



VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

DECEMBER 1, 2025 AT 7:00 PM

VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339
(847) 359-9050 www.palatine.il.us

AGENDA

REGULAR MEETING

7:00 PM

-
- I. CALL TO ORDER**
 - II. ROLL CALL**
 - III. PLEDGE TO THE FLAG**
 - IV. APPROVAL OF MINUTES**
 - A. Village Council & Committee of the Whole - Regular Meeting - November 17, 2025
 - V. MAYOR'S REPORT**
 - A. As Submitted
 - VI. RECESS TO THE COMMITTEE OF THE WHOLE**
 - VII. COMMITTEE OF THE WHOLE**
 - A. POLICE POLICY & CODE SERVICES COMMITTEE**
DOUG MYSLINSKI, CHAIR
 - 1. Consider an Ordinance Granting a Special Use Amendment to Permit the Expansion of a Medical Office (Physical Therapy) at 21 W. Wilson Street Council District: Six
 - 2. Consider an Ordinance Amending Chapters 6 - Building Codes and Regulations, 7 - Fire Prevention and Protection, 10 - Existing Structures' Maintenance and Occupancy, and 11 - Licenses, Permits and Business Regulations of the Village of Palatine's Code of Ordinances
 - 3. As Submitted
 - B. BUSINESS FINANCE & BUDGET COMMITTEE**
JOE FALKENBERG, CHAIR
 - 1. 2026 Operating Budget & Capital Investment Plan and Related Approvals
 - a. Consider an Ordinance Adopting the Calendar Year 2026 Annual Budget

- b. Consider the 2025 Tax Levy Ordinance
 - c. Consider an Ordinance to Abate 2025 Property Tax Levy
 - d. Consider an Ordinance Adopting the 2026 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2026
 - e. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
 - f. Consider an Ordinance Amending Chapters 2- Administration, Chapter 17- Taxes, and Chapter 19- Utility Service of the Village of Palatine Code of Ordinances
 - g. Consider a Resolution Appropriating \$3,100,000 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
 - h. Consider a Resolution Appropriating \$950,000 of Motor Fuel Tax Funds for the Rehabilitation of West/South Kerry Court and North Sterling Avenue
- 2. Consider a Resolution Amending the Village's Employee Handbook for 2026
- 3. As Submitted
- C. **FIRE POLICY & COMMUNITY INFORMATION COMMITTEE**
BRAD HELMS, CHAIR
 - 1. Consider a Motion to Approve the Village of Palatine 2026 Regular Scheduled Meeting Calendar
 - 2. As Submitted
- D. **ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**
GREG LANGER, CHAIR
 - 1. As Submitted
- E. **COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**
SCOTT LAMERAND, CHAIR
 - 1. As Submitted
- F. **INFRASTRUCTURE & ENVIRONMENT COMMITTEE**
KOLLIN KOZLOWSKI, CHAIR
 - 1. As Submitted

VIII. RECONVENE THE VILLAGE COUNCIL MEETING

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.

- A. Consider a Motion to Approve Warrant 2025 #23
- B. Consider an Ordinance Granting a Special Use Amendment to Permit the Expansion of a Medical Office (Physical Therapy) at 21 W. Wilson Street
Council District: Six
- C. Consider an Ordinance Amending Chapters 6 - Building Codes and Regulations, 7 - Fire Prevention and Protection, 10 - Existing Structures' Maintenance and Occupancy, and 11 - Licenses, Permits and Business Regulations of the Village of Palatine's Code of Ordinances
- D. Consider an Ordinance Adopting the 2026 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2026
- E. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
- F. Consider an Ordinance Amending Chapters 2- Administration, Chapter 17- Taxes, and Chapter 19- Utility Service of the Village of Palatine Code of Ordinances
- G. Consider a Resolution Appropriating \$3,100,000 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
- H. Consider a Resolution Appropriating \$950,000 of Motor Fuel Tax Funds for the Rehabilitation of West/South Kerry Court and North Sterling Avenue
- I. Consider a Resolution Amending the Village's Employee Handbook for 2026
- J. Consider a Motion to Approve the Village of Palatine 2026 Regular Scheduled Meeting Calendar
- K. Consider a Resolution Authorizing a Planned Development Security Deposit Reduction for Olms Corner Subdivision
Council District: Six
- L. Consider a Resolution Authorizing a Planned Development Security Deposit Reduction for Slade Street Crossing Subdivision
Council District: Six

X. REPORTS OF STANDING COMMITTEES

A. **ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**
GREG LANGER, CHAIR

1. As Submitted

B. **BUSINESS FINANCE & BUDGET COMMITTEE**
JOE FALKENBERG, CHAIR

1. Consider an Ordinance Adopting the Calendar Year 2026 Annual Budget
2. Consider the 2025 Tax Levy Ordinance
3. Consider an Ordinance to Abate 2025 Property Tax Levy
4. As Submitted

C. **COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**
SCOTT LAMERAND, CHAIR

1. As Submitted

D. **FIRE POLICY & COMMUNITY INFORMATION COMMITTEE**
BRAD HELMS, CHAIR

1. As Submitted

E. **INFRASTRUCTURE & ENVIRONMENT COMMITTEE**
KOLLIN KOZLOWSKI, CHAIR

1. As Submitted

F. **POLICE POLICY & CODE SERVICES COMMITTEE**
DOUG MYSLINSKI, CHAIR

1. As Submitted

XI. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted

B. VILLAGE CLERK

1. As Submitted

C. VILLAGE ATTORNEY

1. As Submitted

- XII. CLOSED SESSION AS REQUIRED**
- XIII. RECOGNITION OF AUDIENCE**
- XIV. ADJOURNMENT**



VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

NOVEMBER 17, 2025 AT 7:00 PM

VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339
(847) 359-9050 www.palatine.il.us

MINUTES

REGULAR MEETING

7:00 PM

I. CALL TO ORDER

Mayor Schwantz called the meeting to order at 7:00 PM.

II. ROLL CALL

PRESENT :	Mayor Jim Schwantz, Councilman District 1 Greg Langer, Councilman District 2 Scott Lamerand, Councilman District 3 Doug Myslinski, Councilman District 4 Joe Falkenberg, Councilman District 5 Kollin Kozlowski, Councilman District 6 Brad Helms
ABSENT :	

Also Present:

Village Clerk Maureen Pasqualucci, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Patrick Brankin & Rick Veenstra, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief William Nord, Police Deputy Chief David Brandwein, Fire Chief Scott Mackeben, IT Director Larry Schroth, Director of Finance Andrew Brown, Director of Human Resources Monika Pandya

III. PLEDGE TO THE FLAG

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

IV. PUBLIC HEARING

- A. Consider a Motion to Open the Public Hearing on the Proposed CY 2026 Operating Budget & Capital Investment Plan

RESULT:	MOTION APPROVED BY ROLL CALL
MOVER:	Brad Helms
SECONDER:	Joe Falkenberg
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

Village Manager Reid Ottesen explained that this is the required public hearing for the budget. Ottesen further noted that this is a balanced budget with no increase to the Village's property tax levy and the Village's levy has only increased 2.45% since 2010. He thanked staff for their efforts on the CY2026 budget and mentioned the final budget adoption on December 1st.

Councilman Lamerand explained that we look 20 years out in budget planning, having reviewed all the needs year-to-year, including infrastructure. He noted this budget has no debt. He discussed the achievements of attaining debt-free status within the community, TIF dollars provided back to the community, economic development, and tax savings from new developments, while re-purposing buildings for Village facilities without putting something brand new in place. Councilman Lamerand stressed maintaining an open and honest dialogue and fostering trust is important to the Council, along with the community.

No one came forward for recognition of the audience during the Proposed Budget CY2026 Public Hearing.

Close to the Public Hearing

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Brad Helms
SECONDER:	Joe Falkenberg
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

V. APPROVAL OF MINUTES

- A. Village Council & Committee of the Whole - Regular Meeting - November 10, 2025

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Doug Myslinski
SECONDER:	Joe Falkenberg
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

VI. MAYOR'S REPORT

- A. Consider a Resolution Reaffirming a Commitment of Safety, Respect and Trust to all Residents of Palatine

Resolution #R-26-25

Village Manager Reid Ottesen expressed appreciation for all the audience input. Ottesen informed the public and council about a new page on the Village website and mentioned that this is an ongoing process.

Mayor Schwantz spoke about the accessibility of this form of government, that council is here to listen, and acknowledged the frustrating process of recent events.

Mayor Schwantz further commented that this is a good spot to start in going forward to foster and nurture trust.

Councilman Falkenberg thanked the residents for engaging in the resolution discussion and mentioned the POC, police community interaction, and resident-led initiatives.

Councilman Langer said that this resolution is a commitment to the community.

Mayor Schwantz opened the floor for public comments on the resolution.

Valeria Delgado, resident and a spokesperson for immigrant residents, expressed their discomfort with ICE in the neighborhood and called for Council to pass an ordinance.

Joyce Slavik, resident, commented on the start of this process and called for more action, police, council, etc.

Keith Gronke, resident, called for more action from police and expressed concern about ICE's activity in the neighborhood.

Laura Hernandez, resident, wants to see more connections and engagement within the community.

Judy Janes, resident, thanked the Council for taking action and wants a task force and representation for the immigrant community.

Roman Golash, resident, supports the police efforts, expressed concern about the previous administration. He also mentioned ICE efforts in other cities are hindered.

Frank Skorski, resident, expressed concern about illegal immigrants, mentioned the village hands tied, and discussed rights.

Nicole Gronke, resident, thanked the police and wanted an identification requirement from law enforcement when requested.

John Laprise, resident, appreciated past actions and also questioned the Council's actions.

Minor, student at St. Theresa school, spoke about the Council pursuing more action, not words.

Tony Vargas, resident, questioned if ICE agents could enter government properties and description of those properties. Vargas also questioned ICE agents and school properties and if residents have any alternatives.

Lee Bennett, resident, called for a new ordinance and Real ID identification.

Tom Wood, resident, spoke about tax dollars, broken laws, and called for more Council action and leadership.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Doug Myslinski
SECONDER:	Joe Falkenberg
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

B. As Submitted

Mayor Schwantz announced upcoming events:

Friday, November 21: 5 PM – 9 PM

Holidays on the Town

Support Local Businesses of Downtown Palatine

Saturday, November 22: 1:00 PM – 5:00PM

Many Paws Global Rescue Adoption Event

Lamplighter Inn Tavern and Grille

Saturday, November 22: 4:45 PM – 7 PM

Holiday Tree Lighting Ceremony

Towne Square

Weekends, November 28 through December 22

Palatine Jaycees Annual Tree and Wreath Sale

Palatine Aquatic Center Parking Lot

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 Station #82 through December 8th. Toys collected will be distributed to children in the Palatine area. Your donation is greatly appreciated.

Leaf Collection Report

The final scheduled leaf collection for all zones started today, Monday, November 17th and will continue throughout the week until all leaves have been collected. Curbside bagged and bundled yard waste collection ends the week of December 8.

Village Hall will be closed on Thursday, November 27 and Friday, November 28 in observance of the Thanksgiving holiday.

VII. RECESS TO THE COMMITTEE OF THE WHOLE

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Brad Helms
SECONDER:	Greg Langer
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

VIII. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE DOUG MYSLINSKI, CHAIR

1. Consider an Ordinance Granting a Special Use to Permit a Rear Yard Setback Reduction for an Addition at 524 N. Rohlwing Road
Council District: Four

Director of Planning & Zoning Ben Vyverberg spoke about the petitioner intending to add a screen-in porch with a 23 feet rear yard setback instead of the required 40 feet, which necessitates a special use permit.

Councilman Myslinski asked if the surrounding neighbors had been notified and Vyverberg answered that there was no participation and the standard mailing was completed as required.

The petitioner, John Wright, thanked the committee.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Joe Falkenberg
SECONDER:	Scott Lamerand
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

2. Consider an Ordinance Granting a Special Use Transfer for the Continued Operation of an Auto Repair Use at 1098 E. Dundee Road
Council District: Four

Director of Planning & Zoning Ben Vyverberg presented a special use transfer from CarX to a new auto repair shop. He noted that there is a cross-access easement on Dundee Road for this business.

Councilman Myslinski commented on the median curve and cross access right-of-way.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Joe Falkenberg
SECONDER:	Greg Langer
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

3. As Submitted

Nothing Submitted.

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
SCOTT LAMERAND, CHAIR

1. Consider an Ordinance Annexing 160 E. Wilmette Avenue into the Village of Palatine
Council District: Two

Director of Community Development Mike Jacobs presented the property at 160 E. Wilmette, which is under consideration for annexation into Palatine.

Jacobs noted that the surrounding properties have already been incorporated into the Village of Palatine, one in 2019 and the other in 2018.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Jim Schwantz
SECONDER:	Doug Myslinski
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

2. As Submitted

Nothing Submitted.

C. INFRASTRUCTURE & ENVIRONMENT COMMITTEE
KOLLIN KOZLOWSKI, CHAIR

1. Consider an Ordinance Granting a Variance from Chapter 16 Rights-of-Way of the Village's Code of Ordinances to Allow Commonwealth Edison to Install Two Utility Poles at 855 W. Northwest Highway
Council District: One

This item was remanded back to staff for further discussion at a future meeting.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Jim Schwantz
SECONDER:	Greg Langer
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

2. As Submitted

Nothing Submitted.

D. BUSINESS FINANCE & BUDGET COMMITTEE
JOE FALKENBERG, CHAIR

1. Consider a Resolution to Approve a Collective Bargaining Agreement Between the Village of Palatine, Illinois and the International Union of Operating Engineers Local No. 150, Public Employees Division

Village Manager Reid Ottesen spoke about a collective bargaining agreement between the Village of Palatine and Public Works Local 150, and another between the Village of Palatine and Palatine firefighters' Local 4488. Ottesen explained that an agreement was reached and aligns with both current and proposed budgets. He noted both expired last year and are up for renewal.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Doug Myslinski
SECONDER:	Kollin Kozlowski
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

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

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Kollin Kozlowski
SECONDER:	Brad Helms
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

3. As Submitted

Nothing Submitted.

E. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE
GREG LANGER, CHAIR

1. As Submitted

Nothing Submitted.

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE
BRAD HELMS, CHAIR

1. As Submitted

Nothing Submitted.

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.

The motion was to approve items A. to F. and H. to I. and move G. to a future meeting.

RESULT:	MOTION APPROVED BY ROLL CALL
MOVER:	Scott Lamerand
SECONDER:	Doug Myslinski
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

- A. Consider a Motion to Approve Warrant 2025 #22
- B. Consider an Ordinance to Amend Salary Ordinance, O-040-25, Establishing Rates of Compensation for Certain Officers and Employees of the Village of Palatine Effective November 18, 2025

Ordinance #O-109-25

- C. Consider a Resolution Granting a Security Deposit Reduction for the Estates at Arcadia Subdivision
Council District: Two
Resolution #R-27-25
- D. Consider an Ordinance Granting a Special Use to Permit a Rear Yard Setback Reduction for an Addition at 524 N. Rohlwing Road
Council District: Four
Ordinance #O-110-25
- E. Consider an Ordinance Granting a Special Use Transfer for the Continued Operation of an Auto Repair Use at 1098 E. Dundee Road
Council District: Four
Ordinance #O-111-25
- F. Consider an Ordinance Annexing 160 E. Wilmette Avenue into the Village of Palatine
Council District: Two
Ordinance #O-112-25
- G. Consider an Ordinance Granting a Variance from Chapter 16 Rights-of-Way of the Village's Code of Ordinances to Allow Commonwealth Edison to Install Two Utility Poles at 855 W. Northwest Highway
Council District: One
- H. Consider a Resolution to Approve a Collective Bargaining Agreement Between the Village of Palatine, Illinois and the International Union of Operating Engineers Local No. 150, Public Employees Division
Resolution #R-28-25
- I. Consider a Resolution Approving the Collective Bargaining Agreement Between the Village of Palatine and Palatine Firefighters, Local No. 4588, International Association of Firefighters, AFL-CIO, CLC
Resolution #R-29-25

X. RECONVENE THE VILLAGE COUNCIL MEETING

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Brad Helms
SECONDER:	Greg Langer
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

XI. REPORTS OF STANDING COMMITTEES**A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**
GREG LANGER, CHAIR

1. As Submitted

No Report.

B. BUSINESS FINANCE & BUDGET COMMITTEE

JOE FALKENBERG, CHAIR

1. As Submitted

No Report.

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

SCOTT LAMERAND, CHAIR

1. As Submitted

No Report.

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

BRAD HELMS, CHAIR

1. As Submitted

No Report.

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

KOLLIN KOZLOWSKI, CHAIR

1. As Submitted

No Report.

F. POLICE POLICY & CODE SERVICES COMMITTEE

DOUG MYSLINSKI, CHAIR

1. As Submitted

No Report.

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

1. As Submitted

No Report.

B. VILLAGE CLERK**1. As Submitted**

No Report.

C. VILLAGE ATTORNEY**1. As Submitted**

No Report.

XIII. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XIV. RECOGNITION OF AUDIENCE

Lee Bennett, resident, discussed identification and trust between the police and immigrants while also suggesting the idea of appropriate identification such as Real ID.

Frank Skorski, resident, applauded the police, criticized previous state administrations, discussed IDs like passports, and supported a Federal Identification system.

Laura Hernandez, resident, discussed her concerns regarding the rights of immigrants, law enforcement, the role of IDs, and the distrust and discomfort many feel towards the Police.

Tony Vargas, resident of 57 years, expressed interest in joining a committee focused on community engagement, and highlighted the importance of a clear path to citizenship.

XV. ADJOURNMENT

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Brad Helms
SECONDER:	Joe Falkenberg
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

Meeting adjourned at 8:07 PM.

SUBMITTED BY:

Maureen Pasqualucci
Village Clerk

Consider an Ordinance Granting a Special Use Amendment to Permit the Expansion of a Medical Office (Physical Therapy) at 21 W. Wilson Street

BACKGROUND:

The Subject Property, zoned Planned Development, is an existing tenant space within the Providence of Palatine building. The Providence Planned Development follows the Village's B-2 District use lists and related standards. The Petitioner is proposing to expand the existing physical therapy facility (Illinois Bone & Joint Institute) into the adjacent, and unoccupied, tenant space. Therefore, the Petitioner is requesting approval of the following:

Special Use Amendment to Ordinance #O-104-18 to permit an expansion of a Medical Office (Physical Therapy).

KEY ISSUES:

- The existing tenant space at 25 W. Wilson Street is approximately 2,965 square feet. The Petitioner is requesting to expand into the neighboring tenant space at 21 W. Wilson Street, which would add approximately 2,324 square feet, for a total area of 5,289 square feet.
- The proposed floorplan reflects an expansion of the existing services, but would continue to utilize the current check-in/waiting area.
- The proposed staffing includes six employees on-site at any given time (three to four clinicians and two administrative staff). The business hours are Monday through Friday, 6:30 AM to 7:30 PM, closed on Saturday and Sunday. The business plan anticipates serving up to 80 clients per day total for the existing and expanded office, as noted below:

	21 W Wilson Street (expansion office)	25 W Wilson Street (existing office)	Total (both existing office & expansion office)
Staff	3-4 clinicians 2 Admin	3 clinicians 1 Admin	7 clinicians 3 Admin.
Clients Per Day	~40	~40	~80
Hours of Operation	M-F 6:30 AM - 7:30 PM	M-F 6:30 AM - 7:30 PM	

Square Footage	2,965 Square Feet	2,324 Square Feet	5,289 Total
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- The required parking (Per Code, 1 space/300 square feet), would increase from 8 spaces (existing office) to 18 spaces (proposed expansion). Nevertheless, the Subject Property is located within the Central Business District, where the Administrator may review the parking requirements. Staff conducted multiple on-street parking assessments, at varying times and days during the week, commensurate with the proposed hours of operation. This review included the immediate and surrounding areas along Wilson Street, Bothwell Street, and Station Street and determined that adequate parking is available. Additionally, there is a portion of the municipal parking lot at Wilson and Bothwell, which allows 3 hour parking from 8 AM to 6 PM, which also maintains available parking during these times.
- Staff is again recommending a condition that employees utilize the Downtown employee parking lot and the municipal parking resources in the Downtown area (parking lot E) which is adjacent to the proposed tenant space.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Public Hearing: Planning & Zoning Commission (PZC) meeting on November 11, 2025

Residents testifying: None.

Vote: The PZC voted unanimously to approve the Special Use and Staff concurs.

ACTION REQUIRED:

A Motion to approve an Ordinance Granting a Special Use Amendment to Ordinance O-104-18 to permit the expansion of a Medical Office (Physical Therapy) at 21 W. Wilson Street.

ATTACHMENTS:

1. Aerial Map
2. ORD SU AMEND 21 W Wilson St
3. EXHIBIT - Business Plan
4. EXHIBIT - Floor Plan
5. PZC Materials 11-11-25
6. Draft Minutes 11-11-25
7. Public Notice



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ft

Print Date: 11/3/2025

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 GRANTING A SPECIAL USE AMENDMENT TO PERMIT
A MEDICAL OFFICE AT 21 W. WILSON STREET**

WHEREAS, pursuant to a petition and public hearing on November 11, 2025, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for a Special Use Amendment to Ordinance O-104-18 to permit the expansion of a Medical Office (Physical Therapy) pursuant to Section 11.03 (d) (43) of the Palatine Zoning Ordinance, on the following legally described property:

Lot 1 in the Providence of Palatine being a subdivision of part of the East half of the Southeast quarter of Section 16, Township 42 North, Range 10, East of the Third Principal Meridian, according to the plat thereof recorded July 23, 2004, as Doc. NO. 0420527133 in the Village of Palatine, Cook County, Illinois.

Commonly known as 21 W Wilson Street (PIN# 02-15-424-011)

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 Amendment to Ordinance O-104-18 to permit the expansion of a Medical Office (Physical Therapy) pursuant to Section 11.03 (d) (43) of the Palatine Zoning Ordinance is hereby granted, subject to the following condition(s):

1. The Special Use shall substantially conform to the floor plan and business plan submitted by the Petitioner, except, as such plans may be revised to conform to Village Codes and Ordinances.

2. All employees of Illinois Bone & Joint shall enroll in and utilize the Village's Downtown Employee Parking Program.

SECTION 2: That a copy of the public notice 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 ____ day of _____, 2025

AYES:____ NAYS:____ ABSENT:____ PASS:____

APPROVED by me this ____ day of _____, 2025

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this

____ day of _____, 2025

Village Clerk

Illinois Bone and Joint Institute, LLC
Village of Palatine - Special Use Application
Business Plan/Project Description
Expansion into 21 W Wilson, Palatine IL, 60067

Illinois Bone and Joint Institute LLC was founded in 1990 and is one of the largest orthopedic group practices in the state of Illinois. IBJI offers specialized musculoskeletal care for pediatric and adult patients. With 35 physician offices and 46 rehabilitation offices spread across the greater Chicago region, we are able to provide pain management services, rheumatology and care for orthopedic diagnosis.

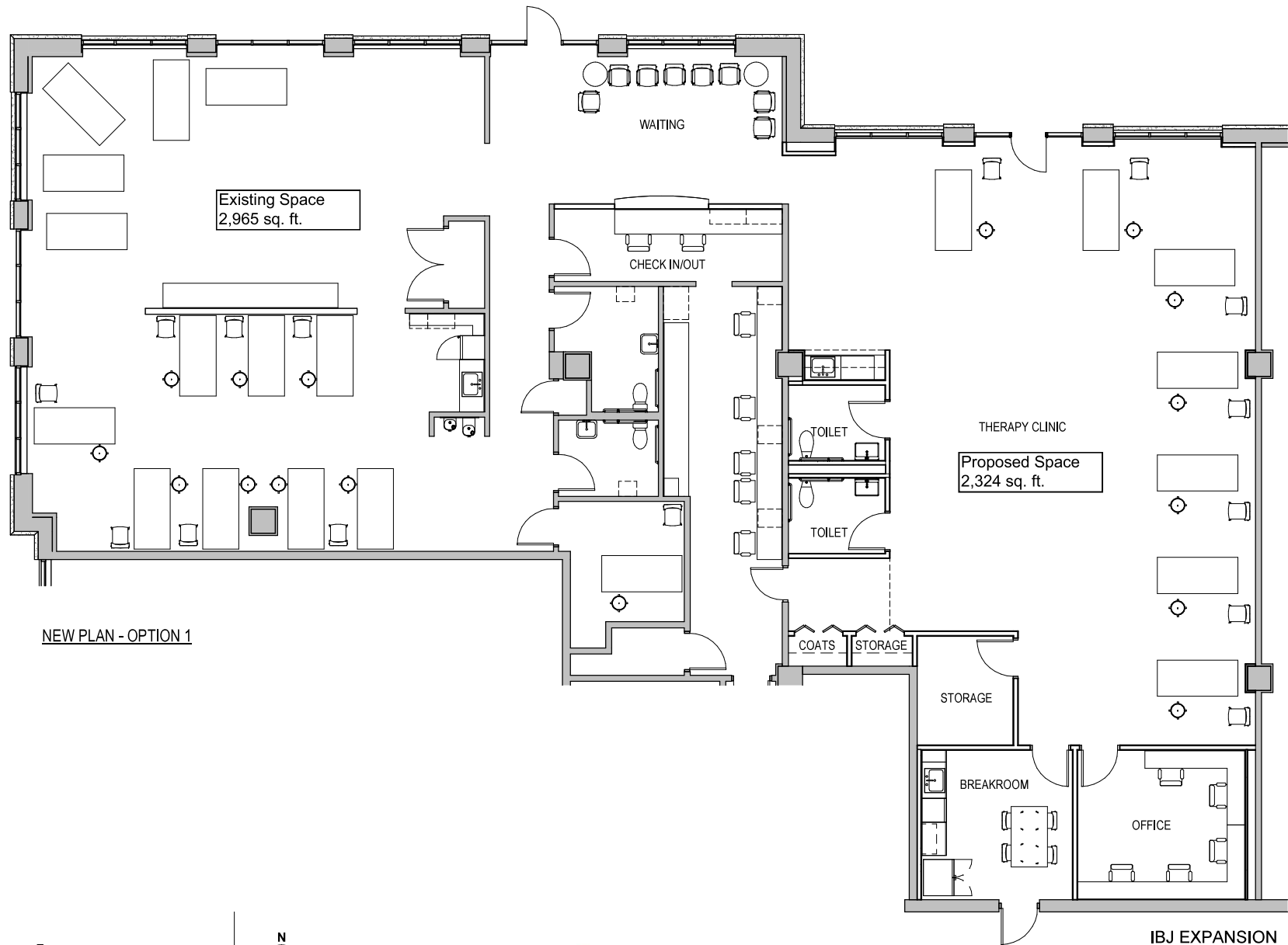
We opened our location at 25 W Wilson in 2018, offering skilled Physical Therapy services to members of the Palatine community. That facility has outgrown the space and our patient community has expanded further west into Palatine and neighboring communities. That has created more demand for our services and the space cannot accommodate adding additional patients and or staff.

IBJI is proposing to expand our current location to meet the demands of our patient community for their recovery from injury or surgery. We currently have an active lease agreement to consume the suite immediately adjacent, 21 W Wilson, which will provide an extra 2,324 sq feet. Thus, our total occupancy will be 5,289 sq feet. The lease agreement is included as part of our application. Also enclosed with the application you will find our space concept plan of what the combined units will look like in the finished product.

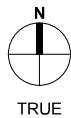
This expansion will allow for a larger reception area and double the space to provide patient care. A complete picture of the impact on staffing/square footage is reflected in the table below. Our hours of operation will stay the same, 6:30am - 7:30pm.

	21 W Wilson Street	25 W Wilson Street	Total
Staff	4 Clinicians, 2 Admin, 2 techs	3 Clinicians, 1 Admin	7 clinicians, 3 Admins, 2 techs
Clients per day	approximately 40	approximately 40	approximately 80
Hours of Operation	M-F 6:30am - 7:30pm	M-F 6:30 am - 7:30 pm	
Square Footage	2,324 Square Feet	2, 965 Square Feet	5,289 Total

In 2024, the current location was able to accommodate 9,327 visits. This additional space should allow for us to double that patient access over the year timeline, providing post injury care to those in need of assistance reaching their goals to achieve a more active lifestyle.



OKW ARCHITECTS
600 W. Jackson, Suite 250
Chicago, IL 60661



SCALE: 1/8" = 1' 0"
0' 2' 4' 8'



IBJ EXPANSION
25 W. WILSON STREET
PALATINE, IL 60067
10.31.2025 Project #: 25060

SK-01

21 W. Wilson Street**STAFF REPORT:**

TO: Palatine Planning and Zoning Commission
Jan Wood, Chair

FROM: Lyn Bremanis

PETITIONER: Cathy Irwin, Illinois Bone & Joint Institute

PLAN NUMBER: SU-000211-2025

BACKGROUND:

The Subject Property is zoned Planned Development and is an existing tenant space, within the Providence of Palatine building. The Planned Development Ordinance follows the B-2 use lists and standards. The Petitioner is proposing to expand the Physical Therapy Office (Illinois Bone & Joint Institute) into a previously unoccupied tenant space. Therefore, the Petitioner is requesting approval of the following:

Special Use Amendment to Ordinance #O-104-18 to permit an expansion of a Medical Office (Physical Therapy)

KEY ISSUES:

- The existing tenant space at 25 W. Wilson Street is approximately 2,965 square feet. The Petitioner is requesting to expand into the neighboring tenant space at 21 W. Wilson Street, which would add approximately 2,324 square feet, for a total area of 5,289 square feet.
- The proposed floor plan reflects an expansion of the existing services while utilizing the current check-in and waiting area.
- The proposed staffing includes six employees on-site at any given time (three to four clinicians and two administrative staff). Business hours are Monday through Friday, 6:30 AM to 7:30 PM, closed on Saturday and Sunday. The business plan anticipates serving up to 40 clients per day.

	21 W Wilson Street	25 W Wilson Street	Total
Staff	3 -4 clinicians 2 Admin, 2 Techs	3 clinicians 1 Admin	6-7 clinicians 3 Admin.2 Techs
Clients Per Day	~40	~40	~80
Hours of Operation	M-F 6:30 AM - 7:30 PM	M-F 6:30 AM - 7:30 PM	
Square Footage	2,324 Square Feet	2,965 Square Feet	5,289 Total

- Per the Zoning Ordinance, the parking requirement increases from 8 to 18 spaces based on the busin
- ess use standard of one space per 300 square feet. However, the Subject Property is located within the Central Business District, where the Administrator may review the parking requirements. Staff conducted multiple on-street parking counts in the immediate and surrounding area and found that adequate parking is available.
- Staff is again recommending a condition that employees utilize the Downtown employee parking lot and the municipal parking resources in the Downtown area — parking lot E — which is adjacent to the proposed tenant space.

STANDARDS FOR SPECIAL USE: Since this Petition is not for a use publicly operated or traditionally affected with the public interest, those standards under Section 14.05 D (2) and (3) are applicable. Specifically, the Petitioners must show that the Special Use, if granted, is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected and will not cause substantial injury to the value of other property in the neighborhood in which it is located. The Petitioners have attempted to address the required standards.

STAFF RECOMMENDATION:

Illinois Bone & Joint Institute, which operates several offices throughout the Chicagoland area, is proposing to expand its existing location within the Providence Building. The existing medical office use, as well as neighboring uses, have not experienced any parking deficiencies. In addition, Staff's observations of parking conditions in the surrounding area indicate that adequate parking is consistently available.

Therefore, Staff recommends approval of the proposed Special Use, subject to the following conditions:

1. The Special Use shall substantially conform to the floor plan and business plan submitted by the Petitioner, except, as such plans may be changed to conform to Village Codes and Ordinances.
2. All employees of Illinois Bone & Joint shall enroll in and utilize the designated downtown employee parking areas.

ATTACHMENTS:

1. Aerial Map
2. Special Use Application
3. Plat of Survey
4. Floor Plan
5. Business Plan
6. O-104-18
7. Public Notice



0 100 200
ft

Print Date: 11/3/2025

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.



SPECIAL USE APPLICATION

Department of Planning & Zoning

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

Petitioner Name

Cathy Irwin

Business Name (if applicable)

Illinois Bone & Joint Institute

Subject Property Address

21 W Wilson Street

Please provide a description of your proposed request:

Build out the vacant space into a physical rehabilitation office with exam rooms, reception area, and relevant equipment.

Petitioner Justification

Special Uses shall not be granted except on findings based upon the evidence in each specific case. Please address the following standards as these will be used in considering the specific relief you are seeking.

That use deemed necessary for the public convenience at that location. Explain:

Yes. Providing additional services for ease of mobility in the downtown area.

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

Yes. Appropriate medical and local health standards and codes will be upheld.

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

No. This is an office and will not cause a decrease in property values.

In order to supplement the above standards, the Planning and Zoning Commission may also consider the following:

With respect to front yard fencing and fencing in a rear yard/side yard abutting a street, the following additional standards must be met:

a. Will meet the following aesthetic criteria:

- i. Will not destroy existing vistas in the area;
- ii. Will enhance the appearance of the homes and the streets in the area; and
- iii. Will not detract from the overall appearance of the community; or

b. The fencing is found to be necessary to protect private property or the safety of the inhabitants of the property.

N/A

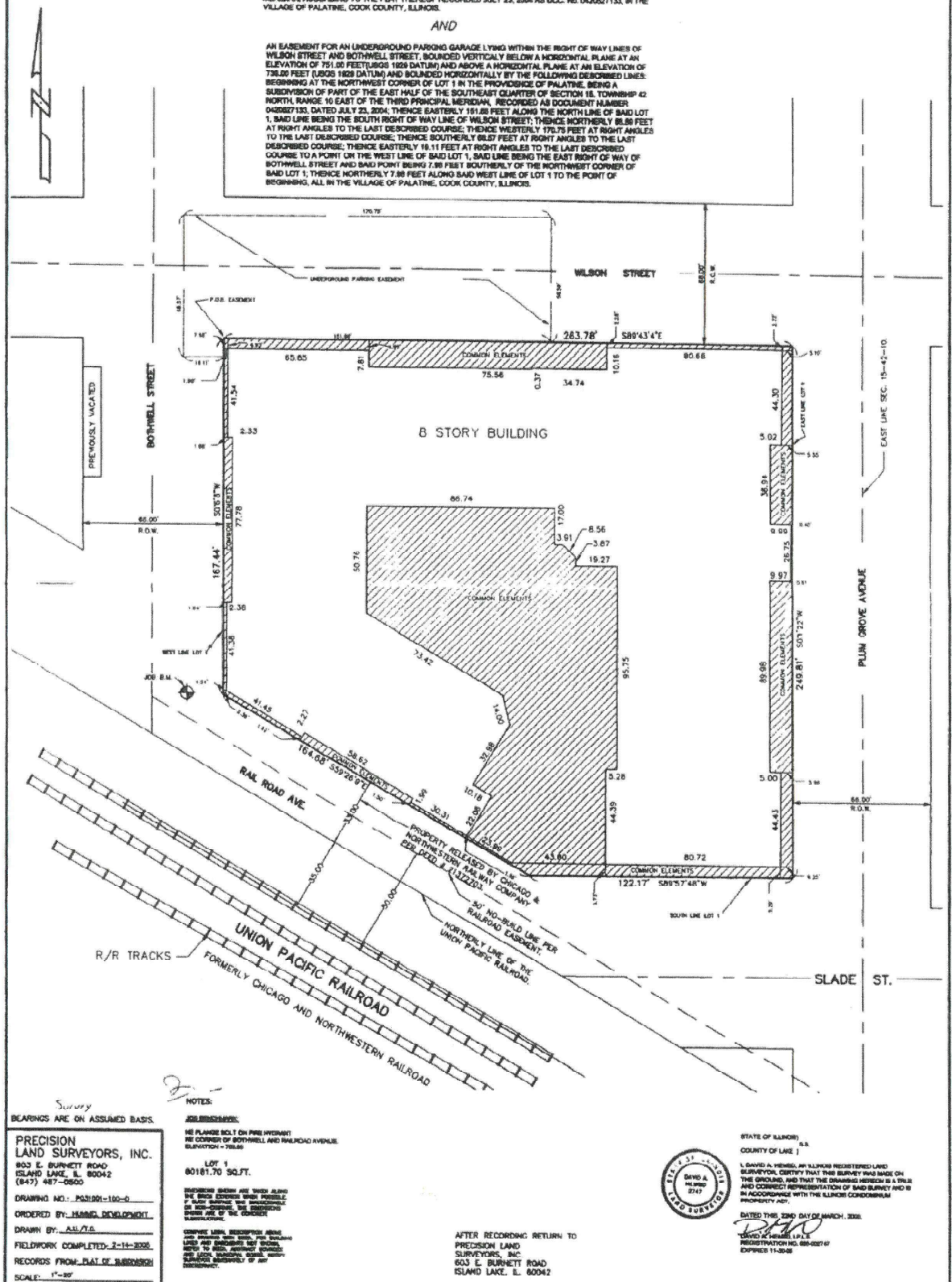
THE PROVIDENCE OF PALATINE A CONDOMINIUM

OF

LOT 1 IN THE PROVIDENCE OF PALATINE BEING A SUBDIVISION OF PART OF THE EAST HALF OF THE
SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL
MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 23, 2004 AS DOC. NO. 042627133, IN THE
VILLAGE OF PALATINE, COOK COUNTY, ILLINOIS.

AND

AN EASEMENT FOR AN UNDERGROUND PARKING GARAGE LYING WITHIN THE RIGHT OF WAY LINES OF
WILSON STREET AND BOTHWELL STREET, BOUNDED VERTICALLY BELOW A HORIZONTAL PLANE AT AN
ELEVATION OF 751.00 FEET (USDS 1929 DATUM) AND ABOVE A HORIZONTAL PLANE AT AN ELEVATION OF
726.00 FEET (USDS 1929 DATUM) AND BOUNDED HORIZONTALLY BY THE FOLLOWING DESCRIBED LINES:
BEGINNING AT THE NORTHWEST CORNER OF LOT 1 IN THE PROVIDENCE OF PALATINE, BEING A
SUBDIVISION OF PART OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 42
NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, RECORDED AS DOCUMENT NUMBER
042627133, DATED JULY 23, 2004; THENCE EASTERLY 151.88 FEET ALONG THE NORTH LINE OF SAID LOT
1; SAID LINE BEING THE SOUTH RIGHT OF WAY LINE OF WILSON STREET; THENCE NORTHERLY 88.86 FEET
AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE; THENCE WASTERLY 170.75 FEET AT RIGHT ANGLES
TO THE LAST DESCRIBED COURSE; THENCE SOUTHERLY 84.07 FEET AT RIGHT ANGLES TO THE LAST
DESCRIBED COURSE; THENCE EASTERLY 18.11 FEET AT RIGHT ANGLES TO THE LAST DESCRIBED
COURSE TO A POINT ON THE WEST LINE OF SAID LOT 1; SAID LINE BEING THE EAST RIGHT OF WAY OF
BOTHWELL STREET AND SAID POINT BEING 7.89 FEET SOUTHERLY OF THE NORTHWEST CORNER OF
SAID LOT 1; THENCE NORTHERLY 7.89 FEET ALONG SAID WEST LINE OF LOT 1 TO THE POINT OF
BEGINNING, ALL IN THE VILLAGE OF PALATINE, COOK COUNTY, ILLINOIS.



BEARINGS ARE ON ASSUMED BASIS.

**PRECISION
LAND SURVEYORS, INC.**
803 E. BURNETT ROAD
ISLAND LAKE, IL 60042
(847) 487-0800

DRAWING NO.: PS21001-100-0

ORDERED BY: HANCO DEVELOPMENT

DRAWN BY: A.H./T.S.

FIELDWORK COMPLETED: 2-14-2005

RECORDS FROM: PLAT OF SUBDIVISION

SCALE: 1"=50'

NOTES:

1. SEE PLANS FOR THE PRELIMINARY
RE CONSIDER OF BOTHWELL AND RAILROAD AVENUE.
ELEVATION = 726.00

LOT 1
80181.70 SQ.FT.

2. THE BOUNDARY LINES ARE BASED ON THE
FIELD SURVEY AND THE SURVEYOR'S
RECORDS. THE SURVEYOR'S
RECORDS ARE THE SOURCE OF THE
BOUNDARY LINES.

3. THE SURVEYOR'S RECORDS ARE THE
SOURCE OF THE BOUNDARY LINES.
THE SURVEYOR'S RECORDS ARE THE
SOURCE OF THE BOUNDARY LINES.

AFTER RECORDING RETURN TO
PRECISION LAND
SURVEYORS, INC.
803 E. BURNETT ROAD
ISLAND LAKE, IL 60042

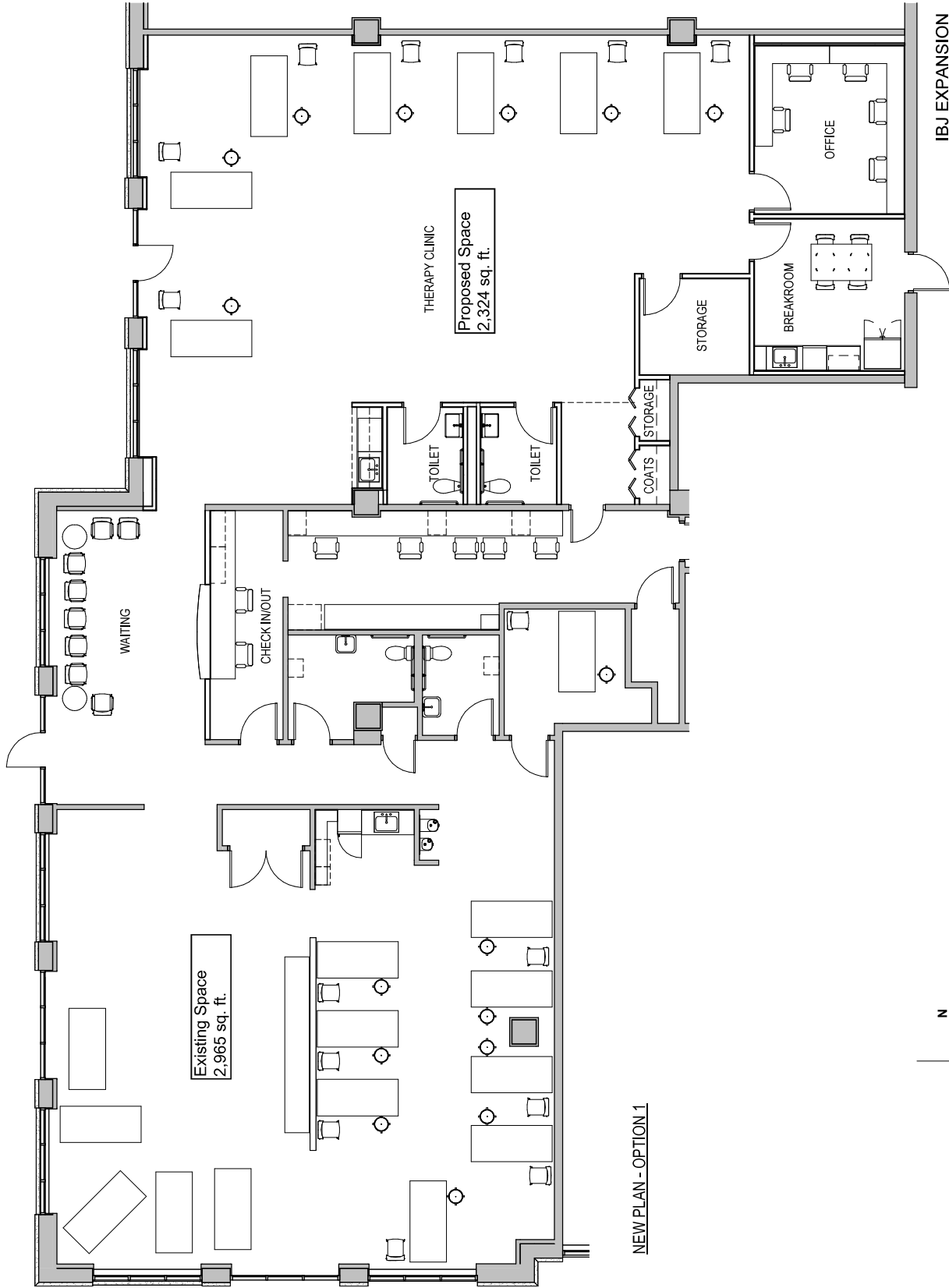


STATE OF ILLINOIS
COUNTY OF LAKE

I, DAVID A. HANCO, AN ILLINOIS REGISTERED LAND
SURVEYOR, CERTIFY THAT THIS SURVEY WAS MADE ON
THE GROUND, AND THAT THE DRAWING HEREON IS A TRUE
AND CORRECT REPRESENTATION OF SAID SURVEY AND IS
IN ACCORDANCE WITH THE ILLINOIS CONDOMINIUM
PROPERTY ACT.

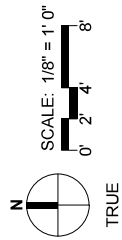
DATED THIS 2ND DAY OF MARCH, 2005.

