 - Debt Service		
Program 3069 - GO Series 2015		
Debt Service		
610-30-70-3069 705	Principal	174,000.00
610-30-70-3069 710	Interest	6,550.00
610-30-70-3069 715	Paying Agent Fees	500.00
	Debt Service Totals	\$181,050.00
	Program 3069 - GO Series 2015 Totals	\$181,050.00
	Division 70 - Debt Service Totals	\$181,050.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
<i>Services & Charges</i>		
610-30-80-0000 540.90	Services Administrative Service Charge	805,000.00
	<i>Services & Charges Totals</i>	\$805,000.00
<i>Other Financing Uses</i>		
610-30-80-0000 905	Interfund Transfers Out	1,325,000.00
	<i>Other Financing Uses Totals</i>	\$1,325,000.00
	Program 0000 - General Totals	\$2,130,000.00
	Division 80 - Interfund Transfers Totals	\$2,130,000.00
	Department 30 - Finance & Operations Totals	\$2,411,050.00
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
<i>Salaries</i>		
610-34-17-0000 500.25	Salaries Special Compensation	2,500.00
	<i>Salaries Totals</i>	\$2,500.00
<i>Taxes & Benefits</i>		
610-34-17-0000 510.10	Taxes & Benefits Medicare	40.00
610-34-17-0000 510.15	Taxes & Benefits Social Security	155.00
610-34-17-0000 510.20	Taxes & Benefits IMRF Er Contribution	190.00
	<i>Taxes & Benefits Totals</i>	\$385.00
	Program 0000 - General Totals	\$2,885.00
	Division 17 - Village Wide Benefit Programs Totals	\$2,885.00
	Department 34 - Human Resources Totals	\$2,885.00
Department 52 - Public Works		
Division 40 - Utilities		
Program 5221 - Sanitary System Maintenance		
<i>Salaries</i>		
610-52-40-5221 500.05	Salaries Full Time	358,965.00
610-52-40-5221 500.20	Salaries Overtime	15,490.00
610-52-40-5221 500.25	Salaries Special Compensation	3,500.00
	<i>Salaries Totals</i>	\$377,955.00
<i>Taxes & Benefits</i>		
610-52-40-5221 510.10	Taxes & Benefits Medicare	5,500.00
610-52-40-5221 510.15	Taxes & Benefits Social Security	23,475.00
610-52-40-5221 510.20	Taxes & Benefits IMRF Er Contribution	28,055.00

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5221 - Sanitary System Maintenance		
Taxes & Benefits		
610-52-40-5221 510.35	Taxes & Benefits Medical/Dental Insurance	97,770.00
610-52-40-5221 510.40	Taxes & Benefits Life Insurance	480.00
610-52-40-5221 510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	<u>\$155,640.00</u>
Supplies		
610-52-40-5221 525.25	Operating Supplies Chemicals	3,960.00
610-52-40-5221 525.35	Operating Supplies Clothing	2,928.00
610-52-40-5221 530.30	R&M Supplies Utility System	13,500.00
	<i>Supplies Totals</i>	<u>\$20,388.00</u>
Services & Charges		
610-52-40-5221 540.95	Services Other	4,000.00
610-52-40-5221 545.15	Communications Cell Phones	545.00
610-52-40-5221 560.25	Utility Services Refuse Disposal	52,150.00
610-52-40-5221 565.95	Repair and Maintenance Vehicle Maint Service Charge	58,215.00
610-52-40-5221 575.05	Other Small Tools & Equipment	3,200.00
	<i>Services & Charges Totals</i>	<u>\$118,110.00</u>
Program 5221 - Sanitary System Maintenance		<u>\$672,093.00</u>
Totals		
Program 5222 - Storm System Maintenance		
Salaries		
610-52-40-5222 500.05	Salaries Full Time	74,765.00
610-52-40-5222 500.20	Salaries Overtime	4,265.00
	<i>Salaries Totals</i>	<u>\$79,030.00</u>
Taxes & Benefits		
610-52-40-5222 510.10	Taxes & Benefits Medicare	1,150.00
610-52-40-5222 510.15	Taxes & Benefits Social Security	4,905.00
610-52-40-5222 510.20	Taxes & Benefits IMRF Er Contribution	5,870.00
610-52-40-5222 510.35	Taxes & Benefits Medical/Dental Insurance	9,780.00
610-52-40-5222 510.40	Taxes & Benefits Life Insurance	100.00
	<i>Taxes & Benefits Totals</i>	<u>\$21,805.00</u>

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5222 - Storm System Maintenance		
<i>Supplies</i>		
610-52-40-5222 525.35	Operating Supplies Clothing	1,340.00
610-52-40-5222 530.30	R&M Supplies Utility System	13,250.00
	<i>Supplies Totals</i>	<u>\$14,590.00</u>
<i>Services & Charges</i>		
610-52-40-5222 540.25	Services Engineering	22,570.00
610-52-40-5222 540.95	Services Other	31,500.00
610-52-40-5222 560.05	Utility Services Electric	1,000.00
610-52-40-5222 560.25	Utility Services Refuse Disposal	1,750.00
610-52-40-5222 565.30	Repair and Maintenance Utility System	9,000.00
610-52-40-5222 565.95	Repair and Maintenance Vehicle Maint Service Charge	58,215.00
610-52-40-5222 575.05	Other Small Tools & Equipment	1,250.00
	<i>Services & Charges Totals</i>	<u>\$125,285.00</u>
Program 5222 - Storm System Maintenance Totals		<u>\$240,710.00</u>
Division 40 - Utilities Totals		<u>\$912,803.00</u>
Division 43 - Engineering		
Program 0000 - General		
<i>Salaries</i>		
610-52-43-0000 500.05	Salaries Full Time	161,120.00
610-52-43-0000 500.25	Salaries Special Compensation	4,100.00
	<i>Salaries Totals</i>	<u>\$165,220.00</u>
<i>Taxes & Benefits</i>		
610-52-43-0000 510.10	Taxes & Benefits Medicare	2,450.00
610-52-43-0000 510.15	Taxes & Benefits Social Security	10,470.00
610-52-43-0000 510.20	Taxes & Benefits IMRF Er Contribution	12,260.00
610-52-43-0000 510.35	Taxes & Benefits Medical/Dental Insurance	19,555.00
610-52-43-0000 510.40	Taxes & Benefits Life Insurance	215.00
610-52-43-0000 510.60	Taxes & Benefits Allowances	3,600.00
	<i>Taxes & Benefits Totals</i>	<u>\$48,550.00</u>

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 43 - Engineering		
Program 0000 - General		
Services & Charges		
610-52-43-0000 540.25	Services Engineering	22,500.00
610-52-43-0000 545.15	Communications Cell Phones	1,090.00
610-52-43-0000 565.95	Repair and Maintenance Vehicle Maint Service Charge	19,405.00
	Services & Charges Totals	\$42,995.00
	Program 0000 - General Totals	\$256,765.00
	Division 43 - Engineering Totals	\$256,765.00
Division 75 - Capital Outlay		
Program 6020 - Flood Control		
Capital Outlay		
610-52-75-6020 615	Improvements Other Than Buildings	765,000.00
	Capital Outlay Totals	\$765,000.00
	Program 6020 - Flood Control Totals	\$765,000.00
Program 6050 - Sanitary Sewer System		
Capital Outlay		
610-52-75-6050 615	Improvements Other Than Buildings	430,000.00
	Capital Outlay Totals	\$430,000.00
	Program 6050 - Sanitary Sewer System Totals	\$430,000.00
Program 6060 - Streets		
Capital Outlay		
610-52-75-6060 615	Improvements Other Than Buildings	103,492.00
	Capital Outlay Totals	\$103,492.00
	Program 6060 - Streets Totals	\$103,492.00
	Division 75 - Capital Outlay Totals	\$1,298,492.00
	Department 52 - Public Works Totals	\$2,468,060.00
	EXPENSE TOTALS	\$4,881,995.00
	Fund 610 - Sewerage Fund Totals	
	REVENUE TOTALS	\$4,881,995.00
	EXPENSE TOTALS	\$4,881,995.00
	Fund 610 - Sewerage Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 615 - Refuse Fund		
REVENUE		
Licenses and Permits		
615 420.20	Business Licenses & Permits Commercial Refuse License	13,500.00
	Licenses and Permits Totals	\$13,500.00
Charges for Services		
615 443.05	Refuse Service Refuse Collection	4,063,620.00
615 443.25	Refuse Service Penalties	37,500.00
615 443.30	Refuse Service Multi-Family Disposal Fee	944,640.00
	Charges for Services Totals	\$5,045,760.00
Interest Income		
615 460.05	Interest Income Investments	5,000.00
	Interest Income Totals	\$5,000.00
(Source)/Use of Reserves		
615 499	(Source)/Use of Reserves	(187,815.00)
	(Source)/Use of Reserves Totals	(\$187,815.00)
	REVENUE TOTALS	\$4,876,445.00
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
615-30-80-0000 540.90	Services Administrative Service Charge	75,000.00
	Services & Charges Totals	\$75,000.00
Other Financing Uses		
615-30-80-0000 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

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 615 - Refuse Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5225 - Refuse & Recycling		
Services & Charges		
615-52-40-5225 560.20	Utility Services Refuse Collection	3,308,545.00
615-52-40-5225 560.25	Utility Services Refuse Disposal	1,447,900.00
	Services & Charges Totals	\$4,756,445.00
Program 5225 - Refuse & Recycling	Totals	\$4,756,445.00
Division 40 - Utilities	Totals	\$4,756,445.00
Department 52 - Public Works	Totals	\$4,756,445.00
	EXPENSE TOTALS	\$4,876,445.00
Fund 615 - Refuse Fund	Totals	
	REVENUE TOTALS	\$4,876,445.00
	EXPENSE TOTALS	\$4,876,445.00
Fund 615 - Refuse Fund	Totals	\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 620 - Parking System Fund		
REVENUE		
Fines and Fees		
620 453.10	Parking Fees Daily Fee - Commuter	290,000.00
620 453.50	Parking Fees Permit Fee - Business	5,000.00
620 453.55	Parking Fees Permit Fee - Commuter	160,000.00
	<i>Fines and Fees Totals</i>	\$455,000.00
Interest Income		
620 460.05	Interest Income Investments	5,000.00
	<i>Interest Income Totals</i>	\$5,000.00
Miscellaneous Revenues		
620 470.05	Rental Income Buildings	18,600.00
	<i>Miscellaneous Revenues Totals</i>	\$18,600.00
(Source)/Use of Reserves		
620 499	(Source)/Use of Reserves	71,605.00
	<i>(Source)/Use of Reserves Totals</i>	\$71,605.00
	REVENUE TOTALS	\$550,205.00
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3023 - Commuter Parking		
Services & Charges		
620-30-12-3023 540.15	Services Banking	25,000.00
620-30-12-3023 550.15	Printing/Advertising Outside Printing Services	500.00
620-30-12-3023 570.20	Rental Buildings	8,170.00
	<i>Services & Charges Totals</i>	\$33,670.00
	Program 3023 - Commuter Parking Totals	\$33,670.00
	Division 12 - Billing & Collections Totals	\$33,670.00
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
620-30-80-0000 540.90	Services Administrative Service Charge	150,000.00
	<i>Services & Charges Totals</i>	\$150,000.00
	Program 0000 - General Totals	\$150,000.00
	Division 80 - Interfund Transfers Totals	\$150,000.00
	Department 30 - Finance & Operations Totals	\$183,670.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 620 - Parking System Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Salaries		
620-52-38-5201 500.20	Salaries Overtime	2,500.00
	Salaries Totals	\$2,500.00
	Taxes & Benefits	
620-52-38-5201 510.10	Taxes & Benefits Medicare	40.00
620-52-38-5201 510.15	Taxes & Benefits Social Security	155.00
620-52-38-5201 510.20	Taxes & Benefits IMRF Er Contribution	190.00
	Taxes & Benefits Totals	\$385.00
	Services & Charges	
620-52-38-5201 540.60	Services Custodial	103,555.00
620-52-38-5201 540.95	Services Other	97,390.00
620-52-38-5201 560.05	Utility Services Electric	82,000.00
620-52-38-5201 560.10	Utility Services Natural Gas	8,000.00
620-52-38-5201 565.15	Repair and Maintenance Buildings	54,370.00
620-52-38-5201 565.25	Repair and Maintenance Landscape	18,335.00
	Services & Charges Totals	\$363,650.00
Program 5201 - Buildings & Grounds Maintenance Totals		\$366,535.00
Division 38 - Building, Grounds, Electrical Totals		\$366,535.00
Department 52 - Public Works Totals		\$366,535.00
	EXPENSE TOTALS	\$550,205.00
Fund 620 - Parking System Fund Totals		
	REVENUE TOTALS	\$550,205.00
	EXPENSE TOTALS	\$550,205.00
Fund 620 - Parking System Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



Budget Worksheet Report

6.B.1.A.b

Budget Year 2025

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 702 - Liability Insurance Fund		
REVENUE		
Charges for Services		
702 440.95	Intragovernmental Service Charge	1,784,000.00
	Charge to Operations	
	Charges for Services Totals	\$1,784,000.00
Interest Income		
702 460.05	Interest Income Investments	25,000.00
	Interest Income Totals	\$25,000.00
(Source)/Use of Reserves		
702 499	(Source)/Use of Reserves	379,875.00
	(Source)/Use of Reserves Totals	\$379,875.00
	REVENUE TOTALS	\$2,188,875.00
EXPENSE		
Department 34 - Human Resources		
Division 19 - Liability Insurance Program		
Program 0000 - General		
Services & Charges		
702-34-19-0000 540.05	Services Management Consulting	21,550.00
702-34-19-0000 540.15	Services Banking	3,575.00
702-34-19-0000 540.40	Services Management Fees	35,000.00
702-34-19-0000 540.55	Services Claims Administration	39,000.00
702-34-19-0000 540.95	Services Other	235,000.00
702-34-19-0000 555.10	Insurance Liability Premiums	934,000.00
702-34-19-0000 555.30	Insurance General Liability Claims	125,000.00
702-34-19-0000 555.35	Insurance Property Claims	100,000.00
702-34-19-0000 555.40	Insurance Automotive Claims	85,000.00
702-34-19-0000 555.45	Insurance Work Comp Claims	580,000.00
702-34-19-0000 555.50	Insurance Unemployment Claims	10,000.00
702-34-19-0000 575.10	Other Memberships & Publications	20,750.00
	Services & Charges Totals	\$2,188,875.00
	Program 0000 - General Totals	\$2,188,875.00
	Division 19 - Liability Insurance Program Totals	\$2,188,875.00
	Department 34 - Human Resources Totals	\$2,188,875.00
	EXPENSE TOTALS	\$2,188,875.00
Fund 702 - Liability Insurance Fund Totals		
	REVENUE TOTALS	\$2,188,875.00
	EXPENSE TOTALS	\$2,188,875.00
Fund 702 - Liability Insurance Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 710 - Fleet Services Fund		
REVENUE		
Intergovernmental Revenues		
710 430.45	Shared Revenues County Gas Tax Rebate	10,000.00
710 432.35	Reimbursements Park District - CC & CSF	1,000.00
710 432.50	Reimbursements PW - Fuel	87,095.00
710 432.55	Reimbursements PW - Vehicle Parts	35,390.00
710 432.60	Reimbursements PW - Labor	37,885.00
	Intergovernmental Revenues Totals	\$171,370.00
Charges for Services		
710 440.95	Intragovernmental Service Charge Charge to Operations	1,940,415.00
	Charges for Services Totals	\$1,940,415.00
Interest Income		
710 460.05	Interest Income Investments	5,000.00
	Interest Income Totals	\$5,000.00
Miscellaneous Revenues		
710 471.05	Insurance & Property Damage Property Damage Recovery	15,000.00
	Miscellaneous Revenues Totals	\$15,000.00
(Source)/Use of Reserves		
710 499	(Source)/Use of Reserves	54,925.00
	(Source)/Use of Reserves Totals	\$54,925.00
	REVENUE TOTALS	\$2,186,710.00
EXPENSE		
Department 52 - Public Works		
Division 42 - Fleet Services		
Program 0000 - General		
Salaries		
710-52-42-0000 500.05	Salaries Full Time	678,220.00
710-52-42-0000 500.20	Salaries Overtime	10,000.00
710-52-42-0000 500.25	Salaries Special Compensation	7,000.00
	Salaries Totals	\$695,220.00
Taxes & Benefits		
710-52-42-0000 510.10	Taxes & Benefits Medicare	10,115.00
710-52-42-0000 510.15	Taxes & Benefits Social Security	43,165.00
710-52-42-0000 510.20	Taxes & Benefits IMRF Er Contribution	51,610.00
710-52-42-0000 510.35	Taxes & Benefits Medical/Dental Insurance	156,435.00
710-52-42-0000 510.40	Taxes & Benefits Life Insurance	925.00
710-52-42-0000 510.60	Taxes & Benefits Allowances	720.00
	Taxes & Benefits Totals	\$262,970.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 710 - Fleet Services Fund		
EXPENSE		
Department 52 - Public Works		
Division 42 - Fleet Services		
Program 0000 - General		
Supplies		
710-52-42-0000 525.15	Operating Supplies Motor Fuel	550,750.00
710-52-42-0000 525.20	Operating Supplies Lubricants & Additives	31,575.00
710-52-42-0000 525.35	Operating Supplies Clothing	4,200.00
710-52-42-0000 530.10	R&M Supplies Vehicle Parts	456,000.00
	Supplies Totals	\$1,042,525.00
Services & Charges		
710-52-42-0000 540.95	Services Other	14,000.00
710-52-42-0000 560.25	Utility Services Refuse Disposal	1,000.00
710-52-42-0000 565.05	Repair and Maintenance Machinery & Equipment	38,990.00
710-52-42-0000 565.10	Repair and Maintenance Vehicles	110,630.00
710-52-42-0000 565.35	Repair and Maintenance Software	9,000.00
710-52-42-0000 575.05	Other Small Tools & Equipment	12,375.00
	Services & Charges Totals	\$185,995.00
Program 0000 - General Totals		\$2,186,710.00
Division 42 - Fleet Services Totals		\$2,186,710.00
Department 52 - Public Works Totals		\$2,186,710.00
EXPENSE TOTALS		\$2,186,710.00
Fund 710 - Fleet Services Fund Totals		
REVENUE TOTALS		\$2,186,710.00
EXPENSE TOTALS		\$2,186,710.00
Fund 710 - Fleet Services Fund Totals		\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)

G/L Account	Account Description	2025 Proposed Annual Budget
Fund 801 - Police Pension Fund		
REVENUE		
<i>Interest Income</i>		
801 460.05	Interest Income Investments	750,000.00
801 461.05	Investment Income Realized Gain/Loss	250,000.00
	<i>Interest Income Totals</i>	\$1,000,000.00
<i>Miscellaneous Revenues</i>		
801 473.05	Pension Contributions Employer Required Contributions	6,175,000.00
801 473.10	Pension Contributions Employee Required Contributions	1,365,985.00
	<i>Miscellaneous Revenues Totals</i>	\$7,540,985.00
<i>(Source)/Use of Reserves</i>		
801 499	(Source)/Use of Reserves	1,757,765.00
	<i>(Source)/Use of Reserves Totals</i>	\$1,757,765.00
	REVENUE TOTALS	\$10,298,750.00
EXPENSE		
Department 12 - Boards & Commissions		
Division 07 - Police Pension Board		
Program 0000 - General		
<i>Salaries</i>		
801-12-07-0000 505.05	Pension Service	8,805,000.00
801-12-07-0000 505.10	Pension Duty Disability	350,000.00
801-12-07-0000 505.15	Pension Non-Duty Disability	160,000.00
801-12-07-0000 505.20	Pension Surviving Spouse	590,000.00
	<i>Salaries Totals</i>	\$9,905,000.00
<i>Supplies</i>		
801-12-07-0000 520.05	Office Supplies General	250.00
	<i>Supplies Totals</i>	\$250.00
<i>Services & Charges</i>		
801-12-07-0000 540.10	Services Financial	175,000.00
801-12-07-0000 540.15	Services Banking	2,000.00
801-12-07-0000 540.30	Services Legal	10,000.00
801-12-07-0000 540.35	Services Medical	1,000.00
801-12-07-0000 540.95	Services Other	2,500.00
801-12-07-0000 575.10	Other Memberships & Publications	1,000.00
801-12-07-0000 575.15	Other Training & Travel	2,000.00
	<i>Services & Charges Totals</i>	\$193,500.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 801 - Police Pension Fund		
EXPENSE		
Department 12 - Boards & Commissions		
Division 07 - Police Pension Board		
Program 0000 - General		
Other Expenses		
801-12-07-0000 805	Refunds	200,000.00
	Other Expenses Totals	\$200,000.00
	Program 0000 - General Totals	\$10,298,750.00
	Division 07 - Police Pension Board Totals	\$10,298,750.00
	Department 12 - Boards & Commissions Totals	\$10,298,750.00
	EXPENSE TOTALS	\$10,298,750.00
	Fund 801 - Police Pension Fund Totals	
	REVENUE TOTALS	\$10,298,750.00
	EXPENSE TOTALS	\$10,298,750.00
	Fund 801 - Police Pension Fund Totals	\$0.00

Attachment: EXHIBIT A - CY 2025 Budget Worksheet (CY 2025 Budget Ordinance)



G/L Account	Account Description	2025 Proposed Annual Budget
Fund 802 - Fire Pension Fund		
REVENUE		
Interest Income		
802 460.05	Interest Income Investments	750,000.00
802 461.05	Investment Income Realized Gain/Loss	250,000.00
	Interest Income Totals	\$1,000,000.00
Miscellaneous Revenues		
802 473.05	Pension Contributions Employer Required Contributions	6,450,000.00
802 473.10	Pension Contributions Employee Required Contributions	1,098,000.00
	Miscellaneous Revenues Totals	\$7,548,000.00
(Source)/Use of Reserves		
802 499	(Source)/Use of Reserves	1,070,250.00
	(Source)/Use of Reserves Totals	\$1,070,250.00
	REVENUE TOTALS	\$9,618,250.00
EXPENSE		
Department 12 - Boards & Commissions		
Division 08 - Fire Pension Board		
Program 0000 - General		
Salaries		
802-12-08-0000 505.05	Pension Service	8,345,000.00
802-12-08-0000 505.10	Pension Duty Disability	560,000.00
802-12-08-0000 505.15	Pension Non-Duty Disability	85,000.00
802-12-08-0000 505.20	Pension Surviving Spouse	295,000.00
	Salaries Totals	\$9,285,000.00
Supplies		
802-12-08-0000 520.05	Office Supplies General	250.00
	Supplies Totals	\$250.00
Services & Charges		
802-12-08-0000 540.10	Services Financial	120,000.00
802-12-08-0000 540.15	Services Banking	1,500.00
802-12-08-0000 540.30	Services Legal	5,000.00
802-12-08-0000 540.35	Services Medical	1,000.00
802-12-08-0000 540.95	Services Other	2,500.00
802-12-08-0000 575.10	Other Memberships & Publications	1,000.00
802-12-08-0000 575.15	Other Training & Travel	2,000.00
	Services & Charges Totals	\$133,000.00
Other Expenses		
802-12-08-0000 805	Refunds	200,000.00
	Other Expenses Totals	\$200,000.00



G/L Account	Account Description	2025 Proposed Annual Budget
Fund	802 - Fire Pension Fund	
EXPENSE		
Department	12 - Boards & Commissions	
Division	08 - Fire Pension Board	
Program	0000 - General Totals	\$9,618,250.00
Division	08 - Fire Pension Board Totals	\$9,618,250.00
Department	12 - Boards & Commissions Totals	\$9,618,250.00
	EXPENSE TOTALS	\$9,618,250.00
Fund	802 - Fire Pension Fund Totals	
	REVENUE TOTALS	\$9,618,250.00
	EXPENSE TOTALS	\$9,618,250.00
Fund	802 - Fire Pension Fund Totals	\$0.00
	Net Grand Totals	
	REVENUE GRAND TOTALS	\$158,737,230.00
	EXPENSE GRAND TOTALS	\$158,737,230.00
	Net Grand Totals	\$0.00

Consider the 2024 Tax Levy Ordinance

6.B.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 31, 2024}. 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 2025 Budget. The final proposed net property tax levy has no change from the prior year. A public hearing is required if the levy is more than 105% of the prior year's final aggregate levy extension, thus no public hearing on the Proposed 2024 Tax Levy was required.

