

## CITY OF PARK RIDGE

### ORDINANCE 2022 - 68

#### AN ORDINANCE AMENDING THE PARK RIDGE MUNICIPAL CODE TO ELIMINATE MASCULINE AND/OR FEMININE LANGUAGE TO GENDER NEUTRAL

**WHEREAS**, the City of Park Ridge is an Illinois home rule municipality operating under the Constitution and Laws of the State of Illinois; and

**WHEREAS**, pursuant to its home rule powers and 65 ILCS 5/11-13-1 *et seq.*, the City has enacted a set of regulations and ordinances that have been codified into the City of Park Ridge Municipal Code (“*Municipal Code*”); and

**WHEREAS**, the Municipal Code contains mostly masculine pronouns; and

**WHEREAS**, the City Council has determined that it is in the best interests of the City and its residents to amend the Municipal Code to eliminate any gender preference language within the Municipal Code; and

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Park Ridge, Cook County, Illinois, pursuant to its home rule authority provided under Article VII of the Illinois Constitution of 1970 as follows:

**SECTION 1: Recitals.** The recitals set forth above are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

**SECTION 2: Amendment.** Various provisions throughout the Municipal Code are hereby amended to eliminate gender preference language.

**SECTION 3: Authorization; Direction.** Subject to final approval by the City Attorney, Municode (the codifier of the Municipal Code) has authority to degenderize the Municipal Code and update pronouns when appropriate, which authority includes the updating of future ordinances, as more fully set forth in Exhibit A.

**SECTION 4: Superseding Effect.** The specific terms and conditions of this Ordinance shall prevail against other existing ordinances of the City to the extent of any conflicts.

**SECTION 5: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

**SECTION 6: Publication.** The City Clerk is hereby authorized and directed to publish this Ordinance in pamphlet form according to law.

Adopted by the City Council of the City of Park Ridge, Illinois this 21<sup>st</sup> day of November 2022.

VOTE:

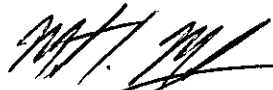
AYES: Alderperson Sanchez, Wilkening, Melidosian, Biagi and Lefler (5)

NAYS: None (0)

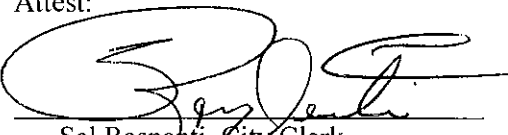
ABSTAIN: None (0)

ABSENT: Alderperson Moran and Harrington (2)

Approved by me this 21<sup>st</sup> day of November 2022.

  
\_\_\_\_\_  
Marty Maloney, Mayor

Attest:

  
\_\_\_\_\_  
Sal Raspani, City Clerk

# **Attachment A**

PARK RIDGE , ILLINOIS  
CODE OF ORDINANCES  
GENDER NEUTRAL CONVERSION  
REPORT  
SEPTEMBER 2022

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
1-1-6	Alderman	Change to 'Aldersperson'
1-2-1	Whenever the masculine gender is used in this Code, females as well as males shall be deemed to be included. Building official. The Building and Zoning Administrator and such assistants as may be acting under his direction and authority. Person. Any natural individual, firm, trust, partnership, association or corporation in his or its individual capacity, or as administrator, conservator, executor, trustee, receiver, or other representative appointed by the court	CHANGE 'Whenever the masculine gender is used in this Code, females as well as males shall be deemed to be included' TO 'Whenever genders are used in this Code, females as well as males shall be deemed to be included'; 'Change 'his' to 'either the administrator's'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-5-1	<p>Compensated time means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.</p> <p>Compensatory time off means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.</p> <p>Official or Officer means any person appointed or elected to any board, commission or other office of the City created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity, and the City Manager, the Assistant City Manager, each department head, the City Attorney and City Prosecutor.</p>	<p>CHANGE 'his or her employment' TO 'the employee's'; CHANGE 'when the officer or employee is executing his or her official duties' TO 'when the officer or employee is executing the officer's or employee's official duties'; CHANGE 'of his or her employment ' TO 'that employee's employment'; CHANGE 'the officer is compensated for service in his or her official capacity' TO 'the officer is compensated for service in the officer's official capacity'</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-5-3	<p>B. Discrimination. No official shall appoint or remove or in any other way favor or discriminate against any other person with respect to any appointive office because of his or her race, age, sex, sexual orientation, gender identity, color, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other protected status under applicable law.</p> <p>E. Representation of Persons in Matters Involving the City of Park Ridge. 1. No person serving in the following capacities within the City shall, while serving or within two years after his or her office or employment has ceased, act as agent, consultant or attorney for any party in that other party's request for consideration from the City or in that other party's claim against the City. a. Mayor b. Alderman</p> <p>G. 4. Board or Commission Defined. For purposes of this subparagraph G, "Board or Commission" means the Planning and Zoning Commission, Zoning Board of Appeals, Appearance Commission, Civil Service Commission, Fire and Police Commissioners, Police Pension Board, Firemen's Pension Board, Liquor License Review Board, and Fair Housing Commission. For purposes of this subparagraph (G), a liaison to a Board or Commission is considered a member of the Board or Commission..</p>	<p>CHANGE 'his or her race' to 'the official's race'; CHANGE 'Alderman' to 'Alderson'; CHANGE 'Firemen's Pension Board' TO 'Firefighter's Pension Board'; CHANGE 'he or she is a member or an officer of a political committee' TO 'they are a member or an officer of a political committee'.</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-5-3 continued	<p>H. Prohibited Political Activities. 1. No officer or employee shall intentionally perform any political activities during any compensated time. No officer or employee shall intentionally use any property or resources of the City in connection with any political activity. 2. At no time shall any officer or employee intentionally require any other officer or employee to perform any political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off). 3. No officer or employee shall be required at any time to participate in any political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity. 4. Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Chapter 5. 5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party or of a political organization or club.</p>	<p>CHANGE 'consideration for his or her participation in any political activity.' TO 'consideration for the officer's or employee's participation in any political activity.'; CHANGE 'because he or she is a member' TO 'because the person is a member'; CHANGE 'his or her official duties' TO 'the officer's or employee's official duties'; CHANGE 'Firemen's Pension Board' TO 'Firefighter's Pension Board'; CHANGE 'he or she is a member or an officer of a political committee' TO 'they are a member or an officer of a political committee'.</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-5-4	C. 5. If the conflict involves numerous issues or is so pervasive that it would render the person unable to properly carry out his or her obligations to the City, the person shall resign the office or position.	CHANGE 'his or her' TO 'the person's'.