REGISTRATION NO. 05-002167
EXPIRES 11-30-08



SK-01

IBJ EXPANSION
25 W. WILSON STREET
PALATINE, IL 60067
10.31.2025 Project #: 25060



OKW ARCHITECTS
600 W. Jackson, Suite 250
Chicago, IL 60661



Illinois Bone and Joint Institute, LLC
Village of Palatine - Special Use Application
Business Plan/Project Description
Expansion into 21 W Wilson, Palatine IL, 60067

Illinois Bone and Joint Institute LLC was founded in 1990 and is one of the largest orthopedic group practices in the state of Illinois. IBJI offers specialized musculoskeletal care for pediatric and adult patients. With 35 physician offices and 46 rehabilitation offices spread across the greater Chicago region, we are able to provide pain management services, rheumatology and care for orthopedic diagnosis.

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ORDINANCE NO. O-104-18

**AN ORDINANCE GRANTING A SPECIAL USE AT
25 W. WILSON STREET**

**Published in pamphlet form by authority of the
Mayor and Village Council of the Village of Palatine
on September 4, 2018**

ORDINANCE NO. O-104-18

**AN ORDINANCE GRANTING A SPECIAL USE
25 W WILSON STREET**

WHEREAS, upon petition of owners of said property, a public hearing was held by the Zoning Board of Appeals on August 14, 2018, in accordance with the Zoning Ordinance of the Village of Palatine, in such cases made and provided, and said Zoning Board of Appeals having made its findings in a report to the Mayor and Village Council of the Village of Palatine regarding a request for a Special Use by Illinois Bone and Joint Institute, LLC (Petitioner) to permit a Medical Office (Physical Therapy) pursuant to Section 11.03 (d) (42) of the Palatine Zoning Ordinance, on the following legally described property:

Lot 1 in the Providence of Palatine being a subdivision of part of the East half of the Southeast quarter of Section 16, Township 42 North, Range 10, East of the Third Principal Meridian, according to the plat thereof recorded July 23, 2004, as Doc. NO. 0420527133 in the Village of Palatine, Cook County, Illinois.

commonly known as 25 W Wilson Street (PIN# 02-15-424-011)

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

SECTION 1: Special Use to permit a Medical Office (Physical Therapy) pursuant to Section 11.03 (d) (42) of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

- 1. The Special Use shall substantially conform to the floor plan and business plan submitted by the Petitioner on 04/16/2016, and as amended for hours**

of operation at the Zoning Board Hearing conducted on August 14, 2018 whereby Friday closing time was adjusted to 5:30 p.m. and except as such plans may be changed to conform to Village Codes and Ordinances.

2. Pursuant to the revised business plan and proposed hours of operation, any further changes to the revised hours of operation shall require administrative review and approval by the Village Manager, prior to their implementation.
3. Petitioner shall enroll all employees in and utilize the designated downtown employee parking areas as long as the Village maintains such program.
4. The public on-street parking and municipal parking resources presently available may be used on an availability basis and in accordance with the timing restrictions or permit requirements in place. Nothing herein shall limit the discretion of the Village to amend, alter, or eliminate any such requirement or access to said parking resources.

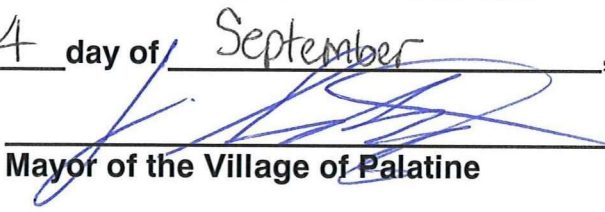
SECTION 2: That a copy of the public notice be attached hereto and form a part of this ordinance.

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 4 day of September, 2018

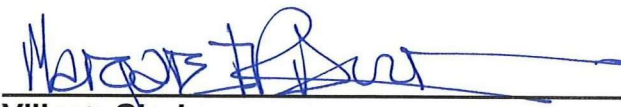
AYES: 5 NAYS: 1 ABSENT: PASS:

APPROVED by me this 4 day of September, 2018



Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
4 day of September, 2018



Village Clerk

ILLINOIS BONE AND JOINT INSTITUTE, LLC
Addendum #2 to Special Use Application

I. INTRODUCTION.

Applicant is the Illinois Bone and Joint Institute, LLC, an Illinois limited liability company ("IBJI"). IBJI wants to open a physical therapy branch of their region-wide business at 25 West Wilson Street, Suite C, Palatine, Illinois 60067, in the north side of Downtown Palatine. The property is zoned B-2, General Business District, PUD, and the proposed physical therapy business operation is permitted, but only as a Special Use (see "physical health services," Section 11.03(d)(23)).

IBJI requests a Special Use permit to operate a physical therapy service business as a tenant on the first floor within The Providence.

II. IBJI.

Founded in 1990, IBJI is one of the largest orthopedic group practices in the State of Illinois. With over 90 physicians in every orthopedic specialty, IBJI offers care for children and adults from some of the most accomplished and respected orthopedists in the country. IBJI's 20 locations in Chicago and the north suburbs make it easy to access complete healthcare.

While IBJI offers a full range of orthopedic care, at the 25 West Wilson Street, Palatine location IBJI will be engaging in providing physical therapy services only, focusing on the rehabilitation of patients to relieve pain, improve limited function and regain increased strength resulting from accidents, orthopedic surgeries and accessory health conditions. IBJI prides itself on having a longstanding reputation of providing comprehensive and expert physical therapy care to all of its patients.

III. IBJI's LEASED SPACE.

IBJI intends to lease 2,965 square feet within what is known as "Retail Space C" within The Providence as generally depicted on the floor plan attached hereto as Exhibit A. As can be seen, the layout consists of a small lobby at the entrance to the unit, with a front desk, single staff office and single private treatment room to be located along the east wall of the unit. Patient treatment beds will line the north and west walls of the unit, with exercise equipment and code-compliant bathroom facilities lining the south wall. A more detailed floor plan prepared by IBJI's architect will be provided at the public hearing before the Zoning Board of Appeals.

It is IBJI's understanding that since construction of The Providence Building in 2006, this corner space has always been vacant and has never been leased.

IV. IBJI'S PROJECTED USE.

IBJI's clinic at this location will have operating hours from 6:30 a.m. through 7:30 p.m. from Monday through Friday, with the clinic being closed on both Saturday and Sunday. As far as staffing, at the inception IBJI anticipates it will employ three clinicians (two physical therapists and one rehabilitation technician) along with one receptionist. Each of the three clinicians would likely see 10 scheduled patients a day if fully booked (there will be no "walk-in" patients), with the clinicians staggering their schedules to offer the most options to each patient. Patients are scheduled on half hour intervals and typically are at the clinic for an hour between seeing the clinician and then doing their rehabilitation exercises.

Patients are scheduled so that the next patient coming in tends to replace a patient who is leaving. Typically, the mid-day experiences the most patients because clinician schedules tend to overlap at that time. The following is the anticipated patient volume in the clinic at various points throughout the day assuming full schedules for the three clinicians and maximum efficiency:

<u>Time Slots</u>	<u>Patients Per Hour</u>
6:30 a.m. to 11:00 a.m.	4-5
11:00 a.m. to 3:00 p.m.	6-7
3:00 p.m. to 7:30 p.m.	4-5

Assuming the clinic operations are successful, IBJI has designed the space to ultimately support a total of six clinicians with likely one to two part-time rehabilitation technicians and an additional office employee. Based on IBJI's experience at its other locations, doubling the number of clinicians will not necessarily double the volume of traffic in the clinic at any given time due to scheduling adjustments and additional staggering of breaks and lunches for the clinicians. In the event the maximum six clinicians is achieved, IBJI would anticipate the following patient volumes, again assuming full schedules and maximum efficiency:

<u>Time Slots</u>	<u>Patients Per Hour</u>
6:30 a.m. to 11:00 a.m.	6-7
11:00 a.m. to 3:00 p.m.	9-10
3:00 p.m. to 7:30 p.m.	6-7

V. SIGNAGE.

Consistent with their other clinics, IBJI anticipates having signage on the front exterior of the building with additional IBJI decals on the windows to their space. For illustrative purposes, attached hereto as Group Exhibit B is signage that has been developed for certain other IBJI locations. IBJI will obviously ensure that all signage fully complies with the Village's sign regulations.

VI. THE PROVIDENCE DEVELOPMENT.

The Providence Building is a mixed use commercial and residential development approved by the Village as a planned unit development back in 2004 under Ordinance #O-18-04. The project was undertaken by Hummel Development pursuant to a Tax Increment Finance (TIF) Agreement, and construction was completed in 2006. This project is the tallest building in Downtown Palatine and neighbors lower scale residential neighborhoods to the east and north, and retail/restaurant properties to the west. (Village of Palatine Downtown TOD Plan, 2016, p. 42, hereafter “Downtown TOD Plan”).

The Providence PUD has approximately 18,660 square feet of ground floor commercial leasehold space within 112 residential condominium units.¹

VII. PUBLIC AND PRIVATE PARKING FACILITIES.

A. The Providence Parking.

The residential portion of The Providence provides a total of 197 parking spaces, which exceeds the Village and ITE parking requirements. Thirty-five spaces are provided on-grade under Plum Grove Avenue building, 148 spaces are provided an underground garage under the block, and 14 reserved on-street visitor spaces along Railroad Avenue by Plum Grove Road. (p. 2, Metro Traffic and Parking Study prepared for the Hummel Development Group, LLC dated January 15, 2004).

The approximate 18,660 square feet of The Providence commercial space is served by 60 on-street parking spaces and five spaces within the service alley, for a total of 65 spaces or 3.54 spaces per thousand square feet. The parking study conducted for the “Downtown Land-Use Guide” planning study recommended 3.0 spaces per 1,000 square feet for commercial space, which is exceeded by this development. (p. 3, Metro Traffic and Parking Study prepared for the Hummel Development Group, LLC dated January 15, 2004).

B. Downtown Parking.

The parking resources available today in Downtown Palatine include public on-street and off-street parking, private off-street lots and Metra commuter parking. The Village is responsible for all public parking, including the maintenance and management of the Gateway Center parking garage and commuter parking lots throughout the Downtown area. (Village Downtown Computer Public Parking, publication found at: <https://www.palatine.il.us/2002/Downtown-Commuter-Public-Parking>).

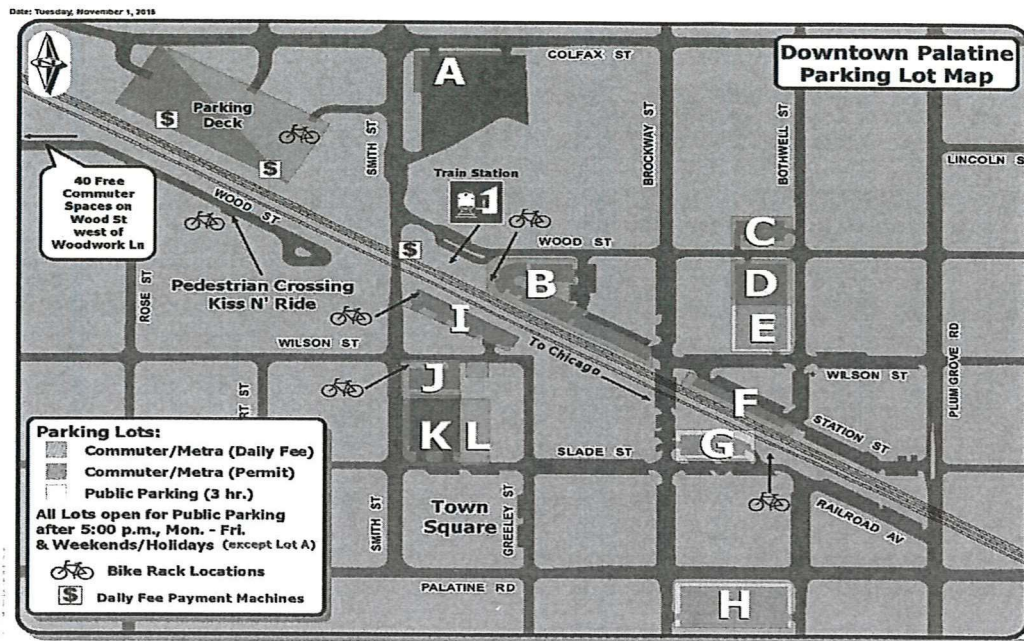
The following is a photograph and excerpt from page 16 of the Downtown TOD Plan and further provides:

¹ The approximate 18,660 square footage for the first floor commercial space is the square footage figure obtained from IBIJ’s landlord. The Downtown TOD Plan references the commercial space square footage to be 18,350.



Based on data provided by the Village and supplemented with field verification, the planning team estimates that there are about 2,960 public and private parking spaces in the area shown in the map above. Of this total number of parking spaces, 7% are on-street spaces, 19% are public off-street spaces, 46% are Metra commuter spaces, and 28% are private spaces. The majority of the spaces, 72%, are located on the north side of the Union Pacific Railroad, and the remaining 28%, is located south of the railroad tracks.

The specific Downtown commuter and public parking lots and spaces throughout Downtown Palatine are depicted on the Downtown Palatine Parking Lot Map appearing below as published by the Village on <https://www.palatine.il.us/DocumentCenter/View/164>:



Those areas identified as commuter parking lots are open to the general public on nights (after 5:00 p.m.) and on weekends (except for Lot A). Lot E, immediately kiddy-corner from the proposed IBJI leasehold, is a general public parking lot with a three-hour parking limit. In addition to Lot E and the 65 street parking spaces at The Providence, other on-street parking spaces exist with a variety of time restrictions.

Consistent with the Village's approval of the Evolve Chiropractic special use within The Providence, IBJI will agree to have all of its employees enroll in and utilize the Downtown employee parking areas.

VIII. 35% NON-RETAIL RESTRICTION.

When originally approved in 2004 by the Village, Section 8.7 of the Redevelopment Agreement for the TIF required that the primary business of all tenants to be located on the first floor be retail sales generating uses or restaurant uses. (See Ordinance #O-20-04, p. 16, ¶ 8.7). Section 9.8 of the Redevelopment Agreement went on to specify that the Developer shall lease or sell the commercial space to only tenants or buyers whose uses generated sales tax as a principal part of their business. (Ordinance #O-20-04, p. 21, ¶ 9.8).

Shortly after The Providence was actually constructed in 2006, it became clear to the Developer and the Village that the foregoing requirement for 100% retail/sales tax users in the commercial first floor space was not viable. In this regard, on December 18, 2006 a First Amendment was adopted to the Redevelopment Agreement under Ordinance #0-233-06 which specifically recited the unexpected resistance the Developer faced in trying to achieve 100% retail sales generating or restaurant uses for the first floor commercial space.

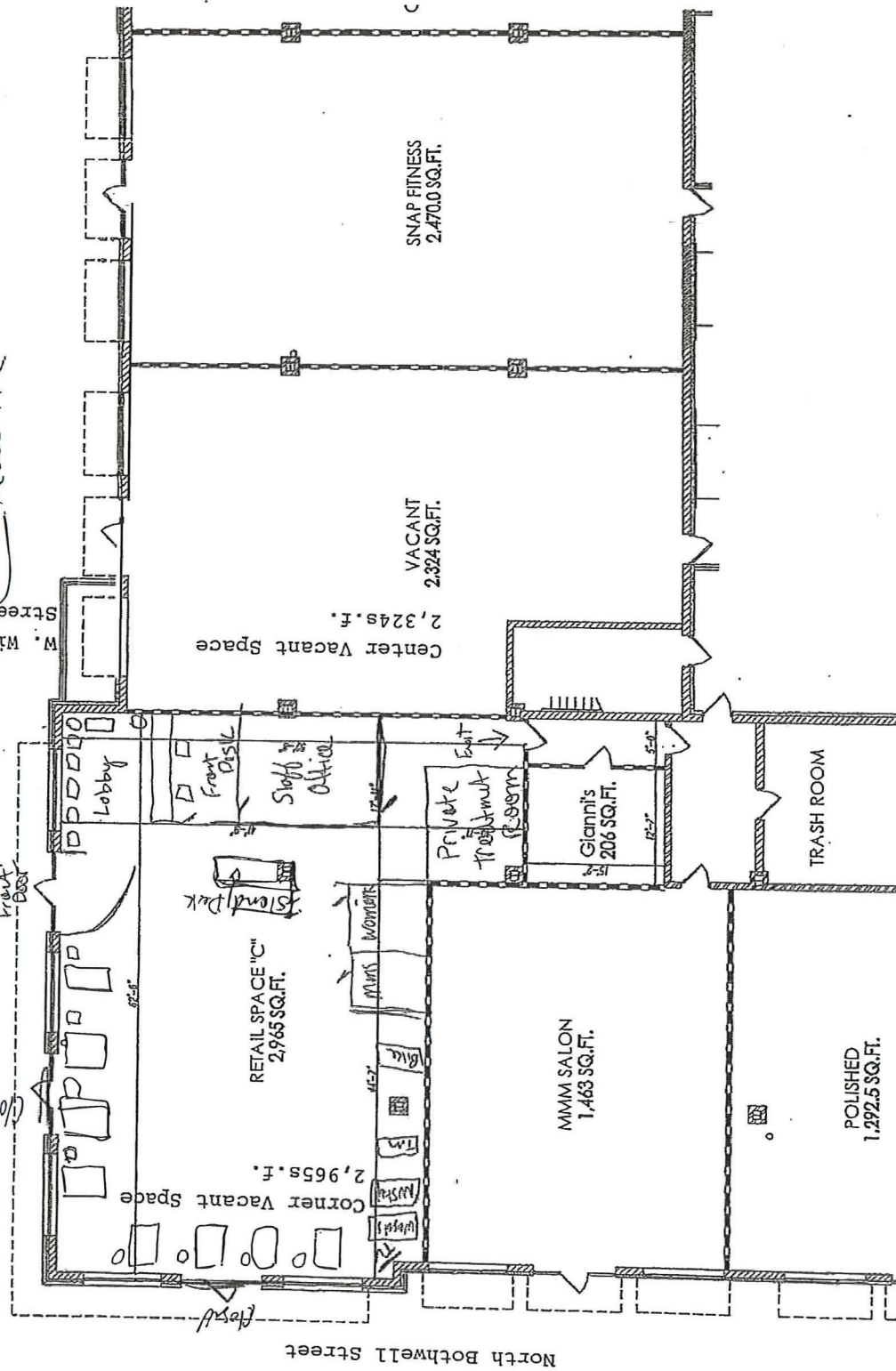
As a result, the First Amendment relaxed the retail requirement to permit up to 35% of the 18,660 square feet of ground floor commercial space to be leased to non-retail tenants.

In fact, as of the date of this Application, the rent roll provided to IBJI by its landlord establishes that **none** of the first floor commercial space is occupied by a pure non-food “retail use.” Instead, of the roughly 18,660 square feet of first floor commercial space, 28% is occupied by service uses, 36% by restaurant uses, 23% by medical uses (this figure includes IBJI’s leased space), with the remaining 12% of The Providence first floor being vacant (see Providence Commercial Tenant Breakdown attached hereto as Exhibit C).

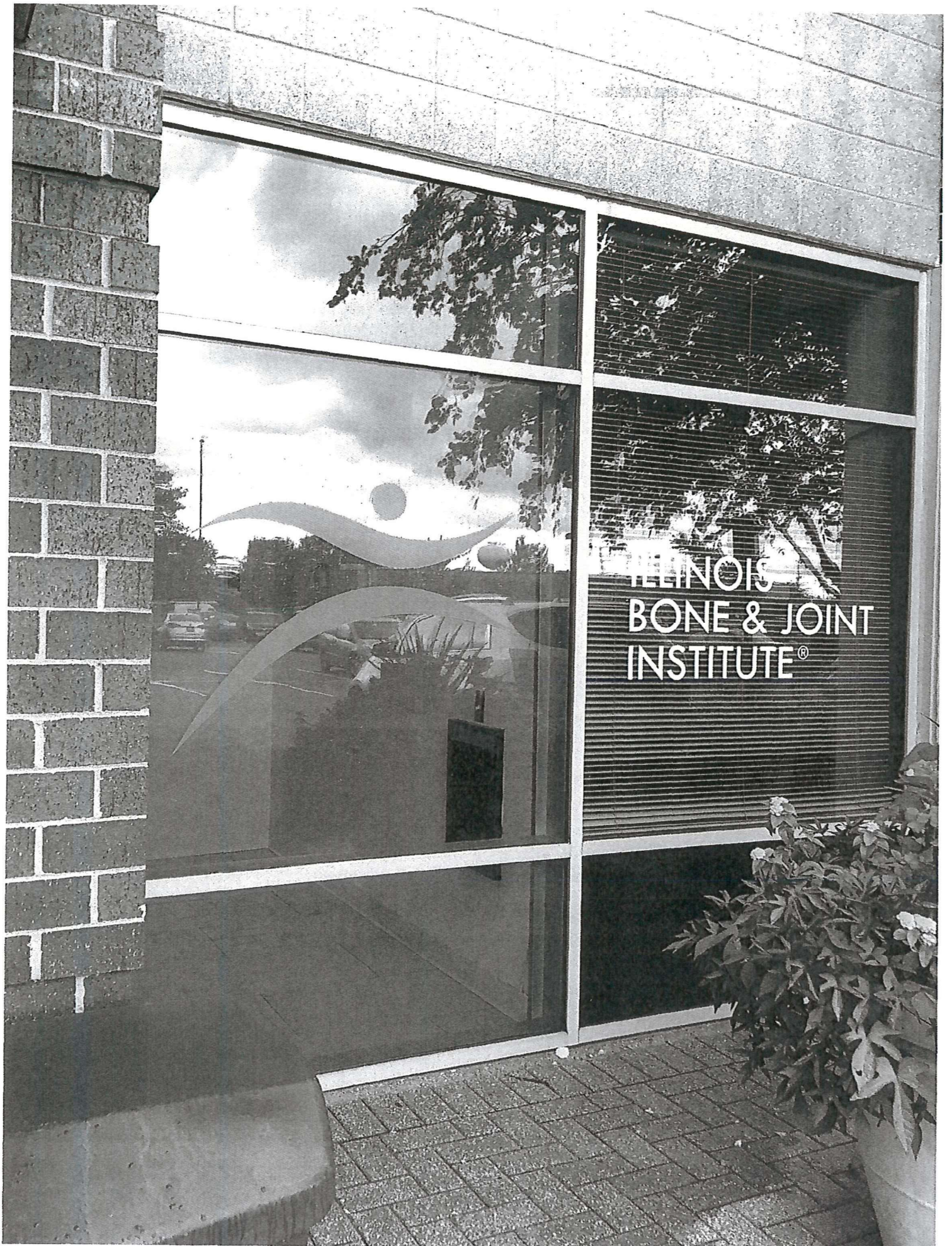
As a result, and in light of the long persisting market conditions in The Providence commercial space, IBJI requests relief from the 65% retail use restriction within the First Amendment. This relief is requested because a physical therapy use is not a sales tax generating land use, and more than 35% of the commercial space at The Providence is already occupied by non-sales tax generating tenants.

Because the 65% limit exists exclusively as a term of the First Amendment to the Redevelopment Agreement and not as a zoning restriction, the vehicle for relaxing this non-retail limitation would appear to be either a Village Board waiver or an amendment to the Redevelopment Agreement. IBJI leaves the decision to the Village as to the most appropriate vehicle to grant the requested relief.

EXHIBIT A



GROUP EXHIBIT B



NOTES

- A

QTY: 1
MTRL: .25" Acrylic
SIZE: 130" x 84"
Non-Illuminated
- B

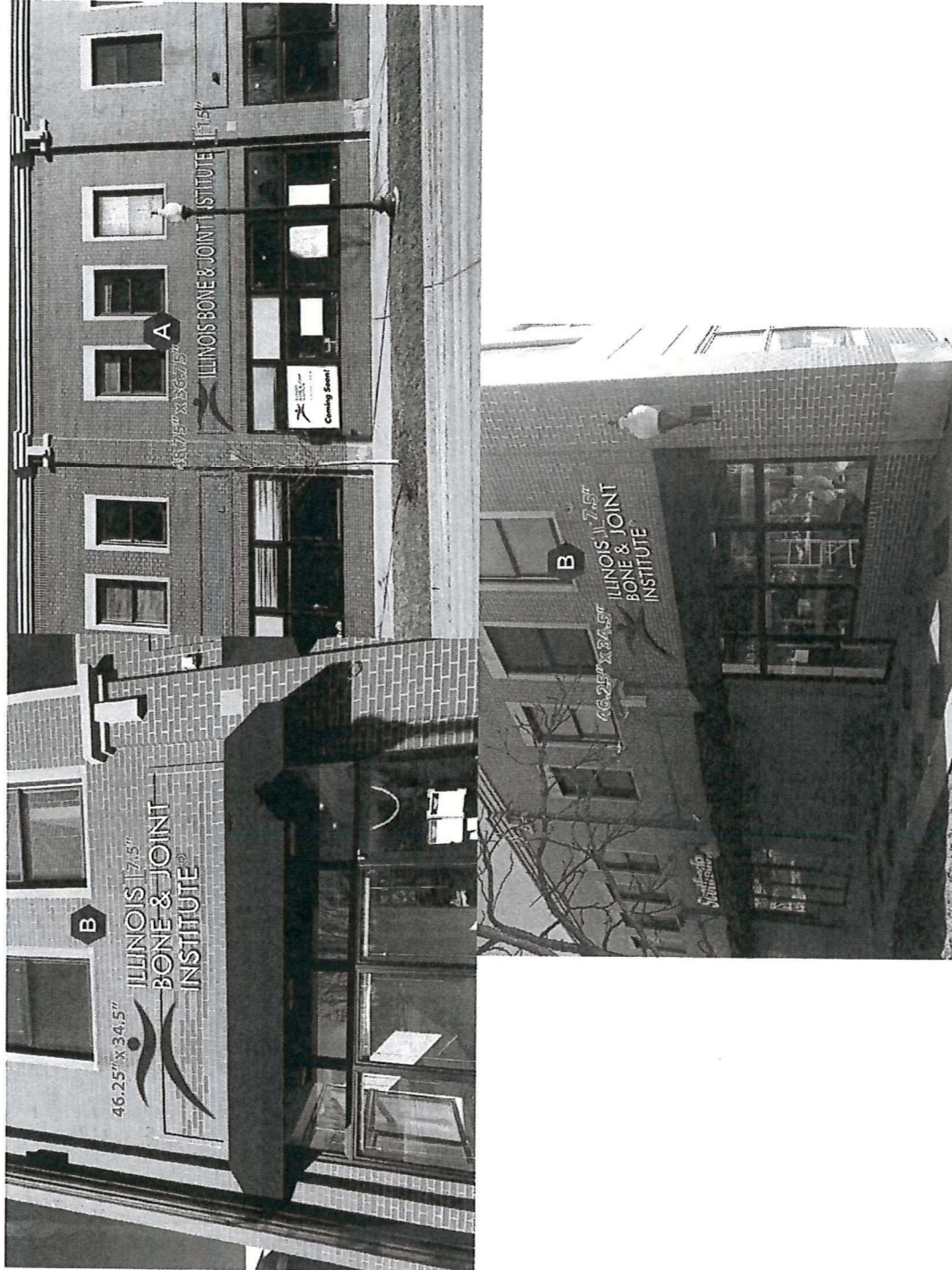
QTY: 2
MTRL: Illuminated Channel Letters
SIZE: 258.5" x 36.75"

COLORS

THIS PROOF IS NOT FOR COLOR MATCHING



601 ESTES AVE. SCHAUMBURG, IL. 60193
PHONE: 847-534-9220 | FAX: 847-534-9221



PROJECT NUMBER	DIV / EST	PROJECT MANAGER	CS	ARTIST	AV
PLEASE CHECK THE APPROPRIATE CIRCLE BEFORE RETURNING THIS PROOF					
☐ APPROVED					
☐ APPROVED AS NOTED					
☐ CORRECT & REPROOF					
					SIGNATURE
					DATE

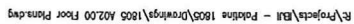




EXHIBIT C

Address	Square Footage	Tenant	Use
18 W. Station St	4936	Gianni's Café	Restaurant
45 N. Bothwell	1785	Christie's Dairy Delights	Restaurant
47 N. Bothwell	1292.5	Cornerstone Realty	Real Estate Sales (Service)
49 N. Bothwell	1481	Salon MMM	Hair Salon (85% Service & 15% Sales)
51 N. Bothwell	2965	Illinois Bone & Joint	Medical
21-25 W. Wilson	2324	VACANT (Proposed Restaurant)	Restaurant Proposed
19 W. Wilson	2470	SNAP Fitness	Health Club (Service)
17 W. Wilson	1410	Evolve Chiropractic	Medical
TOTAL SQUARE FEET:	18663.5		
USE			
As of 03/23/16	Square Footage: % of Total Square Footage:		
Total Service:	5243.5		28.09%
Total Retail:	0		0.00%
Total Restaurant:	6721		36.02%
Total Medical	4375		23.44%
Total Vacant	2324		12.45%
TOTAL SQUARE FEET	18663.5		100.00%

REF: .



Proposed IBJI Hours

IBJI Clinic Operations

Operating Hours

The proposed hours of operation of the IBJI clinic are as follows:

Monday:	6:30 A.M. - 7:30 P.M.
Tuesday:	6:30 A.M. - 7:30 P.M.
Wednesday:	6:30 A.M. - 7:30 P.M.
Thursday:	6:30 A.M. - 7:30 P.M.
Friday:	6:30 A.M. - 5:30 P.M.
Saturday:	Closed
Sunday:	Closed

PUBLIC NOTICE
A public hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, August 14, 2018 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 Medical Office (Physical Therapy) pursuant to Section 11.03 (d) (42) of the Palatine Zoning Ordinance.
The property is commonly known as 25 W Wilson Street (02-01-302-081-0000).
The Petitioner is requesting to open a physical therapy office.
The above petition has been filed by Illinois Bone and Joint Institute and is available for examination in the office of the Village Clerk, 200 E. Wood Street.
FILE #: 18-34
VILLAGE OF PALATINE
Jon Wood, Chair
Palatine Zoning Board of Appeals
DATED: This 30th day of July, 2018.
Published in Daily Herald
July 30, 2018 (4506030)

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 July 30, 2018 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 *Danila Baltz*
Authorized Agent

Control # 4506030

PUBLIC NOTICE

A Public Hearing will be held before the Village of Palatine Planning and Zoning Commission on Tuesday, November 11, 2025 at 7 PM, in the Village Council Chambers in Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:

Special Use Amendment to permit the expansion of a Medical Office (Physical Therapy) pursuant to Section 11.03 (d) (42) of the Palatine Zoning Ordinance.

The property is commonly known as 21 W. Wilson Street (02-01-302-081-0000).

The Petitioner is requesting to expand the existing physical therapy office at 25 W Wilson to include the currently adjacent vacant space at 21 W. Wilson Street.

The above petition has been filed by Cathy Irwin, Illinois Bone and Joint Institute and is available for examination in the office of the Village Clerk, 200 E. Wood Street.

FILE #: SU-000211-2025 VILLAGE OF PALATINE
Jan Wood, Chair
Palatine Planning and Zoning Commission

DATED: This 23rd day of October, 2025.

CERTIFICATE OF PUBLICATION

DES PLAINES JOURNAL, INC., a 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:

Journal & Topics Newspapers
AKA Des Plaines Journal, Inc.
622 Graceland Ave.
Des Plaines, IL 60016-4556

and that said newspaper(s) is a secular newspaper of general circulation and has been published weekly in the

(Village) (Town) (City) (Township) of PALATINE 21 W. WILSON ST.



County of COOK

and State of Illinois, continuously for more than one year prior to date of the first publication of the notice attached hereto, and that said newspaper(s) complies with the requirements of Paragraphs 5 and 10, Chapter 100, of the Illinois Revised Statutes.

Further, that the notice, of which the attached is a true copy, was published ONE times in the said newspaper(s), namely once each week for ONE successive week(s) and that the first publication of said notice was made on the 23RD day of OCTOBER, A.D. 2025, and the last publication thereof was made on the 23RD day of OCTOBER, A.D. 2025.

Your Legal appeared in
the following Journal & Topics
Newspapers
(Des Plaines Journal, Inc.)

- ☐ Des Plaines Journal
- ☐ Elk Grove Village Journal
- ☐ Mt. Prospect Journal
- ☐ Niles Journal
- ☐ Park Ridge-Golf Mill Journal
- ☐ Prospect Heights Journal
- ☐ Rosemont Journal
- ☐ Arlington Heights Topics
- ☐ Buffalo Grove Topics
- ☒ Palatine Topics
- ☐ Rolling Meadows Topics
- ☐ Wheeling Topics
- ☐ Suburban Journal
- ☐ Northwest Journal
- ☐ Glenview Journal



Mary A. Wenzl
IN WITNESS WHEREOF, THE DES PLAINES JOURNAL, INC., has caused this certificate to be signed and its corporate seal affixed hereto at Des Plaines, Illinois this 23RD day of OCTOBER, A.D., 2025.

By Todd W. Wenzl

President

Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 23RD day of OCTOBER, A.D., 2025.

My commission expires the 6TH day of AUGUST, A.D., 2029.

AYES:	Jan Wood, Cindy Roth Wurster, Kevin Cavanaugh, Stephen Fedota, Eric Friedman, Patrick Noonan, Rodney Bettenhausen, Robert Kolososki
NAYES:	None

B. 21 W. Wilson Street

1. Special Use Amendment to permit the expansion of a Medical Office (Physical Therapy).

SU-000211-2025 – 21 W Wilson Street

Notice was published in the Journal & Topics on October 23rd, 2025 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. **Application**
2. **Proof of Ownership**
3. **Plat of Survey**
4. **Floor Plans**
5. **Business Plan**
6. **O-104-18**
7. **Public Notice**

Ms. Bremanis provides background and states the Subject Property is zoned Planned Development and is an existing tenant space, within the Providence of Palatine building. The Planned Development Ordinance follows the B-2 use lists and standards. The Petitioner is proposing to expand the Physical Therapy Office (Illinois Bone & Joint Institute) into a previously unoccupied tenant space. The Petitioner is requesting approval of the following: Special Use Amendment to Ordinance #O-104-18 to permit an expansion of a Medical Office (Physical Therapy)

Sworn in petitioner:

Catherine Irwin – 900 Rand Rd – Suite 300 – Des Plaines, IL – Representing Illinois Bone & Joint – Oversees the Strategic Growth and Rehabilitation Departments.
Charles Haas – 110 N Brockway St. Unit 320 – represents the property owner

Ms. Irwin explained that the existing physical therapy office, located at 25 W. Wilson, has expanded due to additional physician groups joining the practice. The request is for additional space to safely accommodate and treat more patients. She stated that the current office is approximately 2,500 square feet, and the expansion would add another 2,300 square feet.

Mr. Haas noted that this is the last vacant space within the development.

Commissioner Kolososki asked whether any X-ray equipment would be used in the space. Ms. Irwin responded that no X-ray equipment is included—only exercise equipment and treatment tables for physical therapy.

Chairman Wood referenced the proposed business hours of 6:30 a.m. to 7:00 p.m. and asked about the expected number of daily clients. Ms. Irwin stated that with seven full-time clinicians seeing an average of eleven patients per day, the total is approximately seventy-seven patients daily.

Chairman Wood asked if there were peak times during the day. Ms. Irwin replied that the busiest hours are typically between 11:00 a.m. - 3:00 p.m.

Commissioner Fedota asked whether there would be a designated laundry room on-site. Ms. Irwin stated that a laundry service handles those needs.

Chairman Wood commented on the parking demand, particularly during the midday hours, and noted that the business appears compatible with surrounding uses. Ms. Irwin agreed, adding that parking availability varies but that patient appointments are scheduled in one-hour time slots, helping to stagger demand.

Commissioner Friedman asked whether employees use the designated employee parking area. Ms. Irwin confirmed that they do.

Commissioner Friedman also asked whether the services offered would remain the same. Ms. Irwin confirmed that the services would continue to be physical and occupational therapy only, with no changes to the business plan.

Ms. Bremanis provided additional information regarding parking. She stated that site visits were conducted at various times of day, and no parking issues were observed. The parking area includes 44 spaces on-site, with an additional 33 spaces across the lot. She presented photos taken at 4:00 p.m. showing adequate parking availability.

Chairman Wood noted the businesses on the lower level and asked whether a different type of business occupying the space would have similar parking requirements. Ms. Bremanis agreed, stating that while parking demand could vary by business type, staff cannot speculate on future tenants or parking needs.

Staff Recommendation:

Illinois Bone & Joint Institute, which operates several offices throughout the Chicagoland area, is proposing to expand its existing location within the Providence Building. The existing medical office use, as well as neighboring uses, have not experienced any parking deficiencies. In addition, Staff's observations of parking conditions in the surrounding area indicate that adequate parking is consistently available. Therefore, Staff recommends approval of the proposed Special Use, subject to the following conditions:

1. The Special Use shall substantially conform to the floor plan and business plan

submitted by the Petitioner, except, as such plans may be changed to conform to Village Codes and Ordinances.

2. All employees of Illinois Bone & Joint shall enroll in and utilize the designated downtown employee parking areas.

There were no further questions. The public hearing was closed.

Commissioner Cavanaugh Made a motion to approve subject staff's conditions; seconded by Commissioner Noonan

-

DISCUSSION:

Commissioner Cavanaugh stated that the request represents a good use of the space, supports business expansion, and meets the standards for approval.

Commissioner Roth-Wurster agreed, stating that the request meets the standards for a special use, will protect public health, safety, and welfare, and she is in favor of the proposed use.

Chairman Wood noted that parking is always a concern but stated that the average parking demand appears to be manageable. She acknowledged that the peak hours could create slight congestion but overall, there seems to be adequate parking. She welcomed the business expansion and wished the applicant continued success.

Commissioner Kolososki commented that the space is a good fit for the proposed expansion and supports the request.

Chairman Wood summarized that this request has met the standards and was unanimously approved by a vote of 8-0. This item will tentatively go to Village Council on Monday December 1st, 2025

RESULT:	APPROVED
MOVER:	CAVANAUGH
SECONDER:	ROTH-WURSTER
AYES:	Jan Wood, Cindy Roth Wurster, Kevin Cavanaugh, Stephen Fedota, Eric Friedman, Patrick Noonan, Rodney Bettenhausen, Robert Kolososki
NAYES:	None

C. 519 S. Consumers Avenue

1. Special Use to permit an indoor sports and recreational facility.

PUBLIC NOTICE

A Public Hearing will be held before the Village of Palatine Planning and Zoning Commission on Tuesday, November 11, 2025 at 7 PM, in the Village Council Chambers in Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:

Special Use Amendment to permit the expansion of a Medical Office (Physical Therapy) pursuant to Section 11.03 (d) (42) of the Palatine Zoning Ordinance.

The property is commonly known as 21 W. Wilson Street (02-01-302-081-0000).

The Petitioner is requesting to expand the existing physical therapy office at 25 W Wilson to include the currently adjacent vacant space at 21 W. Wilson Street.

The above petition has been filed by Cathy Irwin, Illinois Bone and Joint Institute and is available for examination in the office of the Village Clerk, 200 E. Wood Street.

FILE #: SU-000211-2025 VILLAGE OF PALATINE
Jan Wood, Chair
Palatine Planning and Zoning Commission

DATED: This 23rd day of October, 2025.

CERTIFICATE OF PUBLICATION

DES PLAINES JOURNAL, INC., a 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:

Journal & Topics Newspapers
AKA Des Plaines Journal, Inc.
622 Graceland Ave.
Des Plaines, IL 60016-4556

and that said newspaper(s) is a secular newspaper of general circulation and has been published weekly in the

(Village) (Town) (City) (Township) of PALATINE 21 W. WILSON ST.
☒ ☐ ☐ ☐
County of COOK

and State of Illinois, continuously for more than one year prior to date of the first publication of the notice attached hereto, and that said newspaper(s) complies with the requirements of Paragraphs 5 and 10, Chapter 100, of the Illinois Revised Statutes.

Further, that the notice, of which the attached is a true copy, was published ONE times in the said newspaper(s), namely once each week for ONE successive week(s) and that the first publication of said notice was made on the 23RD day of OCTOBER, A.D. 2025, and the last publication thereof was made on the 23RD day of OCTOBER, A.D. 2025.

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- ☒ Palatine Topics
- ☐ Rolling Meadows Topics
- ☐ Wheeling Topics
- ☐ Suburban Journal
- ☐ Northwest Journal
- ☐ Glenview Journal



Mary A. Wenzl
IN WITNESS WHEREOF, THE DES PLAINES JOURNAL, INC., has caused this certificate to be signed and its corporate seal affixed hereto at Des Plaines, Illinois this 23RD day of OCTOBER, A.D., 2025.

By Todd W. Wenzl

President
Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 23RD day of OCTOBER, A.D., 2025.

My commission expires the 6TH day of AUGUST, A.D., 2029.

Consider an Ordinance Amending Chapters 6 - Building Codes and Regulations, 7 - Fire Prevention and Protection, 10 - Existing Structures' Maintenance and Occupancy, and 11 - Licenses, Permits and Business Regulations of the Village of Palatine's Code of Ordinances

BACKGROUND:

From time to time, it is necessary to review different sections and chapters of the Village's Code or Ordinances. Staff has completed such an analysis and is recommending a few minor revisions to create consistency in regards to reinspections and the corresponding fees collected.

KEY ISSUES:

- The proposed amendments will create consistency in regards to the various inspections/reinspections conducted by the Village's Community Development Department and Fire Prevention Division.
- In conjunction with these proposed amendments, corresponding amendments will also be made to the Village's Fee Schedule Supplement.

BUDGET IMPACT:

N/A

RECOMMENDATION:

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

ACTION REQUIRED:

Motion to approve the ordinance amending Chapters 6 - Building Codes and Regulations, 7 - Fire Prevention and Protection, 10 - Existing Structures' Maintenance and Occupancy, and 11 - Licenses, Permits and Business Regulations of the Village of Palatine's Code of Ordinances.

ATTACHMENTS:

1. Ord -Amending Chapters 6 7 10 and 11 re Reinspection Fees
2. Ex A Clean Reinspection Fees Code Revisions
3. Ex B Redline Reinspection Fees Code Revisions

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 6 – BUILDING CODES AND REGULATIONS, CHAPTER 7 – FIRE PREVENTION AND PROTECTION, CHAPTER 10 – EXISTING STRUCTURES’ MAINTENANCE AND OCCUPANCY, AND CHAPTER 11 – LICENSES, PERMITS AND BUSINESS REGULATIONS, OF THE CODE OF ORDINANCES 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 various sections of the Code of Ordinances to create consistency with regards to reinspections and reinspection fees; 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 Chapters 6, 7, 10, and 11 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 – Building Codes and Regulations, Chapter 7 – Fire Prevention and Protection, Chapter 10 – Existing Structures’ Maintenance and Occupancy, and Chapter 11 – Licenses, Permits and Business Regulations, 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 (a redlined version of the modifications approved pursuant to this Ordinance as indicated by Exhibit “B”).

SECTION 3: If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

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

PASSED: This _____ of _____, 2025

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

APPROVED by me this _____ of _____, 2025

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk

this _____ of _____, 2025

Village Clerk

Exhibit A

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

- f. Reinspections. If a contractor calls for an inspection and the work is not ready, incomplete, or is otherwise failed, a reinspection will then be required. In addition to the fee paid for the failed inspection, the contractor shall be charged a reinspection fee as provided in the fee supplement to the Village of Palatine Code of Ordinances.

Sec. 7-41. Fire and Life Safety Inspections and Business License Inspections.

It shall be the responsibility of the Fire Prevention Division to conduct regular fire and life safety inspections and business license 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 firefighters and emergency responders during emergency operations. All violations shall be corrected within twenty-eight (28) 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 and business license inspections shall be included in the Village's Fee Schedule. When the Fire Prevention Division determines after any inspection that additional follow-up inspections are necessary for enforcement of the applicable codes, one additional follow-up inspection for noncompliance shall be granted without charge. In the event more than one follow-up inspection is needed, a reinspection fee for each additional inspection shall be assessed as provided in the fee schedule supplement to the Palatine Code of Ordinances. Payment of any reinspection fees shall be made prior to the corresponding reinspection being scheduled. Failure to pay any balance will serve as grounds to deny further permits or licenses from being issued by the Village. In addition to the applicable inspection fees, citations may be issued to building and/or business owners for violations that have not been corrected.

Sec. 10-44. Penalties and Rental Fees.

- (2) *Reinspection fees.* There is hereby established reinspection fees associated with rental dwelling units authorized by said Code. Reinspections shall be performed, as necessary, after each compliance date set forth in the inspection report. Reinspections necessitated by the continued existence of violations shall be assessed a fee per rental dwelling unit and common areas to be inspected as provided in the fee schedule supplement to the Palatine Code of Ordinances. No Rental Dwelling License shall be issued unless such fees are paid in full. (Ord. 0-159-10, §8, 12/13/10, effective April 1, 2011, Ord. 0-135-16; 12/5/16)

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

When the Village determines after an initial inspection of a food establishment, that additional follow-up inspections are necessary for enforcement of the applicable codes, one additional follow-up inspection for noncompliance shall be granted each permittee without charge. In the event more than one follow-up inspection is needed, the permittee shall be assessed a reinspection fee for each additional inspection as provided in the fee schedule supplement to the Palatine Code of Ordinances. Payment of any reinspection fees shall be made prior to the corresponding reinspection being scheduled. Failure to pay any balance will serve as grounds to deny further permits or licenses from being issued by the Village.(Ord. #O-32-25, 04/14/25

Exhibit B

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

- 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.

Sec. 7-41. Fire and Life Safety Inspections and Business License Inspections.