The 2024 Tax Levy Request was formulated using \$4,937,926 million in abatements from various alternative sources.

2024 Proposed Tax Levy:

• Total Levy	\$27,474,760
• Abatements	\$4,937,926
• Net Requested Levy	\$22,536,834

The proposed levy for 2024 provides the funds necessary for the Village government to provide effective Public Safety services; fund mandated pension programs; and pay for necessary capital improvements, all with no change in the property tax levy.

RECOMMENDATION:

Staff recommends that the Mayor and Council approve the 2024 Property Tax Levy Ordinance.

BUDGET IMPACT:

Adoption of this ordinance provides funding for critical Public Safety, Mandated Employee Pensions, and necessary capital improvements as provided for in the CY 2025 Annual Operating Budget.

ACTION REQUIRED:

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

ATTACHMENTS:

- TY 2024 Tax Levy Ordinance

ORDINANCE NO. O-____-24

TAX LEVY ORDINANCE

An ordinance levying taxes for corporate purposes for the fiscal year commencing with the first day of January 2025, and ending with the thirty-first day of December 2025, 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 2024:

	BUDGETED	LEVIED
BUDGETED FOR POLICE PROTECTION SERVICES	\$ 21,926,285	
FOR POLICE PROTECTION SERVICES (FUND CODE 014)		
THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 2,768,417
BUDGETED FOR THE VILLAGE SHARE OF POLICE PENSION FUND OBLIGATIONS	\$ 6,175,000	
FOR THE VILLAGE SHARE OF POLICE PENSION (FUND CODE 006) OBLIGATIONS THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		\$ 6,175,000
BUDGETED FOR FIRE PROTECTION SERVICES	\$ 18,868,490	
FOR FIRE PROTECTION SERVICES (FUND CODE 013)		
THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 2,268,417
BUDGETED FOR THE VILLAGE SHARE OF FIRE PENSION FUND OBLIGATIONS	\$ 6,450,000	
FOR THE VILLAGE SHARE OF FIRE PENSION (FUND CODE 007) OBLIGATIONS THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		\$ 6,450,000

Attachment: TY 2024 Tax Levy Ordinance (2024 Tax Levy)

	BUDGETED	LEVIED
BUDGETED FOR THE VILLAGE SHARE OF MEDICARE AND SOCIAL SECURITY OBLIGATIONS (FICA)	\$ 3,177,320	
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		\$ 3,000,000
BUDGETED FOR THE VILLAGE SHARE OF ILLINOIS MUNICIPAL RETIREMENT FUND OBLIGATIONS	\$ 1,046,535	
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		\$ 875,000
BUDGETED FOR CAPITAL IMPROVEMENTS	\$ 27,283,928	
FOR CAPITAL IMPROVEMENTS (FUND CODE 065) THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 1,000,000
BUDGETED FOR THE PRINCIPAL AND INTEREST OF GENERAL OBLIGATION BONDS:		
REFUNDING TAXABLE SERIES 2014B	\$ 816,070	
SERIES 2015	\$ 902,750	
REFUNDING SERIES 2017B	\$ 499,550	
REFUNDING TAXABLE SERIES 2017D	\$ 769,100	
REFUNDING SERIES 2018	\$ 769,500	
REFUNDING SERIES 2020	\$ 1,180,956	
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		\$ 4,937,926

SUMMARY

Police Protection (Fund Code 014) Levy:	\$ 2,768,417
Police Pension (Fund Code 006) Levy:	\$ 6,175,000
Fire Protection (Fund Code 013) Levy:	\$ 2,268,417
Fire Pension (Fund Code 007) Levy:	\$ 6,450,000
Social Security (Fund Code 016) Levy:	\$ 3,000,000
Illinois Municipal Retirement Fund (Fund Code 008) Levy:	\$ 875,000
Capital Improvement (Fund Code 065) Levy:	\$ 1,000,000
General Obligation Bond & Interest (Fund Code 003) Levy:	\$ 4,937,926
Total - All Levies	\$ 27,474,760

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 2nd day of December 2024

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

APPROVED by me this 2nd day of December 2024

Mayor of the Village of Palatine

ATTESTED and FILED in the Office of the
Village Clerk this 2nd day of December 2024

Village Clerk

Attachment: TY 2024 Tax Levy Ordinance (2024 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 2024 levy.

Dated this 2nd day of December 2024

Jim Schwantz
Mayor of the Village of Palatine

(SEAL)

Attachment: TY 2024 Tax Levy Ordinance (2024 Tax Levy)

Consider an Ordinance to Abate 2024 Property Tax Levy

6.B.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 31, 2024}. (65 ILCS 5/8-3-1)

KEY ISSUES:

This is the first year in which the recently established Debt Service Reserve will be utilized to completely abate the tax levy for debt service. Staff is requesting the adoption of the 2024 Property Tax Levy Abatements as proposed. The Proposed 2024 Property Tax Levy includes abatements from various sources, as noted:

- \$2,450,006 from the Debt Service Reserve
- \$1,585,170 from TIF revenues
- \$902,750 from Water & Sewer Revenues

These abatements, totaling \$4,937,926, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$27,474,760 to \$22,536,834, an 18% reduction.

RECOMMENDATION:

Staff recommends adoption of the 2024 Property Tax Levy Abatement Ordinance as proposed.

BUDGET IMPACT:

Adoption of this ordinance provides for a reduced Property Tax burden on each and every home and business owner in Palatine.

ACTION REQUIRED:

Motion to approve an Ordinance to Abate Property Taxes.

ATTACHMENTS:

- TY 2024 Tax Levy Abatement Ordinance

ORDINANCE NO. O-____-24

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 2024;

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	\$ 816,070	\$ 816,070	\$ -
SERIES 2015	\$ 902,750	\$ 902,750	\$ -
REFUNDING SERIES 2017B	\$ 499,550	\$ 499,550	\$ -
REFUNDING TAXABLE SERIES 2017D	\$ 769,100	\$ 769,100	\$ -
REFUNDING SERIES 2018	\$ 769,500	\$ 769,500	\$ -
REFUNDING SERIES 2020	\$ 1,180,956	\$ 1,180,956	\$ -

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 2nd day of December 2024

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

APPROVED by me this 2nd day of December 2024

Mayor of the Village of Palatine

ATTESTED and FILED in the Office of the
Village Clerk this 2nd day of December 2024

Village Clerk

Attachment: TY 2024 Tax Levy Abatement Ordinance (2024 Tax Levy Abatement)

Consider an Ordinance Adopting the 2025 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2025

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 consistent with the budget. Management employees and the Executive Leadership do not receive a cost-of-living increase. Merit increases for this group will be based solely upon performance and vary accordingly.
- Fraternal Order of Police is entering the third year of a three-year agreement, under which they will receive an increase of 2.75% with any necessary true-up in July based upon other area contracts.
- Palatine Firefighters, Local #4588 IAFF, has a collective bargaining agreement, which expires at the end of 2024. The Village and Union continue to meet to discuss new contract terms.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) has a collective bargaining agreement, which expires at the end of 2024. The Village and Union continue to meet to discuss new contract terms.
- The Village Manager will allocate any necessary equity adjustments within the established ranges on Schedule 2. Equity adjustments are based upon external market conditions and internal equity issues.
- Civil Engineer and the IT Admin/Manager range was adjusted.
- A position of Assistant Village Engineer was added to Schedule 2 creating future flexibility in recruitment.

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, 2025.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2025.

ATTACHMENTS:

- 2025 Salary Ord
- CY 2025 Salary 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, Cook County, Illinois, that:

SECTION 1: There is hereby established a salary schedule which shall be the basis for establishing the rates of compensation for officers and employees in the classes of positions described herein.

SECTION 2: “Salary Schedule Addendum”, attached hereto and made a part of this ordinance, establishes the positions in the service of the Village as identified as Schedule 1 (or “Step Plan”) positions. Each position is assigned a Grade Code and Grade Description in the Addendum.

SECTION 3: The “CY 2025 Salary Schedule, Schedule 1”, attached hereto and made part of this ordinance establishes a schedule of sixteen steps or hourly rates for each Grade Code. The minimum rate of compensation is identified as Step 1. The maximum rate of compensation is identified as Step 16. The steps between 1 and 16 are intermediate steps. Union positions of IAFF and FOP 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.

Attachment: 2025 Salary Ord (2025 Salary Ordinance)

Ordinance No.:
Page 2 of 2

SECTION 6: The Village Manager shall make rules subject to the approval of the Mayor and Council, defining overtime for Village employees and providing a method of compensating for the same.

SECTION 7: The Village Manager shall post all required compensation information pursuant to 5 ILCS 120/7.3(a) and (b).

SECTION 8: The Mayor of the Village of Palatine is hereby authorized and directed to execute any necessary amendment to an Amended Employment Agreement between the Village of Palatine and Village Manager subject to compliance with all notice requirements of Section 7.

SECTION 9: All ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed.

SECTION 10: The compensation from this ordinance with Salary Schedule 1 and Schedule 2 shall take effect on January 1, 2025.

All ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed.

PASSED: This _____ day of _____, 2024

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

APPROVED by me this _____ day of _____, 2024

Mayor of the Village of Palatine

ATTESTED and FILE in the office of the Village Clerk
this _____ day of _____, 2024.

Village Clerk

Attachment: 2025 Salary Ord (2025 Salary Ordinance)

VILLAGE OF PALATINE
CY 2025 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	25.19	25.82	26.47	27.13	27.81	28.51	29.22	29.95	30.70	31.47	32.26	33.07	33.90	34.75	35.62	36.50
NOUn-02	Non-Union Grade 2	26.67	27.34	28.02	28.72	29.44	30.18	30.93	31.70	32.49	33.30	34.13	34.98	35.85	36.75	37.67	38.55
NOUn-03	Non-Union Grade 3	28.04	28.74	29.46	30.20	30.96	31.73	32.52	33.33	34.16	35.01	35.89	36.79	37.71	38.65	39.62	40.50
NOUn-04	Non-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	42.50
NOUn-05	Non-Union Grade 5	30.10	30.85	31.62	32.41	33.22	34.05	34.90	35.77	36.66	37.58	38.52	39.48	40.47	41.48	42.52	43.50
NOUn-06	Non-Union Grade 6	31.18	31.96	32.76	33.58	34.42	35.28	36.16	37.06	37.99	38.94	39.91	40.91	41.93	42.98	44.05	45.00
NOUn-07	Non-Union Grade 7	32.25	33.06	33.89	34.74	35.61	36.50	37.41	38.35	39.31	40.29	41.30	42.33	43.39	44.47	45.58	46.50
NOUn-08	Non-Union Grade 8	34.42	35.28	36.16	37.06	37.99	38.94	39.91	40.91	41.93	42.98	44.05	45.15	46.28	47.44	48.63	49.50
NOUn-09	Non-Union Grade 9	35.17	36.05	36.95	37.87	38.82	39.79	40.78	41.80	42.85	43.92	45.02	46.15	47.30	48.48	49.69	50.50
NOUn-10	Non-Union Grade 10	35.87	36.77	37.69	38.63	39.60	40.59	41.60	42.64	43.71	44.80	45.92	47.07	48.25	49.46	50.70	51.50
NOUn-11	Non-Union Grade 11	39.32	40.30	41.31	42.34	43.40	44.48	45.59	46.73	47.90	49.10	50.33	51.59	52.88	54.20	55.56	56.50
NOUn-12	Non-Union Grade 12	39.84	40.84	41.86	42.91	43.98	45.08	46.21	47.37	48.55	49.76	51.00	52.28	53.59	54.93	56.30	57.50
NOUn-13	Non-Union Grade 13	40.39	41.40	42.43	43.49	44.58	45.69	46.83	48.00	49.20	50.43	51.69	52.98	54.30	55.66	57.05	58.50
NOUn-14	Non-Union Grade 14	41.61	42.65	43.72	44.81	45.93	47.08	48.26	49.47	50.71	51.98	53.28	54.61	55.98	57.38	58.81	60.00
NOUn-15	Non-Union Grade 15	45.69	46.83	48.00	49.20	50.43	51.69	52.98	54.30	55.66	57.05	58.48	59.94	61.44	62.98	64.55	66.00
NOUn-16	Non-Union Grade 16	47.14	48.32	49.53	50.77	52.04	53.34	54.67	56.04	57.44	58.88	60.35	61.86	63.41	65.00	66.62	68.00
NOUn-17	Non-Union Grade 17	48.56	49.77	51.01	52.29	53.60	54.94	56.31	57.72	59.16	60.64	62.16	63.71	65.30	66.93	68.60	70.00
PWUn-01	PW Union Grade 1	27.67	28.36	29.07	29.80	30.54	31.30	32.08	32.88	33.70	34.54	35.40	36.29	37.20	38.13	39.08	40.00
PWUn-02	PW Union Grade 2	28.15	28.85	29.57	30.31	31.07	31.85	32.65	33.47	34.31	35.17	36.05	36.95	37.87	38.82	39.79	40.75
PWUn-03	PW Union Grade 3	28.16	28.86	29.58	30.32	31.08	31.86	32.66	33.48	34.32	35.18	36.06	36.96	37.88	38.83	39.80	40.75
PWUn-04	PW Union Grade 4	30.24	31.00	31.78	32.57	33.38	34.21	35.07	35.95	36.85	37.77	38.71	39.68	40.67	41.69	42.73	43.75
PWUn-05	PW Union Grade 5	32.20	33.01	33.84	34.69	35.56	36.45	37.36	38.29	39.25	40.23	41.24	42.27	43.33	44.41	45.52	46.50
PWUn-06	PW Union Grade 6	32.32	33.13	33.96	34.81	35.68	36.57	37.48	38.42	39.38	40.36	41.37	42.40	43.46	44.55	45.66	46.75
PWUn-07	PW Union Grade 7	32.74	33.56	34.40	35.26	36.14	37.04	37.97	38.92	39.89	40.89	41.91	42.96	44.03	45.13	46.26	47.30
PWUn-08	PW Union Grade 8	33.32	34.15	35.00	35.88	36.78	37.70	38.64	39.61	40.60	41.61	42.65	43.72	44.81	45.93	47.08	48.10
PWUn-09	PW Union Grade 9	34.75	35.62	36.51	37.42	38.36	39.32	40.30	41.31	42.34	43.40	44.49	45.60	46.74	47.91	49.11	50.25
PWUn-10	PW Union Grade 10	34.97	35.84	36.74	37.66	38.60	39.56	40.55	41.56	42.60	43.66	44.75	45.87	47.02	48.20	49.40	50.50
PWUn-11	PW Union Grade 11	35.20	36.08	36.98	37.90	38.85	39.82	40.82	41.84	42.89	43.96	45.06	46.19	47.34	48.52	49.73	50.80
PWUn-12	PW Union Grade 12	35.84	36.74	37.66	38.60	39.56	40.55	41.56	42.60	43.66	44.75	45.87	47.02	48.20	49.41	50.65	51.75

Attachment: CY 2025 Salary Schedule (2025 Salary Ordinance)

VILLAGE OF PALATINE
CY 2025 SALARY SCHEDULE

Grade Code	Grade Description	Hourly Rates								
		New Hire	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
FDU-01	FD Union Grade 1	NA	27.57	28.89	31.18	32.68	34.25	35.89	37.15	38.45
FDU-02	FD Union Grade 2	NA	32.60	34.16	36.87	38.64	40.49	42.43	43.92	45.46
FDU-03	FD Union Grade 3	NA	37.04	38.82	41.90	43.91	46.02	48.23	49.92	51.67
FDU-04	FD Union Grade 4	NA	40.25	42.18	45.53	47.72	50.01	52.41	53.33	54.26
PDU-01	PD Union Grade 1	37.32	39.28	44.02	47.51	49.79	52.18	54.68	56.59	58.57

SCHEDULE 1 (Continued)

EFFECTIVE: January 1, 2025

**VILLAGE OF PALATINE
CY 2025 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	Management Analyst	Finance Clerk	Systems Specialist	Legal Assistant
NOUn-09	Non-Union Grade 9	Unassigned			
NOUn-10	Non-Union Grade 10	Inspector 1	Zoning & Code Compliance Officer		
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	Police Social Worker		
NOUn-15	Non-Union Grade 15	Unassigned			
NOUn-16	Non-Union Grade 16	Public Works Coordinator			
NOUn-17	Non-Union Grade 17	Police Sergeant			
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 2025 Salary Schedule (2025 Salary Ordinance)

**VILLAGE OF PALATINE
CY 2025 SALARY SCHEDULE**

EXECUTIVE LEADERSHIP

		<u>Maximum</u>
Deputy Village Manager	Annual	\$ 214,245
Finance Director	Annual	\$ 214,245
Fire Chief	Annual	\$ 214,245
Police Chief	Annual	\$ 214,245
Public Works Director	Annual	\$ 214,245
Information Technology Director	Annual	\$ 214,245
Community Development Director	Annual	\$ 214,245
Human Resources Director	Annual	\$ 214,245

MANAGEMENT AND PROFESSIONAL

		<u>Maximum</u>
Planning & Zoning Director	Annual	\$ 179,060
Deputy Fire Chief	Annual	\$ 179,060
Deputy Police Chief	Annual	\$ 179,060
Village Engineer	Annual	\$ 179,060
Assistant Public Works Director	Annual	\$ 179,060
Assistant Finance Director	Annual	\$ 160,300
Public Works Superintendent	Annual	\$ 160,300
Fire Battalion/Division Chief	Annual	\$ 160,300
Police Commander	Annual	\$ 160,300
Systems Engineer	Annual	\$ 160,300
Assistant Village Engineer	Annual	\$ 160,300
Accounting Manager	Annual	\$ 144,270
Building Official/Plan Reviewer	Annual	\$ 144,270
Field Director, Environmental Health	Annual	\$ 144,270
Field Director, Neighborhood Services	Annual	\$ 144,270
Customer Service Supervisor	Annual	\$ 144,270
Fire Marshal	Annual	\$ 144,270
Human Resources Coordinator	Annual	\$ 144,270
Information Technology Administrator/Manager	Annual	\$ 134,225
Civil Engineer	Annual	\$ 134,225
Accountant 2	Annual	\$ 114,490
Planner 2	Annual	\$ 114,490
Assistant Civil Engineer	Annual	\$ 114,490
Deputy Village Clerk	Annual	\$ 101,525
Communications Coordinator	Annual	\$ 101,525

OTHER

		<u>Maximum</u>
Seasonal Snow Plow Operator	Hourly	\$ 31.62
Fire Inspector	Hourly	\$ 31.24
Cable TV/Video Operator	Hourly	\$ 24.16
Video Production Assistant	Hourly	\$ 24.16
Intern	Hourly	\$ 21.32
Seasonal Part Time	Hourly	\$ 24.16
Crossing Guard	Hourly	\$ 17.77
Project Manager	Hourly	\$ 75.00

Attachment: CY 2025 Salary Schedule (2025 Salary Ordinance)

Consider a Resolution Appropriating \$1,875,818 of Motor Fuel Tax Funds for the Rehabilitation of Michigan Avenue, Brockway Street, Louise Lane, and Cornell Avenue

BACKGROUND:

The 2024 Capital Improvement Budget identified the use of \$1,875,818 in Motor Fuel Tax (MFT) funds as a source of revenue for street maintenance of Michigan Avenue from Plum Grove Road to Cedar Street, Brockway Street from Gilbert Road to Illinois Avenue, Louise Lane from Dundee Road to the dead end, and Cornell Avenue from Smith Street to the dead end.

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 its MFT appropriation for use on street maintenance and roadway capital improvements.

KEY ISSUES:

- Rehabilitation activities include partial removal of the pavement structure, spot base repair, widening to a uniform cross section, installation of concrete edging, drainage improvement, 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 resolution appropriating Motor Fuel Tax funds in the amount of \$1,875,818.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends that the Resolution for the Improvement and Maintenance of Streets and Highways be approved, appropriating \$1,875,818 of Motor Fuel Tax funds for the Michigan Avenue, Brockway Street, Louise Lane, and Cornell Avenue Rehabilitation Project.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$1,875,818 of Motor Fuel Tax funds for the Michigan Avenue, Brockway Street, Louise Lane, and Cornell Avenue Rehabilitation Project.

ATTACHMENTS:

- Resolution


**Illinois Department
of Transportation**
**Resolution for Improvement
Under the Illinois Highway Code**

Is this project a bondable capital improvement?

☒ Yes ☐ No

Resolution Type

Original

Resolution Number

Section Number

24-00116-00-PV

 BE IT RESOLVED, by the Council of the Village

Governing Body Type

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
West Michigan Avenue	0.48		South Plum Grove Road	South Cedar Street
South Brockway Street	0.24		West Gilbert Road	West Illinois Avenue
North Louise Lane	0.17		IL 68 (Dundee Road)	Dead end south
West Cornell Avenue	0.12		N Smith Street	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

widened to a uniform urban cross section, curb and gutter will be added to both sides, drainage improvement, surface removal and replacement and base removal & replacement as needed.

