

The Village of Northfield

Policy Handbook
Amended 1/18/2022

**Policy Handbook
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1.1. Boards and Commission Appointments

To help facilitate the process of appointing and re-appointing members to the various Boards and Commissions that serve Northfield, the Village Board has adopted the following policy. The following are guidelines only. Notwithstanding anything herein to the contrary, the President retains the power to nominate and the Village Board to confirm appointments in accordance with Village Ordinance and Illinois law.

Re-appointments

1. The Village President, in conjunction with the Board or Commission liaison and Chair, will evaluate and recommend reappointments based on the following criteria:
 - i. Willingness to serve another term
 - ii. Attendance at meetings
 - iii. Punctuality at meetings
 - iv. Level of preparation for meetings
 - v. Level of participation in meetings
 - vi. Demeanor and temperament toward petitioners, other members, and staff
 - vii. Degree of expertise related to the activities of Board/Commission
 - viii. Fairness and consistency in decision-making
2. The Village President will put forth the name of a qualified resident for reappointment for confirmation by the Village Board.

New Candidate Selection

The guidelines for selection to appointed Board and Commission openings shall include consideration of the following:

1. Candidates for **appointed** positions are solicited through personal contacts of the Village President, Board and Commission member recommendations, and community referrals through solicitations of interest via the Village Website. The Village Manager maintains this list of potential candidates which is provided to the Village President for review to fill Board/Commission openings as they occur.
2. Evaluations of potential candidates will include as many of the following criteria/factors as may apply:
 - a. Willingness to serve
 - b. Time availability
 - c. Education and relevant experience
 - d. Capacity to deal with various issues
 - e. Familiarity with issues normally before the Board/Commission
 - f. Demonstrated commitment to the community in current or previous activities through regular attendance and active participation
 - g. Demeanor, temperament, and reputation for fairness
3. The Village President will nominate a qualified resident to fill a term on a Board/Commission, subject to the confirmation of the Village Board.

1.2. Closed Meetings

From time to time, the Village Board may adjourn to Executive Session, also known under the Open Meetings Act as a “closed” session. Since the Open Meetings Act (“the Act”) is also applicable to every meeting of the appointed Boards and Commissions (“Commission”), it is appropriate that our Board and Commission members be familiar with the concept of closed sessions and the Village’s policy with respect to these closed sessions.

It is within the realm of possibility that any Commission may, at some point in its existence, find it advisable to adjourn to closed session. For most Commissions, such occasions will be extremely rare. For others, the advisability of a closed session may be far more common. Bear in mind also, that while a closed session may be permissible, it is seldom mandatory. Below is a discussion of how the various exceptions might apply to each individual Commission.

1. Plan and Zoning Commission

Litigation: Because the Plan and Zoning Commission is a recommending body only, it would be a rare instance for it to be named as a party in a zoning litigation case. It usually occurs when an attorney, not versed in zoning law, represents an aggrieved party. This will undoubtedly trigger the need for a closed session(s) to discuss the status of the litigation. In such instances, the Village Attorney is usually able to have P&Z dismissed from the lawsuit in the pre-trial proceedings.

2. Zoning Board of Appeals

Litigation: Unlike P&Z, the ZBA is a final decision maker on most matters that are within its jurisdiction. For this reason, appellate relief from its decisions may be obtained exclusively pursuant to the Illinois Administrative Review Act. This means that a lawsuit must be filed in the Circuit Court of Cook County. Under the Administrative Review Act, it is mandatory that the decision making body be named as a defendant in the lawsuit. This will undoubtedly trigger the need for a closed session(s) to discuss the status of the litigation.

3. Architectural Commission

Litigation: Like the ZBA, the Architectural Commission is a final decision maker in certain types of cases; i.e. fence and sign variations. Therefore, relief from those decisions may be obtained only by filing a lawsuit in the Circuit Court of Cook County. Under the Administrative Review Act, it is mandatory that the decision making body be named as a defendant in the lawsuit. This will undoubtedly trigger the need for a closed session(s) to discuss the status of the litigation.

4. Police Pension Board

Personnel: The Police Pension Board is called upon to make decisions with respect to the eligibility of sworn police officers for disability pensions. The discussions that are inherent in these decisions, will always involve HIPPA protected information and will often involve personal job performance matters. Because of this, it will often be advisable to hold these discussions in closed session.

Litigation: Relief from Police Pension Board decisions is obtainable only through the Illinois Administrative Review Act. This means that a lawsuit must be filed in the Circuit Court of Cook County. Under the Administrative Review Act, it is mandatory that the decision making body be named as a defendant in the lawsuit. This will undoubtedly trigger the need for a closed session(s) to discuss the status of the litigation.

5. Board of Police Commissioners

Personnel: Because the duties of the Board of Police Commissioners are generally connected to personnel matters, the BOPC will often find it advisable to adjourn to closed session. The BOPC should keep in mind that if it conducts discussions of the qualifications or job performance of specific individuals in open session, the minutes of those discussions are open to the public. The individuals who are the subject of such discussions may contend that public disclosure of such discussions has caused personal harm. On the other hand, one of the primary duties of the BOPC is to conduct hearings on disciplinary matters. While it is permissible under the Open Meetings Act to conduct these hearings in closed session, it has been the tradition of the Northfield BOPC to conduct the hearings in open session. The belief is that the public has the right to be made aware of alleged transgressions of members of its police force. Of course, in matters involving sexual misconduct, it may be advisable to go into closed session for all or portions of the hearing to protect the identity of the alleged victim.

Litigation: In all matters decided by the BOPC, whether for hiring, promotion, or discipline, there is no appeal to the Corporate Authorities. All decisions of the BOPC are subject to the Illinois Administrative Review Act. Under the Administrative Review Act, it is mandatory that the decision making body be named as a defendant in the lawsuit. This will undoubtedly trigger the need for a closed session(s) to discuss the status of the lawsuit.

In light of the above, the following shall be the policy with respect to an appointed Board or Commission of the Village of Northfield going into closed session:

Plan and Zoning Commission, the Zoning Board of Appeals, and the Architectural Commission: It is the policy of the Village of Northfield that there will be no adjournment to closed session without either (a) the prior written consent of the Village Manager or (b) the presence of the Village Attorney.

Police Pension Board: Because this Board employs its own independent attorney, it is the policy of the Village of Northfield that the Police Pension Board must consult with either its own attorney or the Village Attorney prior to adjournment into closed session.

Board of Police Commissioners: Because most of the work of the BOPC involves individual personnel decisions (hiring, promotions, and discipline), it is the policy of the Village of Northfield that either the Chief of Police or the Deputy Chief of Police shall discuss each BOPC meeting agenda with either the Village Attorney or the Village Manager as to the advisability of a closed session prior to the meeting.

If a Village Commission is named in a lawsuit, the Village will so advise each member as soon as it is practicable to do so. In most instances of litigation, the Village Manager will arrange to have the Village Attorney attend the next meeting of the affected Commission to explain the ramifications of the litigation. This will typically be done in closed session. In other instances, the staff liaison to the Commission will anticipate any situation that might involve a closed session for any of the reasons stated above or for any other reason. The staff liaison will discuss the matter with the Village Manager or the Village Attorney as may be deemed appropriate. The staff member will then discuss the matter with the Commission chair prior to the meeting. In cases of the Plan and Zoning Commission, the Zoning Board of Appeals, or the Architectural Commission, if the Village Manager believes a closed session to be appropriate, the Village Manager will likely direct the Village Attorney to attend the closed session.

The following are the procedural requirements for adjourning to close session:

1. If the closed session is to occur at a special meeting of the Commission, the closed session must be an agenda item. Remember, every meeting of a Board or Commission must convene and close in open session.
2. In order to adjourn the open meeting into closed session, a motion to do so must be made and seconded.
3. The motion must state the statutory exception in the Open Meetings Act that allows this particular closed session. The motion must also cite the precise paragraph of the Open Meetings Act containing the exception. For litigation, the citation is 5 ILCS 120/2 (c) 1. For personnel matters, the citation is 5 ILCS 120/2 (c) 11.
4. Once the motion is made and seconded, a roll call vote must be taken. It is not permissible to take a voice vote or a show of hands.
5. If the Commission is to remain in the same room for the closed session, that room must be cleared of all persons other than Commission members, staff, and the Village Attorney. (the chair has the right to also bar the staff and the Village Attorney)
6. An audio recording of the entire closed session must be made. Failure to do so is a violation of the Act. It is permissible to destroy the recording after 18 months have passed. Minutes of the closed session must also be kept (minutes, unlike the audio recording, must be kept in perpetuity). The minutes should be approved at the next closed session after the meeting for which they are taken. Approving those minutes is the only exception to the "no final action" rule stated in paragraph 10 below.
7. In order to convene the closed session, the chair must call the roll and each person in the room must be identified on the record.
8. The chair must note the exact time of convening the closed session on the record.
9. One of the most difficult aspects of a closed session is to assure that the members do not stray from the topic or topics announced purpose for going into closed session. It is the duty of the chair and/or the Village Attorney to assure that this does not happen.
10. A Board or Commission may never take final action in closed session. If the topic requires final action, the vote must be taken in open session after the closed session is adjourned.

11. A motion and second must be made and a vote taken to adjourn the closed session. The vote on the motion to adjourn need not be by roll call.
12. The chair must then call the Commission back into open session with a roll call vote. If there is no further open session business to be discussed, a motion to adjourn the open session must be made.
13. Remember that your Commission has gone into closed session for a purpose. It is inappropriate for members to discuss closed session business outside the closed session with anyone, even each other.

Keep in mind that a violation of the provisions of the Open Meetings Act, including requirements related to closed sessions, is a Class C misdemeanor, punishable by a fine of up to \$1,500 and/or up to 30 days in prison.

2.1. Capitalization

This policy is to formalize the Village's practices for capitalizing fixed assets.

1. An expense should be capitalized if each of the following criteria are met:
 - a. The expense results in the Village acquiring a physical, tangible asset.
 - b. The expense is not a routine maintenance item and has a value of \$2,500 or more and/or IT hardware with a value of \$1,000 or more.
 - c. The tangible asset has a useful life of at least two years.
2. Examples of routine/maintenance items that would NOT be capitalized:
 - a. Fluid changes, filter changes, repairs that do not increase the useful life of equipment, inspection, and minor repair of equipment.
 - b. Replacement of broken/worn parts (alternator, transmission, pumps, etc.) on a truck.
 - c. Overhaul of a major piece of equipment that does not extend useful life.
3. Examples of items that WOULD be capitalized:
 - a. Rebuilding most of the major mechanical systems on a truck to extend its useful life by three years at a cost of \$20,000.
 - b. Purchase of a new truck.
 - c. Purchase of office furniture or equipment when all items purchased (i.e. the "job," "project," or "program") are greater than \$2,500. For example, assume the purchase of a pump costing \$1,500 and a control panel costing \$1,000. Both items would be capitalized as the "job," "project," or "program" totals more than \$2,500.

2.2. Credit Cards

The Village Board has authorized the use of credit cards for Village business for the Village Manager and Department Heads. The limit on each card is \$5,000.

Credit cards are issued primarily for staff use when traveling on Village business. However, on occasion, credit cards may be used to purchase goods for the Village when normal

purchasing procedures are impractical. The card may only be used for Village business and cannot be used for personal purchases with the intent of reimbursing the Village at a later date.

Non-compliance with this policy-procedure statement may result in permanent revocation of the employee's credit card, collection of unauthorized purchase amounts, and disciplinary actions that may include termination and legal action against the violator.

Procedure:

Prior to purchasing with the credit card, the vendor must be notified that the Village of Northfield is exempt from sales taxes.

Credit card payments are processed through the normal accounts payable procedure, which includes preparation of a voucher, receipts, or other relevant documentation and review by the Finance Department. All credit card purchases will appear on the "List of Bills" presented for approval to the Village Board every month. The "List of Bills" will include the amount of the purchase, the vendor, and the purpose of the purchase.

Credit cards must be kept in a secure location. Should the card be lost or stolen, the credit card company and the Finance Director must be notified immediately.

2.3. Debt Management

The purpose of this policy is to provide a functional tool for debt management and capital planning, including conduit financings, as well as to enhance the Village's reputation for managing its debt conservatively and prudently. The Village will undertake debt using the following standards: (1) the Village will use financing only when appropriate and fiscally prudent (2) the process for identifying the timing and amount of debt or other financing is done as efficiently as possible and (3) the most favorable interest and other costs are obtained.