It shall be the responsibility of the Fire Prevention Division to conduct regular fire and life safety inspections and business license 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 firefighters and emergency responders during emergency operations. All violations shall be corrected within ~~thirty (30)~~ twenty-eight (28) days of the initial inspection. Those conditions determined to be imminent life safety hazards shall be corrected immediately. Fees related to the ~~r~~Regular ~~f~~Fire and ~~l~~Life ~~s~~Safety ~~i~~Inspections and business license inspections shall be included in the Village's Fee Schedule. When the Fire Prevention Division determines after any inspection that additional follow-up inspections are necessary for enforcement of the applicable codes, one additional follow-up inspection for noncompliance shall be granted without charge. In the event more than one follow-up inspection is needed, a reinspection fee for each additional inspection shall be assessed as provided in the fee schedule supplement to the Palatine Code of Ordinances. Payment of any reinspection fees shall be made prior to the corresponding reinspection being scheduled. Failure to pay any balance will serve as grounds to deny further permits or licenses from being issued by the Village. In addition to the applicable inspection fees, citations may be issued to building and/or business owners for violations that have not been corrected.

Sec. 10-44. Penalties and Rental Fees.

- (2) *Re-inspection fees.* There is hereby established re-inspection fees associated with rental dwelling units authorized by said Code. Re-inspections shall be performed, as necessary, after each compliance date set forth in the inspection report. Re-inspections necessitated by the continued existence of violations shall be assessed a fee per rental dwelling unit and common areas to be inspected as provided in the fee schedule supplement to the Palatine Code of Ordinances. No Rental Dwelling License shall be issued unless such fees are paid in full. (Ord. 0-159-10, §8, 12/13/10, effective April 1, 2011, Ord. 0-135-16; 12/5/16)

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

When the ~~Village Health Officer~~ determines after an initial inspection of a food establishment, that additional follow-up inspections are necessary for enforcement of the applicable codes, ~~one~~two additional follow-up inspections for noncompliance shall be granted each permittee without charge. In the event more than ~~one~~two follow-up inspections ~~is~~are needed, the permittee shall be assessed a reinspection fee for each

additional inspection as provided in the fee schedule supplement to the Palatine Code of Ordinances. ~~The reinspection fee shall be assessed for each and every follow-up inspection after the initial inspection and two follow-up inspections per inspection cycle. Payment of any reinspection fees shall be made prior to the corresponding reinspection being scheduled. Payment must be made in full prior to the business license being renewed.~~ Failure to pay any balance will serve as grounds to deny further permits or licenses from being issued by the Village.(Ord. #O-32-25, 04/14/25

Consider an Ordinance Adopting the Calendar Year 2026 Annual Budget

BACKGROUND:

The annual budget must be passed before the start of the fiscal year by municipalities that have adopted the Optional Budget Officer System. The annual budget must be filed with the County Clerk within 30 days of its adoption. The Village Manager, as Budget Officer, is required to submit an annual budget to the Mayor 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, 2026).

KEY ISSUES:

The Village Manager introduced and presented the Proposed FY 2026 Budget to the Mayor and Council at the Business, Finance, and Budget Committee Meeting held on Saturday, November 1, 2025. Follow-up discussion occurred at the regular Committee meetings on November 3 and 10. The required Public Hearing was held on November 17.

BUDGET IMPACT:

The Proposed CY 2026 Budget will provide for the continued and uninterrupted provision of services to the stakeholders of the Village of Palatine.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2026 Budget.

ACTION REQUIRED:

Motion to approve an ordinance adopting the Calendar Year 2026 Annual Budget.

ATTACHMENTS:

1. FY 26 Budget Ord Exh A

**AN ORDINANCE PROVIDING FOR
THE CY 2026 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, 2026, 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 17, 2025, 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 2026 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 1st day of December 2025

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

APPROVED by me this 1st day of December 2025

Mayor of the Village of Palatine

ATTESTED and FILED in the
Office of the Village Clerk this
1st day of December 2025

Village Clerk

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 2026.

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 1st day of December 2025.

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

ATTEST:

Kristin La Russo
Deputy Village Clerk



EXHIBIT A

Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100	General Fund	
REVENUE		
Taxes		
410.05	Property Tax Police Protection	2,502,305.00
410.10	Property Tax Fire Protection	2,002,305.00
410.15	Property Tax FICA	3,060,000.00
410.20	Property Tax IMRF	892,500.00
410.30	Property Tax Police Pension	6,432,542.00
410.35	Property Tax Fire Pension	6,647,182.00
411	Sales Tax Home Rule	7,314,100.00
411.50	Sales Tax Municipal Cannabis	55,665.00
412	Food & Beverage Tax	1,783,000.00
413	Hotel/Motel Tax	40,600.00
Taxes Totals		\$30,730,199.00
Licenses and Permits		
420.05	Business Licenses & Permits Professional & Occupational	265,300.00
420.10	Business Licenses & Permits Liquor Licenses	480,000.00
420.15	Business Licenses & Permits Rental Dwelling License	474,100.00
420.95	Business Licenses & Permits Other Licenses & Permits	249,200.00
425.05	Non-Business Licenses & Permits Building Permits & Fees	1,200,000.00
425.95	Non-Business Licenses & Permits Other Non-Business Lic & Permits	26,600.00
Licenses and Permits Totals		\$2,695,200.00
Intergovernmental Revenues		
430.05	Shared Revenues Road & Bridge Tax	589,600.00
430.10	Shared Revenues Replacement Tax	156,400.00
430.15	Shared Revenues Sales Tax - State	13,352,500.00
430.20	Shared Revenues Local Use Tax	409,300.00
430.25	Shared Revenues State Income Tax	12,841,100.00
430.30	Shared Revenues Auto Rental Tax	48,700.00
430.50	Shared Revenues Charitable Games Tax	1,250.00
432.05	Reimbursements Public Safety	45,000.00
432.10	Reimbursements Dist 211 Officer	451,200.00
432.15	Reimbursements Dist 211 Academy Officer	273,720.00
432.20	Reimbursements Dist 15 Officer	451,200.00
432.21	Reimbursements Dist 15 Crossing Guards	40,500.00
432.25	Reimbursements Rural Fire District	790,110.00
432.30	Reimbursements State Hwy Maintenance	217,442.00
432.35	Reimbursements Park District - CC & CSF	133,855.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
Intergovernmental Revenues		
432.45	Reimbursements Rural/Meadows Agreement	15,485.00
434	Grants	30,000.00
Intergovernmental Revenues Totals		\$29,847,362.00
Charges for Services		
440.05	Intragovernmental Service Charge Water	1,184,500.00
440.10	Intragovernmental Service Charge Sewer	825,500.00
440.15	Intragovernmental Service Charge Refuse	75,000.00
440.20	Intragovernmental Service Charge Parking	150,000.00
440.25	Intragovernmental Service Charge CDBG	92,527.00
Charges for Services Totals		\$2,327,527.00
Fines and Fees		
450.05	Gen Govt Fees CATV Franchise Fees	702,800.00
450.10	Gen Govt Fees Photocopy Fees	12,000.00
450.15	Gen Govt Fees Mulch Delivery	35,000.00
450.95	Gen Govt Fees Other Fees	25,000.00
451.05	Comm Dev Fees Plan Review Fees	799,400.00
451.10	Comm Dev Fees Inspection Fees	449,600.00
452.05	Other PS Fees Special Police Service	243,900.00
452.10	Other PS Fees Special Fire Service	15,800.00
452.15	Other PS Fees Ambulance Fees	5,761,000.00
452.30	Other PS Fees Spiller Pays Fees	5,000.00
452.95	Other PS Fees FD Accident Fee	74,800.00
454.05	Fines Circuit Court Fines	204,600.00
454.15	Fines Compliance Violations	960,700.00
454.30	Fines DUI Fines	500.00
454.95	Fines Other Fines and Fees	2,000.00
Fines and Fees Totals		\$9,292,100.00
Interest Income		
460.05	Interest Income Investments	100,000.00
Interest Income Totals		\$100,000.00
Miscellaneous Revenues		
470.05	Rental Income Buildings	135,775.00
471.05	Insurance & Property Damage Property Damage Recovery	25,000.00
471.10	Insurance & Property Damage Workers Comp Recovery	25,000.00
474.05	Other Misc Reimbursements/Refunds	220,000.00
474.15	Other Miscellaneous Forfeitures	5,000.00
474.20	Other Streetfest Revenue	30,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
REVENUE		
<i>Miscellaneous Revenues</i>		
474.90	Other Miscellaneous Income	5,000.00
	<i>Miscellaneous Revenues Totals</i>	\$445,775.00
<i>Other Financing Sources</i>		
481	Interfund Transfers In	30,000.00
	<i>Other Financing Sources Totals</i>	\$30,000.00
<i>(Source)/Use of Reserves</i>		
499	(Source)/Use of Reserves	(102,207.00)
	<i>(Source)/Use of Reserves Totals</i>	(\$102,207.00)
	REVENUE TOTALS	\$75,365,956.00
EXPENSE		
Department 10 - Mayor & Council		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	93,500.00
	<i>Salaries Totals</i>	\$93,500.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,585.00
510.15	Taxes & Benefits Social Security	6,745.00
510.35	Taxes & Benefits Medical/Dental Insurance	136,420.00
510.40	Taxes & Benefits Life Insurance	280.00
510.60	Taxes & Benefits Allowances	14,900.00
	<i>Taxes & Benefits Totals</i>	\$159,930.00
<i>Supplies</i>		
520.05	Office Supplies General	350.00
520.10	Office Supplies Paper	200.00
520.15	Office Supplies Printed Forms	350.00
525.35	Operating Supplies Clothing	1,600.00
525.95	Operating Supplies Other	19,950.00
	<i>Supplies Totals</i>	\$22,450.00
<i>Services & Charges</i>		
540.05	Services Management Consulting	5,500.00
575.10	Other Memberships & Publications	33,878.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 10 - Mayor & Council		
Division 01 - Administration		
Program 0000 - General		
Services & Charges		
575.15	Other Training & Travel	2,500.00
	Services & Charges Totals	\$41,878.00
	Program 0000 - General Totals	\$317,758.00
	Division 01 - Administration Totals	\$317,758.00
	Department 10 - Mayor & Council Totals	\$317,758.00
Department 12 - Boards & Commissions		
Division 04 - Police & Fire Commission		
Program 0000 - General		
Supplies		
520.15	Office Supplies Printed Forms	11,065.00
	Supplies Totals	\$11,065.00
	Services & Charges	
540.95	Services Other	29,600.00
575.10	Other Memberships & Publications	425.00
	Services & Charges Totals	\$30,025.00
	Program 0000 - General Totals	\$41,090.00
	Division 04 - Police & Fire Commission Totals	\$41,090.00
Division 06 - Beautification Commission		
Program 0000 - General		
Supplies		
525.95	Operating Supplies Other	31,860.00
	Supplies Totals	\$31,860.00
	Program 0000 - General Totals	\$31,860.00
	Division 06 - Beautification Commission Totals	\$31,860.00
	Department 12 - Boards & Commissions Totals	\$72,950.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 14 - Village Clerk		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	99,570.00
500.10	Salaries Part Time	39,425.00
	<i>Salaries Totals</i>	\$138,995.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,035.00
510.15	Taxes & Benefits Social Security	8,670.00
510.20	Taxes & Benefits IMRF Er Contribution	9,440.00
510.35	Taxes & Benefits Medical/Dental Insurance	30,080.00
510.40	Taxes & Benefits Life Insurance	155.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$51,100.00
<i>Supplies</i>		
520.05	Office Supplies General	1,150.00
520.10	Office Supplies Paper	600.00
	<i>Supplies Totals</i>	\$1,750.00
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	275.00
540.95	Services Other	10,000.00
545.20	Communications Postage	100.00
550.05	Printing/Advertising Legal Notices	7,000.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	240.00
575.15	Other Training & Travel	2,600.00
	<i>Services & Charges Totals</i>	\$20,715.00
	Program 0000 - General Totals	\$212,560.00
	Division 01 - Administration Totals	\$212,560.00
	Department 14 - Village Clerk Totals	\$212,560.00
Department 20 - Village Manager's Office		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	579,215.00
500.25	Salaries Special Compensation	16,950.00
	<i>Salaries Totals</i>	\$596,165.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 01 - Administration		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	42,830.00
510.10	Taxes & Benefits Medicare	9,810.00
510.15	Taxes & Benefits Social Security	41,920.00
510.20	Taxes & Benefits IMRF Er Contribution	48,610.00
510.35	Taxes & Benefits Medical/Dental Insurance	54,425.00
510.40	Taxes & Benefits Life Insurance	3,100.00
510.45	Taxes & Benefits RHS Er Contribution	18,695.00
510.60	Taxes & Benefits Allowances	18,240.00
<i>Taxes & Benefits Totals</i>		\$237,630.00
<i>Supplies</i>		
520.05	Office Supplies General	2,400.00
520.10	Office Supplies Paper	250.00
<i>Supplies Totals</i>		\$2,650.00
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	825.00
540.95	Services Other	2,500.00
545.20	Communications Postage	35,150.00
570.05	Rental Office Equipment	4,500.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	4,470.00
575.15	Other Training & Travel	10,385.00
<i>Services & Charges Totals</i>		\$58,330.00
Program 0000 - General Totals		\$894,775.00
Division 01 - Administration Totals		\$894,775.00
Division 09 - Public Information/Events		
Program 0000 - General		
<i>Salaries</i>		
500.10	Salaries Part Time	44,880.00
<i>Salaries Totals</i>		\$44,880.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	655.00
510.15	Taxes & Benefits Social Security	2,785.00
510.20	Taxes & Benefits IMRF Er Contribution	3,320.00
<i>Taxes & Benefits Totals</i>		\$6,760.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 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>		
520.05	Office Supplies General	320.00
520.10	Office Supplies Paper	225.00
525.95	Operating Supplies Other	5,850.00
	<i>Supplies Totals</i>	\$6,395.00
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	3,025.00
570.10	Rental Machinery	250.00
575.10	Other Memberships & Publications	545.00
575.15	Other Training & Travel	500.00
	<i>Services & Charges Totals</i>	\$4,320.00
	Program 0000 - General Totals	\$62,355.00
Program 2002 - Cable TV/Channel 6		
<i>Salaries</i>		
500.10	Salaries Part Time	6,000.00
	<i>Salaries Totals</i>	\$6,000.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	90.00
510.15	Taxes & Benefits Social Security	380.00
	<i>Taxes & Benefits Totals</i>	\$470.00
<i>Supplies</i>		
525.95	Operating Supplies Other	500.00
	<i>Supplies Totals</i>	\$500.00
<i>Services & Charges</i>		
575.05	Other Small Tools & Equipment	750.00
	<i>Services & Charges Totals</i>	\$750.00
	Program 2002 - Cable TV/Channel 6 Totals	\$7,720.00
Program 2004 - Street Fest		
<i>Services & Charges</i>		
540.95	Services Other	50,000.00
	<i>Services & Charges Totals</i>	\$50,000.00
	Program 2004 - Street Fest Totals	\$50,000.00
	Division 09 - Public Information/Events Totals	\$120,075.00
	Department 20 - Village Manager's Office Totals	\$1,014,850.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	195,520.00
500.10	Salaries Part Time	3,000.00
500.25	Salaries Special Compensation	3,760.00
	<i>Salaries Totals</i>	\$202,280.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	11,735.00
510.10	Taxes & Benefits Medicare	3,210.00
510.15	Taxes & Benefits Social Security	13,710.00
510.20	Taxes & Benefits IMRF Er Contribution	15,595.00
510.35	Taxes & Benefits Medical/Dental Insurance	31,365.00
510.40	Taxes & Benefits Life Insurance	255.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$82,890.00
<i>Supplies</i>		
520.05	Office Supplies General	1,500.00
520.10	Office Supplies Paper	250.00
525.35	Operating Supplies Clothing	500.00
	<i>Supplies Totals</i>	\$2,250.00
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	275.00
545.20	Communications Postage	250.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	2,550.00
575.15	Other Training & Travel	4,500.00
	<i>Services & Charges Totals</i>	\$8,075.00
	Program 0000 - General Totals	\$295,495.00
	Division 01 - Administration Totals	\$295,495.00
<i>Division 11 - Accounting Services</i>		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	190,955.00
500.10	Salaries Part Time	85,625.00
500.20	Salaries Overtime	500.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 11 - Accounting Services		
Program 0000 - General		
Salaries		
500.25	Salaries Special Compensation	1,000.00
	Salaries Totals	\$278,080.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	4,040.00
510.15	Taxes & Benefits Social Security	17,250.00
510.20	Taxes & Benefits IMRF Er Contribution	14,235.00
510.35	Taxes & Benefits Medical/Dental Insurance	31,375.00
510.40	Taxes & Benefits Life Insurance	250.00
	Taxes & Benefits Totals	\$67,150.00
Supplies		
520.05	Office Supplies General	500.00
520.10	Office Supplies Paper	250.00
520.15	Office Supplies Printed Forms	1,000.00
	Supplies Totals	\$1,750.00
Services & Charges		
540.10	Services Financial	54,875.00
540.15	Services Banking	64,980.00
540.45	Services Data Processing/Technology	550.00
565.35	Repair and Maintenance Software	50,500.00
575.05	Other Small Tools & Equipment	500.00
575.10	Other Memberships & Publications	650.00
575.15	Other Training & Travel	6,150.00
	Services & Charges Totals	\$178,205.00
	Program 0000 - General Totals	\$525,185.00
	Division 11 - Accounting Services Totals	\$525,185.00
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
Salaries		
500.10	Salaries Part Time	36,615.00
500.20	Salaries Overtime	2,500.00
	Salaries Totals	\$39,115.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	575.00
510.15	Taxes & Benefits Social Security	2,430.00
510.20	Taxes & Benefits IMRF Er Contribution	2,895.00
	<i>Taxes & Benefits Totals</i>	<i>\$5,900.00</i>
Supplies		
520.05	Office Supplies General	500.00
520.10	Office Supplies Paper	250.00
	<i>Supplies Totals</i>	<i>\$750.00</i>
Services & Charges		
540.95	Services Other	5,000.00
565.05	Repair and Maintenance Machinery & Equipment	1,000.00
575.05	Other Small Tools & Equipment	750.00
575.15	Other Training & Travel	250.00
	<i>Services & Charges Totals</i>	<i>\$7,000.00</i>
	Program 3021 - Cashiering Totals	\$52,765.00
	Division 12 - Billing & Collections Totals	\$52,765.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
555.10	Insurance Liability Premiums	1,710,720.00
	<i>Services & Charges Totals</i>	<i>\$1,710,720.00</i>
	Program 0000 - General Totals	\$1,710,720.00
	Division 17 - Village Wide Benefit Programs Totals	\$1,710,720.00
	Department 30 - Finance & Operations Totals	\$2,584,165.00
Department 32 - Legal		
Division 13 - Village Attorney		
Program 0000 - General		
Services & Charges		
540.30	Services Legal	310,000.00
540.95	Services Other	6,370.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 32 - Legal		
Division 13 - Village Attorney		
Program 0000 - General		
Services & Charges		
545.20	Communications Postage	150.00
	Services & Charges Totals	\$316,520.00
	Program 0000 - General Totals	\$316,520.00
	Division 13 - Village Attorney Totals	\$316,520.00
Division 14 - Village Prosecutor		
Program 0000 - General		
Services & Charges		
540.30	Services Legal	46,000.00
	Services & Charges Totals	\$46,000.00
	Program 0000 - General Totals	\$46,000.00
	Division 14 - Village Prosecutor Totals	\$46,000.00
Division 15 - Labor/Collective Bargaining		
Program 0000 - General		
Services & Charges		
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		
500.05	Salaries Full Time	66,145.00
	Salaries Totals	\$66,145.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	960.00
510.15	Taxes & Benefits Social Security	4,105.00
510.20	Taxes & Benefits IMRF Er Contribution	4,890.00
510.35	Taxes & Benefits Medical/Dental Insurance	10,460.00

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 32 - Legal		
Division 16 - Administrative Adjudication		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.40	Taxes & Benefits Life Insurance	85.00
	<i>Taxes & Benefits Totals</i>	\$20,500.00
<i>Supplies</i>		
520.05	Office Supplies General	1,450.00
520.10	Office Supplies Paper	600.00
	<i>Supplies Totals</i>	\$2,050.00
<i>Services & Charges</i>		
540.30	Services Legal	23,925.00
540.45	Services Data Processing/Technology	275.00
575.10	Other Memberships & Publications	100.00
	<i>Services & Charges Totals</i>	\$24,300.00
	Program 0000 - General Totals	\$112,995.00
	Division 16 - Administrative Adjudication Totals	\$112,995.00
	Department 32 - Legal Totals	\$518,715.00
Department 34 - Human Resources		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	330,295.00
500.10	Salaries Part Time	74,190.00
500.20	Salaries Overtime	250.00
500.25	Salaries Special Compensation	3,085.00
	<i>Salaries Totals</i>	\$407,820.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	9,615.00
510.10	Taxes & Benefits Medicare	6,165.00
510.15	Taxes & Benefits Social Security	26,330.00
510.20	Taxes & Benefits IMRF Er Contribution	29,015.00
510.35	Taxes & Benefits Medical/Dental Insurance	52,285.00
510.40	Taxes & Benefits Life Insurance	430.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 34 - Human Resources		
Division 01 - Administration		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$130,860.00
<i>Supplies</i>		
520.05	Office Supplies General	1,350.00
520.10	Office Supplies Paper	500.00
	<i>Supplies Totals</i>	\$1,850.00
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	275.00
545.20	Communications Postage	300.00
565.35	Repair and Maintenance Software	49,100.00
575.05	Other Small Tools & Equipment	250.00
575.10	Other Memberships & Publications	2,300.00
575.15	Other Training & Travel	6,205.00
	<i>Services & Charges Totals</i>	\$58,430.00
	Program 0000 - General Totals	\$598,960.00
	Division 01 - Administration Totals	\$598,960.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
<i>Salaries</i>		
500.25	Salaries Special Compensation	580,000.00
	<i>Salaries Totals</i>	\$580,000.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	8,415.00
510.15	Taxes & Benefits Social Security	35,960.00
510.20	Taxes & Benefits IMRF Er Contribution	42,865.00
	<i>Taxes & Benefits Totals</i>	\$87,240.00
<i>Services & Charges</i>		
540.05	Services Management Consulting	675.00
540.35	Services Medical	3,000.00
540.40	Services Management Fees	10,000.00
540.95	Services Other	500.00
575.15	Other Training & Travel	5,570.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
575.20	Other Tuition Assistance	25,000.00
	Services & Charges Totals	\$44,745.00
	Program 0000 - General Totals	\$711,985.00
Program 2010 - Wellness Program		
Supplies		
525.95	Operating Supplies Other	6,700.00
	Supplies Totals	\$6,700.00
Services & Charges		
540.95	Services Other	32,000.00
	Services & Charges Totals	\$32,000.00
	Program 2010 - Wellness Program Totals	\$38,700.00
	Division 17 - Village Wide Benefit Programs Totals	\$750,685.00
	Department 34 - Human Resources Totals	\$1,349,645.00
Department 38 - Information Technology		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	505,035.00
500.10	Salaries Part Time	8,000.00
500.25	Salaries Special Compensation	36,210.00
	Salaries Totals	\$549,245.00
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	10,800.00
510.10	Taxes & Benefits Medicare	8,245.00
510.15	Taxes & Benefits Social Security	35,225.00
510.20	Taxes & Benefits IMRF Er Contribution	40,810.00
510.35	Taxes & Benefits Medical/Dental Insurance	73,195.00
510.40	Taxes & Benefits Life Insurance	655.00
510.60	Taxes & Benefits Allowances	7,840.00
	Taxes & Benefits Totals	\$176,770.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 38 - Information Technology		
Division 01 - Administration		
Program 0000 - General		
<i>Supplies</i>		
520.05	Office Supplies General	7,450.00
520.10	Office Supplies Paper	400.00
525.95	Operating Supplies Other	200.00
	<i>Supplies Totals</i>	\$8,050.00
<i>Services & Charges</i>		
540.05	Services Management Consulting	375,000.00
540.45	Services Data Processing/Technology	240,682.00
545.20	Communications Postage	740.00
545.95	Communications Other	250.00
565.05	Repair and Maintenance Machinery & Equipment	21,700.00
565.35	Repair and Maintenance Software	57,780.00
570.05	Rental Office Equipment	42,000.00
575.05	Other Small Tools & Equipment	200.00
575.10	Other Memberships & Publications	750.00
575.15	Other Training & Travel	23,680.00
	<i>Services & Charges Totals</i>	\$762,782.00
	Program 0000 - General Totals	\$1,496,847.00
	Division 01 - Administration Totals	\$1,496,847.00
Division 22 - Geographic Information Systems		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	104,780.00
500.25	Salaries Special Compensation	1,000.00
	<i>Salaries Totals</i>	\$105,780.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,535.00
510.15	Taxes & Benefits Social Security	6,560.00
510.20	Taxes & Benefits IMRF Er Contribution	7,820.00
510.35	Taxes & Benefits Medical/Dental Insurance	20,915.00
510.40	Taxes & Benefits Life Insurance	140.00
	<i>Taxes & Benefits Totals</i>	\$36,970.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 38 - Information Technology		
Division 22 - Geographic Information Systems		
Program 0000 - General		
Supplies		
520.10	Office Supplies Paper	900.00
	Supplies Totals	\$900.00
Services & Charges		
540.45	Services Data Processing/Technology	209,577.00
565.35	Repair and Maintenance Software	4,000.00
	Services & Charges Totals	\$213,577.00
	Program 0000 - General Totals	\$357,227.00
Division 22 - Geographic Information Systems	Totals	\$357,227.00
Division 23 - Communication Systems		
Program 0000 - General		
Supplies		
525.95	Operating Supplies Other	2,100.00
	Supplies Totals	\$2,100.00
Services & Charges		
545.10	Communications Telephone	24,640.00
545.15	Communications Cell Phones	25,360.00
545.95	Communications Other	47,480.00
565.05	Repair and Maintenance Machinery & Equipment	2,400.00
565.35	Repair and Maintenance Software	30,000.00
575.05	Other Small Tools & Equipment	1,000.00
	Services & Charges Totals	\$130,880.00
	Program 0000 - General Totals	\$132,980.00
Division 23 - Communication Systems	Totals	\$132,980.00
Department 38 - Information Technology	Totals	\$1,987,054.00
Department 40 - Community Development		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	273,665.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.10	Salaries Part Time	8,000.00
500.25	Salaries Special Compensation	5,890.00
	<i>Salaries Totals</i>	\$287,555.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	12,140.00
510.10	Taxes & Benefits Medicare	4,460.00
510.15	Taxes & Benefits Social Security	19,030.00
510.20	Taxes & Benefits IMRF Er Contribution	21,565.00
510.35	Taxes & Benefits Medical/Dental Insurance	62,730.00
510.40	Taxes & Benefits Life Insurance	355.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$127,300.00
<i>Supplies</i>		
520.05	Office Supplies General	4,950.00
520.10	Office Supplies Paper	1,000.00
520.15	Office Supplies Printed Forms	1,000.00
	<i>Supplies Totals</i>	\$6,950.00
<i>Services & Charges</i>		
575.10	Other Memberships & Publications	1,600.00
575.15	Other Training & Travel	5,000.00
	<i>Services & Charges Totals</i>	\$6,600.00
	Program 0000 - General Totals	\$428,405.00
	Division 01 - Administration Totals	\$428,405.00
Division 10 - Economic Development		
Program 0000 - General		
<i>Services & Charges</i>		
540.05	Services Management Consulting	2,000.00
550.15	Printing/Advertising Outside Printing Services	1,000.00
575.10	Other Memberships & Publications	1,350.00
575.15	Other Training & Travel	2,500.00
	<i>Services & Charges Totals</i>	\$6,850.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 10 - Economic Development		
Program 0000 - General		
Other Expenses		
805 Refunds		3,500.00
	Other Expenses Totals	\$3,500.00
	Program 0000 - General Totals	\$10,350.00
	Division 10 - Economic Development Totals	\$10,350.00
Division 24 - Building Permits & Inspections		
Program 0000 - General		
Salaries		
500.05 Salaries Full Time		646,635.00
500.10 Salaries Part Time		50,120.00
500.20 Salaries Overtime		1,500.00
500.25 Salaries Special Compensation		3,350.00
	Salaries Totals	\$701,605.00
Taxes & Benefits		
510.10 Taxes & Benefits Medicare		10,225.00
510.15 Taxes & Benefits Social Security		43,630.00
510.20 Taxes & Benefits IMRF Er Contribution		51,865.00
510.35 Taxes & Benefits Medical/Dental Insurance		115,520.00
510.40 Taxes & Benefits Life Insurance		850.00
510.60 Taxes & Benefits Allowances		1,800.00
	Taxes & Benefits Totals	\$223,890.00
Supplies		
525.35 Operating Supplies Clothing		1,400.00
	Supplies Totals	\$1,400.00
Services & Charges		
540.20 Services Architectural		48,780.00
540.25 Services Engineering		15,000.00
545.15 Communications Cell Phones		2,180.00
565.05 Repair and Maintenance Machinery & Equipment		1,050.00
565.35 Repair and Maintenance Software		105,000.00
565.95 Repair and Maintenance Vehicle Maint Service Charge		14,710.00
575.10 Other Memberships & Publications		2,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 24 - Building Permits & Inspections		
Program 0000 - General		
Services & Charges		
575.15	Other Training & Travel	3,500.00
	Services & Charges Totals	\$192,220.00
	Program 0000 - General Totals	\$1,119,115.00
	Division 24 - Building Permits & Inspections Totals	\$1,119,115.00
Division 25 - Neighborhood Services		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	603,050.00
500.20	Salaries Overtime	1,500.00
500.25	Salaries Special Compensation	4,640.00
	Salaries Totals	\$609,190.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	8,875.00
510.15	Taxes & Benefits Social Security	37,895.00
510.20	Taxes & Benefits IMRF Er Contribution	45,030.00
510.35	Taxes & Benefits Medical/Dental Insurance	135,425.00
510.40	Taxes & Benefits Life Insurance	795.00
510.60	Taxes & Benefits Allowances	1,800.00
	Taxes & Benefits Totals	\$229,820.00
Supplies		
525.35	Operating Supplies Clothing	1,400.00
	Supplies Totals	\$1,400.00
Services & Charges		
545.15	Communications Cell Phones	2,180.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	14,710.00
575.10	Other Memberships & Publications	1,500.00
575.15	Other Training & Travel	2,285.00
	Services & Charges Totals	\$20,675.00
	Program 0000 - General Totals	\$861,085.00
	Division 25 - Neighborhood Services Totals	\$861,085.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 26 - Environmental Health		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	405,675.00
500.20	Salaries Overtime	750.00
500.25	Salaries Special Compensation	3,645.00
	Salaries Totals	\$410,070.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	5,955.00
510.15	Taxes & Benefits Social Security	25,440.00
510.20	Taxes & Benefits IMRF Er Contribution	30,320.00
510.35	Taxes & Benefits Medical/Dental Insurance	83,650.00
510.40	Taxes & Benefits Life Insurance	525.00
	Taxes & Benefits Totals	\$145,890.00
Supplies		
525.25	Operating Supplies Chemicals	350.00
525.35	Operating Supplies Clothing	1,050.00
525.95	Operating Supplies Other	500.00
	Supplies Totals	\$1,900.00
Services & Charges		
540.60	Services Custodial	12,500.00
545.15	Communications Cell Phones	1,635.00
560.25	Utility Services Refuse Disposal	3,500.00
565.35	Repair and Maintenance Software	10,600.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	14,710.00
575.10	Other Memberships & Publications	1,910.00
575.15	Other Training & Travel	3,000.00
	Services & Charges Totals	\$47,855.00
	Program 0000 - General Totals	\$605,715.00
	Division 26 - Environmental Health Totals	\$605,715.00
Division 44 - Planning & Zoning		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	356,360.00
500.25	Salaries Special Compensation	4,075.00
	Salaries Totals	\$360,435.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 40 - Community Development		
Division 44 - Planning & Zoning		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	9,590.00
510.10	Taxes & Benefits Medicare	5,475.00
510.15	Taxes & Benefits Social Security	23,385.00
510.20	Taxes & Benefits IMRF Er Contribution	27,350.00
510.35	Taxes & Benefits Medical/Dental Insurance	72,260.00
510.40	Taxes & Benefits Life Insurance	465.00
510.60	Taxes & Benefits Allowances	7,020.00
	<i>Taxes & Benefits Totals</i>	\$145,545.00
<i>Supplies</i>		
520.05	Office Supplies General	1,500.00
520.15	Office Supplies Printed Forms	1,500.00
525.95	Operating Supplies Other	200.00
	<i>Supplies Totals</i>	\$3,200.00
<i>Services & Charges</i>		
550.05	Printing/Advertising Legal Notices	5,000.00
575.10	Other Memberships & Publications	1,535.00
575.15	Other Training & Travel	4,250.00
	<i>Services & Charges Totals</i>	\$10,785.00
	Program 0000 - General Totals	\$519,965.00
	Division 44 - Planning & Zoning Totals	\$519,965.00
	Department 40 - Community Development Totals	\$3,544,635.00
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	1,243,810.00
500.25	Salaries Special Compensation	22,000.00
	<i>Salaries Totals</i>	\$1,265,810.00
<i>Taxes & Benefits</i>		
510.05	Taxes & Benefits Deferred Compensation	12,175.00
510.10	Taxes & Benefits Medicare	18,605.00
510.15	Taxes & Benefits Social Security	79,500.00
510.20	Taxes & Benefits IMRF Er Contribution	25,305.00
510.25	Taxes & Benefits Police Pension Er Contribution	408,010.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 01 - Administration		
Program 0000 - General		
Taxes & Benefits		
510.35	Taxes & Benefits Medical/Dental Insurance	219,575.00
510.40	Taxes & Benefits Life Insurance	1,605.00
510.60	Taxes & Benefits Allowances	3,960.00
	<i>Taxes & Benefits Totals</i>	<i>\$768,735.00</i>
Supplies		
520.05	Office Supplies General	4,100.00
520.10	Office Supplies Paper	3,000.00
525.05	Operating Supplies Custodial	2,680.00
525.10	Operating Supplies Medical	1,000.00
525.45	Operating Supplies Ammunition	12,880.00
525.95	Operating Supplies Other	3,750.00
	<i>Supplies Totals</i>	<i>\$27,410.00</i>
Services & Charges		
540.35	Services Medical	1,270.00
540.95	Services Other	2,530.00
545.20	Communications Postage	400.00
550.15	Printing/Advertising Outside Printing Services	805.00
565.05	Repair and Maintenance Machinery & Equipment	18,600.00
575.10	Other Memberships & Publications	20,570.00
575.15	Other Training & Travel	6,415.00
	<i>Services & Charges Totals</i>	<i>\$50,590.00</i>
	Program 0000 - General Totals	\$2,112,545.00
	Division 01 - Administration Totals	\$2,112,545.00
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
Salaries		
500.05	Salaries Full Time	9,222,940.00
500.10	Salaries Part Time	72,685.00
500.20	Salaries Overtime	356,783.00
500.25	Salaries Special Compensation	12,200.00
	<i>Salaries Totals</i>	<i>\$9,664,608.00</i>