 2. That there is hereby appropriated the sum of One million, eight hundred seventy-five thousand,
eight hundred eighteen dollars and zero cents Dollars (\$1,875,818.00) 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 in the State aforesaid, and keeper of the records and files thereof, as provided by

Name of Local Public Agency

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council of Palatine at a meeting held on December 02, 2024

Governing Body Type

Name of Local Public Agency

Date

 IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of Month, Year



**Illinois Department
of Transportation**

(SEAL, if required by the LPA)

**Resolution for Improvement
Under the Illinois Highway Code**

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation

JUN 13 2017

UNDERSTANDING

Attachment: Resolution (Resolution Appropriating MFT Funds for the Michigan, Brockway, Louise, and Cornell Rehabilitation)


**Illinois Department
of Transportation**
**Request for Expenditure/Authorization
of Motor Fuel Tax Funds**

Local Public Agency

PALATINE

Type

Village

County

Cook

Section Number

24-00116-00-PV

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	\$1,875,818.00	
Day Labor Construction		
Engineering		
Engineering Investigations		
IMRF/Social Security		n/a
Maintenance		
Maintenance Engineering		
Obligation Retirement		n/a
Other		
Right-of-Way (Itemized on 2nd page)		
TOTAL	\$1,875,818.00	

Comments

Local Public Agency Official Signature & Date

Title

Village Manager

Approved

Regional Engineer Signature & Date
Department of Transportation

JUN 13 2017

UNDERSTANDING

Department of Transportation Use

Entered By

Date

Itemization of Right-of-Way Request

[illegible]

Attachment: Resolution (Resolution Appropriating MFT Funds for the Michigan, Brockway, Louise, and Cornell Rehabilitation)

Consider a Resolution Appropriating \$2,181,073 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2025 Capital Improvement Budget identifies the use of \$2,181,073 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 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 resolution appropriating Motor Fuel Tax funds in the amount of \$2,181,073.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends that the Resolution for the Improvement and Maintenance of Streets and Highways be approved, appropriating \$2,181,073 of Motor Fuel Tax funds for the 2025 Street Resurfacing Program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$2,181,073 of Motor Fuel Tax funds for the Improvement and Maintenance of Streets and Highways.

ATTACHMENTS:

- Resolution MFT Funds



**Illinois Department
of Transportation**

Resolution for Maintenance Under the Illinois Highway Code

District	County	Resolution Number	Resolution Type	Section Number
1	Cook		Original	25-00000-00-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 _____
Name of Local Public Agency

Two Million, One Hundred and Eighty One Thousand, Seventy Three Dollars (\$2,181,073.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

01/01/25 to 12/31/25.
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 _____ of _____

 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 12/02/24
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, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

AGREEMENT OF

JUN 13 2017

UNDERSTANDING


**Illinois Department
of Transportation**
**Request for Expenditure/Authorization
of Motor Fuel Tax Funds**

Local Public Agency

PALATINE

Type

Village

County

Cook

Section Number

25-00000-00-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	\$2,181,073.00	
Day Labor Construction		
Engineering		
Engineering Investigations		
IMRF/Social Security		n/a
Maintenance		
Maintenance Engineering		
Obligation Retirement		n/a
Other		
Right-of-Way (Itemized on 2nd page)		
TOTAL	\$2,181,073.00	

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

[illegible]

Attachment: Resolution MFT Funds (Resolution Appropriating MFT Funds for Street Improvements and Maintenance)



Illinois Department of Transportation

Local Public Agency General Maintenance

 Submittal Type **Original**

Estimate of Maintenance Costs

District Estimate of Cost For

1 Municipality

Local Public Agency		County	Section Number	Maintenance Period	
PALATINE		Cook	25-00000-00-GM	Beginning 01/01/25	Ending 12/31/25

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
2025 Street Resurfacing Program	IV	Yes						\$4,287,492.04
Total Operation Cost								\$4,287,492.04

Maintenance

 Local Public Agency Labor
 Local Public Agency Equipment
 Materials/Contracts(Non Bid Items)
 Materials/Deliver & Install/Materials Quotations (Bid Items)
 Formal Contract (Bid Items)

Maintenance Total

Estimate of Maintenance Costs Summary			
MFT Funds	RBI Funds	Other Funds	Estimated Costs
\$2,181,073.00		\$2,106,419.04	\$4,287,492.04
\$2,181,073.00		\$2,106,419.04	\$4,287,492.04

Maintenance Engineering

 Preliminary Engineering
 Engineering Inspection
 Material Testing
 Advertising
 Bridge Inspection Engineering

Maintenance Engineering Total
Total Estimated Maintenance

Estimated Maintenance Eng Costs Summary			
MFT Funds	RBI Funds	Other Funds	Total Est Costs
		\$25,000.00	\$25,000.00
		\$25,000.00	\$25,000.00
\$2,181,073.00		\$2,131,419.04	\$4,312,492.04

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

JUN 13 2017

UNDERSTANDING

Attachment: Resolution MFT Funds (Resolution Appropriating MFT Funds for Street Improvements and Maintenance)

Estimate of Maintenance Costs

Submittal Type

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
PALATINE	Cook	25-00000-00-GM	01/01/25	12/31/25

IDOT Department Use Only

Received Location Received Date Additional Location?

		☐

WMFT Entry By Entry Date

Attachment: Resolution MFT Funds (Resolution Appropriating MFT Funds for Street Improvements and Maintenance)

Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances

BACKGROUND:

Per Sec. 2-471 of the Village Code, the Fee Supplement to the Code of Ordinances is updated annually by the Municipal Cost Index as published in the September issue of American City and County magazine. This published index indicates a 1.31% increase for 2025.

KEY ISSUES:

The 2025 Budget has been prepared based upon the proposed Fee Schedule Supplement. In addition to the general fee increase, there are some adjustments to fees and charges related to utility services as follows:

- Flood Control Fee and Refuse Collection are unchanged.
- Base residential Water & Sewer Rate are increased by \$0.47 per 1,000 gallons.
- Residential Basic User Charge was increased by \$0.35 per month.

RECOMMENDATION:

Staff recommends approval of the updated Fee Schedule Supplement as presented.

BUDGET IMPACT:

Provides adequate and necessary funding for the provision of services as proposed in the 2025 Budget.

ACTION REQUIRED:

Motion to approve the updated Fee Schedule Supplement to the Code of Ordinances, as presented, effective January 1, 2025.

ATTACHMENTS:

- CY 2025 Fee Schedule Supplement

VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT
TO THE
PALATINE CODE OF ORDINANCES

**PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR
AND VILLAGE COUNCIL OF THE VILLAGE OF PALATINE, ILLINOIS**

January 1, 2025

Attachment: CY 2025 Fee Schedule Supplement (CY 2025 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2025
CHAPTER 1 - General Provisions				
1		1-11	Insufficient Funds Administrative Fee	\$ 20
CHAPTER 2, Article XXX - Administrative Hearing Division				
2	XXX	2-705(b)(8)	Administrative Adjudication Court Cost	\$ 75
CHAPTER 3, Article I - Alcoholic Beverages, In General				
3	I	3-12	Alcoholic Beverages, In General Violations	\$ 200
CHAPTER 3, Article II - Alcoholic Beverages, Licenses				
3	II	3-28	Liquor License Application Fee	\$ 250
3	II	3-35(2)	Class "A-1" Liquor License (Sports and Recreation Facility)	\$ 4,071
		3-35(3)	Class "B" Liquor License (Package Liquor Store)	\$ 4,097
		3-35(4)	Class "B-1" Liquor License (Grocery Store with Package Liquor)	\$ 4,097
		3-35(5)	Class "B-2" Liquor License (General Merchandise Store with Package Liquor)	\$ 4,097
		3-35(6)	Class "B-3" Liquor License (Drug Store with Package Liquor)	\$ 4,097
		3-35(7)	Class "B-4" Liquor License (Restaurant/Convenience Store with Package Liquor)	\$ 4,097
		3-35(8)	Class "C" Liquor License (Club)	\$ 540
		3-35(9)	Class "D" Liquor License (Restaurant)	\$ 4,071
		3-35(13)	Class "G" Liquor License (Restaurant with Beer and Wine)	\$ 2,675
		3-35(14)	Class "G-1" Liquor License (Seasonal)	\$ 1,338
		3-35(15)	Class "G-2" Liquor License (Beer and Wine Single Serve Package)	\$ 2,675
		3-35(16)	Class "H" Liquor License (Banquet Hall)	\$ 4,071
		3-35(17)	Class "K" Liquor License (Hotel)	\$ 5,432
		3-35(19)	Class "N" Liquor License (Microbrewery)	\$ 4,071
		3-35(21)	Class "P" Liquor License (Caterer)	\$ 132
		3-35(21)	Class "P" Liquor License (Outside Caterer) \$50 any event after	\$ 132
		3-35(22)a	Class "LC-1" Liquor License (Late Closing License)	\$ 528
		3-35(22)b	Class "LC-2" Liquor License (Late Closing License)	\$ 3,169
		3-35(24)	Class "PS-1" Liquor License (Full Serving Product Sampling)	\$ 132
		3-35(25)	Class "VG" Liquor License (Video Gaming)	\$ 5,282
CHAPTER 5, Article I - Animals, In General				
5	I	5-2 through 5-16	Animals In General Violations (except for Animal Biting in 5-6 (15,16) & Redemption Fee in 5-13)	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
5	I	5-6 (15, 16)	Animal Bite of Person/Bite of Domestic Animal Violations	
			First Offense	\$ 50
			Second and all subsequent Offense	\$ 100
5	I	5-6 (18)	Chicken Keeping Application Fee	\$ 75
		5-6 (18)a	Chicken Keeping Annual License	\$ 50
5	I	5-13	Redemption Fee	\$ 50
			Plus the total boarding fee incurred during the time each animal is retained by the Village	
CHAPTER 5, Article III - Animals, Dogs and Cats				
5	III	5-36 through 5-57	Dog & Cat Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
CHAPTER 6, Article I - Building Codes and Regulations, Building Codes and Amendments				
6	I	6-1.5(a)(1)	Plan Examination Fees	
		6-1.5(a)(1)a	Single Family Detached Dwellings, additions, alterations, remodeling, or detached structure having an estimated valuation of work:	
			1. \$5,000 or less	\$ 55
			2. \$5,001 or more (in addition to the above fee) per \$1,000 valuation of work:	\$ 5
		6-1.5(a)(1)b	All other types of construction, based on estimated valuation of work:	
			1. Minimum fee	\$ 51
			2. \$100,000 or less per \$1,000 (in addition to the minimum fee)	\$ 10
			3. \$100,001 or more per \$1,000 (in addition to the above fee)	\$ 5
		6-1.5(a)(2)	Preliminary Plan Review Services, hourly rate per person	\$ 61

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2025
CHAPTER 6, Article I - Building Codes and Regulations, Building Codes and Amendments				
6	I	6-1.5(a)(3)	Building Permit based on the estimated valuation of work:	
			\$5,000 or less	\$ 55
			\$5,001 or more (in addition to the above fee) per \$1,000 valuation of work:	\$ 16
		6-1.5(a)(3)a	Building Permit Extension; 10% of bldg permit fee or no less or more than	
			1. Residential occupancies	\$ 74/222
			2. Non-Residential occupancies	\$ 222/666
		6-1.5(a)(4)	Certificate of Occupancy; All occupancies, per unit	\$ 68
		6-1.5(a)(4)a	Temporary Certificate of Occupancy; 10% of bldg permit fee or no less or more than	
			1. Residential occupancies	\$ 74/222
			2. Non-Residential occupancies	\$ 222/666
		6-1.5(a)(5)	Permit for demolition for each residential story or for other structures each 10 feet in height	\$ 68
		6-1.5(a)(6)	Moving of Building	
			a. Using public right-of-way	\$ 272
			b. Not using public right-of-way	\$ 82
		6-1.5(a)(7)	Minimum inspection fee	\$ 73
		6-1.5(a)(7)(a)	Inspection of Plumbing and Sanitation Fixtures (new and/or replacement)	
			1. Up to three (3) fixtures	\$ 73
			2. Four to Six (4-6) fixtures	\$ 145
			3. In excess of six (6) fixtures, per fixture (in addition to the above fee)	\$ 18
		6-1.5(a)(7)(b)	Inspection of Fire Protection Systems and other/similar	
			1. NFPA 13, 13D, and 13R Fire Suppression Systems	
			i. Up to 50 sprinkler heads	\$ 73
			ii. For each additional 50 sprinkler heads or fraction thereof over 50 (in addition to the above)	\$ 125
			2. Inspection of Fire Protection Systems and other/similar	\$ 73
		6-1.5(a)(7)c	Inspection of Electrical Systems	
			1. Residential (new and/or renovation) per unit	
			i. 250 sq. ft. or less	\$ 73
			ii. 251 to 1000 sq. ft. (in addition to the above)	\$ 145
			iii. Each additional 1,000 sq. ft. or fraction thereof (in addition to the above fee)	\$ 36
			2. In other than residential occupancies (new and/or renovation)	
			i. 42 circuits or less, per circuit	\$ 41
			ii. 43 circuits or more, for each additional circuit (in addition to the above)	\$ 24
		6-1.5(a)(7)(d)	Inspection of HVAC Systems	
			1. 250 sq. ft. or less	\$ 73
			2. 251 to 10,000 sq. ft. (in addition to the above)	\$ 145
			3. Each additional 10,000 sq. ft. or fraction thereof (in addition to the above)	\$ 18
		6-1.5(a)(7)(e)	Inspection of Carpentry (framing, roofing, concrete, insulation, and similar)	
			1. 500 sq. ft. or less	\$ 73
			2. 501 to 1,000 sq. ft. (in addition to the above)	\$ 218
			3. 1,001 to 10,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)	\$ 36
			4. 10,001 to 20,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)	\$ 18
			5. 20,001 sq. ft. and up, per 10,000 sq. ft. or fraction thereof (in addition to the above)	\$ 9
		6-1.5(a)(7)f	Reinspection Fee	\$ 73
		6-1.5(a)(7)g	Cancellation Fee	\$ 87
		6-1.5(a)(7)i	Existing Elevator Safety Inspection Fee	\$ 96
		6-1.5(a)(7)j	Existing Elevator Safety Reinspection Fee	\$ 68
		6-1.5(a)(7)k	New Elevator Inspection/Reinspection Fee	\$ 124
		6-1.5(a)(7)l	Repairs of Existing Elevator Inspection/Reinspection Fee	\$ 124
		6-1.5(f)(1)	Single family residential fence installation	\$ 75
		6-1.5(f)(2)	Single family residential shed installation	\$ 75
		6-1.5(f)(3)	Single family residential driveway installation	\$ 100
		6-1.5(f)(4)	Single family residential patio & private walk installation	\$ 100
		6-1.5(f)(5)	Single family residential tear-off roof & re-roof installation	\$ 100
		6-1.5(f)(6)	Single family residential deck installation	\$ 100
		6-1.5(f)(7)	Single Family above ground swimming pool	\$ 100
		6-1.5(f)(8)	Single family heating, ventilating and central air conditioning (HVAC) replacement	\$ 100
		6-1.5(f)(9)	Single family residential sewer repair or replacement	\$ 100
		6-1.5(f)(10)	Single family residential lawn sprinklers	\$ 100
		6-1.5(f)(11)	Single family residential electric service revision	\$ 100
		6-1.5(f)(12)	Dumpster/screening enclosure	\$ 100
		6-1.5(f)(13)	Single family water heater replacement	\$ 100

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2025
CHAPTER 6, Article III - Building Codes and Regulations, Building Operations				
6	III	6-32	Building Operations, Construction - Hours of Service Violations	\$ 200
CHAPTER 6, Article VII - Building Codes and Regulations, Condominium Conversions & Deconversions				
6	VII	6-82(b)(2)	Review of Property Report plus \$25 for each dwelling unit being converted to condo	\$ 136
6	VII	6-89A(a)	Review of Property Report plus \$25 for each dwelling unit being converted from condo	\$ 136
CHAPTER 7, Article III - Fire Prevention and Protection, Fire Prevention				
7	III	7-39.6	Pyrotechnical Displays	
			Pyrotechnical Display Application Fee	\$ 50
			Pyrotechnical Display Inspection (First 4 Hours)	\$ 200
			Pyrotechnical Display Inspection (Fee per additional hour)	\$ 75
7	III	7-41	Regular Fire and Life Safety Inspection Fees	
			Initial and First Passing Re-Inspection	\$ -
			Failed First Re-Inspection	\$ 73
			Failed Second Re-Inspection	\$ 109
			Failed Third or more Re-Inspection Fee (per re-inspection)	\$ 212
		7-63	Fire Lane Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
CHAPTER 7, Article V - Fire Prevention and Protection, Ambulance Service Fees				
7	V	7-80	Ambulance Service Fees	
			Resident	\$ 1,500
			Non-Resident	\$ 1,800
			Mileage Fee	\$ 15
CHAPTER 7, Article V - Fire Prevention and Protection, Ambulance and Emergency Response Service Fees				
7	V	7-82	Motor Vehicle Incidents	
			Level 1	\$ 547
			Level 2	\$ 622
			Add-On Services	
			Extrication	\$ 1,641
			Additional Time On-Scene	
			Engine/per hour	\$ 503
			Truck/per hour	\$ 629
			Miscellaneous Equipment/per hour	\$ 377
			Chief Response	
			per hour	\$ 315
CHAPTER 8, Garbage and Refuse				
8		8-2	For Each Single-Family Dwelling Unit	
			Basic User Billing Charge, per Month	\$ 7.50
		8-2(a)(1)	Curbside Pickup Charge, per month	\$ 21.00
		8-2(a)(2)	Rear Door Pickup Premium, per month	\$ 15.00
		8-2(a)(3)	Yard-Waste Exempt Discount, per month	\$ 1.50
		8-2(a)(4)	Senior Citizen Discount, per month	\$ 2.50
CHAPTER 9, Article I - Health and Sanitation, In General				
9	I	9-9	Expectoration in Public Places Violations	\$ 200

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2025</u>
CHAPTER 9, Article IV - Health and Sanitation, Village of Palatine Clean Indoor Air Ordinance				
9	IV	9-72,73	Prohibition of Smoking in Public Places Violations	\$ 200
CHAPTER 10, Article VII - Notice of Violation Procedures, Penalties, Appeals and Conflict of Ordinances				
10	VII	10-44(b)(1)	Rental Dwelling License Fees	
			Multiple Dwelling Unit (whichever is greater):	
			Per building	\$ 129
			Per unit	\$ 26
			All Other Dwelling Unit Types (Condo, Townhome, Single-Family)	\$ 91
	VII	10-44(b)(2)	Re-inspection Fee	\$ 73
		10-44(b)(3)	Cancellation and absentee fee	\$ 79
CHAPTER 11, Article I - Licenses, Permits and Business Regulations, In General				
11	I	11-3	License Required Violations	
			Paid Within 35 Days	\$ 200
			Paid Between 36 and 60 Days	\$ 300
			Paid After 60 Days	\$ 400
		11-8	Late Fee	
			After January 31st	50% of Fee
			After February 28/29th	100% of Fee
			<i>All Fees in Section 11-21 are Based on Floor Area in Square Feet</i>	
		11-21	Amusement & Entertainment Establishments (Type A)	
			Step 1: 0 - 2,500 sq ft	\$ 96
			Step 2: 2,501 sq ft and over	\$ 192
		11-21	Food Establishments (Type B)	
			Step 1: 0 - 2,500 sq ft	\$ 272
			Step 2: 2,501 - 5,000 sq ft	\$ 404
			Step 3: 5,001 - 7,500 sq ft	\$ 538
			Step 4: 7,501 sq ft and over	\$ 611
		11-21	Service Establishments (Type C)	
			Step 1: 0 - 2,500 sq ft	\$ 96
			Step 2: 2,501 sq ft and over	\$ 192
		11-21	Retail and Wholesale Establishments (Type D)	
			Step 1: 0 - 2,500 sq ft	\$ 136
			Step 2: 2,501 - 5,000 sq ft	\$ 272
			Step 3: 5,001 - 7,500 sq ft	\$ 408
			Step 4: 7,501 sq ft and over	\$ 611
		11-21	Industrial Establishments (Type E)	
			Step 1: 0 - 10,000 sq ft	\$ 203
			Step 2: 10,001 - 20,000 sq ft	\$ 408
			Step 3: 20,001 sq ft and over	\$ 611
		11-21	Home Occupations (Type F)	\$ 12

Attachment: CY 2025 Fee Schedule Supplement (CY 2025 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2025
CHAPTER 11, Article II - Licenses, Permits and Business Regulations, Amusement Facilities				
11	II	11-32(G)	Coin Operated Amusement Device	\$ 68
		11-32.1	Juke Boxes	\$ 28
		11-45	Circus License; per day	\$ 492
			Carnival License; per day	\$ 37
			Each sideshow, ride, game & concession (food or other) operated in connection with above; per day	\$ 13
CHAPTER 11, Article III - Licenses, Permits and Business Regulations, Food Establishments				
11	III	11-67	Vending Machine - Only prepackaged, non TCS food or beverages	\$ 15
			Vending Machine - Ice Machine not ancillary to primary use	\$ 41
			Vending Machine - General Merchandise (no food or beverage of any kind)	\$ 15
			Vending Machine - Offers TCS foods or beverages	\$ 41
			Mobile food dispensing units and roadside stands	\$ 136
			Vehicle used for delivery of TCS food or beverages:	
			To individual residences	\$ 68
			To retail establishments	\$ 28
CHAPTER 11, Article IV - Licenses, Permits and Business Regulations, Merchants				
11	IV	11-127	Auctioneers Permit - Annual	
			Annual	\$ 136
			Daily	\$ 14
		11-130	Auctioneers Employees License	\$ 8
		11-142	Cigarette and Tobacco Dealers	\$ 56
		11-145(a-c)	Sales to Minors, Possession of Tobacco Products Violations	\$ 200
		11-201	Itinerant Merchants License	\$ 14
CHAPTER 11, Article V - Licenses, Permits and Business Regulations, Miscellaneous Business Operations				
11	V	11-369	Outdoor Advertisers - Annual	\$ 39
		11-424	Residential Scavenger License	\$ 1,452
			Commercial, Industrial, Institutional License	\$ 2,439
		11-428	Garbage Collection (Hours of Service) Violations	\$ 200
		11-433&434	Public Passenger Vehicle and Vehicle Operator Violations	\$ 200
		11-434	Public Passenger Vehicle Operator's License	\$ 27
		11-442	Public Passenger Vehicle	
			Between 1/1 and 6/30	\$ 105
			Between 7/1 and 12/31	\$ 66
			Each Additional Vehicle	
			Between 1/1 and 6/30	\$ 79
			Between 7/1 and 12/31	\$ 53
		11-451,465,466	Taxi Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
		11-473	Building Contractor Annual Registration	
		11-473(1)	General Contractor	\$ 272
		11-473(2)	All Other Contractors	\$ 68
		11-512	Dealers in Gold and Silver	
			Daily Fee	\$ 136
			Annual License Fee	\$ 68
CHAPTER 11, Article VI - Licenses, Permits and Business Regulations, Solicitors				
11	VI	11-517	Solicitors - Registration Violations	\$ 200
		11-523	Solicitors - Wearing Identification Badge Violations	\$ 200
		11-524	Solicitors - Application Fee	\$ 30
		11-525	Solicitors - Time Limit Violations	\$ 200
		11-527	Solicitor Registration - Annual Fee	\$ 41
			Solicitor Registration - Daily Activity Fee	\$ 14
			Solicitors for holders of a Village granted Franchise for the operation of a Cable Communications System - Annual Fee	\$ 41
CHAPTER 11, Article VIII - Licenses, Permits and Business Regulations, Commercial Vehicle Relocators Licensing Law				
11	VIII	11-606(11)(a)	Relocated Vehicle Permit	\$ 20
11	VIII	11-607(1)	Repossessed Vehicle Permit	\$ 20
11	VIII	11-609	Relocator's License	\$ -