<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-5-6	<p>A. Gifts, Favors or Other Consideration. No public official or his/her immediate family living with him/her shall accept any gift, favor or consideration, from any Prohibited Source, nor shall such public official: 1. Accept any gift, favor or other consideration of value that may tend to influence the official in the discharge of his or her duties; or 2. Grant in the discharge of his or her duties any improper favor, service or thing of value. B. State Officials and Employees Ethics Act Adopted. The State Officials and Employees Ethics Act is hereby adopted as required by Section 70-5 of the Act. Section 2-5-6(A) is not applicable to the following: 1. Opportunities, benefits, and services that are available on the same conditions as for the general public. 2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.</p> <p>7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship.</p> <p>C. Disposition of gifts. An officer or employee, his or her spouse, or an immediate family member living with the officer or employee, does not violate this Section if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.</p>	<p>CHANGE 'his/her immediate family' TO 'the official's family'; CHANGE 'him/her' TO 'the official's'; CHANGE 'his or her duties' TO 'the official's duties'; CHANGE 'his or her spouse' TO 'the officer's or employee's spouse'</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-5-8	<p>C.1. then the signature of the Chairman of Procedures and Regulations ; V. (In completing this section, it is not sufficient to allege merely "an appearance of impropriety." You must describe a specific act or omission.) Please give a detailed narrative description of the violation and/or conflict of interest: You must include (1) a time frame; (2) the specific act or omission of which you are complaining; (or) in the case of a conflict of interest; the outside (non-city) interest which you believe compromises or detracts from the person's ability to give full devotion to his or her City obligations and/or the best interests of the City and its residents.</p> <p>C. Review by City Attorney. Upon a review of the Complaint and such preliminary inquiry as may be advisable, but not later than 21 days after receipt from the City Clerk, the City Attorney shall issue a Response to the Complaint. 1. If the City Attorney believes that the Complaint fails to set forth a violation of the Ethics Code or any other violation of the law; then the City Attorney shall forward the Response to the City Manager and the Mayor for the signature of each confirming agreement with the Response. If either the Mayor or Manager disagrees with the finding of "no violation;" he or she shall so state and the City Attorney shall proceed as set forth in (2) below. If the Complaint is against the Manager or Mayor, then the signature of the Chairman of Procedures and Regulations shall be required in his or her stead. If the Mayor and Manager agree with the finding of "no violation," the Complaint, the Response and any other documentation shall be forwarded to the City Council for action at its next regular meeting following the Mayor and Manager's Response. The City Council shall then vote on the following proposition: "Shall the Ethics Complaint filed on _____, 20____ be forwarded to an Independent Reviewer?" An affirmative vote of four aldermen shall be required to move the matter on to an Independent Reviewer as set forth in (2) below.</p>	<p>C.1. CHANGE 'then the signature of the Chairman of Procedures and Regulations' TO 'then the signature of the Chair of Procedures and Regulations' ; CHANGE 'his or her City obligations' TO 'the person's City obligations'; CHANGE 'he or she shall so' TO 'the Mayor or Manager, as the case may be...'; CHANGE 'his or her stead' TO 'the Mayor's or Manager's, as the case may be, stead'; CHANGE 'Chairman of Procedures' TO 'Chair of Procedures'; CHANGE 'four aldermen' TO 'four alderpersons'; CHANGE 'majority of aldermen' TO 'majority of alderpersons'; CHANGE 'his or her best efforts' TO 'the official's best efforts'.</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-7-6	<p>A. His name; B. His principal place of business; C. His gross receipts during the month upon the basis of which the tax is imposed;</p> <p>The taxpayer making the return herein provided for shall, at the time of making such return, pay to the City Treasurer, the amount of tax herein imposed; provided that in connection with any return the taxpayer may, if he so elects, report and pay an amount based upon his total billings of business subject to the tax during the period for which the return is made (exclusive of any amounts previously billed) with prompt adjustments of later payments based upon any differences between such billings and the taxable gross receipts. However, in the event that the amount of billing for a month is not ascertainable by the taxpayer, then the tax may be paid based upon an estimate of the month's collection for a period not to exceed two months. For the third month of each quarter, the payment shall be based on actual billings for the quarter, less the payments made for the previous two months.</p>	<p>CHANGE 'A. 'His name' TO 'Name'; B. CHANGE 'His principal place of business' TO 'Principal place of business'; C. CHANGE 'His gross receipts' TO 'Gross receipts.'; CHANGE 'If he so elects' TO 'if the taxpayer so elects'</p>
2-7.1-1	Taxpayer means a person who individually or through his or her agents, employees, or permittees engages in the act or privilege of originating or receiving telecommunications in a municipality and who incurs a tax liability as authorized by this Chapter.	CHANGE 'his or her agents, employees, or permittees' TO 'agents, employees, or permittees.' [remove 'his' or 'her']
2-9-9	majority approval of all Alderman	CHANGE TO 'of all Alderpersons'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-10-1	B. Sold at public sale, either by open public auction, Internet auction, or competitive sealed bid, and the Finance Director, or his/her designee, is authorized to arrange for the public sale. Notice of the public sale shall be given by publication in a newspaper of general circulation in the City of Park Ridge or metropolitan Chicago, by use of the Internet, by mailing to individuals or firms who have requested notice, or by any other means judged by the Finance Director or his/her designee to be in the best interests of the City.	CHANGE 'his/her designee' TO 'the Director's designee' [in both instances]
2-11-2	Any officer or employee against whom any civil action is brought or threatened by reason of any action taken in good faith in the course of his or her duties shall be indemnified by the City for: Provided, however, that the provisions of this Section shall not apply unless the officer or employee gives written notice of the claim, demand or cause of action to the City within ten days of the date upon which such officer or employee receives notice or service of process, delivers a copy of such notice or process to the City Attorney and thereafter cooperates fully with his attorney and any attorney representing the City in preparation and presentation of any defense.	CHANGE 'his or her duties' TO 'the officer's or employee's duties'; CHANGE 'his attorney' TO 'the officer's or employee's attorney'.

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-15-1	Person means any natural person, trustee, court appointed representative, syndicate, association, partnership, firm, club, company, corporation, business trust, institution, agency, government corporation, municipal corporation, district or other political subdivision, contractor, supplier, vendor, vendee, operator, user or owner, or any officers, agents, employees or other representative acting either for himself or for any person in any capacity, or any other entity recognized by law as the subject of rights and duties. The masculine, feminine, singular or plural is included in any circumstances.	CHANGE 'either for himself' TO 'on the person's own behalf'; DELETE, per the City, the last sentence, ['The masculine, feminine, singular or plural is included in any circumstances.'] as it is already dealt with generally.
2-15-8	addressed to him at his which he may be possessed from his civil liability	CHANGE 'addressed to him at his' TO 'addressed to the operator at the operator's last known address'; CHANGE 'City license of which he may be possessed' TO 'City license of which the operator may be possessed'; CHANGE 'from his civil liability ' TO 'from the operator's civil liability'
2-16-2(C)	during his term	CHANGE 'his term' TO 'the officer's term'
2-16-3(B)	Treasurer of his duties	CHANGE 'his duties' TO 'the Treasurer's duties'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-16-7	Every person acting as representative for or on behalf of any such company or association shall, on or before the fifteenth day of July of each year, render to the Director of Finance a full, true and just account, verified by his oath of all premiums which have been received by him on behalf of the company during the year ending the preceding July first on such fire insurance policies on property located within the City. Such agent shall at the time of rendering such report, pay to the Director of Finance the sum of money for which the company, corporation, or association represented by him is chargeable, by virtue of the provisions of this Ordinance.	CHANGE 'by his oath' TO 'by the person's oath'; CHANGE 'by him' TO 'by the person's'; CHANGE 'represented by him' TO 'represented by the agent.'
2-18-1	Director. The Director of Finance of the City of Park Ridge or his/her designee.	CHANGE 'his/her designee' TO 'the Director's designee.'
2-18-6	L. transactions effected by operation of law or upon delivery or transfer in the following instances: 1. from a decedent to his executor or administrator; 2. from a minor to his guardian or from a guardian to his ward upon attaining majority; 3. from an incompetent to his conservator, or similar legal representative, or from a conservator or similar legal representative to a former incompetent upon removal of disability; 6. from a transferee under paragraphs 1 to 5, inclusive, to his successor acting in the same capacity, or from one such successor to another;	CHANGE the following terms: 'his executor', 'his guardian', 'his ward', 'his conservator', 'his successor,' TO the following terms, respectively, 'the decedent's', 'the minor's', 'the guardian', 'the incompetent's', 'the transferee's'.

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-18-7	Such certificates shall be available for sale at and during the regular business hours of the City offices. Upon payment of the tax herein levied and imposed, any person so issuing a certificate shall render it unfit for reuse by marking it with his initials and the day, month and year when the issuing occurs. Such certificate will contain a watermark with the City Seal as an indication of authenticity; however, the certificate shall not be so defaced as to prevent ready determination of its genuineness.	CHANGE 'his initials' TO 'the person's initials'.
2-25-3	If the ADA Coordinator's response does not satisfactorily resolve the issue, the complainant may appeal the decision, within 15 calendar days after receipt of the response, to the City Manager of his/her designee.	CHANGE 'his/her designee' TO 'the manager's designee'
2-27-2	A. 4. Upon receipt of a complete application, scheduling hearings in accordance with the availability of the applicant, his or her counsel, counsel for the City, and the Hearing Officer; and posting and serving a Notice of Hearing in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1; C. Power of the Hearing Officer: The Hearing Officer shall have all of the powers granted to him or her under applicable State statutes and the common law relative to the conduct of administrative hearings, including the power to:	CHANGE 'his or her counsel' TO 'the applicant's counsel'; CHANGE 'granted to him or her' TO 'granted to the Hearing Officer's'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
2-27-3	C. 8. The strict rules of evidence shall not apply to the hearing. The Hearing Officer may consider such evidence that a prudent person would reasonably rely upon in the course of managing his or her own affairs.	CHANGE 'his or her own' TO 'the Hearing Officer's.'
3-1-1	A.2 The chairmen of all Boards and Commissions of the City	CHANGE 'the chairmen' TO 'The chair'
3-1-8	A. Definitions: 1. A civil emergency is hereby defined to be (a) an act or acts of violence by one or more persons, part of an assemblage of twelve (12) or more persons, which act or acts shall constitute a clear and present danger of, or shall result in, damage or injury to the property of any other person or to the person of any other individual; (b) a threat or threats of the commission of an act or acts of violence by one or more persons having individually or collectively, the ability of immediate execution of such threat or threats, present danger of, or would result in, damage or injury to the property of any other person or to the person of any other individual; (c) any natural disaster or man-made calamity including but not limited to flood, conflagration, cyclone, tornado, earthquake or explosion within the corporate limits of the City resulting in death or injury of persons or the destruction of property to such an extent that extraordinary measures must be taken to protect the public health, safety and welfare.	Per City, this is a legal 'term of art', so it is left 'as-is'.