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	140,370.00
510.15	Taxes & Benefits Social Security	599,620.00
510.20	Taxes & Benefits IMRF Er Contribution	14,825.00
510.25	Taxes & Benefits Police Pension Er Contribution	4,103,207.00
510.35	Taxes & Benefits Medical/Dental Insurance	1,625,790.00
510.40	Taxes & Benefits Life Insurance	11,960.00
510.60	Taxes & Benefits Allowances	3,240.00
	<i>Taxes & Benefits Totals</i>	\$6,499,012.00
<i>Supplies</i>		
520.15	Office Supplies Printed Forms	2,000.00
525.05	Operating Supplies Custodial	150.00
525.35	Operating Supplies Clothing	78,390.00
525.95	Operating Supplies Other	6,600.00
	<i>Supplies Totals</i>	\$87,140.00
<i>Services & Charges</i>		
540.35	Services Medical	9,450.00
540.45	Services Data Processing/Technology	63,800.00
540.95	Services Other	1,200.00
545.10	Communications Telephone	240.00
565.05	Repair and Maintenance Machinery & Equipment	2,850.00
575.05	Other Small Tools & Equipment	1,150.00
575.10	Other Memberships & Publications	120.00
	<i>Services & Charges Totals</i>	\$78,810.00
	Program 4201 - Patrol Totals	\$16,329,570.00
Program 4202 - Investigation		
<i>Salaries</i>		
500.05	Salaries Full Time	3,016,050.00
500.20	Salaries Overtime	55,570.00
500.25	Salaries Special Compensation	11,650.00
	<i>Salaries Totals</i>	\$3,083,270.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	44,965.00
510.15	Taxes & Benefits Social Security	192,080.00
510.25	Taxes & Benefits Police Pension Er Contribution	1,360,520.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4202 - Investigation		
<i>Taxes & Benefits</i>		
510.35	Taxes & Benefits Medical/Dental Insurance	596,315.00
510.40	Taxes & Benefits Life Insurance	3,895.00
510.60	Taxes & Benefits Allowances	13,580.00
	<i>Taxes & Benefits Totals</i>	\$2,211,355.00
<i>Supplies</i>		
525.95	Operating Supplies Other	7,775.00
	<i>Supplies Totals</i>	\$7,775.00
<i>Services & Charges</i>		
540.95	Services Other	500.00
575.10	Other Memberships & Publications	29,300.00
	<i>Services & Charges Totals</i>	\$29,800.00
	Program 4202 - Investigation Totals	\$5,332,200.00
Program 4203 - Community Engagement & Planning		
<i>Salaries</i>		
500.05	Salaries Full Time	1,460,475.00
500.20	Salaries Overtime	17,160.00
500.25	Salaries Special Compensation	4,500.00
	<i>Salaries Totals</i>	\$1,482,135.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	21,535.00
510.15	Taxes & Benefits Social Security	91,990.00
510.20	Taxes & Benefits IMRF Er Contribution	16,060.00
510.25	Taxes & Benefits Police Pension Er Contribution	560,805.00
510.35	Taxes & Benefits Medical/Dental Insurance	265,295.00
510.40	Taxes & Benefits Life Insurance	1,895.00
510.60	Taxes & Benefits Allowances	1,080.00
	<i>Taxes & Benefits Totals</i>	\$958,660.00
<i>Supplies</i>		
525.95	Operating Supplies Other	12,310.00
	<i>Supplies Totals</i>	\$12,310.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4203 - Community Engagement & Planning		
Services & Charges		
540.95	Services Other	4,250.00
550.15	Printing/Advertising Outside Printing Services	3,045.00
565.05	Repair and Maintenance Machinery & Equipment	250.00
575.10	Other Memberships & Publications	1,275.00
	Services & Charges Totals	\$8,820.00
Program 4203 - Community Engagement & Planning Totals		\$2,461,925.00
Program 4205 - Records & Identification		
Salaries		
500.05	Salaries Full Time	539,521.00
500.25	Salaries Special Compensation	3,500.00
	Salaries Totals	\$543,021.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	7,905.00
510.15	Taxes & Benefits Social Security	33,720.00
510.20	Taxes & Benefits IMRF Er Contribution	40,135.00
510.35	Taxes & Benefits Medical/Dental Insurance	188,205.00
510.40	Taxes & Benefits Life Insurance	715.00
510.60	Taxes & Benefits Allowances	720.00
	Taxes & Benefits Totals	\$271,400.00
Supplies		
520.15	Office Supplies Printed Forms	2,625.00
	Supplies Totals	\$2,625.00
Services & Charges		
565.35	Repair and Maintenance Software	500.00
	Services & Charges Totals	\$500.00
Program 4205 - Records & Identification Totals		\$817,546.00
Program 4206 - Evidence Collection		
Supplies		
525.10	Operating Supplies Medical	250.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4206 - Evidence Collection		
<i>Supplies</i>		
525.95	Operating Supplies Other	6,850.00
	<i>Supplies Totals</i>	\$7,100.00
<i>Services & Charges</i>		
565.35	Repair and Maintenance Software	3,035.00
	<i>Services & Charges Totals</i>	\$3,035.00
	Program 4206 - Evidence Collection Totals	\$10,135.00
Program 4207 - Animal Control		
<i>Salaries</i>		
500.05	Salaries Full Time	59,590.00
500.20	Salaries Overtime	520.00
	<i>Salaries Totals</i>	\$60,110.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	875.00
510.15	Taxes & Benefits Social Security	3,730.00
510.20	Taxes & Benefits IMRF Er Contribution	4,445.00
510.35	Taxes & Benefits Medical/Dental Insurance	7,690.00
510.40	Taxes & Benefits Life Insurance	80.00
	<i>Taxes & Benefits Totals</i>	\$16,820.00
<i>Supplies</i>		
525.95	Operating Supplies Other	915.00
	<i>Supplies Totals</i>	\$915.00
<i>Services & Charges</i>		
540.95	Services Other	11,350.00
575.10	Other Memberships & Publications	905.00
	<i>Services & Charges Totals</i>	\$12,255.00
	Program 4207 - Animal Control Totals	\$90,100.00
Division 27 - Crime Control & Investigation Totals		\$25,041,476.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 28 - Traffic Control		
Program 4214 - Crossing Guards		
Salaries		
500.10	Salaries Part Time	62,283.00
	Salaries Totals	\$62,283.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	945.00
510.15	Taxes & Benefits Social Security	3,870.00
	Taxes & Benefits Totals	\$4,815.00
Services & Charges		
575.05	Other Small Tools & Equipment	600.00
	Services & Charges Totals	\$600.00
	Program 4214 - Crossing Guards Totals	\$67,698.00
	Division 28 - Traffic Control Totals	\$67,698.00
Division 29 - Police Training		
Program 0000 - General		
Services & Charges		
575.15	Other Training & Travel	88,465.00
	Services & Charges Totals	\$88,465.00
	Program 0000 - General Totals	\$88,465.00
	Division 29 - Police Training Totals	\$88,465.00
Division 30 - Support Services		
Program 4221 - Communication Services		
Salaries		
500.05	Salaries Full Time	380,910.00
500.10	Salaries Part Time	54,950.00
500.20	Salaries Overtime	3,640.00
500.25	Salaries Special Compensation	1,000.00
	Salaries Totals	\$440,500.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	6,400.00
510.15	Taxes & Benefits Social Security	27,325.00
510.20	Taxes & Benefits IMRF Er Contribution	32,575.00
510.35	Taxes & Benefits Medical/Dental Insurance	104,585.00
510.40	Taxes & Benefits Life Insurance	505.00
	Taxes & Benefits Totals	\$171,390.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 42 - Police		
Division 30 - Support Services		
Program 4221 - Communication Services		
Supplies		
530.05	R&M Supplies Equipment Parts	250.00
	Supplies Totals	\$250.00
Services & Charges		
545.05	Communications Dispatch Services	401,629.00
545.15	Communications Cell Phones	24,000.00
565.05	Repair and Maintenance Machinery & Equipment	250.00
	Services & Charges Totals	\$425,879.00
Program 4221 - Communication Services Totals		\$1,038,019.00
Program 4222 - Automotive Services		
Services & Charges		
565.95	Repair and Maintenance Vehicle Maint Service Charge	588,235.00
	Services & Charges Totals	\$588,235.00
Program 4222 - Automotive Services Totals		\$588,235.00
Division 30 - Support Services Totals		\$1,626,254.00
Division 31 - Special Detail Services		
Program 0000 - General		
Salaries		
500.25	Salaries Special Compensation	198,500.00
	Salaries Totals	\$198,500.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	2,890.00
510.15	Taxes & Benefits Social Security	12,310.00
	Taxes & Benefits Totals	\$15,200.00
Program 0000 - General Totals		\$213,700.00
Division 31 - Special Detail Services Totals		\$213,700.00
Department 42 - Police Totals		\$29,150,138.00
Department 44 - Fire		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	662,255.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.10	Salaries Part Time	31,540.00
500.25	Salaries Special Compensation	13,685.00
	Salaries Totals	\$707,480.00
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	11,825.00
510.10	Taxes & Benefits Medicare	10,475.00
510.15	Taxes & Benefits Social Security	44,770.00
510.20	Taxes & Benefits IMRF Er Contribution	10,230.00
510.30	Taxes & Benefits Fire Pension Er Contribution	332,620.00
510.35	Taxes & Benefits Medical/Dental Insurance	104,555.00
510.40	Taxes & Benefits Life Insurance	855.00
510.60	Taxes & Benefits Allowances	2,520.00
	Taxes & Benefits Totals	\$517,850.00
Supplies		
520.05	Office Supplies General	5,745.00
520.10	Office Supplies Paper	900.00
520.15	Office Supplies Printed Forms	500.00
	Supplies Totals	\$7,145.00
Services & Charges		
545.20	Communications Postage	350.00
575.10	Other Memberships & Publications	8,765.00
575.15	Other Training & Travel	5,250.00
	Services & Charges Totals	\$14,365.00
	Program 0000 - General Totals	\$1,246,840.00
	Division 01 - Administration Totals	\$1,246,840.00
Division 31 - Special Detail Services		
Program 0000 - General		
Salaries		
500.20	Salaries Overtime	20,800.00
500.25	Salaries Special Compensation	8,390.00
	Salaries Totals	\$29,190.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 31 - Special Detail Services		
Program 0000 - General		
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	430.00
510.15	Taxes & Benefits Social Security	1,815.00
	<i>Taxes & Benefits Totals</i>	<i>\$2,245.00</i>
	Program 0000 - General Totals	\$31,435.00
	Division 31 - Special Detail Services Totals	\$31,435.00
Division 32 - Fire Service		
Program 4401 - Fire Suppression		
Salaries		
500.05	Salaries Full Time	11,210,360.00
500.20	Salaries Overtime	796,256.00
500.25	Salaries Special Compensation	147,000.00
	<i>Salaries Totals</i>	<i>\$12,153,616.00</i>
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	22,265.00
510.10	Taxes & Benefits Medicare	176,795.00
510.15	Taxes & Benefits Social Security	755,095.00
510.30	Taxes & Benefits Fire Pension Er Contribution	6,713,352.00
510.35	Taxes & Benefits Medical/Dental Insurance	2,215,670.00
510.40	Taxes & Benefits Life Insurance	14,590.00
	<i>Taxes & Benefits Totals</i>	<i>\$9,897,767.00</i>
Supplies		
525.35	Operating Supplies Clothing	88,475.00
525.95	Operating Supplies Other	3,650.00
530.05	R&M Supplies Equipment Parts	2,450.00
530.15	R&M Supplies Building Repair	14,500.00
	<i>Supplies Totals</i>	<i>\$109,075.00</i>
Services & Charges		
540.35	Services Medical	27,000.00
565.05	Repair and Maintenance Machinery & Equipment	47,275.00
565.15	Repair and Maintenance Buildings	10,000.00
565.35	Repair and Maintenance Software	17,280.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 32 - Fire Service		
Program 4401 - Fire Suppression		
<i>Services & Charges</i>		
575.05	Other Small Tools & Equipment	31,350.00
	<i>Services & Charges Totals</i>	\$132,905.00
	Program 4401 - Fire Suppression Totals	\$22,293,363.00
	Program 4402 - Paramedic Service	
<i>Supplies</i>		
525.10	Operating Supplies Medical	13,260.00
	<i>Supplies Totals</i>	\$13,260.00
<i>Services & Charges</i>		
540.10	Services Financial	2,000,000.00
565.05	Repair and Maintenance Machinery & Equipment	13,200.00
565.35	Repair and Maintenance Software	3,900.00
575.10	Other Memberships & Publications	1,700.00
575.15	Other Training & Travel	5,000.00
	<i>Services & Charges Totals</i>	\$2,023,800.00
	Program 4402 - Paramedic Service Totals	\$2,037,060.00
	Division 32 - Fire Service Totals	\$24,330,423.00
	Division 33 - Fire Prevention & Education	
	Program 4411 - Fire Prevention	
<i>Salaries</i>		
500.05	Salaries Full Time	209,300.00
500.10	Salaries Part Time	86,240.00
	<i>Salaries Totals</i>	\$295,540.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	4,310.00
510.15	Taxes & Benefits Social Security	18,390.00
510.20	Taxes & Benefits IMRF Er Contribution	19,435.00
510.35	Taxes & Benefits Medical/Dental Insurance	62,730.00
510.40	Taxes & Benefits Life Insurance	275.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$105,860.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 33 - Fire Prevention & Education		
Program 4411 - Fire Prevention		
Supplies		
520.05	Office Supplies General	500.00
520.10	Office Supplies Paper	500.00
520.15	Office Supplies Printed Forms	1,000.00
	<i>Supplies Totals</i>	\$2,000.00
Services & Charges		
545.10	Communications Telephone	3,250.00
575.05	Other Small Tools & Equipment	2,500.00
575.10	Other Memberships & Publications	1,620.00
575.15	Other Training & Travel	3,000.00
	<i>Services & Charges Totals</i>	\$10,370.00
	Program 4411 - Fire Prevention Totals	\$413,770.00
Program 4412 - Public Education		
Salaries		
500.20	Salaries Overtime	25,000.00
	<i>Salaries Totals</i>	\$25,000.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	365.00
510.15	Taxes & Benefits Social Security	1,550.00
	<i>Taxes & Benefits Totals</i>	\$1,915.00
Supplies		
525.95	Operating Supplies Other	6,400.00
	<i>Supplies Totals</i>	\$6,400.00
	Program 4412 - Public Education Totals	\$33,315.00
	Division 33 - Fire Prevention & Education Totals	\$447,085.00
Division 34 - Fire Training		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	169,000.00
500.20	Salaries Overtime	56,920.00
500.25	Salaries Special Compensation	1,000.00
	<i>Salaries Totals</i>	\$226,920.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 34 - Fire Training		
Program 0000 - General		
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	3,295.00
510.15	Taxes & Benefits Social Security	14,070.00
510.30	Taxes & Benefits Fire Pension Er Contribution	101,210.00
510.35	Taxes & Benefits Medical/Dental Insurance	31,365.00
510.40	Taxes & Benefits Life Insurance	220.00
<i>Taxes & Benefits Totals</i>		\$150,160.00
<i>Supplies</i>		
525.95	Operating Supplies Other	2,500.00
<i>Supplies Totals</i>		\$2,500.00
<i>Services & Charges</i>		
540.95	Services Other	2,000.00
575.05	Other Small Tools & Equipment	14,300.00
575.10	Other Memberships & Publications	2,790.00
575.15	Other Training & Travel	50,000.00
<i>Services & Charges Totals</i>		\$69,090.00
Program 0000 - General Totals		\$448,670.00
Division 34 - Fire Training Totals		\$448,670.00
Division 35 - Support Services		
Program 4421 - Communication Services		
<i>Services & Charges</i>		
545.05	Communications Dispatch Services	100,408.00
545.15	Communications Cell Phones	16,000.00
<i>Services & Charges Totals</i>		\$116,408.00
Program 4421 - Communication Services Totals		\$116,408.00
Program 4422 - Automotive Services		
<i>Services & Charges</i>		
565.95	Repair and Maintenance Vehicle Maint Service Charge	441,175.00
<i>Services & Charges Totals</i>		\$441,175.00
Program 4422 - Automotive Services Totals		\$441,175.00
Division 35 - Support Services Totals		\$557,583.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 44 - Fire		
Division 37 - Emergency Management		
Program 0000 - General		
Services & Charges		
540.95	Services Other	33,000.00
565.05	Repair and Maintenance Machinery & Equipment	120.00
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	\$27,095,656.00
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	1,037,705.00
500.10	Salaries Part Time	32,000.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	25,795.00
	Salaries Totals	\$1,096,000.00
Taxes & Benefits		
510.05	Taxes & Benefits Deferred Compensation	12,515.00
510.10	Taxes & Benefits Medicare	16,260.00
510.15	Taxes & Benefits Social Security	69,430.00
510.20	Taxes & Benefits IMRF Er Contribution	79,585.00
510.35	Taxes & Benefits Medical/Dental Insurance	208,250.00
510.40	Taxes & Benefits Life Insurance	1,355.00
510.60	Taxes & Benefits Allowances	10,800.00
	Taxes & Benefits Totals	\$398,195.00
Supplies		
520.05	Office Supplies General	2,780.00
520.10	Office Supplies Paper	2,000.00
520.15	Office Supplies Printed Forms	300.00
525.35	Operating Supplies Clothing	17,500.00
	Supplies Totals	\$22,580.00
Services & Charges		
540.35	Services Medical	2,875.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
<i>Services & Charges</i>		
540.95	Services Other	600.00
545.20	Communications Postage	500.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	24,510.00
575.05	Other Small Tools & Equipment	1,000.00
575.10	Other Memberships & Publications	7,600.00
575.15	Other Training & Travel	13,125.00
<i>Services & Charges Totals</i>		\$50,210.00
Program 0000 - General Totals		\$1,566,985.00
Division 01 - Administration Totals		\$1,566,985.00
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	199,615.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	2,000.00
<i>Salaries Totals</i>		\$204,115.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,970.00
510.15	Taxes & Benefits Social Security	12,660.00
510.20	Taxes & Benefits IMRF Er Contribution	15,095.00
510.35	Taxes & Benefits Medical/Dental Insurance	66,080.00
510.40	Taxes & Benefits Life Insurance	265.00
<i>Taxes & Benefits Totals</i>		\$97,070.00
<i>Supplies</i>		
525.05	Operating Supplies Custodial	22,200.00
525.35	Operating Supplies Clothing	1,200.00
<i>Supplies Totals</i>		\$23,400.00
<i>Services & Charges</i>		
540.60	Services Custodial	106,850.00
540.95	Services Other	107,000.00
560.05	Utility Services Electric	10,000.00
560.10	Utility Services Natural Gas	20,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100	General Fund	
EXPENSE		
Department	52 - Public Works	
Division	38 - Building, Grounds, Electrical	
Program	5201 - Buildings & Grounds Maintenance	
Services & Charges		
575.05	Other Small Tools & Equipment	1,560.00
Services & Charges Totals		\$245,410.00
Program	5201 - Buildings & Grounds Maintenance Totals	\$569,995.00
Program	5202 - Mechanical Maintenance	
Salaries		
500.05	Salaries Full Time	112,275.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	2,750.00
Salaries Totals		\$117,525.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,715.00
510.15	Taxes & Benefits Social Security	7,290.00
510.20	Taxes & Benefits IMRF Er Contribution	8,690.00
510.35	Taxes & Benefits Medical/Dental Insurance	22,025.00
510.40	Taxes & Benefits Life Insurance	150.00
Taxes & Benefits Totals		\$39,870.00
Supplies		
525.05	Operating Supplies Custodial	6,000.00
530.05	R&M Supplies Equipment Parts	77,360.00
Supplies Totals		\$83,360.00
Services & Charges		
560.05	Utility Services Electric	209,730.00
565.05	Repair and Maintenance Machinery & Equipment	131,245.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	9,805.00
570.10	Rental Machinery	500.00
575.05	Other Small Tools & Equipment	1,280.00
Services & Charges Totals		\$352,560.00
Program	5202 - Mechanical Maintenance Totals	\$593,315.00
Division	38 - Building, Grounds, Electrical Totals	\$1,163,310.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 39 - Forestry		
Program 5211 - Tree Maintenance		
Salaries		
500.05	Salaries Full Time	488,370.00
500.20	Salaries Overtime	10,000.00
500.25	Salaries Special Compensation	8,750.00
	Salaries Totals	\$507,120.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	7,385.00
510.15	Taxes & Benefits Social Security	31,500.00
510.20	Taxes & Benefits IMRF Er Contribution	37,490.00
510.35	Taxes & Benefits Medical/Dental Insurance	120,035.00
510.40	Taxes & Benefits Life Insurance	640.00
510.60	Taxes & Benefits Allowances	720.00
	Taxes & Benefits Totals	\$197,770.00
Supplies		
525.25	Operating Supplies Chemicals	4,155.00
525.35	Operating Supplies Clothing	3,000.00
525.95	Operating Supplies Other	5,540.00
	Supplies Totals	\$12,695.00
Services & Charges		
545.15	Communications Cell Phones	545.00
565.25	Repair and Maintenance Landscape	203,025.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	68,630.00
575.05	Other Small Tools & Equipment	4,000.00
	Services & Charges Totals	\$276,200.00
	Program 5211 - Tree Maintenance Totals	\$993,785.00
Program 5212 - Landscape Maintenance		
Salaries		
500.05	Salaries Full Time	191,520.00
500.10	Salaries Part Time	40,000.00
500.20	Salaries Overtime	1,000.00
500.25	Salaries Special Compensation	6,250.00
	Salaries Totals	\$238,770.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	3,475.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 39 - Forestry		
Program 5212 - Landscape Maintenance		
<i>Taxes & Benefits</i>		
510.15	Taxes & Benefits Social Security	14,835.00
510.20	Taxes & Benefits IMRF Er Contribution	17,660.00
510.35	Taxes & Benefits Medical/Dental Insurance	66,080.00
510.40	Taxes & Benefits Life Insurance	250.00
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$102,660.00
<i>Supplies</i>		
525.25	Operating Supplies Chemicals	3,000.00
525.35	Operating Supplies Clothing	1,200.00
525.95	Operating Supplies Other	22,000.00
	<i>Supplies Totals</i>	\$26,200.00
<i>Services & Charges</i>		
565.25	Repair and Maintenance Landscape	168,000.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	68,630.00
575.05	Other Small Tools & Equipment	3,000.00
	<i>Services & Charges Totals</i>	\$239,630.00
	Program 5212 - Landscape Maintenance Totals	\$607,260.00
	Division 39 - Forestry Totals	\$1,601,045.00
Division 41 - Streets		
Program 5231 - Pavement Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	719,345.00
500.10	Salaries Part Time	5,000.00
500.20	Salaries Overtime	150,740.00
500.25	Salaries Special Compensation	14,000.00
	<i>Salaries Totals</i>	\$889,085.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	12,930.00
510.15	Taxes & Benefits Social Security	55,220.00
510.20	Taxes & Benefits IMRF Er Contribution	65,350.00
510.35	Taxes & Benefits Medical/Dental Insurance	185,550.00
510.40	Taxes & Benefits Life Insurance	940.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5231 - Pavement Maintenance		
Taxes & Benefits		
510.60	Taxes & Benefits Allowances	1,080.00
	<i>Taxes & Benefits Totals</i>	\$321,070.00
Supplies		
525.25	Operating Supplies Chemicals	30,000.00
525.30	Operating Supplies Salt	227,000.00
525.35	Operating Supplies Clothing	3,600.00
525.40	Operating Supplies Shop Materials	1,500.00
530.20	R&M Supplies Street Maintenance	37,780.00
	<i>Supplies Totals</i>	\$299,880.00
Services & Charges		
540.95	Services Other	153,500.00
560.25	Utility Services Refuse Disposal	20,000.00
565.20	Repair and Maintenance Streets	89,400.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	200,935.00
570.10	Rental Machinery	42,000.00
575.05	Other Small Tools & Equipment	9,000.00
	<i>Services & Charges Totals</i>	\$514,835.00
Program 5231 - Pavement Maintenance Totals		\$2,024,870.00
Program 5232 - Traffic Control & Safety Signs		
Salaries		
500.05	Salaries Full Time	186,755.00
500.20	Salaries Overtime	500.00
500.25	Salaries Special Compensation	7,000.00
	<i>Salaries Totals</i>	\$194,255.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	2,830.00
510.15	Taxes & Benefits Social Security	12,080.00
510.20	Taxes & Benefits IMRF Er Contribution	14,365.00
510.35	Taxes & Benefits Medical/Dental Insurance	44,055.00
510.40	Taxes & Benefits Life Insurance	245.00

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5232 - Traffic Control & Safety Signs		
<i>Taxes & Benefits</i>		
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$73,935.00
<i>Supplies</i>		
525.35	Operating Supplies Clothing	1,200.00
525.40	Operating Supplies Shop Materials	25,000.00
	<i>Supplies Totals</i>	\$26,200.00
<i>Services & Charges</i>		
540.95	Services Other	45,500.00
560.05	Utility Services Electric	700.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	49,020.00
575.05	Other Small Tools & Equipment	2,800.00
	<i>Services & Charges Totals</i>	\$98,020.00
Program 5232 - Traffic Control & Safety Signs	Totals	\$392,410.00
Program 5233 - Rights of Way Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	260,185.00
500.20	Salaries Overtime	2,500.00
500.25	Salaries Special Compensation	7,000.00
	<i>Salaries Totals</i>	\$269,685.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	3,925.00
510.15	Taxes & Benefits Social Security	16,730.00
510.20	Taxes & Benefits IMRF Er Contribution	19,940.00
510.35	Taxes & Benefits Medical/Dental Insurance	55,070.00
510.40	Taxes & Benefits Life Insurance	335.00
	<i>Taxes & Benefits Totals</i>	\$96,000.00
<i>Supplies</i>		
525.35	Operating Supplies Clothing	1,800.00
	<i>Supplies Totals</i>	\$1,800.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 41 - Streets		
Program 5233 - Rights of Way Maintenance		
<i>Services & Charges</i>		
545.15	Communications Cell Phones	545.00
560.25	Utility Services Refuse Disposal	2,000.00
565.25	Repair and Maintenance Landscape	1,530.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	132,355.00
575.05	Other Small Tools & Equipment	100.00
	<i>Services & Charges Totals</i>	\$136,530.00
Program 5233 - Rights of Way Maintenance Totals		\$504,015.00
Division 41 - Streets Totals		\$2,921,295.00
Division 43 - Engineering		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	188,220.00
	<i>Salaries Totals</i>	\$188,220.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,745.00
510.15	Taxes & Benefits Social Security	11,720.00
510.20	Taxes & Benefits IMRF Er Contribution	13,915.00
510.35	Taxes & Benefits Medical/Dental Insurance	22,025.00
510.40	Taxes & Benefits Life Insurance	250.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$51,375.00
<i>Supplies</i>		
520.10	Office Supplies Paper	200.00
525.95	Operating Supplies Other	100.00
	<i>Supplies Totals</i>	\$300.00
<i>Services & Charges</i>		
540.20	Services Architectural	1,300.00
540.25	Services Engineering	20,000.00
540.45	Services Data Processing/Technology	500.00
565.05	Repair and Maintenance Machinery & Equipment	500.00
565.35	Repair and Maintenance Software	3,000.00
	<i>Services & Charges Totals</i>	\$25,300.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 100 - General Fund		
EXPENSE		
Department 52 - Public Works		
Division 43 - Engineering		
Program 0000 - General Totals		\$265,195.00
Division 43 - Engineering Totals		\$265,195.00
Department 52 - Public Works Totals		\$7,517,830.00
EXPENSE TOTALS		\$75,365,956.00
Fund 100 - General Fund Totals		
REVENUE TOTALS		\$75,365,956.00
EXPENSE TOTALS		\$75,365,956.00
Fund 100 - General Fund Totals		\$0.00
Fund 205 - Motor Fuel Tax Fund		
REVENUE		
Intergovernmental Revenues		
430.35 Shared Revenues Motor Fuel Tax		3,255,200.00
Intergovernmental Revenues Totals		\$3,255,200.00
Interest Income		
460.05 Interest Income Investments		5,000.00
Interest Income Totals		\$5,000.00
(Source)/Use of Reserves		
499 (Source)/Use of Reserves		789,800.00
(Source)/Use of Reserves Totals		\$789,800.00
REVENUE TOTALS		\$4,050,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 205 - Motor Fuel Tax Fund		
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6060 - Streets		
Capital Outlay		
615	Improvements Other Than Buildings	4,050,000.00
	Capital Outlay Totals	\$4,050,000.00
	Program 6060 - Streets Totals	\$4,050,000.00
	Division 75 - Capital Outlay Totals	\$4,050,000.00
	Department 52 - Public Works Totals	\$4,050,000.00
	EXPENSE TOTALS	\$4,050,000.00
	Fund 205 - Motor Fuel Tax Fund Totals	
	REVENUE TOTALS	\$4,050,000.00
	EXPENSE TOTALS	\$4,050,000.00
	Fund 205 - Motor Fuel Tax Fund Totals	\$0.00
Fund 210 - Community Dev Block Grant Fund		
REVENUE		
Intergovernmental Revenues		
434	Grants	462,638.00
	Intergovernmental Revenues Totals	\$462,638.00
	REVENUE TOTALS	\$462,638.00
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
540.90	Services Administrative Service Charge	92,527.00
	Services & Charges Totals	\$92,527.00
	Program 0000 - General Totals	\$92,527.00
	Division 80 - Interfund Transfers Totals	\$92,527.00
	Department 30 - Finance & Operations Totals	\$92,527.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 210 - Community Dev Block Grant Fund		
EXPENSE		
Department 38 - Information Technology		
Division 75 - Capital Outlay		
Program 6030 - Technology		
Capital Outlay		
615	Improvements Other Than Buildings	300,715.00
	Capital Outlay Totals	\$300,715.00
	Program 6030 - Technology Totals	\$300,715.00
	Division 75 - Capital Outlay Totals	\$300,715.00
	Department 38 - Information Technology Totals	\$300,715.00
Department 40 - Community Development		
Division 21 - Community Development		
Program 0000 - General		
Services & Charges		
540.95	Services Other	69,396.00
	Services & Charges Totals	\$69,396.00
	Program 0000 - General Totals	\$69,396.00
	Division 21 - Community Development Totals	\$69,396.00
	Department 40 - Community Development Totals	\$69,396.00
	EXPENSE TOTALS	\$462,638.00
Fund 210 - Community Dev Block Grant Fund Totals		
	REVENUE TOTALS	\$462,638.00
	EXPENSE TOTALS	\$462,638.00
		\$0.00
Fund 221 - Federal Equitable Sharing Fund		
REVENUE		
Intergovernmental Revenues		
434	Grants	100,000.00
	Intergovernmental Revenues Totals	\$100,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	65,750.00
	(Source)/Use of Reserves Totals	\$65,750.00
	REVENUE TOTALS	\$165,750.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 221 - Federal Equitable Sharing Fund		
EXPENSE		
Department 42 - Police		
Division 27 - Crime Control & Investigation		
Program 4201 - Patrol		
Supplies		
525.95	Operating Supplies Other	83,250.00
	Supplies Totals	\$83,250.00
	Services & Charges	
545.15	Communications Cell Phones	36,570.00
	Services & Charges Totals	\$36,570.00
	Program 4201 - Patrol Totals	\$119,820.00
	Program 4202 - Investigation	
	Services & Charges	
545.15	Communications Cell Phones	12,190.00
	Services & Charges Totals	\$12,190.00
	Program 4202 - Investigation Totals	\$12,190.00
	Program 4203 - Community Engagement & Planning	
	Services & Charges	
545.15	Communications Cell Phones	4,240.00
	Services & Charges Totals	\$4,240.00
	Program 4203 - Community Engagement & Planning Totals	\$4,240.00
	Division 27 - Crime Control & Investigation Totals	\$136,250.00
	Division 75 - Capital Outlay	
	Program 0000 - General	
	Capital Outlay	
635	Office and Other Equipment	29,500.00
	Capital Outlay Totals	\$29,500.00
	Program 0000 - General Totals	\$29,500.00
	Division 75 - Capital Outlay Totals	\$29,500.00
	Department 42 - Police Totals	\$165,750.00
	EXPENSE TOTALS	\$165,750.00
Fund 221 - Federal Equitable Sharing Fund Totals		
	REVENUE TOTALS	\$165,750.00
	EXPENSE TOTALS	\$165,750.00
Fund 221 - Federal Equitable Sharing Fund Totals		\$0.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 222 - State Equitable Sharing Fund		
REVENUE		
	Intergovernmental Revenues	
434	Grants	20,000.00
	Intergovernmental Revenues Totals	\$20,000.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	36,000.00
	(Source)/Use of Reserves Totals	\$36,000.00
	REVENUE TOTALS	\$56,000.00
EXPENSE		
	Department 42 - Police	
	Division 27 - Crime Control & Investigation	
	Program 4201 - Patrol	
	Supplies	
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	
635	Office and Other Equipment	21,000.00
	Capital Outlay Totals	\$21,000.00
	Program 0000 - General Totals	\$21,000.00
	Division 75 - Capital Outlay Totals	\$21,000.00
	Department 42 - Police Totals	\$56,000.00
	EXPENSE TOTALS	\$56,000.00
Fund 222 - State Equitable Sharing Fund Totals		
	REVENUE TOTALS	\$56,000.00
	EXPENSE TOTALS	\$56,000.00
Fund 222 - State Equitable Sharing Fund Totals		\$0.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 224 - Foreign Fire Insurance Tax Fund		
REVENUE		
Intergovernmental Revenues		
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		
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
Fund 233 - Downtown Area TIF (TIF #3) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	7,800,000.00
	Taxes Totals	\$7,800,000.00
Interest Income		
460.05	Interest Income Investments	500.00
	Interest Income Totals	\$500.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	3,109,500.00
	(Source)/Use of Reserves Totals	\$3,109,500.00
	REVENUE TOTALS	\$10,910,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 233 - Downtown Area TIF (TIF #3) Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
540.10	Services Financial	5,000.00
540.30	Services Legal	5,000.00
	Services & Charges Totals	\$10,000.00
Other Expenses		
815	Rebates	7,800,000.00
	Other Expenses Totals	\$7,800,000.00
	Program 0000 - General Totals	\$7,810,000.00
	Division 10 - Economic Development Totals	\$7,810,000.00
	Department 20 - Village Manager's Office Totals	\$7,810,000.00
Department 38 - Information Technology		
Division 75 - Capital Outlay		
Program 6030 - Technology		
Capital Outlay		
615	Improvements Other Than Buildings	275,000.00
	Capital Outlay Totals	\$275,000.00
	Program 6030 - Technology Totals	\$275,000.00
	Division 75 - Capital Outlay Totals	\$275,000.00
	Department 38 - Information Technology Totals	\$275,000.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
615	Improvements Other Than Buildings	2,575,000.00
	Capital Outlay Totals	\$2,575,000.00
	Program 6010 - Buildings & Facilities Totals	\$2,575,000.00
Program 6020 - Flood Control		
Capital Outlay		
615	Improvements Other Than Buildings	250,000.00
	Capital Outlay Totals	\$250,000.00
	Program 6020 - Flood Control Totals	\$250,000.00
	Division 75 - Capital Outlay Totals	\$2,825,000.00
	Department 52 - Public Works Totals	\$2,825,000.00
	EXPENSE TOTALS	\$10,910,000.00
Fund 233 - Downtown Area TIF (TIF #3) Fund Totals		



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
	REVENUE TOTALS	\$10,910,000.00
	EXPENSE TOTALS	\$10,910,000.00
Fund 233 - Downtown Area TIF (TIF #3)	Fund Totals	\$0.00
Fund 234 - Rand Corridor TIF (TIF #4)	Fund Totals	\$0.00
	REVENUE	
	Taxes	
410.95	Property Tax TIF Increment	4,000,000.00
	Taxes Totals	\$4,000,000.00
	Interest Income	
460.05	Interest Income Investments	1,000.00
	Interest Income Totals	\$1,000.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	(3,174,435.00)
	(Source)/Use of Reserves Totals	(\$3,174,435.00)
	REVENUE TOTALS	\$826,565.00
	EXPENSE	
	Department 20 - Village Manager's Office	
	Division 10 - Economic Development	
	Program 0000 - General	
	Services & Charges	
540.10	Services Financial	5,000.00
540.30	Services Legal	5,000.00
	Services & Charges Totals	\$10,000.00
	Other Expenses	
820	TIF Development	48,740.00
	Other Expenses Totals	\$48,740.00
	Program 0000 - General Totals	\$58,740.00
	Division 10 - Economic Development Totals	\$58,740.00
	Department 20 - Village Manager's Office Totals	\$58,740.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 234 - Rand Corridor TIF (TIF #4) Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3073 - GO Tax Ref Series 2017D (TIF 4)		
Debt Service		
705	Principal	745,000.00
710	Interest	22,350.00
715	Paying Agent Fees	475.00
	Debt Service Totals	\$767,825.00
Program 3073 - GO Tax Ref Series 2017D (TIF 4)		\$767,825.00
	Totals	
Division 70 - Debt Service Totals		\$767,825.00
Department 30 - Finance & Operations Totals		\$767,825.00
	EXPENSE TOTALS	\$826,565.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund Totals		
	REVENUE TOTALS	\$826,565.00
	EXPENSE TOTALS	\$826,565.00
Fund 234 - Rand Corridor TIF (TIF #4) Fund Totals		\$0.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	1,212,000.00
	Taxes Totals	\$1,212,000.00
Interest Income		
460.05	Interest Income Investments	500.00
	Interest Income Totals	\$500.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(157,500.00)
	(Source)/Use of Reserves Totals	(\$157,500.00)
	REVENUE TOTALS	\$1,055,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
540.10	Services Financial	5,000.00
	Services & Charges Totals	\$5,000.00
	Other Expenses	
815	Rebates	1,000,000.00
820	TIF Development	50,000.00
	Other Expenses Totals	\$1,050,000.00
	Program 0000 - General Totals	\$1,055,000.00
	Division 10 - Economic Development Totals	\$1,055,000.00
	Department 20 - Village Manager's Office Totals	\$1,055,000.00
	EXPENSE TOTALS	\$1,055,000.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund Totals		
	REVENUE TOTALS	\$1,055,000.00
	EXPENSE TOTALS	\$1,055,000.00
Fund 235 - Rand/Lake Cook TIF (TIF #5) Fund Totals		\$0.00
Fund 236 - 53/Dundee TIF (TIF #6) Fund		
REVENUE		
Taxes		
410.95	Property Tax TIF Increment	60,600.00
	Taxes Totals	\$60,600.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	14,400.00
	(Source)/Use of Reserves Totals	\$14,400.00
	REVENUE TOTALS	\$75,000.00
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
540.10	Services Financial	5,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 236 - 53/Dundee TIF (TIF #6) Fund		
EXPENSE		
Department 20 - Village Manager's Office		
Division 10 - Economic Development		
Program 0000 - General		
Services & Charges		
540.30 Services Legal		5,000.00
	Services & Charges Totals	\$10,000.00
Other Expenses		
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
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6040 - Rights of Way Improvements		
Capital Outlay		
615 Improvements Other Than Buildings		15,000.00
	Capital Outlay Totals	\$15,000.00
	Program 6040 - Rights of Way Improvements Totals	\$15,000.00
	Division 75 - Capital Outlay Totals	\$15,000.00
	Department 52 - Public Works Totals	\$15,000.00
	EXPENSE TOTALS	\$75,000.00
Fund 236 - 53/Dundee TIF (TIF #6) Fund Totals		
	REVENUE TOTALS	\$75,000.00
	EXPENSE TOTALS	\$75,000.00
		\$0.00
Fund 300 - Debt Service Fund		
REVENUE		
Interest Income		
460.05 Interest Income Investments		732,615.00
	Interest Income Totals	\$732,615.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 300 - Debt Service Fund		
REVENUE		
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	1,742,541.00
	(Source)/Use of Reserves Totals	\$1,742,541.00
	REVENUE TOTALS	\$2,475,156.00
EXPENSE		
Department 30 - Finance & Operations		
Division 70 - Debt Service		
Program 3074 - GO Ref Series 2018		
Debt Service		
705	Principal	640,000.00
710	Interest	139,500.00
715	Paying Agent Fees	475.00
	Debt Service Totals	\$779,975.00
	Program 3074 - GO Ref Series 2018 Totals	\$779,975.00
Program 3075 - GO Ref Series 2020		
Debt Service		
705	Principal	1,275,000.00
710	Interest	419,706.00
715	Paying Agent Fees	475.00
	Debt Service Totals	\$1,695,181.00
	Program 3075 - GO Ref Series 2020 Totals	\$1,695,181.00
	Division 70 - Debt Service Totals	\$2,475,156.00
	Department 30 - Finance & Operations Totals	\$2,475,156.00
	EXPENSE TOTALS	\$2,475,156.00
	Fund 300 - Debt Service Fund Totals	
	REVENUE TOTALS	\$2,475,156.00
	EXPENSE TOTALS	\$2,475,156.00
	Fund 300 - Debt Service Fund Totals	\$0.00
Fund 401 - Capital Equipment Fund		
REVENUE		
Taxes		
415	Electric Use Utility Tax	1,085,550.00
	Taxes Totals	\$1,085,550.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 401 - Capital Equipment Fund		
REVENUE		
	Intergovernmental Revenues	
430.65	Shared Revenues Video Gaming Tax	260,550.00
	Intergovernmental Revenues Totals	\$260,550.00
	Interest Income	
460.05	Interest Income Investments	25,000.00
	Interest Income Totals	\$25,000.00
	Miscellaneous Revenues	
470.10	Rental Income Communication Tower	348,592.00
472.05	Sales Capital Assets	50,000.00
	Miscellaneous Revenues Totals	\$398,592.00
	Other Financing Sources	
481	Interfund Transfers In	700,000.00
	Other Financing Sources Totals	\$700,000.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	(1,048,682.00)
	(Source)/Use of Reserves Totals	(\$1,048,682.00)
	REVENUE TOTALS	\$1,421,010.00
EXPENSE		
Department 38 - Information Technology		
Division 75 - Capital Outlay		
Program 6030 - Technology		
Capital Outlay		
640	Technology	349,600.00
	Capital Outlay Totals	\$349,600.00
	Program 6030 - Technology Totals	\$349,600.00
	Division 75 - Capital Outlay Totals	\$349,600.00
	Department 38 - Information Technology Totals	\$349,600.00
Department 42 - Police		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
Capital Outlay		
625	Motor Vehicles	49,100.00
	Capital Outlay Totals	\$49,100.00
	Program 6070 - Vehicles & Equipment Totals	\$49,100.00
	Division 75 - Capital Outlay Totals	\$49,100.00
	Department 42 - Police Totals	\$49,100.00

Account	Account Description	2026 Proposed Annual Budget
Fund 401 - Capital Equipment Fund		
EXPENSE		
Department 44 - Fire		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
Capital Outlay		
625	Motor Vehicles	62,000.00
635	Office and Other Equipment	84,100.00
	Capital Outlay Totals	\$146,100.00
	Program 6070 - Vehicles & Equipment Totals	\$146,100.00
	Division 75 - Capital Outlay Totals	\$146,100.00
	Department 44 - Fire Totals	\$146,100.00
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6070 - Vehicles & Equipment		
Capital Outlay		
625	Motor Vehicles	871,210.00
635	Office and Other Equipment	5,000.00
	Capital Outlay Totals	\$876,210.00
	Program 6070 - Vehicles & Equipment Totals	\$876,210.00
	Division 75 - Capital Outlay Totals	\$876,210.00
	Department 52 - Public Works Totals	\$876,210.00
	EXPENSE TOTALS	\$1,421,010.00
Fund 401 - Capital Equipment Fund Totals		
	REVENUE TOTALS	\$1,421,010.00
	EXPENSE TOTALS	\$1,421,010.00
Fund 401 - Capital Equipment Fund Totals		\$0.00
Fund 402 - Capital Improvement Fund		
REVENUE		
Taxes		
414	Simplified Telecommunications Tax	666,500.00
415	Electric Use Utility Tax	1,085,550.00
	Taxes Totals	\$1,752,050.00
Intergovernmental Revenues		
430.55	Shared Revenues TIF Surplus	100,000.00
430.60	Shared Revenues Cannabis Excise Tax	107,700.00
434	Grants	484,000.00
	Intergovernmental Revenues Totals	\$691,700.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 402 - Capital Improvement Fund		
REVENUE		
Interest Income		
460.05	Interest Income Investments	25,000.00
	Interest Income Totals	\$25,000.00
Other Financing Sources		
481	Interfund Transfers In	45,000.00
	Other Financing Sources Totals	\$45,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	611,250.00
	(Source)/Use of Reserves Totals	\$611,250.00
	REVENUE TOTALS	\$3,125,000.00
EXPENSE		
Department 42 - Police		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
610	Buildings & Structures	100,000.00
	Capital Outlay Totals	\$100,000.00
	Program 6010 - Buildings & Facilities Totals	\$100,000.00
	Division 75 - Capital Outlay Totals	\$100,000.00
	Department 42 - Police Totals	\$100,000.00
Department 44 - Fire		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
610	Buildings & Structures	50,000.00
	Capital Outlay Totals	\$50,000.00
	Program 6010 - Buildings & Facilities Totals	\$50,000.00
	Division 75 - Capital Outlay Totals	\$50,000.00
	Department 44 - Fire Totals	\$50,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 402 - Capital Improvement Fund		
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
610	Buildings & Structures	465,000.00
	Capital Outlay Totals	\$465,000.00
	Program 6010 - Buildings & Facilities Totals	\$465,000.00
	Program 6040 - Rights of Way Improvements	
Capital Outlay		
615	Improvements Other Than Buildings	910,000.00
	Capital Outlay Totals	\$910,000.00
	Program 6040 - Rights of Way Improvements Totals	\$910,000.00
	Program 6060 - Streets	
Capital Outlay		
615	Improvements Other Than Buildings	1,600,000.00
	Capital Outlay Totals	\$1,600,000.00
	Program 6060 - Streets Totals	\$1,600,000.00
	Division 75 - Capital Outlay Totals	\$2,975,000.00
	Department 52 - Public Works Totals	\$2,975,000.00
	EXPENSE TOTALS	\$3,125,000.00
	Fund 402 - Capital Improvement Fund Totals	
	REVENUE TOTALS	\$3,125,000.00
	EXPENSE TOTALS	\$3,125,000.00
	Fund 402 - Capital Improvement Fund Totals	\$0.00
Fund 435 - CSF Renovation Fund		
REVENUE		
Taxes		
410.40	Property Tax Infrastructure	1,000,000.00
	Taxes Totals	\$1,000,000.00
	Intergovernmental Revenues	
430.55	Shared Revenues TIF Surplus	780,000.00
	Intergovernmental Revenues Totals	\$780,000.00
	Other Financing Sources	
481	Interfund Transfers In	2,000,000.00
	Other Financing Sources Totals	\$2,000,000.00

Account	Account Description	2026 Proposed Annual Budget
Fund 435 - CSF Renovation Fund		
REVENUE		
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(3,780,000.00)
	(Source)/Use of Reserves Totals	(\$3,780,000.00)
	REVENUE TOTALS	\$0.00
Fund 435 - CSF Renovation Fund Totals		
	REVENUE TOTALS	\$0.00
Fund 435 - CSF Renovation Fund Totals		\$0.00
Fund 605 - Waterworks Fund		
REVENUE		
Intergovernmental Revenues		
432.35	Reimbursements Park District - CC & CSF	30,000.00
	Intergovernmental Revenues Totals	\$30,000.00
Charges for Services		
441.05	Water Service Resident - Regular	11,363,000.00
441.15	Water Service Resident - User Charge	1,931,680.00
441.20	Water Service Resident - Penalties	65,000.00
441.25	Water Service Non-Resident - Regular	1,617,000.00
441.30	Water Service Non-Resident - IOTP	87,000.00
441.35	Water Service Non-Resident - Deer Park	580,000.00
441.40	Water Service Non-Resident - User Charge	142,500.00
441.45	Water Service Non-Resident - Penalties	10,000.00
441.55	Water Service Water Meter Sales	15,000.00
441.60	Water Service Turn On Fee	20,000.00
441.65	Water Service Water Use	10,000.00
441.70	Water Service Water Syst Dev Surcharge	15,000.00
441.75	Water Service Water Extensions	20,000.00
441.80	Water Service Water Connection	10,000.00
	Charges for Services Totals	\$15,886,180.00
Interest Income		
460.05	Interest Income Investments	15,000.00
	Interest Income Totals	\$15,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 605 - Waterworks Fund		
REVENUE		
<i>Miscellaneous Revenues</i>		
474.05	Other Misc Reimbursements/Refunds	436,500.00
474.90	Other Miscellaneous Income	5,000.00
	<i>Miscellaneous Revenues Totals</i>	<i>\$441,500.00</i>
<i>(Source)/Use of Reserves</i>		
499	(Source)/Use of Reserves	364,198.00
	<i>(Source)/Use of Reserves Totals</i>	<i>\$364,198.00</i>
	REVENUE TOTALS	\$16,736,878.00
EXPENSE		
Department 30 - Finance & Operations		
Division 01 - Administration		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	143,170.00
500.25	Salaries Special Compensation	2,755.00
	<i>Salaries Totals</i>	<i>\$145,925.00</i>
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	2,130.00
510.15	Taxes & Benefits Social Security	9,095.00
510.20	Taxes & Benefits IMRF Er Contribution	10,785.00
510.35	Taxes & Benefits Medical/Dental Insurance	31,365.00
510.40	Taxes & Benefits Life Insurance	185.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	<i>\$54,280.00</i>
<i>Services & Charges</i>		
540.45	Services Data Processing/Technology	275.00
575.10	Other Memberships & Publications	650.00
575.15	Other Training & Travel	4,000.00
	<i>Services & Charges Totals</i>	<i>\$4,925.00</i>
	Program 0000 - General Totals	\$205,130.00
	Division 01 - Administration Totals	\$205,130.00
Division 11 - Accounting Services		
Program 0000 - General		
<i>Salaries</i>		
500.05	Salaries Full Time	96,655.00
	<i>Salaries Totals</i>	<i>\$96,655.00</i>



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 11 - Accounting Services		
Program 0000 - General		
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,415.00
510.15	Taxes & Benefits Social Security	6,040.00
510.20	Taxes & Benefits IMRF Er Contribution	7,145.00
510.35	Taxes & Benefits Medical/Dental Insurance	10,460.00
510.40	Taxes & Benefits Life Insurance	125.00
510.60	Taxes & Benefits Allowances	720.00
	<i>Taxes & Benefits Totals</i>	\$25,905.00
Services & Charges		
540.10	Services Financial	17,500.00
540.15	Services Banking	99,960.00
540.45	Services Data Processing/Technology	275.00
575.10	Other Memberships & Publications	650.00
575.15	Other Training & Travel	1,500.00
	<i>Services & Charges Totals</i>	\$119,885.00
	Program 0000 - General Totals	\$242,445.00
	Division 11 - Accounting Services Totals	\$242,445.00
Division 12 - Billing & Collections		
Program 3021 - Cashiering		
Salaries		
500.10	Salaries Part Time	36,615.00
500.20	Salaries Overtime	2,500.00
	<i>Salaries Totals</i>	\$39,115.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	575.00
510.15	Taxes & Benefits Social Security	2,430.00
510.20	Taxes & Benefits IMRF Er Contribution	2,895.00
	<i>Taxes & Benefits Totals</i>	\$5,900.00
	Program 3021 - Cashiering Totals	\$45,015.00
Program 3022 - Utility Billing		
Salaries		
500.05	Salaries Full Time	125,945.00
500.20	Salaries Overtime	1,000.00
	<i>Salaries Totals</i>	\$126,945.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3022 - Utility Billing		
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	1,850.00
510.15	Taxes & Benefits Social Security	7,880.00
510.20	Taxes & Benefits IMRF Er Contribution	9,385.00
510.35	Taxes & Benefits Medical/Dental Insurance	31,375.00
510.40	Taxes & Benefits Life Insurance	170.00
	<i>Taxes & Benefits Totals</i>	\$50,660.00
Supplies		
520.05	Office Supplies General	600.00
520.10	Office Supplies Paper	400.00
	<i>Supplies Totals</i>	\$1,000.00
Services & Charges		
545.20	Communications Postage	75,000.00
550.15	Printing/Advertising Outside Printing Services	39,000.00
565.35	Repair and Maintenance Software	43,500.00
575.05	Other Small Tools & Equipment	500.00
575.15	Other Training & Travel	500.00
	<i>Services & Charges Totals</i>	\$158,500.00
	Program 3022 - Utility Billing Totals	\$337,105.00
	Division 12 - Billing & Collections Totals	\$382,120.00
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Services & Charges		
555.10	Insurance Liability Premiums	108,000.00
	<i>Services & Charges Totals</i>	\$108,000.00
	Program 0000 - General Totals	\$108,000.00
	Division 17 - Village Wide Benefit Programs Totals	\$108,000.00
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
540.90	Services Administrative Service Charge	1,184,500.00
	<i>Services & Charges Totals</i>	\$1,184,500.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
Other Financing Uses		
905 Interfund Transfers Out		1,600,000.00
	Other Financing Uses Totals	\$1,600,000.00
	Program 0000 - General Totals	\$2,784,500.00
	Division 80 - Interfund Transfers Totals	\$2,784,500.00
	Department 30 - Finance & Operations Totals	\$3,722,195.00
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
Salaries		
500.25 Salaries Special Compensation		6,000.00
	Salaries Totals	\$6,000.00
	Taxes & Benefits	
510.10 Taxes & Benefits Medicare		90.00
510.15 Taxes & Benefits Social Security		375.00
510.20 Taxes & Benefits IMRF Er Contribution		445.00
	Taxes & Benefits Totals	\$910.00
	Program 0000 - General Totals	\$6,910.00
	Division 17 - Village Wide Benefit Programs Totals	\$6,910.00
	Department 34 - Human Resources Totals	\$6,910.00
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
Supplies		
520.05 Office Supplies General		4,700.00
	Supplies Totals	\$4,700.00
	Services & Charges	
545.15 Communications Cell Phones		1,090.00
565.05 Repair and Maintenance Machinery & Equipment		500.00
575.10 Other Memberships & Publications		13,075.00

Account	Account Description	2026 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 01 - Administration		
Program 0000 - General		
Services & Charges		
575.15 Other Training & Travel		9,705.00
	Services & Charges Totals	\$24,370.00
	Program 0000 - General Totals	\$29,070.00
	Division 01 - Administration Totals	\$29,070.00
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Salaries		
500.05 Salaries Full Time		111,630.00
500.20 Salaries Overtime		1,070.00
500.25 Salaries Special Compensation		2,000.00
	Salaries Totals	\$114,700.00
Taxes & Benefits		
510.10 Taxes & Benefits Medicare		1,670.00
510.15 Taxes & Benefits Social Security		7,120.00
510.20 Taxes & Benefits IMRF Er Contribution		8,480.00
510.35 Taxes & Benefits Medical/Dental Insurance		33,040.00
510.40 Taxes & Benefits Life Insurance		145.00
	Taxes & Benefits Totals	\$50,455.00
Supplies		
525.05 Operating Supplies Custodial		16,000.00
525.35 Operating Supplies Clothing		1,200.00
530.05 R&M Supplies Equipment Parts		9,040.00
	Supplies Totals	\$26,240.00
Services & Charges		
540.60 Services Custodial		27,000.00
560.05 Utility Services Electric		6,800.00
560.10 Utility Services Natural Gas		50,000.00
565.05 Repair and Maintenance Machinery & Equipment		13,000.00
565.95 Repair and Maintenance Vehicle Maint Service Charge		19,610.00
	Services & Charges Totals	\$116,410.00