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2025
CHAPTER 12 Offenses and Miscellaneous Provisions				
12		12-3 through 12-324	Offenses and Misc Provisions Violations (except for 12-29 and 12-38)	\$ 200
CHAPTER 12, Article I, In General				
12	I	12-29	Possession of Cannabis 10 grams or less	\$ 200
			Possession of Cannabis >10 grams but less than 30 grams	\$ 400
CHAPTER 12, Article I, In General				
12	I	12-38	Truancy	\$ 100
CHAPTER 12, Article II, Fires				
12	II	12-42 (b)	Control Open Burn Permit	\$ 50
CHAPTER 12, Article XXI, Burglary or Robbery Alarm Systems				
12	XXI	12-287	Alarm Permit Fees - Residential	\$ 50
			Alarm Permit Fees - Commercial	\$ 100
CHAPTER 16, Article I - Rights of Way, In General And Utilities				
16	I	16-5(f)	Application Fee	\$ 610
			Plus Cable Installation, per foot	\$ 0.17
CHAPTER 16, Article VI - Rights of Way, Trees & Shrubs				
16	VI	16-104	Annual Commercial Tree License Fee	\$ 44
CHAPTER 17, Article VIII - Taxes, Prepared Food and Beverage Tax				
17	VIII	17-75	Transmission of Tax Collections Violations	
			Paid Within 35 Days	\$ 200
			Paid Between 36 and 60 Days	\$ 300
			Paid After 60 Days	\$ 400
CHAPTER 18, Article III - Traffic, Parking				
18	III	18-81 - 18-91	Minor Violations; Parking Regulations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
18	III	18-81 (16)	Handicapped Parking Violations	\$ 250
CHAPTER 18, Article IV - Traffic, Inoperable Motor Vehicles				
18	IV	18-125	Any person violating any provision of this article shall be fined	\$ 200
CHAPTER 18, Article V - Traffic, Bicycles				
18	V	18-147	Any person violating any provision of this article shall be fined	\$ 200
CHAPTER 18, Article VI - Traffic, Violations				
18	VI	18-173(a)	Minor Violations; Parking Regulations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
		18-173(b)	Minor Violations; Certain Sections of the Illinois Vehicle Code	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
		18-175(d)	Impoundment of Vehicles - release of Vehicle	\$ 75
CHAPTER 18, Article VII - Traffic, Overweight and Oversized Vehicles				
18	VII	18-176	Oversized Vehicles Only	
			Single Trip	\$ 50
			Round Trip	\$ 90
			Overweight Vehicles - Single Trip	
			100,000 pounds or less Gross Weight	\$ 60
			100,001 to 120,000 pounds Gross Weight	\$ 85
			120,001 to 150,000 pounds Gross Weight	\$ 115
			150,001 pounds or more Gross Weight	\$ 140
			Overweight Vehicles - Round Trip	
			100,000 pounds or less Gross Weight	\$ 115
			100,001 to 120,000 pounds Gross Weight	\$ 165
			120,001 to 150,000 pounds Gross Weight	\$ 215
			150,001 pounds or more Gross Weight	\$ 265

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2025
CHAPTER 18, Article IX - Traffic, Motor Driven Scooters				
18	IX	18-185	Operation of Motor Driven Scooter Violations	\$ 200
18		18-188	Any person violating any provision of this article shall be fined	\$ 200
CHAPTER 18, Article X - Traffic, Automated Traffic Enforcement System				
18	X	18-213	Distracted Driving	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
CHAPTER 19, Article I - Utility Services, In General				
19	I	19-2 & 19-53	Turn-On Fees	
			Between 8 am and 3 pm	\$ 69
			Between 3 pm and 8 am	\$ 196
CHAPTER 19, Article II - Utility Services, Water				
19	II	19-16	Per Unit Construction Fees for Water	
			Incorporated Properties	\$ 126
			Unincorporated Properties	\$ 151
		19-20	Water Tap and Meter Inspection Fee	
			Residential/Business/Manufacturing	\$ 66
19	II	19-20 & 19-51	Connection and Meter Fees (all served by single meter):	
			Single Unit Less than or Equal to 3/4 Inch Meter, 1 Inch Tap	
			Meter	\$ 584
			Connection Fee	\$ 1,377
			2 Units - 1 Inch Meter, 1 1/4 Inch Tap	
			Meter	\$ 644
			Connection Fee	\$ 1,611
			2 Units - 1 Inch Meter, 1 1/2 Inch Tap	
			Meter	\$ 644
			Connection Fee	\$ 1,899
19	II	19-20 & 19-51	2-15 Units Inclusive, 1-1/2 Inch Meter, 2 Inch Tap	
			Meter	\$ 1,400
			Connection Fee	\$ 4,040
			15-35 Units Inclusive, 2 Inch Compound Meter, 3 Inch Tap	
			Meter	\$ 1,738
			Connection Fee	\$ 11,083
			36-50 Units Inclusive, 3 Inch Compound Meter, 4 Inch Tap	
			Meter	\$ 3,918
			Connection Fee	\$ 14,276
			51-100 Units Inclusive, 4 Inch Compound Meter, 6 Inch Tap	
			Meter	\$ 6,028
			Connection Fee	\$ 31,326
			51-100 Units Inclusive, 6 Inch Compound Meter, 8 Inch Tap	
			Meter	\$ 9,457
			Connection Fee	\$ 48,376
19	II	19-25	Unauthorized Use - Water Rate per 1,000 Gallons	\$ 23
		19-25	Penalty for Unauthorized Use	
			Not Less Than	\$ 63
			Not More Than	\$ 951
19	II	19-26 (E.)(1)	Fee in Lieu of Construction of Public Water Main per Foot of Lot Frontage	\$ 500
		19-51	Non Conversion of Meter	
			Meter (Per Residential Dwelling Unit Per Billing Cycle)	\$ 54
			External Transponder (Per Account Per Billing Cycle)	\$ 82
		19-54	Testing Fees	
			Meters No Larger Than 1 1/2 Inch	\$ 188
			1 3/4 and 2 Inch	\$ 319
			3 Inch	\$ 348
			4 Inch	\$ 383
			6 Inch	\$ 383
			8 Inch	\$ 407

Attachment: CY 2025 Fee Schedule Supplement (CY 2025 Fee Schedule)

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2025
CHAPTER 19, Article II - Utility Services, Water				
19	II	19-62(A)	For All Services to Premises Within the Village Basic User Billing Charge, per Month	
			Meters No Larger Than 1 Inch	\$ 7.90
			1 1/2 Inch	\$ 12.60
			2 Inch	\$ 18.90
			3 Inch	\$ 61.95
			4 Inch	\$ 77.70
			6 Inch	\$ 114.45
			8 Inch	\$ 157.50
			Water Consumption Charge, per 1,000 Gallons (Minimum Charge 3,500 Gallons)	
		19-62(A)(1)	For Premises not Exempt from the Payment of Real Estate Taxes	
			For the First 74,810 Gallons	\$ 6.05
			For All Consumption Over 74,810 Gallons	\$ 7.80
		19-62(A)(2)	For Premises Exempt from the Payment of Real Estate Taxes	
			For the First 74,810 Gallons	\$ 10.55
			For All Consumption Over 74,810 Gallons	\$ 12.30
		19-62(B)	For All Services to Premises Not Within the Village Basic User Billing Charge, per Month	
			Meters No Larger Than 1 Inch	\$ 9.90
			1 1/2 Inch	\$ 15.75
			2 Inch	\$ 23.65
			3 Inch	\$ 77.45
			4 Inch	\$ 97.15
			6 Inch	\$ 143.10
			8 Inch	\$ 196.90
			Water Consumption Charge, per 1,000 Gallons (Minimum Charge 3,500 Gallons)	
		19-62(B)(1)	For Premises Outside of the Village not in Deer Park	
			For the First 74,810 Gallons	\$ 14.05
			For All Consumption Over 74,810 Gallons	\$ 15.80
19	II	19-62(B)(2)	For Premises Outside of the Village that are in Deer Park	
			For All Consumption	
			Regular Rate	\$ 15.85
		19-62(D)	For Contractor Usage from a Metered Hydrant, Water Consumption Charge, per 1,000 Gallons	
			For All Consumption	\$ 15.80
		19-63	Standardized Billing Rates (Number of Times the Minimum Usage Billing)	
			Single Family Residential Dwellings	\$ 2.00
			Non-Single Family Residential Dwellings	\$ 5.00
		19-63(A)	For All Services to Premises Within the Village	
			Basic User Billing Charge, per Month	\$ 7.90
			Consumption Charge, per 1,000 Gallons (Minimum Charge 3,500 Gallons)	
			Regular Rate	\$ 1.55
		19-63(B)	For All Services to Premises Not Within the Village	
			Basic User Billing Charge, per Month	\$ 7.90
			Consumption Charge, per 1,000 Gallons (Minimum Charge 3,500 Gallons)	
			Regular Rate	\$ 4.35
		19-64	Local Capital Financing (Sewer Separation) Surcharge, per Month	\$ -
		19-65	Local Storm Water Drainage Facility Surcharge, per Month	\$ 1.57
		19-66	Stormwater Management Fee, per Month	\$ 3.75
CHAPTER 19, Article III - Utility Services, Sewers				
19	III	19-83	Sewer Connection Fees; All connections	
			Single Family Residences	\$ 139
			Multiple Family Residence for each family unit	\$ 139
			Business Establishments	\$ 139
		19-88(2)	Penalties, Not to Exceed	\$ 750
CHAPTER 19, Article V - Utility Services, Stormwater Discharge				
19	V	19-130	Criminal Penalty	
			Not Less Than	\$ 200
			Not More Than	\$ 1,000
CHAPTER 19, Article VI - Utility Services, Cross-Connection Control				
19	VI	19-145 (B)	Water Service Re-Connection Fee	\$ 1,500

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2025
CHAPTER 20, Article V - Personal Wireless Telecommunication Services and Facilities				
20	V	20.94(3)(A)	Application Fee - Collocate on Existing Utility Pole	\$ 650
			Plus Per Each Location	\$ 350
		20.94(3)(B)	Application Fee - Collocate on New Utility Pole	\$ 1,000
APPENDIX A, Article V - Zoning, Use Districts				
APP A	V	5.02(a)(2)	Official Zoning Map	\$ 30
APPENDIX A, Article VIII - Zoning, Signage				
APP A	VIII	8.01(b)(1)	Illuminated and Nonilluminated Signs	\$ 59
			Plus one dollar (\$1) per square foot of gross surface area of the proposed sign	
			Plan Exam Fee	\$ 28
			Inspection and Electrical Fees: as outlined in this Fee Schedule	
			Supplement shall be in addition to the fees shown above.	
APPENDIX A, Article XIII - Zoning, Planned Development Districts				
APP A	XIII	13.04(a)	Preliminary Review of Planned Development; Plus	\$ 2,422
			Per Acre for the first 5 acres	\$ 36
			Per Acre for each acre over 5	\$ 24
		13.05(g)	Final Review of Planned Development; Plus	\$ 1,211
			Per Acre for the first 5 acres	\$ 36
			Per Acre for each acre over 5	\$ 24
APPENDIX A, Article XIV - Zoning, Administration				
APP A	XIV	14.09	Text Amendments	
			Residential	\$ 408
			Non-Residential	\$ 815
			Zoning Map Change	
			Less than one acre	\$ 408
			One acre or more	\$ 965
			Variations	
			Single Family (excluding zoning relief applications for Lot Coverage)	\$ 272
			Administrative (excluding zoning relief applications for Lot Coverage)	\$ 137
			Minor Variation	\$ 23
			All Others	\$ 883
APP A	X	10.02-10.07(g)	Residential Lot Coverage applications requiring zoning relief, as a % beyond the maximum % allowed per Zoning District:	
			Res Lot Coverage up to 14.99% above the maximum % Lot Coverage allowed, per Zoning Dist	\$ 275
			Res Lot Coverage from 15% to 25% above the maximum % Lot Coverage allowed, per Zoning Dist	\$ 500
			Res Lot Coverage over 25% above the maximum % Lot Coverage allowed, per Zoning Dist	\$ 750
APPENDIX A, Article XIV - Zoning, Administration				
APP A	XIV	14.09	Special Use Permits	
			Residential Uses	\$ 408
			Administrative Special Use	\$ 205
			Minor Special Use	\$ 23
			Special Use Amendments and for non-conforming businesses requiring a Special Use to continue their operations	\$ 176
			Special Use Permit for Live Entertainment	\$ 544
			All Others	\$ 1,019
			Annexation Hearing	\$ 815
			Multiple Application Fee for each Additional Application	\$ 68
			In addition to the above fees, a document processing fee of plus the actual Cook County Recording Fees shall be charged whenever recording is required.	\$ 193

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2025
APPENDIX B, Article III - Subdivision, Site Development and Floodplain Regulations, Preliminary Plat				
APP B	III	3.01(a)(4)a	Preliminary Plat; plus	\$ 202
			Per Acre for the first five (5) acres	\$ 18
			Per Acre for each acre over five (5) acres	\$ 12
		3.01(a)(4)b	A Plan Review fee (rounded to the nearest dollar) based on one hundred fifty percent (150%) of the rate per hour of the present salary schedule adopted by the Village Council of those Village personnel participating in the review process shall be paid.	
APPENDIX B, Article IV - Subdivision, Site Development and Floodplain Regulations, Final Plat				
APP B	IV	4.01(a)(2)a	Final Plat Fee; plus	\$ 272
			Per Acre for the first five (5) acres	\$ 18
			Per Acre for each acre over five (5) acres	\$ 12
			In addition to the above fees, a document processing fee of plus the actual Cook County Recording Fees shall be charged whenever recording is required.	\$ 197
		4.01(a)(2)b	Plan review fee, based 1.5% of total land improvements costs (which shall consist of, but not exclusively of curb and gutters, sidewalks, pavements, sanitary sewer system, storm sewer system, water distribution system, stormwater detention facilities, parkway trees, landscaping, street lights, plus soil erosion control measures) as estimated by the design engineer and approved by the Village Engineer.	
APPENDIX B, Article V - Subdivision, Site Development and Floodplain Regulations, Dedication of Park Land and School Sites for Payment of Fees in Lieu Thereof				
APP B	V	5.02(a)(1)a	Contribution of fees in lieu of park and school sites The cash contributions in lieu of land shall be based on the "fair market value" of the acres of land in the area improved as specified herein, that otherwise would have been dedicated as park and recreation and school sites. It has been determined that the "fair market value" per acre of such improved land in and surrounding the village, to be used in calculating the applicable fee in lieu is:	\$ 163,300
APPENDIX B, Article VI - Subdivision, Site Development and Floodplain Regulations, Design Standards				
APP B	VI	6.09(f)(1)	Site Development Permit	
			Plan Review/@ Gross Site Acre (Minimum \$16)	
		6.09(f)(2)	Site Development Permit	
			On-site Inspections	
			0-3 acres, each inspection	\$ 68
			3-6 acres, each inspection	\$ 136
			6-8 acres, each inspection	\$ 204
			Over 8 acres, each inspection	\$ 272
		6.09(f)(3)	Filing Fee	\$ 96
		APPENDIX B, Article VIII - Subdivision, Site Development and Floodplain Regulations, Required Land Improvements		
APP B	VIII	8.08(a)(1)	Exemption from Live Detention	
			Per Square Foot of Total Land Area to be Developed	\$ 0.26
General Fees, Provided for Administratively				
Police			Fingerprinting Fees	
			Residents/Employees	\$ 30
			Non-Residents	\$ 40
Public Works			Mulch Delivery, per Cubic Yard	
			Residential	\$ 16
			Commercial	\$ 25
Finance			Utility Bill Fees	
			Online Utility Bill Convenience Fee	\$ 3.50
Community Development			Business License Fees	
			Online Business License Renewal Convenience Fee	\$ 3.50

Consider an Ordinance Implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax

BACKGROUND:

As part of the State of Illinois' Fiscal Year 2025 budget, Public Act 103-0781 was adopted.

KEY ISSUES:

The statewide 1% tax on groceries was a State approved tax that was collected and administered by the State and remitted to local governments. With the adoption of this year's State budget, the elected State officials took the easy, convenient, and political move to eliminate this tax (PA 103-0781), effective January 1, 2026. Notably, this was done in an election year and had absolutely no impact on their budget.

For the Village, this impact is significant. The 1% grocery tax amounts to approximately \$1.5M of General Fund revenue annually, and it is crucial for the Village to maintain this funding for long-term stability in operating revenues to fund the core services of Police, Fire, and Public Works.

While PA 103-0781 repealed the statewide 1% tax on groceries, it also provided the authority for municipalities to replace this lost revenue by implementing a 1% grocery sales tax locally by ordinance, effective on January 1, 2026. Adoption of a local grocery tax does not increase the amount of sales tax on groceries to consumers - it simply maintains the current amount.

ALTERNATIVES:

1. Approve the ordinance implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax and maintain \$1.5M in crucial General Fund operating revenue.
2. Do not approve the ordinance implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax and begin discussions on how to replace \$1.5M in crucial General Fund operating revenue for the CY 2026 Budget.

RECOMMENDATION:

Staff recommends approval of the ordinance implementing (effective January 1, 2026) a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax.

ACTION REQUIRED:

A motion to approve the ordinance implementing (effective January 1, 2026) a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax.

ATTACHMENTS:

- Municipal Grocery Tax Ordinance

ORDINANCE NO. O - _____ - 24

AN ORDINANCE IMPLEMENTING A MUNICIPAL GROCERY RETAILERS' OCCUPATION TAX AND A MUNICIPAL GROCERY SERVICE OCCUPATION TAX

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and,

WHEREAS, the Village of Palatine (Village) is a home rule Illinois municipality pursuant to the Constitution of the State of Illinois of 1970, as amended; and,

WHEREAS, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) provides that, beginning on January 1, 2026, all Illinois municipalities may impose a tax “upon all persons engaged in the business of selling groceries at retail in the municipality” (the “Municipal Grocery Tax”) (65 ILCS 5/8-11-24); and,

WHEREAS, the Municipal Grocery Retailers' Occupation Tax may be imposed “at the rate of 1% of the gross receipts from these sales” (65 ILCS 5/8-11-24); and,

WHEREAS, any Municipal Grocery Retailers' Occupation Tax shall be administered, collected and enforced by the Illinois Department of Revenue; and,

WHEREAS, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) requires any municipality imposing a Municipal Grocery Retailers' Occupation Tax under Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) to also impose a Service Occupation Tax at the same rate, “upon all persons engaged, in the municipality, in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries” as “an incident to a sale of service” (the “Municipal Grocery Service Occupation Tax”) (65 ILCS 5/8-11-24); and,

Attachment: Municipal Grocery Tax Ordinance (Municipal Grocery Tax Ordinance)

WHEREAS, any Municipal Grocery Service Occupation Tax shall be administered, collected and enforced by the Illinois Department of Revenue; and,

WHEREAS, the Mayor and Village Council believe that it is appropriate, necessary and in the best interests of the Village and its residents, that the Village levy a Municipal Grocery Retailers' Occupation Tax as permitted by Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24); and,

WHEREAS, the Mayor and Village Council believe that it is appropriate, necessary and in the best interests of the Village and its residents, that the Village levy a Municipal Grocery Service Occupation Tax as permitted by Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24); and,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, as follows:

SECTION 1: Incorporation of Recitals. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: Municipal Grocery Retailers' Occupation Tax Imposed. A tax is hereby imposed upon all persons engaged in the business of selling groceries at retail in this municipality at the rate of 1% of the gross receipts from such sales made in the course of such business while this Ordinance is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

SECTION 3: Municipal Grocery Service Occupation Tax. A tax is hereby imposed upon all persons engaged in this municipality in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries as an incident to a sale of service. The rate of this tax shall be the same rate identified in Section 2, above. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

SECTION 4: Illinois Department of Revenue to Administer Both Taxes. The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department of Revenue of the State of Illinois. The Illinois Department of Revenue shall have full power to administer and enforce the provisions of this Ordinance.

SECTION 5: Clerk to file Ordinance with Illinois Department of Revenue. As required under Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24), the Clerk is hereby directed to file a certified copy of this Ordinance with the Illinois Department of Revenue upon its adoption.

SECTION 6: Effective Date. The taxes imposed by this Ordinance shall take effect on January 1, 2026

SECTION 7: Repeal of Conflicting Provisions. All ordinances, resolutions and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

SECTION 8: Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

SECTION 9: Headings/Captions. The headings/captions identifying the various sections and subsections of this Ordinance are for reference only and do not define, modify, expand or limit any of the terms or provisions of the Ordinance.

SECTION 10: This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED: This 2nd day of December 2024

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

APPROVED by me this 2nd day of December 2024

ATTESTED and FILED in the
Office of the Village Clerk this
2nd day of December 2024

Mayor of the Village of Palatine

Village Clerk

Consider a Resolution Amending the Village's Employee Handbook for 2025

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 2024 budget.

KEY ISSUES:

The suggested handbook changes for 2025 include:

- Employees who do not receive a merit or salary step increase on their review date may receive such increases before the next review date if, in the discretion of Village management, such an increase would be appropriate.
- Part-time employees (working a minimum of twenty (20) hours per week as an IMRF participant) are eligible for up to \$350 for Translation Reward bonus.
- Holidays are not paid out upon separation and shall be lost at the end of each calendar year.
- Sick Leave Donation Program includes safe driving day to be exhausted.
- When an employee is on Family and Medical Leave, they must exhaust all leave time (paid sick days, vacation days, holidays, safe driving day, personal time or compensatory time) under this policy, and any such paid time off must be taken concurrently with employee's Family and Medical Leave.

ALTERNATIVES:

1. Approve the recommended changes.
2. Do not approve the recommended changes.

RECOMMENDATION:

Staff recommends adopting the Resolution amending the 2025 Village's Employee Handbook.

ACTION REQUIRED:

A motion to adopt the Resolution amending the 2025 Village's Employee Handbook.

ATTACHMENTS:

- EE Hdbk Resolution 2025
- Summary of Changes 2025 Employee Handbook
- 2025 Red-Lined Employee Handbook
- Final 2025 Employee Handbook

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, 2025.

DATED: This _____ day of _____, 2024

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

APPROVED by me this _____ day of _____, 2024

Mayor of the Village of Palatine

ATTEST and FILE in the office of the Village Clerk this _____ day of _____, 2024

Village Clerk

Attachment: EE Hdbk Resolution 2025 (2025 Employee Handbook)

2025 Summary of Handbook Changes

Section 4.4 Salary Adjustment

Employees who do not receive a merit or 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.