<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
3-2-2	Special meetings of the Council may be held at any time on call of the Mayor or on call of any two (2) or more aldermen. Such call shall be in writing and shall specify the business that will come before the meeting and the City Manager shall give at least forty-eight (48) hours notice thereof in writing to each Alderman and the Mayor. The business at such special meeting shall be limited to the purpose or purposes specified in the call. If all the elected Aldermen and the Mayor are present at any special meeting, no notice shall be necessary.	CHANGE 'aldermen' TO 'alderpersons'
3-2-5	A. It shall be unnecessary for an Alderman seeking recognition to rise in his place. D. Upon the request of any two aldermen present, any report of a committee of the Council or of any board or commission shall be deferred for final action thereon until the next meeting of the City Council after the report is made. F. 2. If an Ordinance or Resolution is presented for the first time at a regular City Council Meeting, however, it may be acted upon without a second reading at a subsequent Regular City Council Meeting upon a vote of two-thirds of the Aldermen present voting on a motion to waive first reading and to permit action on the Ordinance or Resolution at the meeting at which it is first introduced.	CHANGE 'an Alderman' TO 'a alderperson' CHANGE 'two aldermen' TO 'two alderpersons'; CHANGE 'the Aldermen' TO 'the alderpersons.'
3-2-7.1	office of Alderman	CHANGE 'Alderman' TO 'Alderperson'
3-2-7.2	office of Alderman	CHANGE 'Alderman' TO 'Alderperson'
3-2-7.8	elected Alderman	CHANGE 'Alderman' TO 'Alderperson'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
3-6-2	The City Manager shall be appointed by the affirmative vote of four (4) aldermen upon recommendation of the Mayor. The City Manager shall be chosen solely on the basis of executive and administrative qualifications, with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office. Such qualifications are hereby declared to be of a nature as to require special training or knowledge. No Alderman or Mayor may be appointed as City Manager during the term for which he/she shall have been elected, nor within one year after the expiration of that term. During the absence or disability of the City Manager, the Mayor, with the advice and the consent of the City Council, may designate some properly qualified person as Acting City Manager.	CHANGE 'four (4) aldermen' TO 'four (4) alderpersons'; CHANGE 'No Alderman or Mayor' TO 'No alderperson or Mayor'; CHANGE 'for which he/she' TO 'for which the Alderperson or Mayor, as the case may be'.
3-6-4	The City Manager shall furnish a bond to the City conditioned for the faithful performance of his/her duties and according to the provisions of Article 3, Chapter 15 of this Code.	CHANGE 'his/her duties' TO 'the manager's duties'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
3-6-6	G. The City Manager shall issue notices to the members of the City Council when directed so to do by that body, also to the members of the different committees and to all persons whose attendance is required before the City Council or any committee, when directed or requested so to do by either the City Council or the chairman of such committee. J. The City Manager shall attend all meetings of the City Council unless excused therefrom by the Mayor except when his/her removal is under consideration by the Council. The City Manager shall have the privilege of taking part in the discussion of all matters coming before the Council. L. The City Manager shall devote his/her entire time to the discharge of official duties.	CHANGE 'or the chairman of such committee' TO 'or the chair of such committee'; CHANGE 'his/her removal' TO 'the Manager's removal'; CHANGE 'his/her entire time' TO 'the Manager's entire time'
3-6-7	No officer of the City shall dictate the appointment of any person to, or his/her removal from, office by the City Manager or by any of his/her subordinates. Except for the purpose of inquiry, officers shall deal with the administrative service through the City Manager and officers shall not give orders to any subordinates of the City Manager, either publicly or privately.	CHANGE 'his/her removal' TO 'the person's removal'; CHANGE 'his/her subordinates' TO 'the Manager's subordinates'
3-7-3	D. Certify to the City Manager all judgments rendered against the City as of the date following the last day on which appeal may be made, when in the opinion of the City Attorney no further proceedings are proper; provided, however, that when the City Attorney is of the opinion that an appeal is not justified, he/she may certify such judgment to the City Manager at any time.	CHANGE 'he/she may certify' TO 'the City Attorney may certify.'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
3-7-4	Upon the resignation from office thereof, or removal therefrom, the City Attorney shall forthwith, on demand, deliver to his/her successor in office all deeds, leases, contracts, books and papers in his/her hands belonging to the City, or delivered to the City Attorney by any of its officers, and all papers or information in actions prosecuted or defended by the City Attorney then pending and undetermined, together with a register thereof and record of the proceedings therein.	CHANGE 'his/her successor' TO 'the City Attorney's successor' ; CHANGE 'his/her hands' TO 'the City Attorney's hands'
3-8-15	The Director of Finance shall furnish a bond of the City conditioned for the faithful performance of his/her duties, and according to the provisions of Article 3, Chapter 15 of this Code.	CHANGE 'his/her duties' TO 'the Director's duties'
3-9-2	C. Such number of civilian crossing guards to adequately man the number of crossing guard locations as provided for in the annual budget, approved by the City Council.	CHANGE 'man the number' TO 'staff the number'
3-9-7	Any person who shall resist any officer of the Police Department in the discharge of his/her duties, or shall in any way interfere with or hinder or prevent the officer from discharging his/her duty as such officer, or shall offer or endeavor to do so, and whoever shall in any manner assist any person in the custody of any member of the Police Department to escape, or attempt to escape from such custody or attempt to rescue any person in custody, shall be fined not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500.00) for each offense.	CHANGE 'his/her duties' TO 'the officer's duties'; change 'his/her duty' TO 'the officer's duty'
3-16-2	of each Alderman	CHANGE 'Alderman' TO 'Alderson'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
4-1-2	The Mayor shall appoint a chairman from among its members to serve for two (2) years.	CHANGE 'a chairman' TO 'a chair'
4-2-2	The Mayor shall appoint a chairman from among its members to serve for two (2) years.	CHANGE 'a chairman' TO 'a chair'
4-2-4	The Mayor shall appoint a vice chairman	CHANGE 'a vice chairman' TO 'a vice-chair'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
4-4-11	<p>An entry level applicant for the position of firefighter must complete all required training, including certification as a "Firefighter II" by the Illinois State Fire Marshal pursuant to the Certified Firefighter Basic Training Course as prescribed by the Illinois Fire Protection Personnel Standard and Education Commission, and be accepted into the City's emergency medical service system within his or her probationary period. It is the responsibility of the applicant, at his or her cost, to have already successfully completed the Emergency Medical Technician/Paramedic certification as prescribed by the Illinois Fire Protection Personnel Standard and Education Commission in order to be eligible to participate in the examination process and to be hired to an entry level position or a lateral hire position within the Fire Department.</p> <p>Any person appointed to the Fire Department of the City shall not become a regular member of said Fire Department until and unless he or she shall complete, pursuant to said Illinois Fire Protection and Training Act, as amended, the approved training course and receives the required certifications. In the event that a person fails to pass the approved training course(s) or fails to obtain the required certifications within his or her probationary period, the City reserves the right to terminate the employment relationship.</p>	<p>CHANGE 'his or her probationary period' TO 'the applicant's probationary period'; CHANGE 'his or her cost' TO 'the applicant's cost'; CHANGE 'he or she shall' TO 'the applicant shall'; CHANGE 'his or her probationary' TO 'the applicant's probationary'</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
4-4-12	<p>An entry-level applicant for the position of police officer must complete all of the requirements of the Illinois Police Training Act, as amended, including the Basic Training Course as provided by the Illinois Governmental Law Enforcement Officers Training Board, within his or her probationary period. All lateral entry-level applicants must provide documentation that they have fulfilled all of the requirements of the Illinois Police Training Act, as amended.</p> <p>Any person appointed to the Police Department of the City shall not become a regular member of said Police Department until and unless he or she shall complete all of the requirements of the Illinois Police Training Act, as amended, including the Basic Training Course as provided by the Illinois Governmental Law Enforcement Officers Training Board. In the event that a person fails to satisfy all of the requirements of the Illinois Police Training Act within his or her probationary period, the City reserves the right to terminate the employment relationship.</p>	CHANGE both instances of 'his or her probationary period' TO 'the applicant's probationary period'; CHANGE 'unless he or she shall' TO 'unless the applicant shall'
4-7-3	A. The Committee shall consist of nine members appointed by the mayor with the advice and consent of the City Council. Each Committee member will serve a three-year term or until his or her successor has been appointed. The terms of the original appointees shall be staggered so that one-third of the members' terms expire each year.	CHANGE 'his or her successor' TO 'the member's successor'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
4-11-2	The Commission is charged with the duties as set forth in Sections 5-8-20 and 5-8-26 and such other duties as may from time to time be assigned by the City Council. The Commission will review information submitted by the Police Chief or his/her designee regarding a particular animal at an open meeting. After review of that information, the Commission will determine whether the animal is a Dangerous Animal or At-Risk Animal.	CHANGE 'his/her designee' TO 'the Chief's designee'
4-11-3	The Commission shall consist of three (3) members appointed by the Mayor with the advice and consent of the City Council. Each Commissioner will serve a three-year term or until his or her successor has been appointed.	CHANGE 'his or her successor' TO 'the Commissioner's successor'
4-13-3	2. The Mayor shall appoint from among the members of the commission a chairman, who shall serve in such capacity for the duration of his or her term. The mayor may re-appoint the chairman for additional terms.	CHANGE 'a chairman' TO 'a chair', and in the second instance, change 'the chairman' TO 'the chair'; CHANGE 'his or her term' TO 'the chair's term.'
4-15-1	the Chairman of the Public Safety Committee.	CHANGE 'the chairman' TO 'the chair'