1. Goals

The Village shall pursue the following goals when issuing debt:

- Maintain the existing AAA credit rating for each general obligation debt issue.
- Take all practical precautions to avoid any financial decision, which will negatively impact current credit ratings on existing or future debt issues.
- Consider market timing.
- Determine the amortization (maturity) schedule, which will best fit with the overall debt structure of the Village's general obligation debt. The Village may choose to delay principal payments or capitalize interest during project construction. For revenue bonds, the Village will consider the amortization schedule that will best fit with the overall debt structure of the enterprise fund and its related rate structure. The Village will balance the length of the issue against the expected useful life of the asset.

- Consider the impact of such new debt on overlapping debt and the financing plans of sister units of government existing in the Village.
- Assess financial alternatives to include new and innovative financing approaches, including, whenever feasible, categorical grants, revolving loans, or other states/federal aid.
- Minimize debt interest costs. This includes balancing the advantages of Revenue debt against the lower interest cost of General Obligation debt.
- Level or declining debt service shall be employed unless the objective is to achieve overall level debt service with existing bonds or when operational matters dictate otherwise. The Village shall be mindful of the potential benefits of bank qualification and, thus, strive to limit its annual issuance of tax-exempt debt to \$10 million or less. Should subsequent changes in the law raise this limit, the Village policy will be adjusted.
- The cost of issuance of private activity bonds is usually higher than for governmental purpose bonds. Consequently, private activity bonds will be issued only when they will economically benefit the Village.
- The interest cost of taxable debt is higher than for tax-exempt debt. However, the issuance of taxable debt is mandated (under federal tax law) in some circumstances and may allow valuable flexibility in subsequent contracts with users or managers of the improvement constructed with the bond proceeds. Therefore, the Village will usually issue tax-exempt obligations, but may occasionally issue taxable obligations.

2. Debt Issuance in General

- Authority and Purposes of the Issuance of Debt. The Village has the authority to incur debt by issuing bonds for any lawful municipal purpose as authorized by the State Constitution and its Home Rule Powers. The Village has the power and authority to contract debt, borrow money, and issue bonds for public projects. Under these provisions, the Village may undertake debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or to refund bonds.
- Types of Debt Issued. The Village may issue long-term debt, which may include general obligation bonds, capital appreciation bonds, special assessment or other revenue bonds, or any other authorized debt instrument. The Village may enter into long-term leases for public facilities, property, and equipment with a useful life greater than one year. The Village may also issue short-term debt to finance the purchase of non-capital equipment having a life exceeding one year or provide increased flexibility in financing programs.
- Capital Improvement Program. The Capital Improvement Program (CIP), prepared by the Village Staff, shall determine the Village's capital needs. The program shall be a multi-year plan to acquire, develop and/or improve the Village's infrastructure. Projects included in the CIP shall be prioritized and the means for financing each shall be identified. The first year of the program shall include the establishment of the Capital Budget. If the current resources are insufficient to meet the needs identified in the Capital Budget, the Village Board may consider incurring debt to fund the shortfall. The Village Board, upon advice from the

Village Finance Director and financial advisor, may also consider funding multiple years of the Capital Improvement Program by incurring debt. The CIP should be revised and supplemented each year in keeping with the Village's policies on debt management.

- **Structure of Debt Issues.** The term of a debt issue shall not exceed the economic or useful life of the improvement or asset that the issue is financing. The Village shall design the financing schedule and repayment of debt to take the best advantage of market conditions and, as practical, to recapture or maximize its credit capacity for future use, and minimize the impact to the taxpayer. In keeping with the stated goals of this debt management policy, the Village shall structure each general obligation issue (except refunding issues) to comply with the debt repayment provisions in Section 4. D. e.
- **Sale of Securities.** A competitive bidding process, based upon the lowest offered True Interest Cost (TIC) is the preferred method of issuing debt. The Village Board may determine that a negotiated or private placement sale is more advantageous. Sale documents should require ascending coupons to provide opportunities for refunding debt and taking out the highest coupons on the original bonds as sold in order to generate the highest possible savings. At the time of every bond sale, the market shall be assessed to determine the most aggressive call features that can be incorporated that will not be detrimental to the interest cost but will preserve future refunding/restructuring opportunities.
- **Credit Enhancements.** The Village may enter into agreements with commercial banks or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the Village with access to credit under terms and conditions as specified in such agreements when their use is cost-effective or otherwise advantageous.
- **Inclusion of Local Institutions.** In the interest of promoting the Village of Northfield, local financial institutions are to be offered the opportunity to bid on debt instruments.

3. Legal Constraints and Other Limitations on the Issuance of Debt

The Village Board may utilize the guidelines established by this policy or may choose, at its discretion, to consider other relevant factors in incurring debt. The validity of any debt incurred in accordance with applicable law shall not be invalidated, impaired, or otherwise affected by non-compliance with any part of the procedure set forth pursuant to this policy.

- A. **Authority for Debt.** The Village may, by ordinance, incur indebtedness or borrow money, and authorize the issue of negotiable obligations, including refunding bonds, for any capital improvement of property, land acquisition, or any other lawful purpose. The Village should not issue debt to cover current expenses unless the Village Board finds that there is no other alternative.
- B. **Debt Limitation.** The Village currently has no statutory debt limit because of its status as a home rule unit of government.

- C. Methods of Sale. Bonds shall be sold at a public sale via sealed proposal. The Village may issue debt by negotiated sale or private placement if the bond ordinance or subsequent resolution so provides.
 - a. Bonds. All bonds will mature within the period or average period of usefulness of the assets financed; and the bonds will mature in installments, the first of which is payable not more than five years from the established date of the bonds. Term bonds may be allowable if recommended by the Village's financial advisor.
 - b. Financial Advisor. To ensure independence, the Financial Advisor will not bid on or underwrite any Village debt issues on which it is advising.
- D. Credit Implications. When issuing new debt, the Village should not exceed credit industry benchmarks. Therefore, the following factors should be considered in developing debt issuance plans:
 - a. Ratio of Bonded Debt to Estimated Full Market Value. The formula for this computation is Bonded Debt, (total outstanding debt), divided by the most recent Estimated Full Market Value (market value of all taxable real estate within the Village). For purposes of this calculation, Estimated Full market Value is defined as three times the State's Equalized Assessed Valuation of all taxable real estate within the Village.
 - b. Ratio of Bonded & Share of Overlapping Debt (debt of other taxing districts within the Village) to Estimated Full Market Value. The formula for this computation is Bonded Debt and Overlapping Debt (Village residents' share of the overlapping debt) divided by the current Estimated Full Market Value as determined above.
 - c. Bonded Debt & Overlapping Debt Per Capita. The formula for this computation is Gross Bonded Debt and Overlapping Debt (Village residents' share of the Overlapping Debt) divided by the current population as determined by the most recent census information available.
 - d. Ratio of Annual Debt Service to General Government Expenditures. The formula for this computation is annual debt service expenditures for governmental debt divided by General Government (i.e., General, Special, and Debt Service Funds) expenditures (excluding interfund transfers).
 - e. Rapidity of Debt Service Repayment. The Village's general obligation bond issues should be structured whereby 100% of the debt will be retired within twenty years. It is also desirable to structure the Village's general obligation bond issues so that at least 50% of the principal will be retired within 10 years.
 - f. Current General Fund Cash Reserve. The Village should maintain a General Fund cash and investments balance equal to no less than six months of total annual expenditures. Such calculation, including a projection to April 30th (of the current fiscal year), shall be made on an annual basis by the Finance Director during the budget process.

4. Debt Administration

- A. Financial Disclosures. The Village shall prepare appropriate disclosures as required by the Securities and Exchange Commission, the federal government, the State of Illinois,

rating agencies, underwriters, investors, agencies, taxpayers, and other appropriate entities and persons to ensure compliance with applicable laws and regulations.

- B. Review of Financing Proposals. All capital financing proposals that involve a pledge of the Village's credit through the sale of securities, execution of loans or lease agreements, and/or otherwise directly involve the lending or pledging of the Village's credit shall be referred to the Finance Director who shall determine the financial feasibility, and the impact on existing debt of such proposal, and shall make recommendations accordingly to the Village Manager.
- C. Establishing Financing Priorities. The Finance Director shall administer and coordinate the Village's debt issuance program and activities, including the timing of issuance, method of sale, structuring the issue, and marketing strategies. The Finance Director along with the Village's financial advisor shall meet, as appropriate, with the Village Manager and the Village Board regarding the status of existing and any proposed debt.
- D. Rating Agency Relations. The Village shall endeavor to maintain effective relations with the rating agencies. The Village Manager, Finance Director, and the Village's financial advisors should meet with, make presentations to, or otherwise communicate with the rating agencies on a regular basis in order to keep the agencies informed concerning the Village's capital plans, debt issuance program, and other appropriate financial information.
- E. Investment Community Relations. The Village should endeavor to maintain a positive relationship with the investment community. The Finance Director and the Village's financial advisor shall prepare reports and other forms of communications regarding the Village's indebtedness, as well as its future financing plans as necessary.
- F. Refunding Policy. The Village should consider refunding outstanding debt when legally permissible and financially advantageous. Refunding issues should strive for a net present value debt service savings of three percent or greater. The Village may consider a refunding issue for non-financial reasons when appropriate.
- G. Investment of Borrowed Proceeds. The Village acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the Village. The management of public funds should enable the Village to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) ensure liquidity, and (iii) optimize returns.

5. Conduit Financings

Under Federal and State law, the Village Board has the authority to issue tax-exempt bonds for non-profit organizations established under Internal Revenue Code 501 (c) (3), and economic development revenue bonds, also known as private activity bonds, under the Tax Reform Act of 1986. These tax-exempt bonds are collectively referred to as conduit financings. The Village has no liability or responsibility for the repayment of the debt authorized under these statutes. The Village will consider these financings on a case-by-case basis.

2.4. Fund Balance/Net Position

A Fund Balance/Net Position Policy establishes the minimum target level for the end-of-year fund balance/net position. In striving to achieve this minimum level, the Village must consider the constraints imposed upon governmental and proprietary funds by law and sound practice. This policy is established to provide financial stability, cash flow for operations, and the assurance that the Village will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and increased transparency should aid in understanding the availability of resources for purposes of the policy statement, "Fund Balance" shall include the concept of both Fund Balance and "Net Position".

It is the Village's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of Fund Balance to mitigate current and future risks and to ensure tax rates. Fund Balance levels are also crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of Fund Balance, including unassigned Fund Balance in the General Fund to evaluate the Government's continued creditworthiness.

1. Definitions

Governmental Funds

The Fund Balance will be composed of three primary categories:

1. Nonspendable Fund Balance – portion of a Governmental Fund's balance that is not available to be spent, either in the short-term or long-term or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).
2. Restricted Fund Balance – portion of a Governmental Fund's balance that is subject to external enforceable legal restrictions (e.g., grantor, contributor, and property tax levies).
3. Unrestricted Fund Balance – is made up of three components:
 - a. Committed Fund Balance – the portion of a Governmental Fund's balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of fund balance.
 - b. Assigned Fund Balance – the portion of a Governmental Fund's balance to denote an intended use of resources but with no formal Board action.
 - c. Unassigned Fund Balance – available expendable financial resources in the General Fund that is not the object of a tentative management plan.

Some funds are generated by a variety of resources, including both restricted and unrestricted (committed, assigned, and unassigned) funds. The Government assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

Proprietary Funds

Proprietary funds include enterprise funds. The net position will be composed of three primary categories:

1. Net Investment in Capital Assets – That portion of a proprietary fund’s net position that reflects the fund’s net investment in capital assets less any amount of outstanding debt related to the purchase/acquisition of said capital assets. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the Government.
2. Restricted Net Position – That portion of a proprietary fund’s net position that is subject to external enforceable legal restrictions (e.g., grantor, contributor, and bond covenants).
3. Unrestricted Net Position – That portion of a proprietary fund’s net position that is neither restricted nor invested in capital assets (net of related debt).

2. Authority

Governmental Funds

Committed Fund Balance – A self-imposed constraint on spending the fund balance that must be approved by ordinance or resolution of the Board. Any modifications or removal of the self-imposed constraint must use the same action used to constrain the fund balance. Formal action to constrain the fund balance must occur before the end of the fiscal year. The dollar amount resulting from the constraint may be determined after year end.