Section 5.10 Translation Reward Program

Part-time employees (working a minimum of twenty (20) hours per week as an IMRF participant) are eligible for up to \$350. Employees must be actively employed and in good standing at the time the payment is made.

Section 6.1 Floating Holidays

Accrued, but unused Floating Holidays are not paid out upon separation and shall be lost at the end of each calendar year.

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, floating holidays, and safe driving day, employee 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.

Section 7.11 Family and Medical Leave

Except as provided herein, below, an employee must exhaust all leave time (paid sick days, vacation days, holidays, safe driving day, personal time or compensatory time) under this policy, and any such paid time off must be taken concurrently with employee's Family and Medical Leave.

EMPLOYEE HANDBOOK

January 1, ~~2024~~2025

Attachment: 2025 Red-Lined Employee Handbook (2025 Employee Handbook)

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ARTICLE I. INTRODUCTION

Section 1.1 Purpose of Employee Handbook

Whether you have just joined our organization or have been with the Village of Palatine for many years, we are confident that you will find the organization to be a dynamic and rewarding place in which to work. We look forward to a productive and successful association. Our employees are our most valuable resources.

The Village has always taken pride in the abilities and accomplishments of its employees. It is the Village's policy, so far as the judgment of Village management is able, to pay wages and benefits that are competitive with the market, and recognize the value of its employees. It is also Village policy, generally, to communicate directly with employees and to try and work together to resolve employee concerns as they arise.

The purpose of this Employee Handbook is to present the principle rules, regulations, benefits and conditions of employment that apply to Village employees. Employees are urged to carefully read this Employee Handbook and understand its application. Clarification and interpretation of the Employee Handbook shall be made by the Village Manager as the Chief Administrative Officer of the Village. The Village Manager or his/her designee shall administer the provisions of this Employee Handbook.

This Employee Handbook is not intended to create any sort of contract of employment. Rather, it is intended to describe the Village and its present policies and procedures. These policies and procedures may be changed from time to time as the Village deems appropriate, consistent with state and federal laws. Further, consistent with the principles of at-will employment, employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the Village, except for those employees whose method of appointment or removal is set by State statute or Village ordinance. No representative of the Village, other than the Village Manager as an agent of the Village Council, has the authority to enter into any agreement for a specific period of time, or to make any agreement contrary to the foregoing.

Section 1.2 Collective Bargaining Agreements

Where this Employee Handbook and a Collective Bargaining Agreement between the Village and any of its employees address the same or similar issues or conflict in any way, the provisions of the Collective Bargaining Agreement shall control, and the provisions of the Employee Handbook shall not apply, with respect to any employee covered by the Collective Bargaining Agreement with regards to these issues or conflicts.

Section 1.3 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 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 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 1.4 **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 1.7, Resolving Complaints of Harassment or Discrimination.

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 1.6 **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 1.7 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 1.8 **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, 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, employee must report the loss to 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 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.

A. Avoiding Conflict of Interest

In order to avoid an actual or potential conflict of interest in employee hiring, supervision and/or allocation of duties, employment and personnel decisions shall not be made on the basis of nepotism nor under circumstances which reasonably create the appearance of nepotism to the public.

1. The hiring of immediate family members of elected Village Officials or the Village Manager shall be prohibited under this policy. Those employees whose employment preceded the candidacy or election of a Village Office shall be unaffected by this policy.
2. This policy does not apply to those individuals who are uncompensated and serve on Village Commissions or Boards.

3. Nothing herein shall apply to the hiring of persons whose application and appointment are under the jurisdiction of the Fire and Police Commission of the Village.
4. If employment of immediate family members exists, or is later established, and an actual or potential conflict arises, the Village Manager and the appropriate Department Head(s) will endeavor to resolve the conflict by conciliation, transfer or other appropriate action, including termination. These situations will be resolved on a case-by-case basis.

B. Relationship Conflict of Interest

The Village considers certain personal/dating relationships to be inappropriate. Such relationships could create disruptions in the workplace and could negatively affect the morale of other Village employees. Equally important, such activity can create the appearance of favoritism and/or the potential for unfair treatment or the appearance of a conflict of interest. Therefore:

1. Executive Leadership employees are prohibited from engaging in a personal/dating relationship with any other Village employee.
2. All other employees who serve in a management professional, supervisory or managerial position are prohibited from engaging in a personal/dating relationship with any person with whom he/she has a direct reporting relationship and/or who is also employed within the same department.
3. Employees who serve in a management professional, supervisory or managerial position are required to disclose to their supervisor any personal/dating relationship with any person within the same department. The purpose of this disclosure is to determine compliance with this policy and if necessary set specific guidelines to avoid conflicts due to the relationship.
4. If the Village becomes aware of a violation of this policy, appropriate corrective and disciplinary action will be taken to remedy the situation, up to and including dismissal or transfer of one or both employees.
5. This policy applies without regard to marital status, gender or sexual orientation and situations will be addressed on a case-by-case basis to avoid even the appearance of a conflict of interest.

Section 2.3 Probation

A. Probationary Period

Unless otherwise designated by the Village Manager, the first twelve (12) months of employment with the Village, or the first six (6) months after a promotion or reclassification, is considered a probationary period to determine whether the employee is well-suited for the position.

Successful completion of the probationary (trial) period does not mean an employee has a permanent job. Except for those employees covered by a collective bargaining agreement with contrary provisions, all employees are at-will and may be disciplined or discharged at any time for any reason.

B. Sworn Employees

The probationary period for Sworn personnel in the Police and Fire Departments is determined by the Fire and Police Commission, subject to State statute.

Section 2.4 **Promotion**

As vacancies occur in positions other than those in the lowest pay ranges, the Village will attempt, so far as it deems possible and appropriate, to fill these positions from among current staff members. If the Department Head is not satisfied with the employee's performance during the first six months, the Department Head may return the employee to 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 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 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 Development, 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 their entire effort to Village business during their scheduled working hours.

1. In the event an employee is unable to report to work due to illness or other emergency, employee must inform their Department Head or their designee within thirty (30) minutes of their 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 Chief's 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, the Department Head must notify the Village Manager and the 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) 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 unused 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 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 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 employee’s 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, employee 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 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 Step Thirteen-(13) represents 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 Thirteen (13) or until reclassified or promoted.

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 employee's 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 [a merit or](#) 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. It is approved, thus skipping Step 9.)

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.

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 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 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

After 11, 12, 13, and 14 years of full-time service - \$550

After 15, 16, 17, 18, and 19 years of full-time service - \$750

After 20 years of full-time service - \$1,000

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 Program Guide.

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. In addition, the annual wellness program will be planned and implemented.

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 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 5.8 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 5.9 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 5.10 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. Part-time employees (working a minimum of twenty (20) hours per week as an IMRF participant) are eligible for [up to](#) \$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 Health Insurance Advisory Committee (HIAC) will plan and carry out wellness activities. Employees are encouraged to participate in the wellness program to improve health, prevent or manage disease and maintain stable health insurance rates.

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 5.12 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 or alternate day off 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. The floating holidays shall not accumulate and shall be limited to two (2) per year.

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 1/12th of the total floating holidays for each full month remaining in the year at the time of hire. If hired June 1 or after, employee receives no pro-rated floating holidays 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 (6) 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 and shall be lost at the end of each calendar year.

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, the employee can make arrangements to take the time off without pay or they may use 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.

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 the Department Head of 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.

Section 6.4 **Vacation Program**

Eligible Village employees, except for Sworn Shift Personnel and those who have a contrary written employment agreement, or other written offer of employment 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 five (5) 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 five (5) 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 ten (10) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue one (1) additional vacation day credit. Such additional vacation days credit will be calculated on the basis of 1/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed sixteen (16) work days.

Beginning with the first day following completion of eleven (11) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue one (1) additional vacation day credit. Such additional vacation day credit shall be calculated on the basis of 1/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed seventeen (17) work days.

Beginning with the first day following completion of twelve (12) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue one (1) additional vacation day credit. Such additional vacation day credit shall be calculated on the basis of 1/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed eighteen (18) work days.

Beginning with the first day following completion of thirteen (13) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue one (1) additional vacation day credit. Such additional vacation day credit shall be calculated on the basis of 1/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed nineteen (19) 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 one (1) additional vacation day credit. Such additional vacation day credit will be calculated on the basis of 1/12th vacation day credit for each full month 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 nineteen (19) 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) work 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) work 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. The Village Manager may approve alternative timing for payment of unused vacation credits upon acceptance of a resignation or retirement.

Vacation Credit for Police Pension Employees

At the time of separation of employment, a Police Pension employee (non-bargained) will be paid for unused, accrued, vacation credits at 100% of the employee's current hourly rate and the sum shall be deposited in the Village's Retiree Health Savings Plan into an account in the employee's name. If the 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 and select Supervisory employees are routinely required to attend meetings or work on projects outside of the normal working hours of the Village or in excess of their regularly scheduled work times. In recognition of the significant hours spent in the evenings and weekends, all Executive Leadership employees and those Management and Supervisory 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 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 employee 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 before 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 three (3) 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 three (3) days” eligibility for the buyback program:

<u>Number of Sick Leave Days Used</u>	<u>Number Days Eligible for Buyback</u>
Zero to One (0 -1)	3
Greater than 1 up to 2	2
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>
Zero	72
Greater than zero to 48 hours used	48
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)**
- Collectively Bargained IMRF Employees:** 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.
 - Non-bargained IMRF Employees:** 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. If, at the time of separation of employment, the total sick

leave balance, including the recorded IMRF service credit, is in excess of 221 days, the excess of 221 days shall be deposited to a Retirement Health Savings Account in an amount equal to 50% of the employee's final rate of pay provided the employee has provided a minimum of 120 days notice of their retirement.

- 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. If within twelve (12) months of retirement, the Police Pension employee has a qualifying instance of FMLA, the sick leave reimbursement threshold shall be reduced from 800 hours, but in no event shall the buyback threshold fall below 700 hours. The reimbursement percentage remains at 20% and is calculated from the balance of sick leave with the FMLA time removed.
1. A Police Pension employee who used an average of four (4) days or less per year for the entirety of the employee's career shall be eligible for a 10% increase of reimbursable sick leave. Sick days that are bought back at the end of the year, or donated to others will not be included as used days in this calculation.
 2. Advanced Notice of Retirement: A Police Pension employee who provides a minimum of six (6) months advance written notice of retirement to the Village shall be eligible for a 10% increase of reimbursable sick leave at top patrol officer rate of pay. Said notice shall be irrevocable.

There shall be no additional cash value of sick leave 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 ~~and safe driving day~~, ~~and~~ employee 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 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 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 1.8), 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 Manager's 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 the 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 employee 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~~ 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

Employees will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided if the employee had remained actively at work. However, the employee must make arrangements for the continuation of and payment of insurance premiums before going on leave status. If the employee does not return to work after the leave, or if the employee fails to pay the employee's portion of the premiums, the 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 employee held when the leave started. If the leave was due to employee's own serious health condition, employee will be required to submit a fitness for duty certification from their health care provider stating that employee is able to perform the essential functions of the job. If employee fails to return to work at the expiration of the approved Family and

Medical Leave, it will be considered to be a resignation of 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 service member 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 service member may be taken only once per service member unless that service member 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 service member or covered veteran will reduce the twenty-six (26) weeks of available leave to care for an injured service member 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 exhaust all leave time substitute any accrued (paid sick days, vacation days, holidays, safe driving day, personal time or compensatory time) for unpaid leave under this policy, and any such paid time off must be taken concurrently with 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, employee will collect disability pay at the same time as Family and Medical Leave. Similarly, if employee otherwise qualifies for any other type of leave of absence, employee must take that leave at the same time as 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 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 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 previous job if the job is vacant; if not vacant, the employee will be placed in the first available opening in employee's 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 leave, employee 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's 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's 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 they qualify for the Safe Driving Program, employee 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 Village 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 Village, 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 their supervisor as far in advance as possible, but not later than thirty (30) minutes before the scheduled starting time if employee 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 absence. An employee who fails to contact the 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 their official duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of 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 Village contact, including the designated department contacts in Police and Fire, and the Village Manager's Office.

Records of the Village of Palatine are subject to retention periods as outlined by the Records Management Section of the Office of the Secretary of State. Records may be destroyed only upon prior authorization.

Section 9.9 **Employee Ethics Policy**

Employees shall not use their Village employment for private gain. Guidelines:

No Village employee shall engage in any act, which is in conflict with or creates the appearance of conflict with, the performance of official duties. An employee shall be deemed to have a conflict if the employee:

- A. Has any financial interest in any sale to the Village of any goods or services when such financial interest was received with prior knowledge that the Village intended to purchase the property, goods or services.
- B. Solicits, accepts or seeks an inappropriate gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction, which is or may be the subject of official action by the Village. An inappropriate gift, gratuity or favor is one that has significant

monetary value or is offered or accepted in expectation of preferential treatment instead of as an expression of appreciation or professional courtesy.

- C. Discloses or uses without authorization confidential information concerning property or affairs of the Village to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Village.
- D. Violates any applicable provision of the Illinois State Gift Ban Act, 5IlCS425/1 et seq., as now or hereafter amended.

Section 9.10 **Post-Employment Restrictions**

No former official or employee shall assist or represent any person or entity other than the Village in any judicial or administrative proceeding involving the Village if the official or employee participated personally and substantively in the proceeding during 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 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 not all wrongful conduct can 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 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 the opportunity to be heard fully at any time that employee 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 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 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 the supervisor, the employee must, within three (3) business days of meeting with 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 their designee, as soon as is practicable, meet with the employee and thoroughly discuss the grievance. The Village Manager or 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 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.

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 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 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 and must seek concurrence of the Village Manager before work-from-home arrangements are made.

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 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 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

Attachment: 2025 Red-Lined Employee Handbook (2025 Employee Handbook)

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 their primary interest to the accomplishment of their 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's 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

EMPLOYEE HANDBOOK

January 1, 2025

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ARTICLE I. INTRODUCTION

Section 1.1 Purpose of Employee Handbook

Whether you have just joined our organization or have been with the Village of Palatine for many years, we are confident that you will find the organization to be a dynamic and rewarding place in which to work. We look forward to a productive and successful association. Our employees are our most valuable resources.

The Village has always taken pride in the abilities and accomplishments of its employees. It is the Village's policy, so far as the judgment of Village management is able, to pay wages and benefits that are competitive with the market, and recognize the value of its employees. It is also Village policy, generally, to communicate directly with employees and to try and work together to resolve employee concerns as they arise.

The purpose of this Employee Handbook is to present the principle rules, regulations, benefits and conditions of employment that apply to Village employees. Employees are urged to carefully read this Employee Handbook and understand its application. Clarification and interpretation of the Employee Handbook shall be made by the Village Manager as the Chief Administrative Officer of the Village. The Village Manager or his/her designee shall administer the provisions of this Employee Handbook.

This Employee Handbook is not intended to create any sort of contract of employment. Rather, it is intended to describe the Village and its present policies and procedures. These policies and procedures may be changed from time to time as the Village deems appropriate, consistent with state and federal laws. Further, consistent with the principles of at-will employment, employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the Village, except for those employees whose method of appointment or removal is set by State statute or Village ordinance. No representative of the Village, other than the Village Manager as an agent of the Village Council, has the authority to enter into any agreement for a specific period of time, or to make any agreement contrary to the foregoing.

Section 1.2 Collective Bargaining Agreements

Where this Employee Handbook and a Collective Bargaining Agreement between the Village and any of its employees address the same or similar issues or conflict in any way, the provisions of the Collective Bargaining Agreement shall control, and the provisions of the Employee Handbook shall not apply, with respect to any employee covered by the Collective Bargaining Agreement with regards to these issues or conflicts.

Section 1.3 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 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 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 1.4 **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 1.7, Resolving Complaints of Harassment or Discrimination.

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 1.6 **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 1.7 **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 1.8 **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, 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, employee must report the loss to 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 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.

A. Avoiding Conflict of Interest

In order to avoid an actual or potential conflict of interest in employee hiring, supervision and/or allocation of duties, employment and personnel decisions shall not be made on the basis of nepotism nor under circumstances which reasonably create the appearance of nepotism to the public.

1. The hiring of immediate family members of elected Village Officials or the Village Manager shall be prohibited under this policy. Those employees whose employment preceded the candidacy or election of a Village Office shall be unaffected by this policy.
2. This policy does not apply to those individuals who are uncompensated and serve on Village Commissions or Boards.

3. Nothing herein shall apply to the hiring of persons whose application and appointment are under the jurisdiction of the Fire and Police Commission of the Village.
4. If employment of immediate family members exists, or is later established, and an actual or potential conflict arises, the Village Manager and the appropriate Department Head(s) will endeavor to resolve the conflict by conciliation, transfer or other appropriate action, including termination. These situations will be resolved on a case-by-case basis.

B. Relationship Conflict of Interest

The Village considers certain personal/dating relationships to be inappropriate. Such relationships could create disruptions in the workplace and could negatively affect the morale of other Village employees. Equally important, such activity can create the appearance of favoritism and/or the potential for unfair treatment or the appearance of a conflict of interest. Therefore:

1. Executive Leadership employees are prohibited from engaging in a personal/dating relationship with any other Village employee.
2. All other employees who serve in a management professional, supervisory or managerial position are prohibited from engaging in a personal/dating relationship with any person with whom he/she has a direct reporting relationship and/or who is also employed within the same department.
3. Employees who serve in a management professional, supervisory or managerial position are required to disclose to their supervisor any personal/dating relationship with any person within the same department. The purpose of this disclosure is to determine compliance with this policy and if necessary set specific guidelines to avoid conflicts due to the relationship.
4. If the Village becomes aware of a violation of this policy, appropriate corrective and disciplinary action will be taken to remedy the situation, up to and including dismissal or transfer of one or both employees.
5. This policy applies without regard to marital status, gender or sexual orientation and situations will be addressed on a case-by-case basis to avoid even the appearance of a conflict of interest.

Section 2.3 Probation

A. Probationary Period

Unless otherwise designated by the Village Manager, the first twelve (12) months of employment with the Village, or the first six (6) months after a promotion or reclassification, is considered a probationary period to determine whether the employee is well-suited for the position.

Successful completion of the probationary (trial) period does not mean an employee has a permanent job. Except for those employees covered by a collective bargaining agreement with contrary provisions, all employees are at-will and may be disciplined or discharged at any time for any reason.

B. Sworn Employees

The probationary period for Sworn personnel in the Police and Fire Departments is determined by the Fire and Police Commission, subject to State statute.

Section 2.4 **Promotion**

As vacancies occur in positions other than those in the lowest pay ranges, the Village will attempt, so far as it deems possible and appropriate, to fill these positions from among current staff members. If the Department Head is not satisfied with the employee's performance during the first six months, the Department Head may return the employee to 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 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 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 Development, 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 their entire effort to Village business during their scheduled working hours.

1. In the event an employee is unable to report to work due to illness or other emergency, employee must inform their Department Head or their designee within thirty (30) minutes of their 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 Chief's 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, the Department Head must notify the Village Manager and the 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) 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 unused 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 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 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 employee’s 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, employee 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 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 Step Thirteen(13) represents 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 Thirteen (13) or until reclassified or promoted.

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 employee's 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. Employees who do not receive a merit or 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. It is approved, thus skipping Step 9.)

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.

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 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 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

After 11, 12, 13, and 14 years of full-time service - \$550

After 15, 16, 17, 18, and 19 years of full-time service - \$750

After 20 years of full-time service - \$1,000

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 Program Guide.

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. In addition, the annual wellness program will be planned and implemented.

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 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 5.8 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 5.9 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 5.10 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. Part-time employees (working a minimum of twenty (20) hours per week as an IMRF participant) are eligible for up to \$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 Health Insurance Advisory Committee (HIAC) will plan and carry out wellness activities. Employees are encouraged to participate in the wellness program to improve health, prevent or manage disease and maintain stable health insurance rates.

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 5.12 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 or alternate day off 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 1/12th of the total floating holidays for each full month remaining in the year at the time of hire. If hired June 1 or after, employee receives no pro-rated floating holidays 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 (6) 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 and shall be lost at the end of each calendar year.

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, the employee can make arrangements to take the time off without pay or they may use 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.

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 the Department Head of 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.

Section 6.4 **Vacation Program**

Eligible Village employees, except for Sworn Shift Personnel and those who have a contrary written employment agreement, or other written offer of employment 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 five (5) 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 five (5) 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 ten (10) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue one (1) additional vacation day credit. Such additional vacation days credit will be calculated on the basis of 1/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed sixteen (16) work days.

Beginning with the first day following completion of eleven (11) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue one (1) additional vacation day credit. Such additional vacation day credit shall be calculated on the basis of 1/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed seventeen (17) work days.

Beginning with the first day following completion of twelve (12) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue one (1) additional vacation day credit. Such additional vacation day credit shall be calculated on the basis of 1/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed eighteen (18) work days.

Beginning with the first day following completion of thirteen (13) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue one (1) additional vacation day credit. Such additional vacation day credit shall be calculated on the basis of 1/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed nineteen (19) 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 one (1) additional vacation day credit. Such additional vacation day credit will be calculated on the basis of 1/12th vacation day credit for each full month 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 nineteen (19) 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) work 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) work 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. The Village Manager may approve alternative timing for payment of unused vacation credits upon acceptance of a resignation or retirement.

Vacation Credit for Police Pension Employees

At the time of separation of employment, a Police Pension employee (non-bargained) will be paid for unused, accrued, vacation credits at 100% of the employee's current hourly rate and the sum shall be deposited in the Village's Retiree Health Savings Plan into an account in the employee's name. If the 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 and select Supervisory employees are routinely required to attend meetings or work on projects outside of the normal working hours of the Village or in excess of their regularly scheduled work times. In recognition of the significant hours spent in the evenings and weekends, all Executive Leadership employees and those Management and Supervisory 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 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 employee 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 before 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 three (3) 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 three (3) days” eligibility for the buyback program:

<u>Number of Sick Leave Days Used</u>	<u>Number Days Eligible for Buyback</u>
Zero to One (0 -1)	3
Greater than 1 up to 2	2
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>
Zero	72
Greater than zero to 48 hours used	48
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)**
- Collectively Bargained IMRF Employees:** 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.
 - Non-bargained IMRF Employees:** 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. If, at the time of separation of employment, the total sick

leave balance, including the recorded IMRF service credit, is in excess of 221 days, the excess of 221 days shall be deposited to a Retirement Health Savings Account in an amount equal to 50% of the employee's final rate of pay provided the employee has provided a minimum of 120 days notice of their retirement.