<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
4-16-2	<p>A. The mayor shall appoint a chairman from among the ; C. The Commission shall adopt rules for the conduct of its business. Meetings shall be held at regularly scheduled times or at the call of the chairman. The Commission shall be subject to the Illinois Open Meetings Act.</p> <p>H. Any member of the Commission having a pecuniary or personal interest in any matter coming before the Commission shall disclose such interest to the other members and such interest shall be made a matter of record. Any member having such an interest shall not present or speak on such matter nor shall he or she vote or in any way use his or her personal influence on such matter. He or she shall not be counted in determining a quorum for consideration of such matter.</p>	<p>A. CHANGE 'a chairman ' TO 'a chair'; CHANGE 'the Chairman' TO 'The chair' CHANGE 'shall he or she vote' TO 'shall the member vote' ; CHANGE 'He or she shall not be counted' TO 'The member shall not be counted'</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
4-17-5	In the event the results of the criminal background check reveal the candidate or member has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony, the Appointing Authority shall conduct an individualized assessment of: (a) the circumstances related to the conviction, (b) how long ago it occurred, (c) whether the candidate has completed any non-detention portion of the sentence resulting from that conviction, and (d) how it affects the candidate's ability to perform the duties of the office to which he/she may be appointed or reappointed. The Appointing Authority may conduct an interview with the candidate or member and consider any documents or records presented by the candidate or member as part of the individualized assessment.	CHANGE 'he/she may be appointed' TO 'the candidate may be appointed'
5-6-2	E. The minimum number of toilet fixtures as required by this Code shall be provided. Toilet fixtures shall be of a sanitary design and readily cleanable. Toilet facilities, including rooms and fixtures, shall be kept in a clean condition and in good repair. Toilet tissue shall be provided. Easily cleanable receptacles shall be provided for waste materials and such receptacles in toilet room used by women shall be covered.	City directs that 'used by women' be deleted from this sentence.

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
5-7-4	Each laundry establishment shall be provided with adequate, conveniently located toilet facilities for its employees. Toilet fixtures shall be of a sanitary design and readily cleanable. Toilet facilities, including rooms and fixtures, shall be kept in a clean condition and in good repair. The doors of all toilet rooms shall be self-closing. Toilet tissue shall be provided. Easily cleanable receptacles shall be provided for waste materials, and such receptacles in toilet rooms for women shall be covered. When toilet facilities are provided for patrons, such facilities shall meet the requirements of this Section.	City directs that 'for women' be deleted.
5-8-5	The Department of Finance shall keep a record of all licenses issued on which shall also be entered the number of the license tag issued, as herein provided. The Department of Finance shall provide each year such number of metallic tags, having stamped thereon the term for which the license is paid, and also the number of the tag, and it shall be the duty of the Department of Finance to deliver one of said metallic tags numbered to correspond with the number of the registry of said dog or cat to the person having paid the license upon any such dog or cat. Such license tag shall be attached to a collar securely placed and kept about the neck of the dog in addition to a current Cook County Rabies Inoculation Tag. For cats, such license tags may either be attached to a collar placed and kept about the neck of the cat or kept by the owner as evidence of having obtained a license for his or her cat.	CHANGE 'his or her cat' TO 'the owner's cat'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
5-8-9	It shall be unlawful for any person to permit his or her animal to bark, whine, howl, or in any manner disturb the quiet of any person or neighborhood so as to cause an annoyance or discomfort to the public. All such animals are hereby declared a public nuisance.	CHANGE 'his or her animal' TO 'the person's animal'
5-8-20	A. All Dangerous Animals must be confined within a building or secure enclosure approved by the Police Chief or his/her designee.	CHANGE 'his or her designee' TO 'the Chief's designee'
5-8-22	A. It shall be unlawful for any person to fail to have in his or her immediate possession an appropriate device for removing animal excrement whenever such person permits or causes an animal under his or her control to be on property not owned or possessed by such person. B. It shall be unlawful for any person to fail to remove the excrement left by any animal under his or her control that was deposited on any public or private property not owned or possessed by such person. Excrement that is removed shall be placed in a standard refuse container located upon the property owned or possessed by the person in control of such animal.	CHANGE instances of the term 'his or her control' TO 'the person's control'; CHANGE 'his or her immediate possession' TO 'the person's immediate possession'
5-8-23	A. No owner shall fail to provide his or her animals with sufficient wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering, and with humane care and treatment.	CHANGE 'his or her animals' TO 'the owner's animals'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
5-8-27	No Person shall permit premises owned or controlled by him or her to be used for the purpose of dog fighting nor permit a dog to engage in dog fighting, or train, torment, badger, bait, or use any dog for the purpose of causing or encouraging said dog to unprovoked attacks upon human beings or domestic animals.	CHANGE 'controlled by him or her' TO 'controlled by the person'
5-15-1	Sexual or genital area. Includes the penis and testicles of a male, the vulva, vagina and breasts of a female, and the anus and perineum of any person.	City directs this to be left 'as-is'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
5-15-5	<p>F. Proof that the applicant is at least 18 years of age and the applicant's height, weight, color of eyes, hair and sex.</p> <p>H. The applicant shall submit a statement whether he or she has ever been convicted of, pleaded no contest to, served a period of court supervision or suffered forfeiture on a bond charge for committing any sex offense or forcible felony.</p> <p>J. If the applicant is a partnership, limited liability company or corporation, each of the partners, officers, directors, shareholders, members, managers or agents of the applicant shall submit a statement whether he or she has ever been convicted of, pleaded no contest to, served a period of court supervision or suffered a forfeiture on a bond charge for committing any sex offense or forcible felony.</p> <p>M. A recent head and shoulder photograph of the applicant of at least two inches by two inches and a complete set of applicant's fingerprints shall be taken by the police chief or his/her designee. If the applicant is a partnership, limited liability company or corporation, the police chief may require fingerprints of any and all officers, shareholders, directors, partners, members, managers or agents of the entity along with the fee for each.</p>	Possibly CHANGE 'hair and sex' TO 'hair and gender'; CHANGE 'he or she has' TO 'the applicant has'; CHANGE 'his/her designee' TO 'the chief's designee'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
5-15-7	<p>B. Where male and female patrons will be served simultaneously, separate bathing, dressing, locker or massage therapy rooms shall be provided.</p> <p>H. The minimum number of toilet fixtures as required by the Park Ridge Municipal Code shall be provided. Toilet fixtures shall be of a sanitary design and readily cleanable. Toilet tissue dispensers and toilet paper shall be provided. Easily cleanable receptacles shall be provided for waste materials and such receptacles in toilet rooms used by women shall be covered.</p>	<p>CHANGE 'male and female patrons' to 'different gendered patrons'; Regarding 'in toilet rooms used by women', the City directs that 'used by women' be deleted from this phrase.</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
5-15-9	A. It shall be unlawful for any person, in a massage therapy establishment, to place his or her hand or hands upon, to touch with any part of his or her body, to fondle in any manner, or to massage, a sexual or genital area of any other person. B. It shall be unlawful for any person, in a massage therapy establishment, to expose his or her sexual or genital area to any other person. It shall also be unlawful for any person, in a massage therapy establishment, to expose the sexual or genital area of any other person. C. It shall be unlawful for any person, while in the presence of any other person in a massage therapy establishment, to fail to conceal with a fully opaque covering, the sexual or genital area of his or her body. E. It shall be unlawful for any person owning, operating or managing a massage therapy establishment, to cause, allow or permit in or about such massage therapy establishment, any agent, employee or any other person under his or her control or supervision to perform such acts prohibited in Subsections (A), (B), (C) or (D) of this Section.	CHANGE 'his or her hand' TO 'the person's hand'; CHANGE 'his or her body' TO 'the person's body'; CHANGE 'his or her sexual'; TO 'the person's sexual'; CHANGE 'his or her control' TO 'the person's control'
5-15-14	A. The Health Authority may, after providing an opportunity for a hearing, revoke a license for a massage therapy establishment for violations of any of the requirements of this Chapter or for making false statements on the original application or for committing any offense that would be cause for denial of a license or for interference with the Health Authority in the performance of his or her duties.	CHANGE 'his or her duties' TO 'the Authority's duties'