Assigned Fund Balance – A self-imposed constraint on spending the fund balance based on the Village’s intent to use fund balance for a specific purpose. The authority may be delegated to members of the management team by the Board.

3. Minimum Unrestricted Fund Balance Levels

Governmental Funds

General Fund

Purpose – This is a major fund and the general operating fund of the Village. It is used to account for all activities that are not accounted for in other funds.

Fund Balance – Unrestricted fund balance target should represent no less than six months of actual operating expenditures plus transfers for the current year. Balances above the minimum may be transferred to other funds or capital projects or “assigned” for other purposes at the Board’s discretion.

Special Revenue Funds

Motor Fuel Tax and Foreign Fire Insurance Tax Funds (and any other revenue funds specifically designated by the Board in the exercise of its Home rule Powers)

Purpose - Used to account for and report the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes other than debt service or capital projects.

Financing – Special revenue funds are provided by a specific annual property tax levy or other restricted and/or committed revenue source. Financing may also be received from other charges for services, etc.

Fund Balance – Derived from restricted revenue sources and therefore, legally restricted. No specific minimum was established for the special revenue funds.

Debt Service Fund

Purpose – Established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

Financing – The Village levies an amount or transfers in an amount of the principal and interest that is anticipated to be paid.

Fund Balance – Derived from property taxes; therefore, legally restricted. Any fund balance accumulation should not exceed the amount of the next principal and interest payment due.

Capital Equipment Replacement Fund

Purpose - Established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds.

Financing – Primarily, interfund transfers are used to finance projects.

Fund Balance – Considered segregated for maintenance, construction and/or development; therefore, considered committed. No specific minimum was established for the Capital Equipment Replacement Fund.

Proprietary Funds

Enterprise Fund

Purpose - Established to account for and report financial resources that are invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the Water/Sewer Fund. Enterprise fund measurement is focused on the determination of operating income, changes in net position, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Enterprise funds are required in order to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Financing – User fees, debt financing, or grants are used to finance operations, capital outlay and improvements, and debt service retirements.

Net Position – Invested net position is figured as investment in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the

acquisition of said assets). Restricted net position relates to bond covenant reserves as set forth in the bond ordinance. No specific minimum is established for this enterprise fund.

4. Other Considerations

In establishing the above policies for unrestricted Fund Balance levels, the Village considered the following factors:

- The predictability of the Village's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The Village's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose)

If any of the above factors change, the Village should readdress current unrestricted fund balance levels to ensure amounts are appropriate.

2.5. Investment Policy

This Policy applies to all investment activities of the Village of Northfield with the exception of the Police Pension Fund, which is governed by an independent Board of Trustees and has a separate investment policy. Financial assets of all other funds shall be administered in accordance with the provisions of this Policy.

1. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Such investments shall be made not for speculation, but in consideration of the safety of their capital, as well as the potential income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. Village officers and employees acting in accordance with this policy and any other written procedures, and exercising due diligence shall be relieved of personal liability for an individual security's credit

risk or market changes, provided that officers and employees report deviations from expectations in a timely fashion and take appropriate action to control adverse developments.

2. Objectives

Funds will be invested in accordance with the Public Funds Investment Act, 30 ILCS 235/0.01 et seq. and in conformance with federal, legal and other State requirements. The investment portfolio shall be managed in accordance with the following objectives:

1. Safety. Safety of principal is the foremost objective of the investment program. Village investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the Village's overall portfolio by mitigating credit and interest rate risk.
2. Diversification. Investments shall be diversified to avoid unreasonable risks associated with specific security types and individual financial institutions.
3. Liquidity. The Village's investment portfolio shall remain sufficiently liquid to enable the Village to meet all reasonably anticipated operating requirements.
4. Rates of Return. The investment portfolio of the Village shall be designed to obtain a reasonable return, which for the purposes of this policy means the portfolio should obtain a market rate of return, taking into account the Village's investment risk constraints and cash flow needs.
5. Ethics and Conflict of Interest. Any transactions that might impair public confidence shall be avoided. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Authorized investment officers of the Village and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the Village any material financial interest in financial institutions which conduct business with the Village, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the Village's investment portfolio, particularly with regard to the time of purchases and sales.

No person acting as Treasurer or investment advisor for the Village, or who is employed in any similar capacity by or for the Village, may do any of the following:

1. Have any interest, directly or indirectly, in any investments in which the Village is authorized to invest.
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
3. Receive, in any manner, compensation of any kind from any investments in which the Village is authorized to invest.

3. Responsibility

The establishment of investment policies is the responsibility of the Village Board. Management and administrative responsibility for the investment program is delegated to the Finance Director/Treasurer under the direction of the Village Manager.

This policy shall be reviewed periodically by the Village Board and any modifications must be approved by the Village Board of Trustees.

4. Cash Management

1. Receipts. All monies due the Village shall be collected as promptly as possible. Monies that are received shall be deposited in an approved financial institution no later than the next business day after receipt by the Village. Amounts that remain uncollected after a reasonable length of time shall be subject to any available legal means of collection.
2. Disbursements. Any disbursement due to suppliers of goods or services and any disbursements due to employees for wages and reimbursements shall be approved at the regular monthly Village Board meeting. Petty cash purchases may be approved in the aggregate without identifying the supplier.
3. Cash Forecast. At least annually, a cash forecast shall be prepared to project cash requirements for the fiscal year. The forecast shall be updated periodically to identify future investable balances.
4. Pooling of Cash. Except where otherwise provided by the Village Board, the Finance Director will be authorized to pool the cash of various funds to maximize investment earnings where in his opinion it is advantageous and prudent to do so. Investment income will be allocated to the various funds based upon respective fund participation in the investment.

5. Financial Institutions

It shall be the policy of the Village to maintain funds in financial institutions on the following basis:

1. FDIC Insurance. The financial institution must be a member of the FDIC.
2. Capital Rating. The institution must be adequately capitalized as defined by the FDIC.
3. Regulatory Constraints or Disciplinary Action. The financial institution must represent to the Village that it is not subject to any cease and desist order, memo of understanding, or other formal or informal compliance agreement with any bank regulatory authorities. Should an institution become subject to any such agreement, it will advise the Village of Northfield immediately.
4. Meets Village Needs. Any financial institution selected by the Village may be requested to provide a range of services and products to meet the current and foreseeable needs of the Village.
5. Location. Every attempt will be made to invest Village funds locally, provided local institutions are price competitive.
6. Reports. Each institution used by the Village shall be required to provide quarterly Consolidated Reports of Condition and Income for review by the Finance Director.

The Village Board authorizes the Finance Director to invest up to the FDIC insured limit in any financial institution.

An institution that does not meet criteria 1, 2, 3 and 6 is disqualified as a depository. Any investments in the institution may be held to maturity, but no further investments will be allowed until such time as the bank meets the relevant criteria.

6. Authorized Investments

The Village may invest in the following as permitted by the Public Funds Investment Act, 30 ILCS 235/2:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities which are guaranteed by the full faith and credit of the United States as to principal and interest, and obligations of United States Agencies with maturities of no more than 10 years.
2. Certificates of Deposit (CDs) with maturities of no more than 5 years.
3. Interest-bearing savings accounts, time deposits or any other investment constituting direct obligations of any institution defined by the Illinois Banking Act and that is insured by the Federal Deposit Insurance Corporation.
4. The Illinois Funds.
5. Funds or investment pools that hold eligible investments in accordance with Illinois law.

Securities may be acquired and disposed of with joint authorization of the Village Manager and Finance Director. At least three authorized institutions will be contacted each time an investment is placed. The Finance Director will select the institution that is most beneficial to the Village.

7. Diversification

In order to reduce the impact of a default, the Village will diversify its investments by security type and institution. With the exception of U.S. Treasuries and other securities backed by the full faith and credit of the U.S. government, no more than 33% of the Village's investment portfolio will be invested in securities of a single issuer or with a single financial institution (for this purpose, the Illinois Funds and other similar investment pools or funds are not deemed to be issuers). In addition, the Village's deposits in any investment pool or fund shall not exceed 5% of the fund's or investment pool's portfolio.

8. Collateral

Funds on deposit in excess of FDIC limits will be secured by collateral. Investments in U.S. Treasuries or Federal Agencies do not require collateral. The Village will accept the following as collateral:

1. U. S. Government Securities
2. Obligations of Federal Agencies
3. Obligations of Federal Instrumentalities
4. Obligations of the State of Illinois – rated A or higher

The amount of collateral provided is to have a current market value equal to at least 110% of the current amount by which Village funds on deposit (including accrued interest) exceed the FDIC insured amount. Maturities of collateral will be no more than five years longer than the maturity of the investment. Collateral with maturities of no more than ten (10) years longer than the maturity of the investment are acceptable if the Village's deposits in excess of FDIC limits are collateralized at 115%.

The Finance Director will review the ratio of fair market value of collateral to the amount of funds secured monthly, and additional collateral will be required when the ratio declines below the 110% level.

Pledged collateral will be held in safekeeping by an independent third party bank, the Federal Reserve Bank, or the State Treasurer's Municipal Safekeeping account. The collateral will be held in accordance with an agreement with the institution that precludes the release of the pledged assets without authorized signatures; however, the agreement allows for an exchange of collateral of like value. Collateral transfers require the approval of either the Village Manager or the Finance Director.

9. Safekeeping and Custody

All security transactions entered into by the Village shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Finance Director and evidenced by safekeeping receipts and a written custodial agreement.

10. Internal Controls

The Finance Director shall establish a system of internal controls. These internal controls and this Investment Policy shall be reviewed by an independent, certified public accountant in conjunction with the annual examination of the financial statements of the Village. The controls shall be designed to prevent losses of Village funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees.

11. Financial Reports

All investments and interest earnings will be reported in the Village's accounting records on a basis consistent with generally accepted governmental accounting procedures. In addition, a monthly summary of all outstanding investments will be prepared for the Village Board containing the following:

1. Cost, amortized cost and market value of all outstanding investments.
2. Description of the type of investment (CD, T-Bill, etc.).
3. The names of financial institutions with currently outstanding certificates of deposit and the amounts of those certificates.
4. All money market, cash accounts, and Illinois Funds account balances.

Other information deemed necessary for the fair disclosure of the Village's cash and investment position.

2.6. Petty Cash

Petty cash funds are maintained by the Village for the sole purpose of reimbursing incidental costs incurred by an employee or Village Board member for Village business or operations. Petty cash funds shall not be used to circumvent the Village's purchasing procedures.

Procedures:

1. Petty cash funds may only be used to reimburse incidental expenses associated with Village operations. Petty cash funds shall not be advanced for an expense not yet incurred unless pre-approved by the Finance Director or Village Manager.
2. All requests for petty cash reimbursement shall be submitted on a petty cash form and shall be accompanied by a proper receipt or other sufficient documentation evidencing the amount to be reimbursed.
3. Petty cash reimbursements shall be limited to no more than \$50.00 per request.
4. Petty cash reimbursements shall not be made for items regularly stocked by the Village.
5. All Petty Cash Requests require approval by an appropriate Department Head or designated Supervisor. Requests made by a Department Head or the Village Manager may be approved only as follows:

Request Made By:
Village Manager

Approval By:
Finance Director or Assistant Finance Director in Director's absence

Department Heads

Village Manager or duly appointed Acting Village Manager in Manager's absence

6. Audits of petty cash funds may be made at any time but at least twice per year by the Assistant Finance Director. Any irregularities or procedural violations shall be brought to the attention of the Finance Director and Village Manager.

7. Imprest balances are maintained for the following purposes:

	<u>Amount</u>	<u>Authorized Personnel</u>	<u>Custodian</u>
Petty Cash – Finance	\$450	Acctg. Asst., Finance or Asst. Finance Director	Assistant Finance Director
Petty Cash Checking Account	\$1,000	Acctg. Asst., Finance or Asst. Finance Director	Assistant Finance Director
Postage	\$32	All Finance Personnel	Acctg. Assistant
Petty Cash – Police Chief	\$100	Police Chief, Deputy Chief, Administrative Aide	Deputy Chief

Indigent/Prisoner Cash/Gift Cards	\$300	All officers with service investigation memo	Assistant Finance Director
Cash Drawer-Finance	\$50	Acctg. Asst., Finance or Asst. Finance Director	Assistant Finance Director
Cash Drawer-Police	\$100	Records Personnel	Records

The above funds shall be reconciled by the custodian at least once per month. Differences and/or irregularities encountered by the custodian shall be reported to the Finance Director and Village Manager.