- 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. If within twelve (12) months of retirement, the Police Pension employee has a qualifying instance of FMLA, the sick leave reimbursement threshold shall be reduced from 800 hours, but in no event shall the buyback threshold fall below 700 hours. The reimbursement percentage remains at 20% and is calculated from the balance of sick leave with the FMLA time removed.
1. A Police Pension employee who used an average of four (4) days or less per year for the entirety of the employee's career shall be eligible for a 10% increase of reimbursable sick leave. Sick days that are bought back at the end of the year, or donated to others will not be included as used days in this calculation.
 2. Advanced Notice of Retirement: A Police Pension employee who provides a minimum of six (6) months advance written notice of retirement to the Village shall be eligible for a 10% increase of reimbursable sick leave at top patrol officer rate of pay. Said notice shall be irrevocable.

There shall be no additional cash value of sick leave 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, floating holidays, and safe driving day, employee 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 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 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 1.8), 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 Manager's 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 the 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 employee 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

Employees will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided if the employee had remained actively at work. However, the employee must make arrangements for the continuation of and payment of insurance premiums before going on leave status. If the employee does not return to work after the leave, or if the employee fails to pay the employee's portion of the premiums, the 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 employee held when the leave started. If the leave was due to employee's own serious health condition, employee will be required to submit a fitness for duty certification from their health care provider stating that employee is able to perform the essential functions of the job. If employee fails to return to work at the expiration of the approved Family and

Medical Leave, it will be considered to be a resignation of 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 service member 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 service member may be taken only once per service member unless that service member 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 service member or covered veteran will reduce the twenty-six (26) weeks of available leave to care for an injured service member 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 exhaust all leave time (paid sick days, vacation days, holidays, safe driving day, personal time or compensatory time) under this policy, and any such paid time off must be taken concurrently with 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, employee will collect disability pay at the same time as Family and Medical Leave. Similarly, if employee otherwise qualifies for any other type of leave of absence, employee must take that leave at the same time as 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 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 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 previous job if the job is vacant; if not vacant, the employee will be placed in the first available opening in employee's 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 leave, employee 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's 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's 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 they qualify for the Safe Driving Program, employee 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 Village 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 Village, 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 their supervisor as far in advance as possible, but not later than thirty (30) minutes before the scheduled starting time if employee 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 absence. An employee who fails to contact the 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 their official duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of 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 Village contact, including the designated department contacts in Police and Fire, and the Village Manager's Office.

Records of the Village of Palatine are subject to retention periods as outlined by the Records Management Section of the Office of the Secretary of State. Records may be destroyed only upon prior authorization.

Section 9.9 **Employee Ethics Policy**

Employees shall not use their Village employment for private gain. Guidelines:

No Village employee shall engage in any act, which is in conflict with or creates the appearance of conflict with, the performance of official duties. An employee shall be deemed to have a conflict if the employee:

- A. Has any financial interest in any sale to the Village of any goods or services when such financial interest was received with prior knowledge that the Village intended to purchase the property, goods or services.
- B. Solicits, accepts or seeks an inappropriate gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction, which is or may be the subject of official action by the Village. An inappropriate gift, gratuity or favor is one that has significant monetary value or is offered or accepted in expectation of preferential treatment instead of as an expression of appreciation or professional courtesy.

- C. Discloses or uses without authorization confidential information concerning property or affairs of the Village to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Village.
- D. Violates any applicable provision of the Illinois State Gift Ban Act, 5IlCS425/1 et seq., as now or hereafter amended.

Section 9.10 **Post-Employment Restrictions**

No former official or employee shall assist or represent any person or entity other than the Village in any judicial or administrative proceeding involving the Village if the official or employee participated personally and substantively in the proceeding during 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 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 not all wrongful conduct can 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 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 the opportunity to be heard fully at any time that employee 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 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 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 the supervisor, the employee must, within three (3) business days of meeting with 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 their designee, as soon as is practicable, meet with the employee and thoroughly discuss the grievance. The Village Manager or 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 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.

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 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 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 and must seek concurrence of the Village Manager before work-from-home arrangements are made.

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 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 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 their primary interest to the accomplishment of their 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's 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 2025 Regular Scheduled Meeting Calendar

6.C.1

BACKGROUND:

Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regularly scheduled meetings for calendar year 2025 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).
- The 2025 Meeting Calendar includes only one Village Council meeting in July, consistent with Council's July meeting schedule in recent years.

ALTERNATIVES:

1. Approve the 2025 Meeting Calendar.
2. Amend the 2025 Meeting Calendar.

RECOMMENDATION:

Staff recommends approval of the regular scheduled meeting calendar for 2025.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular scheduled meetings for 2025.

ATTACHMENTS:

- Draft 2025 Meeting Calendar

VILLAGE OF PALATINE - 2025 MEETING CALENDAR

Village Council, COW, Liquor Commission 7:00 PM - Village Hall	Planning & Zoning Commission 7:00 PM - Village Hall	Fire Pension Board 4:00 PM Village Hall - Rm. A	Police Pension Board 4:00 PM Village Hall - Rm. A	Foreign Fire Tax Board 8:30 AM Fire Station 85	Fire & Police Commission 3:00 PM Police Department
January 6	January 14	February 10	February 11	March 19	May 7
January 13	January 28	May 12	May 13	June 18	November 5
January 20	February 11	August 11	August 12	September 17	
February 3	February 25	November 10	November 11	December 10	
February 10	March 11				
February 18	March 25				
March 3	April 8				
March 10	April 22				
March 17	May 13				
April 7	May 27				
April 14	June 10				
April 21	June 24				
May 5	July 8				
May 12	July 22				
May 19	August 12				
June 2	August 26				
June 9	September 9				
June 16	September 23				
July 14	October 14				
August 4	October 28				
August 11	November 11				
August 18	November 25				
September 2	December 9				
September 8	December 23				
September 15					
October 6					
October 13					
October 20					
November 3					
November 10					
November 17					
December 1					
December 8					
December 15					

Beautification Commission 5:00 PM Public Works
March 24
May 27
July 28
September 22
November 24

Village Hall - 200 E. Wood Street
Fire Station 85 - 39 E. Colfax Street
Police Department - 595 N. Hicks Road
Public Works - 148 W. Illinois Street

Consider a Motion to Approve 2024 Warrant #23

8.1

Village of Palatine Warrant approval

Village Clerk

Mayor

Warrant # 23 having been approved by the Village Council on 12/02/2024 authorizes the Treasurer to deposit funds from the accounts indicated below:

ATTACHMENTS:

- Warrant #23



Invoice Due Date Range 11/01/24 - 12/17/24
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4040 - 1st Ayd Corporation									
PSI744284	Parts - Stock	Open		11/14/2024	12/14/2024	11/26/2024			141.36
Vendor 4040 - 1st Ayd Corporation Totals							Invoices	1	\$141.36
Vendor 1553 - Acme Truck & Brake Supply									
01_429961	Parts - T-410	Open		10/21/2024	11/27/2024	11/26/2024			32.10
01_430327	Credit Memo	Open		10/22/2024	12/11/2024	11/26/2024			(212.10)
01_432782	Parts - T-451	Open		11/05/2024	12/05/2024	11/12/2024			422.16
01_433954	Parts - Stock	Open		11/11/2024	12/11/2024	11/26/2024			305.06
Vendor 1553 - Acme Truck & Brake Supply Totals							Invoices	4	\$547.22
Vendor 5416 - Advance Auto Parts									
6432424739723	Parts - T-469	Open		09/03/2024	11/27/2024	11/15/2024			31.98
6432424939830	Credit Memo	Open		09/05/2024	12/06/2024	11/15/2024			(95.00)
6432425439996	Parts - T-480	Open		09/10/2024	11/27/2024	11/15/2024			24.87
6432425630117	Credit Memo	Open		09/12/2024	11/27/2024	11/15/2024			(24.87)
6432427730937	Credit Memo	Open		10/03/2024	11/27/2024	11/15/2024			(31.98)
6432428531188	Credit Memo	Open		10/11/2024	12/11/2024	11/15/2024			(168.83)
6432430431860	Credit Memo	Open		10/30/2024	12/12/2024	11/15/2024			(31.90)
6432431032033	Parts - T-467	Open		11/05/2024	12/04/2024	11/12/2024			41.76
6432431166402	Parts - Stock	Open		11/06/2024	12/06/2024	11/15/2024			229.14
6432431332138	Parts - Stock	Open		11/08/2024	12/08/2024	11/15/2024			27.15
6432431632244	Parts - Stock	Open		11/11/2024	12/11/2024	11/15/2024			261.53
6432431632245	Parts - T-537	Open		11/11/2024	12/11/2024	11/15/2024			48.18
6432431732272	Parts - Stock	Open		11/12/2024	12/12/2024	11/15/2024			42.83
6432431732273	Parts - Stock	Open		11/12/2024	12/12/2024	11/15/2024			16.62
6432432032371	Parts - T-446	Open		11/15/2024	12/15/2024	11/15/2024			72.92
6432432032382	Parts - Stock	Open		11/15/2024	12/15/2024	11/15/2024			256.98
Vendor 5416 - Advance Auto Parts Totals							Invoices	16	\$701.38
Vendor 3030 - Advanced Automation & Control									
24-4769	SCADA Troubleshooting - Heron Pump Station	Open		11/14/2024	12/14/2024	11/14/2024			600.00
Vendor 3030 - Advanced Automation & Control Totals							Invoices	1	\$600.00
Vendor 1759 - Air One Equipment, Inc.									
213446	E-Tool Maintenance	Open		11/05/2024	12/04/2024	11/05/2024			1,080.00
Vendor 1759 - Air One Equipment, Inc. Totals							Invoices	1	\$1,080.00
Vendor 5350 - Airespring Inc									
190093158	Phone and Internet Bill	Open		11/01/2024	12/01/2024	11/14/2024			1,757.14
Vendor 5350 - Airespring Inc Totals							Invoices	1	\$1,757.14
Vendor 2611 - AI Warren Oil Co									



Invoice Due Date Range 11/01/24 - 12/17/24
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
W1699501	Motor Fuel	Open		11/07/2024	12/07/2024	11/15/2024			2,359.10
W1699502	Motor Fuel	Open		11/07/2024	12/07/2024	11/11/2024			17,395.31
			Vendor 2611 - Al Warren Oil Co Totals	Invoices			2		\$19,754.41
Vendor 3060 - Allegra Print & Imaging									
104564	envelopes	Open		11/06/2024	12/06/2024	11/05/2024			245.13
104621	Refusal Forms	Open		11/12/2024	12/11/2024	11/22/2024			283.54
			Vendor 3060 - Allegra Print & Imaging Totals	Invoices			2		\$528.67
Vendor 2496 - Altorfer Industries, Inc									
P6AC0114432	Parts - E-601	Open		11/09/2024	12/09/2024	11/26/2024			64.26
			Vendor 2496 - Altorfer Industries, Inc Totals	Invoices			1		\$64.26
Vendor 5021 - Arlington Heights Ford LLC									
150379H	Parts - T-460	Open		11/05/2024	12/04/2024	11/12/2024			49.36
187316	Repairs - T-489	Open		11/06/2024	12/06/2024	11/26/2024			999.07
150565H	Parts - T-460	Open		11/08/2024	12/08/2024	11/26/2024			72.62
150617H	Parts - T-460	Open		11/08/2024	12/08/2024	11/26/2024			33.13
150734H	Parts - T-460	Open		11/11/2024	12/11/2024	11/26/2024			124.33
150749H	Parts - T-489	Open		11/12/2024	12/12/2024	11/26/2024			85.19
150981H	Parts - Stock	Open		11/14/2024	12/14/2024	11/26/2024			163.16
150965H	Parts - T-460	Open		11/15/2024	12/15/2024	11/26/2024			343.09
151043H	Parts - T-446	Open		11/15/2024	12/15/2024	11/26/2024			60.35
151079H	Parts - T-446	Open		11/15/2024	12/15/2024	11/26/2024			1,202.48
			Vendor 5021 - Arlington Heights Ford LLC Totals	Invoices			10		\$3,132.78
Vendor 1443 - Arlington Power Equipment									
213436	Parts - Stock	Open		11/07/2024	12/07/2024	11/26/2024			15.00
			Vendor 1443 - Arlington Power Equipment Totals	Invoices			1		\$15.00
Vendor 4455 - AutoZone Stores LLC									
02567993101	Parts - PT-112	Open		11/12/2024	12/12/2024	11/26/2024			3.19
02567993102	Parts - PT-112	Open		11/12/2024	12/12/2024	11/26/2024			3.19
			Vendor 4455 - AutoZone Stores LLC Totals	Invoices			2		\$6.38
Vendor 4169 - B & F Construction Code Services Inc									
66740	Building Plan review- 1307 N Doe Road- bldr19055	Open		11/05/2024	12/05/2024	11/05/2024			445.25
			Vendor 4169 - B & F Construction Code Services Inc Totals	Invoices			1		\$445.25
Vendor 5493 - Bear Construction Company									
209957-001	Train Station Brick Wall Tuckpointing Around Lower Patio	Open		10/30/2024	11/30/2024	11/25/2024			34,250.00



Invoice Due Date Range 11/01/24 - 12/17/24
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 5493 - Bear Construction Company		Totals				Invoices	1		\$34,250.00
Vendor 1101 - Beverly Materials LLC									
314036	Wash Stone-WMB Restoration Repair	Open		11/16/2024	12/16/2024	11/14/2024			2,282.06
Vendor 1101 - Beverly Materials LLC		Totals				Invoices	1		\$2,282.06
Vendor 1722 - BLA, Inc									
23669-8	Illinois Avenue Improvements Construction Engineering	Open		10/31/2024	11/30/2024	11/25/2024			2,906.51
Vendor 1722 - BLA, Inc		Totals				Invoices	1		\$2,906.51
Vendor 1492 - Bound Tree Medical LLC									
85546893	EMS Supplies	Open		11/04/2024	12/03/2024	11/13/2024			124.74
Vendor 1492 - Bound Tree Medical LLC		Totals				Invoices	1		\$124.74
Vendor 2243 - Bristol Hose & Fitting									
3560742	Parts - E-603	Open		11/11/2024	12/11/2024	11/26/2024			760.00
Vendor 2243 - Bristol Hose & Fitting		Totals				Invoices	1		\$760.00
Vendor 4850 - Builders Asphalt, Llc									
157217	Binder and Surface for Hot Paving	Open		11/08/2024	12/08/2024	11/08/2024			3,856.64
157348	Binder and Surface for Hot Paving	Open		11/11/2024	12/11/2024	11/08/2024			2,922.48
Vendor 4850 - Builders Asphalt, Llc		Totals				Invoices	2		\$6,779.12
Vendor 4978 - C. Acitelli Heating & Piping Contractors, Inc									
1464	Village Hall DOAS Unit Service Call	Open		10/23/2024	11/24/2024	11/26/2024			346.00
Vendor 4978 - C. Acitelli Heating & Piping Contractors, Inc		Totals				Invoices	1		\$346.00
Vendor 5144 - Caguax dba McDonalds #87									
2024-00001002	Prisoner Meals (10/01/24 - 10/31/24)	Open		11/01/2024	12/02/2024	11/21/2024			63.35
Vendor 5144 - Caguax dba McDonalds #87		Totals				Invoices	1		\$63.35
Vendor 5218 - Casey Automotive									
415855	Repairs & Maintenance - T-485	Open		10/24/2024	11/23/2024	11/21/2024			587.80
416304	Repairs & Maintenance - T-491	Open		11/12/2024	12/12/2024	11/21/2024			1,692.59
416433	Repairs & Maintenance - T-509	Open		11/13/2024	12/13/2024	11/21/2024			1,574.78
Vendor 5218 - Casey Automotive		Totals				Invoices	3		\$3,855.17



Invoice Due Date Range 11/01/24 - 12/17/24
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1576 - CC Cartage Excavating									
10077	Wash Stone Purchase and Delivery	Open		11/01/2024	12/01/2024	11/14/2024			1,874.75
Vendor 1576 - CC Cartage Excavating Totals							Invoices	1	\$1,874.75
Vendor 2453 - CDS Office Technologies									
INV1656176	Firewall support Renewal	Open		11/14/2024	12/14/2024	11/14/2024			4,500.00
Vendor 2453 - CDS Office Technologies Totals							Invoices	1	\$4,500.00
Vendor 3050 - Cintas #22									
4210397343	Village Hall Carpets	Open		11/04/2024	12/04/2024	11/04/2024			151.55
4210958547	Shop Rags	Open		11/08/2024	12/08/2024	11/04/2024			17.60
4210958623	Uniform Cleaning	Open		11/08/2024	12/08/2024	11/04/2024			129.29
5239038408	Restock Ready Room First Aid Kits	Open		11/11/2024	12/11/2024	11/11/2024			86.94
4211707874	CSF Carpets	Open		11/15/2024	12/15/2024	11/20/2024			155.65
4211707893	Uniform Cleaning	Open		11/15/2024	12/15/2024	11/20/2024			128.43
4211707904	Shop Rags	Open		11/15/2024	12/15/2024	11/20/2024			17.60
Vendor 3050 - Cintas #22 Totals							Invoices	7	\$687.06
Vendor 4199 - Clark Baird Smith LLP									
1167	2024 Clark Baird Smith (November) Legal Expns/services rendered	Open		11/20/2024	11/26/2024	11/26/2024			1,125.00
Vendor 4199 - Clark Baird Smith LLP Totals							Invoices	1	\$1,125.00
Vendor 2383 - Colfax Welding & Fabricating									
64427	Parts - T-373	Open		11/15/2024	12/15/2024	11/21/2024			28.91
Vendor 2383 - Colfax Welding & Fabricating Totals							Invoices	1	\$28.91
Vendor 3033 - Comcast Cable									
PD 11-24 A	Backup Internet Connections	Open		11/01/2024	11/29/2024	11/14/2024			444.15
PW 11-24 A	Backup Internet Connections	Open		11/02/2024	11/30/2024	11/14/2024			313.42
Vendor 3033 - Comcast Cable Totals							Invoices	2	\$757.57
Vendor 2980 - Commonwealth Edison									
9314784000 11/24	Electricity-25 W. Palatine Rd American Data Building	Open		11/15/2024	12/15/2024	11/22/2024			38.57
Vendor 2980 - Commonwealth Edison Totals							Invoices	1	\$38.57
Vendor 2773 - Core & Main LP									
V928299	Meters-OMNI+ 2 C2 1G 15-1/4LL 8WHL SM mtr;2 Brass Oval Meter Flg	Open		11/06/2024	12/06/2024	11/14/2024			1,545.00



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V961361	Meters-OMNI+ 4 C2 Reg Retrofit Kit 10G 8 WHL SM 20'	Open		11/06/2024	12/06/2024	11/14/2024			405.00
Vendor 2773 - Core & Main LP Totals									Invoices 2
									\$1,950.00
Vendor 1336 - Crain's Chicago Business									
2284988	Crain's Membership	Open		11/19/2024	12/17/2024	11/19/2024			225.00
Vendor 1336 - Crain's Chicago Business Totals									Invoices 1
									\$225.00
Vendor 5526 - Crunch, Inc									
2024-00001040	refund duplicate permit fee demo19171	Open		11/27/2024	11/27/2024	11/27/2024			528.00
Vendor 5526 - Crunch, Inc Totals									Invoices 1
									\$528.00
Vendor 5521 - Daisy's Ice Cream, LLC									
111924Refund1	Refund - Street Fest 2024	Open		11/19/2024	12/17/2024	11/19/2024			100.00
Vendor 5521 - Daisy's Ice Cream, LLC Totals									Invoices 1
									\$100.00
Vendor 3049 - Robert Doppelt									
2023	Palatine PT '23 refund	Open		11/20/2024	11/20/2024	11/20/2024			2,080.77
Vendor 3049 - Robert Doppelt Totals									Invoices 1
									\$2,080.77
Vendor 5509 - Efraim Carlson & Son Inc									
1	Fire Station 82 Addition and Renovations DPW-2453	Open		10/24/2024	11/23/2024	11/15/2024			141,539.40
Vendor 5509 - Efraim Carlson & Son Inc Totals									Invoices 1
									\$141,539.40
Vendor 5398 - EMS Management & Consultants, Inc.									
EMS-009557	Ambulance Billing Charges - Oct	Open		10/31/2024	12/13/2024	11/14/2024			6,661.47
Vendor 5398 - EMS Management & Consultants, Inc. Totals									Invoices 1
									\$6,661.47
Vendor 1535 - Equipment Management Company									
64712	Equipment Repair	Open		11/08/2024	12/07/2024	11/11/2024			458.50
Vendor 1535 - Equipment Management Company Totals									Invoices 1
									\$458.50
Vendor 4210 - Chris C Farnsworth									
2024-00001000	Detergent- Gear Washers	Open		11/20/2024	11/20/2024	11/13/2024			263.89
Vendor 4210 - Chris C Farnsworth Totals									Invoices 1
									\$263.89
Vendor 3563 - FGM Architects									
23-3804.02-9	Fire Stations 82 and 85 Renovations Phase 2 Services	Open		11/07/2024	12/07/2024	11/15/2024			4,953.20
Vendor 3563 - FGM Architects Totals									Invoices 1
									\$4,953.20
Vendor 2665 - Fleet Safety Supply									



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84019	Parts - T-503	Open		11/14/2024	12/14/2024	11/21/2024			222.84
			Vendor 2665 - Fleet Safety Supply	Totals		Invoices	1		\$222.84
Vendor 5123 - Flock Safety									
INV-51430	4 - Flock Safety Falcon Cameras	Open		11/04/2024	12/04/2024	11/21/2024			10,000.00
			Vendor 5123 - Flock Safety	Totals		Invoices	1		\$10,000.00
Vendor 5369 - Florist by Laura									
100-24	Holiday Decor - Rail Walk Hanging Baskets	Open		11/15/2024	12/15/2024	11/20/2024			1,040.00
			Vendor 5369 - Florist by Laura	Totals		Invoices	1		\$1,040.00
Vendor 2195 - FMP									
50-5702226	Parts - T-460	Open		11/05/2024	12/05/2024	11/11/2024			65.70
162-193259	Lubricants & Additives - STOCK	Open		11/07/2024	12/07/2024	11/21/2024			115.38
162-193287	Credit Memo	Open		11/07/2024	12/07/2024	11/21/2024			(84.00)
162-193643	Lubricants & Additives - STOCK	Open		11/12/2024	12/12/2024	11/21/2024			13.92
50-5724313	Parts - T-446	Open		11/15/2024	12/15/2024	11/21/2024			397.34
			Vendor 2195 - FMP	Totals		Invoices	5		\$508.34
Vendor 5073 - FulLife Safety LLC									
71129	Parts - STOCK	Open		11/13/2024	12/13/2024	11/21/2024			252.45
			Vendor 5073 - FulLife Safety LLC	Totals		Invoices	1		\$252.45
Vendor 3400 - Gewalt Hamilton Associates Inc									
4510.010-3	Village Hall and Police HQ Building Assessment	Open		11/06/2024	12/06/2024	11/12/2024			575.00
			Vendor 3400 - Gewalt Hamilton Associates Inc	Totals		Invoices	1		\$575.00
Vendor 5119 - GIS Consortium									
784	GIS Shared Projects	Open		11/04/2024	12/04/2024	11/05/2024			6,800.00
			Vendor 5119 - GIS Consortium	Totals		Invoices	1		\$6,800.00
Vendor 2442 - Goodmark Nurseries Llc									
ARINV-008626	Replacement Parkway Trees and 50/50 Parkway Tree Purchases	Open		11/14/2024	12/14/2024	11/22/2024			17,287.50
ARINV-008627	Replacement Parkway Trees and 50/50 Parkway Tree Purchases	Open		11/14/2024	12/14/2024	11/22/2024			135.00
PSCM-000781	Credit Memo	Open		11/14/2024	12/14/2024	11/22/2024			(1,680.00)
			Vendor 2442 - Goodmark Nurseries Llc	Totals		Invoices	3		\$15,742.50