<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
6-2-1	Community Preservation and Development Director. The duly designated Community Preservation and Development Director of the City of Park Ridge, Illinois, or his or her designee; or, in the absence of the Director, the designee of the City Manager. This is also the individual authorized to review and approve Administrative Subdivisions.	CHANGE 'his/her designee' TO 'the Director's designee'
6-2-2	F.4.g. by the Chairman of the Commission ; G.1 by the Chairman of the Commission	CHANGE 'chairman' TO 'chair'
6-3-1	Channel. Any river, stream, creek, brook, branch, natural or artificial depression, ponded area, flowage, slough, ditch, conduit, culvert, gully, ravine, wash, or natural or man made drainageway, which has a definite bed and banks or shoreline, in or into which surface or groundwater flows, either perennially or intermittently.	CHANGE 'man made' TO 'artificially constructed'.
6-3-4	2. When a party disagrees with the best available data, he/she may finance the detailed engineering study needed to replace existing data with better data and submit it to IDNR/OWR and FEMA.	CHANGE 'he/she may finance' TO 'the party may finance'
6-3-6	A. 1. (k) If the applicant is a land trust, the trust officer shall sign the name of the trustee by him (her) as trust officer. A disclosure affidavit shall be filed with the application, identifying each beneficiary of the trust by name and address and defining the respective interests therein.	At the City's direction, delete ' by him (her)'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
6-3-8	6. Existing buildings located within a designated floodway shall also meet the more restrictive Appropriate Use standards included in Section 6-3-6. Non conforming structures located in a designated floodway may remain in use and may only be enlarged, replaced or structurally altered in accordance with Section 6-3-6B. A nonconforming structure damaged by flood, fire, wind or other natural or man made disaster may be restored unless the damage exceeds 50% of its market value before it was damaged, in which case it shall conform to this Chapter.	At the City's direction, leave 'man made' 'as-is', as it is a 'legal term of art'.
6-3-11	B. Larger floods may occur or flood heights may be increased by man made or natural causes.	At the City's direction, leave 'man made' 'as-is', as it is a 'legal term of art'.
6-3-12	B. 2. No site development permit shall be permanently suspended or revoked until a hearing is held by the Director. Written notice of such hearing shall be served on the permittee and shall state: (1) the grounds for compliant or reasons for suspension or revocation; and (2) the time and place of the hearing. At such hearing, the permittee shall be given an opportunity to present evidence on his/her behalf. At the conclusion of the hearing, the Director shall determine whether the permit shall be suspended or revoked.	CHANGE 'his/her behalf' TO 'the permittee's behalf'
7-1-2	AS. 2. In addition to the requirements in that standard, the following local rules will apply: a. All piping shall be hydrostatically tested at 200 psi for two hours and be witnessed by the Fire Code Official or his or her designee.	CHANGE 'his or her designee' TO 'the Official's designee'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
7-2-1	The Fire Official or duly authorized representative, as may be in charge at the scene of a fire or other emergency involving the protection of life and/or property, is empowered to direct any and all operations as may be necessary to extinguish or control any suspected or reported fires, gas leaks, or other hazardous conditions or situations or take any other action necessary in the reasonable performance of his or her duty. The Fire Official may prohibit any person, vehicle or object from approaching the scene and may remove or cause to be removed from the scene any person, vehicle or object which may impede or interfere with the operations of the Fire Department. The Fire Official may remove or cause to be removed any person, vehicle or object from hazardous areas. All persons ordered to leave a hazardous area shall do so immediately and shall not reenter the area until authorized to do so by the Fire Official.	CHANGE 'his or her duty' TO 'the Official's duty'
8-1-1	There is hereby created the Park Ridge Emergency Services and Disaster Agency to prevent, minimize, repair and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage or other hostile action, or from natural or man-made disaster, in accordance with the Illinois Emergency Management Act. (20 ILCS 3305/2).	KEEP 'AS-IS', PER THE CITY.

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
8-1-6	If the governor proclaims that an emergency exists, in the event of actual enemy attack upon the united states; or the occurrence within the state of illinois of a major disaster resulting from enemy sabotage or other hostile action, or from man-made or natural disaster, it shall be the duty of the city emergency management agency to cooperate fully with the state emergency management agency, and with the governor, in the exercise of his emergency powers, as provided for by law.	KEEP 'man-made' 'AS-IS'; CHANGE 'his emergency powers' TO 'the Governor's emergency powers'
8-1-8	The City Council may, on recommendation of the City Coordinator of Emergency Management Agency, authorize any purchases or contracts necessary to place the City in a position to combat effectively any disaster, resulting from the explosion of any nuclear device or other bomb/missile, or from a man-made or a natural disaster; to protect the public health and safety, to secure property, and provide emergency assistance to victims.	KEEP 'AS-IS', PER THE CITY.
9-2-2	Director of Public Works. The City Director of Public Works or his or her designee. Engineer. The City Engineer or his or her designee.	CHANGE 'his or her designee' TO 'the Director's designee', AND IN THE SECOND INSTANCE, CHANGE TO 'the Engineer's designee'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
9-2-21	b).2) In an emergency, the utility shall, as soon as possible, notify the Director of Public Works or his or her duly authorized agent of the emergency, informing him or her as to what steps have been taken for protection of the traveling public and what will be required to make the necessary repairs. If the nature of the emergency is such as to interfere with the free movement of traffic, the City police shall be notified immediately.	CHANGE 'his or her duly authorized' TO 'the Director's duly authorized' ; CHANGE 'him or her as to what steps' TO 'the Director as to what steps'
9-7-2	Hazardous material(s) incident. The leakage, release, seepage or emission of any Hazardous Material(s) which, due to its quantity, form concentration, location or other characteristics, is determined by the fire chief or his or her authorized representative, based upon a reasonable degree of scientific certainty, to pose a risk to the life, health or safety of persons, property or the environment.	CHANGE 'his or her authorized representative' TO 'the chief's authorized representative'
10-3-3	D. The applicant must not have had his or her driver's license suspended or revoked in any state within the past three years.	CHANGE 'his or her driver's license' TO 'the applicant's driver's license'
10-3-4	B. Renewal Application. With respect to the renewal of the chauffeur's license, the applicant shall file a sworn statement with respect to any changes in his or her qualification status on a form provided by the City.	CHANGE 'his or her qualification' TO 'the applicant's qualification'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
10-5-13	All chauffeurs of livery vehicles must be clean and neat in dress and person and present a professional appearance. Each driver dress code shall require the driver's hair and facial hair be neatly trimmed and groomed. No driver dress code may permit drivers on duty to wear a T-shirt, tank top, body shirt, swimwear, jogging suit, or other similar type of attire as an outer garment; and any form of shorts or other pants that are not at least as long as mid-calf. While on duty, each driver shall be hygienically clean, well-groomed, neat, and dressed in accordance with the approved driver dress code of the taxicab company with which he or she is affiliated.	CHANGE 'he or she' TO 'the driver'
10-8-1	Each taxicab company issued a Certificate of Operation must provide a list of its rates of fare and charges to the Police chief or his/her designee in writing, by January 1 of each year and at least 30 days prior to a CHANGE in rates of fare or charges. A schedule shall also be posted showing the rates of fare and charges for out of town destinations. No charge shall be made for any person under 12 years of age when accompanied by an adult.	CHANGE 'his/her designee' TO 'the chief's designee'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
11-1-3	A.*** The notice shall state that the delinquency could result in a lien being filed against the property and that the service will be terminated on the stated date unless within that time period the City receives a written request from the owner, occupant or user stating a desire to dispute or discuss the delinquent payment, in which case a hearing will be scheduled before the Finance Director or his/her designee prior to discontinuation of service.	CHANGE 'his/her designee' TO 'the Director's designee'.