8. In order to replenish the petty cash drawer back to its authorized imprest balance, an Invoice Voucher must be processed. Petty Cash forms with supporting receipts must be attached to the Invoice Voucher. The total of all Petty Cash forms must equal the Voucher amount.

2.7. Purchasing

The primary goal of the purchasing policy is to ensure that the best interests of the public and the Village are served, and that purchases are in compliance with applicable laws.

Procedures:

1. **Expenditure Limits and Requirements** for purchases of equipment, materials or services:
 - a. Purchases up to \$1,500: No price quotes or purchase order required.
 - b. Purchases between \$1,500 and \$2,500: At least three (3) price quotes are required prior to purchase, unless approved by Finance Director or Village Manager.
 - c. Purchases between \$2,500 and \$25,000: At least three (3) price quotes, Purchase Order, and Village Manager's approval required prior to purchase.
 - d. Purchases over \$25,000: Formal bidding process or request for proposal and approval by the Village Board of Trustees prior to award of contract.
 - e. See Exhibit A for exemptions to quotation requirement.
2. **Purchase Order/Approval Process**
 - a. Employee completes Purchase Order (Exhibit B) and attaches a copy of price quotes (Exhibit C).
 - b. Department Head reviews P.O. for completeness and budget adequacy. Department Head signs and forwards P.O. to the Finance Department Accounting Assistant.
 - c. Accounting Assistant reviews P.O. for conformance with Village procedures. For purchases over \$2,500, the P.O. must be signed by the Village Manager.
 - d. Copies of the Purchase Orders will be distributed by the Accounting Assistant as follows:
 - i. Vendor (White) Copy- mailed or returned to the vendor.

- ii. Receiving (Yellow) Copy- returned to the purchasing employee. When the item is delivered or the service performed, this copy must be returned to the Accounting Assistant with the invoice and invoice voucher (Exhibit D).

3. Receiving and Payment Process

- a. When an invoice is received, an invoice approval stamp or voucher must be completed (Exhibit D) and supporting documents attached (invoice, yellow P.O., quotes, etc.). The stamp/voucher will be reviewed for accuracy and signed by the Department Head. For items over \$2,500, the Village Manager must sign the voucher if it is different from the original P.O.
- b. The Department Head must forward the invoice voucher, invoice, and supporting documents to the Accounting Assistant, who will review the paperwork for accuracy and compliance with Village procedures.
- c. The Accounting Assistant processes the invoice for payment.

Only the following items are exempt from price quote requirements:

- Maintenance components of technical equipment
- Professional services
- Land acquisition
- Technical supplies/services
- Emergency equipment or building repairs
- Used equipment
- Original replacement parts
- Standardized equipment replacements
- Single source items
- Professional and artistic purchases
- Specialized computer software packages
- Blanket purchase orders for which quotations were received at the beginning of the fiscal year or season
- Cooperative purchases with other governmental agencies
- Newspaper advertisements
- Maintenance service for condominiums
- Purchases under \$1,500

2.8. Revenue Collection

This policy establishes revenue collection guidelines for unwarranted alarm service charges, overdue parking citations, ambulance services, water/sewer services, emergency response cost recovery, and other miscellaneous charges. Situations may arise that could warrant an extension of the time frames listed below prior to turning an account over to the collection agency.

Should an account be turned over to collection, the collection agency fee will be added to the amount owed and payments will be made directly to the collection agency.

1. Parking citations
 - a. First overdue notice is mailed approximately 15 days after issuance.
 - b. Second and final notice is mailed approximately 30 days after the first notice.
 - c. Citations that remain unpaid 30 days after the final notice (approximately 75 days after initial issuance) are forwarded to the collection agency for further processing. The collection agency fee will be added to the amount owed.
2. Water/sewer service, emergency response recovery, unwarranted alarm service charges, and miscellaneous
 - a. First notice is mailed approximately 30 days after the initial billing for a final water meter reading, unwarranted alarm service charges, emergency response, or other services.
 - b. Bills that remain unpaid five working days after the final notice (approximately 65 days after the final water meter reading or other billing) will be forwarded to the collection agency. The collection agency fee will be added to the amount owed.

3.1. Acting Village Manager

If the Village Manager anticipates being absent for more than two consecutive days, he or she will appoint an Acting Village Manager to act in his or her stead. If the Village Manager is unable to make such an appointment, the Village President shall do so based on seniority and availability.

3.2. Performance Reviews

Each employee will be reviewed on an annual basis using the Village's standardized form. If there is a specialized review for a particular department or position, this can be utilized in addition to the standardized form. An example of this is sworn Police Officers. Reviewers will fill out the standardized Village review sheet, but this will be augmented with the more extensive standard Police Performance Review Form.

The Fire-Rescue, Police, and Public Works Departments conduct their annual reviews each year in January. The Administration, Community Development, Finance Departments conduct their annual reviews each year in May. This practice will add continuity to the process and provide a concise consistent method of evaluation for all employees.

3.3 Recruitment and Appointment

The Village is an equal opportunity employer and as such prohibits unlawful discrimination in the hiring, promotion, transfers, compensation, administration of benefit plans, termination, and all other conditions of employment. We hire, in our judgment, the best qualified candidate for each available opening.

As an equal opportunity employer, we insist that age, race, color, sex, religion, national origin, disability, ancestry, sexual orientation, or gender identity are not pertinent to the conditions of

employment or work performance and will not be a consideration in the Village of Northfield's personnel practices. Typically, the Village does not hire employees younger than 18; however, some positions may be filled with employees in the 16 to 17-year old age category, where the Village has certified that the position complies with the regulations set by the Department of Labor, Wage, and Hour Division for Child Labor Laws.

The Village Manager is responsible for the recruitment and appointment of all Village employees except those positions specifically provided for in the Village Code and those positions under the jurisdiction of the Northfield Board of Police Commissioners.

The Administrative Services Director coordinates the selection process of applicants. The Village Manager retains the final authority for the appointment of all staff members and the heads of the operating departments.

The Department Head (or their designee), Administrative Services Director, and Payroll Coordinator will each complete their page of the New Hire Checklist, which sets forth the steps of the hiring process.

1. Determination of Need of New or Additional Personnel

Each Department Head shall notify the Village Manager of any requirements of new, additional or replacement personnel, setting forth the number required and all relevant criteria for the position.

The Village Manager reviews all requests for personnel to determine the feasibility of filling the vacancy by one or more of the following methods:

1. Recruitment Process- In considering employees for promotion or transfer into a vacant position, the Village Manager may recruit from outside the department using one or more of the following:
 - a. Advertisement of the position in professional journals
 - b. Contacts with professional/vocational organizations
 - c. Social media
 - d. Online job posting boards

The Village may also utilize recommendations from present employees and intradepartmental notification of job announcements as recruitment methods in conjunction with at least one of the methods listed above.

2. Promotion from within the Department- Vacant or new positions in the Village organization may be filled by promotion from a lower position classification within the department. The factors determining promotions may include performance, potential for continued development, educational background and performance in a competitive selection process. Qualified employees are encouraged to seek promotion within the organization.
3. Transfer of other Qualified Village Employees- If a Village employee outside of the department expresses interest in an available position; the requisitioning Department Head may interview the employee. If he or she, in the sole determination of the

Department Head, meets the requirements of the job, the Department Head will make arrangements for the transfer, per approval of the Village Manager. However, as with promotions from the same department, transfers from one department to another may be based on performance, potential for continued development, educational background, and competitive selection process.

Recruitment for any available position in the Village organization is normally limited to a period of a specific length.

2. Recruitment

Notice of employment opportunities, depending on the position, may be published by posting the announcement on online job websites, the Village website, and related professional organizations. The announcement may specify the title, salary range of the class, nature of the work to be performed, the minimum qualifications, and all information on the time, place, and manner of completing the application.

3. Employment Application

All applications shall be made on a job application form provided by the Village and shall be submitted on or prior to the closing date specified in the announcement. Applications shall require information concerning education, experience, and other pertinent job related information. All applications shall be signed and the truth of the statements contained therein certified by such signature. A formal driver's license history check and background checks are required.

In general, employment applications shall be submitted to the appropriate Department Head on the Village's official employment application form. The application form shall be completed in its entirety and any evidence of falsification or fraud on the form may be grounds for discharge or disqualification from consideration for employment.

4. Disqualification of Applicants

The Village Manager or designee may reject any application that indicates the candidate does not possess the minimum qualifications required for the position, or where the initial screening of applicants indicates that candidates with greater qualifications are available. Except as provided by law, the Village Manager may refuse to examine an applicant, or, after examination, may disqualify such applicant, or may remove such person already hired and/or appointed if the individual:

1. Does not meet the requirements established for the position applied for and/or does not otherwise demonstrate the necessary qualifications for the job.
2. Is currently engaged in the illegal use of a controlled substance or the excessive and untreated use of alcohol.
3. Has made a false statement or omission of fact in his/her application form or resume.
4. Has used or attempted to use political pressure or bribery to secure an advantage in the selection process.

5. Has directly or indirectly obtained information regarding the examination to which, as an applicant, he/she was not entitled.
6. Has failed to submit a fully completed application form correctly and/or within the prescribed time limits.
7. Fails to cooperate in any part of the application or selection process.
8. Has established an unsatisfactory employment or personnel record as evidenced by a reference check that demonstrates actual or potential unsuitability for employment in the applicable position.
9. Has taken for another or allowed another to take for him/her all or part of any examination, or has been found cheating or engaged in other inappropriate acts or omissions in any other way on an examination.
10. Has otherwise violated the provisions of this policy and/or engaged in any other act or omission deemed harmful to the Village, its employees, residents, property, and/or reputation.

Whenever an applicant is rejected or disqualified, a notice of such rejection or disqualification may be provided to the applicant if deemed appropriate. Applications, whether accepted or rejected, shall not be returned.

5. Selection of New Employees

The selection of a new employee from the group of approved qualified applicants will be made by the Department Head, with the approval of the Village Manager. The selection process will include one or more of the following steps:

1. Screening of applications on the basis of previous experience, education, training, and special abilities
2. Screening interview
3. Job-related pre-employment tests
4. Investigation of previous employment history and personal references
5. Demonstration of capability of completing tasks
6. Assessment center
7. Post-offer polygraph examination as required by specific position
8. Post-offer psychological examination as required by specific position
9. Post-offer medical and drug examination (refer to below)
10. Such other testing processes as may be required by the Village Manager
11. Criminal background investigation

After an applicant has been selected to fill the position, the Department Head will make certain that all necessary forms have been completed and that the individual is informed of compensation and benefits. The Department Head and Finance Director will maintain necessary records and information regarding each Village employee.

6. Examinations

Examinations shall relate to those matters which fairly test the aptitude, and qualifications of applicants and employees for a position. Examinations may include written, oral, or work

simulation tests; ratings of experience and training; fingerprinting and background investigation; polygraph test (only if permitted by law); post-offer physical examinations; post-offer alcohol/drug screen; post-offer psychological evaluation; any combination of these; or any other tests deemed necessary and permitted by law.

The Village of Northfield requires that a medical examination be taken by all protective service employees after making an offer of employment to a job applicant and before the applicant begins his/her employment duties. Moreover, the Village's offer of employment is conditioned upon the results of such examination (and/or an inquiry) if all entering employees in the same job category are subjected to such an examination. The physical examination may include a drug screen by a licensed physician designated by the Village.

7. Personnel Action Report (PAR)

Whenever an individual is selected for employment, the Department Head will submit a PAR to the Village Manager. The PAR should include the following information:

1. Starting pay grade/step and annual salary rate (include hourly pay if applicable).
2. Posting classification.
3. Starting date of employment.
4. Date probationary or work analysis period is expected to be completed.
5. Any other pertinent data related to specific conditions of employment.

Upon approval by the Village Manager, a copy of the PAR shall be sent to the Finance Department. The Finance Department will forward a copy to the Department Head (yellow), and the employee (pink). The Board of Police Commissioners should also be given a copy if applicable.

8. Employment Authorization

With the exception of positions under the jurisdiction of the Board of Police Commissioners, position appointments shall be made by the Village Manager upon recommendation by the Department Head.