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Vendor 2281 - Grainger									
9309322098	HVAC Air Filters	Open		11/07/2024	12/07/2024	11/06/2024			1,297.30
			Vendor 2281 - Grainger Totals			Invoices	1		\$1,297.30
Vendor 1173 - Graybar Electric Company, Inc.									
9339622110	Street Lights-S39764 LEDPAR30 Long Neck 15 Watt	Open		11/04/2024	12/04/2024	11/22/2024			99.61
9339717991	Street Lights-LED-8024M345 -G7-FW	Open		11/11/2024	12/11/2024	11/22/2024			423.32
9339735742	LED-8039E345D-A	Open		11/12/2024	12/12/2024	11/20/2024			433.07
9339769020	Street Lights-Ballast Kit	Open		11/13/2024	12/13/2024	11/22/2024			134.90
		Vendor 1173 - Graybar Electric Company, Inc. Totals				Invoices	4		\$1,090.90
Vendor 5512 - Hammer Construction, LLC									
1	Gateway Center Parking Deck 2024 Maintenance Repairs DPW-2454	Open		11/04/2024	12/04/2024	11/05/2024			56,704.50
		Vendor 5512 - Hammer Construction, LLC Totals				Invoices	1		\$56,704.50
Vendor 2976 - Huffman Landscape									
HUFF11-1-24	Replacement and 50/50 Parkway Tree Installations	Open		11/01/2024	11/30/2024	11/22/2024			3,500.00
		Vendor 2976 - Huffman Landscape Totals				Invoices	1		\$3,500.00
Vendor 2822 - Illinois Secretary Of State									
PWVM 2024 C- 374	License Plate Renewal C- 374	Open		11/01/2024	11/30/2024	11/26/2024			151.00
		Vendor 2822 - Illinois Secretary Of State Totals				Invoices	1		\$151.00
Vendor 1604 - Illinois State Police									
20241001570	Fingerprinting for Liquor Licensing (1570-Oct)	Open		11/01/2024	12/16/2024	11/21/2024			169.50
20241003601	Fingerprinting for Employment (3601-Oct)	Open		11/01/2024	12/16/2024	11/21/2024			282.50
20241004348	October Background Check	Open		11/01/2024	11/30/2024	11/12/2024			28.25
		Vendor 1604 - Illinois State Police Totals				Invoices	3		\$480.25
Vendor 4616 - Interstate All Battery Center									
1903701058330	UPS Batteries for Pump Stations & Lift Stations	Open		11/13/2024	12/13/2024	11/25/2024			153.00
		Vendor 4616 - Interstate All Battery Center Totals				Invoices	1		\$153.00
Vendor 4951 - Interstate Batteries of North Chicago									
8405986	Parts - PT-118	Open		10/23/2024	11/27/2024	11/15/2024			206.92
23050360	Parts - STOCK	Open		11/05/2024	12/05/2024	11/08/2024			137.66

Attachment: Warrant #23 (Warrant 2024 # 23)



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Vendor 4951 - Interstate Batteries of North Chicago Totals						Invoices	2		\$344.58
Vendor 4581 - J.A. Johnson Paving Company									
HRDRPW11152024	Hydrant Meter Deposit Refund	Open		11/15/2024	11/29/2024	11/15/2024			1,014.16
Vendor 4581 - J.A. Johnson Paving Company Totals						Invoices	1		\$1,014.16
Vendor 4842 - Jeffery Jauch									
2024-00001004	clothing reimbursement	Open		11/22/2024	11/22/2024	11/14/2024			146.82
Vendor 4842 - Jeffery Jauch Totals						Invoices	1		\$146.82
Vendor 2695 - JG Uniforms Inc									
138893	Misc Uniform/Equipment Items/Vest Carriers (Nameplates)	Open		11/06/2024	12/06/2024	11/11/2024			23.00
139205	Misc Uniform/Equipment Items/Vest Carriers (Back Patches)	Open		11/12/2024	12/12/2024	11/21/2024			1,147.50
139283	Misc Uniform/Equipment Items/Vest Carriers (Star Patches)	Open		11/13/2024	12/13/2024	11/21/2024			450.00
Vendor 2695 - JG Uniforms Inc Totals						Invoices	3		\$1,620.50
Vendor 3869 - John Nelson Architect Inc									
JN 11/25/24	Plan Review/ Consultation Services 11/13-11/22	Open		11/26/2024	11/26/2024	11/14/2024			1,680.00
Vendor 3869 - John Nelson Architect Inc Totals						Invoices	1		\$1,680.00
Vendor 2268 - Journal & Topics Newspapers									
193333	legal notice 235 W Northwest hwy	Open		11/06/2024	12/06/2024	11/14/2024			45.00
193334	legal notice 249 E Palatine	Open		11/06/2024	12/06/2024	11/14/2024			80.00
193335	legal notice 1101 Smith	Open		11/06/2024	12/06/2024	11/14/2024			50.00
Vendor 2268 - Journal & Topics Newspapers Totals						Invoices	3		\$175.00
Vendor 1846 - Kaeser & Blair Inc									
41007055	Crime Prevention Supplies (Padfolios)	Open		10/30/2024	11/29/2024	11/21/2024			651.90
Vendor 1846 - Kaeser & Blair Inc Totals						Invoices	1		\$651.90
Vendor 4354 - James E Kernan									
PWBRJK111424	Boot Reimbursement	Open		11/14/2024	11/27/2024	11/20/2024			250.00
Vendor 4354 - James E Kernan Totals						Invoices	1		\$250.00
Vendor 3357 - KONE Inc									



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871509387	Service Contract for Elevator Maintenance-11/1/2024-1/31/25	Open		11/01/2024	12/01/2024	11/20/2024			6,214.44
1158824419	Service Call-251 W. Colfax Street Tower 3 #1	Open		11/13/2024	12/13/2024	11/26/2024			592.46
			Vendor 3357 - KONE Inc Totals			Invoices	2		\$6,806.90
Vendor 4803 - Douglas Kroening									
2024-00001001	clothing reimbursement	Open		11/21/2024	11/21/2024	11/14/2024			128.94
2024-00001029	clothing reimbursement	Open		11/26/2024	11/26/2024	11/14/2024			26.66
			Vendor 4803 - Douglas Kroening Totals			Invoices	2		\$155.60
Vendor 2841 - Kustom Signals, Inc.									
615750	Wired remote for Squad Car Radar Unit	Open		11/04/2024	12/04/2024	11/11/2024			135.00
			Vendor 2841 - Kustom Signals, Inc. Totals			Invoices	1		\$135.00
Vendor 4999 - Kristin La Russo									
LaRusso111324	NW Municipal Clerk's Meeting	Open		11/13/2024	12/11/2024	11/15/2024			95.33
			Vendor 4999 - Kristin La Russo Totals			Invoices	1		\$95.33
Vendor 5427 - LIVunLtd									
176759	Fitness Room Equipment Maintenance	Open		11/11/2024	12/11/2024	11/21/2024			240.00
			Vendor 5427 - LIVunLtd Totals			Invoices	1		\$240.00
Vendor 4957 - MacQueen Equipment, LLC									
P31017	Parts - STOCK	Open		11/04/2024	12/04/2024	11/08/2024			1,056.86
P31056	Parts - T-467	Open		11/06/2024	12/06/2024	11/21/2024			986.07
			Vendor 4957 - MacQueen Equipment, LLC Totals			Invoices	2		\$2,042.93
Vendor 2756 - Mc Master Carr Supply Co.									
33687427	Parts - STOCK	Open		10/02/2024	11/01/2024	11/21/2024			19.79
36534997	Parts - STOCK	Open		11/14/2024	12/14/2024	11/21/2024			67.03
			Vendor 2756 - Mc Master Carr Supply Co. Totals			Invoices	2		\$86.82
Vendor 5431 - MGT Impact Solutions, LLC									
GHR200602	GovHR Consulting	Open		11/14/2024	12/14/2024	11/20/2024			10,184.00
			Vendor 5431 - MGT Impact Solutions, LLC Totals			Invoices	1		\$10,184.00
Vendor 2421 - Mikes Towing/Auto & Truck Repair									
1073540	Safety Lane - T-468, E-203, T-381	Open		09/30/2024	11/01/2024	11/22/2024			121.00
			Vendor 2421 - Mikes Towing/Auto & Truck Repair Totals			Invoices	1		\$121.00



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Vendor 1586 - Mitchell 1									
31833521	2025 Annual Software Subscription	Open		11/01/2024	12/01/2024	11/15/2024			2,640.00
Vendor 1586 - Mitchell 1 Totals							Invoices	1	\$2,640.00
Vendor 1856 - Monroe Truck Equipment									
1553613	Upfit (1) 2025 108SD Plus Five-Ton Dump Truck-T-547	Open		10/31/2024	11/30/2024	11/15/2024			127,026.00
1553613-2	Upfit (1) 2025 108SD Plus Five-Ton Dump Truck-T-546	Open		10/31/2024	11/30/2024	11/15/2024			127,026.00
Vendor 1856 - Monroe Truck Equipment Totals							Invoices	2	\$254,052.00
Vendor 5099 - NAPA Auto Parts									
454423	Parts - STOCK	Open		11/04/2024	12/04/2024	11/08/2024			108.10
454479	Parts - T-460	Open		11/04/2024	12/04/2024	11/08/2024			69.86
454521	Parts - M-999	Open		11/04/2024	12/04/2024	11/08/2024			25.18
454591	Credit Memo	Open		11/05/2024	12/04/2024	11/15/2024			(108.12)
454928	Parts - Stock	Open		11/08/2024	12/08/2024	11/15/2024			10.12
455667	Parts - Stock	Open		11/14/2024	12/14/2024	11/15/2024			25.86
Vendor 5099 - NAPA Auto Parts Totals							Invoices	6	\$131.00
Vendor 1468 - Newcastle Electric									
2821	Heron Pump Station Surge Protective Devices	Open		11/13/2024	12/13/2024	11/25/2024			7,238.00
2822	Heron Pump Station Pump 2 VFD Removal & Replacement	Open		11/13/2024	12/13/2024	11/25/2024			5,120.00
2823	Heron Pump Station Service Call	Open		11/13/2024	12/13/2024	11/14/2024			900.00
2817	Heron Pump Station Electrical Improvements	Open		11/04/2024	12/04/2024	11/11/2024			40,541.60
Vendor 1468 - Newcastle Electric Totals							Invoices	4	\$53,799.60
Vendor 5522 - Nicholas & Associates, Inc									
HRDRPW10312024	Hydrant Meter Deposit Refund	Open		10/31/2024	11/14/2024	11/18/2024			447.55
Vendor 5522 - Nicholas & Associates, Inc Totals							Invoices	1	\$447.55
Vendor 1413 - Northwest Central Dispatch Syst									
9686	2024 Member Assessment Fee - PD & FD (Dec)	Open		11/01/2024	12/01/2024	11/21/2024			39,725.34
Vendor 1413 - Northwest Central Dispatch Syst Totals							Invoices	1	\$39,725.34
Vendor 2224 - Northwest Community Hospital-EMS									
2024-00000999	Acid Remap Fee FY22 for SOPs	Open		11/15/2024	12/14/2024	11/13/2024			227.27
Vendor 2224 - Northwest Community Hospital-EMS Totals							Invoices	1	\$227.27



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Vendor 1480 - Northwest Trucks, Inc.									
X101183698:01	Parts - T-546	Open		11/14/2024	12/14/2024	11/21/2024			2.88
X101183701:01	Parts - T-546	Open		11/14/2024	12/14/2024	11/21/2024			2.46
X101183698:02	Parts - STOCK	Open		11/15/2024	12/15/2024	11/21/2024			99.00
M1010000772	(2) 2025 Freightliner 108SD Plus 5-Ton Dump Trucks-T- 546 & T-547	Open		11/11/2024	12/11/2024	11/15/2024			184,580.00
Vendor 1480 - Northwest Trucks, Inc. Totals							Invoices	4	\$184,684.34
Vendor 5519 - Patrick Nyczaj									
2024-00000971	Open House Supplies	Open		11/12/2024	11/12/2024	11/12/2024			138.43
Vendor 5519 - Patrick Nyczaj Totals							Invoices	1	\$138.43
Vendor 1214 - On Time Embroidery Inc.									
130218	Clothing	Open		11/07/2024	12/06/2024	11/08/2024			222.00
130402	Clothing	Open		11/07/2024	12/06/2024	11/08/2024			345.00
130403	Clothing	Open		11/07/2024	12/06/2024	11/08/2024			244.00
130554	Clothing	Open		11/07/2024	12/06/2024	11/08/2024			99.00
130606	Clothing	Open		11/07/2024	12/06/2024	11/08/2024			256.00
130714	Clothing	Open		11/07/2024	12/06/2024	11/08/2024			20.00
Vendor 1214 - On Time Embroidery Inc. Totals							Invoices	6	\$1,186.00
Vendor 5151 - Pace Analytical Services, LLC									
247223979	Water Sample Testing	Open		11/13/2024	12/13/2024	11/14/2024			535.00
Vendor 5151 - Pace Analytical Services, LLC Totals							Invoices	1	\$535.00
Vendor 2572 - Paddock Publications, Inc									
312882	2207310; Budget Hearing Notice	Open		11/18/2024	12/17/2024	11/18/2024			35.10
Vendor 2572 - Paddock Publications, Inc Totals							Invoices	1	\$35.10
Vendor 1784 - Parent Petroleum									
1718154	Lubricants and Additives	Open		11/08/2024	12/08/2024	11/15/2024			1,950.48
Vendor 1784 - Parent Petroleum Totals							Invoices	1	\$1,950.48
Vendor 4873 - Partners and Paws Veterinary Services									
142038	Vet Visit for K-9 Hondo (Contreras)	Open		11/04/2024	12/04/2024	11/21/2024			1,411.53
Vendor 4873 - Partners and Paws Veterinary Services Totals							Invoices	1	\$1,411.53
Vendor 5466 - Peerless Enterprises, LLC									
13296	Annual Maintenance Agreement (Nov '24 - Nov '25)	Open		11/06/2024	12/06/2024	11/11/2024			1,200.00
Vendor 5466 - Peerless Enterprises, LLC Totals							Invoices	1	\$1,200.00



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4703 - Peralte-Clark Llc									
13	Smith and Colfax Drainage Improvements Feasibility Study	Open		11/05/2024	12/04/2024	11/05/2024			12,064.34
			Vendor 4703 - Peralte-Clark Llc Totals			Invoices	1		\$12,064.34
Vendor 1276 - Pirtek O'Hare									
OH-T00034265	Parts - E-601	Open		11/11/2024	12/11/2024	11/26/2024			116.34
			Vendor 1276 - Pirtek O'Hare Totals			Invoices	1		\$116.34
Vendor 2167 - Pomp's Tire Service, Inc.									
411134602	Parts - Stock	Open		11/05/2024	12/05/2024	11/26/2024			1,167.00
			Vendor 2167 - Pomp's Tire Service, Inc. Totals			Invoices	1		\$1,167.00
Vendor 4885 - Qubit Networks, LLC									
14054	Fire Station 82 Addition IT Switch	Open		11/13/2024	12/13/2024	11/15/2024			6,926.82
			Vendor 4885 - Qubit Networks, LLC Totals			Invoices	1		\$6,926.82
Vendor 1944 - Quill LLC									
41413892	office supplies- general	Open		11/06/2024	12/06/2024	11/14/2024			33.99
41424356	office supplies- general	Open		11/06/2024	12/06/2024	11/14/2024			19.59
			Vendor 1944 - Quill LLC Totals			Invoices	2		\$53.58
Vendor 3427 - Allendro T Roberts									
2024-00000998	clothing reimbursement	Open		11/19/2024	11/19/2024	11/14/2024			119.29
2024-00001030	clothing reimbursement	Open		11/26/2024	11/26/2024	11/14/2024			82.37
			Vendor 3427 - Allendro T Roberts Totals			Invoices	2		\$201.66
Vendor 4545 - Robinson Engineering Ltd									
24110090	Public Works Utilities Division Phase 2 Assistance	Open		11/07/2024	12/07/2024	11/05/2024			1,532.25
			Vendor 4545 - Robinson Engineering Ltd Totals			Invoices	1		\$1,532.25
Vendor 1375 - Romeoville Fire Academy									
2024-731	VMO Class (Ochal)	Open		11/13/2024	12/12/2024	11/13/2024			900.00
			Vendor 1375 - Romeoville Fire Academy Totals			Invoices	1		\$900.00
Vendor 4019 - Rush Truck Centers									
3039352055	Parts - PT-212	Open		10/31/2024	11/30/2024	11/26/2024			420.68
3039409267	Parts - STOCK	Open		11/05/2024	12/05/2024	11/08/2024			150.50
3039450728	Parts - Stock	Open		11/07/2024	12/07/2024	11/26/2024			175.80
			Vendor 4019 - Rush Truck Centers Totals			Invoices	3		\$746.98
Vendor 5525 - Zachary Sandquist									



Invoice Due Date Range 11/01/24 - 12/17/24
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2024-00001036	IFSI Class (Food)	Open		11/26/2024	11/26/2024	11/26/2024			160.02
			Vendor 5525 - Zachary Sandquist	Totals		Invoices	1		\$160.02
Vendor 3207 - Spaceco, Inc									
98981	Engineering Services-Rand Road Sidewalk Improvements	Open		11/11/2024	12/11/2024	11/18/2024			6,811.71
98989	Kasuba Lift Station Review	Open		11/12/2024	12/11/2024	11/15/2024			1,140.00
			Vendor 3207 - Spaceco, Inc	Totals		Invoices	2		\$7,951.71
Vendor 1547 - Spring Align									
127955	Repairs - T-410	Open		11/06/2024	12/06/2024	11/11/2024			4,531.95
			Vendor 1547 - Spring Align	Totals		Invoices	1		\$4,531.95
Vendor 1804 - Staples									
6016345986	Office Supplies	Open		11/02/2024	12/01/2024	11/12/2024			90.12
6016345987	Office Supplies	Open		11/02/2024	12/01/2024	11/12/2024			18.29
6016760280	Office Supplies	Open		11/09/2024	12/08/2024	11/13/2024			83.95
			Vendor 1804 - Staples	Totals		Invoices	3		\$192.36
Vendor 5082 - State Graphics									
101617	J. Falkenberg Business Cards	Open		11/12/2024	12/12/2024	11/15/2024			107.86
			Vendor 5082 - State Graphics	Totals		Invoices	1		\$107.86
Vendor 1776 - Suburban Accents, Inc.									
35636	E81 Decals	Open		11/05/2024	12/04/2024	11/05/2024			35.00
35669	Upfitting-T-544	Open		11/13/2024	12/13/2024	11/26/2024			600.00
			Vendor 1776 - Suburban Accents, Inc.	Totals		Invoices	2		\$635.00
Vendor 5520 - Sutton Park Place III Townhomes									
2024-00000997	50/50 Curb and Apron Replacement Program Reimbursement	Open		11/11/2024	11/29/2024	11/18/2024			5,950.00
			Vendor 5520 - Sutton Park Place III Townhomes	Totals		Invoices	1		\$5,950.00
Vendor 4966 - T-Mobile									
983355792-1124	Birchwood Cameras	Open		11/02/2024	12/02/2024	11/14/2024			76.60
			Vendor 4966 - T-Mobile	Totals		Invoices	1		\$76.60
Vendor 5272 - The Lakota Group, Inc									
23002-19	Comprehensive Plan 9/1/24-9/30/24	Open		10/11/2024	11/21/2024	11/14/2024			2,210.00
23002-20	Comprehensive Plan 10/1/24-10/31/24	Open		11/12/2024	12/12/2024	11/14/2024			525.00
			Vendor 5272 - The Lakota Group, Inc	Totals		Invoices	2		\$2,735.00

Attachment: Warrant #23 (Warrant 2024 # 23)



Invoice Due Date Range 11/01/24 - 12/17/24
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 3190 - Thomas Dodge Chrysler-Jeep									
F46769	(1) 2024 Dodge Durango Pursuit T-545	Open		10/10/2024	11/27/2024	11/15/2024			43,220.00
Vendor 3190 - Thomas Dodge Chrysler-Jeep Totals							Invoices	1	\$43,220.00
Vendor 1199 - Thompson Elevator Inspection Service Inc									
24-2293	10 elevator code insp & 4 reinspect	Open		11/11/2024	12/11/2024	11/14/2024			532.00
Vendor 1199 - Thompson Elevator Inspection Service Inc Totals							Invoices	1	\$532.00
Vendor 4058 - TransUnion Risk and Alternative Data Solutions Inc									
71751-202410-1	Online Investigative Search Engine (10/01/24 - 10/31/24)	Open		11/01/2024	12/15/2024	11/21/2024			186.40
Vendor 4058 - TransUnion Risk and Alternative Data Solutions Inc Totals							Invoices	1	\$186.40
Vendor 4293 - Peter M Trapani									
2024-00000995	clothing reimbursement	Open		11/14/2024	11/14/2024	11/14/2024			156.45
Vendor 4293 - Peter M Trapani Totals							Invoices	1	\$156.45
Vendor 1674 - Ultimate Plumbing Supply									
S1037321	Doe Rd. storm Sewer Pipe Repair	Open		10/22/2024	11/21/2024	11/22/2024			66.50
Vendor 1674 - Ultimate Plumbing Supply Totals							Invoices	1	\$66.50
Vendor 4624 - Viking Chemical Company									
172228	Water Treatment Chemicals	Open		11/04/2024	12/04/2024	11/06/2024			2,245.00
172229	Water Treatment Chemicals	Open		11/04/2024	12/04/2024	11/06/2024			2,200.00
172230	Water Treatment Chemicals	Open		11/04/2024	12/04/2024	11/06/2024			1,270.00
172231	Credit Memo	Open		11/04/2024	12/04/2024	11/06/2024			(1,800.00)
Vendor 4624 - Viking Chemical Company Totals							Invoices	4	\$3,915.00
Vendor 3263 - Walker Parking Consultants									
310098450005	Engineering Services During Construction at Parking Deck	Open		10/31/2024	11/30/2024	11/15/2024			5,720.00
Vendor 3263 - Walker Parking Consultants Totals							Invoices	1	\$5,720.00
Vendor 2258 - Wickstrom Auto Group									
966316	Repairs & Maintenance - T-515	Open		09/11/2024	11/27/2024	11/26/2024			74.99
178958	Parts - Stock	Open		09/17/2024	11/27/2024	11/26/2024			4.16
Vendor 2258 - Wickstrom Auto Group Totals							Invoices	2	\$79.15
Vendor 3476 - Wirfs Industries Inc									
33962	Parts - T-389	Open		11/07/2024	12/07/2024	11/26/2024			519.00
Vendor 3476 - Wirfs Industries Inc Totals							Invoices	1	\$519.00