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
11-1-13	<p>A. The notice shall state that the delinquency could result in a lien being filed against the property and that the service will be terminated on the stated date unless within that time period the City receives a written request from the owner, occupant or user stating a desire to dispute or discuss the delinquent payment, in which case a hearing will be scheduled before the Finance Director or his/her designee prior to discontinuation of service.</p> <p>E. Metered water service shall terminate upon failure of an owner, occupant or party or parties in possession of any premises to furnish the City with a current meter reading for two or more consecutive billing periods, within five days after written notice has been furnished. The City shall turn off the water service without further notice and water service shall not again be resumed until a current meter reading is furnished and a service charge, as specified in Section 11-1-9(G), is paid for resumption of service. In addition, the City may issue a notice of violation, which will require the attendance of the owner, occupant, or party or parties in possession of the premises before the City's Administrative Adjudication Hearing Officer and may result in a fine of up to \$500.00. The Finance Director, or his or her designee, is authorized to issue notices of violation for violations of this Paragraph E.</p>	CHANGE 'his/her designee' TO 'the Director's designee', in both instances



<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
11-1-17	***In addition, if any connection is made to the City water mains or sewer system without a permit as required by Section 11-1-1 of this Chapter, the fee for such permit shall be twice the amount specified in Sections 11-1-2 and 11-1-3. The Finance Director, or his or her designee, is authorized to issue notices of violation for violations of this Chapter.	CHANGE 'his or her designee' TO 'the Director's designee'
11-3-2	Development. Any man-made change to real estate, including: Natural. Conditions resulting from physical, chemical, and biological processes without intervention by man. Stormwater drainage system. All means, natural or man made, for conducting stormwater through or from any property to a point of final outlet from that property. The stormwater drainage system includes but is not limited to any of the following: conduits and appurtenant features, canals, channels, ditches, streams, culverts, streets, storm sewers, detention basins, swales and pumping stations.	CHANGE 'man made' TO 'artificial' IN BOTH INSTANCES
11-5-1	Stormwater System means a conveyance or system of conveyances, including sewers, storm drains, streets, curbs, gutters, ditches, retention ponds or basis, dams, creeks, river impoundments, man-made channels or storm drains and flood controls facilities and appurtenances thereof which are designed or used for the collection, control, transportation, treatment or discharge of stormwater, all located within the corporate limits of the City.	CHANGE 'man-made' TO 'artificial'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
12-1-3	Homeowners are not required to obtain a building contractor license. A homeowner, upon obtaining a building permit from the Building Official, may in his or her own home install, alter, or repair any building or structure, equipment, plumbing system, and/or electrical system, provided the homeowner shall reside in the residence being altered or repaired for a period of at least six (6) months following the final inspection for the building permit. If, during any scheduled inspections, it is found that the homeowner is not complying with the Building Code, the Building Official may require that a licensed building contractor be retained to complete the construction specified in the building permit.	CHANGE 'his or her own home' TO 'the Official's own home'
12-1-6	C. 1. ***Denial of access or to said records shall be deemed an interference with the Health Inspector in the performance of his/her duties.	CHANGE 'his/her duties' TO 'the Inspector's duties'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
12-6-3	C. Before a license may be issued to any applicant, background checks (which shall include the submission of fingerprints to appropriate agencies) shall be performed with respect to the key individuals owning and/or operating the licensed business. At a minimum, the local manager or managers and the persons functioning as the chief operating officer and chief financial officer shall be subject to such background checks. An investigation will be performed to enable the Commissioner to ascertain whether the issuance of a license will comply with all applicable regulations of the City. The Commissioner may accept the fingerprints from another jurisdiction for persons not residing or working within fifty (50) miles of the City. A reasonable fee may be charged by the police department for each person required to be fingerprinted. For purposes of this subsection, the Commissioner may require such documentation as he or she deems appropriate to determine who must be fingerprinted. The Commissioner's decision as to fingerprinting shall be final. (Background checks are not required for temporary permits.)	CHANGE 'he or she' TO 'the Commissioner'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
12-6-7	<p>IV. Permits; Temporary</p> <p>A. Regulations Applicable to All Temporary Permits:</p> <p>1. The Commissioner may attach such conditions as are appropriate for that specific temporary permit.</p> <p>2. For temporary permits, the Commissioner, in his or her sole discretion, may accept host or general liability coverage as a substitute for dramshop insurance.</p>	CHANGE 'his or her sole discretion' TO 'the Commissioner's sole discretion'
12-6-12	The Mayor shall be the Local Liquor Control Commissioner ("Commissioner") and shall have the authority to administer the appropriate provisions of this chapter. The Commissioner may designate one or more persons to assist in the exercise of such powers and the performance of such duties, as he or she may deem necessary.	CHANGE 'he or she may deem' TO 'the Commissioner may deem'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
12-6-13	<p>E. Make or cause to be made, by the various City departments or the Liquor License Review Board, such investigations as may aid the Commissioner in the performance of his or her duties.</p> <p>I. Examine or cause to be examined, under oath, any original or renewal license applicant or any Licensee. For such purposes the Commissioner may issue subpoenas, which shall be effective in any part of this State. For the purpose of obtaining any information pursuant to this Section, the Commissioner may authorize an agent to act on his or her behalf.</p> <p>L. Suspend for not more than thirty (30) days or revoke any liquor license, permit or endorsement. These penalties may be imposed only after a hearing before the Commissioner or, in his or her sole discretion, the Liquor License Review Board.</p>	<p>CHANGE 'his or her duties' TO 'the Commissioner's duties'; CHANGE 'his or her behalf' TO 'the Commissioner's behalf'; CHANGE 'his or her sole discretion' TO 'the Commissioner's sole discretion.'</p>
12-6-14	<p>The Mayor, as Commissioner, may in his or her sole discretion, appoint a Liquor License Review Board ("Board"), consisting of the Commissioner and such members as the Commissioner may deem appropriate. The members of the Board shall be residents of the City.; The Commissioner shall be the Chairman of the Board</p>	<p>CHANGE 'his or her sole discretion' TO 'the Mayor's sole discretion.'; CHANGE 'the Chairman' TO 'the Chair'</p>
12-6-26	<p>B. ***If the offense is related to alcohol or substance abuse and the offender is under 21 years of age and is either found guilty or pleads no contest and agrees to pay the applicable fine, the City will report the person to the Secretary of State's Office and his/her driver's license will be suspended in accordance with State law.</p>	<p>CHANGE 'his/her driver's license' TO 'the person's driver's license'</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
12-6-27	<p>Adult: Any person who has attained his or her twenty-first birthday.</p> <p>Host Liability Insurance: A typical business insurance coverage that protects an owner against claims that his or her business or premises caused damage or injury or caused liability to accrue to a business invitee.</p> <p>Underage Person: Any person who has not attained his or her twenty first birthday.</p>	<p>CHANGE 'his or her twenty-first birthday' TO 'the person's twenty-first birthday' in BOTH INSTANCES; CHANGE 'his or her business' TO 'the owner's business'</p>
12-9-6	<p>A. It shall be unlawful for any person under the age of 21 years to purchase tobacco products, or to misrepresent his or her identity or age, or to use any false or altered identification for the purpose of purchasing tobacco products.</p>	<p>CHANGE 'his or her identity' TO 'the person's identity'</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
12-9-11	<p>A. The Mayor or his/her designee is charged with the administration of this Chapter. The Mayor may suspend or revoke any license issued under the provisions of this Chapter if it is determined that the licensee has violated any of the provisions of this Chapter.</p> <p>B. The licensee shall be notified of a determination to revoke or suspend a license or of the imposition of a fine by the Mayor. The notice shall inform the licensee of the right to request a hearing before the Administrative Adjudication Division's Hearing Officer regarding the proposed action. The notice shall contain the reasons for the revocation, suspension, or imposition of a fine. The notice shall be personally served or mailed, postage prepaid, to the licensee at his/her last known address and shall provide the licensee with the right to request a hearing before Administrative Adjudication Division's Hearing Officer within twenty-one (21) calendar days following the date such notice was personally delivered or placed in the mail.</p>	CHANGE 'his/her designee' TO 'the Mayor's designee'; CHANGE 'his/her last known address' TO 'the licensee's last known address'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
12-11-12	<p>(A)5. Whenever new telecommunications facilities will exhaust the capacity of a public street or utility easement to reasonably accommodate future telecommunications carriers or facilities, the grantee shall provide additional ducts, conduits, manholes and other facilities for nondiscriminatory access to future carriers.</p> <p>(Z). Notice and Duty to Cure. In the event that the City Manager believes that grounds exist for revocation of a license or franchise, he shall give the grantee written notice of the apparent violation or noncompliance, providing a short and concise statement of the nature and general facts of the violation or noncompliance, and providing the grantee a reasonable period of time not exceeding 30 days to furnish evidence: 1. That corrective action has been, or is being actively and expeditiously pursued, to remedy the violation or noncompliance; 2. That rebuts the alleged violation or noncompliance; and 3. That it would be in the public interest to impose some penalty or sanction less than revocation.</p>	<p>KEEP 'AS-IS', PER THE CITY — 'manholes', as it's an INDUSTRY TERM ; CHANGE 'he shall give' TO 'the Manager shall give'.</p>