9. Acknowledgement

Each new employee will be required to sign an Acknowledgement detailing items received as a part of orientation and any requirements or understandings that are applicable to that employee. This would include but not be limited to such items as the Employee Handbook, the employee's job description, and the health insurance manual.

10. Employee Orientation

All new employees should receive the proper orientation to ensure their success and understanding of their new position with the Village of Northfield. The goal is to create not only a well-trained employee, but to generate a welcome into the Village of Northfield. The orientation process is led by the Administrative Services Director.

The new employee shall meet with the Payroll Coordinator in the Finance Department for the portion of the orientation which includes filling out W-4 forms, payroll services, employee benefits, etc., according to the New Employee Orientation Checklist.

The Employee shall be trained on the telephone system, computer set-up, and other specialized equipment pertaining to the department.

On the first day of employment, or the earliest reasonable opportunity thereafter, each new employee may be provided a facilities tour. This tour shall include the Village Hall, Police Department, and Public Works and Fire-Rescue Facility, or other areas as determined by the Department Head. The intent of this tour is to introduce each employee to general Village operations. The tour of the facility in which the employee is assigned will be conducted by the hiring Department Head. In the course of this tour, each new employee will be introduced to the senior management staff of the Village.

The Department Head will address each of the items on the New Employee Orientation Checklist that are the responsibility of the Department Head. The Payroll Coordinator and Administrative Services Director will address those items listed as their respective responsibilities. Policies and procedures specific to a particular department will be reviewed by the appropriate Department Head.

11. Probationary and Work Analysis Period

All new employees of the Village of Northfield shall be subject to a Work Analysis Period or, in the case of sworn police personnel) a Probationary Period, during which time the employee's performance is subject to close review by his or her supervisor(s) and Department Head. The Probationary Period for sworn employees of the Police Department is defined in the Rules and Regulations of the Board of Police Commissioners. An employee may be released at any time during the period provided the Department Head submits, prior to the release, a PAR to the Village Manager stating the reason(s) for the release.

<u>Position</u>	<u>Period</u>
Sworn Police Personnel	24 Months
(See Board of Fire and Police Commissioners Rules and Regulations)	
Fire-Rescue Personnel	24 Months
All Other Personnel	6 Months

After the successful completion of the Work Analysis Period, the Department Head shall forward a PAR to the Village Manager that the individual has completed the period to the satisfaction of the appropriate supervisor and Department Head.

The Work Analysis Period for all other employees commences from the date of employment. Exceptional circumstances may require the extension of a Work Analysis Period. Extensions may be granted upon the recommendation of the Department Head and approval of the Village Manager.

Completion of the Work Analysis Period does not create any additional job protections for an employee. Instead, the purpose of the Work Analysis Period is to provide a time period where an employee's performance is subject to close review. Employment after successful completion of the Work Analysis Period is still terminable at will unless provided elsewhere in law or by the Employee Handbook.

3.4. Telework

I. Purpose

The Village of Northfield strives to provide a safe and healthy workplace for all employees. This policy sets forth our response to such emergencies as hazardous weather, pandemic, or any other event that would result in the closure of Village administrative offices and the need for employees to work remotely (telework). This policy provides guidelines for teleworking, as an alternative work arrangement, when it is necessary in order to maintain essential Village operations.

II. Definitions

- **Exempt Status Employees:** **Exempt Status Employees** are not subject to the provisions of the Fair Labor Standards Act, pertaining to overtime, minimum wage, record keeping, uniforms and equipment, meal periods, and rest periods.
- **Non-Exempt Status Employees:** **Non-exempt Status Employees** are generally paid on an hourly basis and are subject to the Fair Labor Standards Act. They are eligible for applicable overtime pay and meal and rest periods.
- **Remote Access:** **Remote Access** is any connection to the Village's network with computer equipment that is not normally part of the Village Computer Network [Wide Area Network (WAN) and Local Area Network (LAN)].
- **Teleworking:** **Teleworking** is performing job functions from home or another off-site location instead of an employee's designated Village work site.

III. Teleworking Program Eligibility

Eligibility is based on many criteria including assessment of individual job requirements and responsibilities. Due to the nature of the services offered by the Village, employees in some job classifications may not be approved for teleworking. The Village has the discretion to grant teleworking arrangements on a case-by-case and position-by-position basis. The employee's Supervisor, Department Head, and Village Manager retain the discretion to determine employee eligibility subject to business needs and job requirements.

Employees whose jobs are eligible for telework and those whom the Village has equipped with the resources needed to telework, may be required or permitted to do so during emergencies. When a situation arises that calls for teleworking, the Village Manager will notify those employees who have been identified as eligible for telework to begin working from home.

IV. Participation Parameters

1. While teleworking, the employee must be accessible to his or her supervisor and will work their normal schedule, unless an alternative schedule is agreed to by the employee's Supervisor.
2. Teleworking is not designed to be a means of emergency care for the employee's children or other family members. Although an individual employee's schedule may be modified to accommodate family care needs, the focus of the arrangement must be on job performance and meeting Village needs.
3. Employee must be able to telephonically attend staff meetings and other meetings deemed necessary by management.
4. Unless the Employee's medical condition would prohibit compliance, Employee must be available to report to a Village facility at any time, without prior notice, for any reason, when summoned by a Supervisor. This includes physical attendance at required meetings.
5. Employee shall devote full time and attention to Village business during teleworking hours.
6. While teleworking, employee continues to be subject to all Village, City, State, and Federal rules, policies and procedures.

V. Responsibility for Teleworking Costs

1. Only the following teleworking costs and supplies will be covered by the Village:
 - Provision and replacement of, and repairs to, Village-issued laptops or other computer equipment. If the equipment is damaged or lost during its use as a result of the employee's carelessness, the Village may deem the employee to be responsible.
 - Basic office supplies currently in stock at Village offices that can be easily transported (e .g. notebooks, pens, pencils, markers). All supplies must be returned to the Village as soon as the teleworking arrangement ends.
2. The following costs are the responsibility of the employee:
 - Home workspace furniture, ergonomic equipment, and related modifications.
 - Internet and network access, and related continuing charges.
 - Purchase, repair, or replacement of employee-owned equipment and supplies. Note: the Village will not provide technical support for non-Village equipment that is not compatible with equipment currently supported by the Village. Employees are responsible for the maintenance and repair of their own equipment.
 - Purchase, repair, or replacement of Village-owned equipment and supplies if mishandled or lost during employee's use.
 - Homeowner's and Renter's insurance covering the home office space, including any changes in rates or coverage required for teleworking and maintaining a home office.
 - Cost of utilities while working remotely, including cell phone/telephone, unless the Village has separately authorized partial mobile phone reimbursement.
3. Teleworking workspace:

The employee's teleworking workspace is the employee's responsibility and is not the Village's responsibility. The employee's teleworking workspace must comply with recommended safety rules for the workplace and, at minimum:

- Be secured, so that Village data is not compromised, shared, or lost
- Be secured to minimize theft or damage to equipment
- If network access is required, workspace must have appropriate internet service

It is not the Village's intention to cause an employee to expend money to comply with a teleworking order. Should an employee anticipate that compliance with article V above will cause such an expenditure, that employee should immediately so inform his or her supervisor, who will consult with the Village Manager about a plan to mitigate such an expense.

VI. Work-Related Injuries

If an employee is injured during teleworking hours while conducting Village business, the employee must suspend teleworking, notify his/her Department Head at the first available opportunity, and follow Village policy for reporting on-the-job injuries. The Department Head is to follow all applicable rules and procedures governing employee injuries. Such injuries may be covered by Workers' Compensation provided that all eligibility requirements are met.

The Village assumes no liability for injuries to the employee that occur outside the employee's scheduled work hours, or while not engaged in Village business. The Village assumes no liability for injuries to any third parties and/or the employee's family members in the employee's teleworking workspace.

VII. Remote Access and Network Security

Teleworking employees are responsible for the following:

- Complying with all applicable Village Policies
- Establishing an appropriate remote work environment
- Ongoing security of the Village's computing and data resources by taking reasonable and prudent measures on a routine basis
- Appropriate use of the Village's remote access resources
- Limiting use of the Village's network, application, and data resources to official Village business
- Securing Village-issued computer equipment to prohibit access or use by non-Village employees
- Confidentiality of the remote access usernames and passwords- employees shall not share usernames and passwords with others
- Terminating all remote access connections at the end of any teleworking workday

Village IT staff will work with employees directly to establish initial network connectivity between Village-issued hardware (laptop/mobile device), but is not responsible for troubleshooting or fixing non-Village related network equipment, including but not limited to high-speed modems, wireless routers, or gateways. Village IT staff is not responsible for supporting any non-Village

issued hardware used in a home office environment, including but not limited to monitors, phones, VoIP, or wireless keyboards and mice. Village-issued laptops and other Village-issued computer equipment used in the employee's teleworking workspace remain the property of the Village. The Village reserves the right to access and review electronic files, messages, mail, Internet usage and other digital archives, and to monitor the use of electronic communications on Village-issued laptops and other Village-issued computer equipment at any time.

VIII. Policy Compliance

Failure to comply with any part of this policy may result in the immediate revocation of teleworking privileges and may also result in employee discipline up to and including termination.

4.1. Public Storm Water Drainage Ditches

The purpose of this policy is to provide Public Works and the Village Engineer with a maintenance policy for existing storm water drainage ditch systems within the Village, and a corrective action procedure for any drainage problems, which may exist within them. These procedures will be implemented to ensure the positive flow of storm water within the Village's public right-of-ways.

This policy is intended to provide Village staff with the criteria and information necessary to evaluate existing drainage ditch problems in the public right-of-way system. For purposes of this policy, the Village shall not consider standing water a problem within the drainage ditch system unless it exists for an extended period of time.

In addition, this policy will provide Village staff with the data that will aid in investigating and selecting those drainage ditches, which may be eligible for modifications in the Village's Capital Improvement Program and set forth criteria for private funding participation. State, county, and private drainage ditches do not qualify for participation in this program.

1. Village Responsibilities- Substantial Public Benefit

If following a review by Village staff, a proposed project is deemed to benefit a significant portion of the Village as a whole, the Village will consider undertaking the required improvements through its annual Capital Improvement Plan program (funding permitting). These types of projects include:

- Drainage problems which are caused by deficiencies in the existing drainage system.
- Drainage problems which occur due to flat or back-pitched slopes.
- Drainage problems which are the result of ground settlement or where the parkway holds water and the curb is higher than the adjacent sidewalk.
- Culvert pipes that run under public streets.

2. Resident Responsibilities- Substantial Public Benefit

It shall be the responsibility of the homeowner to maintain the parkway areas immediately adjacent to their property. This includes any grass or vegetation, ditch or swale, and pipes or culverts that may exist. If, following a review by Village staff, the proposed project involves one

or more of the following conditions then the total cost of the project and/or maintenance of the area will be the responsibility of the homeowner:

- Drainage problems caused by vegetative growth or debris obstructions, which could alleviate the problem through routine maintenance such as mowing, pruning, or clean-up.
- Any drainage problem resulting from obstruction, corrosion, crushing, or other blockages of the free flow of water through a drainage culvert or pipe located under a driveway or other means of access to the property.
- Any drainage problem resulting from the unauthorized addition of fill material, grade modifications, manmade obstructions, etc.

3. Village/Resident Voluntary Program- Mix of Public/Private Benefit

In areas where an existing storm drainage ditch system is in place, a resident may request for aesthetic and/or personal maintenance reasons that the ditch be eliminated and replaced with a piped system. If installed in place of a ditch, the piped system shall be the maintenance responsibility of the Village. However, any culvert passing under a driveway or other means of access to the property shall be the homeowner's sole responsibility. If installed, the cost of these improvements shall be paid on a 50/50 cost-sharing basis between the resident and the Village. To qualify for 50/50 cost-sharing, the project must be undertaken as part of the Village's annual storm water ditch maintenance program. In no case shall a resident have the right to install a pipe or culvert in the public right-of-way and bill the Village for any portion of the cost.

If a project is eligible for the 50/50 program, the Village will undertake the installation of all approved improvements, either through the engagement of a contractor or by utilizing its staff. All areas disturbed by approved improvements shall be restored with topsoil and seed. Once restored, it shall be the homeowner's responsibility to water and maintain the site to ensure a complete grass stand is achieved.