Account	Account Description	2026 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance Totals		\$307,805.00
Program 5202 - Mechanical Maintenance		
<i>Salaries</i>		
500.20 Salaries Overtime		535.00
<i>Salaries Totals</i>		\$535.00
<i>Taxes & Benefits</i>		
510.10 Taxes & Benefits Medicare		10.00
510.15 Taxes & Benefits Social Security		35.00
510.20 Taxes & Benefits IMRF Er Contribution		40.00
<i>Taxes & Benefits Totals</i>		\$85.00
<i>Supplies</i>		
530.05 R&M Supplies Equipment Parts		9,280.00
<i>Supplies Totals</i>		\$9,280.00
<i>Services & Charges</i>		
565.05 Repair and Maintenance Machinery & Equipment		25,435.00
575.05 Other Small Tools & Equipment		300.00
<i>Services & Charges Totals</i>		\$25,735.00
Program 5202 - Mechanical Maintenance Totals		\$35,635.00
Division 38 - Building, Grounds, Electrical Totals		\$343,440.00
Division 39 - Forestry		
Program 5212 - Landscape Maintenance		
<i>Services & Charges</i>		
540.60 Services Custodial		15,000.00
<i>Services & Charges Totals</i>		\$15,000.00
Program 5212 - Landscape Maintenance Totals		\$15,000.00
Division 39 - Forestry Totals		\$15,000.00
Division 40 - Utilities		
Program 5223 - Water System Maintenance		
<i>Salaries</i>		
500.05 Salaries Full Time		828,085.00
500.20 Salaries Overtime		127,930.00
500.25 Salaries Special Compensation		17,000.00
<i>Salaries Totals</i>		\$973,015.00
<i>Taxes & Benefits</i>		
510.10 Taxes & Benefits Medicare		14,145.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5223 - Water System Maintenance		
Taxes & Benefits		
510.15	Taxes & Benefits Social Security	60,420.00
510.20	Taxes & Benefits IMRF Er Contribution	71,925.00
510.35	Taxes & Benefits Medical/Dental Insurance	229,605.00
510.40	Taxes & Benefits Life Insurance	1,090.00
510.60	Taxes & Benefits Allowances	1,080.00
	<i>Taxes & Benefits Totals</i>	<i>\$378,265.00</i>
Supplies		
525.25	Operating Supplies Chemicals	15,000.00
525.35	Operating Supplies Clothing	5,225.00
530.30	R&M Supplies Utility System	194,070.00
	<i>Supplies Totals</i>	<i>\$214,295.00</i>
Services & Charges		
540.95	Services Other	152,680.00
545.15	Communications Cell Phones	2,180.00
560.05	Utility Services Electric	441,750.00
560.10	Utility Services Natural Gas	12,000.00
560.25	Utility Services Refuse Disposal	28,000.00
565.30	Repair and Maintenance Utility System	29,000.00
565.35	Repair and Maintenance Software	8,580.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	156,865.00
575.05	Other Small Tools & Equipment	10,000.00
	<i>Services & Charges Totals</i>	<i>\$841,055.00</i>
Program 5223 - Water System Maintenance Totals		\$2,406,630.00
Program 5224 - Water Purchase		
Services & Charges		
560.15	Utility Services Water/Sewer	3,635,555.00
	<i>Services & Charges Totals</i>	<i>\$3,635,555.00</i>
Program 5224 - Water Purchase Totals		\$3,635,555.00
Division 40 - Utilities Totals		\$6,042,185.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 43 - Engineering		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	135,200.00
500.10	Salaries Part Time	8,000.00
500.25	Salaries Special Compensation	2,600.00
	Salaries Totals	\$145,800.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	2,125.00
510.15	Taxes & Benefits Social Security	9,070.00
510.20	Taxes & Benefits IMRF Er Contribution	10,185.00
510.40	Taxes & Benefits Life Insurance	175.00
510.60	Taxes & Benefits Allowances	360.00
	Taxes & Benefits Totals	\$21,915.00
Services & Charges		
540.25	Services Engineering	36,730.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	19,610.00
	Services & Charges Totals	\$56,340.00
	Program 0000 - General Totals	\$224,055.00
	Division 43 - Engineering Totals	\$224,055.00
Division 75 - Capital Outlay		
Program 6010 - Buildings & Facilities		
Capital Outlay		
610	Buildings & Structures	160,000.00
	Capital Outlay Totals	\$160,000.00
	Program 6010 - Buildings & Facilities Totals	\$160,000.00
Program 6030 - Technology		
Capital Outlay		
615	Improvements Other Than Buildings	25,000.00
	Capital Outlay Totals	\$25,000.00
	Program 6030 - Technology Totals	\$25,000.00
Program 6060 - Streets		
Capital Outlay		
615	Improvements Other Than Buildings	350,000.00
	Capital Outlay Totals	\$350,000.00
	Program 6060 - Streets Totals	\$350,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 605 - Waterworks Fund		
EXPENSE		
Department 52 - Public Works		
Division 75 - Capital Outlay		
Program 6080 - Water System		
Capital Outlay		
615	Improvements Other Than Buildings	5,819,023.00
	Capital Outlay Totals	\$5,819,023.00
	Program 6080 - Water System Totals	\$5,819,023.00
	Division 75 - Capital Outlay Totals	\$6,354,023.00
	Department 52 - Public Works Totals	\$13,007,773.00
	EXPENSE TOTALS	\$16,736,878.00
	Fund 605 - Waterworks Fund Totals	
	REVENUE TOTALS	\$16,736,878.00
	EXPENSE TOTALS	\$16,736,878.00
	Fund 605 - Waterworks Fund Totals	\$0.00
Fund 610 - Sewerage Fund		
REVENUE		
Charges for Services		
442.05	Sewer Service Resident - Regular	2,979,430.00
442.10	Sewer Service Resident - Penalties	25,000.00
442.15	Sewer Service Non-Resident - Regular	516,675.00
442.20	Sewer Service Non-Resident - Penalties	2,000.00
442.25	Sewer Service Sewer Connection	6,000.00
442.35	Sewer Service Fair Meadows Maintenance	1,800.00
442.40	Sewer Service Stormwater Mgmt	892,500.00
	Charges for Services Totals	\$4,423,405.00
Interest Income		
460.05	Interest Income Investments	2,500.00
	Interest Income Totals	\$2,500.00
Miscellaneous Revenues		
474.90	Other Miscellaneous Income	250.00
	Miscellaneous Revenues Totals	\$250.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(180,160.00)
	(Source)/Use of Reserves Totals	(\$180,160.00)
	REVENUE TOTALS	\$4,245,995.00

Account	Account Description	2026 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
<i>Services & Charges</i>		
555.10 Insurance Liability Premiums	108,000.00	
<i>Services & Charges Totals</i>	\$108,000.00	
Program 0000 - General Totals	\$108,000.00	
Division 17 - Village Wide Benefit Programs Totals	\$108,000.00	
Division 80 - Interfund Transfers		
Program 0000 - General		
<i>Services & Charges</i>		
540.90 Services Administrative Service Charge	825,500.00	
<i>Services & Charges Totals</i>	\$825,500.00	
<i>Other Financing Uses</i>		
905 Interfund Transfers Out	1,100,000.00	
<i>Other Financing Uses Totals</i>	\$1,100,000.00	
Program 0000 - General Totals	\$1,925,500.00	
Division 80 - Interfund Transfers Totals	\$1,925,500.00	
Department 30 - Finance & Operations Totals	\$2,033,500.00	
Department 34 - Human Resources		
Division 17 - Village Wide Benefit Programs		
Program 0000 - General		
<i>Salaries</i>		
500.25 Salaries Special Compensation	2,500.00	
<i>Salaries Totals</i>	\$2,500.00	
<i>Taxes & Benefits</i>		
510.10 Taxes & Benefits Medicare	40.00	
510.15 Taxes & Benefits Social Security	155.00	
510.20 Taxes & Benefits IMRF Er Contribution	185.00	
<i>Taxes & Benefits Totals</i>	\$380.00	
Program 0000 - General Totals	\$2,880.00	
Division 17 - Village Wide Benefit Programs Totals	\$2,880.00	
Department 34 - Human Resources Totals	\$2,880.00	

Account	Account Description	2026 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5221 - Sanitary System Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	451,685.00
500.20	Salaries Overtime	15,995.00
500.25	Salaries Special Compensation	3,500.00
	<i>Salaries Totals</i>	\$471,180.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	6,855.00
510.15	Taxes & Benefits Social Security	29,255.00
510.20	Taxes & Benefits IMRF Er Contribution	34,840.00
510.35	Taxes & Benefits Medical/Dental Insurance	143,175.00
510.40	Taxes & Benefits Life Insurance	595.00
510.60	Taxes & Benefits Allowances	360.00
	<i>Taxes & Benefits Totals</i>	\$215,080.00
<i>Supplies</i>		
525.25	Operating Supplies Chemicals	4,960.00
525.35	Operating Supplies Clothing	3,000.00
530.30	R&M Supplies Utility System	13,500.00
	<i>Supplies Totals</i>	\$21,460.00
<i>Services & Charges</i>		
540.95	Services Other	4,000.00
545.15	Communications Cell Phones	545.00
560.25	Utility Services Refuse Disposal	52,150.00
565.95	Repair and Maintenance Vehicle Maint Service	58,825.00
575.05	Charge Other Small Tools & Equipment	3,200.00
	<i>Services & Charges Totals</i>	\$118,720.00
	Program 5221 - Sanitary System Maintenance	\$826,440.00
	Totals	
Program 5222 - Storm System Maintenance		
<i>Salaries</i>		
500.05	Salaries Full Time	79,125.00
500.20	Salaries Overtime	4,405.00
	<i>Salaries Totals</i>	\$83,530.00
<i>Taxes & Benefits</i>		
510.10	Taxes & Benefits Medicare	1,215.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5222 - Storm System Maintenance		
Taxes & Benefits		
510.15	Taxes & Benefits Social Security	5,185.00
510.20	Taxes & Benefits IMRF Er Contribution	6,180.00
510.35	Taxes & Benefits Medical/Dental Insurance	11,015.00
510.40	Taxes & Benefits Life Insurance	100.00
	<i>Taxes & Benefits Totals</i>	\$23,695.00
Supplies		
525.35	Operating Supplies Clothing	1,340.00
530.30	R&M Supplies Utility System	13,250.00
	<i>Supplies Totals</i>	\$14,590.00
Services & Charges		
540.25	Services Engineering	23,050.00
540.95	Services Other	31,500.00
560.05	Utility Services Electric	2,000.00
560.25	Utility Services Refuse Disposal	1,750.00
565.30	Repair and Maintenance Utility System	10,155.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	58,825.00
575.05	Other Small Tools & Equipment	1,250.00
	<i>Services & Charges Totals</i>	\$128,530.00
Program 5222 - Storm System Maintenance Totals		\$250,345.00
Division 40 - Utilities Totals		\$1,076,785.00
Division 43 - Engineering		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	167,560.00
500.25	Salaries Special Compensation	4,225.00
	<i>Salaries Totals</i>	\$171,785.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	2,545.00
510.15	Taxes & Benefits Social Security	10,875.00
510.20	Taxes & Benefits IMRF Er Contribution	12,695.00
510.35	Taxes & Benefits Medical/Dental Insurance	20,915.00
510.40	Taxes & Benefits Life Insurance	215.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 610 - Sewerage Fund		
EXPENSE		
Department 52 - Public Works		
Division 43 - Engineering		
Program 0000 - General		
Taxes & Benefits		
510.60	Taxes & Benefits Allowances	3,600.00
	Taxes & Benefits Totals	\$50,845.00
Supplies		
525.95	Operating Supplies Other	2,000.00
	Supplies Totals	\$2,000.00
Services & Charges		
540.25	Services Engineering	22,500.00
545.15	Communications Cell Phones	1,090.00
565.95	Repair and Maintenance Vehicle Maint Service Charge	19,610.00
	Services & Charges Totals	\$43,200.00
	Program 0000 - General Totals	\$267,830.00
	Division 43 - Engineering Totals	\$267,830.00
Division 75 - Capital Outlay		
Program 6020 - Flood Control		
Capital Outlay		
615	Improvements Other Than Buildings	565,000.00
	Capital Outlay Totals	\$565,000.00
	Program 6020 - Flood Control Totals	\$565,000.00
Program 6050 - Sanitary Sewer System		
Capital Outlay		
615	Improvements Other Than Buildings	300,000.00
	Capital Outlay Totals	\$300,000.00
	Program 6050 - Sanitary Sewer System Totals	\$300,000.00
	Division 75 - Capital Outlay Totals	\$865,000.00
	Department 52 - Public Works Totals	\$2,209,615.00
	EXPENSE TOTALS	\$4,245,995.00
	Fund 610 - Sewerage Fund Totals	
	REVENUE TOTALS	\$4,245,995.00
	EXPENSE TOTALS	\$4,245,995.00
	Fund 610 - Sewerage Fund Totals	\$0.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 615 - Refuse Fund		
REVENUE		
Licenses and Permits		
420.20	Business Licenses & Permits Commercial Refuse License	14,000.00
	Licenses and Permits Totals	\$14,000.00
Charges for Services		
443.05	Refuse Service Refuse Collection	4,057,555.00
443.25	Refuse Service Penalties	37,500.00
443.30	Refuse Service Multi-Family Disposal Fee	974,160.00
	Charges for Services Totals	\$5,069,215.00
Interest Income		
460.05	Interest Income Investments	5,000.00
	Interest Income Totals	\$5,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	(115,275.00)
	(Source)/Use of Reserves Totals	(\$115,275.00)
	REVENUE TOTALS	\$4,972,940.00
EXPENSE		
Department 30 - Finance & Operations		
Division 80 - Interfund Transfers		
Program 0000 - General		
Services & Charges		
540.90	Services Administrative Service Charge	75,000.00
	Services & Charges Totals	\$75,000.00
Other Financing Uses		
905	Interfund Transfers Out	75,000.00
	Other Financing Uses Totals	\$75,000.00
	Program 0000 - General Totals	\$150,000.00
	Division 80 - Interfund Transfers Totals	\$150,000.00
	Department 30 - Finance & Operations Totals	\$150,000.00
Department 52 - Public Works		
Division 40 - Utilities		
Program 5225 - Refuse & Recycling		
Services & Charges		
560.20	Utility Services Refuse Collection	3,368,715.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 615 - Refuse Fund		
EXPENSE		
Department 52 - Public Works		
Division 40 - Utilities		
Program 5225 - Refuse & Recycling		
Services & Charges		
560.25	Utility Services Refuse Disposal	1,454,225.00
	Services & Charges Totals	\$4,822,940.00
Program 5225 - Refuse & Recycling	Totals	\$4,822,940.00
Division 40 - Utilities	Totals	\$4,822,940.00
Department 52 - Public Works	Totals	\$4,822,940.00
	EXPENSE TOTALS	\$4,972,940.00
Fund 615 - Refuse Fund	Totals	
	REVENUE TOTALS	\$4,972,940.00
	EXPENSE TOTALS	\$4,972,940.00
Fund 615 - Refuse Fund	Totals	\$0.00
Fund 620 - Parking System Fund		
REVENUE		
Fines and Fees		
453.10	Parking Fees Daily Fee - Commuter	291,000.00
453.50	Parking Fees Permit Fee - Business	5,000.00
453.55	Parking Fees Permit Fee - Commuter	161,000.00
	Fines and Fees Totals	\$457,000.00
Interest Income		
460.05	Interest Income Investments	5,000.00
	Interest Income Totals	\$5,000.00
Miscellaneous Revenues		
470.05	Rental Income Buildings	18,600.00
	Miscellaneous Revenues Totals	\$18,600.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	76,870.00
	(Source)/Use of Reserves Totals	\$76,870.00
	REVENUE TOTALS	\$557,470.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 620 - Parking System Fund		
EXPENSE		
Department 30 - Finance & Operations		
Division 12 - Billing & Collections		
Program 3023 - Commuter Parking		
Services & Charges		
540.15	Services Banking	25,000.00
550.15	Printing/Advertising Outside Printing Services	500.00
570.20	Rental Buildings	8,170.00
	Services & Charges Totals	\$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		
540.90	Services Administrative Service Charge	150,000.00
	Services & Charges Totals	\$150,000.00
	Program 0000 - General Totals	\$150,000.00
	Division 80 - Interfund Transfers Totals	\$150,000.00
	Department 30 - Finance & Operations Totals	\$183,670.00
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Salaries		
500.20	Salaries Overtime	2,500.00
	Salaries Totals	\$2,500.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	40.00
510.15	Taxes & Benefits Social Security	155.00
510.20	Taxes & Benefits IMRF Er Contribution	185.00
	Taxes & Benefits Totals	\$380.00
Services & Charges		
540.60	Services Custodial	109,000.00
540.95	Services Other	97,390.00
560.05	Utility Services Electric	82,000.00
560.10	Utility Services Natural Gas	8,000.00
565.15	Repair and Maintenance Buildings	55,030.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 620 - Parking System Fund		
EXPENSE		
Department 52 - Public Works		
Division 38 - Building, Grounds, Electrical		
Program 5201 - Buildings & Grounds Maintenance		
Services & Charges		
565.25	Repair and Maintenance Landscape	19,500.00
	Services & Charges Totals	\$370,920.00
	Program 5201 - Buildings & Grounds Maintenance Totals	\$373,800.00
	Division 38 - Building, Grounds, Electrical Totals	\$373,800.00
	Department 52 - Public Works Totals	\$373,800.00
	EXPENSE TOTALS	\$557,470.00
	Fund 620 - Parking System Fund Totals	
	REVENUE TOTALS	\$557,470.00
	EXPENSE TOTALS	\$557,470.00
	Fund 620 - Parking System Fund Totals	\$0.00
Fund 702 - Liability Insurance Fund		
REVENUE		
Charges for Services		
440.95	Intragovernmental Service Charge Charge to Operations	1,855,400.00
	Charges for Services Totals	\$1,855,400.00
	Interest Income	
460.05	Interest Income Investments	25,000.00
	Interest Income Totals	\$25,000.00
	(Source)/Use of Reserves	
499	(Source)/Use of Reserves	414,915.00
	(Source)/Use of Reserves Totals	\$414,915.00
	REVENUE TOTALS	\$2,295,315.00

Account	Account Description	2026 Proposed Annual Budget
Fund 702 - Liability Insurance Fund		
EXPENSE		
Department 34 - Human Resources		
Division 19 - Liability Insurance Program		
Program 0000 - General		
Services & Charges		
540.05	Services Management Consulting	23,050.00
540.15	Services Banking	3,650.00
540.40	Services Management Fees	37,500.00
540.55	Services Claims Administration	41,750.00
540.95	Services Other	150,000.00
555.10	Insurance Liability Premiums	1,003,000.00
555.30	Insurance General Liability Claims	125,000.00
555.35	Insurance Property Claims	100,000.00
555.40	Insurance Automotive Claims	200,000.00
555.45	Insurance Work Comp Claims	580,000.00
555.50	Insurance Unemployment Claims	10,200.00
575.10	Other Memberships & Publications	21,165.00
	Services & Charges Totals	\$2,295,315.00
	Program 0000 - General Totals	\$2,295,315.00
	Division 19 - Liability Insurance Program Totals	\$2,295,315.00
	Department 34 - Human Resources Totals	\$2,295,315.00
	EXPENSE TOTALS	\$2,295,315.00
	Fund 702 - Liability Insurance Fund Totals	
	REVENUE TOTALS	\$2,295,315.00
	EXPENSE TOTALS	\$2,295,315.00
	Fund 702 - Liability Insurance Fund Totals	\$0.00
Fund 710 - Fleet Services Fund		
REVENUE		
Intergovernmental Revenues		
430.45	Shared Revenues County Gas Tax Rebate	10,000.00
432.35	Reimbursements Park District - CC & CSF	1,000.00
432.50	Reimbursements PW - Fuel	87,095.00
432.55	Reimbursements PW - Vehicle Parts	33,765.00
432.60	Reimbursements PW - Labor	37,900.00
	Intergovernmental Revenues Totals	\$169,760.00
	Charges for Services	
440.95	Intragovernmental Service Charge Charge to Operations	1,960,770.00
	Charges for Services Totals	\$1,960,770.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 710 - Fleet Services Fund		
REVENUE		
Interest Income		
460.05	Interest Income Investments	5,000.00
	Interest Income Totals	\$5,000.00
Miscellaneous Revenues		
471.05	Insurance & Property Damage Property Damage Recovery	15,000.00
	Miscellaneous Revenues Totals	\$15,000.00
(Source)/Use of Reserves		
499	(Source)/Use of Reserves	50,000.00
	(Source)/Use of Reserves Totals	\$50,000.00
	REVENUE TOTALS	\$2,200,530.00
EXPENSE		
Department 52 - Public Works		
Division 42 - Fleet Services		
Program 0000 - General		
Salaries		
500.05	Salaries Full Time	664,930.00
500.20	Salaries Overtime	10,000.00
500.25	Salaries Special Compensation	5,000.00
	Salaries Totals	\$679,930.00
Taxes & Benefits		
510.10	Taxes & Benefits Medicare	9,895.00
510.15	Taxes & Benefits Social Security	42,220.00
510.20	Taxes & Benefits IMRF Er Contribution	50,270.00
510.35	Taxes & Benefits Medical/Dental Insurance	174,540.00
510.40	Taxes & Benefits Life Insurance	875.00
510.60	Taxes & Benefits Allowances	720.00
	Taxes & Benefits Totals	\$278,520.00
Supplies		
525.15	Operating Supplies Motor Fuel	550,750.00
525.20	Operating Supplies Lubricants & Additives	40,000.00
525.35	Operating Supplies Clothing	4,200.00
530.10	R&M Supplies Vehicle Parts	435,000.00
	Supplies Totals	\$1,029,950.00

Account	Account Description	2026 Proposed Annual Budget
Fund 710 - Fleet Services Fund		
EXPENSE		
Department 52 - Public Works		
Division 42 - Fleet Services		
Program 0000 - General		
<i>Services & Charges</i>		
540.95	Services Other	17,500.00
560.25	Utility Services Refuse Disposal	1,000.00
565.05	Repair and Maintenance Machinery & Equipment	50,000.00
565.10	Repair and Maintenance Vehicles	122,130.00
565.35	Repair and Maintenance Software	9,000.00
575.05	Other Small Tools & Equipment	12,500.00
	<i>Services & Charges Totals</i>	\$212,130.00
	Program 0000 - General Totals	\$2,200,530.00
	Division 42 - Fleet Services Totals	\$2,200,530.00
	Department 52 - Public Works Totals	\$2,200,530.00
	EXPENSE TOTALS	\$2,200,530.00
Fund 710 - Fleet Services Fund Totals		
	REVENUE TOTALS	\$2,200,530.00
	EXPENSE TOTALS	\$2,200,530.00
Fund 710 - Fleet Services Fund Totals		\$0.00
Fund 801 - Police Pension Fund		
REVENUE		
<i>Interest Income</i>		
460.05	Interest Income Investments	750,000.00
461.05	Investment Income Realized Gain/Loss	250,000.00
	<i>Interest Income Totals</i>	\$1,000,000.00
<i>Miscellaneous Revenues</i>		
473.05	Pension Contributions Employer Required Contributions	6,432,542.00
473.10	Pension Contributions Employee Required Contributions	1,421,120.00
	<i>Miscellaneous Revenues Totals</i>	\$7,853,662.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 801 - Police Pension Fund		
REVENUE		
(Source)/Use of Reserves		
499 (Source)/Use of Reserves		1,775,088.00
(Source)/Use of Reserves Totals		\$1,775,088.00
REVENUE TOTALS		\$10,628,750.00
EXPENSE		
Department 12 - Boards & Commissions		
Division 07 - Police Pension Board		
Program 0000 - General		
Salaries		
505.05 Pension Service		9,040,000.00
505.10 Pension Duty Disability		355,000.00
505.15 Pension Non-Duty Disability		160,000.00
505.20 Pension Surviving Spouse		680,000.00
Salaries Totals		\$10,235,000.00
Supplies		
520.05 Office Supplies General		250.00
Supplies Totals		\$250.00
Services & Charges		
540.10 Services Financial		175,000.00
540.15 Services Banking		2,000.00
540.30 Services Legal		10,000.00
540.35 Services Medical		1,000.00
540.95 Services Other		2,500.00
575.10 Other Memberships & Publications		1,000.00
575.15 Other Training & Travel		2,000.00
Services & Charges Totals		\$193,500.00
Other Expenses		
805 Refunds		200,000.00
Other Expenses Totals		\$200,000.00
Program 0000 - General Totals		\$10,628,750.00
Division 07 - Police Pension Board Totals		\$10,628,750.00
Department 12 - Boards & Commissions Totals		\$10,628,750.00
EXPENSE TOTALS		\$10,628,750.00
Fund 801 - Police Pension Fund Totals		
REVENUE TOTALS		\$10,628,750.00
EXPENSE TOTALS		\$10,628,750.00

Account	Account Description	2026 Proposed Annual Budget
Fund 801 - Police Pension Fund Totals		\$0.00
Fund 802 - Fire Pension Fund		
REVENUE		
<i>Interest Income</i>		
460.05	Interest Income Investments	750,000.00
461.05	Investment Income Realized Gain/Loss	250,000.00
<i>Interest Income Totals</i>		\$1,000,000.00
<i>Miscellaneous Revenues</i>		
473.05	Pension Contributions Employer Required Contributions	7,147,182.00
473.10	Pension Contributions Employee Required Contributions	1,148,000.00
<i>Miscellaneous Revenues Totals</i>		\$8,295,182.00
<i>(Source)/Use of Reserves</i>		
499	(Source)/Use of Reserves	1,315,068.00
<i>(Source)/Use of Reserves Totals</i>		\$1,315,068.00
REVENUE TOTALS		\$10,610,250.00
EXPENSE		
Department 12 - Boards & Commissions		
Division 08 - Fire Pension Board		
Program 0000 - General		
<i>Salaries</i>		
505.05	Pension Service	8,982,000.00
505.10	Pension Duty Disability	565,000.00
505.15	Pension Non-Duty Disability	85,000.00
505.20	Pension Surviving Spouse	615,000.00
<i>Salaries Totals</i>		\$10,247,000.00
<i>Supplies</i>		
520.05	Office Supplies General	250.00
<i>Supplies Totals</i>		\$250.00
<i>Services & Charges</i>		
540.10	Services Financial	150,000.00
540.15	Services Banking	1,500.00
540.30	Services Legal	5,000.00
540.35	Services Medical	1,000.00
540.95	Services Other	2,500.00
575.10	Other Memberships & Publications	1,000.00
575.15	Other Training & Travel	2,000.00
<i>Services & Charges Totals</i>		\$163,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2026 Proposed Annual Budget
Fund 802 - Fire Pension Fund		
EXPENSE		
Department 12 - Boards & Commissions		
Division 08 - Fire Pension Board		
Program 0000 - General		
Other Expenses		
805 Refunds		200,000.00
	Other Expenses Totals	\$200,000.00
	Program 0000 - General Totals	\$10,610,250.00
	Division 08 - Fire Pension Board Totals	\$10,610,250.00
	Department 12 - Boards & Commissions Totals	\$10,610,250.00
	EXPENSE TOTALS	\$10,610,250.00
	Fund 802 - Fire Pension Fund Totals	
	REVENUE TOTALS	\$10,610,250.00
	EXPENSE TOTALS	\$10,610,250.00
	Fund 802 - Fire Pension Fund Totals	\$0.00
	Net Grand Totals	
	REVENUE GRAND TOTALS	\$152,336,203.00
	EXPENSE GRAND TOTALS	\$152,336,203.00
	Net Grand Totals	\$0.00

Consider the 2025 Tax Levy Ordinance

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 30, 2025}. 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 FY 2026 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 2025 Tax Levy was required.

The 2025 Tax Levy Request was formulated using \$3,241,556 million in abatements from various alternative sources.

2025 Proposed Tax Levy:

- Total Levy \$25,778,390
- Abatements \$3,241,556
- Net Requested Levy \$22,536,834

The proposed levy for 2025 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 to the property tax levy.

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 2026 Annual Operating Budget.

RECOMMENDATION:

Staff recommends that the Mayor and Council approve the 2025 Property Tax Levy Ordinance.

ACTION REQUIRED:

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

ATTACHMENTS:

1. TY 2025 Tax Levy Ordinance

TAX LEVY ORDINANCE

An ordinance levying taxes for corporate purposes for the fiscal year commencing with the first day of January 2026, and ending with the thirty-first day of December 2026, 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 2025:

	<u>BUDGETED</u>	<u>LEVIED</u>
BUDGETED FOR POLICE PROTECTION SERVICES	\$ 22,888,846	
FOR POLICE PROTECTION SERVICES (FUND CODE 014) THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 2,502,305
BUDGETED FOR THE VILLAGE SHARE OF POLICE PENSION FUND OBLIGATIONS	\$ 6,432,542	
FOR THE VILLAGE SHARE OF POLICE PENSION (FUND CODE 006) OBLIGATIONS THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		\$ 6,432,542
BUDGETED FOR FIRE PROTECTION SERVICES	\$ 20,048,474	
FOR FIRE PROTECTION SERVICES (FUND CODE 013) THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES AS PROVIDED BY LAW		\$ 2,002,305
BUDGETED FOR THE VILLAGE SHARE OF FIRE PENSION FUND OBLIGATIONS	\$ 7,147,182	
FOR THE VILLAGE SHARE OF FIRE PENSION (FUND CODE 007) OBLIGATIONS THERE IS HEREBY LEVIED A TAX IN ADDITION TO ALL OTHER TAXES		\$ 6,647,182

	<u>BUDGETED</u>	<u>LEVIED</u>
BUDGETED FOR THE VILLAGE SHARE OF MEDICARE AND SOCIAL SECURITY OBLIGATIONS (FICA)	\$ 3,274,365	
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		\$ 3,060,000
BUDGETED FOR THE VILLAGE SHARE OF ILLINOIS MUNICIPAL RETIREMENT FUND OBLIGATIONS	\$ 1,056,365	
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		\$ 892,500
BUDGETED FOR CAPITAL IMPROVEMENTS	\$ 19,281,248	
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 2017D	\$ 767,350	
REFUNDING SERIES 2018	\$ 779,500	
REFUNDING SERIES 2020	\$ 1,694,706	
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		\$ 3,241,556

SUMMARY

Police Protection (Fund Code 014) Levy:	\$ 2,502,305
Police Pension (Fund Code 006) Levy:	\$ 6,432,542
Fire Protection (Fund Code 013) Levy:	\$ 2,002,305
Fire Pension (Fund Code 007) Levy:	\$ 6,647,182
Social Security (Fund Code 016) Levy:	\$ 3,060,000
Illinois Municipal Retirement Fund (Fund Code 008) Levy:	\$ 892,500
Capital Improvement (Fund Code 065) Levy:	\$ 1,000,000
General Obligation Bond & Interest (Fund Code 003) Levy:	\$ 3,241,556
 Total - All Levies	 \$ 25,778,390

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 1st day of December 2025

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

APPROVED by me this 1st day of December 2025

Mayor of the Village of Palatine

ATTESTED and FILED in the Office of the
Village Clerk this 1st day of December 2025

Village Clerk

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

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

This certificate applies to the 2025 levy.

Dated this 1st day of December 2025

Jim Schwantz
Mayor of the Village of Palatine

(SEAL)

Consider an Ordinance to Abate 2025 Property Tax Levy

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 30, 2025}. (65 ILCS 5/8-3-1)

KEY ISSUES:

This is the second year in a row that the Village will not extend property taxes for the purpose of paying Debt Service obligations. The Village will fund Debt Service obligations from the Debt Service Reserve and TIF Funds. Staff is requesting the adoption of the 2025 Property Tax Levy Abatements as proposed. The Proposed 2025 Property Tax Levy includes abatements from various sources, as noted:

- \$2,474,206 from Debt Service Reserve
- \$767,350 from TIF Revenue

These abatements, totaling \$3,241,556, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$25,778,390 to \$22,536,834, a 12.57% reduction.

BUDGET IMPACT:

Adoption of this ordinance provides for a reduced Property Tax burden on each and every home and business owner in Palatine.

RECOMMENDATION:

Staff recommends adoption of the 2025 Property Tax Levy Abatement Ordinance as proposed.

ACTION REQUIRED:

Motion to approve an Ordinance to Abate 2025 Property Taxes.

ATTACHMENTS:

1. TY 2025 Tax Levy Abatement Ordinance

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 2025;

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 2017D	\$ 767,350	\$ 767,350	\$ -
REFUNDING SERIES 2018	\$ 779,500	\$ 779,500	\$ -
REFUNDING SERIES 2020	\$ 1,694,706	\$ 1,694,706	\$ -

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 1st day of December 2025

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

APPROVED by me this 1st day of December 2025

Mayor of the Village of Palatine

ATTESTED and FILED in the Office of the
Village Clerk this 1st day of December 2025

Village Clerk

Consider an Ordinance Adopting the 2026 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2026

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 has a collective bargaining agreement that expires on December 31, 2025. The Village and Union will begin discussing new contract terms the first quarter of 2026.
- Palatine Firefighters, Local #4588 IAFF, is entering the second year of a three-year agreement, under which they will receive an increase of 3.511% for Firefighter/Paramedic and 3.218% for Fire Lieutenant, with a true-up in July 1, 2026 based upon comparable communities that will bring them into the 3/4 slot amongst comparable communities for compensation.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) is entering the second year of a three-year agreement, under which they will receive an increase of 3%.
- IT Manager range is adjusted based upon market conditions.
- The title of Administrative Services Manager replaced Customer Services Supervisor on Schedule 2.
- 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.

BUDGET IMPACT:

Establish CY 2026 Rates of Compensation.

RECOMMENDATION:

Staff recommends approval of the ordinance establishing rates of compensation for certain officers and employees of the Village, effective January 1, 2026.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain

Officers and Employees of the Village, effective January 1, 2026.

ATTACHMENTS:

1. Ordinance FY 26 Rate of Comp w Exhibits incl PW

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 “FY 2026 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.

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, 2026.

All ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed.

PASSED: This ____ day of _____, 2025

AYES:____ NAYS:____ ABSENT:____ PASS:____

APPROVED by me this ____ day of _____, 2025

Mayor of the Village of Palatine

ATTESTED and FILE in the office of the Village Clerk
this ____ day of _____, 2025.

Village Clerk

**VILLAGE OF PALATINE
CY 2026 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	25.98	26.63	27.30	27.98	28.68	29.40	30.13	30.88	31.65	32.44	33.25	34.08	34.93	35.80	36.69	37.61
NOUn-02	Non-Union Grade 2	27.44	28.13	28.83	29.55	30.29	31.05	31.83	32.63	33.45	34.29	35.15	36.03	36.93	37.85	38.80	39.77
NOUn-03	Non-Union Grade 3	28.87	29.59	30.33	31.09	31.87	32.67	33.49	34.33	35.19	36.07	36.97	37.89	38.84	39.81	40.81	41.83
NOUn-04	Non-Union Grade 4	30.30	31.06	31.84	32.64	33.46	34.30	35.16	36.04	36.94	37.86	38.81	39.78	40.77	41.79	42.83	43.90
NOUn-05	Non-Union Grade 5	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	43.80	44.89
NOUn-06	Non-Union Grade 6	32.13	32.93	33.75	34.59	35.45	36.34	37.25	38.18	39.13	40.11	41.11	42.14	43.19	44.27	45.38	46.51
NOUn-07	Non-Union Grade 7	33.24	34.07	34.92	35.79	36.68	37.60	38.54	39.50	40.49	41.50	42.54	43.60	44.69	45.81	46.96	48.13
NOUn-08	Non-Union Grade 8	35.47	36.36	37.27	38.20	39.15	40.13	41.13	42.16	43.21	44.29	45.40	46.53	47.69	48.88	50.10	51.35
NOUn-09	Non-Union Grade 9	36.21	37.12	38.05	39.00	39.98	40.98	42.00	43.05	44.13	45.23	46.36	47.52	48.71	49.93	51.18	52.46
NOUn-10	Non-Union Grade 10	36.96	37.88	38.83	39.80	40.80	41.82	42.87	43.94	45.04	46.17	47.32	48.50	49.71	50.95	52.22	53.53
NOUn-11	Non-Union Grade 11	40.51	41.52	42.56	43.62	44.71	45.83	46.98	48.15	49.35	50.58	51.84	53.14	54.47	55.83	57.23	58.66
NOUn-12	Non-Union Grade 12	41.05	42.08	43.13	44.21	45.32	46.45	47.61	48.80	50.02	51.27	52.55	53.86	55.21	56.59	58.00	59.45
NOUn-13	Non-Union Grade 13	41.58	42.62	43.69	44.78	45.90	47.05	48.23	49.44	50.68	51.95	53.25	54.58	55.94	57.34	58.77	60.24
NOUn-14	Non-Union Grade 14	42.88	43.95	45.05	46.18	47.33	48.51	49.72	50.96	52.23	53.54	54.88	56.25	57.66	59.10	60.58	62.09
NOUn-15	Non-Union Grade 15	47.05	48.23	49.44	50.68	51.95	53.25	54.58	55.94	57.34	58.77	60.24	61.75	63.29	64.87	66.49	68.15
NOUn-16	Non-Union Grade 16	48.58	49.79	51.03	52.31	53.62	54.96	56.33	57.74	59.18	60.66	62.18	63.73	65.32	66.95	68.62	70.34
NOUn-17	Non-Union Grade 17	50.66	51.93	53.23	54.56	55.92	57.32	58.75	60.22	61.73	63.27	64.85	66.47	68.13	69.83	71.58	73.37
PWUn-01	PW Union Grade 1	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	42.62
PWUn-02	PW Union Grade 2	29.93	30.68	31.45	32.24	33.05	33.88	34.73	35.60	36.49	37.40	38.34	39.30	40.28	41.29	42.32	43.38
PWUn-03	PW Union Grade 3	29.94	30.69	31.46	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
PWUn-04	PW Union Grade 4	32.17	32.97	33.79	34.63	35.50	36.39	37.30	38.23	39.19	40.17	41.17	42.20	43.26	44.34	45.45	46.59
PWUn-05	PW Union Grade 5	34.27	35.13	36.01	36.91	37.83	38.78	39.75	40.74	41.76	42.80	43.87	44.97	46.09	47.24	48.42	49.63
PWUn-06	PW Union Grade 6	34.37	35.23	36.11	37.01	37.94	38.89	39.86	40.86	41.88	42.93	44.00	45.10	46.23	47.39	48.57	49.78
PWUn-07	PW Union Grade 7	34.83	35.70	36.59	37.50	38.44	39.40	40.39	41.40	42.44	43.50	44.59	45.70	46.84	48.01	49.21	50.44
PWUn-08	PW Union Grade 8	35.45	36.34	37.25	38.18	39.13	40.11	41.11	42.14	43.19	44.27	45.38	46.51	47.67	48.86	50.08	51.33
PWUn-09	PW Union Grade 9	36.97	37.89	38.84	39.81	40.81	41.83	42.88	43.95	45.05	46.18	47.33	48.51	49.72	50.96	52.23	53.54
PWUn-10	PW Union Grade 10	37.18	38.11	39.06	40.04	41.04	42.07	43.12	44.20	45.31	46.44	47.60	48.79	50.01	51.26	52.54	53.85
PWUn-11	PW Union Grade 11	37.42	38.36	39.32	40.30	41.31	42.34	43.40	44.49	45.60	46.74	47.91	49.11	50.34	51.60	52.89	54.21
PWUn-12	PW Union Grade 12	38.13	39.08	40.06	41.06	42.09	43.14	44.22	45.33	46.46	47.62	48.81	50.03	51.28	52.56	53.87	55.22

VILLAGE OF PALATINE
CY 2026 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	29.54	30.96	33.42	35.02	36.70	38.46	39.81	41.20
FDU-02	FD Union Grade 2	NA	34.91	36.59	39.50	41.40	43.39	45.47	47.06	48.71
FDU-03	FD Union Grade 3	NA	39.87	41.78	45.10	47.27	49.54	51.92	53.74	55.62
FDU-04	FD Union Grade 4	NA	43.33	45.41	49.02	51.37	53.84	56.42	57.41	58.41
PDU-01	PD Union Grade 1	37.82	39.81	44.62	48.16	50.47	52.89	55.43	57.37	59.38

**VILLAGE OF PALATINE
CY 2026 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	Sanitarian	
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			

**VILLAGE OF PALATINE
CY 2026 SALARY SCHEDULE**

EXECUTIVE LEADERSHIP

		Maximum
Deputy Village Manager	Annual	\$ 222,815
Finance Director	Annual	\$ 222,815
Fire Chief	Annual	\$ 222,815
Police Chief	Annual	\$ 222,815
Public Works Director	Annual	\$ 222,815
Information Technology Director	Annual	\$ 222,815
Community Development Director	Annual	\$ 222,815
Human Resources Director	Annual	\$ 222,815

MANAGEMENT AND PROFESSIONAL

		Maximum
Planning & Zoning Director	Annual	\$ 186,225
Deputy Fire Chief	Annual	\$ 186,225
Deputy Police Chief	Annual	\$ 186,225
Village Engineer	Annual	\$ 186,225
Assistant Public Works Director	Annual	\$ 186,225
Fire Battalion/Division Chief	Annual	\$ 171,600
Police Commander	Annual	\$ 171,600
Assistant Finance Director	Annual	\$ 166,715
Public Works Superintendent	Annual	\$ 166,715
Assistant Village Engineer	Annual	\$ 166,715
Accounting Manager	Annual	\$ 150,045
Administrative Services Manager	Annual	\$ 150,045
Building Official/Plans Examiner	Annual	\$ 150,045
Field Director, Environmental Health	Annual	\$ 150,045
Field Director, Neighborhood Services	Annual	\$ 150,045
Information Technology Manager	Annual	\$ 150,045
Fire Marshal	Annual	\$ 150,045
Human Resources Coordinator	Annual	\$ 150,045
Information Technology Administrator	Annual	\$ 139,595
Civil Engineer 2	Annual	\$ 139,595
Accountant 2	Annual	\$ 119,070
Planner 2	Annual	\$ 119,070
Civil Engineer 1	Annual	\$ 119,070
Deputy Village Clerk	Annual	\$ 105,590
Communications Coordinator	Annual	\$ 105,590

OTHER

		Maximum
Seasonal Snow Plow Operator	Hourly	\$ 32.57
Fire Inspector	Hourly	\$ 32.18
Cable TV/Video Operator	Hourly	\$ 24.88
Video Production Assistant	Hourly	\$ 24.88
Intern	Hourly	\$ 21.96
Seasonal Part Time	Hourly	\$ 24.88
Crossing Guard	Hourly	\$ 18.30
Project Manager	Hourly	\$ 75.00

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 2.66% increase for 2026.

KEY ISSUES:

The 2026 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 \$0.50 per 1,000 gallons.
- Residential Basic User Charge was increased by \$0.35 per month.

BUDGET IMPACT:

Provides adequate and necessary funding for the provision of services as proposed in the 2026 Budget.

RECOMMENDATION:

Staff recommends approval of the updated Fee Schedule Supplement as presented.

ACTION REQUIRED:

Motion to approve the updated Fee Schedule Supplement to the Code of Ordinances, as presented, effective January 1, 2026.