<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
12-11-13	<p>G. Issuance of Permit. The City Engineer, if satisfied that the applications, plans and document comply with all requirements of this Chapter, shall issue a permit authorizing construction of the facilities, subject to such further conditions, restrictions or regulations affecting the time, place and manner of performing the work as he may deem necessary or appropriate.</p> <p>I. Compliance with Permit. All construction practices and activities shall be in accordance with the permit and approved final plans and specifications for the facilities. The City Engineer and his representatives shall be provided access to the work and such further information as he or she may require to ensure compliance with such requirements.</p> <p>J. Display of Permit. The permittee shall maintain a copy of the construction permit and approved plans at the construction site, which shall be displayed and made available for inspection by the City Engineer or his representatives at all times when construction work is occurring.</p>	CHANGE 'as he may deem' TO 'as the Engineer may deem' ; CHANGE 'and his representatives' TO 'and the Engineer's representatives' ; CHANGE 'he or she may require' TO 'the Engineer may require' ; CHANGE 'City Engineer or his representatives' TO 'City Engineer or the Engineer's representatives' .
12-16-4	G. Separation of Sleeping Areas. Each shelter shall provide separate sleeping areas: (1) for men, (2) for women; and (3) for parents with children, if applicable.	CITY DIRECTS NO CHANGE HERE

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
12-16-5	A. The Director may revoke a temporary overnight shelter license for violating any federal, state or local law, rule or regulation, or for making a false statement on the license or special use application; or for interfering with any governmental, official or other authorized City employee in the performance of his or her duties.	CHANGE 'his or her duties' TO 'employee's duties'
12-17-4	A. 3. Has conducted any activities directly related to his or her business in the City in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public; or 10. Interfered with any City employee or official in the performance of his or her duties; or	CHANGE 'his or her business' TO 'the person's business'
12-19-2	A. No person shall operate a cannabis dispensing organization unless he/she has a valid cannabis dispensing organization license issued in accordance with this Chapter. B. Application for a cannabis dispensing organization license shall be made to the Director on forms provided by him for that purpose. An application shall not be complete unless the applicant presents a copy of a dispensing organization license from the State of Illinois, Department of Financial and Professional Regulation. D. Applications for the renewal of a cannabis dispensing organization license shall be made to the Director on forms provided by him for that purpose not less than 60 days prior to the expiration of the license to be renewed.	CHANGE 'he/she has a valid cannabis' TO 'the person has a valid cannabis' ; CHANGE 'forms provided by him' TO 'forms provided by the Director' IN LAST TWO INSTANCES

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
13-19-8	Any person who shall fail to purchase the applicable license on or before the required date shall pay an additional \$25.00 for the purchase of such license if the purchase is made after the third Friday in June, but before the third Friday in September; and an additional \$50.00 if the purchase is made after the third Friday in September. However, that additional purchase price shall not apply to any person who provides the City Clerk with proof in the form of a bill of sale in the proper legal form evidencing purchase of the motor vehicle within 30 days prior to the application for and purchase of said license insignia. Provided, further, that such additional fee shall not apply to any person who at the time of purchase of the license provides satisfactory evidence that he or she became a resident of the City during the License Year.	CHANGE 'that he or she became a resident' TO 'that 'the person became a resident'
13-21-2	J. The Police Department shall maintain a list of reasonable provisions to accompany every permit. The Police Chief or designee may amend this document from time to time at his or her discretion. The provisions may not be more restrictive than those established by the Illinois Department of Transportation or the most current phase of interstate harmonization policies issued by the American Association of State and Highway Transportation Officials, except in extreme cases. Permit provisions must accompany every permit.	CHANGE 'his or her discretion' TO 'the Chief's or designee's discretion'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
13-21-6	C. The Chief of Police or his or her designee shall administer and enforce this section and shall have the authority to grant, deny, suspend or reinstate permits. Any applicant or permittee denied a permit or who has had a permit suspended, upon request, shall have the right to appeal the action to the Chief of Police or his or her designee.	CHANGE 'his or her designee' TO 'the Chief's designee' IN BOTH INSTANCES

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
13-23-5	<p>A. Within five business days after a vehicle is seized and impounded pursuant to Sections 13-23-2 through 13-23-4 of this Code, the City shall notify by certified mail the owner of record of the seizure and impoundment of the vehicle, the penalty assessed, and of his or her right to request a hearing before the Administrative Hearing Officer, or his or her designee, in accordance with the City's Administrative Adjudication System to challenge whether a violation of this Code for which seizure and impoundment applies has occurred pursuant to this Chapter.</p> <p>***E. If the owner of record requests a hearing, but fails to appear at the hearing or fails to request a hearing in a timely manner, the owner of record shall be deemed to have waived his or her right to a hearing and the Administrative Hearing Officer shall enter a default order in favor of the City in the amount of the administrative penalty prescribed for the violation, plus towing and storage fees. However, if the owner of record pays such penalty and the vehicle is returned to the owner of record, no default order need be entered if the owner of record is informed of his or her right to a hearing and signs a written waiver. Once the waiver is signed and the penalty and any applicable towing and storage fees are paid, the seized vehicle will be released.</p>	<p>CHANGE 'his or her right' TO 'the owner's right' IN ALL INSTANCES ;</p> <p>CHANGE 'his or her designee' TO 'the officer's designee'</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
14-5-5	It shall be unlawful conduct for any person to appear in or on any street, alley or other public place in the City, manifestly under the influence of alcohol, narcotics or other drugs to the degree that he or she (i) may endanger himself/herself or other persons or property and fails to cooperate with a police officer or other intermediary person in being assisted to his/her home, a treatment facility or other health facility, or (ii) annoys or disturbs other persons in his/her vicinity.	CHANGE 'he or she' TO 'the person'; CHANGE 'himself/herself' TO 'the person' ; CHANGE 'his/her home' TO 'the person's home' ; CHANGE 'his/her vicinity' TO 'the person's vicinity'
14-8-10	The parade chairman	CHANGE TO 'The parade chair'
14-9-3	***It shall be unlawful to conduct any construction operation, including the delivery of equipment, supplies or materials, at any time on Sundays or holidays on any lot where a Building Permit has been issued for demolition, new construction, room addition or other project where fencing is required to be installed around the entire perimeter of the construction site or around the perimeter of the construction areas, unless the construction operation is necessary to prevent property damage and prior written approval is given by a Building Official or his/her designee.	CHANGE 'his/her designee' TO 'the Official's designee'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
14-12-1	<p>C. School Curfew. 1. It shall be unlawful for any person under the age of 18 who is enrolled in any public, private or parochial school to be present in any public place, building, street, or assembly in the City of Park Ridge other than school, during any hours when school is in session during the regular school term, unless he or she is</p> <p>2. A police officer may stop and detain a person whom the officer reasonably suspects to be violating this section for not to exceed 15 minutes for the purpose of verifying the person's identity, age, school enrollment and authority to be absent from school. The police officer shall immediately inform the person of the reason for the detention and that he or she will be released upon verification of authorization to be absent from school. The person shall not be removed from the scene of the investigatory detention unless he or she refuses to provide the officer with the necessary information.</p>	<p>CHANGE 'he or she is' TO 'the person is '; CHANGE 'he or she will be released' TO 'the person will be released'; CHANGE 'he or she refuses' TO 'the person refuses ';</p>
14-12-2	<p>It is unlawful for a parent, legal guardian or other person to knowingly permit a person in his custody or control to violate any Section of this Chapter.</p>	<p>CHANGE 'his custody' TO 'the parent's, guardian's, or other person's' custody.</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
14-14-3	<p>Gender expression: The gender with which a person may choose to identify or express himself or herself, irrespective of the person's birth gender.</p> <p>National origin: The place in which an individual or one of his or her ancestors was born.</p> <p>Source of income: Means any lawful income, subsidy, or benefit with which an individual supports himself or herself and his or her dependents, including but not limited to, child support, maintenance, and any federal, state or local public assistance, medical assistance, or rental assistance program, provided that:</p>	<p>CHANGE 'express himself or herself' TO 'express the person's identity' ;</p> <p>CHANGE 'one of his or her ancestors' to 'one of the individual's ancestors';</p> <p>CHANGE 'his or her dependents' TO 'the individual's dependents'</p>
14-14-4	<p>Refusing to permit, at the expense of the disabled person, reasonable modifications of an existing dwelling unit occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises; except that, in the case of a rental, the landlord may, where it is reasonable to do so, condition permission for a modification on the renter agreeing to restore the interior of the premises to the condition that existed before the modification, reasonable wear and tear excepted; a person with disabilities may make reasonable modifications to the interior or exterior public and common use areas of a building as well as to his and her individual dwelling unit.</p>	<p>CHANGE 'his or her' TO 'the person's'.</p>
14-15-5	<p>Reasonable Belief: Reasonable belief or reasonably believes means that the person concerned acting as a reasonable man believes that the described facts exist.</p>	<p>CHANGE 'reasonable man' TO 'reasonable</p>