Applications for participation in this program are available on the Village Website. Upon receipt of an application for participation, together with a \$100 non-refundable fee, the Public Works Department will inspect the potential project site, verify the information obtained from the applicant, and determine the eligibility for participation. The Village Engineer will work with the Public Works Department to determine project scope and design if deemed necessary. If applicable, this information, along with a preliminary cost estimate, will be provided back to the applicant.

Upon receipt of the project eligibility and cost estimate, the homeowner will be asked to execute a project participation form and return it to the Village along with sufficient funds to cover their half of the project costs. Projects will not be formally placed into the program until the Village receives the participation form and the financial deposit. A written confirmation shall be given to all residents that submit accepted applications. If sufficient Village funds are not available to complete all requests that are received, applicants will be placed on a waiting list for consideration in subsequent years. Residents may request a refund of their 50% contribution and be removed from the waiting list.

Project priority shall be based on the availability of funds appropriated for this purpose, with the preference for projects that provide the most significant public benefit. When funds are available for projects with a mix of public and private benefits, they will be processed in the order that they are received or until budgeted funds are depleted.

4.2 Public/Private Infrastructure Improvements

To ensure consistency in determining funding for infrastructure improvements, the Village Board has established a policy that balances the Village's resources with its residents' present and future needs.

This policy will identify the procedures for residents to follow concerning the identification of requests for infrastructure improvements in the Village. This policy will distinguish projects based on public benefit and private benefit ratio perspectives and address potential funding mechanisms.

Projects identified as benefitting the Village as a whole are typically built with public funds. In a newly-annexed area or development, the Village will typically require new residents and developers to be responsible for the new infrastructure expenses. For those improvements of a substantial private benefit, the residents shall be responsible for their cost.

Improvements built and paid for by the Village will be maintained by the Village. Any infrastructure projects that are not dedicated to the Village shall be maintained privately. Should residents desire to dedicate these private infrastructure projects to the Village, a petition must be signed by all affected property owners requesting dedication. Following the Village Board's acknowledgment that dedication would be considered, the infrastructure project must be brought fully up to the current Village standards set forth in the Village's Subdivision or other Code and approved by the Village Engineer and Public Works Department. The residents will bear such costs. Once dedicated, the Village will assume maintenance. In those cases where an existing infrastructure improvement meets Village specifications but is not new, it may be dedicated to the Village if the homeowner(s) pay for the depreciation of the improvements to date or pay to bring the improvement back to brand new condition.

Potential new infrastructure projects may be brought to the Village's attention by residents, the Village Board, or staff. If the Village Board has determined, through a study and review with the Village Engineer and Public Works staff, that an infrastructure project should be implemented, the Board will utilize this policy to determine the breakdown of the public/private benefit of the improvement based on the criteria identified in Exhibit A as follows:

1. Public Benefit

Following review by the Village Engineer and Public Works staff, if the proposed project is deemed to predominately benefit the Village as a whole and/or existing public facilities, the Village Board will consider installing the infrastructure project as part of its annual

Capital Improvement Plan. The latter is discussed in conjunction with the development of the Village's Budget each spring. The Village will maintain these facilities.

2. Private Benefit

Following review by the Village Engineer and Public Works staff, if the proposed project is deemed to predominately benefit private property, the Village, through negotiations with the property owner(s), may elect to participate in one or more of the following:

1. Make no monetary contribution, and thus the property owner(s) pay for the entire cost of the project;
2. Establish a Special Service Area, Special Assessment or Special Taxing District (see Exhibit B) via the County for the property owner(s) to pay for the project;
3. Establish an informal Special Service Area (and lien property) to advance funds for the cost of the project and to bill the property owner(s) directly on a semi-annual basis to recover the advance plus interest;
4. Consider providing the engineering and contract administration as the Village's contribution to the project;
5. Consider providing a financial contribution to the project;

In this case, the property owner(s) will have maintenance responsibility for the project.

*Private property encompasses residential and/or commercial property

3. Mix of Public and Private Benefit

There may be projects that provide both public and private benefits. Should the project be a mix of public and private benefit, the Village Engineer and Public Works staff will recommend the percentage of public vs. private benefit to the Village Board. The Board, through negotiations with the property owner(s), may elect to participate in one or more of the following:

1. Establish a Special Service Area, Special Assessment or Special Taxing District via the County for the property owner(s) to pay for their share of the project based on the estimated private benefit;
2. Establish an informal Special Service Area (and lien property) to advance funds for the property owner(s) portion (private benefit) of the project and to bill the property owner(s) directly on a semi-annual basis to recover the advance plus interest;
3. Consider providing the engineering and contract administration as the Village's contribution to the project;
4. Consider making a financial contribution to the project.

In this case, the Village will consider whether the infrastructure improvement should be dedicated to the Village. If it is dedicated to the Village, the Village will maintain the improvements. If it is not dedicated, all maintenance remains the responsibility of the private owners. The Village will also consider the establishment of a permanent maintenance Special Service Area administered through the County.

As a general rule, if there is to be an assessment against property owners, 75% of the property owners affected by the proposed infrastructure improvement must agree to the project, thereby obligating the remaining 25% of the affected property owners to participate in the project. The Village's payment for public infrastructure projects, together with contributions to private projects, will depend upon the availability and allocation of funds. If property owners request an improvement, they will be required to provide the necessary easements for the project at no cost to the Village. Property owners will be responsible for all permits and fees associated with connection to any infrastructure improvements. If the Special Service Area charges are based on anything other than the equalized assessed valuation of the affected properties, the Village may require that 100% of the affected property owners agree to the project.

Annexations. This policy is to be used as a guideline for annexations. The final determination as to infrastructure improvements, cost-sharing, dedication, etc., may be memorialized in an annexation agreement.

(Re)Development. From time to time, new development, redevelopments, Planned Unit Developments, etc., occur in the Village. This policy may be used as a guideline; however, the Village may negotiate a development agreement to memorialize the final determination of infrastructure improvements, cost sharing, dedication, etc.

4.3. Sidewalk Replacement Program

The Village of Northfield may have certain duties to exercise ordinary care to maintain its property reasonably safe for intended and permitted users. The purpose of this policy is to attempt to assure the maintenance of sidewalks owned by the municipality in a safe condition for pedestrian use. This effort is limited by budgetary constraints, which require the Public Works Department to exercise judgment and discretion in identifying conditions in need of repair or replacement and establishing priorities in scheduling the necessary work.

The Public Works Department is responsible for the oversight of the sidewalk inspection and repair program, including:

- Evaluating municipal-owned sidewalks for purposes of planning inspections, repair, and replacement
- Scheduling a recurring and systematic sidewalk condition inspection cycle
- Responding to notifications by citizens and employees of sidewalk conditions
- Planning the repair and replacement of municipal sidewalks
- Evaluating contracts and IGA's to ensure the municipality is indemnified and held harmless in the replacement or repair of any sidewalk or pathway that is not owned by the Village
- Providing notice of necessary repairs of an un-owned sidewalk or pathway and requesting reimbursement

Evaluation Criterion

The primary criterion for selecting sidewalk sections for removal, replacement, or repair starts with identifying the most significant irregularities. The Condition Chart below indicates ratings that may be used to evaluate a sidewalk's condition and if or when it will be scheduled for repair or replacement. Condition evaluation shall be documented in the Sidewalk Inspection Form (Appendix A) using this Chart.

Condition Type	Vertical Displacement / Settlement	Side Slope
Red	Greater than 2"	Greater than 2" per foot (e.g. tree root)
Yellow	Between 1" – 2"	Between 1-2" per foot
Green	Less than 1"	Less than 2" per foot

Systematic Sidewalk Evaluation Planning

The Public Works Department shall develop a program of systematic inspection and evaluation of the municipal sidewalks to inspect all high usage sidewalks every year and all low usage sidewalks at least once every three years; budget, personnel, and weather conditions permitting and in the exercise of the Public Works Department discretion given the competing interests of other Public Works projects underway or planned. Establishing the municipality's sidewalks inspection cycle and which areas are considered high and low usage are set forth below as potential areas of inspection:

- Primary (high usage) – Consider annual inspection of the sidewalks around schools, nursing homes, and in the area of primary business/merchant districts that are considered high pedestrian areas
- Secondary (low usage) – Consider a minimum tri-annual inspection of all bikeways or pedestrian sidewalks on municipal easements or other property owned by the municipality

The inspections cycle should be performed so that cost projections can be included in the annual budget.

The scheduled repair cycle is not dependent on receipt of a resident's or employee's notification of a sidewalk condition. As a result of the systematic inspection, the Public Works Department will use discretion in establishing a schedule for sidewalks within the municipality to be repaired or replaced.

Sidewalk Evaluation Form

For tracking purposes, the Public Works Department will document inspected or reported sidewalk conditions by identifying the locations inspected, the date of each inspection, the name(s) of each employee performing the inspection, and the sidewalk's condition using the Condition Chart provided.

The Public Works Department will document sidewalk conditions on the following Sidewalk Evaluation Form to track and record each condition identified and the action taken. Citizen notification of sidewalk conditions should be forwarded to the Public Works Department for follow-up. Any questions concerning this procedure should be directed to the Public Works Director.

Notification of Sidewalk Conditions

The Village might receive a notice of sidewalk conditions in three ways:

- Citizen notification
- Employee notification (e.g., found in the course of their workday)
- Scheduled systematic inspection reports

The Public Works Department will follow up on all citizen and employee notifications of sidewalk conditions and consider such reports when developing a repair or replacement schedule. Employees who identify sidewalk conditions outside the scheduled inspection cycle must notify the Public Works Department for follow-up.

Follow up to Notification of Sidewalk Conditions

The Public Works Department will follow up on all notifications of sidewalk conditions, both planned and unplanned.

Scheduling Repairs and Replacements of Sidewalks

Assuming there are sufficient resources, the Village, by and through the Public Works Department, may elect to effectuate temporary repairs to an identified sidewalk condition until permanent repairs can be made.

Alternatively, the Village may elect to designate a sidewalk condition for “removal and replacement” using its resources or, budgetary constraints permitting, those of an outside contractor. Should the condition be designated, the Village, by and through the Public Works Department, has the discretion to schedule the contemplated work for the same fiscal year that the condition(s) was (were) so identified or for a future fiscal year.

4.4. Qualifications-Based Selection

The Village of Northfield receives federal funds, which may be used to fund engineering and design related consultant services. Our written policies and procedures as described herein for Qualifications-Based Selection (“QBS”) will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The Village of Northfield’s QBS policy and procedures assigns responsibilities to the Department of Public Works, the Finance Department, and the Village Manager within The Village of Northfield’s organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures – The Village of Northfield believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the Bureau of Local Roads and streets (“BLRS”) Manual and specifically Section 5-5.06(e), therefore; approval from the Illinois Department of Transportation (IDOT) is not required.
3. Project Description – The Village of Northfield will use the following five items when developing the project description and may include additional items when unique circumstances exist.
 - A general description of the need, purpose, and objective of the project;
 - Identification of the various project components;
 - A desired timetable for the effort;
 - Identification of any expected problems
 - The anticipated total project budget.
4. Public Notice – The Village of Northfield will post an announcement on our website <https://www.northfieldil.org>. The item will be advertised for at least 14 days prior to the acceptance of proposals, and on continuous display on our website.
5. Conflict of Interest – The Village of Northfield will require consultants to submit a disclosure statement with their procedures through the use of the IDOT “BDE DISC 2” Template as the conflict of interest disclosure form.
6. Suspension and Debarment – The Village of Northfield will use the Federal System of Award management (SAM) exclusions, IDOT’s Chief Procurement Officer (CPO) website, and the three other state or Federal CPO’s websites to verify the eligibility of firms short listed and selected for projects.
7. Criteria and weighting per the Village of Northfield’s QBS procedures:
 - Technical Approach (10 - 30%)
 - Firm Experience (10 - 30%)
 - Specialized Expertise (10 - 30%)
 - Staff Capabilities (Prime/Sub) (10 - 30%)
 - Work Load Capacity (10 - 30%)
 - Past Performance (10 - 30%)

Local Presence*

Participation of Qualified and Certified DBE Sub-consultants*

(* The combined total of these two items cannot exceed 10%)

Price and cost related items, including cost proposals, direct salaries/wage rates; indirect costs (overhead), and other direct costs shall not be used as a factor in the evaluation, ranking, and selection. Any sealed cost proposals submitted in response to the announcement will be returned to the sender unopened.