ATTACHMENTS:

1. CY 2026 Amended 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, 2026

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2026
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)	\$ 4,180
		3-35(3)	Class "B" Liquor License (Package Liquor Store)	\$ 4,206
		3-35(4)	Class "B-1" Liquor License (Grocery Store with Package Liquor)	\$ 4,206
		3-35(5)	Class "B-2" Liquor License (General Merchandise Store with Package Liquor)	\$ 4,206
		3-35(6)	Class "B-3" Liquor License (Drug Store with Package Liquor)	\$ 4,206
		3-35(7)	Class "B-4" Liquor License (Restaurant/Convenience Store with Package Liquor)	\$ 4,206
		3-35(8)	Class "C" Liquor License (Club)	\$ 555
		3-35(9)	Class "D" Liquor License (Restaurant)	\$ 4,180
		3-35(13)	Class "G" Liquor License (Restaurant with Beer and Wine)	\$ 2,746
		3-35(14)	Class "G-1" Liquor License (Seasonal)	\$ 1,374
		3-35(15)	Class "G-2" Liquor License (Beer and Wine Single Serve Package)	\$ 2,746
		3-35(16)	Class "H" Liquor License (Banquet Hall)	\$ 4,180
		3-35(17)	Class "K" Liquor License (Hotel)	\$ 5,576
		3-35(19)	Class "N" Liquor License (Microbrewery)	\$ 4,180
		3-35(21)	Class "P" Liquor License (Caterer)	\$ 136
		3-35(21)	Class "P" Liquor License (Outside Caterer) \$50 any event after	\$ 136
		3-35(22)a	Class "LC-1" Liquor License (Late Closing License)	\$ 542
		3-35(22)b	Class "LC-2" Liquor License (Late Closing License)	\$ 3,253
		3-35(24)	Class "PS-1" Liquor License (Full Serving Product Sampling)	\$ 136
		3-35(25)	Class "VG" Liquor License (Video Gaming)	\$ 5,422
	II	3-28	Class "E" Liquor License (Temporary Special Event)	
			Class "E" Liquor License (Temporary Special Event) Application Fee	\$ 50
			Subsequent Class "E" Liquor Licenses (up to 3 additional)	\$ 25
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	\$ 56
			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	\$ 52
			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	\$ 62

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2026
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	\$ 56
			\$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	\$ 76/228
			2. Non-Residential occupancies	\$ 228/684
		6-1.5(a)(4)	Certificate of Occupancy; All occupancies, per unit	\$ 70
		6-1.5(a)(4)a	Temporary Certificate of Occupancy; 10% of bldg permit fee or no less or more than	
			1. Residential occupancies	\$ 76/228
			2. Non-Residential occupancies	\$ 228/684
		6-1.5(a)(5)	Permit for demolition for each residential story or for other structures each 10 feet in height	\$ 70
		6-1.5(a)(6)	Moving of Building	
			a. Using public right-of-way	\$ 279
			b. Not using public right-of-way	\$ 84
		6-1.5(a)(7)	Minimum inspection fee	\$ 75
		6-1.5(a)(7)(a)	Inspection of Plumbing and Sanitation Fixtures (new and/or replacement)	
			1. Up to three (3) fixtures	\$ 75
			2. Four to Six (4-6) fixtures	\$ 149
			3. In excess of six (6) fixtures, per fixture (in addition to the above fee)	\$ 19
		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	\$ 75
			ii. For each additional 50 sprinkler heads or fraction thereof over 50 (in addition to the above)	\$ 128
			2. Inspection of Fire Protection Systems and other/similar	\$ 75
		6-1.5(a)(7)c	Inspection of Electrical Systems	
			1. Residential (new and/or renovation) per unit	
			i. 250 sq. ft. or less	\$ 75
			ii. 251 to 1000 sq. ft. (in addition to the above)	\$ 149
			iii. Each additional 1,000 sq. ft. or fraction thereof (in addition to the above fee)	\$ 37
			2. In other than residential occupancies (new and/or renovation)	
			i. 42 circuits or less, per circuit	\$ 42
			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	\$ 75
			2. 251 to 10,000 sq. ft. (in addition to the above)	\$ 149
			3. Each additional 10,000 sq. ft. or fraction thereof (in addition to the above)	\$ 19
		6-1.5(a)(7)(e)	Inspection of Carpentry (framing, roofing, concrete, insulation, and similar)	
			1. 500 sq. ft. or less	\$ 75
			2. 501 to 1,000 sq. ft. (in addition to the above)	\$ 224
			3. 1,001 to 10,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)	\$ 37
			4. 10,001 to 20,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)	\$ 19
			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	\$ 75
		6-1.5(a)(7)g	Cancellation Fee	\$ 90
		6-1.5(a)(7)i	Existing Elevator Safety Inspection Fee	\$ 99
		6-1.5(a)(7)j	Existing Elevator Safety Reinspection Fee	\$ 70
		6-1.5(a)(7)k	New Elevator Inspection/Reinspection Fee	\$ 128
		6-1.5(a)(7)l	Repairs of Existing Elevator Inspection/Reinspection Fee	\$ 128
		6-1.5(f)(1)	Single family residential fence installation	\$ 77
		6-1.5(f)(2)	Single family residential shed installation	\$ 77
		6-1.5(f)(3)	Single family residential driveway installation	\$ 103
		6-1.5(f)(4)	Single family residential patio & private walk installation	\$ 103
		6-1.5(f)(5)	Single family residential tear-off roof & re-roof installation	\$ 103
		6-1.5(f)(6)	Single family residential deck installation	\$ 103
		6-1.5(f)(7)	Single Family above ground swimming pool	\$ 103
		6-1.5(f)(8)	Single family heating, ventilating and central air conditioning (HVAC) replacement	\$ 103
		6-1.5(f)(9)	Single family residential sewer repair or replacement	\$ 103
		6-1.5(f)(10)	Single family residential lawn sprinklers	\$ 103
		6-1.5(f)(11)	Single family residential electric service revision	\$ 103
		6-1.5(f)(12)	Dumpster/screening enclosure	\$ 103
		6-1.5(f)(13)	Single family water heater replacement	\$ 103

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2026</u>
CHAPTER 6, Article III - Building Codes and Regulations, Building Operations				
6	III	6-32	Building Operations, Construction - Hours of Service Violations	\$ 200
CHAPTER 6, Article VII - Building Codes and Regulations, Condominium Conversions & Deconversions				
6	VII	6-82(b)(2)	Review of Property Report plus \$25 for each dwelling unit being converted to condo	\$ 139
6	VII	6-89A(a)	Review of Property Report plus \$25 for each dwelling unit being converted from condo	\$ 139
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 and Business License Inspection Fees	
			Initial and First Passing Reinspection	\$ -
			Additional Reinspection Fee(s)	\$ 75
		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	
			Transport Fee	\$ 3,500
			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	\$ 562
			Level 2	\$ 639
			Add-On Services	
			Extrication	\$ 1,685
			Additional Time On-Scene	
			Engine/per hour	\$ 517
			Truck/per hour	\$ 646
			Miscellaneous Equipment/per hour	\$ 387
			Chief Response	
			per hour	\$ 323
CHAPTER 8, Garbage and Refuse				
8		8-2	For Each Single-Family Dwelling Unit	
			Basic User Billing Charge, per Month	\$ 8.25
		8-2(a)(1)	Curbside Pickup Charge, per month	\$ 21.00
		8-2(a)(2)	Rear Door Pickup Premium, per month	\$ 16.20
		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 2026</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	\$ 132
			Per unit	\$ 27
			All Other Dwelling Unit Types (Condo, Townhome, Single-Family)	\$ 93
	VII	10-44(b)(2)	Reinspection Fee	\$ 75
		10-44(b)(3)	Cancellation and absentee fee	\$ 90
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	\$ 99
			Step 2: 2,501 sq ft and over	\$ 197
		11-21	Food Establishments (Type B)	
			Step 1: 0 - 2,500 sq ft	\$ 279
			Step 2: 2,501 - 5,000 sq ft	\$ 414
			Step 3: 5,001 - 7,500 sq ft	\$ 553
			Step 4: 7,501 sq ft and over	\$ 628
		11-21	Service Establishments (Type C)	
			Step 1: 0 - 2,500 sq ft	\$ 99
			Step 2: 2,501 sq ft and over	\$ 197
		11-21	Retail and Wholesale Establishments (Type D)	
			Step 1: 0 - 2,500 sq ft	\$ 140
			Step 2: 2,501 - 5,000 sq ft	\$ 279
			Step 3: 5,001 - 7,500 sq ft	\$ 419
			Step 4: 7,501 sq ft and over	\$ 628
		11-21	Industrial Establishments (Type E)	
			Step 1: 0 - 10,000 sq ft	\$ 208
			Step 2: 10,001 - 20,000 sq ft	\$ 419
			Step 3: 20,001 sq ft and over	\$ 628
		11-21	Home Occupations (Type F)	\$ 12

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2026
CHAPTER 11, Article II - Licenses, Permits and Business Regulations, Amusement Facilities				
11	II	11-32(G)	Coin Operated Amusement Device	\$ 70
		11-32.1	Juke Boxes	\$ 28
		11-45	Circus License; per day	\$ 505
			Carnival License; per day	\$ 38
			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	\$ 42
			Vending Machine - General Merchandise (no food or beverage of any kind)	\$ 15
			Vending Machine - Offers TCS foods or beverages	\$ 42
			Mobile food dispensing units and roadside stands	\$ 140
			Vehicle used for delivery of TCS food or beverages:	
			To individual residences	\$ 70
			To retail establishments	\$ 29
			Temporary Food Establishment Single Event or Multiple Event (For a Village of Palatine licensed and permitted Permanent Food Establishment)	\$ 26
			Temporary Food Establishment Single Event (for a non-Village of Palatine licensed and permitted Permanent Food Establishment)	\$ 77
			Temporary Food Establishment Multiple Event (for a non-Village of Palatine licensed and permitted Permanent Food Establishment)	\$ 154
			Variance or Hazard Analysis Critical Control Point (HACCP) Review	\$ 154
		11-70	Reinspection Fee	\$ 75
CHAPTER 11, Article IV - Licenses, Permits and Business Regulations, Merchants				
11	IV	11-127	Auctioneers Permit - Annual	
			Annual	\$ 140
			Daily	\$ 14
		11-130	Auctioneers Employees License	\$ 9
		11-142	Cigarette and Tobacco Dealers	\$ 58
		11-145(a-c)	Sales to Minors, Possession of Tobacco Products Violations	\$ 201
		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	\$ 40
		11-424	Residential Scavenger License	\$ 1,490
			Commercial, Industrial, Institutional License	\$ 2,504
		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	\$ 28
		11-442	Public Passenger Vehicle	
			Between 1/1 and 6/30	\$ 108
			Between 7/1 and 12/31	\$ 67
			Each Additional Vehicle	
			Between 1/1 and 6/30	\$ 81
			Between 7/1 and 12/31	\$ 54
		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	\$ 279
		11-473(2)	All Other Contractors	\$ 70
		11-512	Dealers in Gold and Silver	
			Daily Fee	\$ 140
			Annual License Fee	\$ 70
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	\$ 42
			Solicitor Registration - Daily Activity Fee	\$ 14
			Solicitors for holders of a Village granted Franchise for the operation of a Cable Communications System - Annual Fee	\$ 42

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2026</u>
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**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2026</u>
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	\$ 626
			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	\$ 45
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
18	III	18-111	Minor Violations; Parking Regulations in Neighborhood Area Parking Restriction Areas	
			Paid Within 35 Days	\$ 100
			Paid Between 36 and 60 Days	\$ 150
			Paid After 60 Days	\$ 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**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2026</u>
CHAPTER 18, Article IX - Untitled Motor Driven Scooters				
18	IX	18-185	Operation of Motor Driven Scooter Violations	\$ 50
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	\$ 70
			Between 3 pm and 8 am	\$ 201
CHAPTER 19, Article II - Utility Services, Water				
19	II	19-16	Per Unit Construction Fees for Water	
			Incorporated Properties	\$ 143
			Unincorporated Properties	\$ 173
		19-20	Water Tap and Meter Inspection Fee	
			Residential/Business/Manufacturing	\$ 67
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	\$ 600
			Connection Fee	\$ 1,414
			2 Units - 1 Inch Meter, 1 1/4 Inch Tap	
			Meter	\$ 662
			Connection Fee	\$ 1,654
			2 Units - 1 Inch Meter, 1 1/2 Inch Tap	
			Meter	\$ 662
			Connection Fee	\$ 1,950
19	II	19-20 & 19-51	2-15 Units Inclusive, 1-1/2 Inch Meter, 2 Inch Tap	
			Meter	\$ 1,437
			Connection Fee	\$ 4,147
			15-35 Units Inclusive, 2 Inch Compound Meter, 3 Inch Tap	
			Meter	\$ 1,784
			Connection Fee	\$ 11,377
			36-50 Units Inclusive, 3 Inch Compound Meter, 4 Inch Tap	
			Meter	\$ 4,022
			Connection Fee	\$ 14,655
			51-100 Units Inclusive, 4 Inch Compound Meter, 6 Inch Tap	
			Meter	\$ 6,188
			Connection Fee	\$ 32,159
			51-100 Units Inclusive, 6 Inch Compound Meter, 8 Inch Tap	
			Meter	\$ 9,709
			Connection Fee	\$ 49,663
19	II	19-25	Unauthorized Use - Water Rate per 1,000 Gallons	\$ 24
		19-25	Penalty for Unauthorized Use	
			Not Less Than	\$ 65
			Not More Than	\$ 976
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)	\$ 56
			External Transponder (Per Account Per Billing Cycle)	\$ 84
		19-54	Testing Fees	
			Meters No Larger Than 1 1/2 Inch	\$ 193
			1 3/4 and 2 Inch	\$ 328
			3 Inch	\$ 358
			4 Inch	\$ 393
			6 Inch	\$ 393
			8 Inch	\$ 417

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2026</u>
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	\$ 8.25
			1 1/2 Inch	\$ 13.15
			2 Inch	\$ 19.70
			3 Inch	\$ 64.45
			4 Inch	\$ 80.85
			6 Inch	\$ 119.05
			8 Inch	\$ 163.80
			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	\$ 6.45
			For All Consumption Over 74,810 Gallons	\$ 8.30
		19-62(A)(2)	For Premises Exempt from the Payment of Real Estate Taxes	
			For the First 74,810 Gallons	\$ 11.25
			For All Consumption Over 74,810 Gallons	\$ 13.10
		19-62(B)	For All Services to Premises Not Within the Village Basic User Billing Charge, per Month	
			Meters No Larger Than 1 Inch	\$ 10.35
			1 1/2 Inch	\$ 16.45
			2 Inch	\$ 24.65
			3 Inch	\$ 80.60
			4 Inch	\$ 101.10
			6 Inch	\$ 148.85
			8 Inch	\$ 204.75
			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	\$ 15.00
			For All Consumption Over 74,810 Gallons	\$ 16.85
19	II	19-62(B)(2)	For Premises Outside of the Village that are in Deer Park	
			For All Consumption	
			Regular Rate	\$ 16.90
		19-62(D)	For Contractor Usage from a Metered Hydrant, Water Consumption Charge, per 1,000 Gallons	
			For All Consumption	\$ 16.85
		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	\$ 8.25
			Consumption Charge, per 1,000 Gallons (Minimum Charge 3,500 Gallons)	
			Regular Rate	\$ 1.65
		19-63(B)	For All Services to Premises Not Within the Village	
			Basic User Billing Charge, per Month	\$ 8
			Consumption Charge, per 1,000 Gallons (Minimum Charge 3,500 Gallons)	
			Regular Rate	\$ 4.65
		19-64	Local Capital Financing (Sewer Separation) Surcharge, per Month	\$ -
		19-65	Local Storm Water Drainage Facility Surcharge, per Month	\$ 1.61
		19-66	Stormwater Management Fee, per Month	\$ 3.85
CHAPTER 19, Article III - Utility Services, Sewers				
19	III	19-83	Sewer Connection Fees; All connections	
			Single Family Residences	\$ 143
			Multiple Family Residence for each family unit	\$ 143
			Business Establishments	\$ 143
		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**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2026</u>
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	\$ 31
APPENDIX A, Article VIII - Zoning, Signage				
APP A	VIII	8.01(b)(1)	Illuminated and Nonilluminated Signs	\$ 61
			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	\$ 2,486
			Per Acre for the first 5 acres	\$ 37
			Per Acre for each acre over 5	\$ 25
		13.05(g)	Final Review of Planned Development; Plus	\$ 1,243
			Per Acre for the first 5 acres	\$ 37
			Per Acre for each acre over 5	\$ 25
APPENDIX A, Article XIV - Zoning, Administration				
APP A	XIV	14.09	Text Amendments	
			Residential	\$ 419
			Non-Residential	\$ 837
			Zoning Map Change	
			Less than one acre	\$ 419
			One acre or more	\$ 991
			Variations	
			Single Family (excluding zoning relief applications for Lot Coverage)	\$ 279
			Administrative (excluding zoning relief applications for Lot Coverage)	\$ 140
			All Others	\$ 907
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	\$ 419
			Administrative Special Use	\$ 210
			Special Use Amendments and for non-conforming businesses requiring a Special Use to continue their operations	\$ 180
			Special Use Permit for Live Entertainment	\$ 558
			All Others	\$ 1,046
			Annexation Hearing	\$ 837
			Multiple Application Fee for each Additional Application	\$ 70
			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.	\$ 198

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

CH.NO.	ART.NO.	SECT.NO.	CLASSIFICATION	CY 2026
APPENDIX B, Article III - Subdivision, Site Development and Floodplain Regulations, Preliminary Plat				
APP B	III	3.01(a)(4)a	Preliminary Plat; plus	\$ 207
			Per Acre for the first five (5) acres	\$ 19
			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	\$ 279
			Per Acre for the first five (5) acres	\$ 19
			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.	\$ 202
		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	\$ 70
			3-6 acres, each inspection	\$ 140
			6-8 acres, each inspection	\$ 210
			Over 8 acres, each inspection	\$ 279
		6.09(f)(3)	Filing Fee	\$ 98
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	\$ 0.27
General Fees, Provided for Administratively				
Police			Fingerprinting Fees	
			Residents/Employees	\$ 30
			Non-Residents	\$ 40
Public Works			Mulch Delivery, per Cubic Yard	
			Residential	\$ 17
			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 Amending Chapters 2- Administration, Chapter 17- Taxes, and Chapter 19- Utility Service of the Village of Palatine Code of Ordinances

BACKGROUND:

The Finance Department periodically reviews the Village's Code of Ordinances to identify updates that can improve efficiency, modernize practices, and better align procedures with operational needs. In conjunction with the CY 2026 Budget process, the Finance Department has proposed three ordinance amendments.

KEY ISSUES:

- Staff proposes amending Chapter 2 Sec 471 "Indexing of Municipal Fees." to allow Village staff to index Ambulance fees to actual expenditures incurred for the service and historical cost trends. (Exhibit A & B)
- Staff proposes amending Chapter 17 Sec 75 to allow Food and Beverage Tax to be remitted to the Village by the 30th/31st of the subsequent month of the tax collection. (Exhibit C & D)
- Staff proposes amending Chapter 19 Sec 2 requiring water service that has an arrears balance of more than \$200 after 42 days or any arrears balance after 90 days, to have utility service disconnected until full payment or a payment plan has been made. (Exhibit E & F)

BUDGET IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the Ordinance.

ACTION REQUIRED:

Approve an Ordinance Amending Chapters 2- Administration, Chapter 17- Taxes, and Chapter 19- Utility Service of the Village of Palatine Code of Ordinances.

ATTACHMENTS:

1. Ord Text Amendments Chp 2, 17, & 19 120125
2. Clean ch 2 sec 471 Ambulance Fee Code Amendment Exh A
3. Redlined ch 2 sec 471 Ambulance Fee Code Amendment Exh B
4. Clean ch 19 sec 2 Termination of service for nonpayment Code Amendment Exh C
5. Redlined ch 19 sec 2 Termination of service for nonpayment Code Amendment Exh D
6. Redlined ch 17 sec 75 Food and Beverage Tax Code Amendment Exh F

7. Clean ch 17 sec 75 Food and Beverage Tax Code Amendment Exh E

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 2 – ADMINISTRATION, CHAPTER 17 – TAXES,
AND CHAPTER 19 – UTILITY SERVICE, OF THE CODE OF ORDINANCES 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 have determined that it will serve and be in the best interests of the Village and its residents to amend sections of Chapter 2 Administration, Chapter 17 Taxes, and Chapter 19 Utility Service 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 Sections 2-471 Indexing of Municipal Fees, 17-75 Transmission of Tax Collection, 19-30.2 Termination of Service for Nonpayment, which shall be read as indicated on Exhibit “A, C, and E”.

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 approved pursuant to this Ordinance as indicated by Exhibit “B, D, and F”).

SECTION 3: If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

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

PASSED: This _____ of _____, 2025

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

APPROVED by me this _____ of _____, 2025

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk

this _____ of _____, 2025

Village Clerk

Exhibit A

Sec. 2-471. Indexing of municipal fees.

Village fees, as set out in the Fee Schedule Supplement to the Code of Ordinances, shall be adjusted to reflect the percentage change in the Municipal Cost Index published in the September issue of the American City and County Magazine, with the following exceptions: (Ord.No.0-106-98, §4,5,9-14-98; Ord. No. 0-180-06, §1, 10/16/06)

(1) Chapter 7, Ambulance Service Fees, which are indexed to the actual cost of ambulance transports from Village's prior year actual expenditures and historical trend analysis of those costs by the Village's Finance Department.

(2) Chapter 8, Garbage and Refuse Fees, and Chapter 19, Water and Sewer Consumption Fees, which are adjusted each year based upon a financial review of the cost of service and contractual obligations.

The Village Manager is hereby authorized to update the fees as in accordance with the above on an annual basis, rounding to the nearest one- dollar. The Village Manager shall cause a schedule of such fees as amended, in accordance with this section, to be prepared, filed with the Mayor and Village Council and made available for public inspection no later than the adoption of the annual operating budget. The new fee schedule shall take effect on the first day of the new budget year; provided, however, that the Mayor and Village Council may modify any fees and cause an amended Fee Schedule Supplement to be published at any time during the year, as they deem necessary. (Ord. No. O-48-82, §1, 5-24-82; Ord. No. O-47-83, 1, 8-8-83, Ord. No. 0-145-00, §1, 11-13-00; Ord. No. 0-163-12, §1 12-10-12)

Exhibit B

Sec. 2-471. Indexing of municipal fees.

Village fees, as set out in the Fee Schedule Supplement to the Code of Ordinances, shall be adjusted to reflect the percentage change in the Municipal Cost Index published in the September issue of the American City and County Magazine, with the following exceptions: (Ord.No.0-106-98, §4,5,9-14-98; Ord. No. 0-180-06, §1, 10/16/06)

(1) Chapter 7, Ambulance Service Fees, which are indexed to ~~Medicare Rate established by the U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services (CMS)~~ actual cost of ambulance transports from Village's prior year actual expenditures and historical trend analysis of those costs by the Village's Finance Department.

(2) Chapter 8, Garbage and Refuse Fees, and Chapter 19, Water and Sewer Consumption Fees, which are adjusted each year based upon a financial review of the cost of service and contractual obligations.

The Village Manager is hereby authorized to update the fees as in accordance with the above on an annual basis, rounding to the nearest one- dollar. The Village Manager shall cause a schedule of such fees as amended, in accordance with this section, to be prepared, filed with the Mayor and Village Council and made available for public inspection no later than the adoption of the annual operating budget. The new fee schedule shall take effect on the first day of the new budget year; provided, however, that the Mayor and Village Council may modify any fees and cause an amended Fee Schedule Supplement to be published at any time during the year, as they deem necessary. (Ord. No. O-48-82, §1, 5-24-82; Ord. No. O-47-83, 1, 8-8-83, Ord. No. 0-145-00, §1, 11-13-00; Ord. No. 0-163-12, §1 12-10-12)

Exhibit C

Sec. 30-2. Termination of service for nonpayment.

The water supply may be shut off from any premises for which any bill for water or sewer service remains unpaid 42 days after such bill is rendered and has an outstanding balance greater than \$200.00 or any outstanding balance unpaid for greater than 90 days. Such bill for water or sewer service shall include any and all services rendered by the village in performance of necessary repairs and maintenance of the service pipes, meters or other equipment related to the water supply or sewer servicing the subject premises, together with all filing fees, court costs and other charges incurred by the village in the collection of said bill. After settlement of the amount due on such bill on terms satisfactory to the village, the supply shall be turned on only upon payment of the amount due, plus a fee as set out in the village fee schedule.

(Code 1961, § 21.307; Code 1976, § 19-2; Ord. No. O-102-76, § 1, 11-22-1976; Ord. No. O-30-93, 4-12-1993; Ord. No. O-80-99, § 2, 6-28-1999; Ord. No. O-286-03, § 2, 12-8-2003; Ord. No. O-154-10, § 1, 12-13-2010; Ord. No. O-109-24, exh. A(19-2), 11-18-2024)

Exhibit D

Sec. 19-2. Termination of service for nonpayment.

The water supply may be shut off from any premises for which any bill for water or sewer service remains unpaid 42 days after such bill is rendered and has an outstanding balance greater than \$200.00 or any outstanding balance unpaid for greater than 90 days. Such bill for water or sewer service shall include any and all services rendered by the village in performance of necessary repairs and maintenance of the service pipes, meters or other equipment related to the water supply or sewer servicing the subject premises, together with all filing fees, court costs and other charges incurred by the village in the collection of said bill. After settlement of the amount due on such bill on terms satisfactory to the village, the supply shall be turned on only upon payment of the amount due, plus a fee as set out in the village fee schedule.

(Code 1961, § 21.307; Code 1976, § 19-2; Ord. No. O-102-76, § 1, 11-22-1976; Ord. No. O-30-93, 4-12-1993; Ord. No. O-80-99, § 2, 6-28-1999; Ord. No. O-286-03, § 2, 12-8-2003; Ord. No. O-154-10, § 1, 12-13-2010; Ord. No. O-109-24, exh. A(19-2), 11-18-2024)

Exhibit F

ARTICLE VIII. PREPARED FOOD AND BEVERAGE TAX

Sec. 17-71. Imposed.

Commencing on the first day of January, 2004, a tax, In addition to any and all other taxes, a tax is imposed upon the retail purchase of prepared foods and beverages and all alcoholic beverages at any prepared food facility or retail liquor facility within the village, at the rate of one percent of the purchase price of such prepared food, prepared beverage, or alcoholic beverage, the ultimate incidence of any liability for payment of the tax shall be borne by the purchaser.

(Code 1976, § 17-71; Ord. No. O-288-03, § 2, 12-8-2003)

Sec. 17-72. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Beverages means any alcohol, spirits, wine or beer as set forth and regulated in chapter 4, which is sold at retail either for consumption on the premises where sold or is sold in its original package for consumption off the premises, including soft drinks as defined below.

Prepared food facility means establishments subject to the licensing requirements of chapter 20 as a food service establishment which sells prepared food at retail for immediate consumption and which provides for on and/or off premises consumption whether or not such facility is conducted along with any other uses in a common premises or business establishment. The term "prepared food facility" does not include food store (except facilities therein which sell prepared food and liquor), churches, public or private schools, boardinghouses, day care centers, nursing homes, retirement centers or similar residential care facilities or programs for the central preparation of meals to be delivered and consumed at private residences of invalids or the elderly, coin-operated automatic food item dispensing machines, hospital except facilities therein, subject to the state Retailer Occupation Tax pertaining to food sales) and facilities of not-for-profit associations or corporations.

Prepared foods means any solid, liquid (including both alcoholic and nonalcoholic liquid), powder or other food substance used or intended to be used for human consumption and which has been prepared for immediate consumption on and/or off the premises.

Purchase at retail means to obtain for use or consumption in exchange for a consideration, whether in the form of money, credits, barter or any other nature, and not for resale.

Retailer means any person who sells or offers for sale, prepared food and/or liquor for use or consumption and not for resale.

Retailer liquor facility means any establishment licensed under the provisions of chapter 4, article II.

Soft drinks means any soft drink as set forth in section 8-11-1 of the Home Rule Municipal Retailer's Occupation Tax Act, which is sold at retail for immediate consumption on and/or off the premises.

(Code 1976, § 17-72; Ord. No. O-288-03, § 1, 12-8-2003)

Sec. 17-73. Collection of tax by retailer.

The owner and operator of each prepared food facility and each retailer liquor facility within the village shall, jointly and severally, have the duty to collect and account for the tax from each purchase at the time that the consideration for the purchase is paid.

(Code 1976, § 17-73)

Sec. 17-74. Books and records.

The owner and operator of each prepared food facility and each retailer liquor facility within the village shall jointly and severally have the duty to maintain complete and accurate books, records and accounts, showing the gross receipts for sale of prepared food and liquor and the taxes collected each day, which shall be made available to the village for examination and for audit by the village upon reasonable notice and during customary business hours.

(Code 1976, § 17-74)

Sec. 17-75. Transmission of tax collection.

The owner and the operator of each prepared food facility and each retailer liquor facility within the village shall jointly and severally have the duty to cause to be filed a sworn return with the finance director for each facility and for each licensed premises located in the village. The return shall be prepared and submitted on forms prescribed by the village and filed with the village by the ~~filing date and at the same time intervals or frequencies as the sales and use tax return, Form ST-1, is due to be filed with the state department of revenue.~~ last day of the subsequent month from when the taxes were collected. The return shall also be accompanied by and payment to the village of all taxes imposed by this article, which are due and owing for the period covered by the return. The return shall also be accompanied by a copy of the return filed with the state department of revenue, ~~Form ST-1~~, for sales within the village covering the same reporting period.

(Code 1976, § 17-75)

Sec. 17-76. Late payment penalty.

If any tax imposed by this article is not paid when due, a late payment penalty equal to two percent of the unpaid tax shall be added for each month, or any portion thereof, that the tax remains unpaid and the late payment penalty shall be paid along with the tax imposed.

(Code 1976, § 17-76)

Sec. 17-77. Transmittal of excess tax collections.

If any person collects an amount upon a sale not subject to the tax imposed hereby, but which amount is purported to be the collection of the tax, or if a person collects an amount upon a sale greater than the amount of the tax imposed herein and does not for any reason return it to the purchaser who paid it before filing the return for the period in which it occurred, that person shall account for and pay over those amounts to the village along with the tax properly collected.

(Code 1976, § 17-77)

Sec. 17-78. Enforcement license suspension, revocation.

Payment and collection of the tax and any late payment penalty may be enforced by action in any court of competent jurisdiction and failure to collect, account for and pay over the tax and any late payment penalty shall be cause for suspension or revocation of any village license issued for the prepared food facility or retailer liquor facility applicable to the premises thereof, all in addition to any other penalties in this chapter.

(Code 1976, § 17-78)

Sec. 17-79. Penalty.

Any person operating a prepared food facility or a retailer liquor facility within the village failing or omitting to pay the tax when due, or failing or omitting to collect, or to account for, or to pay over the tax and any late payment penalty, or failing to maintain or allow examination of the penalty provided herein or elsewhere by law or ordinance, upon conviction, shall be fined which shall be paid as established by ordinance or resolution of the village not less than two hundred dollars (\$200) nor more than one thousand dollars (\$1,000) for each offense, and each day a violation continues shall be considered a separate violation.

(Code 1976, § 17-79)

Sec. 17-80. Confidentiality.

All information received by the village from returns filed pursuant to this article or from any investigations conducted pursuant to this article, except for official village purposes, or as required by the Freedom of Information Act, shall be confidential.

(Code 1976, § 17-80)

Exhibit E

ARTICLE VIII. PREPARED FOOD AND BEVERAGE TAX

Sec. 17-71. Imposed.

Commencing on the first day of January, 2004, a tax, In addition to any and all other taxes, a tax is imposed upon the retail purchase of prepared foods and beverages and all alcoholic beverages at any prepared food facility or retail liquor facility within the village, at the rate of one percent of the purchase price of such prepared food, prepared beverage, or alcoholic beverage, the ultimate incidence of any liability for payment of the tax shall be borne by the purchaser.

(Code 1976, § 17-71; Ord. No. O-288-03, § 2, 12-8-2003)

Sec. 17-72. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Beverages means any alcohol, spirits, wine or beer as set forth and regulated in chapter 4, which is sold at retail either for consumption on the premises where sold or is sold in its original package for consumption off the premises, including soft drinks as defined below.

Prepared food facility means establishments subject to the licensing requirements of chapter 20 as a food service establishment which sells prepared food at retail for immediate consumption and which provides for on and/or off premises consumption whether or not such facility is conducted along with any other uses in a common premises or business establishment. The term "prepared food facility" does not include food store (except facilities therein which sell prepared food and liquor), churches, public or private schools, boardinghouses, day care centers, nursing homes, retirement centers or similar residential care facilities or programs for the central preparation of meals to be delivered and consumed at private residences of invalids or the elderly, coin-operated automatic food item dispensing machines, hospital except facilities therein, subject to the state Retailer Occupation Tax pertaining to food sales) and facilities of not-for-profit associations or corporations.

Prepared foods means any solid, liquid (including both alcoholic and nonalcoholic liquid), powder or other food substance used or intended to be used for human consumption and which has been prepared for immediate consumption on and/or off the premises.

Purchase at retail means to obtain for use or consumption in exchange for a consideration, whether in the form of money, credits, barter or any other nature, and not for resale.

Retailer means any person who sells or offers for sale, prepared food and/or liquor for use or consumption and not for resale.

Retailer liquor facility means any establishment licensed under the provisions of chapter 4, article II.

Soft drinks means any soft drink as set forth in section 8-11-1 of the Home Rule Municipal Retailer's Occupation Tax Act, which is sold at retail for immediate consumption on and/or off the premises.

(Code 1976, § 17-72; Ord. No. O-288-03, § 1, 12-8-2003)

Sec. 17-73. Collection of tax by retailer.

The owner and operator of each prepared food facility and each retailer liquor facility within the village shall, jointly and severally, have the duty to collect and account for the tax from each purchase at the time that the consideration for the purchase is paid.

(Code 1976, § 17-73)

Sec. 17-74. Books and records.

The owner and operator of each prepared food facility and each retailer liquor facility within the village shall jointly and severally have the duty to maintain complete and accurate books, records and accounts, showing the gross receipts for sale of prepared food and liquor and the taxes collected each day, which shall be made available to the village for examination and for audit by the village upon reasonable notice and during customary business hours.

(Code 1976, § 17-74)

Sec. 17-75. Transmission of tax collection.

The owner and the operator of each prepared food facility and each retailer liquor facility within the village shall jointly and severally have the duty to cause to be filed a sworn return with the finance director for each facility and for each licensed premises located in the village. The return shall be prepared and submitted on forms prescribed by the village and filed with the village by the last day of the subsequent month from when the taxes were collected. The return shall also be accompanied by and payment to the village of all taxes imposed by this article, which are due and owing for the period covered by the return. The return shall also be accompanied by a copy of the return filed with the state department of revenue, Form ST-1, for sales within the village covering the same reporting period.

(Code 1976, § 17-75)

Sec. 17-76. Late payment penalty.

If any tax imposed by this article is not paid when due, a late payment penalty equal to two percent of the unpaid tax shall be added for each month, or any portion thereof, that the tax remains unpaid and the late payment penalty shall be paid along with the tax imposed.

(Code 1976, § 17-76)

Sec. 17-77. Transmittal of excess tax collections.

If any person collects an amount upon a sale not subject to the tax imposed hereby, but which amount is purported to be the collection of the tax, or if a person collects an amount upon a sale greater than the amount of the tax imposed herein and does not for any reason return it to the purchaser who paid it before filing the return for the period in which it occurred, that person shall account for and pay over those amounts to the village along with the tax properly collected.

(Code 1976, § 17-77)

Sec. 17-78. Enforcement license suspension, revocation.

Payment and collection of the tax and any late payment penalty may be enforced by action in any court of competent jurisdiction and failure to collect, account for and pay over the tax and any late payment penalty shall be cause for suspension or revocation of any village license issued for the prepared food facility or retailer liquor facility applicable to the premises thereof, all in addition to any other penalties in this chapter.

(Code 1976, § 17-78)

Sec. 17-79. Penalty.

Any person operating a prepared food facility or a retailer liquor facility within the village failing or omitting to pay the tax when due, or failing or omitting to collect, or to account for, or to pay over the tax and any late payment penalty, or failing to maintain or allow examination of the penalty provided herein or elsewhere by law or ordinance, upon conviction, shall be fined which shall be paid as established by ordinance or resolution of the village not less than two hundred dollars (\$200) nor more than one thousand dollars (\$1,000) for each offense, and each day a violation continues shall be considered a separate violation.

(Code 1976, § 17-79)

Sec. 17-80. Confidentiality.

All information received by the village from returns filed pursuant to this article or from any investigations conducted pursuant to this article, except for official village purposes, or as required by the Freedom of Information Act, shall be confidential.

(Code 1976, § 17-80)

Consider a Resolution Appropriating \$3,100,000 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2026 Capital Improvement Budget identifies the use of \$3,100,000 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 as a Village funded portion of the work.

BUDGET IMPACT:

This resolution is consistent with the proposed 2026 Capital Investment Plan.

RECOMMENDATION:

Staff recommends that the Resolution for the Improvement and Maintenance of Streets and Highways be approved, appropriating \$3,100,000 of Motor Fuel Tax funds for the 2026 Street Resurfacing Program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$3,100,000 of Motor Fuel Tax funds for the Improvement and Maintenance of Streets and Highways.

ATTACHMENTS:

1. IDOT Resolution blr-14220 26 MFT GM



E-mail DISTRICT

Reset Form

District	County	Resolution Number	Resolution Type	Section Number
1	Cook		Original	26-00000-00-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
Three Million, One Hundred thousand..... Dollar
s (\$3,100,000.00)
 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from
01/01/26 to 12/31/26.
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of PALATINE
Local Public Agency Type Name of Local Public Agency
 shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Maureen Pasqualucci 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 12/01/25.
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
UNDERSTANDING**
6/13/2017

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number Insert the resolution number as assigned by the LPA, if applicable.

Resolution Type From the drop down box, choose the type of resolution:
 -Original would be used when passing a resolution for the first time for this project.
 -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions.
 -Amended would be used when a previously passed resolution is being amended.

Section Number Insert the section number of the improvement covered by the resolution.

Governing Body Type From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.

LPA Type From the drop down box choose the LPA body type; County, City, Town or Village.

Name of LPA Insert the name of the LPA.

Resolution Amount Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().

Beginning Date Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.

Ending Date Insert the ending date of the maintenance period.

LPA Type From the drop down box choose the LPA body type; County, City, Town or Village.

Name of LPA Insert the name of the LPA.

Name of Clerk Insert the name of the LPA Clerk.

LPA Type From the drop down box choose the LPA body type; County, City, Town or Village.

LPA Type From the drop down box choose the LPA body type; County, City, Town or Village.

Name of LPA Insert the name of the LPA.

Governing Body Type From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.

Name of LPA Insert the name of the LPA.

Date Insert the date of the meeting.

Day Insert the day the Clerk signed the document.

Month, Year Insert the month and year of the clerk's signature.

Clerk Signature Clerk shall sign here.

Seal used. The Clerk shall seal the document here, if required. If a seal is required, electronic signatures should not be used.

Approved The Department of Transportation representative shall sign and date here upon approval.

A minimum of three (3) certified signed originals must be submitted to the Regional Engineer's District office OR email PDF completed form with electronic signatures to your local District LRS office.

Following IDOT's approval, distribution will be as follows:
 Local Public Agency Clerk
 Engineer (Municipal, Consultant or County)

Consider a Resolution Appropriating \$950,000 of Motor Fuel Tax Funds for the Rehabilitation of West/South Kerry Court and North Sterling Avenue

BACKGROUND:

West Kerry Court and South Kerry Court are being reconstructed in the 2026 Capital Plan. The scope of reconstruction work includes pavement reconstruction, patching, curb and gutter reconstruction, sidewalk replacement, and sidewalk ramp upgrades to meet ADA requirements. North Sterling Avenue from Dundee Road to Northwest Highway is also being rehabilitated in the 2026 Capital Plan. The scope of rehabilitation work includes resurfacing, patching, and concrete edging curb and gutter removal and replacement, and sidewalk ramp upgrades to meet ADA requirements. Motor Fuel Tax (MFT) funds are available to be directed to this project. In order to allocate and expend these funds, the State requires that a resolution be passed by the Village indicating their intended use.

KEY ISSUES:

- Reconstruction activities on South and west Kerry Court include removal of all the asphalt pavement, base and sub-base repair and/or replacement, curb and gutter replacement, and spot sidewalk replacement. The pavement will be replaced with 6" of asphalt.
- Rehabilitation activities on North Sterling Avenue include removal of all the asphalt surface course, base and sub-base repair and/or replacement, concrete curb and gutter removal and replacement and sidewalk ramp upgrades to meet ADA requirements.

BUDGET IMPACT:

The proposed resolution is consistent with the proposed 2026 Capital Investment Plan.

RECOMMENDATION:

Staff recommends that the resolution appropriating \$950,000 of Motor Fuel Tax funds for the reconstruction/rehabilitation of West and South Kerry Court and North Sterling Avenue be approved.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$950,000 of Motor Fuel Tax funds for the reconstruction/rehabilitation of West and South Kerry Court and North Sterling Avenue.

ATTACHMENTS:

1. IDOT Resolution blr-14220 26 Construction p



E-mail DISTRICT

Reset Form

District	County	Resolution Number	Resolution Type	Section Number
1	Cook		Original	25-00117-00-PV

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
Nine Hundred Fifty Thousand..... Dollar
s (\$950,000.00)
 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from
01/01/26 to 12/31/26.
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of PALATINE
Local Public Agency Type Name of Local Public Agency
 shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Maureen Pasqualucci 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 12/01/25.
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
UNDERSTANDING**

6/13/2017

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number Insert the resolution number as assigned by the LPA, if applicable.

Resolution Type From the drop down box, choose the type of resolution:
 -Original would be used when passing a resolution for the first time for this project.
 -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions.
 -Amended would be used when a previously passed resolution is being amended.

Section Number Insert the section number of the improvement covered by the resolution.

Governing Body Type From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.

LPA Type From the drop down box choose the LPA body type; County, City, Town or Village.

Name of LPA Insert the name of the LPA.

Resolution Amount Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().

Beginning Date Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.

Ending Date Insert the ending date of the maintenance period.

LPA Type From the drop down box choose the LPA body type; County, City, Town or Village.

Name of LPA Insert the name of the LPA.

Name of Clerk Insert the name of the LPA Clerk.

LPA Type From the drop down box choose the LPA body type; County, City, Town or Village.

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Name of LPA Insert the name of the LPA.

Governing Body Type From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.

Name of LPA Insert the name of the LPA.

Date Insert the date of the meeting.

Day Insert the day the Clerk signed the document.

Month, Year Insert the month and year of the clerk's signature.

Clerk Signature Clerk shall sign here.

Seal used. The Clerk shall seal the document here, if required. If a seal is required, electronic signatures should not be used.

Approved The Department of Transportation representative shall sign and date here upon approval.

A minimum of three (3) certified signed originals must be submitted to the Regional Engineer's District office OR email PDF completed form with electronic signatures to your local District LRS office.

Following IDOT's approval, distribution will be as follows:
 Local Public Agency Clerk
 Engineer (Municipal, Consultant or County)

Consider a Resolution Amending the Village's Employee Handbook for 2026

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 2025 budget.

KEY ISSUES:

The suggested handbook changes for 2026 include:

- Translation Reward Program eligibility updated.
- Expand vacation benefits to Sworn Shift Personnel in the Fire Department to align with all other Village employees.
- Clarify usage of sick leave when on FMLA for bonding time.
- Update language on sick leave buyback annual incentive when an employee meets the criteria but will not be an active employee on the pay day preceding Christmas.
- Provide approved leave examples for non-employment elsewhere.
- Update of tuition assistance policy.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Staff recommends adopting the Resolution amending the 2026 Village's Employee Handbook.

ACTION REQUIRED:

A motion to adopt the Resolution amending the 2026 Village's Employee Handbook.

ATTACHMENTS:

1. RESOLUTION AMENDING THE EMPLOYEE HANDBOOK 2026
2. Summary of Employee Handbook 2026 Changes
3. FINAL - Red-Lined 2026 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, 2026.

DATED: This _____ day of _____, 2025

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

APPROVED by me this _____ day of _____, 2025

Mayor of the Village of Palatine

ATTEST and FILE in the office of the Village Clerk this _____ day of _____, 2025

Village Clerk

2026 Summary of Handbook Changes

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, **including 2 retirees appointed by the Village Manager**, in order to provide a direct link between the employees and the Village's health insurance advisors.

Section 5.10 Translation Reward 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 **be employed with the Village for at least twelve (12) months to be eligible. An eligible employee must then** 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.

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~~ **six (6)** 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~~ **fifth (5th)** 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~~ **five (5)** 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 nine (9) years of continued service, Sworn shift personnel shall be allowed to accrue an additional two (2) days of vacation credit. Such vacation days credit shall be calculated on the basis of eighteen (18) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed nine (9) duty days.**
- D. Beginning with the first day following completion of ~~fourteen~~ **thirteen (13)** years of continued service, Sworn shift personnel shall be allowed to accrue an additional ~~three~~ **one (1)** 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.
- E. Beginning with the first day following completion of ~~twenty~~ **nineteen (19)** 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.

- F. Beginning with the first day following completion of ~~twenty-five~~ **twenty-two (22)** 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.
- G. **Beginning with the first day following completion of twenty-four (24) 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-six (26) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed thirteen (13) duty days.**

Section 7.2 Sick Leave Requests For Use

Section C2 is amended as follows:

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. **Employees on FMLA leave for bonding time must first use their Sick Leave for 10 shift days (10, 24-hour shift days for Fire Department personnel) before the use of other forms of leave (vacation days, holidays, personal time, safe driving day or compensatory time).** If the employee has no sick leave available, other accrued leave time shall be used.

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, **unless otherwise directed by the Village Manager.** To be eligible, the employee must have been employed for one (1) full calendar year prior to November 17. **Eligible employees who have separated on or after November 16, before the scheduled payment, may arrange with HR to include their Sick Leave Buyback in their final paycheck.** Following is the procedure for pay out:

Section 7.11 Family and Medical Leave

Section A3 is amended as follows:

In order **for an employee** to care for **employee's** **their family member** (spouse, child, or parent) if **employee the family member** has a "serious health condition"; or

Section I is amended as follows:

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, ~~such bonding leave shall run consecutively and concurrently with FMLA leave. Additionally, employees must first use ten (10) working days (10 24-hour shifts for Fire Department shift personnel) of sick leave before other types of leave are used (Paid vacation days, personal time, compensatory time). the e~~Employees shall be permitted to use no more than ten (10) days of accrued sick leave, ~~which shall run concurrently with FMLA. Paid vacation days, personal time, compensatory time may also be used, to the extent available.~~

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 ~~(vacation, sick leave, FMLA, bereavement, or any other leave determined by the Village Manager),~~ without the express written permission of the Village Manager may be subject to discipline up to and including termination of employment.

Section 9.1 Outside Employment

During the time an employee is absent from work due to medical reasons ~~(on duty, off duty, on workers compensation, on FMLA time, etc.),~~ an employee shall be prohibited from working a secondary position.

Section 11.2 Tuition Assistance Program

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. ~~All higher education institutions must be accredited.~~

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. ~~The Village's reimbursement will not exceed established benchmark rates. However, if the rate from an accredited higher education institution is less than the established benchmark rates, the maximum amount reimbursed will equal the institution's rate per credit hour for graduate or undergraduate coursework. The reimbursement rate for graduate level coursework shall not be less than the reimbursement rate for undergraduate level coursework.~~

Section 13.13 Global Positioning Systems

Section 13.13

Outside Employment Request Form

5.) During the time an employee is absent from work due to medical reasons, an employee shall be prohibited from working a secondary position.