<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
14-15-7	A. 6. Knows the individual assaulted to be a fireman engaged in the execution of any of his official duties;	CHANGE 'fireman' TO 'firefighter'; CHANGE 'any of his official duties' TO 'any of the firefighter's official duties'
14-15-11	2. Where the property involved is that of the offender's spouse, no prosecution for theft may be maintained unless the parties were not living together as man and wife and were living in separate abodes at the time of the alleged theft.	CHANGE 'as man and wife' TO 'as married persons'.
14-20-1	Registered Solicitor: Any person who has obtained a valid certificate of registration as hereinafter provided, which certificate is in the possession of the solicitor, conspicuously displayed on his or her person while engaged in solicitation.	CHANGE 'on his or her person' TO 'on the person's body'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
14-21-1	<p>B. Use of Premises for Consumption of an Alcoholic Liquor. It shall be unlawful for any person to knowingly permit or to knowingly or negligently fail to prevent, on any premises under his or her control, the consumption of an alcoholic liquor by an underage person. This Section shall apply to residential, public and commercial premises.</p> <p>E. 3. Any person who knowingly or negligently allows the operation of a motor vehicle under his or her control by an underage person, when the person knew or in the exercise of ordinary judgment should have known that the underage person was either impaired or had consumed any amount of alcohol within two hours prior to when this allowance to drive occurred.</p> <p>H. Operation of a Motor Vehicle While in a State of Impairment. It shall be unlawful for any underage person to operate a motor vehicle on a street or highway of the City while in a state of impairment due to the consumption of an alcoholic liquor or with any alcohol at all in his or her system. For purposes of this section only, "operation of a motor vehicle" shall have the definition ascribed to it in the Illinois Vehicle Code rather than the definition set forth in Section 12-6-27 of this Code.</p> <p>I. Operation of a Motor Vehicle by Underage Persons with an Alcoholic Liquor in or on the Vehicle; When the Underage Person is Impaired Due to Alcohol or has Alcohol in the System or is Operating the Vehicle in Violation of a Restriction Pursuant to this Chapter. The following shall apply when any underage person is found in the City operating any motor vehicle in which or on which is found any alcoholic liquor, or when the underage person is in a state of impairment due to consumption of alcohol or to have alcohol in his or her system or is found operating a motor vehicle in violation of a restriction pursuant to this Chapter:</p> <p>M. Possession of Alcohol By Underage Persons. It shall be unlaw-</p>	<p>CHANGE 'his or her control' TO 'the person's control' ; CHANGE 'his or her system' TO 'the underage persons's system' ; CHANGE 'liquor in his possession' TO 'liquor in the underage person's possession'</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
14-21-3	B. Substance Abuse. If the offense is related to alcohol or substance abuse and the offender is under 21 years of age, the court or administrative adjudication hearing officer may assign the offender to a drug and alcohol education and abuse counseling program that is licensed by the Illinois Department of Alcohol and Substance Abuse and requires a certified evaluation program and not less than four hours of counseling. If the violator agrees to attend such a program, the violator shall pay for the cost of the program and a fine of \$100.00 for a first offense. For a second offense, the offender shall attend a drug and alcohol education and counseling program of at least ten hours in duration as determined by the licensed program and shall pay for the cost of the program and a fine of not less than \$250.00. If the offense is related to alcohol or substance abuse and the offender is under 21 years of age and is either found guilty or pleads no contest and agrees to pay the applicable fine, the City will report the person to the Secretary of State's Office and his/her driver's license will be suspended in accordance with state law.	CHANGE 'his/her driver's' TO 'the person's'
14-22-1	B. Any person in charge who permits property under his or her ownership or ownership and control to be a chronic nuisance property shall be in violation of this Chapter and subject to its remedies.	CHANGE 'his or her' TO 'the person's'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
14-22-2	Person in charge: Any person in actual or constructive possession of a property, including, but not limited to, an owner, occupant of property under his or her domain, ownership or control.	CHANGE 'his or her' TO 'the person's'.
14-22-6	b. A statement that the Chief of Police has determined the property to be a chronic nuisance property with a concise description of the nuisance activities leading to his/her findings. A statement that the Chief of Police has determined the property to be a chronic nuisance property with a concise description of the nuisance activities leading to his/her findings.	CHANGE 'his/her' TO 'the Chief's'
15-1-12	All new work, additions, and/or accessory structures shall comply with the construction, site, grading, and/or plot plan(s) approved by the Building Official and/or the City Engineer. A copy of all approved building plans shall remain on site, and shall be accessible by the Building Official or his or her designee, until all construction has been completed, inspected and approved, and/or until a final certificate of occupancy has been issued.	CHANGE 'his or her' TO 'the Official's'

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
15-7-3	<p>E. Chairman. The Mayor, with the approval of the City Council, shall appoint one of the members to serve as Chairman. The Chairman shall appoint a Vice-Chairman to serve in his/her absence. The Chairman shall have the duty of calling all meetings and shall preside at all meetings of the Commission.</p> <p>H. Conflicts of Interest. No member of the Commission shall participate in discussion or vote on requests for a Certificate of Approval from any client he/she is serving or from any business or property in which he/she has a financial interest or of which he/she is an officer or employee.</p>	<p>CHANGE 'Chairman' TO 'Chair' AND 'Vice-Chairman' TO 'Vice-Chair' ;</p> <p>CHANGE 'his/her absence' TO 'the Chair's absence' ;</p> <p>CHANGE ALL INSTANCES OF 'he/she ' TO 'the member '</p>
15-7-4	call of the Chairman	CHANGE 'Chairman' TO 'Chair'
15-7-11	<p>When, by reason of nonavailability of construction materials, it becomes necessary to vary any of the provisions under which a Certificate has been granted and in the opinion of the Administrator, such variation will be aesthetically equal to or be better than the original provisions and will not conflict with the intent of the appearance Code, the Administrator shall have the power to grant such variation. He/she shall not be obligated to grant the variation, however, and may instead choose to send the matter back to the Commission for an Amendment to the original Certificate. To the extent that the Administrator exercises the aforementioned power, he shall submit within ten days thereafter a written report of the circumstances and his findings to the Commission.</p>	<p>CHANGE 'He/she shall not be obligated' TO 'The Administrator shall not be obligated' ;</p> <p>CHANGE 'he shall submit within ten days' TO 'the Administrator shall submit within ten days' ;</p> <p>CHANGE 'and his findings' TO 'and the Administrator's findings'</p>

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
15-7-12	If it should become impossible by reason of weather, strike or any other circumstance beyond control of the person, firm, or corporation to whom a Certificate of Approval has been granted to complete all work required before occupancy or start of use, a temporary occupancy permit may be issued by the Administrator on such conditions he/she may deem appropriate.	CHANGE 'he/she' TO 'the Administrator'.
20-6-11	B. 5. The signature (which may be made by signing a certificate kept by the Administrator attesting to the correctness of all notices produced by a computerized device while under his/her control) and identification number of the person issuing the notice;	CHANGE 'his/her' TO 'the administrator's'.
20-6-14	B. Respondent Representation: The case for the respondent may be presented by the respondent or by an attorney or agent of the respondent. An attorney or agent appearing at an adjudicatory hearing on behalf of a respondent shall present the Administrative Hearing Officer with a signed appearance form stating, on oath or affirmation, that he or she has been authorized by the respondent to represent the respondent at the hearing.	CHANGE 'he or she has' TO 'the attorney or agent have'
22-14-2	Whenever a section of this Article has been violated, the Housing Inspector or his/her designee shall issue a written notice setting forth the alleged violations and advising the owner or any occupant, operator, or agent, that such violations must be corrected.	CHANGE 'his/her' TO 'the inspector'.

<i>Section in Code</i>	<i>Gender Specific Words/Phrases Currently in the Code</i>	<i>Options/Recommended Change(s) for Gender Neutrality</i>
22-2-1	Meaning of certain words: Whenever the words "dwelling," "dwelling unit," "rooming units," "building," "premises," "structure" are used in the Article they shall be construed as though they were followed by the words "or any part thereof." Words used in the singular include the plural, and the plural the singular, the masculine gender includes the feminine and the feminine the masculine.	PER THE CITY, THE LAST SENTENCE HERE SHOULD BE DELETED, as there is already general language that addresses this idea.
23-1-3	Director. The City's Director of Community Preservation and Development or any person that the Director has appointed, in writing, to act in his or her stead.	CHANGE 'his or her' TO 'the Director'