Attachment: Warrant #23 (Warrant 2024 # 23)



Invoice Due Date Range 11/01/24 - 12/17/24
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1901 - Wurth Usa Inc									
98302702	Parts - Stock	Open		11/15/2024	12/15/2024	11/26/2024			123.72
			Vendor 1901 - Wurth Usa Inc Totals			Invoices	1		\$123.72
Vendor 3185 - Ziebell Water Service Products Inc									
267527-000	Ford SS Repair Sleeves	Open		10/25/2024	11/24/2024	11/14/2024			4,553.77
			Vendor 3185 - Ziebell Water Service Products Inc Totals			Invoices	1		\$4,553.77
Vendor 4699 - Eric Zimmerman									
2024-00001005	clothing reimbursement	Open		11/22/2024	11/22/2024	11/14/2024			94.65
			Vendor 4699 - Eric Zimmerman Totals			Invoices	1		\$94.65
Vendor 1919 - Zoll Medical Corporation									
4083442	Patient Cables	Open		11/11/2024	12/10/2024	11/22/2024			590.40
			Vendor 1919 - Zoll Medical Corporation Totals			Invoices	1		\$590.40
Vendor WILLIAM CYCHOLL									
2024-00001032	Ambulance Fee Refund	Open		11/26/2024	11/26/2024	11/26/2024			315.30
			Vendor WILLIAM CYCHOLL Totals			Invoices	1		\$315.30
Vendor Fred Yancey									
2024-00000996	sign refund/ 265 N Northwest Hwy/ SU131-2024	Open		11/15/2024	11/15/2024	11/15/2024			125.00
			Vendor Fred Yancey Totals			Invoices	1		\$125.00
			Grand Totals			Invoices	210		\$1,020,591.96

Attachment: Warrant #23 (Warrant 2024 # 23)

Village of Palatine

Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 11/15/2024

8.1.a

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	11/15/2024	266254 Utility Management Refund	JOHNSON , STEVE & DIANE		8.20
		Account Type	Account Number	Transaction Date	Transaction Type
Check	11/15/2024	266255 Utility Management Refund	KAY , JOHN L		60.16
		Account Type	Account Number	Transaction Date	Transaction Type
Check	11/15/2024	266256 Utility Management Refund	KUSHNIR , BORYS		80.23
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	401550005-005	11/15/2024	Refund
Check	11/15/2024	266257 Utility Management Refund	THE NIKI GROUP		9.25
		Account Type	Account Number	Transaction Date	Transaction Type
AP Accounts Payable ZBA Totals:			Transactions: 4		\$157.84
	Checks:	4	\$157.84		

Attachment: Warrant #23 (Warrant 2024 # 23)

Village of Palatine

Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 11/22/2024

8.1.a

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA						
Check	11/22/2024	266258	Utility Management Refund	DHILLON , AMRIT		71.00
		Account Type	Account Number	Transaction Date	Transaction Type	
AP Accounts Payable ZBA Totals:				Transactions: 1		\$71.00
Checks:		1		\$71.00		

Village of Palatine

Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 11/27/2024

8.1.a

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA						
Check	11/27/2024	266259	Utility Management Refund	AMERICAN HOME FINANCE		418.74
		Account Type	Account Number	Transaction Date	Transaction Type	
AP Accounts Payable ZBA Totals:				Transactions: 1		\$418.74
	Checks:	1		\$418.74		

Consider an Ordinance Granting a Special Use Transfer for the Continued Operation of a Drive-Through Restaurant for Tore & Luke's at 1158 E. Dundee Road

BACKGROUND:

Tore & Luke's has operated from its current Dundee Road location, since May 2023. Juno Food Corporation (Salvatore Gagliano) is requesting to reacquire the business and is therefore requesting approval of the following:

Transfer of Special Use #O-80-21 to permit the continued operation of a drive-through restaurant for Tore & Luke's at 1158 E. Dundee Road.

KEY ISSUES:

- The current Special Use was approved in July 2021 (Ordinance #O-80-21) for the current location of Tore & Luke's. The Petitioner is the original owner and operator of Tore and Luke's and is proposing to return as the principal restaurant operator, after another family member was operating the restaurant. No changes are proposed to the current operations or floor plan, with the exception of opening at 11 AM, instead of the previously approved 10:30 AM.
- Any changes to the floorplan or business operations would require Village review. Staff also advised the Petitioner about the temporary sign regulations, as part of the Special Use transfer application process.

ALTERNATIVES:

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

RECOMMENDATION:

Staff recommends approval of the Special Use Transfer at 1158 E. Dundee Road.

ACTION REQUIRED:

A motion to approve the Special Use Transfer of Ordinance #O-80-21 to permit the continued operation of a drive-through restaurant, Tore & Luke's, at 1158 E. Dundee Road.

Consider an Ordinance Amending Chapter 6 - Article I Building Codes and Amendments, Article VII Condominium Conversions, and Article VIII Enforcement and Penalties of the Palatine Code of Ordinances

BACKGROUND:

It is common practice for communities to adopt updated codes on a regular basis. The Village's current adopted Code library generally consists of the 2015 Editions of the International Code Council's code books. Our goal is to maintain codes that best serve our residents by keeping pace with changes in the industry and supporting the use of new products in an effort to keep our building stock current with common building practices. Therefore, we propose adoption of updated Code editions, and corresponding local amendments, which would become effective January 1, 2025. Our update would be to the 2021 Edition of the International Code.

KEY ISSUES:

- The most notable changes related to adoption of the updated building codes, and corresponding local amendments, are:
 -) Clarifies the Village's options for determining building permit valuations.
 -) Allows the Village to retain \$50 in conjunction with the return of any express building permit fees.
 -) Establishes a work without a permit fee, resulting in the building permit fee to increase by 50% (but the total amount of the building permit fee component subject to the 50% increase shall not exceed \$500).
 -) Requires fire sprinkler protection within attached residential garages.
 -) Adjusts the location requirements for sump pump and downspout discharges.
 -) Eliminates the option of utilizing a safety/automatic pool cover (thus requiring a fence). This would not apply to spas or hot tubs that have a lockable safety cover that complies with the applicable code requirements.
 -) The addition of the 13R sprinkler system design and installation requirements provides some design flexibility and cost savings for complying with the applicable sprinkler systems requirements related to the conversion of an apartment building into condominiums.
- In anticipation of the proposed code amendments, the Village noted the planned code updates on the Village's website in late October.

ALTERNATIVES:

- . Recommend approval of the Chapter 6 text amendments effective January 1, 2025.
- . Do not recommend approval of the Chapter 6 text amendments.

RECOMMENDATION:

Staff recommends approval of the Chapter 6 text amendments.

ACTION REQUIRED:

Motion to approve the proposed ordinance amending Chapter 6 with an effective date of January 1, 2025.

Consider an Ordinance Amending Chapter 7 - Fire Prevention and Protection of the Palatine Code of Ordinances

BACKGROUND:

It is common practice for communities to adopt updated codes on a regular basis. Our current fire safety code is nine years old (2015 edition). Our goal is to maintain codes that best serve our residents by keeping pace with changes in the industry and supporting the use of new products in an effort to keep our building stock current with common building practices. Therefore, we propose adoption of the 2021 edition of the International Fire Code, with corresponding local amendments. The new code would become effective January 1, 2025.

KEY ISSUES:

- The most notable changes related to adoption of the 2021 International Fire Code, and corresponding local amendments, are:
 -) Establishes permit and inspection fees for firework displays; and
 -) Based on proposed building's design/size, an emergency responder communication coverage analysis could be required to ensure emergency fire/police communications within and around the building would be sufficient.

ALTERNATIVES:

- . Recommend approval of the Chapter 7 text amendments effective January 1, 2025.
- . Do not recommend approval of the Chapter 7 text amendments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the proposed text amendments to Chapter 7 – Fire Prevention and Protection to adopt the 2021 International Fire Code, with corresponding local amendments, with an effective date of January 1, 2025.

Consider an Ordinance Amending Chapter 10, Article III - Property Maintenance Codes and Amendments and Article IV - Rental Property Rules and Regulations

BACKGROUND:

It is common practice for communities to adopt updated codes on a regular basis. Our current property maintenance code is nine years old (2015 edition of the International Property Maintenance Code). Our goal is to maintain codes that best serve our residents by keeping pace with changes in the industry and supporting the use of new products in an effort to keep our building stock current with common building practices. Therefore, we propose adoption of the 2021 edition of the International Property Maintenance Code with local amendments. The new code would become effective January 1, 2025. In addition, some text amendments are proposed to Chapter 10 Article IV - Rental Property Rules and Regulations.

KEY ISSUES:

- The most notable changes related to adoption of the 2021 International Property Maintenance Code, and corresponding local amendments to Chapter 10 - Article III are:
 -) Cross reference to site restoration requirements within the Building Code;
 -) In the event of an emergency to an occupant or the public, staff may immediately placard a premises without notice or with any notice as the code official deems reasonable under the circumstances; and
 -) Allows notice via first class mail rather than certified/registered mail.
- Article IV is being updated to better reflect the current practices related to the nuisance abatement portion of our rental section.

ALTERNATIVES:

- . Recommend approval of the Chapter 10 text amendments effective January 1, 2025.
- . Do not recommend approval of the Chapter 10 text amendments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the proposed text amendments to Chapter 10 - Article III - Property Maintenance Code and Amendments and Article IV - Rental Property Rules and Regulations, with an effective date of January 1, 2025.

Consider an Ordinance Adopting the Calendar Year 2025 Annual Budget

8.6

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, 2025).

KEY ISSUES:

The Village Manager introduced and presented the Proposed CY 2025 Budget to the Mayor and Council at the Business, Finance, and Budget Committee Meeting held on Monday, November 4. Follow-up discussion occurred at the regular Committee meeting on November 11. The required Public Hearing was held on November 18.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2025 Budget.

BUDGET IMPACT:

The Proposed CY 2025 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 2025 Annual Budget.

Consider the 2024 Tax Levy Ordinance

8.7

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 31, 2024}. 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 2025 Budget. The final proposed net property tax levy has no change from the prior year. A public hearing is required if the levy is more than 105% of the prior year's final aggregate levy extension, thus no public hearing on the Proposed 2024 Tax Levy was required.

The 2024 Tax Levy Request was formulated using \$4,937,926 million in abatements from various alternative sources.

2024 Proposed Tax Levy:

• Total Levy	\$27,474,760
• Abatements	\$4,937,926
• Net Requested Levy	\$22,536,834

The proposed levy for 2024 provides the funds necessary for the Village government to provide effective Public Safety services; fund mandated pension programs; and pay for necessary capital improvements, all with no change in the property tax levy.

RECOMMENDATION:

Staff recommends that the Mayor and Council approve the 2024 Property Tax Levy Ordinance.

BUDGET IMPACT:

Adoption of this ordinance provides funding for critical Public Safety, Mandated Employee Pensions, and necessary capital improvements as provided for in the CY 2025 Annual Operating Budget.

ACTION REQUIRED:

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

Consider an Ordinance to Abate 2024 Property Tax Levy

8.8

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 31, 2024}. (65 ILCS 5/8-3-1)

KEY ISSUES:

This is the first year in which the recently established Debt Service Reserve will be utilized to completely abate the tax levy for debt service. Staff is requesting the adoption of the 2024 Property Tax Levy Abatements as proposed. The Proposed 2024 Property Tax Levy includes abatements from various sources, as noted:

- \$2,450,006 from the Debt Service Reserve
- \$1,585,170 from TIF revenues
- \$902,750 from Water & Sewer Revenues

These abatements, totaling \$4,937,926, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$27,474,760 to \$22,536,834, an 18% reduction.

RECOMMENDATION:

Staff recommends adoption of the 2024 Property Tax Levy Abatement Ordinance as proposed.

BUDGET IMPACT:

Adoption of this ordinance provides for a reduced Property Tax burden on each and every home and business owner in Palatine.

ACTION REQUIRED:

Motion to approve an Ordinance to Abate Property Taxes.

Consider an Ordinance Adopting the 2025 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2025

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 consistent with the budget. Management employees and the Executive Leadership do not receive a cost-of-living increase. Merit increases for this group will be based solely upon performance and vary accordingly.
- Fraternal Order of Police is entering the third year of a three-year agreement, under which they will receive an increase of 2.75% with any necessary true-up in July based upon other area contracts.
- Palatine Firefighters, Local #4588 IAFF, has a collective bargaining agreement, which expires at the end of 2024. The Village and Union continue to meet to discuss new contract terms.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) has a collective bargaining agreement, which expires at the end of 2024. The Village and Union continue to meet to discuss new contract terms.
- The Village Manager will allocate any necessary equity adjustments within the established ranges on Schedule 2. Equity adjustments are based upon external market conditions and internal equity issues.
- Civil Engineer and the IT Admin/Manager range was adjusted.
- A position of Assistant Village Engineer was added to Schedule 2 creating future flexibility in recruitment.

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, 2025.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain Officers and Employees of the Village, effective January 1, 2025.

Consider a Resolution Appropriating \$1,875,818 of Motor Fuel Tax Funds for the Rehabilitation of Michigan Avenue, Brockway Street, Louise Lane, and Cornell Avenue

BACKGROUND:

The 2024 Capital Improvement Budget identified the use of \$1,875,818 in Motor Fuel Tax (MFT) funds as a source of revenue for street maintenance of Michigan Avenue from Plum Grove Road to Cedar Street, Brockway Street from Gilbert Road to Illinois Avenue, Louise Lane from Dundee Road to the dead end, and Cornell Avenue from Smith Street to the dead end.

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 its MFT appropriation for use on street maintenance and roadway capital improvements.

KEY ISSUES:

- Rehabilitation activities include partial removal of the pavement structure, spot base repair, widening to a uniform cross section, installation of concrete edging, drainage improvement, 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 resolution appropriating Motor Fuel Tax funds in the amount of \$1,875,818.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends that the Resolution for the Improvement and Maintenance of Streets and Highways be approved, appropriating \$1,875,818 of Motor Fuel Tax funds for the Michigan Avenue, Brockway Street, Louise Lane, and Cornell Avenue Rehabilitation Project.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$1,875,818 of Motor Fuel Tax funds for the Michigan Avenue, Brockway Street, Louise Lane, and Cornell Avenue Rehabilitation Project.

Consider a Resolution Appropriating \$2,181,073 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2025 Capital Improvement Budget identifies the use of \$2,181,073 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 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 resolution appropriating Motor Fuel Tax funds in the amount of \$2,181,073.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends that the Resolution for the Improvement and Maintenance of Streets and Highways be approved, appropriating \$2,181,073 of Motor Fuel Tax funds for the 2025 Street Resurfacing Program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$2,181,073 of Motor Fuel Tax funds for the Improvement and Maintenance of Streets and Highways.

Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances

BACKGROUND:

Per Sec. 2-471 of the Village Code, the Fee Supplement to the Code of Ordinances is updated annually by the Municipal Cost Index as published in the September issue of American City and County magazine. This published index indicates a 1.31% increase for 2025.

KEY ISSUES:

The 2025 Budget has been prepared based upon the proposed Fee Schedule Supplement. In addition to the general fee increase, there are some adjustments to fees and charges related to utility services as follows:

- Flood Control Fee and Refuse Collection are unchanged.
- Base residential Water & Sewer Rate are increased by \$0.47 per 1,000 gallons.
- Residential Basic User Charge was increased by \$0.35 per month.

RECOMMENDATION:

Staff recommends approval of the updated Fee Schedule Supplement as presented.

BUDGET IMPACT:

Provides adequate and necessary funding for the provision of services as proposed in the 2025 Budget.

ACTION REQUIRED:

Motion to approve the updated Fee Schedule Supplement to the Code of Ordinances, as presented, effective January 1, 2025.

Consider an Ordinance Implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax

BACKGROUND:

As part of the State of Illinois' Fiscal Year 2025 budget, Public Act 103-0781 was adopted.

KEY ISSUES:

The statewide 1% tax on groceries was a State approved tax that was collected and administered by the State and remitted to local governments. With the adoption of this year's State budget, the elected State officials took the easy, convenient, and political move to eliminate this tax (PA 103-0781), effective January 1, 2026. Notably, this was done in an election year and had absolutely no impact on their budget.

For the Village, this impact is significant. The 1% grocery tax amounts to approximately \$1.5M of General Fund revenue annually, and it is crucial for the Village to maintain this funding for long-term stability in operating revenues to fund the core services of Police, Fire, and Public Works.

While PA 103-0781 repealed the statewide 1% tax on groceries, it also provided the authority for municipalities to replace this lost revenue by implementing a 1% grocery sales tax locally by ordinance, effective on January 1, 2026. Adoption of a local grocery tax does not increase the amount of sales tax on groceries to consumers - it simply maintains the current amount.

ALTERNATIVES:

1. Approve the ordinance implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax and maintain \$1.5M in crucial General Fund operating revenue.
2. Do not approve the ordinance implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax and begin discussions on how to replace \$1.5M in crucial General Fund operating revenue for the CY 2026 Budget.

RECOMMENDATION:

Staff recommends approval of the ordinance implementing (effective January 1, 2026) a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax.

ACTION REQUIRED:

A motion to approve the ordinance implementing (effective January 1, 2026) a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax.

Consider a Resolution Amending the Village's Employee Handbook for 2025

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 2024 budget.

KEY ISSUES:

The suggested handbook changes for 2025 include:

- Employees who do not receive a merit or salary step increase on their review date may receive such increases before the next review date if, in the discretion of Village management, such an increase would be appropriate.
- Part-time employees (working a minimum of twenty (20) hours per week as an IMRF participant) are eligible for up to \$350 for Translation Reward bonus.
- Holidays are not paid out upon separation and shall be lost at the end of each calendar year.
- Sick Leave Donation Program includes safe driving day to be exhausted.
- When an employee is on Family and Medical Leave, they must exhaust all leave time (paid sick days, vacation days, holidays, safe driving day, personal time or compensatory time) under this policy, and any such paid time off must be taken concurrently with employee's Family and Medical Leave.

ALTERNATIVES:

1. Approve the recommended changes.
2. Do not approve the recommended changes.

RECOMMENDATION:

Staff recommends adopting the Resolution amending the 2025 Village's Employee Handbook.

ACTION REQUIRED:

A motion to adopt the Resolution amending the 2025 Village's Employee Handbook.

Consider a Motion to Approve the Village of Palatine 2025 Regular Scheduled Meeting Calendar

8.15

BACKGROUND:

Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regularly scheduled meetings for calendar year 2025 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).
- The 2025 Meeting Calendar includes only one Village Council meeting in July, consistent with Council's July meeting schedule in recent years.

ALTERNATIVES:

1. Approve the 2025 Meeting Calendar.
2. Amend the 2025 Meeting Calendar.

RECOMMENDATION:

Staff recommends approval of the regular scheduled meeting calendar for 2025.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular scheduled meetings for 2025.

Consider a Resolution Releasing the Vik Subdivision Security Deposit

BACKGROUND:

Vik Subdivision (828 W. Hillside Street) was approved in 2021 and created one new vacant lot. Prospect Properties LLC completed the construction of a new home at 844 W. Hillside Street and completed all the necessary Public Improvements and began the required one-year maintenance period in October 2023. The initial security deposit of \$35,439.64 was reduced down to its current amount of \$3,543. The Village Engineer confirmed that there were no defects identified and that the security deposit should be released. Therefore, the developer is requesting approval of the following:

Authorization to release the Security Deposit for Vik Subdivision and conclude the required one-year maintenance period

KEY ISSUES:

- The Petitioner has completed all the public improvements, as outlined in their Subdivision Improvement Agreement, which have been inspected and accepted by the Village Engineer.
- The Petitioner entered the required one-year maintenance period in October 2023.
- The remaining security deposit should be released, as there were no defects determined during the maintenance period.

ALTERNATIVES:

1. Authorize the release of the public improvements' security deposit and conclusion of the required one-year maintenance period.
2. Do not authorize the release of the public improvements' security deposit and conclusion of the required one-year maintenance period.

RECOMMENDATION:

Staff recommends that the public improvements security deposit is released.

ACTION REQUIRED:

A motion to approve a resolution granting a release of the Public Improvements security deposit for Vik Subdivision.

ATTACHMENTS:

- Aerial Map
- RES LC release



Legend

0 300 600
ft

Print Date: 10/4/2023

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Attachment: Aerial Map (Security Deposit Release- Vik Subdivision (CA))

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE RELEASE OF THE PUBLIC
IMPROVEMENT SECURITY DEPOSIT REDUCTION FOR VIK SUBDIVISION
AND CONCLUSION OF THE ONE-YEAR MAINTENANCE PERIOD,
PURSUANT TO THE VILLAGE OF PALATINE MUNICIPAL CODE,
APPENDIX B, COMPREHENSIVE SUBDIVISION ORDINANCE SECTION 9.02**

WHEREAS, on the 17th day of February, 2021, Prospect Properties LLC, for good and valuable consideration agreed to complete the required public improvements associated with the construction of a new single-family home, identified in the Vik Subdivision, pursuant to Resolution #R-20-21; and

WHEREAS, pursuant to Section 9.02 of Appendix B of the Palatine Municipal Code, an owner or developer of a subdivision is required to deposit certain security or evidence thereof with the Village of Palatine to guarantee the completion of the public improvements; and

WHEREAS, in the matter of Prospect Properties LLC, a security deposit in the amount of \$35,439.64 was deposited with the Village of Palatine on the 17th day of February, 2021 and reduced down to its current amount on October 9, 2023, along with the commencement of the one-year maintenance period; and

WHEREAS, the required maintenance period has concluded without any defects, noted by the Village Engineer; and

Attachment: RES LC release (Security Deposit Release- Vik Subdivision (CA))

Resolution No.

Page 2 of 2

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

SECTION 1: Approval pursuant to the Palatine Municipal
Code, Appendix B Section 9.02 be and is hereby granted for the project
improvements having a value of \$3,543 and the required one-year
maintenance period is concluded.

SECTION 2: The letter of credit having a current value of \$3,543 is
hereby released.

PASSED: This _____ day of _____, 2024.

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

Mayor

ATTESTED and FILED in the Office
of the Village Clerk this _____
day of _____, 2024.

Village Clerk

Attachment: RES LC release (Security Deposit Release- Vik Subdivision (CA))