8. Selection – The Village of Northfield requires a three person selection committee. Typically the selection committee members include the Director of Public Works, the Finance Director, and the Village Manager. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Village Manager for each project. The Village Manager will determine if interviews will be required for each project. The Village of Northfield requires each member of the selection committee to provide an independent score for each proposal using the form below prior to the selection committee meeting.

Criteria	Weighting	Points	Firm 1	Firm 2...	Firm X
Criterion 1					
Criterion 2...					
Criterion X					
Total	100%				

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within 10% of the minimum score, the Village Manager may choose to expand the short list to include more than three firms.

9. Independent Estimate – The Village of Northfield will prepare an independent estimate for the project prior to contract negotiation. The estimate shall be used in the negotiation.
10. Contract Negotiation – The Village of Northfield requires a two-person team to negotiate with firms. The team typically consists of the Director of Public Works and the Finance Director. Members of the negotiation team may delegate this responsibility to staff members. If a contract cannot be negotiated with the selected consultant, the team shall attempt to negotiate a contract with the second-ranked consultant. If this negotiation also fails, the Village of Northfield shall re-commence the QBS process.
11. Acceptable Costs – The Village of Northfield requires the Finance Director to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

12. Invoice Processing – The Village of Northfield requires the Finance Director to review and approve all invoices for any project using federal funds prior to payment and submission to IDOT for reimbursement.

Project Administration – The Village of Northfield requires the selected Project Manager to monitor work on the project in accordance with the contract and to file reports with the Director of Public Works, who will determine compliance with the conditions, and specifications of the contract. The Village of Northfield’s procedures require an evaluation of the consultant’s work at the end of each project. These reports are maintained in The Village of Northfield’s consultant information file. The Village of Northfield follows IDOT’s requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

4.5. Water Meter Removal and Testing

The purpose of this policy is to establish guidelines for the removal and testing of water meters in the event of a disputed billing where the resident believes that a high or low bill is a result of a faulty meter. All tests shall conform to the American Water Works Association (AWWA) standards on water meter testing and maintenance.

1. Policy

1. The meter in question shall be removed by an independent water meter contractor of the Village’s choice.
2. A temporary meter shall be installed at the location for the time that the meter in question is being tested. Water consumption during this time will be added to the next billing.
3. If the water meter in question meets the criteria set forth in Section 2 (#3 and #4) of this policy, the replacement water meter shall become the new meter for that location.
4. The meter contractor will test the meter and provide a copy of the results to the Village.

2. Testing Results

1. Once the meter has been tested, three possible results can be reported. The meter can meet the AWWA standard; the meter can register higher than the AWWA standard; or the meter can register lower than the AWWA standard.
2. If the test results indicate that the meter’s accuracy meets the AWWA standard, the meter shall be reinstalled by the meter contractor. The complainant shall bear the expense of this procedure.
3. If the test results indicate that the meter is registering at a higher rate than the AWWA standard, the Village of Northfield shall be responsible for the cost of the procedure and will adjust the complainant’s previous billing to reflect the discrepancy.
4. If the test results indicate that the meter is registering at a rate that is lower than the AWWA standard, the complainant shall be responsible for the cost of the procedure and

the Village of Northfield will adjust the complainant's previous billing to reflect the discrepancy.

3. Exclusions

This policy shall not apply in situations where there are signs of tampering, including but not limited to: the separation or removal of any seals, alarms, or actual physical damage to the meter itself or remote meter system. In situations where tampering has been determined, administrative and/or legal action may be pursued in accordance with the Village Code.

5.1. Annexation to the Village

The Village Board carefully considers policies and actions relating to boundaries and annexations, as these affect the community tax base, the ability to deliver services to residents, and the long term social and financial well-being of the community. Therefore, the following annexation policy has been developed in an effort to assure orderly growth and development of the Village by achieving annexation of unincorporated areas adjacent to and within the boundary of the Village.

Policy:

1. It is the policy of the Village Board to encourage annexation of unincorporated areas lying adjacent to and within the boundaries of the Village.
2. The Village Board will encourage annexation of these unincorporated properties on a voluntary basis. A majority (2/3rds) of the owners of the proposed annexed properties should agree to the annexation. The Village may use a different method of determining a sufficient percentage of property owners if it deems such an alternative method to be more equitable.
3. The Village will attempt to work with organized property owner associations rather than individuals whenever possible.
4. The Village will be prepared to provide expeditious background and procedural information for any association or individual inquiring about annexation.
5. The Village staff will assist those desiring to annex by providing all information concerning zoning and the necessity and cost of extending Village services.
6. The Village will not take over private utilities until it meets the standards set forth in the Village's Public Private Infrastructure Improvements Policy. The Village Attorney will advise the Board on the necessary legal requirements for the annexation at no additional charge to the petitioners. The Village will also review, on a case by case basis, various financial options to assist these individuals in financing the cost of the utility improvements necessary for annexation. For appropriate cases, the Village will provide limited in-court services of the Village Attorney for court supervised annexations.
7. The homeowners are responsible for:
 - a. Providing to the Village Board appropriate evidence of support for the annexation by the affected parties,
 - b. Preparing, with the help of the Village Attorney, the necessary petition of annexation and plats for the area to be annexed,

- c. Obtaining and paying contractors to perform any work necessary to bring utilities up to Village standards. This will include all private connection work between the house and the particular utility,
 - d. Continuing maintenance of any roads or other utilities not dedicated to the Village,
 - e. The execution of appropriate covenants requiring eventual compliance, if certain code requirements are initially waived by the Village.
 - f. Any costs associated with a special district to which ongoing taxes or expenses may be required.
8. The Village Board in its discretion may permit an extended schedule for the phase out of septic systems so long as such systems meet the requirements promulgated by the Village of Northfield and the Illinois Department of Public Health. All expenses related to hookup to the inspected sanitary sewer system are the homeowners.

5.2. Badges and Village Identification Cards

It is the policy of the Village that badges be used only during the course of an employee's performance of his or her official duties, and then only as needed to identify them to the public as a duly empowered Village representative.

Other Village employees, independent contractors, and elected and appointed officials will be issued a Village identification card on an as-needed basis.

It is completely improper to display such a badge or identification card while off-duty or to display the badge or identification card in an attempt to influence, gain favor, or to avoid being ticketed, charged, or detained by a law enforcement officer of any jurisdiction. Badges and identification cards must be returned upon termination of the individual's association with the Village. Any misuse of a badge or identification card shall be considered grounds for disciplinary action.

5.3 Block Parties

The Village believes that community activities sponsored by the residents of a block are beneficial to the neighborhoods of the Village of Northfield. To that end, the following guidelines are established for regulating and granting permission for safe block parties:

No person shall hold a block party without obtaining written permission from the Village Manager, subject to the following rules and regulations:

1. Permission may be granted for the closing of one block of a local public street, both sides of which block are largely residential. The block may remain closed for a single period not to exceed eight hours, if the Manager determines that the block party is of such type, size, and duration that:
 - a. It would not substantially interfere with the safe and orderly movement of traffic or emergency vehicles in the area;

- b. It would not create an imminent danger or similar disorder; or
 - c. It is not to be held for an unlawful purpose.
- 2. A request letter should be submitted to the Village Manager a minimum of seven days prior to the requested block party including the date and time of the block party (with a rain date, if desired), and the name of the street upon which the block party is to be held, specifying by name the street boundaries of the requested block of that street.
- 3. The residents of the said block shall place barricades as approved by the Village's Public Works Department, to be placed at the boundary intersections of the block. Said barricades will be delivered the last business day before the scheduled block party. Such barricades shall be placed so that they do not interfere with the movement of traffic on the boundary streets of the block. The barricades shall be moveable, so that emergency vehicles may enter the block if necessary. The barricades will be picked up the next business day following the block party.
- 4. Upon granting permission to residents for a block party, the Village Manager shall notify the Chief of Police, the Fire Chief, and the Director of Public Works of the dates, time, and location of such party.

5.4. Social Messaging on Village Property, Proclamation

1. General

The Village recognizes that there are occasionally non-governmental special events or holidays that individuals and groups in the community would like recognized by the Village of Northfield. Individuals and groups may make requests of the Village Board for a Resolution/Proclamation, use of the Community Events Sign, and/or use of Light Pole Banners. The Village Board reserves the right to determine which observance the Village will recognize through these three separate outlets.

Requests should be made a minimum of three months prior to the planned celebration to allow time for formal Board consideration, posting of any necessary sponsorship funds, and the production and posting of banners.

Village Board approvals are in place for one year. Requestors will need to re-submit annually for Board approval. As part of that process, the Board may waive or reduce any sponsorship fee if the prior year's banners are in good shape and can be reused.

2. Use of Community Events Sign and Light Poles:

1. Community Events Sign:

- a. Access to the Community Events Sign will generally be granted on a first-come, first-serve basis, and the banners or posters may be displayed for a maximum of two weeks. However, more or less time may be assigned by the Village Manager based on the duration of the event and the availability of space. If the demand for a particular time period is too heavy, the two week maximum may be reduced to one week to accommodate additional requests. No more than three (3) banners shall be displayed at one time.

- b. All banners are to be developed and paid for by the applicant. Banners shall be professionally prepared in compliance with the standards set forth on the Village’s banner specification sheet.
 - c. Applicants are responsible for delivering their banner to the Public Works/Fire-Rescue Building, 1800 Winnetka Road, at least one week prior to the date scheduled for display and picking them up no later than 60 days following the last day of display. The Village shall not be held responsible for any banner left after 60 days and will not store banners from year to year.
 - d. Only the Village of Northfield Public Works Department is authorized to install or remove event banners.
 - e. Banner specifications and applications can be found on the Village’s website.
2. Light Pole Banners:
- a. The detailed design for any light pole banners must be submitted and approved by the Board with their Resolution/Proclamation request. If approved, up to eight banners could be installed in the Village Center.
 - b. To ensure hanging banners are cost-neutral for the Village, there is a \$250/per light pole banner sponsorship required. All sponsorship funds must be received by the Village no less than 45 days prior to the proposed banner installation date.
 - c. Access to the light pole banners will generally be granted on a first-come, first-serve basis, and the banners may be displayed for up to one month, with only one celebration allowed in any month.
 - d. Applicants are responsible for delivering their banners to the Public Works/Fire-Rescue Building, 1800 Winnetka Road, at least one week prior to the date scheduled for display and to pick them up no later than 60 days following the last day of display. The Village shall not be held responsible for any banner left after 60 days and will not store banners from year to year.
 - e. Only the Village of Northfield Public Works Department is authorized to install or remove banners.
 - f. Banner specifications and applications can be found on the Village’s website.
3. **Village Board Resolutions/Proclamation:** Individuals or groups requesting Village Board approval of a proclamation/resolution to commemorate a certain event or social message must submit a written request, along with a proposed message, to the Board.

5.5. Donations to the Village

No Board Member, Commission Member, volunteer representing the Village, or Village Employee (the “Village”) may solicit donations from residents and businesses. This Policy shall not apply to the annual fundraising events hosted by the Northfield Fire-Rescue Association.

From time to time residents and businesses may offer donations to the Village in recognition of special circumstances. It is the intent of this policy to permit those voluntary donations to the Village.

If food, such as baked goods or candy is given to a Village staff member, that food shall be opened in a Village facility and made available to the entire staff. No gift cards or cash for the purchase of such food may be accepted.

Procedures for Accepting Donations:

1. In the event that any person expresses a desire to make a donation, the employee shall notify his/her Department Head, who shall in turn notify the Village Manager.
2. The Village Manager shall contact the interested donor for the completion of a “Donation Form” (attached). Once completed, the Village Manager, Finance Director, and appropriate Department Head shall evaluate whether it is in the best interests of the Village to accept the donation.
3. The Village Manager shall notify the donor in writing of the acceptance or refusal of the donation. In the event that the donation is more appropriate for another group, the response may also include a suggestion of another governmental or not-for-profit agency that may be able to use the donation.

**Donation Form
Village of Northfield**

Date: _____

Donor name: _____

Donor address: _____

Description of donation: _____

Where you want donation to be used: _____

I represent that the Village did not solicit this donation and recognize that the Village does not verify the value of non-cash donations.

Signature of donor

Date

Return this form to:
Village Manager, Village of Northfield, 361 Happ Road, Northfield IL 60093

Office Use:

_____ Donation accepted

_____ Donation refused

Village Manager

Finance Director

Date

5.6. Honoring Private Covenants

The Village of Northfield will not use its permit authority to enforce private restrictions and covenants on land and improvements to the land. This policy statement shall not prevent the Village from using its discretion to recognize such private covenants when public policy so demands or when to do so is clearly in the best interests of the health, safety, and welfare of the community as a whole.