Additional

Spaces on FMLA on page 50.

Section titling of 9.6-9.11 were incorrect

Section titling 13.13 was incorrect

Table of Contents corrected to reflect page shift due to additions

EMPLOYEE HANDBOOK

January 1, 202~~5~~6

Table of Contents

ARTICLE I. INTRODUCTION.....	6
Section 1.1 Purpose of Employee Handbook.....	6
Section 1.2 Collective Bargaining Agreements.....	6
Section 1.3 Types of Employment	6
Section 1.4 Equal Employment Opportunity	8
Section 1.5 Americans with Disabilities	9
Section 1.6 Harassment	9
Section 1.7 Resolving Complaints of Harassment or Discrimination	12
Section 1.8 Immediate Family.....	14
ARTICLE II. APPOINTMENTS AND PROMOTIONS.....	14
Section 2.1 Employment Policy.....	14
Section 2.2 Nepotism/Non-fraternization	15
Section 2.3 Probation	16
Section 2.4 Promotion.....	17
Section 2.5 Transfers	17
Section 2.6 Residency Requirement	17
ARTICLE III. HOURS OF WORK AND OVERTIME.....	18
Section 3.1 Normal Work Periods.....	18
Section 3.2 Normal Working Hours.....	18
Section 3.3 Lunch and Rest Periods.....	19
Section 3.4 Overtime.....	20
Section 3.5 Optional Compensatory Time.....	20
Section 3.6 Light Duty Policy.....	21
ARTICLE IV. PAY PLAN AND PAY PERIOD.....	23
Section 4.1 Composition of Pay Plan.....	23
Section 4.2 Development and Maintenance of Salary Ranges	24
Section 4.3 Rate of Pay at Hire	24
Section 4.4 Salary Adjustments	24
Section 4.5 Performance Evaluations.....	25
Section 4.6 Pay Period	25
Section 4.7 Payroll Deductions	26
Section 4.8 Payroll Errors.....	26
Section 4.9 Part-Time Employment Policy.....	26
Section 4.10 Demotions.....	27

Section 7.15	Non-Employment Elsewhere.....	51
ARTICLE VIII. EMPLOYEE SAFETY.....		51
Section 8.1	Employee Responsibility.....	512
Section 8.2	Workplace Injuries/Accidents.....	52
Section 8.3	Safety Committees.....	53
Section 8.4	Safe Driving Day.....	53
Section 8.5	Workplace Violence	534
Section 8.6	Driver Responsibilities	55
ARTICLE IX. EMPLOYEE CONDUCT.....		556
Section 9.1	Outside Employment.....	556
Section 9.2	Use of Village Mail	57
Section 9.3	Use of Village Property	57
Section 9.4	Political Activity	578
Section 9.5	Solicitation, Distribution of Printed Materials, Selling/Peddling Among Employees	578
Section 9.56	Indoor Clean Air Policy	589
Section 9.67	Drug-Free and Alcohol-Free Workplace Policies.....	59
Section 9.78	Attendance, Punctuality and Dependability	601
Section 9.89	Disclosure of Confidential Information.....	61
Section 9.910	Employee Ethics Policy	612
Section 9.101	Post-Employment Restrictions.....	62
ARTICLE X. EMPLOYEE DISCIPLINE		622
Section 10.1	Disciplinary Action.....	622
Section 10.2	Appealing Disciplinary Actions.....	64
Section 10.3	Grievance Procedure.....	645
ARTICLE XI. MISCELLANEOUS POLICIES.....		66
Section 11.1	Meet and Confer Sessions.....	66
Section 11.2	Tuition Assistance Program	667
Section 11.3	Employee Suggestions	689
Section 11.4	Business Travel Expense Policy	69
Section 11.5	Uniforms and Appearance.....	70
Section 11.6	Failure to Work Due to Exceptional Circumstances	700
Section 11.7	Work Requirements During Inclement Weather.....	701
Section 11.8	Work from Home Arrangements.....	701
Section 11.9	Internal Investigations and Searches.....	701
Section 11.10	Firearm Restrictions	71

ARTICLE XII. SEPARATION FROM VILLAGE EMPLOYMENT	712
Section 12.1 Layoffs and Recalls	712
Section 12.2 Resignation/Loss of Seniority	723
ARTICLE XIII. ELECTRONIC MEDIA POLICY AND PROCEDURES.....	73
Section 13.1 Purpose.....	73
Section 13.2 System Components/Media Defined.....	73
Section 13.3 Usage Guidelines and Procedures.....	734
Section 13.4 Acceptable Use.....	745
Section 13.5 Unacceptable Use.....	75
Section 13.6 Limits of Privacy	756
Section 13.7 Transmitting Confidential Information	76
Section 13.8 Software Standardization	76
Section 13.9 Software Licensing	766
Section 13.10 Software Development	767
Section 13.11 Etiquette and Village of Palatine Representation	767
Section 13.12 Regulation and Enforcement.....	77
Section 13.13 Global Positioning Systems.....	77
TUITION ASSISTANCE APPLICATION.....	78
TUITION ASSISTANCE AGREEMENT	79
OUTSIDE EMPLOYMENT REQUEST	80

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, including 2 retirees appointed by the Village Manager, 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 be employed with the Village for at least twelve (12) months to be eligible. An eligible employee must then 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-six~~ (67) 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-fifth~~ (56th) 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-five~~ (56) 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 nine (9) years of continued service, Sworn shift personnel shall be allowed to accrue an additional two (2) days of vacation credit. Such vacation days credit shall be calculated on the basis of eighteen (18) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed nine (9) duty days.
- ~~C.D.~~ Beginning with the first day following completion of ~~fourteen-thirteen~~ (134) years of continued service, Sworn shift personnel shall be allowed to accrue an additional ~~three-one~~ (31) 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.E.~~ Beginning with the first day following completion of ~~twenty-nineteen~~ (2019) 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.

F. Beginning with the first day following completion of twenty-five-two (225) 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.

~~E.G.~~ Beginning with the first day following completion of twenty-four (24) 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-six (26) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed thirteen (13) 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. Employees on FMLA leave for bonding time must first use their Sick Leave for 10 shift days (10, 24-hour shift days for Fire Department personnel) before the use of other forms of leave (vacation days, holidays, personal time, safe driving day or compensatory time).-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-, unless otherwise directed by the Village Manager. To be eligible, the employee must have been employed for one (1) full calendar year prior to November 17. Eligible employees who have separated on or after November 16, before the scheduled payment, may arrange with HR to include their Sick Leave Buyback in their final paycheck.- 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)**

1. **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.
 2. **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 ~~for an employee~~ to care for ~~employee's~~ their family member (spouse, child, or parent) if ~~employee~~ the family member 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, such bonding leave shall run concurrently with FMLA leave. Additionally, employees must first use ten (10) working days (10 24-hour shifts for Fire Department shift personnel) of sick leave before other types of leave are used (Paid vacation days, personal time, compensatory time).~~the e Employees 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 (vacation, sick leave, FMLA, bereavement, or any other leave determined by the Village Manager), 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 (on duty, off duty, on workers compensation, on FMLA time, etc.), 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~~Section 9.6 **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~~Section 9.7 **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~~Section 9.8 **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~~Section 9.9 **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~~Section 9.10 **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~~Section 9.11 **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. All higher education institutions must be accredited.

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. The Village's reimbursement will not exceed established benchmark rates. However, if the rate from an accredited higher education institution is less than the established benchmark rates, the maximum amount reimbursed will equal the institution's rate per credit hour for graduate or undergraduate coursework. The reimbursement rate for graduate level coursework shall not be less than the reimbursement rate for undergraduate level coursework.

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 13.13 Global Positioning Systems

Global Positioning System (GPS) devices are used for reporting items such as location, condition, or current operational state of Village assets. Some Village equipment, including, but not limited to, cell phones, mobile devices, computers, and vehicles may have GPS devices attached or built in and enabled for management and reporting purposes.

**VILLAGE OF PALATINE
TUITION ASSISTANCE APPLICATION**

This form must be completed, signed and submitted to Human Resources for consideration of Tuition Assistance. Assistance is provided on a first come, first serve basis. There is no guarantee of benefits.

Employee Name: _____ Application Date: _____

Job Title: _____ Department: _____

Courses Requested: _____ Number of Hours: _____

Undergraduate _____ Graduate _____ Degree: _____

Name of Institution: _____

Tuition Rate Per Credit Hour:

In your opinion, how will this degree or course(s) improve your job performance?

Provide a written explanation on how this course will benefit you personally.

Employee Signature: _____ Date: _____

Department Head Approval: _____ **Date:** _____

Employee, upon course completion, submits:

_____ Transcript showing final grade
_____ Tuition statement for proof of payment
_____ Completed Tuition Assistance Agreement

Village of Palatine
TUITION ASSISTANCE AGREEMENT

This Tuition Assistance Agreement is between Village of Palatine, (“Village”), and _____ (“Employee”). Both the Village and the Employee voluntarily agree to the following provisions:

- (1) The Village will give the Employee a Cash Advance or Loan following successful completion of coursework in accordance with the provisions of the Tuition Assistance Program as indicated in Section 11.2 of the Employee Handbook.
- (2) The Village agrees to Loan this amount to the Employee on the condition that the Employee agrees to repay the Village the entire amount of this Loan on or before his last day of employment unless he completes three years of active service following the Cash Advance.
- (3) The Village will excuse a portion of the Cash Advance for each 12-month period that Employee works for the Village following completion of the course according to the following schedule:
 - At least 12 months after completion of the course work, the Village will excuse 25% of the Loan.
 - At least 24 months after completion of the course work, the Village will excuse 50% of the Loan.
 - At least 36 months after completion of the course work, the Village will excuse 100% of the Loan.
- (4) If the employment relationship between the Employee and the Village is terminated for any reason before the Loan is paid in full, the Employee agrees that the unpaid balance of this Loan Amount shall immediately become due.
- (5) The Employee also agrees and voluntarily authorizes the Village to withhold from the Employee’s final paycheck deductions to satisfy the loan, even if the amount exceeds 15% of the total paycheck. If the final paycheck does not cover the entire unpaid balance, the remaining balance, (if any) may be recovered by the Village in a court of law, with the Employee being responsible for the Villages’ attorney’s fees and costs incurred if deemed appropriate by the court.
- (6) Nothing contained in this loan agreement constitutes a promise or guarantee of employment for a specific term, and the Village and Employee acknowledge that the Employee’s employment relationship remains an at-will employment.
- (7) This Agreement shall be construed and enforced pursuant to Illinois law.

Employee Signature

Village of Palatine

Date

Date

Class(es): _____

Employee, upon course completion please submit:

1. Completed Tuition Assistance Agreement
2. Transcript showing final grade
3. Statement from the Bursar's Office (Tuition Statement) for proof of payment.

OUTSIDE EMPLOYMENT REQUEST

Village employees may participate in outside employment with the prior approval of their Department Head and/or the Village Manager, subject to the following conditions:

1. All requests to engage in outside employment must be submitted in writing to the Department Head and/or Village Manager.
2. The Department Head and/or Village Manager may prohibit outside employment which may:
 - a. Affect the quality of the employee's work for the Village;
 - b. Prevent the employee from devoting 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.
- 4.5. During the time an employee is absent from work due to medical reasons, an employee shall be prohibited from working a secondary position.

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 2026 Regular Scheduled Meeting Calendar

BACKGROUND:

Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regularly scheduled meetings for calendar year 2026 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 2026 Meeting Calendar includes only one Village Council meeting in July, consistent with the Council's July meeting schedule in recent years.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the regular scheduled meeting calendar for 2026.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular scheduled meeting calendar for 2026.

ATTACHMENTS:

1. 2026 Meeting Calendar

VILLAGE OF PALATINE - 2026 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 82	Fire & Police Commission 3:00 PM Police Department
January 5	January 13	February 9	February 10	March 18	May 6
January 12*	January 27	May 11	May 12	June 17	November 4
January 19	February 10	August 10	August 11	September 16	
February 2	February 24	November 9	November 10	December 9	
February 9*	March 10				
February 17	March 24				
March 2	April 14				
March 9*	April 28				
March 16	May 12				
April 6	May 26				
April 13*	June 9				
April 20	June 23				
May 4	July 14				
May 11*	July 28				
May 18	August 11				
June 1	August 25				
June 8*	September 15				
June 15	September 29				
July 13*	October 13				
August 3	October 27				
August 10*	November 10				
August 17	November 24				
September 8	December 8				
September 14*	December 22				
September 21					
October 5					
October 12*					
October 19					
November 2					
November 9*					
November 16					
December 7					
December 14*					
December 21					

Beautification Commission 5:00 PM Public Works
March 30
May 26
July 27
September 28
November 23

Village Hall - 200 E. Wood Street
 Fire Station 82 - 1475 N. Hicks Road
 Police Department - 595 N. Hicks Road
 Public Works - 148 W. Illinois Street

Village of Palatine

Village Clerk

Mayor

Warrant # 23 having been approved by the Village Council on 12-01-25 hereby authorizes the Treasurer to deposit funds from the accounts indicated below

		Check/ACH	Electronic	Manual	UB Refunds	Fund
		Disbursements	(EFT/W-T)	Checks	Processed	Expense
		Disbursements	Disbursements	Checks	Processed	Expense
General Fund	100	227,391.51	-	-	-	227,391.51
Federal Equitable Sharing Fund	221	12,000.00	-	-	-	12,000.00
Downtown TIF Fund	233	9,847.94	-	-	-	9,847.94
Rand Corridor TIF Fund	234	875.00	-	-	-	875.00
Capital Equipment Fund	401	50,233.85	-	-	-	50,233.85
Capital Improvements Fund	402	11,476.00	-	-	-	11,476.00
Water Fund	605	465,215.25	-	11,459.00	269.08	476,943.33
Sewer Fund	610	5,351.36	-	-	13.05	5,364.41
Refuse Fund	615	-	-	-	209.25	209.25
Parking Fund	620	4,978.67	-	-	-	4,978.67
Liability Insurance Fund	702	-	197.00	-	-	197.00
Fleet Services Fund	710	52,851.74	-	-	-	52,851.74
Total Report		840,221.32	197.00	11,459.00	491.38	852,368.70



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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									
PSI827606	5 Gallon Complete Fuel Treatment	Open		11/01/2025	12/01/2025	11/18/2025			956.92
Vendor 4040 - 1st Ayd Corporation Totals							Invoices	1	\$956.92
Vendor 1553 - Acme Truck & Brake Supply									
01_499468	Parts - T-427	Open		11/04/2025	12/04/2025	11/13/2025			226.34
Vendor 1553 - Acme Truck & Brake Supply Totals							Invoices	1	\$226.34
Vendor 5416 - Advance Auto Parts									
6432519266013	Parts - STOCK	Open		10/01/2025	12/02/2025	11/18/2025			109.83
6432519943718	Parts - PT-043	Open		10/01/2025	12/02/2025	11/18/2025			44.28
6432523167573	Parts - STOCK	Open		10/01/2025	12/02/2025	11/18/2025			76.86
6432523430635	Parts - STOCK	Open		10/01/2025	12/02/2025	11/18/2025			23.40
6432526146020	Parts - STOCK	Open		10/01/2025	12/02/2025	11/18/2025			51.18
6432526231522	Credit Memo	Open		10/01/2025	12/02/2025	11/18/2025			(51.18)
6432528969952	Credit Memo	Open		10/01/2025	12/02/2025	11/18/2025			(136.00)
6432529332462	Parts - T-427	Open		10/20/2025	12/02/2025	11/18/2025			26.64
6432529332477	Credit Memo	Open		10/20/2025	12/02/2025	11/18/2025			(152.00)
6432530260371	Credit Memo	Open		10/29/2025	12/02/2025	11/18/2025			(26.64)
6432530732944	Parts - PT-230	Open		11/03/2025	12/02/2025	11/18/2025			333.36
6432531160679	Parts - STOCK	Open		11/07/2025	12/02/2025	11/18/2025			127.81
6432531730886	Credit Memo	Open		11/13/2025	12/02/2025	11/18/2025			(23.40)
Vendor 5416 - Advance Auto Parts Totals							Invoices	13	\$404.14
Vendor 3030 - Advanced Automation & Control									
25-5161	SCADA Troubleshooting	Open		11/12/2025	12/12/2025	11/18/2025			480.00
Vendor 3030 - Advanced Automation & Control Totals							Invoices	1	\$480.00
Vendor 4771 - AEC Fire-Safety & Security Inc									
288193	Parts - T-427/E-81	Open		11/07/2025	12/07/2025	11/13/2025			1,277.28
Vendor 4771 - AEC Fire-Safety & Security Inc Totals							Invoices	1	\$1,277.28
Vendor 2611 - Al Warren Oil Co									
W1795766	Motor Fuel	Open		11/07/2025	12/07/2025	11/07/2025			2,674.10
W1795767	Motor Fuel	Open		11/07/2025	12/07/2025	11/07/2025			19,362.60
Vendor 2611 - Al Warren Oil Co Totals							Invoices	2	\$22,036.70
Vendor 3060 - Allegra Print & Imaging									
106823	#10 Window Envelopes	Open		11/05/2025	12/05/2025	11/06/2025			331.43
Vendor 3060 - Allegra Print & Imaging Totals							Invoices	1	\$331.43
Vendor 5021 - Arlington Heights Ford LLC									
169007H	Parts - T-409A	Open		10/25/2025	11/24/2025	11/13/2025			184.99



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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
169190H	Parts -T-482	Open		11/03/2025	12/03/2025	11/13/2025			308.44
169393H	Parts - T-529	Open		11/03/2025	12/03/2025	11/13/2025			115.20
169396H	Parts - Stock	Open		11/04/2025	12/04/2025	11/13/2025			159.04
169673H	Parts - Stock	Open		11/11/2025	12/11/2025	11/21/2025			1,092.30
169801H	Parts - T-500	Open		11/13/2025	12/13/2025	11/21/2025			263.18
Vendor 5021 - Arlington Heights Ford LLC Totals									
						Invoices	6		\$2,123.15
Vendor 1443 - Arlington Power Equipment									
251867	Parts - PT-27	Open		10/21/2025	11/20/2025	11/13/2025			15.49
251868	Parts - PT-999	Open		10/21/2025	11/20/2025	11/13/2025			105.96
252540	Parts - PT-112	Open		10/27/2025	11/26/2025	11/13/2025			116.98
252956	Parts -PT-112	Open		10/29/2025	11/28/2025	11/13/2025			223.99
252957	Parts - PT-112	Open		10/29/2025	11/28/2025	11/13/2025			34.99
252958	Parts -PT-422	Open		10/29/2025	11/28/2025	11/13/2025			32.72
252959	Parts - PT-27	Open		10/29/2025	11/28/2025	11/13/2025			1.49
Vendor 1443 - Arlington Power Equipment Totals									
						Invoices	7		\$531.62
Vendor 4455 - AutoZone Stores LLC									
02567193857	Parts - T-509	Open		11/06/2025	12/06/2025	11/21/2025			116.39
02567193858	Parts - C-370	Open		11/06/2025	12/06/2025	11/21/2025			87.29
Vendor 4455 - AutoZone Stores LLC Totals									
						Invoices	2		\$203.68
Vendor 2282 - Baxter And Woodman									
0279053	Design Engineering Services for Well 15 Rehabilitation	Open		11/14/2025	12/14/2025	11/17/2025			1,789.40
Vendor 2282 - Baxter And Woodman Totals									
						Invoices	1		\$1,789.40
Vendor 1101 - Beverly Materials LLC									
329506	Crushed Stone & Wash Stone-WMB Restoration Repair	Open		11/15/2025	12/15/2025	11/18/2025			1,765.88
Vendor 1101 - Beverly Materials LLC Totals									
						Invoices	1		\$1,765.88
Vendor 1857 - Brian Edward Landscaping Inc									
25381	2025 Bridge View West and Peregrine Lakes Snow and Ice Control	Open		11/11/2025	12/11/2025	11/25/2025			160.00
25382	2025 Snow and Ice Control- Police HQ	Open		11/11/2025	12/11/2025	11/25/2025			134.50
25383	2025 Snow and Ice Control- Train Station and Parking Deck	Open		11/11/2025	12/11/2025	11/25/2025			1,179.25
25384	2025 Snow and Ice Control- Downtown Areas	Open		11/11/2025	12/11/2025	11/25/2025			2,206.75
Vendor 1857 - Brian Edward Landscaping Inc Totals									
						Invoices	4		\$3,680.50



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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 2228 - Bridge Printing & Promotional Products, Inc									
A26423	2026 vending and amusement stickers	Open		11/12/2025	11/27/2025	11/13/2025			562.54
Vendor 2228 - Bridge Printing & Promotional Products, Inc Totals							Invoices	1	<u>\$562.54</u>
Vendor 2243 - Bristol Hose & Fitting									
3592563	Parts - Stock	Open		10/31/2025	11/30/2025	11/13/2025			83.20
Vendor 2243 - Bristol Hose & Fitting Totals							Invoices	1	<u>\$83.20</u>
Vendor 4850 - Builders Asphalt, Llc									
182221	Binder and Surface for Hot Paving	Open		11/06/2025	12/06/2025	11/05/2025			528.36
182347	Binder and Surface for Hot Paving	Open		11/07/2025	12/07/2025	11/20/2025			2,555.44
182684	Binder and Surface for Hot Paving	Open		11/13/2025	12/13/2025	11/20/2025			197.20
182796	Binder and Surface for Hot Paving	Open		11/14/2025	12/14/2025	11/20/2025			1,101.60
Vendor 4850 - Builders Asphalt, Llc Totals							Invoices	4	<u>\$4,382.60</u>
Vendor 2650 - Case Lots									
4575	Black Can Liners, Laundry Soap	Open		11/10/2025	12/10/2025	11/18/2025			553.25
4602	Blue Recycling Can Liners, Scrub Sponges	Open		11/10/2025	12/10/2025	11/18/2025			698.85
Vendor 2650 - Case Lots Totals							Invoices	2	<u>\$1,252.10</u>
Vendor 5218 - Casey Automotive									
427272	Repairs & Maintenance - T-497	Open		11/05/2025	12/05/2025	11/21/2025			57.03
427488	Repairs & Maintenance - T-406	Open		11/13/2025	12/13/2025	11/21/2025			587.23
427518	Repairs & Maintenance - T-475	Open		11/13/2025	12/13/2025	11/24/2025			70.42
427526	Repairs & Maintenance - T-428	Open		11/13/2025	12/13/2025	11/21/2025			57.89
427559	Repairs & Maintenance - C-368	Open		11/14/2025	12/14/2025	11/21/2025			347.90
427561	Repairs & Maintenance - T-376	Open		11/14/2025	12/14/2025	11/24/2025			858.88
Vendor 5218 - Casey Automotive Totals							Invoices	6	<u>\$1,979.35</u>
Vendor 3104 - Wade C Caudle									
PWBRWC102625	Boot Reimbursement	Open		10/26/2025	11/26/2025	11/14/2025			227.33
Vendor 3104 - Wade C Caudle Totals							Invoices	1	<u>\$227.33</u>
Vendor 2732 - CDW Government Inc									



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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
AF8CQ8M	Fiber Cables	Open		09/04/2025	10/04/2025	11/13/2025			19.49
Vendor 2732 - CDW Government Inc Totals						Invoices	1		\$19.49
Vendor 3050 - Cintas #22									
4248592312	Village Hall Carpets	Open		11/03/2025	12/03/2025	11/11/2025			155.79
4249122277	Uniform Cleaning	Open		11/07/2025	12/07/2025	11/11/2025			157.59
4249122292	Shop Rags	Open		11/07/2025	12/07/2025	11/11/2025			18.07
4249935435	Uniform Cleaning	Open		11/14/2025	12/14/2025	11/14/2025			184.66
4249935468	Shop Rags	Open		11/14/2025	12/14/2025	11/14/2025			18.07
4249935492	CSF Carpets	Open		11/14/2025	12/14/2025	11/14/2025			160.00
Vendor 3050 - Cintas #22 Totals						Invoices	6		\$694.18
Vendor 2707 - Ciorba Group Inc									
0033774	2026 Water Main Replacement Contract 1 Design DPW-2621	Open		11/13/2025	12/13/2025	11/24/2025			36,245.75
Vendor 2707 - Ciorba Group Inc Totals						Invoices	1		\$36,245.75
Vendor 4199 - Clark Baird Smith LLP									
2891	2025 CBS (October) Project Matters: PD, FD, PW & PW-Swanson	Open		10/31/2025	11/21/2025	11/21/2025			2,995.00
Vendor 4199 - Clark Baird Smith LLP Totals						Invoices	1		\$2,995.00
Vendor 1488 - CNS Tire Supply									
27910	Repairs - T-482	Open		10/30/2025	11/29/2025	11/18/2025			80.00
27911	Parts - Stock	Open		10/31/2025	11/30/2025	11/18/2025			1,490.28
27915	Parts - PT-202	Open		11/03/2025	12/03/2025	11/18/2025			768.44
27916	Parts - PT-231	Open		11/03/2025	12/03/2025	11/18/2025			768.44
27921	Parts - PT-227	Open		11/07/2025	12/07/2025	11/21/2025			768.44
Vendor 1488 - CNS Tire Supply Totals						Invoices	5		\$3,875.60
Vendor 2383 - Colfax Welding & Fabricating									
64859	Parts - E-612/E-610	Open		11/07/2025	12/07/2025	11/21/2025			32.04
Vendor 2383 - Colfax Welding & Fabricating Totals						Invoices	1		\$32.04
Vendor 3033 - Comcast Cable									
CC 11-25 A	Backup Internet Connections	Open		10/16/2025	11/13/2025	11/13/2025			43.03
FD83 11-25	Backup Internet Connections	Open		10/24/2025	11/21/2025	11/13/2025			86.39
PW 11-25 B	Backup Internet Connections	Open		10/24/2025	11/21/2025	11/13/2025			6.93
CC 11-25 B	Backup Internet Connections	Open		10/25/2025	11/22/2025	11/13/2025			59.70
PD 11-25	Backup Internet Connections	Open		10/25/2025	11/22/2025	11/13/2025			319.62
PD25-Nov	Monthly Service Fee's (11/11/25 - 12/10/25)	Open		11/04/2025	12/02/2025	11/20/2025			18.48



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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	3033 - Comcast Cable Totals			Invoices	6	\$534.15
Vendor 2980 - Commonwealth Edison									
6077644390 11/25	Electricity-50 N. Brockway Street Parking Lot Lighting	Open		11/19/2025	12/04/2025	11/18/2025			108.35
			Vendor	2980 - Commonwealth Edison Totals			Invoices	1	\$108.35
Vendor 2741 - Conserv FS									
65205183	Ice Melt	Open		11/13/2025	12/13/2025	11/18/2025			491.90
65204772	Tree/Turf Chemical Supplies	Open		11/04/2025	12/04/2025	11/07/2025			976.70
			Vendor	2741 - Conserv FS Totals			Invoices	2	\$1,468.60
Vendor 5553 - COPS and FIRE Personnel Testing Service									
2021	2025 COPS & FIRE P.T. -PD 2 hires (EW-AA) Pre-employment Poly Ex	Open		11/18/2025	11/19/2025	11/19/2025			350.00
			Vendor	5553 - COPS and FIRE Personnel Testing Service Totals			Invoices	1	\$350.00
Vendor 4599 - Cummins Sales and Service									
F2-251143843	Parts - T-427	Open		11/03/2025	12/03/2025	11/21/2025			98.41
F2-251145060	Parts-T-427	Open		11/12/2025	12/12/2025	11/24/2025			3,075.88
			Vendor	4599 - Cummins Sales and Service Totals			Invoices	2	\$3,174.29
Vendor 2584 - Currie Motors Inc									
A9308	2025 Ford Escape Active SUV-T-551	Open		06/30/2025	11/19/2025	11/19/2025			28,861.00
			Vendor	2584 - Currie Motors Inc Totals			Invoices	1	\$28,861.00
Vendor 3051 - Scott Cvetan									
PWBRSC011425-2	Boot Reimbursement	Open		11/25/2025	12/02/2025	11/25/2025			21.43
			Vendor	3051 - Scott Cvetan Totals			Invoices	1	\$21.43
Vendor 5521 - Daisy's Ice Cream, LLC									
111125Refund1	Refund - Street Fest 2025	Open		11/11/2025	12/12/2025	11/11/2025			100.00
			Vendor	5521 - Daisy's Ice Cream, LLC Totals			Invoices	1	\$100.00
Vendor 5406 - DeKind Computer Consultants									
43526	Dekind Invoice for December	Open		11/13/2025	12/01/2025	11/13/2025			21,600.00
43527	Dekind Invoice for November	Open		11/13/2025	11/13/2025	11/13/2025			9,360.00
			Vendor	5406 - DeKind Computer Consultants Totals			Invoices	2	\$30,960.00
Vendor 5342 - Design Workshop, Inc									
0083257	Downtown Parking and Wayfinding Sign Plan	Open		11/11/2025	12/11/2025	11/10/2025			900.00
			Vendor	5342 - Design Workshop, Inc Totals			Invoices	1	\$900.00
Vendor 5641 - Display Sales Co									



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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
INV8864	Banners, Banner Hardware and C9 Wire	Open		11/12/2025	12/12/2025	11/18/2025			6,630.00
Vendor 5641 - Display Sales Co Totals									
Invoices									1
									\$6,630.00
Vendor 4781 - Document Imaging Services, LLC									
3671	Toner	Open		11/06/2025	12/06/2025	11/13/2025			1,490.00
Vendor 4781 - Document Imaging Services, LLC Totals									
Invoices									1
									\$1,490.00
Vendor 1728 - Doland Engineering, LLC									
25-11132	2025 WM Improvements Contract 1/2 Const. Eng DPW-2521/2522	Open		10/31/2025	11/30/2025	11/24/2025			46,042.50
Vendor 1728 - Doland Engineering, LLC Totals									
Invoices									1
									\$46,042.50
Vendor 2786 - EJ Equipment Inc									
P18295	Vac-Con Handguns - T-454	Open		11/14/2025	12/14/2025	11/18/2025			851.36
KP53542	Parts - T-454	Open		10/31/2025	11/30/2025	11/13/2025			430.50
Vendor 2786 - EJ Equipment Inc Totals									
Invoices									2
									\$1,281.86
Vendor 2114 - EJ USA, Inc									
110250088528	20" Repair Clamp	Open		11/06/2025	12/06/2025	11/11/2025			1,837.64
Vendor 2114 - EJ USA, Inc Totals									
Invoices									1
									\$1,837.64
Vendor 3270 - Elevated Safety LLC									
INV00009574	New Squad TRT Equipment	Open		11/07/2025	12/06/2025	11/13/2025			2,192.85
Vendor 3270 - Elevated Safety LLC Totals									
Invoices									1
									\$2,192.85
Vendor 5398 - EMS Management & Consultants, Inc.									
EMS-020774	Ambulance Billing Charges - Oct	Open		10/31/2025	12/15/2025	11/26/2025			9,700.57
Vendor 5398 - EMS Management & Consultants, Inc. Totals									
Invoices									1
									\$9,700.57
Vendor 2665 - Fleet Safety Supply									
86039	Parts - Stock	Open		11/07/2025	12/07/2025	11/21/2025			674.04
Vendor 2665 - Fleet Safety Supply Totals									
Invoices									1
									\$674.04
Vendor 5123 - Flock Safety									
INV-79305	Flock Camera Renewal (x4) - Falcon Flex & LPR System	Open		11/14/2025	12/14/2025	11/20/2025			12,000.00
Vendor 5123 - Flock Safety Totals									
Invoices									1
									\$12,000.00
Vendor 2195 - FMP									
50-6379131	Parts - T-409A	Open		10/24/2025	11/23/2025	11/13/2025			571.86
162-219729	Lubricants & Additives - Stock	Open		11/03/2025	12/03/2025	11/13/2025			71.94



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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
162-219812	Lubricants & Additives - Stock	Open		11/04/2025	12/04/2025	11/13/2025			83.76
162-219830	Lubricants & Additives	Open		11/04/2025	12/04/2025	11/21/2025			143.88
50-6398195	Parts - T-409	Open		11/04/2025	12/04/2025	11/21/2025			4.00
50-6415912	Parts - Stock	Open		11/13/2025	12/13/2025	11/21/2025			47.04
			Vendor	2195 - FMP Totals		Invoices	6		\$922.48
Vendor 3108 - Cory J Gerstung									
PWCDLCG111425	CDL Reimbursement	Open		11/14/2025	11/26/2025	11/14/2025			60.00
			Vendor	3108 - Cory J Gerstung Totals		Invoices	1		\$60.00
Vendor 3400 - Gewalt Hamilton Associates Inc									
4510.011-7	BAS RFQ Preparation	Open		11/12/2025	12/12/2025	11/20/2025			2,066.80
			Vendor	3400 - Gewalt Hamilton Associates Inc Totals		Invoices	1		\$2,066.80
Vendor 5119 - GIS Consortium									
833	GIS Shared Solutions	Open		11/07/2025	12/05/2025	11/07/2025			6,800.00
			Vendor	5119 - GIS Consortium Totals		Invoices	1		\$6,800.00
Vendor 2442 - Goodmark Nurseries Llc									
ARINV-012745	Silver Maple Replacement Parkway Trees	Open		11/05/2025	12/05/2025	11/03/2025			11,476.00
			Vendor	2442 - Goodmark Nurseries Llc Totals		Invoices	1		\$11,476.00
Vendor 5697 - Greg A Graber									
2025-00001022	Private Storm Sewer Program Reimbursement-508 S. Benton St	Open		11/14/2025	11/24/2025	11/21/2025			3,000.00
			Vendor	5697 - Greg A Graber Totals		Invoices	1		\$3,000.00
Vendor 2281 - Grainger									
801546714-A	Parts - G-019	Open		11/05/2025	12/05/2025	11/13/2025			227.42
			Vendor	2281 - Grainger Totals		Invoices	1		\$227.42
Vendor 5092 - Hard Rock Concrete Cutters Inc									
213094	2025 Sidewalk Cutting Program DPW-2514	Open		09/22/2025	11/20/2025	11/20/2025			10,463.12
			Vendor	5092 - Hard Rock Concrete Cutters Inc Totals		Invoices	1		\$10,463.12
Vendor 1775 - HBK Water Meter Service, Inc.									
250461	Meters-Flange Set	Open		11/04/2025	12/04/2025	11/04/2025			304.80
			Vendor	1775 - HBK Water Meter Service, Inc. Totals		Invoices	1		\$304.80
Vendor 4591 - IL Department of Innovation & Technology									
T2602475	Custom Bandwidth	Open		09/22/2025	10/21/2025	11/13/2025			1,010.00
T2604804	Custom Bandwidth	Open		10/20/2025	11/19/2025	11/13/2025			1,010.00



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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 4591 - IL Department of Innovation & Technology Totals				Invoices			2		\$2,020.00
Vendor 2822 - Illinois Secretary Of State									
PWVM T-552	New Vehicle Title & Plates - T-552	Open		10/15/2025	10/31/2025	10/22/2025			165.00
PWVM 2025 C-374	License Plate Renewal C-374	Open		11/01/2025	11/30/2025	11/13/2025			151.00
Vendor 2822 - Illinois Secretary Of State Totals				Invoices			2		\$316.00
Vendor 1604 - Illinois State Police									
20251001570	Fingerprinting for Liquor Licensing (1570-Oct)	Open		11/01/2025	12/16/2025	11/20/2025			108.00
20251003601	Fingerprinting for Employment (3601-Oct)	Open		11/01/2025	12/16/2025	11/20/2025			135.00
Vendor 1604 - Illinois State Police Totals				Invoices			2		\$243.00
Vendor 4521 - Imagetec LP									
779653	Copier Usage	Open		10/15/2025	11/15/2025	11/13/2025			1,900.16
Vendor 4521 - Imagetec LP Totals				Invoices			1		\$1,900.16
Vendor 4951 - Interstate Batteries of North Chicago									
60020485	Parts - PT-401	Open		11/05/2025	12/05/2025	11/13/2025			664.30
23055191	Parts - Stock	Open		11/11/2025	12/11/2025	11/21/2025			449.33
Vendor 4951 - Interstate Batteries of North Chicago Totals				Invoices			2		\$1,113.63
Vendor 2992 - James Messineo									
JM NOV 2025	Administrative Adjudication	Open		11/14/2025	11/28/2025	11/19/2025			1,312.50
Vendor 2992 - James Messineo Totals				Invoices			1		\$1,312.50
Vendor 4245 - JC Licht LLC									
64152266	Paint-Pump Station	Open		11/03/2025	12/03/2025	11/04/2025			76.55
Vendor 4245 - JC Licht LLC Totals				Invoices			1		\$76.55
Vendor 2695 - JG Uniforms Inc									
154409	Misc Uniform/Equipment Items/Vest Carriers (Dec New Hires)	Open		11/12/2025	12/12/2025	11/20/2025			184.00
154532	Misc Uniform/Equipment Items/Vest Carriers (Dibble)	Open		11/14/2025	12/14/2025	11/20/2025			195.00
Vendor 2695 - JG Uniforms Inc Totals				Invoices			2		\$379.00
Vendor 2452 - John Neri Construction Co									
#4 Payout	2025 Water Main Replacement Contract 1 DPW-2521	Open		11/05/2025	12/05/2025	11/06/2025			357,067.35
Vendor 2452 - John Neri Construction Co Totals				Invoices			1		\$357,067.35



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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 1635 - Joseph D. Foreman & Company 336848	Packing Gland/O-Ring for A-2380 Valve	Open		11/17/2025	12/16/2025	11/18/2025			410.00
Vendor 1635 - Joseph D. Foreman & Company Totals							Invoices	1	\$410.00
Vendor 2268 - Journal & Topics Newspapers 195463	legal- 204-216 & 222 W Palatine	Open		11/05/2025	12/05/2025	11/06/2025			81.57
Vendor 2268 - Journal & Topics Newspapers Totals							Invoices	1	\$81.57
Vendor 4354 - James E Kernan PWBRJK042625-2	Boot Reimbursement	Open		11/25/2025	12/02/2025	11/25/2025			24.00
Vendor 4354 - James E Kernan Totals							Invoices	1	\$24.00
Vendor 4943 - KF Walter Inc 11/25/2025	Recapture Refund O-39-08	Open		11/25/2025	11/25/2025	11/25/2025			14,587.93
Vendor 4943 - KF Walter Inc Totals							Invoices	1	\$14,587.93
Vendor 2075 - Kimball Midwest 103913417	Bolts & Nuts-Valve Repairs	Open		11/06/2025	12/06/2025	11/04/2025			429.47
Vendor 2075 - Kimball Midwest Totals							Invoices	1	\$429.47
Vendor 3357 - KONE Inc 871841495	Service Contract for Elevator Maintenance-11/1/2025-1/31/26	Open		11/01/2025	12/01/2025	11/18/2025			6,338.70
Vendor 3357 - KONE Inc Totals							Invoices	1	\$6,338.70
Vendor 4803 - Douglas Kroening 2025-00001008	clothing reimbursement-doug	Open		11/20/2025	11/20/2025	11/13/2025			12.46
Vendor 4803 - Douglas Kroening Totals							Invoices	1	\$12.46
Vendor 4999 - Kristin La Russo 11-13-25	MCANNWS Meeting	Open		11/13/2025	12/13/2025	11/24/2025			35.00
Vendor 4999 - Kristin La Russo Totals							Invoices	1	\$35.00
Vendor 4957 - MacQueen Equipment, LLC W04915	Repairs - T-533	Open		10/01/2025	11/26/2025	11/18/2025			1,358.50
P36191	Parts -T-504	Open		10/28/2025	11/27/2025	11/18/2025			420.19
Vendor 4957 - MacQueen Equipment, LLC Totals							Invoices	2	\$1,778.69
Vendor 4998 - Marco Technologies, LLC INV14342903	Copier Maintenance Agreement	Open		09/22/2025	11/13/2025	11/13/2025			228.95



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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
INV14379253	Copier Maintenance Agreement	Open		09/30/2025	11/13/2025	11/13/2025			349.00
INV14452330	Copier Maintenance Agreement	Open		10/20/2025	11/20/2025	11/13/2025			224.71
Vendor 4998 - Marco Technologies, LLC Totals								Invoices 3	\$802.66
Vendor 1709 - Master Hitch									
110986	Parts - E-619	Open		11/03/2025	12/03/2025	11/18/2025			11.90
Vendor 1709 - Master Hitch Totals								Invoices 1	\$11.90
Vendor 5549 - Masters Telecom LLC									
69503	POTS Lines	Open		11/03/2025	12/03/2025	11/13/2025			69.70
Vendor 5549 - Masters Telecom LLC Totals								Invoices 1	\$69.70
Vendor 2756 - Mc Master Carr Supply Co.									
54588735	Parts - Stock	Open		10/30/2025	11/29/2025	11/18/2025			48.39
54665707	Parts - T-563	Open		10/31/2025	11/30/2025	11/18/2025			512.57
54814717	Parts - Stock	Open		11/04/2025	12/04/2025	11/18/2025			23.79
Vendor 2756 - Mc Master Carr Supply Co. Totals								Invoices 3	\$584.75
Vendor 5584 - MES Service Company LLC									
IN2370139	Small Tools- Battery/Holder	Open		10/30/2025	11/29/2025	11/17/2025			434.73
IN2372146	SCBA Equipment/Parts	Open		10/31/2025	11/30/2025	11/13/2025			2,083.61
Vendor 5584 - MES Service Company LLC Totals								Invoices 2	\$2,518.34
Vendor 2421 - Mikes Towing/Auto & Truck Repair									
1075273	Safety Lane T-518, T-425	Open		11/07/2025	12/07/2025	11/21/2025			100.00
Vendor 2421 - Mikes Towing/Auto & Truck Repair Totals								Invoices 1	\$100.00
Vendor 1856 - Monroe Truck Equipment									
5512997	Parts -T-524	Open		11/14/2025	12/14/2025	11/21/2025			47.74
Vendor 1856 - Monroe Truck Equipment Totals								Invoices 1	\$47.74
Vendor 1405 - MPC Communications & Lighting Inc									
25-1279	Parts - T-509	Open		10/31/2025	11/30/2025	11/18/2025			514.00
25-1287	Upfit (1) 2024 Ford F-350 Pickup Truck-T-548	Open		11/14/2025	12/14/2025	11/25/2025			15,300.00
Vendor 1405 - MPC Communications & Lighting Inc Totals								Invoices 2	\$15,814.00
Vendor 5599 - Napa Auto Parts									
488736	Parts - T-450	Open		10/21/2025	11/20/2025	11/18/2025			84.52
488885	Parts - Stock	Open		10/22/2025	11/21/2025	11/25/2025			326.86
488980	Parts - Stock	Open		10/23/2025	11/22/2025	11/18/2025			95.76
488989	Parts - T-391	Open		10/23/2025	11/22/2025	11/18/2025			15.27
489120	Parts - Stock	Open		10/24/2025	11/23/2025	11/18/2025			122.70



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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
489249	Parts - T-396	Open		10/27/2025	11/26/2025	11/18/2025			137.20
489534	Parts -Stock	Open		10/29/2025	11/28/2025	11/18/2025			95.76
489564	Parts - T-427/Stock	Open		10/29/2025	11/28/2025	11/18/2025			38.01
489724	Parts - Stock	Open		10/31/2025	11/30/2025	11/18/2025			19.90
489788	Parts - Stock	Open		10/31/2025	11/30/2025	11/18/2025			33.74
489897	Credit Memo	Open		11/03/2025	12/03/2025	11/18/2025			(63.00)
489924	Parts - Stock	Open		11/03/2025	12/03/2025	11/18/2025			46.40
489927	Parts - PT-231	Open		11/03/2025	12/03/2025	11/18/2025			28.76
489936	Parts - T-391	Open		11/03/2025	12/03/2025	11/18/2025			86.60
489955	Parts - E-610/612/Stock	Open		11/03/2025	12/03/2025	11/20/2025			13.80
490057	Parts - PT-231	Open		11/04/2025	12/04/2025	11/18/2025			10.61
490190	Parts - Stock	Open		11/05/2025	12/05/2025	11/20/2025			101.64
490217	Parts - Stock	Open		11/05/2025	12/05/2025	11/20/2025			32.50
490259	Parts - Stock	Open		11/06/2025	12/06/2025	11/18/2025			221.88
490260	Parts - PT-227	Open		11/06/2025	12/06/2025	11/20/2025			28.76
490948	Parts - Stock	Open		11/13/2025	12/13/2025	11/20/2025			133.84
490976	Parts - Stock	Open		11/13/2025	12/13/2025	11/20/2025			133.12
491034	Parts - E-612	Open		11/14/2025	12/14/2025	11/20/2025			29.26
Vendor 5599 - Napa Auto Parts Totals						Invoices	23		\$1,773.89
Vendor 5568 - Napleton's Arlington Hts Chrysler Dodge Jeep Ram									
327063	Repairs & Maintenance - T-487	Open		10/30/2025	11/29/2025	11/18/2025			146.82
33016	Parts - STOCK	Open		10/30/2025	11/29/2025	11/18/2025			699.20
Vendor 5568 - Napleton's Arlington Hts Chrysler Dodge Jeep Ram Totals						Invoices	2		\$846.02
Vendor 1413 - Northwest Central Dispatch Syst									
9866	2025 Member Assessment Fee's (PD & FD) (Dec)	Open		11/01/2025	12/01/2025	11/20/2025			41,785.47
Vendor 1413 - Northwest Central Dispatch Syst Totals						Invoices	1		\$41,785.47
Vendor 3002 - Northwest Community Hospital-OEHS									
38293	2025 NCH-O&EH - PD 7 hires (JD-AJF-GG-JK-MR-DV-FV) Physical Exam	Open		11/01/2025	11/17/2025	11/17/2025			3,476.00
38170	October Annual Exams	Open		11/11/2025	12/10/2025	11/12/2025			3,249.00
38275	Stress Test- Huemann	Open		11/11/2025	12/10/2025	11/10/2025			172.00
Vendor 3002 - Northwest Community Hospital-OEHS Totals						Invoices	3		\$6,897.00
Vendor 1480 - Northwest Trucks, Inc.									
R101014496	Repairs & Maintenance - T-524	Open		10/01/2025	10/31/2025	11/18/2025			400.00
X101233073:01	Parts - T-470	Open		11/06/2025	12/06/2025	11/20/2025			179.29
Vendor 1480 - Northwest Trucks, Inc. Totals						Invoices	2		\$579.29