5.7. Off-Street Parking Areas in Village Rights-of-Way

Off-street parking areas may be established in the Village's rights-of-way in accordance with the following standards:

1. The street must not have curbs or gutters.
2. The width for parking on the right-of-way shall be no greater than 10 feet beyond the pavement.
3. The resident may only install gravel on the right-of-way for parking a vehicle.
4. The area may be "boxed" out with such materials as railroad ties, wood, or metal edging to keep the gravel in place.
5. Excavation may not be done to the right-of-way, but gravel may be placed on the existing grade. If the Village needs access to the right-of-way, the Village will have no responsibility for restoring the area.
6. Trees or bushes may not be cut down/removed in order to make room for parking on the Village right-of-way and a minimum distance of six feet must be maintained from all parkway trees.
7. Off-street parking may not negatively impact stormwater systems or drainage.
8. Prior to any installation, Village approval must be secured. A written request must be submitted to the Village's Public Works Department detailing the proposed location and use for review and approval.
9. The requestor must provide a hold harmless acknowledgement satisfactory to the Village Attorney

5.8 Public Way Use Policy

It is the policy of the Corporate Authorities of the Village of Northfield, and indeed, in the Illinois common law, to recognize the existence of a presumption against the private use of public property. It is the further policy of the Village Board that such presumption may be overcome only upon proof of a demonstrable, compelling need for private use.

Upon proof of such compelling need, as determined solely by the Village Board, the private use of public property shall require a license agreement approved by the Village Board. The Village shall consider, among other matters, the impact on surrounding properties with regards to storm water runoff, screening, noise, light intrusion, access to public property, public liability and any other relevant considerations. Driveways, mailboxes, private street signs, and sprinkler systems shall be exempt from such license requirements; provided they are installed in compliance with all existing Village regulations and this policy.

Every License Agreement shall be subject to the review and approval of the Village Board and shall, at a minimum, be subject to the following conditions:

1. Drainage: The Licensee shall not regrade, fill, block or otherwise change the existing drainage patterns on the public property nor remove any trees or shrubs on the public property, without submitting detailed a written description and engineering justification for such changes. The Village may require any additional documentation it deems appropriate in order to determine the advisability of such changes.
2. Right of Access: The Village shall retain the right of access to the site at all times, with or without prior notice.
3. Structures and Plantings: No structure, as defined in the Village Zoning Code, shall be erected or placed on public property except after a duly published public hearing before the Village Board. The Licensee shall not install any structures, plantings or other improvements on the site that are not expressly set forth in the license agreement or associated exhibits. This shall include, but not be limited to fences, electronic fences, sheds, pools, patios, decks, tennis courts, parking areas, walkways, drainage lines, play equipment, lighting, or irrigation systems. Even if noted in the license agreement, every structure or improvement is subject to Village Code requirements.
4. Maintenance: The Licensee shall, at its own expenses and at all times, be responsible for maintaining the property in good condition and free from litter and debris.
5. Village Not Liable: Any work, structures or personal property allowed on public property will be at the sole risk of the owner. The Village shall not be liable for any damage that may occur to such work, structure or personal property.
6. Release and Hold Harmless: The Licensee must agree to protect, indemnify, save and hold forever harmless the Village of Northfield and its officers, current/past/future appointed and elected officials, President and Board of Trustees, employees, volunteers, attorneys, engineers and agents (the "Village Affiliates") from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses brought by any person or entity, including but not limited to, Licensees and their employees, contractors, subcontractors, volunteers, agents and invitees arising out of, connected with, or in any way associated with Licensee's use of the Licensed Premises, any of the Licensors' Property, or with the License Agreement.
7. Waiver of Claims: The Licensee must waive and relinquish any and all claims or causes of action of any kind that it or its officers, officials, employees, contractors, subcontractors, volunteers, agents, and invitees may have against the Village and the Village Affiliates arising out of or relating to the Licensee's business, Licensee's use or the public's use of

the Village Property or the areas used for activities associated with the Licensee's business, or any matters arising out of or relating to matters covered under this Agreement.

8. Insurance: The Licensee must maintain insurance with personal injury and death coverage in an amount not less than \$1,000,000. The Village Board may waive this requirement for single family residences.
9. Right to Terminate: The Village shall have the right upon 60 days written notice, to terminate the agreement at any time. Upon such notice, Licensee shall re-deliver the site to the Village and shall remove any structures or personal property and return the site in good condition.
10. Compliance with Law: The Licensee shall comply with all applicable federal, state, county, and local regulatory authorities with respect to the installation of improvements on the site.
11. Vote: No license agreement shall be entered into by the Village except on the affirmative vote of at least four members of the Village Board. The Village Board must make a specific finding, based on a staff report that some tangible public purpose will be served by entry into the license agreement.
12. Private Street Sign: No license shall be required but all such signs must comply with the following standards:
 - If placed in an intersections sight visibility triangle, the area between 30"-60" above grade must remain open to prevent visibility issues.
 - Signs shall be no taller than 10'5" above grade.
 - The sign face shall not exceed 10.5 square feet.
 - The minimum height for the street name is 4 inches for uppercase letters and 3 inches for lower case letters.
 - Signs must be maintained in good condition and replaced or repaired when dented, chipped, faded, or otherwise deteriorated or damaged.
 - Any landscaping placed within an intersections sight visibility triangle must be either lower than 30" at maturity or start its leafing structure above 60" from grade to prevent visibility issues.
 - Hardwired lighting is prohibited and only solar-powered illumination is permitted
 - No permit is required for private street signs.
 - Existing signs shall be considered "legal non-conforming signs" and will be exempt from the height and size requirements but shall conform to the maintenance and site visibility requirements. If a legally non-conforming sign is replaced the new sign must conform to all Policy standards.

5.9 Social Media Policy

The intended purpose behind establishing Village Social Media accounts is to disseminate information from the Village, about the Village, to its citizens. The Village has an overriding interest and expectation in deciding what is “spoken” on behalf of the Village on Village Social Media platforms.

For purposes of this policy, “Social Media” is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet (“Social Media”). Examples of Social Media platforms include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Instagram, and Nextdoor. For purposes of this policy, “comments” include information, articles, pictures, videos, or any other form of communicative content posted on a Village Social Media account.

The establishment and use by any Village department of Village Social Media accounts are subject to approval and management by the Village Manager or his or her designees. Village Social Media accounts should make clear that they are maintained by the Village and that they follow the Village’s Social Media Policy.

The Village Manager or his or her designee reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. The Village will approach the use of Social Media tools as consistently as possible. Employees representing the Village government via Village Social Media accounts must conduct themselves at all times as a representative of the Village and in accordance with all Village policies.

All Village Social Media accounts shall adhere to applicable federal, state and local laws, regulations and policies, and as such are subject to the Freedom of Information Act. Any content maintained in a Social Media format that is related to Village business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure. Any content removed based on these guidelines must be retained by the Public Information Coordinator for a reasonable period of time, including the time, date, and identity of the poster, when available.

Comments on topics or issues not within the jurisdictional purview of the Village may be removed. The Village does not endorse any links or advertisements that may show up on Social Media accounts.

Comment Policy

The following will be posted on the Village’s Social Media accounts as feasible to ensure users are aware of the Village’s policies:

The Village’s Social Media accounts serve as a limited public forum and all content published is subject to monitoring. By posting or commenting on the Village of Northfield’s Social Media, you agree to the terms of use of the Village’s Social Media Policy, as provided herein.

- A. As a public entity, the Village must abide by certain standards to serve all its constituents in a civil and unbiased manner.
- B. The Village's Social Media accounts are intended to be "family-friendly," so please keep your comments clean by following these simple rules. In addition to keeping it family-friendly, we require that you follow our posting guidelines. All Village of Northfield Social Media content is subject to monitoring.
- C. The intended purpose behind establishing Village of Northfield Social Media accounts is to disseminate information from the Village, about the Village, to its citizens.
- D. Comments containing any of the following inappropriate forms of content shall not be permitted on Village Social Media accounts and are subject to removal and/or restriction by the Public Information Coordinator or his/her designees:
 - i. Comments not related to the original topic, including random or unintelligible comments; profane, obscene, violent, or pornographic content and/or language;
 - ii. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
 - iii. Defamatory or personal attacks;
 - iv. Threats to any person or organization;
 - v. Comments in support of, or in opposition to, any political campaigns or ballot measures;
 - vi. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - vii. Conduct in violation of any federal, state, or local law;
 - viii. Encouragement of illegal activity or comments intended to incite violence;
 - ix. Information that may tend to compromise the safety or security of the public or public systems;
 - x. Content that violates a legal ownership interest, such as a copyright, of any party;
 - xi. Harassment or content which constitutes and/or facilitates stalking;
 - xii. Content that violates the right to privacy;
 - xiii. Repetitive content;
 - xiv. Comments which may reasonably interfere with, inhibit, or compromise law enforcement investigations, police tactics, police responses to incidents and/or the safety of police staff and officers;
 - xv. Posts or comments that contain any external links.
- E. A comment posted by a member of the public on any Village Social Media account is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Village, nor do such comments necessarily reflect the opinions or policies of the Village.
- F. Comments posted to the Village's Social Media will be monitored and inappropriate content as defined above will be removed as soon as possible and without prior notice.
- G. If you are in an emergency situation and need to contact the Police Department, call 911 and ask for assistance. While comments posted on the Village's Social Media page are monitored, posting a comment or sending a message is neither the recommended nor best way to contact the Police Department.

- H. All comments posted to any Village Social Media platform are bound by that platform's guidelines and standards. The Village reserves the right to report any violation of these guidelines to the platform with the intent of said platform taking appropriate and reasonable responsive action.
- I. By posting or commenting on the Village's Social Media platforms you agree to the Village's terms of use. You participate by your own choice, taking personal responsibility for your comments, your username, and any information you provide therein.

Personal Use by Village Employees

All Village employees may have personal Social Media accounts. Village employees shall not share work-related information and/or information related to Village business on personal Social Media accounts and shall avoid mixing their professional information with their personal information.

Village employees shall not use their Village e-mail account or password in conjunction with a personal Social Media account. Nor shall a Village employee be compelled as a condition of employment to disclose to the Village their user name and password for personal Social Media accounts. Nothing herein precludes the Village, as an employer, from requiring or requesting a Village employee to disclose a username, password, or other method for the purpose of accessing an employer-issued electronic device and/or any employer-issued Social Media or e-mail account.

Village employees, unless specifically authorized by the Village to do so, are not authorized to speak on behalf of the Village and shall not post comments or opinions without also clarifying that the information being presented is on their personal behalf and it does not represent the position of the Village.

If Village employees decide to have a personal Social Media account and comment on posts about official Village business, they must state their name and, if relevant, role, and use a disclaimer such as: "These postings are my own and don't reflect or represent the opinions of the Village for which I work."

Professional Use by Village Employees

Village employees that comment on the Village's Social Media platforms in their personal and/or professional capacity are bound by the Comment Policy of the Village's Social Media Policy, stated herein.

All official Village-related communication through Social Media outlets shall remain professional in nature and conducted in accordance with the Village's policies. Employees must not use official Village Social Media accounts to conduct private commercial transactions or to engage in private business activities.

Village employees should be mindful that inappropriate usage of official Village's Social Media platforms can be grounds for disciplinary action. If Social Media platforms are used for official

Village business, the entire Village site, regardless of any personal views, is subject to best practices guidelines, and standards.

Only individuals authorized by the Village may publish content to an official Village Social Media platform. Employees representing the Village through Social Media outlets must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in Village Social Media platforms.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity, and accuracy, and avoid jargon, obscure terminology, or acronyms. Village employees recognize that the content and messages they post on Social Media platforms are public and may be erroneously cited as official Village statements. Employees representing the Village government via Village Social Media platforms must conduct themselves at all times as a representative of the Village and in accordance with all Village policies.

Record Retention

Social media platforms contain communications sent to or received by the Village and its employees, and such communications are therefore public records subject to the Freedom of Information Act. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The Village shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible.

Social Media records are captured in a continuous, automated fashion through the social networking platform, thus preserving the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.

Any comment that is deleted, shall be preserved for the relevant record retention period, along with a notation as to the specific violation of Village policy.