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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 5376 - Andrew W Olech									
2025-00001024	Cold Case Investigations Training (Salt Lake City, Utah)	Open		11/10/2025	12/01/2025	11/24/2025			801.98
			Vendor 5376 - Andrew W Olech Totals			Invoices	1		\$801.98
Vendor 4873 - Partners and Paws Veterinary Services									
154865	Medications for K-9 Jax (Wagner)	Open		11/06/2025	12/06/2025	11/20/2025			191.50
			Vendor 4873 - Partners and Paws Veterinary Services Totals			Invoices	1		\$191.50
Vendor 5581 - Parts Authority LLC									
431-097140	Parts - STOCK	Open		10/29/2025	11/28/2025	11/18/2025			170.10
450-247691	Parts - STOCK	Open		10/29/2025	11/28/2025	11/18/2025			287.32
			Vendor 5581 - Parts Authority LLC Totals			Invoices	2		\$457.42
Vendor 4703 - Peralte-Clark Llc									
18	Smith and Colfax Drainage Improvements Feasibility Study	Open		11/10/2025	12/10/2025	11/10/2025			3,085.44
			Vendor 4703 - Peralte-Clark Llc Totals			Invoices	1		\$3,085.44
Vendor 2770 - Pierce Manufacturing Inc									
M 60740	Pierce Fire Apparatus Training	Open		10/29/2025	11/28/2025	11/19/2025			2,723.00
			Vendor 2770 - Pierce Manufacturing Inc Totals			Invoices	1		\$2,723.00
Vendor 4948 - Vincent A Portera									
PWBRVP110625-2	Boot Reimbursement	Open		11/25/2025	12/02/2025	11/25/2025			50.00
			Vendor 4948 - Vincent A Portera Totals			Invoices	1		\$50.00
Vendor 1944 - Quill LLC									
46448992	office supplies	Open		11/04/2025	12/04/2025	11/13/2025			30.99
			Vendor 1944 - Quill LLC Totals			Invoices	1		\$30.99
Vendor 4446 - RMC Imaging Inc									
3120	View Scan Hardware/Software Support	Open		09/16/2025	11/20/2025	11/19/2025			675.00
			Vendor 4446 - RMC Imaging Inc Totals			Invoices	1		\$675.00
Vendor 4019 - Rush Truck Centers									
3043904687	Parts - T-396	Open		11/10/2025	12/10/2025	11/20/2025			120.16
3043970751	Parts - T-381	Open		11/13/2025	12/13/2025	11/20/2025			556.55
3044007839	Parts - Stock	Open		11/14/2025	12/14/2025	11/20/2025			89.96
			Vendor 4019 - Rush Truck Centers Totals			Invoices	3		\$766.67



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2673 - Schain Banks Kenny & Schwartz									
SCHAIN OCT 2025	Schain Legal Services	Open		11/10/2025	11/25/2025	11/19/2025			24,801.85
Vendor 2673 - Schain Banks Kenny & Schwartz Totals							Invoices	1	\$24,801.85
Vendor 3122 - John K Schmidt									
PWBRJS11202025	Boot Reimbursement	Open		11/20/2025	11/27/2025	11/20/2025			103.94
Vendor 3122 - John K Schmidt Totals							Invoices	1	\$103.94
Vendor 3110 - William E Schumann									
PWBRBS100525-2	Boot Reimbursement	Open		11/25/2025	12/02/2025	11/25/2025			50.00
Vendor 3110 - William E Schumann Totals							Invoices	1	\$50.00
Vendor 5689 - Sequoia General Contracting Corp									
HRDRPW103120251A	Hydrant Meter Deposit Refund	Open		10/31/2025	11/14/2025	11/17/2025			1,098.79
HRDRPW103120252A	Hydrant Meter Deposit Refund	Open		10/31/2025	11/14/2025	11/17/2025			1,100.00
Vendor 5689 - Sequoia General Contracting Corp Totals							Invoices	2	\$2,198.79
Vendor 2372 - Shires Of Inverness Master Assoc									
HRDRPW11112025A	Hydrant Meter Deposit Refund	Open		11/11/2025	11/25/2025	11/17/2025			734.50
Vendor 2372 - Shires Of Inverness Master Assoc Totals							Invoices	1	\$734.50
Vendor 1804 - Staples									
7007614340	Paper	Open		11/08/2025	12/07/2025	11/17/2025			330.56
Vendor 1804 - Staples Totals							Invoices	1	\$330.56
Vendor 2725 - Stryker Sales, LLC									
9210755050	LUCAS Device Maintenance	Open		11/06/2025	12/05/2025	11/06/2025			632.00
9210765685	Lucas Maintenance	Open		11/07/2025	12/06/2025	11/06/2025			271.00
9210765688	Lucas Maintenance	Open		11/07/2025	12/06/2025	11/06/2025			271.00
9210765690	Lucas Maintenance	Open		11/07/2025	12/06/2025	11/06/2025			271.00
Vendor 2725 - Stryker Sales, LLC Totals							Invoices	4	\$1,445.00
Vendor 4966 - T-Mobile									
2025-00001001	Cellular Cameras	Open		10/03/2025	11/13/2025	11/13/2025			77.00
2025-00001002	Cellular Cameras	Open		11/03/2025	12/02/2025	11/13/2025			77.00
L2511110021	Cellular Phone Tracking/Tower Dump (25-004655)	Open		11/11/2025	12/01/2025	11/20/2025			100.00
Vendor 4966 - T-Mobile Totals							Invoices	3	\$254.00
Vendor 2111 - Terminal Supply Co									
66851-00	Parts - STOCK	Open		10/30/2025	11/29/2025	11/18/2025			773.59



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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	2111 - Terminal Supply Co Totals		Invoices		1	\$773.59
Vendor	2491 - Terminix-Anderson								
88557608	Pest Control Services	Open		11/03/2025	12/03/2025	11/04/2025			88.20
	November 2025-CSF								
			Vendor	2491 - Terminix-Anderson Totals		Invoices		1	\$88.20
Vendor	2296 - The Blue Line								
48329	FF Recruitment Listing	Open		11/10/2025	12/09/2025	11/12/2025			397.00
			Vendor	2296 - The Blue Line Totals		Invoices		1	\$397.00
Vendor	3505 - The Fitness Connection								
11132560	Police Dept Gym Equipment	Open		11/13/2025	12/13/2025	11/24/2025			3,880.00
			Vendor	3505 - The Fitness Connection Totals		Invoices		1	\$3,880.00
Vendor	1844 - Third Millennium Associates Inc								
33611	UB Bill Processing -	Open		11/12/2025	12/12/2025	11/25/2025			2,913.43
	November 2025								
			Vendor	1844 - Third Millennium Associates Inc Totals		Invoices		1	\$2,913.43
Vendor	1199 - Thompson Elevator Inspection Service Inc								
25-2393	re-inspection ticket for	Open		11/06/2025	12/06/2025	11/06/2025			75.00
	Palatine Public Library, 700								
	N North Ct								
25-2402	18 code insp	Open		11/10/2025	12/10/2025	11/13/2025			684.00
			Vendor	1199 - Thompson Elevator Inspection Service Inc Totals		Invoices		2	\$759.00
Vendor	5670 - Tievoli Pizza Truck								
111125Refund2	Refund - Street Fest 2025	Open		11/11/2025	12/12/2025	11/11/2025			100.00
			Vendor	5670 - Tievoli Pizza Truck Totals		Invoices		1	\$100.00
Vendor	5346 - TIGRIS Aquatic Services, LLC								
3715473	2025 Aquatic Weed, Algae	Open		10/01/2025	10/31/2025	11/18/2025			1,500.00
	Control & Winterization								
	Services								
			Vendor	5346 - TIGRIS Aquatic Services, LLC Totals		Invoices		1	\$1,500.00
Vendor	4553 - Total Parking Solutions Inc								
107638	MSM Removal, Relocation	Open		11/12/2025	12/12/2025	11/20/2025			2,700.00
	and Solar at Parking Deck								
			Vendor	4553 - Total Parking Solutions Inc Totals		Invoices		1	\$2,700.00
Vendor	3787 - Township High School District 211								
PWHRD11172025	Hydrant Meter Deposit	Open		11/17/2025	12/01/2025	11/18/2025			474.35
	Refund								
			Vendor	3787 - Township High School District 211 Totals		Invoices		1	\$474.35



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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 4058 - TransUnion Risk and Alternative Data Solutions Inc									
71751-202510-1	Online Investigative Search Engine (10/01/25 - 10/31/25)	Open		11/01/2025	12/15/2025	11/20/2025			261.35
Vendor 4058 - TransUnion Risk and Alternative Data Solutions Inc Totals							Invoices	1	\$261.35
Vendor 4293 - Peter M Trapani									
2025-00001020	clothing reimbursement-pete	Open		11/24/2025	11/24/2025	11/13/2025			189.00
Vendor 4293 - Peter M Trapani Totals							Invoices	1	\$189.00
Vendor 2501 - United Parcel Service									
00004E3E18465	Shipping Charges	Open		11/15/2025	12/15/2025	11/20/2025			30.60
Vendor 2501 - United Parcel Service Totals							Invoices	1	\$30.60
Vendor 3226 - US Postmaster									
2025 - Nov	Permit #1523 Postage	Open		11/17/2025	11/17/2025	11/17/2025			10,000.00
Vendor 3226 - US Postmaster Totals							Invoices	1	\$10,000.00
Vendor 5281 - USA Blue Book									
INV00849454	Deionized water	Open		10/07/2025	11/06/2025	11/18/2025			35.80
INV00866874	Hach PhosVer Samples	Open		10/24/2025	11/23/2025	11/18/2025			75.05
Vendor 5281 - USA Blue Book Totals							Invoices	2	\$110.85
Vendor 5686 - Valley Security Company									
707	Service Call-Police HQ Detention Lock Maintenance	Open		11/14/2025	12/14/2025	11/18/2025			950.00
Vendor 5686 - Valley Security Company Totals							Invoices	1	\$950.00
Vendor 5547 - Verizon									
382000074046	PW Telematics Program Monthly Service Fee - October	Open		11/03/2025	12/03/2025	11/07/2025			319.00
Vendor 5547 - Verizon Totals							Invoices	1	\$319.00
Vendor 3020 - Village of Palatine Petty Cash									
2025-00001013	McKillop- Retirement Supplies	Open		11/20/2025	11/20/2025	11/20/2025			36.29
2025-00001014	Koeneman- Open House Supplies	Open		11/20/2025	11/20/2025	11/20/2025			27.57
2025-00001015	Koeneman- Open House Supplies	Open		11/20/2025	11/20/2025	11/20/2025			61.20
2025-00001016	Devan- Paramedic License Renewal	Open		11/20/2025	11/20/2025	11/20/2025			41.00
Vendor 3020 - Village of Palatine Petty Cash Totals							Invoices	4	\$166.06
Vendor 3209 - Warehouse Direct									



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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
6034495-0	Roll Towel, Toilet Tissue, Multi-Fold Towel	Open		11/11/2025	12/11/2025	11/24/2025			1,648.30
Vendor 3209 - Warehouse Direct Totals									Invoices 1 <u>\$1,648.30</u>
Vendor 2752 - West Side Tractor Sales W37583	Parts - PT-407	Open		11/14/2025	12/14/2025	11/20/2025			62.68
Vendor 2752 - West Side Tractor Sales Totals									Invoices 1 <u>\$62.68</u>
Vendor 5645 - Kyle J Wulf 2025-00001017	DEF/DPF Emissions Training Travel Reimbursement	Open		11/21/2025	11/26/2025	11/21/2025			250.60
Vendor 5645 - Kyle J Wulf Totals									Invoices 1 <u>\$250.60</u>
Vendor 3185 - Ziebell Water Service Products Inc 271172-000	Compression Coupling & Piggyback	Open		11/10/2025	12/10/2025	11/18/2025			478.80
Vendor 3185 - Ziebell Water Service Products Inc Totals									Invoices 1 <u>\$478.80</u>
Vendor 4049 - Zip's Truck Equipment Inc S0315351	Parts - T-563	Open		11/03/2025	12/03/2025	11/20/2025			637.98
Vendor 4049 - Zip's Truck Equipment Inc Totals									Invoices 1 <u>\$637.98</u>
Vendor AJ Levin 2025-00001004	Sign Refund 2241 N Rand	Open		11/14/2025	11/14/2025	11/14/2025			250.00
Vendor AJ Levin Totals									Invoices 1 <u>\$250.00</u>
Vendor Mperial Asset Management, LLC 2025-00001005	Sign Refund 21 W Wilson	Open		11/14/2025	11/14/2025	11/14/2025			125.00
Vendor Mperial Asset Management, LLC Totals									Invoices 1 <u>\$125.00</u>
Vendor Kevin O'Sullivan 2025-00001010	Sign Refund 150 W Northwest Highway	Open		11/20/2025	11/20/2025	11/20/2025			250.00
Vendor Kevin O'Sullivan Totals									Invoices 1 <u>\$250.00</u>
Vendor Pro Home 1 Inc 2025-00000999	withdrawn 22929-2025 322 W Glade	Open		11/13/2025	11/13/2025	11/13/2025			71.00
Vendor Pro Home 1 Inc Totals									Invoices 1 <u>\$71.00</u>
Vendor Pro Home 1 Inc 2025-00001000	withdrawn 22929-2025 322 W Glade	Open		11/13/2025	11/13/2025	11/13/2025			73.00
Vendor Pro Home 1 Inc Totals									Invoices 1 <u>\$73.00</u>
Vendor Greg Rose									



Warrant #23

Invoice Due Date Range 10/01/25 - 12/16/25
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
2025-00001019	builder guarantee reduction Olms- 52 W Colfax	Open		12/01/2025	12/01/2025	11/24/2025			20,000.00
			Vendor Greg Rose Totals			Invoices	1		<u>\$20,000.00</u>
Vendor Greg Rose									
2025-00001021	builder guarantee reduction Slade Street Crossing 37 N Plum Grov	Open		11/24/2025	11/24/2025	11/24/2025			20,000.00
			Vendor Greg Rose Totals			Invoices	1		<u>\$20,000.00</u>
Vendor Smart Home Restoration									
2025-00001009	withdraw 23072-2025 1067 W Hunting Dr	Open		11/20/2025	11/20/2025	11/20/2025			100.00
			Vendor Smart Home Restoration Totals			Invoices	1		<u>\$100.00</u>
Vendor TMW Enterprises Paving & Maintenance									
2025-00001011	withdraw 22765-2025 916 W Oxford	Open		11/20/2025	11/20/2025	11/20/2025			100.00
			Vendor TMW Enterprises Paving & Maintenance Totals			Invoices	1		<u>\$100.00</u>
Vendor TMW Enterprises Paving & Maintenance									
2025-00001012	withdraw-22784-2025 916 w oxford	Open		11/20/2025	11/20/2025	11/20/2025			100.00
			Vendor TMW Enterprises Paving & Maintenance Totals			Invoices	1		<u>\$100.00</u>
			Grand Totals			Invoices	246		<u><u>\$840,221.32</u></u>



Warrant #23 EFT #1
Payment Date Range 11/21/25 - 11/21/25
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 2819 - IL Department Of Emplymnt Security									
2025-00001018	2025 3rd Quarter Unemployment Claims	Paid by EFT #16347		11/21/2025	11/21/2025	11/21/2025		11/21/2025	197.00
Vendor 2819 - IL Department Of Emplymnt Security Totals						Invoices	1		\$197.00
Grand Totals						Invoices	1		\$197.00



Warrant #23 Manual Reissue #1

Payment Date Range 11/24/25 - 11/24/25
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 5665 - Christine Garnello									
2025-00000924	Lead Water Service Line Replacement Program Reimbursement	Paid by Check #268878		10/20/2025	11/04/2025	10/28/2025		11/24/2025	11,459.00
Vendor 5665 - Christine Garnello Totals						Invoices	1		\$11,459.00
Grand Totals						Invoices	1		\$11,459.00

Village of Palatine
Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 11/14/2025

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	11/14/2025	268872 Utility Management Refund	ROLLO , HOLLY		110.66
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	109106002-002	11/07/2025	Refund
Check	11/14/2025	268873 Utility Management Refund	WEGRZYN , JUSTYNA		98.59
		Account Type	Account Number	Transaction Date	Transaction Type
AP Accounts Payable ZBA Totals:			Transactions: 2		\$209.25
Checks:		2	\$209.25		

Village of Palatine

Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 11/21/2025

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	11/21/2025	268874 Utility Management Refund	CERESERO , ROBERT		98.23
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	425581002-003	11/17/2025	Refund
Check	11/21/2025	268875 Utility Management Refund	REINER , KRISTIN J		101.97
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	206836002-002	11/16/2025	Refund
Check	11/21/2025	268876 Utility Management Refund	ZAPPEN , KATIE		39.19
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	303406103-004	11/17/2025	Refund
Check	11/21/2025	268877 Utility Management Refund	ZOGRAFOS , KATHERINE		42.74
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	302639105-004	11/16/2025	Refund
AP Accounts Payable ZBA Totals:			Transactions: 4		\$282.13
Checks:		4	\$282.13		

Consider an Ordinance Granting a Special Use Amendment to Permit the Expansion of a Medical Office (Physical Therapy) at 21 W. Wilson Street

BACKGROUND:

The Subject Property, zoned Planned Development, is an existing tenant space within the Providence of Palatine building. The Providence Planned Development follows the Village's B-2 District use lists and related standards. The Petitioner is proposing to expand the existing physical therapy facility (Illinois Bone & Joint Institute) into the adjacent, and unoccupied, tenant space. Therefore, the Petitioner is requesting approval of the following:

Special Use Amendment to Ordinance #O-104-18 to permit an expansion of a Medical Office (Physical Therapy).

KEY ISSUES:

- The existing tenant space at 25 W. Wilson Street is approximately 2,965 square feet. The Petitioner is requesting to expand into the neighboring tenant space at 21 W. Wilson Street, which would add approximately 2,324 square feet, for a total area of 5,289 square feet.
- The proposed floorplan reflects an expansion of the existing services, but would continue to utilize the current check-in/waiting area.
- The proposed staffing includes six employees on-site at any given time (three to four clinicians and two administrative staff). The business hours are Monday through Friday, 6:30 AM to 7:30 PM, closed on Saturday and Sunday. The business plan anticipates serving up to 80 clients per day total for the existing and expanded office, as noted below:

	21 W Wilson Street (expansion office)	25 W Wilson Street (existing office)	Total (both existing office & expansion office)
Staff	3-4 clinicians 2 Admin	3 clinicians 1 Admin	7 clinicians 3 Admin.
Clients Per Day	~40	~40	~80
Hours of Operation	M-F 6:30 AM - 7:30 PM	M-F 6:30 AM - 7:30 PM	

Square Footage	2,965 Square Feet	2,324 Square Feet	5,289 Total
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- The required parking (Per Code, 1 space/300 square feet), would increase from 8 spaces (existing office) to 18 spaces (proposed expansion). Nevertheless, the Subject Property is located within the Central Business District, where the Administrator may review the parking requirements. Staff conducted multiple on-street parking assessments, at varying times and days during the week, commensurate with the proposed hours of operation. This review included the immediate and surrounding areas along Wilson Street, Bothwell Street, and Station Street and determined that adequate parking is available. Additionally, there is a portion of the municipal parking lot at Wilson and Bothwell, which allows 3 hour parking from 8 AM to 6 PM, which also maintains available parking during these times.
- Staff is again recommending a condition that employees utilize the Downtown employee parking lot and the municipal parking resources in the Downtown area (parking lot E) which is adjacent to the proposed tenant space.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Public Hearing: Planning & Zoning Commission (PZC) meeting on November 11, 2025

Residents testifying: None.

Vote: The PZC voted unanimously to approve the Special Use and Staff concurs.

ACTION REQUIRED:

A Motion to approve an Ordinance Granting a Special Use Amendment to Ordinance O-104-18 to permit the expansion of a Medical Office (Physical Therapy) at 21 W. Wilson Street.

ATTACHMENTS:

None

Consider an Ordinance Amending Chapters 6 - Building Codes and Regulations, 7 - Fire Prevention and Protection, 10 - Existing Structures' Maintenance and Occupancy, and 11 - Licenses, Permits and Business Regulations of the Village of Palatine's Code of Ordinances

BACKGROUND:

From time to time, it is necessary to review different sections and chapters of the Village's Code or Ordinances. Staff has completed such an analysis and is recommending a few minor revisions to create consistency in regards to reinspections and the corresponding fees collected.

KEY ISSUES:

- The proposed amendments will create consistency in regards to the various inspections/reinspections conducted by the Village's Community Development Department and Fire Prevention Division.
- In conjunction with these proposed amendments, corresponding amendments will also be made to the Village's Fee Schedule Supplement.

BUDGET IMPACT:

N/A

RECOMMENDATION:

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

ACTION REQUIRED:

Motion to approve the ordinance amending Chapters 6 - Building Codes and Regulations, 7 - Fire Prevention and Protection, 10 - Existing Structures' Maintenance and Occupancy, and 11 - Licenses, Permits and Business Regulations of the Village of Palatine's Code of Ordinances.

ATTACHMENTS:

None

Consider an Ordinance Adopting the 2026 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2026

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 has a collective bargaining agreement that expires on December 31, 2025. The Village and Union will begin discussing new contract terms the first quarter of 2026.
- Palatine Firefighters, Local #4588 IAFF, is entering the second year of a three-year agreement, under which they will receive an increase of 3.511% for Firefighter/Paramedic and 3.218% for Fire Lieutenant, with a true-up in July 1, 2026 based upon comparable communities that will bring them into the 3/4 slot amongst comparable communities for compensation.
- International Union of Operating Engineers, Local 150 (representing Public Works employees) is entering the second year of a three-year agreement, under which they will receive an increase of 3%.
- IT Manager range is adjusted based upon market conditions.
- The title of Administrative Services Manager replaced Customer Services Supervisor on Schedule 2.
- 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.

BUDGET IMPACT:

Establish CY 2026 Rates of Compensation.

RECOMMENDATION:

Staff recommends approval of the ordinance establishing rates of compensation for certain officers and employees of the Village, effective January 1, 2026.

ACTION REQUIRED:

A motion to approve the Ordinance Establishing Rates of Compensation for Certain

Officers and Employees of the Village, effective January 1, 2026.

ATTACHMENTS:

None

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 2.66% increase for 2026.

KEY ISSUES:

The 2026 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 \$0.50 per 1,000 gallons.
- Residential Basic User Charge was increased by \$0.35 per month.

BUDGET IMPACT:

Provides adequate and necessary funding for the provision of services as proposed in the 2026 Budget.

RECOMMENDATION:

Staff recommends approval of the updated Fee Schedule Supplement as presented.

ACTION REQUIRED:

Motion to approve the updated Fee Schedule Supplement to the Code of Ordinances, as presented, effective January 1, 2026.

ATTACHMENTS:

None

Consider an Ordinance Amending Chapters 2- Administration, Chapter 17- Taxes, and Chapter 19- Utility Service of the Village of Palatine Code of Ordinances

BACKGROUND:

The Finance Department periodically reviews the Village's Code of Ordinances to identify updates that can improve efficiency, modernize practices, and better align procedures with operational needs. In conjunction with the CY 2026 Budget process, the Finance Department has proposed three ordinance amendments.

KEY ISSUES:

- Staff proposes amending Chapter 2 Sec 471 "Indexing of Municipal Fees." to allow Village staff to index Ambulance fees to actual expenditures incurred for the service and historical cost trends. (Exhibit A & B)
- Staff proposes amending Chapter 17 Sec 75 to allow Food and Beverage Tax to be remitted to the Village by the 30th/31st of the subsequent month of the tax collection. (Exhibit C & D)
- Staff proposes amending Chapter 19 Sec 2 requiring water service that has an arrears balance of more than \$200 after 42 days or any arrears balance after 90 days, to have utility service disconnected until full payment or a payment plan has been made. (Exhibit E & F)

BUDGET IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the Ordinance.

ACTION REQUIRED:

Approve an Ordinance Amending Chapters 2- Administration, Chapter 17- Taxes, and Chapter 19- Utility Service of the Village of Palatine Code of Ordinances.

ATTACHMENTS:

None

Consider a Resolution Appropriating \$3,100,000 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways

BACKGROUND:

The 2026 Capital Improvement Budget identifies the use of \$3,100,000 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 as a Village funded portion of the work.

BUDGET IMPACT:

This resolution is consistent with the proposed 2026 Capital Investment Plan.

RECOMMENDATION:

Staff recommends that the Resolution for the Improvement and Maintenance of Streets and Highways be approved, appropriating \$3,100,000 of Motor Fuel Tax funds for the 2026 Street Resurfacing Program.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$3,100,000 of Motor Fuel Tax funds for the Improvement and Maintenance of Streets and Highways.

ATTACHMENTS:

None

Consider a Resolution Appropriating \$950,000 of Motor Fuel Tax Funds for the Rehabilitation of West/South Kerry Court and North Sterling Avenue

BACKGROUND:

West Kerry Court and South Kerry Court are being reconstructed in the 2026 Capital Plan. The scope of reconstruction work includes pavement reconstruction, patching, curb and gutter reconstruction, sidewalk replacement, and sidewalk ramp upgrades to meet ADA requirements. North Sterling Avenue from Dundee Road to Northwest Highway is also being rehabilitated in the 2026 Capital Plan. The scope of rehabilitation work includes resurfacing, patching, and concrete edging curb and gutter removal and replacement, and sidewalk ramp upgrades to meet ADA requirements. Motor Fuel Tax (MFT) funds are available to be directed to this project. In order to allocate and expend these funds, the State requires that a resolution be passed by the Village indicating their intended use.

KEY ISSUES:

- Reconstruction activities on South and west Kerry Court include removal of all the asphalt pavement, base and sub-base repair and/or replacement, curb and gutter replacement, and spot sidewalk replacement. The pavement will be replaced with 6" of asphalt.
- Rehabilitation activities on North Sterling Avenue include removal of all the asphalt surface course, base and sub-base repair and/or replacement, concrete curb and gutter removal and replacement and sidewalk ramp upgrades to meet ADA requirements.

BUDGET IMPACT:

The proposed resolution is consistent with the proposed 2026 Capital Investment Plan.

RECOMMENDATION:

Staff recommends that the resolution appropriating \$950,000 of Motor Fuel Tax funds for the reconstruction/rehabilitation of West and South Kerry Court and North Sterling Avenue be approved.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$950,000 of Motor Fuel Tax funds for the reconstruction/rehabilitation of West and South Kerry Court and North Sterling Avenue.

ATTACHMENTS:

None

Consider a Resolution Amending the Village's Employee Handbook for 2026

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 2025 budget.

KEY ISSUES:

The suggested handbook changes for 2026 include:

- Translation Reward Program eligibility updated.
- Expand vacation benefits to Sworn Shift Personnel in the Fire Department to align with all other Village employees.
- Clarify usage of sick leave when on FMLA for bonding time.
- Update language on sick leave buyback annual incentive when an employee meets the criteria but will not be an active employee on the pay day preceding Christmas.
- Provide approved leave examples for non-employment elsewhere.
- Update of tuition assistance policy.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Staff recommends adopting the Resolution amending the 2026 Village's Employee Handbook.

ACTION REQUIRED:

A motion to adopt the Resolution amending the 2026 Village's Employee Handbook.

ATTACHMENTS:

None

Consider a Motion to Approve the Village of Palatine 2026 Regular Scheduled Meeting Calendar

BACKGROUND:

Pursuant to the requirements of the Illinois Open Meetings Act, the attached proposed regularly scheduled meetings for calendar year 2026 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 2026 Meeting Calendar includes only one Village Council meeting in July, consistent with the Council's July meeting schedule in recent years.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the regular scheduled meeting calendar for 2026.

ACTION REQUIRED:

Motion to approve the Village of Palatine's regular scheduled meeting calendar for 2026.

ATTACHMENTS:

None

Consider a Resolution Authorizing a Planned Development Security Deposit Reduction for Olms Corner Subdivision

BACKGROUND:

Olms Corner subdivision was approved as a Planned Development for a 3-lot single-family residential subdivision. In addition to the Public Improvements' Security Deposit, all residential planned developments are required to submit a Planned Development security deposit of \$10,000/unit to ensure the completion of each home site. The Planned Development security deposit is maintained until the certificates of occupancy are issued for each dwelling unit. Each of the two southern homes received certificates of occupancy. Therefore, the Petitioner is requesting the following:

A \$20,000 reduction of a Planned Development Security Deposit for Olms Corner Subdivision.

KEY ISSUES:

- The Olms Corner Planned Development was approved as a 3-lot single-family residential subdivision. As required by Code, a \$30,000 Planned Development Security Deposit was submitted to the Village to either ensure the completion of each home or to restore the site if the developer did not complete the construction of the homes.
- Two of the three homes are complete and have received Certificates of Occupancy, with the foundation installed for the third and final home.
- After the requested reduction, the Village still retains both the remaining \$10,000 Security Deposit for the final home and the remaining Public Improvements' Security Deposit.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the requested Planned Development Security Deposit reduction.

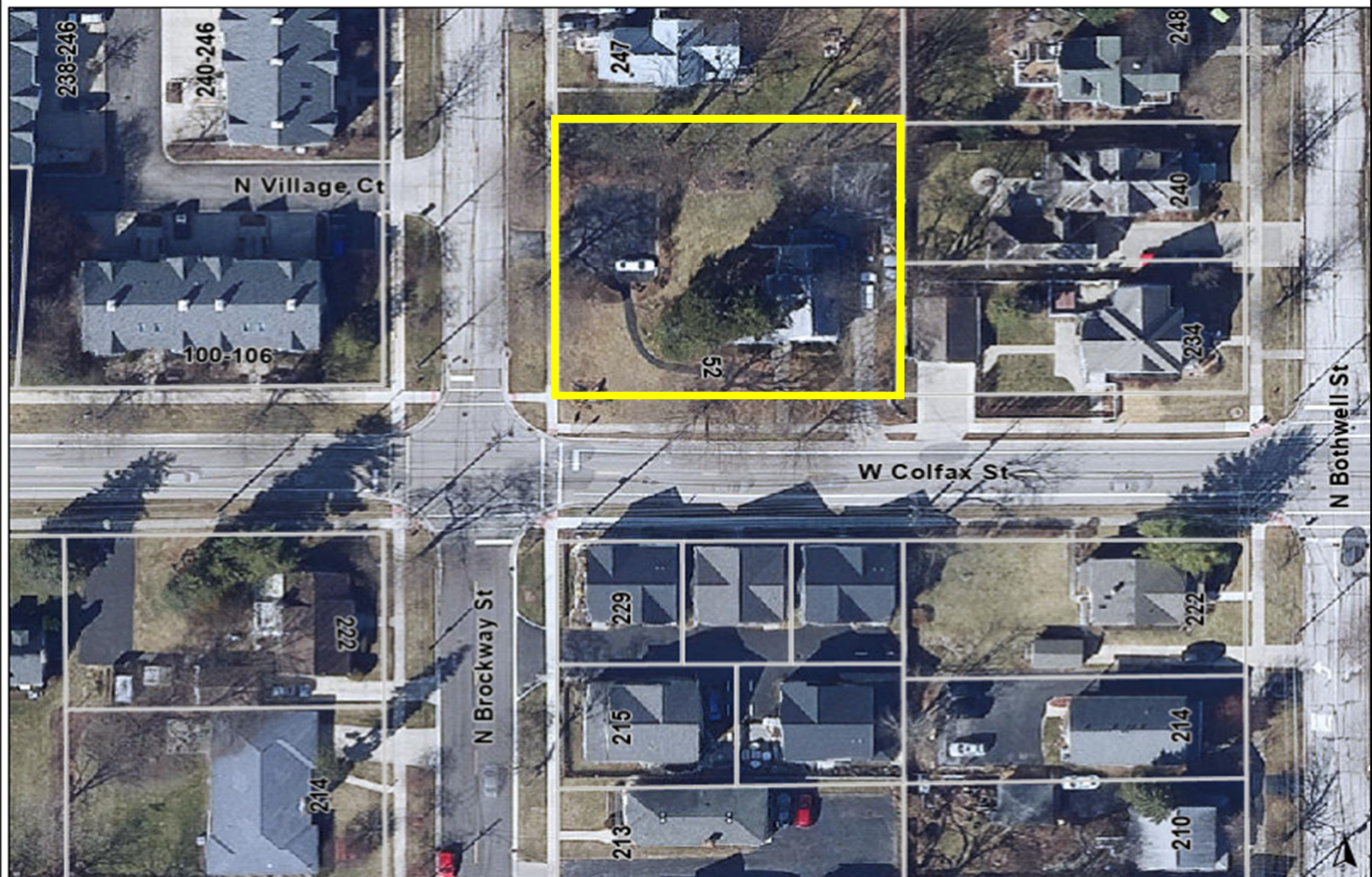
ACTION REQUIRED:

A motion to approve a Resolution granting a Planned Development Security Deposit Reduction for Olms Corner Subdivision.

ATTACHMENTS:

1. Aerial Map
2. RES - Olms SUB PD Sec RED 12-1-25

GIS Consortium 52 W. Colfax Street



0 100 200 ft

Print Date: 3/2/2023

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING A REDUCTION OF SECURITY DEPOSIT FOR
OLMS CORNER SUBDIVISION, PURSUANT TO THE VILLAGE OF PALATINE
MUNICIPAL CODE, APPENDIX A,
PLANNED DEVELOPMENT, SECTION 13.07**

WHEREAS, on the 6th day of May, 2024, GWR Enterprises LLC for good and valuable consideration agreed to install complete the five single-family homes in the Olms Corner Subdivision; and

WHEREAS, pursuant to Section 13.07 of Appendix A of the Palatine Municipal Code, an owner or developer of a Planned Development is required to deposit certain security or evidence thereof with the Village of Palatine to guarantee the completion or removal and restoration of any incomplete dwelling unit (s) of ; and

WHEREAS, in the matter of the Olms Corner Subdivision, located at 52 W. Colfax Street, a Planned Development Security Deposit in the amount of \$30,000 was deposited with the Village of Palatine on the 6th day of May 2024 to ensure the completion or removal and restoration of a dwelling unit (s); and the Village of Palatine has issued Certificates of Occupancy for the homes at 235 and 241 N. Bothwell Street, said security deposit may be reduced by \$20,000 (\$10,000/unit), with \$10,000 remaining to secure the completion of the remaining home at 239 N. Bothwell Street.

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 A Section 13.07 be and is hereby granted for the public
improvements having a value of \$20,000 and the Planned Development
Security Deposit is hereby reduced to \$10,000.

PASSED: This _____ day of _____, 2025.

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

Mayor

ATTESTED and FILED in the Office
of the Village Clerk this _____
day of _____, 2025.

Village Clerk

Consider a Resolution Authorizing a Planned Development Security Deposit Reduction for Slade Street Crossing Subdivision

BACKGROUND:

Slade Street Crossing is a 5-lot single-family residential planned development that was approved in March 2024. In addition to the Public Improvements' Security Deposit, all residential planned developments are required to submit a Planned Development security deposit of \$10,000/unit to ensure the completion of each home site. The Planned Development security deposit is maintained until the Certificate of Occupancy is issued for each dwelling unit. Each of the easterly two homes has received their Certificates of Occupancy, thus the Petitioner is requesting approval of the following:

A \$20,000 Planned Development Security Deposit Reduction for Slade Street Crossing.

KEY ISSUES:

- The Slade Street Crossing Planned Development was approved as a 5-lot single-family residential subdivision. As required by Code, a \$50,000 Planned Development Security Deposit was submitted to the Village to either ensure the completion of each home or to restore the site, if the developer did not complete the construction of the homes.
- Two of the five homes are complete and have received Certificates of Occupancy.
- After the requested reduction, the Village still retains both the remaining \$30,000 Security Deposit for the final three homes and the remaining Public Improvements' Security Deposit.

BUDGET IMPACT:

N/A

RECOMMENDATION:

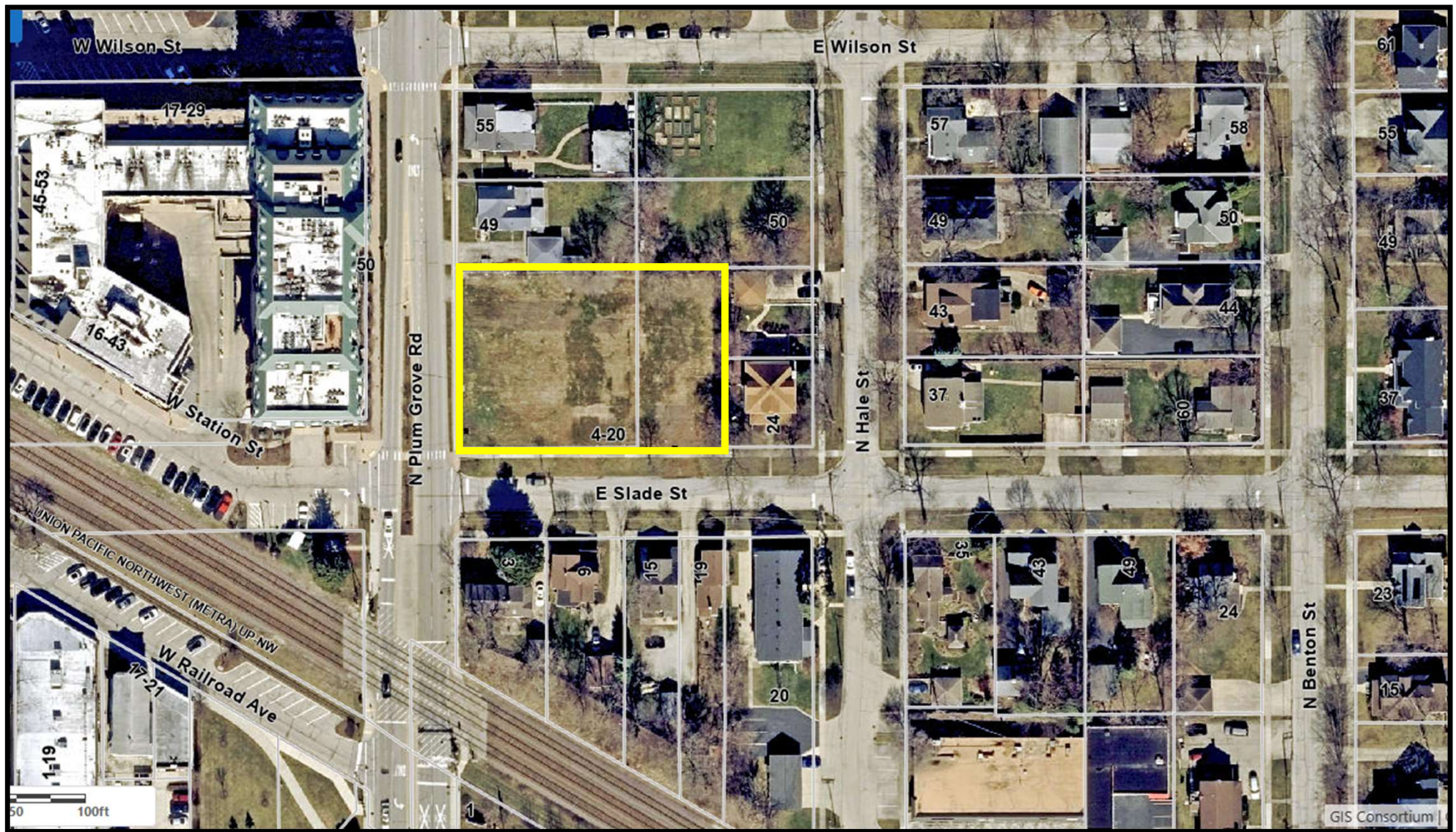
Staff recommends approval of the requested Planned Development Security Deposit reduction.

ACTION REQUIRED:

A motion to approve a resolution granting a Planned Development Security Deposit Reduction for the Slade Street Crossing Subdivision.

ATTACHMENTS:

1. Aerial Map
2. RES - PD Sec RED 12-1-25 SLADE



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING A REDUCTION OF SECURITY DEPOSIT FOR
SLADE STREET CROSSING SUBDIVISION, PURSUANT TO THE
VILLAGE OF PALATINE MUNICIPAL CODE,
APPENDIX A, PLANNED DEVELOPMENT, SECTION 13.07**

WHEREAS, on the 11th day of March, 2024, GWR Enterprises LLC for good and valuable consideration agreed to complete the construction of each single-family home in the Slade Street Crossing Subdivision; and

WHEREAS, pursuant to Section 13.07 of Appendix A of the Palatine Municipal Code, an owner or developer of a Planned Development is required to deposit certain security or evidence thereof with the Village of Palatine to guarantee the completion or removal and restoration of any incomplete dwelling unit (s) of ; and

WHEREAS, in the matter of the Slade Street Crossing Subdivision, located at 37 N. Plum Grove Road, a Planned Development Security Deposit in the amount of \$50,000 was deposited with the Village of Palatine on the 11th day of March 2024 to ensure the completion or removal and restoration of a dwelling unit (s); and the Village of Palatine has issued Certificates of Occupancy for the homes at 20 and 16 E. Slade Street, said security deposit may be reduced by \$20,000 (\$10,000/unit), with \$30,000 remaining to secure the completion of the remaining three homes in Slade Street Crossing .

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 A Section 13.07 be and is hereby granted for the
completed homesites having a value of \$20,000 and the Planned
Development Letter of credit is hereby reduced to \$30,000.

PASSED: This _____ day of _____, 2025.

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

Mayor

ATTESTED and **FILED** in the Office
of the Village Clerk this _____
day of _____, 2025.

Village Clerk

Consider an Ordinance Adopting the Calendar Year 2026 Annual Budget

BACKGROUND:

The annual budget must be passed before the start of the fiscal year by municipalities that have adopted the Optional Budget Officer System. The annual budget must be filed with the County Clerk within 30 days of its adoption. The Village Manager, as Budget Officer, is required to submit an annual budget to the Mayor 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, 2026).

KEY ISSUES:

The Village Manager introduced and presented the Proposed FY 2026 Budget to the Mayor and Council at the Business, Finance, and Budget Committee Meeting held on Saturday, November 1, 2025. Follow-up discussion occurred at the regular Committee meetings on November 3 and 10. The required Public Hearing was held on November 17.

BUDGET IMPACT:

The Proposed CY 2026 Budget will provide for the continued and uninterrupted provision of services to the stakeholders of the Village of Palatine.

RECOMMENDATION:

Staff recommends approval of the Proposed CY 2026 Budget.

ACTION REQUIRED:

Motion to approve an ordinance adopting the Calendar Year 2026 Annual Budget.

ATTACHMENTS:

None

Consider the 2025 Tax Levy Ordinance

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 30, 2025}. 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 FY 2026 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 2025 Tax Levy was required.

The 2025 Tax Levy Request was formulated using \$3,241,556 million in abatements from various alternative sources.

2025 Proposed Tax Levy:

- Total Levy \$25,778,390
- Abatements \$3,241,556
- Net Requested Levy \$22,536,834

The proposed levy for 2025 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 to the property tax levy.

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 2026 Annual Operating Budget.

RECOMMENDATION:

Staff recommends that the Mayor and Council approve the 2025 Property Tax Levy Ordinance.

ACTION REQUIRED:

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

ATTACHMENTS:

None

Consider an Ordinance to Abate 2025 Property Tax Levy

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 30, 2025}. (65 ILCS 5/8-3-1)

KEY ISSUES:

This is the second year in a row that the Village will not extend property taxes for the purpose of paying Debt Service obligations. The Village will fund Debt Service obligations from the Debt Service Reserve and TIF Funds. Staff is requesting the adoption of the 2025 Property Tax Levy Abatements as proposed. The Proposed 2025 Property Tax Levy includes abatements from various sources, as noted:

- \$2,474,206 from Debt Service Reserve
- \$767,350 from TIF Revenue

These abatements, totaling \$3,241,556, are proposed to reduce the property tax burden on our stakeholders. These abatements reduce the gross adopted levy from \$25,778,390 to \$22,536,834, a 12.57% reduction.

BUDGET IMPACT:

Adoption of this ordinance provides for a reduced Property Tax burden on each and every home and business owner in Palatine.

RECOMMENDATION:

Staff recommends adoption of the 2025 Property Tax Levy Abatement Ordinance as proposed.

ACTION REQUIRED:

Motion to approve an Ordinance to Abate 2025 Property Taxes.

ATTACHMENTS:

None